

**Lakehead University Student Union (LUSU) Constitution  
2008-2010 Edition**

Updated September 2010 by  
LUSU Standing Executive Committee

# Lakehead University Student Union Articles and Policies of the Corporation

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### **Issues Policy**

None at current time

## **STATEMENT OF PRINCIPLES**

The Lakehead University Student Union is a democratic, non-profit, service oriented corporation. It is committed to providing an environment wherein its members, the students of Lakehead University, can pursue academic excellence as well as personal and social growth, free from all forms of discrimination and harassment.

We are committed to universally accessible post-secondary education, and reject all impediments to post-secondary education including, but not necessarily limited to, financial constraints and discrimination of any kind.

We are further committed to democratic principles at all levels of government including, but not limited to, student, administrative and academic bodies of the university. Furthermore, it is our objective to enhance student participation in all aspects of government in the university community.

In our quest we shall strive for the highest quality post-secondary education available. We further support organizations, on and off campus, which promote the aforementioned principles. It is further understood that said principles apply to all Lakehead University Student Union clubs and organizations, and their practices.

### ***Motto***

*Opera, Facilis, Reipublicae, Qualitas, Varietas*  
*Service, Accessibility, Democracy, Quality, Diversity*

## **BY-LAW**

A by-law relating generally to the transaction of the affairs of the Lakehead University Student Union:

Be it enacted as a by-law of the Lakehead University Student Union as follows:

The name of the corporation is the Lakehead University Student Union, hereinafter known as LUSU and/or the Corporation.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #1**  
**CORPORATE NAME**

- 1.1. The name of the corporation is the Lakehead University Student Union, hereinafter known as LUSU and/or the Corporation.

**LAKEHEAD UNIVERSITY STUDENT UNION  
ARTICLE #2  
HEAD OFFICE OF THE CORPORATION**

- 2.1 The head office of the Corporation shall be located in the City of Thunder Bay, Ontario, Canada.

**LAKEHEAD UNIVERSITY STUDENT UNION  
ARTICLE #3  
SEAL OF THE CORPORATION**

- 3.1 The Seal of the Corporation, an impression of said stamped in the margin hereof, shall stand as the Corporate Seal of the Lakehead University Student Union.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #4**  
**INTERPRETATION OF ARTICLES AND POLICIES OF THE CORPORATION**

- 4.1 In these by-laws and in all other by-laws of the Corporation hereinafter passed, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number and the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #5**  
**MEMBERSHIP AND MEETINGS OF THE CORPORATION**

- 5.1 Each full-time or part-time student at Lakehead University who pays fees to the Corporation shall be a member of the Corporation, and shall continue their membership for as long as they are enrolled as a student at Lakehead University.
- 5.1.1 A "member in good standing" is defined as someone who is currently taking at least one (1) course during the current semester and has paid dues to the Corporation for the current semester.
- 5.1.1.1 Membership in the corporation guarantees each member in good standing the right to vote at any general or special general meeting of the Corporation.
- 5.1.1.2 Membership in the corporation guarantees each member in good standing the right to stand for any elected position within the Corporation.
- 5.1.1.3 Membership in the Corporation guarantees each member in good standing the right to vote in any general election, by-election, or referendum.
- 5.2 All ex-officio representatives of the Lakehead University Student Union Board of Directors shall be deemed to have been admitted as honorary, non-voting members of the Corporation ipso facto from the time of their appointment to the office described in Section A-6, Board of Directors of the Corporation hereof, and shall continue to be members so long as they hold said office. Upon said members ceasing to hold the office entitling them to ex-officio status, they shall cease to be a member of the Corporation.
- 5.3 Honorary Membership shall be bestowed upon individuals who show long term support and dedication to the Lakehead University Student Union.
- 5.3.1 Honorary members shall be appointed upon recommendation by any member of the corporation and upon an affirmative vote of two thirds of the members of the Lakehead University Student Union Board of Directors.
- 5.3.2 The honorary members shall not be entitled to vote at, but shall be entitled to notice of and the right to attend meetings of the corporation.
- 5.4 All ordinary members shall pay dues to the Corporation. All dues shall be paid to Lakehead University as agent for the Corporation. The Lakehead University Student Union Board of Directors may, by referendum, set additional dues payable by each member.
- 5.5 In the case where the Corporation belongs to external organizations and/or associations on behalf of its members, the dues of the Corporation shall increase as the dues of the external organizations increase. This will be done at the discretion of the LUSU Board of Directors, who may determine whether or not said increase must be considered by all ordinary members of the Corporation via referendum.

- 5.6 An Annual General Meeting of the Corporation shall be held during the fall term of every year. During the Annual General Meeting of the Corporation, the audited financial statements of the Corporation must be presented and accepted.
- 5.7 Quorum for the transaction of business at the Annual General Meeting of the Corporation shall consist of not less than fifty (50) members present.
- 5.8 The following business shall be transacted:
  - 5.8.1 Presentation of the year to date report from the Executive.
    - 5.8.1.1 The LUSU Vice President Finance shall be prepared to present the year to date financial statements and the budget of the Corporation.
  - 5.8.2 Presentation of the audited financial statements and the report from the auditor.
  - 5.8.3 Appointment of the auditor for the ensuing year.
  - 5.8.4 Constitutional amendments to be voted upon.
  - 5.8.5 Any business brought up at the meeting.
- 5.9 The LUSU President, in consultation with the LUSU Chairperson, shall inform the LUSU Standing Executive Committee and the Secretary of the Corporation of the date and time of the Annual General Meeting of the Corporation. At least two (2) weeks notice shall be given.
- 5.10 The LUSU Vice President Student Issues shall, upon notification from the LUSU President, advertise the Annual General Meeting of the Corporation.
- 5.11 The LUSU Board of Directors has the power to call, at any time, a Special General Meeting of the Corporation.
- 5.12 Public notice of the Annual General Meeting of the Corporation, or any Special General Meeting of the Corporation, must be made in the following manner:
  - 5.12.1 Posting notices on campus bulletin boards.
  - 5.12.2 A notice printed in the student paper.
- 5.13 Said notices must include the time and place of the meeting, and must be given at least ten (10) days before said meeting. At any Special General Meeting of the Corporation, any business may be transacted which the Corporation may transact at the Annual General Meeting of the Corporation.
- 5.14 Every member of the Corporation entitled to vote at a meeting may appoint a proxy as his nominee to attend and act at a meeting to the extent and within the powers conferred by the proxy.

- 5.14.1 The proxy must be authorized by the member of the Corporation in writing, with written notice to be delivered to the Chairperson of the Corporation at any time up to and including 48 hours preceding the day of the meeting, Saturday, Sunday and holidays excluded.
- 5.14.2 At every meeting at which a member is entitled to vote, every member who is present in person shall have one vote, and every person appointed by proxy to represent one or more members, hereafter referred to as the nominee, shall have one vote for each member who is properly represented by said nominee.
- 5.14.2.1 The nominees shall hold no more than two (2) proxy votes at any one time.
- 5.15 The written proxy must be signed by the member and must include the date thereof and the name of the nominee. Said Proxy may also contain limitations or instructions in respect to business of the Corporation on which the nominee may vote. The power of the proxy may be revoked by instructions in writing from the member of the Corporation at the adjournment of the meeting at which the proxy is to be used. Otherwise, said proxy ceases to be valid one (1) year from its date.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #6**  
**BOARD OF DIRECTORS OF THE CORPORATION**

- 6.1 There shall be a governing body of the Corporation under the name of the Lakehead University Student Union Board of Directors. The LUSU Board of Directors shall consist of nineteen (19) members, including the three (3) Executive members, elected by the membership of the Corporation at a general election. These persons, with the exception of the ex-officio representatives referred to hereinafter, shall be at the time of their election, and during their term in office, members of the Corporation.
- 6.1.1 The seats for the position of Director shall be divided between both campuses (Thunder Bay and Orillia) by population. Both campuses must have a minimum of three (3) Directors at all times.
- 6.2 Ex-officio representatives shall include the Secretary of the Corporation, the LUSU General Manager, the Outpost General Manager, the Gender Issues Centre Director, a representative from the Argus, a representative from the Graduate Student Association, a mature student representative, an LU Radio representative, and a representative from Residence Council. They shall be entitled to sit as ex-officio representatives of the LUSU Board of Directors without voting privileges or powers.
- 6.3 The acts of a Director, Officer or Executive are valid, despite any defect that may afterwards be discovered in said person's appointment or qualification.
- 6.4 If an election of the LUSU Board of Directors or the LUSU Executive is not held at the proper time, the existing LUSU Board of Directors or LUSU Executive shall continue in office until their successors are elected.
- 6.5 The members of the LUSU Board of Directors shall elect a minimum of four (4) Summer Directors from the LUSU Board of Directors, at least one (1) from each campus, from the LUSU Board of Directors for the Spring and Summer sessions at the last official meeting of the LUSU Board of Directors in the Winter term. In combination with the LUSU Standing Executive Committee, these Summer Directors shall serve as the LUSU Summer Board of Directors.
- 6.6 The Lakehead University Student Union Board of Directors shall be empowered to set all financial, political and general policy for the Corporation. This must always be done in the best interest of the Corporation on all levels including, but not limited to, municipal, provincial, federal and international. Should the LUSU Board of Directors be presented with a petition containing signatures and registration numbers of at least ten percent of the members of the Corporation so requesting, it shall call a general meeting of the Corporation to consider such Policy, and any decision of the general meeting shall be binding upon the LUSU Board of Directors.

- 6.6.1 Should the LUSU Board of Directors be presented with a petition containing ten percent (10%) of the signatures and student identification numbers of members from either campus, or 10% of the combined membership, requesting a general meeting to consider any decision of the LUSU Board of Directors or any other issues at hand, the Board shall immediately call a general meeting of the membership. Any decision of the general meeting shall be binding upon the Board of Directors.
- 6.7 Without in any way derogating from the foregoing, the LUSU Board of Directors is expressly empowered to purchase, loan or otherwise dispose of shares, buildings, and other property, movable or immovable, real or personal, or any right or interest therein owned by the Corporation for such consideration, and upon such terms and conditions, as they may deem advisable.
- 6.8 The LUSU Board of Directors shall have the power to enter into agreement with the Lakehead University Board of Governors to levy a standard fee against all members of the Corporation for the purpose of financing Corporation affairs.
- 6.9 Any changes in the fee structure shall be subject to referendum, and the results of said referendum shall be made public immediately after the vote count.
- 6.10 Every elected member of the LUSU Board of Directors, must sit on at least one (1) LUSU Standing Committee.
- 6.11 The LUSU Summer Board of Directors shall not be empowered to make major financial, political or general policy decisions for the Corporation. The Summer Board is in place to oversee the regular operations of LUSU during the Spring and Summer academic terms, and to be available for any emergency financial decisions that may arise.
- 6.12 Any major decisions made by the Summer Board shall be ratified by the regular LUSU Board of Directors at their first meeting in the fall.
- 6.13 Before adjournment of each meeting of the Lakehead University Student Union Board of Directors, the date and time of the next meeting shall be set by the Lakehead University Student Union Chairperson. There shall be at least two (2) meetings per month during the Fall/Winter class sessions.
- 6.14 Quorum of the LUSU Board of Directors and the LUSU Standing Executive Committee shall consist of not less than two-thirds (2/3) of the full compliment of voting members of either entity. Should a member of either be fulfilling the role of Chairperson at any of their meetings, they shall be considered a voting member for the purposes of quorum.
- 6.15 Quorum for each LUSU Standing Committee shall be as set out in the corresponding policy.
- 6.16 Quorum of the LUSU Summer Board of Directors shall be met with the presence of two-thirds (2/3) of the members of the Summer Board, of which two (2) must be members of the LUSU Standing Executive Committee.

- 6.17 Any meeting may be adjourned at any time with a majority vote of the members present, providing the date and time for the next meeting has been set. In the case of LUSU Standing Executive Committee meetings, the time and place will be determined by the members of said Committee at least two (2) days prior to said meeting. No formal notice of meetings need be given if all members of the LUSU Standing Executive Committee are present, or those absent have been notified, and have given consent to the meeting being held.
- 6.18 No error or omission in giving notice for a meeting shall invalidate said meeting, or invalidate or make void any proceedings occurring at said meeting.
- 6.19 At all meetings, all questions shall pass by a majority vote unless otherwise stated in the LUSU Constitution or Robert's Rules of Order. Every question should be called by a show of hands, unless a roll call is demanded by any voting member. If the expenditure of money is involved, voting shall be by roll call, unless secret balloting is asked for by a voting member. The call for secret ballot overrides any other type of vote.
- 6.20 Procedures of all meetings are to be governed by Robert's Rules of Order. Where in conflict, the LUSU Constitution takes precedence over Robert's Rules of Order.
- 6.21 In the event of an unexcused absence from a LUSU Board of Directors or an Annual General Meeting, the unexcused member shall pay a fine of \$25.00 to the Secretary of the Corporation. In the event of unexcused tardiness at a LUSU Board of Directors meeting, the member in question shall pay a fine of \$5.00 to the Secretary of the Board of Directors. Said fines shall be accumulated and used at the discretion of the LUSU Board of Directors.
- 6.22 Board of Director members are not permitted to bring bottled water to regular meetings of the corporation. In the event a member brings bottled water, the member in question shall pay a fine of \$1.00 to the Secretary of the Board of Directors. Said fines shall be donated to the Sustainability Committee Budget.
- 6.23 Ex-Officio representatives are not subject to the provisions outlines in A-6.21 and A-6.22

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #7**  
**EXECUTIVE OF THE CORPORATION**

- 7.1 The members of the Corporation shall elect the following Executives at a general election to serve as the Lakehead University Student Union Standing Executive Committee: President, Vice President Finance and Vice President Student Issues.
- 7.1.1 The current LUSU Executive shall be members of the LUSU Standing Executive Committee with full voting rights and privileges.
- 7.1.2 During the month of April, the incoming LUSU Standing Executive Committee members shall serve as ex-officio representatives of the outgoing LUSU Standing Executive Committee, with no voting rights.
- 7.2 The LUSU Standing Executive Committee shall have the authority to make decisions on behalf of the LUSU Board of Directors.
- 7.3 These officers must be nominated and run as per the appropriate corresponding title. All full time and part time staff shall be appointed and dismissed by the LUSU Standing Executive Committee. The LUSU Standing Executive Committee shall inform the LUSU Board of Directors of any changes to full time and/or part time staff of the Corporation at the earliest possible time.
- 7.4 The Executive are also members of the Board of Directors.
- 7.5 The members of the Lakehead University Student Union Executive Committee shall remain members of the Corporation even if they are not registered as students at Lakehead University during their term of office.
- 7.6 The LUSU Standing Executive Committee shall produce minutes for each meeting. These minutes shall be kept on file in the LUSU office for two (2) years.
- 7.7 Lakehead University Student Union President**
- 7.7.1 The Lakehead University Student Union President is the Chief Executive Officer of the Lakehead University Student Union. During the absence or inability of the LUSU President, presidential duties become the responsibility of the Lakehead University Student Union Vice President Finance.
- 7.7.2 The LUSU President must serve as the Chairperson for all meetings of the LUSU Standing Executive Committee.
- 7.7.3 The LUSU President shall be charged with the general management and supervision of the Corporation.
- 7.7.4 The LUSU President shall, as Chief Executive Officer, establish the goals and objectives of the LUSU Standing Executive Committee in conjunction with the other Executive members.

- 7.7.5 The LUSU President must serve as the Chairperson for all meetings of the LUSU Board of Directors when the LUSU Chairperson are not present, or are in conflict of interest.
- 7.7.6 The LUSU President shall be responsible for the operation of the following LUSU Standing Committees, as well as liaison between the following committees and the LUSU Board of Directors:
  - 7.7.6.1 LUSU Standing External Committee.
  - 7.7.6.2 LUSU Standing Committee on Constitutional Development and Review.
- 7.7.7 The LUSU President, as Chairperson of the LUSU Standing Constitutional Development and Review Committee, shall be responsible for informing the LUSU Board of Directors of any Policy that has expired.
- 7.7.8 The LUSU President is a voting member of the LUSU Standing Budget Committee and shall be responsible for the recommendation of a budget for the office of the LUSU President for the upcoming year.
- 7.7.9 The LUSU President shall hold an ex-officio seat on the LUSU Standing Campaigns Committee and shall serve as liaison between said Committee and the LUSU Board of Directors. The LUSU Campaigns Commissioner shall report to the LUSU President.
- 7.7.10 The LUSU President shall endeavor to fill all seats on LUSU Standing Committees during the LUSU Board of Directors orientation session in October. Failing this, it shall be the responsibility of the LUSU President to ensure that all seats on LUSU Standing Committees are filled by the second meeting in October of the academic year. The LUSU President is also responsible for filling all vacancies on LUSU Standing Committees, which may occur as the academic year progresses. This shall be done with the assistance of the Chair of each committee in question.
- 7.7.11 The LUSU President shall sit on the LUSU ad hoc Personnel Committee.
- 7.7.12 The LUSU President shall be responsible for maintaining a line of communication with the Lakehead University Board of Governors.
- 7.7.13 The LUSU President shall be responsible for maintaining a line of communication with the Lakehead University Administration.
- 7.7.14 The LUSU President shall be the only member of the Corporation that shall do interviews with the media on behalf of the Corporation. The LUSU President may delegate this responsibility if they feel that another representative is more qualified to handle any particular issue.
- 7.7.15 The LUSU President shall make decisions on behalf of the Corporation subject to the following criteria:

- 7.7.15.1 After diligent effort, the LUSU President is unable to convene a meeting of the LUSU Board of Directors or the LUSU Standing Executive Committee; and
  - 7.7.15.2 It is absolutely necessary that the decision be made before such a meeting can be convened; and
  - 7.7.15.3 The decision is reported to the LUSU Board of Directors, and the LUSU Standing Executive Committee, at the next meeting of each entity.
- 7.7.16 The LUSU President must, with the Secretary of the Corporation, sign all by-laws.
- 7.7.17 The LUSU President must report to the LUSU Board of Directors any policy decision made on behalf of the LUSU Board of Directors.
- 7.7.18 The LUSU President must, in cooperation with the Argus staff, produce a column for print in each issue of the Argus; said column pertaining principally to LUSU business and projects.
- 7.7.19 The LUSU President shall produce a written Final Report which must be submitted to the Incoming LUSU Standing Executive Committee by April 30th. The Secretary of the Corporation shall place a copy of said written report in the Minutes Book.
- 7.7.20 The LUSU President shall produce a written Summer Report, which must be submitted to the LUSU Board of Directors, by the inaugural Board of Directors meeting. This report shall indicate work done during the summer, an evaluation of the success of any summer projects and tentative plans for the rest of the academic year.
- 7.7.21 The LUSU President shall endorse all cheques and purchase orders as an alternate signing authority with the LUSU General Manager in the absence of the LUSU Vice President Finance.
- 7.7.22 The LUSU President shall be responsible for the appropriate use of the President Budget Lines for the current fiscal year.
- 7.7.23 The LUSU President is the member of the LUSU Board of Directors most responsible for political matters on a municipal, provincial, national and international level.
- 7.7.24 The LUSU President shall be responsible for all relations with municipal, provincial, national and international student organizations.
- 7.7.25 The LUSU President shall be responsible for representation of the Corporation in all political organizations of which the Corporation is a member.

- 7.7.26 The LUSU President shall be responsible for the transmission of political information from the Lakehead University Student Union to other student organizations.
- 7.7.27 The LUSU President shall be responsible for bringing forth the names of potential conference delegates to the LUSU Board of Directors for ratification, based on recommendations of the Executive Committee.
- 7.7.28 The LUSU President shall be responsible for advertising to fill any and all positions on the LUSU Standing Elections Committee; this is to include the LUSU Chief Returning Officer. Advertising shall be for two (2) weeks prior to the application deadline of March 15. The LUSU President shall recommend to the LUSU Board of Directors, at their inaugural meeting, no more than six (6) candidates total for vacant LUSU Standing Elections Committee positions, and no more than three (3) candidates for the vacant LUSU Chief Returning Officer position.
- 7.7.29 The LUSU President shall be responsible for advertising to fill any and all positions on the LUSU Standing Judicial Review Committee; this is to include the LUSU Chief Justice. Advertising shall be for two (2) weeks prior to the application deadline of March 15. The LUSU President shall recommend to the LUSU Board of Directors, at their inaugural meeting, no more than eight (8) candidates total for vacant LUSU Standing Judicial Review Committee positions, and no more than three (3) candidates for the vacant LUSU Chief Justice position.
- 7.7.30 The LUSU President shall ensure the effective, timely operation of the LUSU Standing Judicial Review Committee. The LUSU Chief Justice shall report to the LUSU Board of Directors.
- 7.7.31 The LUSU President shall attend all National Meetings of the Canadian Federation of Students.

## **7.8 Lakehead University Student Union Vice President Finance**

- 7.8.1 The Lakehead University Student Union Vice President Finance is the Senior Vice President of the Corporation. During the absence or inability of the LUSU President and the LUSU Vice President Finance, duties and powers may be exercised by the LUSU Vice President Student Issues, or such other trustees as the LUSU Board of Directors may appoint for that purpose.
- 7.8.2 The LUSU Vice President Finance is the member of the LUSU Board of Directors that is most responsible for the operation of the various organizations under the auspices of the Corporation.
- 7.8.3 The LUSU Vice President Finance shall have jurisdiction over all investments and finances of the Corporation.

- 7.8.4 The LUSU Vice President Finance shall be responsible for the operation of the LUSU Standing Finance, Investment and Oversight Committee, and act as liaison between this Committee and the LUSU Board of Directors.
- 7.8.5 The LUSU Vice President Finance shall be responsible for chairing meetings of the LUSU Club Presidents' Committee, as well as the LUSU Ad Hoc Clubs Committee.
- 7.8.6 The LUSU Vice President Finance shall endorse all cheques and purchase orders as the primary signing authority, along with the LUSU General Manager.
- 7.8.7 The Vice President Finance shall report to the LUSU Board of Directors any financial decisions made on behalf of the LUSU Board of Directors.
- 7.8.8 The LUSU Vice President Finance shall ensure that the finances of the Corporation are handled according to the LUSU Constitution.
- 7.8.9 The LUSU Vice President Finance shall refer all expenditures in excess of two hundred dollars not already allocated for in existing budgets to the LUSU Standing Finance, Investment and Oversight Committee. The LUSU Standing Finance and Investment and Oversight Committee shall present their recommendations on expenditures in excess of five hundred dollars to the LUSU Board of Directors. The LUSU Board of Directors will then vote on said expenditures. If it is not possible to convene a meeting of the LUSU Standing Finance, Investment and Oversight Committee, the LUSU Vice President Finance may review and present to the LUSU Board of Directors all expenditures that exceed two hundred dollars that are not already allocated for in existing budgets.
- 7.8.10 The LUSU Vice President Finance must be able to show the financial statements of the Corporation, and provide information of a financial nature pertaining to any expenditures made by the current LUSU Board of Directors and/or the LUSU Standing Executive Committee to any member of the Corporation who so requests. The LUSU Vice President Finance is permitted seven (7) days notice to present said financial statements, or provide said information.
- 7.8.11 The LUSU Vice President Finance shall be the liaison between the LUSU Standing Executive Committee and all full time and part time LUSU staff members. The LUSU Vice President Finance shall be the only member of the LUSU Standing Executive Committee to issue directives to said staff members. The LUSU Vice President Finance is also responsible for conducting staff reviews.
- 7.8.12 The LUSU Vice President Finance shall produce a written Final Report which must be submitted to the Incoming LUSU Standing Executive Committee. A copy of said written report must be placed in the Minutes Book by the Secretary of the Corporation.

- 7.8.13 The LUSU Vice President Finance shall strike the LUSU ad hoc Personnel Committee by January 31 Staff Reviews. They shall also be a member of said Committee.
- 7.8.14 The LUSU Vice President Finance shall produce a written Summer Report, which must be submitted to the LUSU Board of Directors, by the inaugural Board of Directors meeting. This report shall indicate work done during the summer, an evaluation of the success of any summer projects and tentative plans for the rest of the academic year.
- 7.8.15 The LUSU Vice President Finance shall be responsible for the appropriate use of the Vice President Finance Budget Lines for the current fiscal year.
- 7.8.16 The LUSU Vice President Finance is a voting member of the LUSU Standing Budget Committee and shall be responsible for the recommendation of a budget for the office of the LUSU Vice President Finance for the upcoming year.
- 7.8.17 The LUSU Vice President Finance shall be responsible for filling all seats on the LUSU Standing Budget Committee.
- 7.8.18 The LUSU Vice President Finance shall be responsible for the creation and presentation of the Corporation's budget for the upcoming fiscal period; said presentation to occur no later than the last LUSU Board of Directors meeting in March.
- 7.8.19 The LUSU Vice President Finance shall be prepared to present the year-to-date financial statements and the budget of the Corporation at the Annual General Meeting of the Corporation.
- 7.8.20 The LUSU Vice President Finance shall stand as the member of the LUSU Standing Executive Committee most ultimately concerned with, and responsible for, all aspects regarding the LUSU pub, otherwise known as the Outpost.
- 7.8.20.1 The LUSU VP Finance is responsible for ensuring that the cost of food is calculated and submitted by The Outpost General Manager on a twice-monthly basis, and the cost of alcohol is calculated and submitted on a weekly basis, during regular periods of operation for the purpose of ensuring budgeted cost levels are achieved.
- 7.8.20.2 The LUSU VP Finance shall ensure that The Outpost conducts and submits a thorough and comprehensive food inventory count on a twice-monthly basis and an alcohol inventory count on a daily basis, during regular periods of operation.

- 7.8.20.3 The LUSU VP Finance shall conduct regularly scheduled Outpost Management Committee meetings during normal periods of Outpost operation. Committee members shall include, but not be limited to, the following people: LUSU General Manager, Outpost Manager and Outpost Kitchen Manager.
- 7.8.20.4 The LUSU VP Finance shall serve as Chair of the Outpost Management Committee meetings.
- 7.8.21 The LUSU Vice President Finance shall be responsible for negotiating all contracts between the Corporation and outside vendors.
- 7.8.22 The LUSU Vice President Finance shall be responsible for ensuring production of the LUSU Handbook, including advertising for and hiring an ad sales representative.
- 7.8.23 The LUSU Vice President Finance shall attend at least one (1) Provincial Meeting of the Canadian Federation of Students.

## **7.9 Lakehead University Student Union Vice President Student Issues**

- 7.9.1 The Lakehead University Student Union Vice President Student Issues may exercise duties and powers of the other two executives, in the absence or inability of the LUSU President and the LUSU Vice President Finance.
- 7.9.2 The LUSU Vice President Student Issues shall be available the only executive available for consultation with individuals or groups with academic grievances.
- 7.9.3 The LUSU Vice President Student Issues shall be nominated as a representative to the Lakehead University Senate.
- 7.9.4 The LUSU Vice President Student Issues shall meet with LUSU representatives to the Lakehead University Senate prior to each Lakehead University Senate meeting.
- 7.9.5 The LUSU Vice President Student Issues shall serve as Chairperson for the LUSU Standing Hiring Committee for the LUSU Gender Issues Centre Director, Events and Communications Commissioner, Food Bank Coordinator, Aboriginal Awareness Centre Director and PRIDE Central Coordinator.
- 7.9.6 The LUSU Vice President Student Issues shall be responsible for the operation of the following Standing Committees, as well as liaison between the following committees and the LUSU Board of Directors:
  - 7.9.6.1 The LUSU Standing Ombudsperson Committee.
  - 7.9.6.2 The International Student Committee.

- 7.9.7 The LUSU Vice President Student Issues shall hold an ex-officio seat on the LUSU Standing Events & Communications Committee and shall serve as liaison between said Committee and the LUSU Board of Directors. The Events & Communications Commissioner shall report to the LUSU Vice President Student Issues regarding all aspects of the position.
- 7.9.8 The LUSU Vice President Student Issues shall hold an ex-officio seat on the LUSU Standing External Committee and the LUSU Standing Aboriginal Programming Committee.
- 7.9.9 The LUSU Vice President Student Issues shall be responsible for dealing with all organizations related to alcohol awareness on campus. The LUSU Vice President Student Issues shall also be responsible for the nomination of delegates to any alcohol awareness conferences.
- 7.9.10 The LUSU Vice President Student Issues shall stand as the LUSU Standing Executive Committee member most concerned with the operation of the LUSU Gender Issues Centre The Aboriginal Awareness Centre, the LUSU Multi Cultural Centre, the LUSU Foodbank, and LUSU PRIDE Central. The Director/Coordinators of the aforementioned Centres shall all report to the LUSU Vice President Student Issues.
- 7.9.11 The LUSU Vice President Student Issues shall sit on the LUSU ad hoc Personnel Committee.
- 7.9.12 The LUSU Vice President Student Issues shall produce a written Final Report which must be submitted to the Incoming LUSU Standing Executive Committee by April 30th. A copy of said written report must be placed in the Minutes Book by the Secretary of the Corporation.
- 7.9.13 The LUSU Vice President Student Issues shall produce a written Summer Report which must be submitted to the LUSU Board of Directors, by the inaugural Board of Directors meeting. This report shall indicate work done during the summer, an evaluation of the success of any summer projects and tentative plans for the rest of the academic year.
- 7.9.14 The LUSU Vice President Student Issues shall be responsible for the appropriate use of the Vice President Student Issues Budget Lines for the current fiscal year.
- 7.9.15 The LUSU Vice President Student Issues is a voting member of the LUSU Standing Budget Committee and shall be responsible for the recommendation of a budget for the office of the LUSU Vice President Student Issues for the upcoming year.
- 7.9.16 The LUSU Vice President Student Issues is the member of the LUSU Board of Directors most responsible for the dissemination of information, and shall subsequently be engaged in the gathering and distribution of information pertaining to the activities of the Corporation as necessary.

- 7.9.17 The LUSU Vice President Student Issues shall attend at least one (1) Provincial Meeting of the Canadian Federation of Students.
- 7.9.18 The LUSU Vice President Student Issues shall be responsible for the planning and promotion of LUSU Orientation.
- 7.9.19 The LUSU Vice President Student Issues shall, upon notification from the LUSU President or the LUSU Chairperson, advertise the Annual General Meeting of the Corporation.
- 7.10 The LUSU Executive shall select amongst themselves a Canadian Federation of Students Executive Representative.
  - 7.10.1 Said person is responsible to advertise and fill delegate positions for CFS conferences and meetings.
- 7.11 The LUSU Standing Executive Committee shall select from amongst themselves one (1) Executive who shall serve as the liaison to the Orillia campus.
  - 7.11.1 The liaison to the Orillia campus is required to travel to the Orillia campus at least once a month during the academic year (Fall and Winter terms) with the purpose of receiving input from the membership of the Orillia campus and to disseminate information in relation to LUSU business.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #8**  
**SECRETARY OF THE CORPORATION**

- 8.1 The Secretary of the Corporation ("Secretary") shall be a member of Student Union Board of Directors.
- 8.2 The secretary shall be responsible for keeping to record all facts and minutes of all proceedings of the Lakehead University Student Union Board of Directors.
- 8.3 The Secretary shall be responsible for keeping an updated journal that records amendments to articles, amendments to existing policies and new policies. Article amendments, policy amendments, and new policies shall be titled as such when presented to the LUSU Board of Directors when they are recorded into the minutes. All article and policy amendments shall be dated when entered into the minutes indicating the original date of passage, the date of any amendment and the date of last review by the LUSU Standing Constitutional Development and Review Committee.
- 8.4 The Secretary shall ensure that copies of all facts and minutes of all proceedings are distributed to each member of the LUSU Board of Directors as soon as conveniently possible after said proceedings have concluded.
- 8.5 The Secretary shall be responsible to inform the LUSU lawyer annually of the passage of all amendments to the LUSU Constitution.
- 8.6 The Secretary shall be responsible for the distribution of the LUSU Constitution and all amendments as per Operational Policy #5.
- 8.7 The Secretary, in consultation with the LUSU Chairperson, shall be charged with the collection of any and all fines accumulated by LUSU Board of Directors Members in regards to unexcused tardiness or absence from LUSU Board of Directors Meetings.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #9**  
**TERMS OF OFFICE OF THE CORPORATION**

- 9.1 The term of office for Lakehead University Student Union Executives and members of the Lakehead University Student Union Board of Directors shall commence May 1 and continue to the following April 30.
- 9.2 During the month of April, the incoming LUSU Executive shall be required to sit as non-voting members of the LUSU Standing Executive Committee.
- 9.3 During the month of April, the incoming LUSU Executive shall spend at least forty (40) hours working under the supervision of the outgoing LUSU Executive to facilitate the transition between said LUSU Executives.
- 9.4 The date of commencement of a term of office and/or the length of a term of office may be altered through a by-election or, if necessary, through an appointment by the LUSU Board of Directors.
- 9.5 The LUSU Executive must be performing Corporation business during the regular office hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. Executives should endeavor to be in the LUSU offices for as much of that time as possible. At least one Executive should be available in the offices at all times for the use of the members of the Corporation with the following exceptions:
  - 9.5.1 Executives are entitled to a one (1) hour unpaid lunch break each day.
  - 9.5.2 Executives are entitled to two (2) paid fifteen minute breaks per day.
  - 9.5.3 Executives are entitled to ten (10) days of paid vacation during their term of office.
    - 9.5.3.1 Executives should endeavor to avoid booking vacation in a manner that would have all three absent from the office simultaneously.
- 9.6 LUSU will pay for each LUSU Executive to take one full credit course or two half-credit courses from Lakehead University during their term in office. Reimbursement of tuition, not exceeding the amount of \$1,500, shall be made upon proof of successful completion of the course(s). The Executive shall endeavor to ensure that any course(s) taken will not occur during regular office hours.
- 9.7 If a LUSU Executive member wishes to take more than the equivalent of one full credit course, permission must be obtained from the LUSU Board of Directors.
- 9.8 The LUSU Executive shall not accept payment from outside organizations, with the exception of the Canadian Federation of Students Executive, for work done during LUSU office hours. Any payments received shall be turned over to the Corporation. Any paid work done outside of regular LUSU office hours shall be approved by the LUSU Board of Directors.

9.9 Lakehead University Student Union Summer Directors:

- 9.9.1 The Summer Directors shall be voting members of the LUSU Summer Board of Directors. Summer Director terms shall commence immediately after the LUSU Board of Directors meeting at which they are chosen and terminate at the first LUSU Board of Directors meeting of the Fall term.

**LAKEHEAD UNIVERSITY STUDENT UNION**

**ARTICLE #10A**

**LAKEHEAD UNIVERSITY STUDENT UNION CHIEF RETURNING OFFICER AND  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING ELECTIONS COMMITTEE**

**10A.1 Mandate**

- 10A.1.1 This policy is the main governing policy for any Election, By-Election or Referendum held by the Corporation. Where the LUSU Constitution does not specify otherwise, the Ontario Elections Act shall be considered the governing policy.

**10A.2 Method**

- 10A.2.1. The Policy concerning Elections, By-Elections and Referenda is split into three (3) sections for ease of reference. All sections should be read as a whole when considering interpretation of policy.

**10A.3 Selection of the Lakehead University Student Union Chief Returning Officer and the Lakehead University Student Union Standing Elections Committee**

- 10A.3.1 The CRO and Elections Committee members shall be members of the Corporation.
- 10A.3.2 The CRO and the Elections Committee shall be elected by the Board of Directors before adjourning for the Summer.
  - 10A.3.2.1 The election shall be conducted by secret ballot.
  - 10A.3.2.2 The position must be advertised no later than the first week of March for a period of a minimum of two (2) weeks.
  - 10A.3.2.3 The LUSU President and the Chairperson will be responsible for preparing application packages, which shall be used to short list applicants to a maximum of eight (8) for the Committee and three (3) for the CRO.
  - 10A.3.2.4 All candidates short listed are entitled to speak at the Board meeting to motivate the Board when positions are to be selected.

**10A.4 The Lakehead University Student Union Standing Elections Committee**

10A.4.1 Composition

- 10A.4.1.1 The Elections Committee shall consist of the following members:
  - 10A.4.1.1.1 The CRO who shall serve as Chair.

10A.4.1.1.2 Three (3) members of the Corporation.

10A.4.1.2 No current members of the Board or the JRC shall occupy the position of the CRO, or sit on the Elections Committee.

10A.4.1.3 Quorum for the Elections Committee shall be met when the Chairperson and two members of the Committee are present at the meeting.

#### 10A.4.2 Duties and Responsibilities

10A.4.2.1 The CRO shall serve as non-voting Chairperson for all meetings of the Elections Committee.

10A.4.2.2 The CRO shall only cast a vote to break a tie, in the case of an Elections Committee vote.

10A.4.2.3 The Elections Committee shall be responsible to the CRO.

10A.4.2.4 The Elections Committee shall assist the CRO in the administration of the election.

10A.4.2.5 The Elections Committee shall not exhibit any bias towards any Candidate or position during any election.

10A.4.2.6 The Elections Committee may hear appeals of decisions made by the CRO.

10A.4.2.7 The Elections Committee shall only cast votes in an election or referenda in the case of a tie.

#### 10A.4.3 Terms of Office

10A.4.3.1 The Elections Committee shall hold said office for one term beginning May 1 and ending April 30.

10A.4.3.2 Upon ratification, the Elections Committee shall receive a copy of the LUSU Constitution.

### **10A.5 The Lakehead University Student Union Chief Returning Officer**

#### 10A.5.1 General Duties

10A.5.1.1 The CRO shall be ultimately responsible for all LUSU Elections, By-Elections and Referenda.

10A.5.1.2 The CRO shall be entrusted to be familiar with and adhere to the LUSU Constitution.

- 10A.5.1.3 The CRO shall be charged with enforcing compliance with policy by Nominees, Candidates or Parties. This shall be done in consultation with the Elections Committee when the punishment being considered is disqualification. Minutes of said decision(s) shall be documented and available upon demand to the Board and/or JRC.
- 10A.5.1.4 The CRO shall be in charge of all employees engaged in the administration of any LUSU Election.
- 10A.5.1.5 The Elections Committee shall select one member of the LUSU Standing Elections Committee for the position of DRO. Said person shall be ratified by the Board.
- 10A.5.1.6 The CRO shall be responsible to, and report directly to the Board.
- 10A.5.1.7 The CRO shall produce reports to the Board:
  - 10A.5.1.7.1 As requested by the Board. Said report shall summarize all events related to LUSU Elections to date.
  - 10A.5.1.7.2 At the conclusion of their term in office. Said report shall contain a summary of all events occurring during their term in office, an overall evaluation and a recommendation for next year. It shall be kept on file in the LUSU Office for a period of five (5) years.

10A.5.2 Duties During an Election

- 10A.5.2.1 The CRO shall organize open forum(s) for debates between Candidates.
  - 10A.5.2.1.1 Debates shall be held on Lakehead University Campus in a public location.
  - 10A.5.2.1.2 The CRO shall act as mediator for each forum.
- 10A.5.2.2 The CRO shall post office hours during the campaign and election period; they shall be available during this time and shall be in the office. The office shall be located in LUSU unless stated otherwise in the Nomination Package.
  - 10A.5.2.2.1 Office hours shall be a minimum of ten (10) hours per week.
  - 10A.5.2.2.2 Office hours will begin at the opening of the nomination period and will end after the ratification of all election and referenda results.
- 10A.5.2.3 The CRO shall prepare the nomination packages prior to the opening of the nomination period.

- 10A.5.2.4 The CRO shall verify the names, student numbers and membership in the Corporation of all names on Candidates' nomination forms.
- 10A.5.2.5 The CRO shall be responsible for obtaining an enrollment list from the registrar's office for each polling station.
- 10A.5.2.6 The CRO shall be in charge of supplying and ensuring that all polling stations have enough ballots and supplies.
- 10A.5.2.7 The CRO shall make regular checks of the polling stations to ensure that each station has enough ballots and supplies.
- 10A.5.2.8 The CRO shall be responsible for supervising the tabulation of ballots.

10A.5.3 Terms of Office

- 10A.5.3.1 The CRO shall be employed by the Corporation for one term beginning May 1 and ending April 30.
- 10A.5.3.2 Upon hiring, the CRO shall receive a copy of the LUSU Constitution.

10A.5.4 Authority

- 10A.5.4.1 The CRO shall be empowered to penalize any candidate for any contravention of the election rules.
- 10A.5.4.2 The CRO shall hear any initial complaints or concerns by nominees or Candidates and shall make rulings on them based on the Constitution.

**10A.6 The Lakehead University Student Union Deputy Returning Officer**

- 10A.6.1 The DRO shall fulfill the duties of the CRO in his/her absence and shall be vested with the same authority as the CRO during this time.
- 10A.6.2 The DRO must attend the All Candidate's Meeting.
- 10A.6.3 Should a new CRO need to be hired, for any reason, the DRO shall fulfill the duties of the CRO for the rest of the term in office or until a new CRO is hired.
- 10A.6.4 Should a new CRO be found in accordance with the hiring procedures in the Elections Policy, the DRO shall remain as selected.

**10A.7 Removal From Office/ Vacancies of the Chief Returning Officer and Standing Executive Committee Members**

- 10A.7.1 Should any member of the Elections Committee or the CRO be accused of violations of the LUSU Constitution, an emergency meeting of the LUSU Judicial Review Committee shall be convened within 36 hours.
- 10A.7.2 The CRO or any member of the Elections Committee may be removed from office by:
  - 10A.7.2.1 The Board of Directors.
    - 10A.7.2.1.1 Removal may occur due to failure to properly implement the Elections Policy. This list is not exhaustive.
    - 10A.7.2.1.2 Removal must pass by a two-thirds (2/3) majority vote.
  - 10A.7.2.2 A Judicial Review Committee ruling pertaining to an investigation under 10-A.7.1.
- 10A.7.3 If an Elections Committee member is removed from office or a seat becomes vacant for any reason:
  - 10A.7.3.1 The Elections Committee may appoint a new member if time does not allow for a full hiring process. Ratification shall be by majority vote.

### **10A.8 The Lakehead University Student Union Nomination package**

- 10A.8.1 The nomination package shall be available to all members of the corporation.
- 10A.8.2 Methodology
  - 10A.8.2.1. For ease of reference, forms are listed by their policy number.
- 10A.8.3 Nomination Package
  - 10A.8.3.1 The nomination package that is handed to the nominees shall include:
    - 10A.8.3.1.1 Calendar of important election dates.
      - 10A.8.3.1.1.1 The calendar outlines the breakdown of the time line for the election period starting with ratification of dates and concluding with the destruction of ballots.
    - 10A.8.3.1.2 Date, time, place and agenda of ACM.
    - 10A.8.3.1.3 Copy of the Election Policy.
    - 10A.8.3.1.4 Nomination Form

10A.8.3.1.4.1 The letter shall contain the following information in order to be considered valid:

10A.8.3.1.4.2 Full name, common name (if needed), signature and student number of said candidate.

10A.8.3.1.4.3 The candidate's telephone number.

10A.8.3.1.4.4 The candidate's mailing address.

10A.8.3.1.4.5 The candidate's e-mail address.

10A.8.3.1.4.6 Failure to fully complete the appropriate information on the form will result in the Candidate's ineligibility to stand for election.

#### 10A.8.3.1.5 Candidate Acknowledgement Form

10A.8.3.1.5.1 The CAF is a form submitted at the ACM pledging compliance with and understanding of the rules of the election.

#### 10A.8.3.1.6 Agent and Scrutineer Forms

10A.8.3.1.6.1 These forms state the Candidate's choice of Agent and/or Scrutineer should they exercise this right.

10A.8.3.1.6.2 If an Agent and/or scrutineer is not designated by the end of the ACM, the Candidate shall waive their right to have their respective representative during the elections.

#### 10A.8.4 Special Ballot Voting Form

10A.8.4.1 The special ballot voting form shall contain all information required to identify a member of the Corporation.

10A.8.4.2 The forms will be kept on record and confidential by the CRO until such time as the ballots are destroyed, and are to be destroyed along with the ballots.

10A.8.4.3 Failure to complete all sections of the form will invalidate the form and the attached ballot shall be invalid.

10A.8.4.4.3.1 The ballot shall be attached to the bottom of the special ballot voting form.

10A.8.4.4.3.2 The ballot shall list all of the information as identified on any other ballot.

10A.8.4.4.3.3 Failure to properly complete the ballot shall result in a spoiled ballot.

10A.8.5 Standard Ballot

- 10A.8.5.1 There shall be a visual representation of the ballot described in section.
- 10A.8.5.2 The standard ballot shall be used in all LUSU Elections, where applicable. The specifications for each ballot shall remain as laid out in the sample with the exception of the number of candidates listed on the Executive and Board ballot.

**LAKEHEAD UNIVERSITY STUDENT UNION  
ARTICLE #10B  
LAKEHEAD UNIVERSITY STUDENT UNION ELECTIONS, BY-ELECTIONS &  
REFERENDA**

**10B.1 Eligibility Requirements for Candidates for Lakehead University Student Union Executive and Lakehead University Student Union Board of Directors**

- 10B.1.1 All potential Candidates shall properly complete the nomination process for their desired position in order to become a candidate.
- 10B.1.2 All members of the Corporation who are of the age of majority are eligible to present themselves as nominees for Executive and/or Board positions.
- 10B.1.3 Members of the Corporation who are currently an Executive, and wish to run for another term, shall be considered eligible given the successful completion of the nomination process.
  - 10B.1.3.1 No one may serve more than two (2) terms as an Executive.

**10B.2 Nomination of Candidates**

- 10B.2.1 Any potential candidate must submit a completed nominations package to the CRO to be considered a formal candidate.
- 10B.2.2 The CRO shall inform potential candidates of the acceptance or rejection of their candidacy without delay.
- 10B.2.3 The CRO shall make the status of all nominations public.
- 10B.2.4 If there is only one candidate for an Executive position or 12 or fewer candidates for Board positions, that person(s) shall be considered acclaimed.
- 10B.2.5 If there is no one nominated for an Executive position or 9 or fewer candidates for Board positions, the CRO shall run a By-Election.
- 10B.2.6 Failure to find anyone for the position after a By-Election will result in an appointment by the Board. If there are multiple candidates for appointment, a majority vote by secret ballot shall be conducted.
  - 10B.2.6.1 The person shall be given the opportunity to present themselves to the Board prior to the selection.
  - 10B.2.6.2 A majority vote by secret ballot shall be conducted.
  - 10B.2.6.3 Said winner shall be ratified by the Board.

**10B.3 Candidate Representation and the All Candidates Meeting**

- 10B.3.1 Representation - Agents

- 10B.3.1.1 A Candidate may choose to appoint an Agent to act on their behalf in their absence.
- 10B.3.1.2 The Agent shall carry the same level of responsibility as the Candidate.
  - 10B.3.1.2.1 Any action of the Agent shall be considered to be an action of the Candidate and said Candidate shall be held responsible for any action of their Agent.
  - 10B.3.1.2.2 The Agent and the Scrutineer may be the same person but this shall be indicated on the appropriate forms. Otherwise, the Agent is not allowed in the tabulation room.
- 10B.3.1.3 The Agent shall be designated on the Agent Form included in the nomination package. This form shall be completed and returned by the end of the ACM.
- 10B.3.1.4 An Agent may be removed by the Candidate at any time by submitting a written notice to the CRO.
  - 10B.3.1.4.1 At no time will a removed Agent be replaced. That right is forfeit for the remainder of the election.
- 10B.3.1.5 An Agent may not be a full time LUSU staff member, or a member of the present Executive, Elections Committee or JRC.
- 10B.3.2 Representation - Scrutineer
  - 10B.3.2.1 A Scrutineer is a representative for the Candidate during the tabulation of the ballots.
    - 10B.3.2.1.1 Only one (1) Scrutineer is allowed per Candidate.
    - 10B.3.2.1.2 Either a Scrutineer or the Candidate may be present during tabulation, but not both.
  - 10B.3.2.2 The Scrutineer shall be designated on the Scrutineer Form included in the Nomination package. The Agent and the Scrutineer may be the same person.
  - 10B.3.2.3 A Scrutineer is only permitted to observe the tabulation and object if there is due cause. They may not participate in the tabulation.
  - 10B.3.2.4 The Scrutineer may appeal to the CRO regarding a ruling made by the CRO about the ballot tabulation, such as, but not limited to, the acceptance or non-acceptance of a ballot.

## **10B.4 Campaigns**

### 10B.4.1 Definition

10B.4.1.1 Campaigning shall be defined as the solicitation for support.

### 10B.4.2 Campaign Materials

10B.4.2.1 Campaign materials shall include, but are not limited to, flyers, posters, banners, classified ads, buttons, clothing, electronic media excluding mass mailings.

10B.4.2.2 All Campaign materials shall be approved by the CRO prior to use.

### 10B.4.3 Campaign Restrictions

10B.4.3.1 Verbal campaigning shall be allowed to occur except in LUSU office space.

10B.4.3.2 No campaign material shall be permitted in any LUSU space, including:

10B.4.3.2.1 The LUSU Offices.

10B.4.3.2.2 The Outpost.

10B.4.3.2.3 The Study.

10B.4.3.2.4 LUSU Centers (GIC, Pride Central, Food Bank, Aboriginal Centre, Multicultural Center.

10B.4.3.2.5 The Argus Office.

10B.4.3.3 Each Candidate shall restrict spending on their Campaign as follows:

10B.4.3.3.1 Executive \$300

10B.4.3.3.2 Board of Directors \$150

10B.4.3.3.3 Referenda \$300 per question, per side

10B.4.3.3.4 Any Candidate exceeding this limit shall be disqualified from the election.

10B.4.3.4 Neither campaigning nor campaign materials shall be degrading towards other Candidates. Any campaign material degrading other candidates shall be considered automatic disqualification.

10B.4.3.5 Campaigning shall not:

- 10B.4.3.5.1 Interfere with the normal functioning of Lakehead University.
- 10B.4.3.5.2 Damage, alter, remove, dispose or otherwise hinder or impede any property or campaign material belonging to another Candidate.
- 10B.4.3.5.3 Address any group in an academic forum without prior consent of the instructor.
- 10B.4.3.5.4 Involve commercial solicitation.
- 10B.4.3.5.5 Be done by full time LUSU Staff, Elections Committee or JRC members.

#### 10B.4.4 Campaign Time Lines

- 10B.4.4.1 Candidates are responsible for the removal of all of their campaign material by 23:59 on the last day of the campaign period.
- 10B.4.4.2 A budget shall be submitted to the CRO by 16:30 on the last day of the campaign period. Said list shall include:
  - 10B.4.4.2.1 All donated, used, and/or purchased materials.
  - 10B.4.4.2.2 As many receipts as possible to verify prices.
- 10B.4.4.3 If no expenses are incurred, a zero budget shall be submitted to the CRO.
- 10B.4.4.4 If a budget is not submitted the candidate shall be disqualified.

#### **10B.5 Time line for Lakehead University Student Union Elections, By-Elections and Referenda**

- 10B.5.1 Advertising for any LUSU Referendum shall be done for at least one month prior to the opening of the advanced poll.
- 10B.5.2 Advertising shall include the following:
  - 10B.5.2.1 The position(s) available.
  - 10B.5.2.2 Contact information for the CRO.
  - 10B.5.2.3 Date, time and locations of the following:
    - 10B.5.2.3.1 Opening of the nomination period.
    - 10B.5.2.3.2 Closing of the nomination period.

- 10B.5.2.3.3 The All Candidates' Meeting.
- 10B.5.2.3.4 Beginning of the campaign period.
- 10B.5.2.3.5 The Open Forum.
- 10B.5.2.3.6 Ending of the campaign period.
- 10B.5.2.3.7 Opening of advanced polls.
- 10B.5.2.3.8 Closing of advanced polls.
- 10B.5.2.3.9 Opening of general polls.
- 10B.5.2.3.10 Closing of general polls.
- 10B.5.2.3.11 Location of advanced polls.
- 10B.5.2.3.12 Location of general polls.
- 10B.5.3 Advertising should be done through the following means, including but not limited to:
  - 10B.5.3.1 The Argus.
  - 10B.5.3.2 The LUSU Website.
  - 10B.5.3.3 General postings.
  - 10B.5.3.4 Public announcements.
- 10B.5.4 Nominations shall close at 16:30 on the last business day prior to the campaign period.
- 10B.5.5 There shall be at least one (1) Open Forum held at each campus during the campaign period for the Executive Election.
- 10B.5.6 The nomination period for executive elections shall begin on the third Monday in January, lasting 5 week days and ends at 16:30.
- 10B.5.7 The nomination period for Board Elections shall begin on the third Monday in September, lasting 5 week days and ends at 16:30.
- 10B.5.8 Campaign period shall last for 11 week days following the nomination period for executive elections and shall last for 6 week days following the nomination period for board elections.
- 10B.5.9 Polling for all LUSU Elections and By-Elections shall occur for two business days on the Tuesday and Wednesday immediately following the end of the campaign period.

- 10B.5.10 Polling for all LUSU referenda may range from two to four business days.
- 10B.5.11 The advanced poll for any election shall be held the Thursday before the opening of general polls.
- 10B.5.12 Polling stations shall be in operation from 10:00 - 19:00 inclusive during polling days.
  - 10B.5.12.1 Failure to provide the full time for polling shall result in the extension of the polling period for the affected poll by the amount of time missed.
- 10B.5.13 Official results of any and all Elections, By-Elections and Referenda shall be publicized through the means of the CRO.
- 10B.5.14 In the case where one of the aforementioned dates falls across a study break, the time of the election process lost during the break, if under the minimum amount, shall be added starting the first business day after the study break.

## **10B.6 Voting**

- 10B.6.1 Voter Eligibility
  - 10B.6.1.1 Only current members of the Corporation are eligible to vote in LUSU elections.
  - 10B.6.1.2 Candidates shall vote during the advanced polling period. Candidates will be disqualified for voting during general polling.
  - 10B.6.1.3 Any and all given voter's names and student numbers must appear on a master list of registered students provided by the Lakehead University Office of the Registrar.
  - 10B.6.1.4 If a Voter's eligibility is brought into question, said Voter shall procure documentation from the Lakehead University Office of the Registrar indicating that they are currently enrolled at Lakehead University. Said documentation, in its original form, shall be authorized by the CRO prior to said voter being permitted to cast a ballot. Said documentation shall then be retained by the LUSU Poll Clerk, and subsequently submitted to the CRO. The CRO shall retain said documentation until the results of said election have been ratified by the Board.
- 10B.6.2 Voting Procedure
  - 10B.6.2.1 The CRO shall number the master lists of registered students and any and all official LUSU ballot boxes, and shall keep a record of said lists and boxes assigned to each polling station.

- 10B.6.2.2 Any and all ballot boxes must remain locked throughout the Polling Period. The CRO shall possess the only keys and/or combinations for any and all ballot box locks throughout the polling period.
- 10B.6.2.3 Any and all voters must provide the Poll Clerk with a valid Lakehead University Student Identification Card prior to being permitted to cast a ballot.
- 10B.6.2.4 Poll Clerks shall ensure that the information provided on a Lakehead University Student Identification Card is the same as the information given on the master list of voters.
- 10B.6.2.5 Prior to issuing each ballot, the LUSU Poll Clerk shall make a permanent mark on each voter's Student Card, and shall highlight each voter's name on the master list of registered students.
- 10B.6.2.6 Poll Clerks shall initial the back of each ballot that they present to a member. This is to cross reference the origin of the ballot. A ballot shall not be declared invalid if an initial is absent.
- 10B.6.2.7 If a member of the Corporation is disabled and wishes to vote, the poll clerk shall make the mark on the ballot at the request of the member.
- 10B.6.2.8 All voting shall be done by secret ballot with the exception of disabled voters and special ballot voting.
- 10B.6.2.9 Quorum for the vote shall be 10% of the student body.
  - 10B.6.2.9.1 The election shall be declared invalid if quorum fails.
- 10B.6.3 Poll Clerks
  - 10B.6.3.1 Positions for Poll Clerks shall be advertised at the same time as the Executive Elections.
  - 10B.6.3.2 Poll Clerks will receive training by the CRO prior to the opening of the polls. Said training will include policy and procedures to follow while on duty.
  - 10B.6.3.3 There shall always be at least one LUSU Poll Clerk on duty at any and all LUSU Polling Stations. Poll Clerks may not leave their station unless properly relieved by another assigned Poll Clerk, an Elections Committee member or the CRO.
  - 10B.6.3.4 Poll Clerks may vote at any time that polls are open other than when they are on duty.

10B.6.4 Polling Locations

- 10B.6.4.1 The following locations shall be designated as official LUSU Polling Stations, and as such, must be opened during any and all elections.
  - 10B.6.4.1.1 The first floor of the Ryan Building near the main doors.
  - 10B.6.4.1.2 The first floor of the Regional Centre near the Student Centre access doors.
  - 10B.6.4.1.3 The Agora near the north steps.
  - 10B.6.4.1.4 The hallway between the Residence Cafeteria and the Main Cafeteria.
  - 10B.6.4.1.5 The first floor of the C.J. Sanders Fieldhouse near the main entrance.
  - 10B.6.4.1.6 The main floor of the Bora Laskin Building near the main entrance.
  - 10B.6.4.1.7 The main floor of the Centennial Building near the main elevators.
  - 10B.6.4.1.8 The main floor of the Braun Building near BB1021.
  - 10B.6.4.1.9 The main floor of the Music/Visual Arts Building.
  - 10B.6.4.1.10 The main floor of the ATAC.
  - 10B.6.4.1.11 The front entrance of Bartley.
  - 10B.6.4.1.12 The lobby of the LUSU Office in Orillia.
- 10B.6.4.2 Additional polling stations may be added at the discretion of the Board up until two weeks prior to the first day of polling. Said addition requires a two-thirds majority vote.
- 10B.6.4.3 The advanced polling station shall be located outside the LUSU office at each campus during the Advanced Polling period.
- 10B.6.4.4 Each LUSU Polling Station shall consist of the following items:
  - 10B.6.4.4.1 One locked ballot box.
  - 10B.6.4.4.2 One vision screen.
  - 10B.6.4.4.3 One table.
  - 10B.6.4.4.4 One chair.

- 10B.6.4.4.5 At least one ruler.
- 10B.6.4.4.6 One current master list of registered students from the Lakehead University Office of the Registrar.
- 10B.6.4.4.7 A more than sufficient number of marking tools including pens and highlighters.
- 10B.6.4.4.8 A more than sufficient number of ballots.
- 10B.6.4.4.9 A poster with a picture of each Candidate with name underneath. Pictures shall all be the same size.

10B.6.4.4.9.1 The CRO shall be responsible for getting said posters prepared and should have the Communications Officer create the posters.

10B.6.4.4.9.2 Ballot boxes shall remain in plain view at all times.

10B.6.5 Ballots Wording:

- 10B.6.5.1 Executive ballots shall read: "You may select one (1) candidate or abstain".
  - 10B.6.5.1.1 Board ballots shall read: "You may select up to "x" (x) candidates".
  - 10B.6.5.1.2 The names of the Candidates shall be listed in alphabetical order, last name first, as they appear on their nomination form. They may include a nickname if one is so stated on the nomination form.
  - 10B.6.5.1.3 A Referenda question shall state the established wording as approved by the Board; it shall ask for a "Yes" or "No" response.
- 10B.6.5.2 Executive ballots shall be printed on a different color than ballots for any other question.
- 10B.6.5.3 Special Ballot Voting
  - 10B.6.5.3.1 A special ballot vote shall be granted to a member of the Corporation who (a) will not be in the Thunder Bay or Orillia area during any of the polling periods or (b) is unable to attend a polling location due to illness or infirmity.

- 10B.6.5.3.2 In order to gain a special ballot vote, the special ballot voting form must be completed and returned to the CRO no sooner than the beginning of the campaign period nor later than the close of the polling period. The form shall be received by registered mail or in person.
- 10B.6.5.3.3 Information required on the special ballot voting form includes:
  - 10B.6.5.3.3.1 A clear copy of a signed picture ID.
  - 10B.6.5.3.3.2 Contact information at current location if other than Thunder Bay or Orillia (Phone, address).
  - 10B.6.5.3.3.3 Contact information for Thunder Bay or Orillia (Phone, address).
  - 10B.6.5.3.3.4 Student number.
  - 10B.6.5.3.3.5 Desired choice for vote.
- 10B.6.5.3.4 If the CRO has judged the request valid, the CRO shall detach the ballot portion while in the presence of the Elections Committee (quorum) and place the ballot in the Advanced Poll box.
- 10B.6.5.3.5 The special ballot voting form shall be retained by the CRO until Ratification, at which time it will be destroyed with the ballots.
- 10B.6.5.3.6 Special ballot voting forms shall be available after the ACM.
- 10B.6.5.3.7 Failure to properly complete the special ballot voting form shall result in a null ballot.
- 10B.6.5.4 Ballots shall be secured by the CRO at least forty-eight (48) hours prior to the opening of the advanced poll.
  - 10B.6.5.4.1 Ballots shall be destroyed by the CRO no later than twenty-four (24) hours after final ratification of all Elections/Referenda.
- 10B.6.5.5 Ballots shall be securely stored at all times.
- 10B.6.5.6 Any mark on the ballot which clearly denotes a preference for one of the Candidates, or positions in a Referendum, as determined by the CRO, shall be valid and shall be counted.

- 10B.6.5.7 Ballots shall be numbered in sequence. The CRO shall keep a record of the number of ballots, and their respective numbers, that are distributed to each polling station.
- 10B.6.5.8 Ballots shall be designed as outlined in the CRO Manual.
- 10B.6.5.9 Ballots (except special ballot voting forms) are only accepted during the Advance Poll and General Poll periods.
- 10B.6.5.10 Tabulation and Validation of Votes from LUSU Elections.
  - 10B.6.5.10.1 Tabulation shall begin when quorum is reached, within twenty-four (24) hours of the close of the polling period, provided that there are no appeals in progress that have resulted from the nomination, campaign or polling period.
  - 10B.6.5.10.2 Quorum for tabulation shall be:
    - 10B.6.5.10.2.1 The CRO.
    - 10B.6.5.10.2.2 All members of the Elections Committee.
    - 10B.6.5.10.2.3 Failure to meet quorum does not invalidate an Election. Tabulation shall then occur as soon as possible.
  - 10B.6.5.10.3 Only the CRO and members of the Elections Committee are allowed to touch any and all ballot boxes, ballots, or the polling stations' master lists of registered students, following the close of the polling period.
  - 10B.6.5.10.4 Ballot boxes shall be opened in sequence. All ballots from a given box shall be counted and checked before the next box is opened.
  - 10B.6.5.10.5 No person may enter or exit the room in which ballots are being tabulated, from the time the first ballot box is opened until the final count has been completed and approved by the CRO.
    - 10B.6.4.10.5.1 The only exception shall be in emergencies. In which case, all boxes shall be re-locked immediately until the emergency is over.
  - 10B.6.5.10.6 The CRO shall make all rulings on ballot spoilage. Any such rulings can be appealed to the Elections Committee when said spoiled ballots may alter the outcome of a given LUSU Election.

- 10B.6.5.10.6.1 Any objections to the method of tabulation shall be voiced at the time of tabulation.
- 10B.6.5.10.7 Ballots shall be counted a minimum of two times, unless the CRO, Elections Committee and all the present Scrutineers determine that a second count is not necessary.
- 10B.6.5.10.8 The sequence of numbers on all ballots shall be cross-referenced against the record of ballots assigned to the polling stations from which said ballots came.
- 10B.6.5.10.9 Any member of the Corporation may request a recount with due cause.
- 10B.6.5.10.10 In an executive election an automatic recount shall occur if the difference in votes is two percent of total ballots cast, or less.
- 10B.6.5.10.11 Spoiled Ballots
  - 10B.6.5.10.11.1 A ballot must not have any non-natural markings on it. For example: improper number of candidates selected, other writing on ballot, etc.
  - 10B.6.5.10.11.2 A ballot that has been vandalized shall be excluded. For example: torn or soiled ballot, etc.

### **10B.7 Lakehead University Student Union Referenda**

- 10B.7.1 A Referendum shall be conducted using the procedures for Elections outlined in this policy. The date for the Referendum vote will be determined by a majority vote of the Board.
- 10B.7.2 A Referendum shall be conducted in conjunction with an Election or By-Election whenever possible. If a Referendum is deemed urgent by the Board, the referendum process shall commence immediately.
- 10B.7.3 A Referendum may be called by a two-thirds majority vote of the Board. A motion calling for a Referendum from a member of the Board must include the text of the proposed referendum question, worded in such a way that it can be answered by "yes" or "no".
- 10B.7.4 A Referendum may be called by the accumulation of the signatures and student numbers of at least ten (10) percent of the membership of the Corporation. Each page of a petition shall clearly state the proposed referendum question.

- 10B.7.5 Referendum Parties shall be formed from the membership of the Corporation. Said parties shall campaign either for or against a given referendum question. Referendum Parties are responsible for their own organization.
- 10B.7.6 Referendum Parties shall register with the CRO prior to the end of the Nomination Period. There shall be no more than one official "Yes" and one official "No" Party. All Referendum Parties must consist of at least one member of the Corporation.
- 10B.7.7 Referendum Parties are bound by the same restrictions as Candidates running in a normal Election or By-Election and as stated in this policy.

### **10B.8 Results of Elections, By-Elections and Referenda**

- 10B.8.1 The result for LUSU Elections, By-Elections and Referenda shall be decided by a simple majority of eligible voters. Said decision shall be considered as binding upon the Executive, the Board, and all members of the Corporation.
  - 10B.8.1.1 The Board shall not ratify the results of the election to make the results official until 10 business days have passed.
  - 10B.8.1.2 When there is a difference in votes between the winner and a runner up of two (2) percent or less; or, if there is reason to do so as a result of a dispute, the following shall occur:
    - 10B.8.1.2.1 Any and all master lists of registered students shall be cross referenced to ensure that no more than one ballot was cast by any and all given voters.
    - 10B.8.1.2.2 It is checked that the total number of ballots equals the total number of voters crossed off the master lists.
  - 10B.8.1.3 The Board shall not ratify the results until any and all disputes or appeals are resolved.
  - 10B.8.1.4 Ratification shall be by two-thirds (2/3) majority.
  - 10B.8.1.5 Failed ratification shall result in an invalid election.
    - 10B.8.1.5.1 Ratification may only fail for policy infractions that provide an unfair process in the election, a JRC ruling or failed quorum during voting.
  - 10B.8.1.6 No appeals may be made after the ratification of the final count and results by the Board.

### **10B.9 Invalid Results of Lakehead University Student Union Elections, By-Elections and Referenda**

- 10B.9.1 Should the results of any LUSU Election, By-Election and/or Referendum be ruled invalid, a re-vote shall occur no later than two weeks after said ruling is made.
- 10B.9.2 Candidates shall not be permitted to campaign between the invalidated vote and the re-vote.
- 10B.9.3 The re-vote shall be publicized.

**10B.10 Lakehead University Student Union By-Elections**

- 10B.10.1 By-Elections shall occur when: there is a vacancy in the Executive or there are not enough Board of Directors members to meet quorum.
- 10B.10.2 The CRO shall begin the By-Elections process within 5 days of either of the above occurring.
- 10B.10.3 Said process shall begin no earlier than the first day of classes in the Fall Academic Term, and end no later than the last day of classes in the Fall Academic Term.

**10B.11 Replacement of Lakehead University Student Union Executive**

- 10B.11.1 If a By-Election cannot be held prior to the last day of classes in the Fall Academic Term, said vacancy shall be filled by appointment by the Board, for the remainder of the term of office.
- 10B.11.2 The name of the appointed individual shall be brought before the Board for approval before that individual may assume office. A majority vote of ratification is required.
- 10B.11.3 If a replacement cannot be found by February 1, the position shall remain vacant and the remaining Executive members shall take over the duties of the missing Executive.

**10B.12 Replacement of Members of the Lakehead University Student Union Board of Directors**

- 10B.12.1 A Vacancy on the Board shall be filled by the first runner-up of the most recent Board Election or By-Election. In the event that the first runner-up cannot, or refuses to, fill said position, the option shall be given to the sequential runner-up, until such time as the position is filled, or the list of runners-up is exhausted.
- 10B.12.2 In the event that there are no runners-up, or the list is exhausted:
  - 10B.12.2.1 The vacancy shall be advertised for two weeks by the CRO or the LUSU President as per the elections policy.
  - 10B.12.2.2 There shall be no campaigning period for the Board By-Election.

- 10B.12.2.3 The CRO shall ensure that any and all potential Candidates complete the normal nomination form for a Board Election.
- 10B.12.2.4 The Board shall elect a nominee to fill the position or positions at their first meeting following the nomination period.
- 10B.12.2.5 The CRO shall run the Board By-Election balloting process by secret ballot with the assistance of the Secretary of the Corporation.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #10C**  
**LAKEHEAD UNIVERSITY STUDENT UNION ELECTIONS, BY-ELECTIONS &**  
**REFERENDA-COMPLAINTS AND APPEALS**  
**Review by April 2011**

**10C.1 Dealing with Complaints**

- 10C.1.1 Any member of the Corporation may file a complaint regarding any aspect of a LUSU Election, By-Election and/or Referenda.
- 10C.1.2 All complaints shall be brought before the CRO first. Complaints need not be in writing. They shall be brought before the CRO as soon as possible, unless otherwise stated in this policy, after the breach of policy occurs.
- 10C.1.3 The CRO may make an immediate decision if all the facts are known or may make further inquiries before making a decision.
- 10C.1.3.1 Complaints that may be dealt with in this way include, but are not limited to: validity of ballots and other tabulation disputes, straight policy infringements not dependent upon witness testimony such as improper display of campaign materials.
- 10C.1.4 Complaints which involve extensive investigation or witness testimony shall be brought before the Elections Committee. The Elections Committee may hold a hearing at their discretion.
- 10C.1.5 The CRO shall be empowered to assess any penalty enforceable by LUSU, up to, and including disqualification of candidates. The CRO shall ensure that the penalty is commensurate with the nature of the infraction. The Elections Committee is also so empowered.
- 10C.1.6 The CRO shall be empowered to make any ruling, regarding the Elections, By-Elections and/or Referenda, on any issues not already stated within this policy, and not covered in the Constitution of the Corporation. The Elections Committee shall be empowered with the same authority for the purpose of resolving complaints and appeals.
- 10C.1.7 CRO decisions may be appealed to the CRO or to the Elections Committee. Complaints regarding tabulation of ballots shall be appealed to the CRO first, at the time of tabulation.
- 10C.1.8 The CRO and/or the Elections Committee shall make a written report after their final decision, stating the nature of the complaint, the final ruling and reasons for the decision. All relevant facts shall be included in the report. The report shall be given to the LUSU Chairperson who shall forward it to the Board.

**10C.2 Points**

- 10C.2.1 A point system shall be developed by the Elections Committee and given to all candidates at the ACM.
- 10C.2.2 Purpose
  - 10C.2.2.1 Points shall be levied for: campaigning policy breaches, failure to remove posters by designated time, clean-up required by other groups. This list is not exhaustive.
  - 10C.2.2.2 Points may be awarded alone or in conjunction with any other penalty.
- 10C.2.3 Points may be incurred up to a maximum of 50 points.
  - 10C.2.3.1 No single sanction shall exceed 50 points.
- 10C.2.4 Any Candidate exceeding 50 points shall be disqualified.
  - 10C.2.4.1 A Candidate may be disqualified before reaching the maximum at the discretion of the Elections Committee as per usual disciplinary policy.
- 10C.2.5 Suggested points shall be consistent for the duration of a year.
- 10C.2.6 Complaints regarding points
  - 10C.2.6.1 Complaints shall be filed, in writing, with the CRO no later than 24 hours following the final count.
  - 10C.2.6.2 The regular appeals process applies to points.
  - 10C.2.6.3 The CRO shall reach a decision on said complaint within 24 hours of the complaint being filed.
  - 10C.2.6.4 A further 24 hours to appeal a CRO or Election Committee ruling shall be granted to the complainant once a decision has been made.

### **10C.3 Appeals of Chief Returning Officer's Decisions to the Standing Elections Committee**

- 10C.3.1 Appeals of any ruling made by the CRO shall be made in writing to the DRO no later than 24 hours after the final count. Said written complaints must include a letter listing any and all points of dispute, a listing of any and all Articles and/or Policies of the Constitution that were allegedly violated and any and all documentation that demonstrates said violations.
- 10C.3.2 The Elections Committee, with the DRO as Chair, shall hear the appeal. The DRO shall be a voting member. The Committee shall proceed with an oral hearing.

- 10C.3.3 All items shall be collected and placed in a Case Package which shall serve as the sole location for any and all materials related to a given complaint.
- 10C.3.4 Copies of said Case Package shall be forwarded to the Elections Committee and to the accused party.
- 10C.3.5 The Case Package and all video and audio recordings of the hearing shall be retained by the CRO until the Election, By-Election and/or Referendum in question are ratified by the Board.
- 10C.3.6 Oral Hearings
  - 10C.3.6.1 The DRO shall schedule a Hearing at the earliest convenience of all parties involved. At this time, the Plaintiff and the Defendant will be heard by the Elections Committee. Attendance at the hearing is mandatory for all involved parties.
  - 10C.3.6.2 The CRO shall be present at the hearing.
  - 10C.3.6.3 All hearing proceedings shall be recorded in audio and video format.
  - 10C.3.6.4 Immediately following the presentations of all involved parties, the DRO and the Elections Committee shall hold an in camera meeting and shall make a ruling on said dispute.
  - 10C.3.6.5 A written report shall be produced after their final decision, stating the nature of the appeal, the final ruling and reasons for the decision. All relevant facts shall be included in the report. The report shall be given to the LUSU Chairperson who shall forward it to the Board. A copy of said report shall go in the case package.

#### **10C.4 Appealing a Ruling of the Standing Elections Committee to the Judicial Review Committee**

- 10C.4.1 An appeal of any ruling made by the Elections Committee shall be made in writing to the Chief Justice to be heard by the JRC. Appeals to the JRC shall only be regarding procedural error, including, but not limited to, interpretation of the Constitution.
  - 10C.4.1.1 The JRC may hear the appeal.
- 10C.4.2 The JRC shall review the Case Package, audio and video recordings and all documentation related to the case in question; then meet in camera and make a ruling on said appeal.
- 10C.4.3 Said ruling of the JRC may uphold, vary or remove any and all sanctions made by the Elections Committee or by the CRO.

- 10C.4.4 The JRC shall be empowered to make any ruling, regarding the Elections, By-Elections and/or Referenda, on any issues not already stated within this policy, and not covered in the Constitution of the Corporation.
- 10C.4.5 The Chief Justice shall submit a written report after the final decision to the LUSU Chairperson. Said report shall state the nature of the appeal, the final ruling and reasons for the decision. The LUSU Chairperson shall immediately forward the report to the Board. A copy of said report shall go in the case package.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #11**  
**REMOVAL FROM AN OFFICE OF THE CORPORATION**

11.1 Any member of the Lakehead University Student Union Board of Directors or the Lakehead University Student Union Standing Executive Committee may be removed from office by either missing too many meetings, release of confidential and classified information or by impeachment.

**11.2 Missed Meetings**

11.2.1 A member will be automatically removed from office if any or all of the following are accumulated during one term of office:

11.2.1.1 Three unexcused LUSU Board of Director's meeting absences.

11.2.1.2 Three unexcused LUSU Standing Committee meeting absences.

11.2.2 A member shall be automatically removed from office for an unexcused absence at the Board Orientation in April.

11.2.3 A member may be excused from a meeting if a written excuse is submitted to the Chairperson of the meeting entity in question, and said excuse is accepted by the voting members present at said meeting. This also applies to leaving a meeting early, as well as arriving to a meeting late. In special circumstances, excuses will be accepted at a meeting following the missed meeting.

11.2.4 A member shall be automatically removed from office if a fine for an unexcused absence or lateness is not paid within thirty (30) days of the levying of the fine.

**11.3 Confidential and Classified Information**

11.3.1 A member shall be automatically removed from office for releasing confidential or classified information from in camera proceedings.

**11.4 Impeachments**

11.4.1 A member may be removed from office by a two-thirds vote of the members present at a meeting of the LUSU Board of Directors called for an impeachment hearing.

11.4.2 The following criterion must be observed:

- 11.4.2.1 Notice of the intention of the LUSU Board of Directors to impeach must be served personally upon the member in question at least ten (10) days prior to the meeting. At an in camera meeting, a simple majority of the LUSU Board of Directors is required for the LUSU Board of Directors to hold an impeachment hearing. The notice of the intention of the LUSU Board of Directors must include the specific charges against said member.
- 11.4.2.2 The accused is entitled to examine all evidence to be used in the impeachment.
- 11.4.2.3 The accused has the right to be represented at the impeachment hearing.
- 11.4.2.4 The accused, or their representative, shall have the right to cross examine any witness brought before the LUSU Board of Directors.
- 11.4.2.5 The accused has the right to give a full answer in defense of the charges.
- 11.4.3 If an impeachment is successful, written notification of the reasons for impeachment must be delivered by the Chairperson to the impeached member within seven days of the decision.
- 11.4.4 The members of the Corporation may call for an impeachment hearing for any member through presentation of a petition to the LUSU Board of Directors; said petition is to contain the signatures and the registration numbers of at least ten percent of the members of the Corporation.
- 11.5 Any member of the LUSU Board of Directors can resign at any time, providing that the LUSU Board of Directors is notified in writing. Said resignation shall take effect once written notification has been received by the LUSU Chairperson, and read into public record.
- 11.6 As long as there is a quorum of Directors in office, any vacancy occurring in the LUSU Board of Directors need not be filled.

**LAKEHEAD UNIVERSITY STUDENT UNION  
ARTICLE #12  
JUDICIAL REVIEW OF THE CORPORATION**

**12.1 Mandate**

The Lakehead University Student Union Standing Judicial Review Committee (“the Committee”) is responsible for investigating any alleged violations of the Lakehead University Student Union Constitution, as well as appeals of decisions made by the Lakehead University Student Union Standing Elections Committee. The Committee may invoke sanctions as necessary and required.

**12.2 Composition**

12.2.1 The Committee shall consist of:

12.2.1.1 The Chief Justice who shall serve as both Chair and a voting member.

12.2.1.2 Two (2) Associate Justices.

12.2.1.3 Up to two (2) Alternate Justices.

12.2.1.4 The LUSU Chairperson who shall hold an advisory position specializing in the LUSU Constitution.

12.2.2 An Alternate Justice shall sit in place of a regular Associate Justice who is unable to attend a meeting of the Judicial Review Committee.

12.2.3 Quorum for the Committee shall be met when the Chief Justice and two (2) other voting members of the Committee are present at a meeting.

**12.3 Selection of the Lakehead University Student Union Chief Justice and the Lakehead University Student Union Standing Judicial Review Committee**

12.3.1 The Chief Justice and members of the Judicial Review Committee must be members of the Corporation.

12.3.2 The LUSU President shall be responsible for advertising said positions for two (2) weeks prior to the application deadline of March 15.

12.3.3 The LUSU Standing Executive Committee shall recommend to the LUSU Board of Directors at their inaugural meeting no more than eight (8) candidates for the LUSU Standing Judicial Review Committee positions, and no more than three (3) candidates for the LUSU Chief Justice position.

- 12.3.4 All recommended applicants shall have an opportunity to formally present themselves and outline their qualifications to the LUSU Board of Directors prior to final selection.
- 12.3.5 Selection of the Committee members and of the Chief Justice shall be made by the LUSU Board of Directors by secret ballot.

**12.4 Responsibilities of the Lakehead University Student Union Standing Judicial Review Committee and the Lakehead University Student Union Chief Justice**

- 12.4.1 The Committee will investigate, make rulings and, if necessary, impose sanctions on members of any party associated with any case that it is convened to review.
- 12.4.2 Any member of the Committee, including the LUSU Chief Justice, shall state any conflict of interest which may bias their decision in any given case prior to the hearing of the case in question. The member shall subsequently step down from the Committee until the decision in said case has been made by the remainder of the Committee. The person in conflict shall be replaced by an Alternate Justice. If no decision can be reached by the Committee, the LUSU Board of Directors shall hear the complaint.
- 12.4.3 The LUSU Chief Justice shall serve all hearing notifications.
- 12.4.4 The LUSU Chief Justice shall produce and present a written report outlining any decision that is made by the Committee, including reasons for decision, to the LUSU Board of Directors at the first possible LUSU Board of Directors meeting occurring after said decision is reached.

**12.5 Term of Office of the Lakehead University Student Union Standing Judicial Review Committee and the Lakehead University Student Union Chief Justice**

- 12.5.1 Once the Judicial Review Committee has convened to hear a case, it shall sit for the duration of said case, regardless of length.
- 12.5.2 The LUSU Chief Justice and Judicial Review Committee members shall hold office for one (1) term beginning May 1 and ending April 30.
- 12.5.3 Upon selection, the LUSU Chief Justice and Judicial Review Committee members shall receive a copy of the LUSU Constitution.

**12.6 Procedures for Requesting a Review and the Conducting of Hearings**

- 12.6.1 An application may be made by any member of the Corporation to the LUSU Standing Judicial Review Committee.

- 12.6.2 A meeting of the LUSU Standing Judicial Review Committee shall occur by the end of the second working day following notification to the LUSU Chief Justice. The meeting shall serve to allow the Committee to review said letter, identify the charges made, identify all parties involved and evaluate the merits of the case. If the Committee deems a hearing is necessary, they will set a date, time and location.
- 12.6.3 The LUSU Standing Judicial Review Committee is bound to hear and investigate all cases brought forward to the committee.
- 12.6.4 An oral hearing shall be granted only if the evidence is of such a nature as to be unable to be presented in written format. This includes, but is not limited to, witnesses or if there is a need to as for further clarification from those involved.
- 12.6.5 All appeals shall be heard in written format. If any new evidence is uncovered, the case shall be retried at the appropriate level.

## **12.7 Written Hearings**

- 12.7.1 All parties identified as being directly involved with the case as determined by the LUSU Standing Judicial Review Committee, shall be served with written and verbal notice of the hearing immediately following the meeting of the Committee.
- 12.7.2 Notifications of hearings shall state the specific charges made, the individuals or parties against whom said charges have been laid and the specific time and date by which all written materials shall be submitted.
- 12.7.3 Any party directly involved with the case may submit a written request to the LUSU Chief Justice to change the date or time of submissions immediately upon receiving notification.
- 12.7.4 The Committee shall meet to determine the validity of the request to reschedule the date or time.
- 12.7.5 The LUSU Standing Judicial Review Committee shall hold an in camera meeting to review the submitted material.
- 12.7.6 The LUSU Chief Justice shall submit a written report of the hearing within seven (7) days of the decision, to the LUSU President, all parties directly involved, and the LUSU Board of Directors.
- 12.7.7 The LUSU Chief Justice's hearing report shall contain, but is not limited to, the following information:
  - 12.7.7.1 A case summary.
  - 12.7.7.2 Minutes of the hearing proceedings.

- 12.7.7.3 Recommendation of the Committee.
- 12.7.7.4 Reasons for decision.
- 12.7.7.5 The LUSU Chief Justice shall present an oral report to the LUSU Board of Directors to accompany the written report.

## **12.8 Notification of Oral Hearings**

- 12.8.1 All parties identified as being directly involved with the case as determined by the LUSU Standing Judicial Review Committee, shall be served with written and verbal notice of the hearing immediately following the meeting of the Committee.
- 12.8.2 Notifications of hearings shall state the specific charges made, the individuals or parties against whom said charges have been laid and the specific time, date and location of the hearing that the receiving party's attendance is required for testimony.
- 12.8.3 Any party directly involved with the case may submit a written request to the LUSU Chief Justice to change the date, time or location of the hearing immediately upon receiving notification.
- 12.8.4 The Committee shall meet to determine the validity of the request to reschedule the hearing. Should the request be denied, the testimony of the party in question may be accepted in written form.

## **12.9 Oral Hearings**

- 12.9.1 Hearings conducted by the LUSU Standing Judicial Review Committee shall employ the following agenda:
  - 12.9.1.1 Introduction of the LUSU Chief Justice and the LUSU Standing Judicial Review Committee members.
  - 12.9.1.2 Introduction of all parties in attendance.
  - 12.9.1.3 Reading of the letter by the LUSU Chief Justice which outlines the alleged violations or appeals submitted to the LUSU Chief Justice by the plaintiff.
  - 12.9.1.4 Presentation of plaintiff's case.
  - 12.9.1.5 Presentation of the defendant's case.
  - 12.9.1.6 Response to defendant's case by the plaintiff.
  - 12.9.1.7 Response to the plaintiff's case by the defendant.
  - 12.9.1.8 LUSU Judicial Review Committee question period.

- 12.9.1.9 Dismissal of all parties.
- 12.9.1.10 In camera meeting of the LUSU Judicial Review Committee to determine outcome.
- 12.9.1.11 All hearing proceedings shall be recorded in audio and video format, with the exception of in camera meetings.

**12.10 Sanctions Imposed by the Lakehead University Student Union Standing Judicial Review Committee**

- 12.10.1 The Committee shall be empowered to impose sanctions that fall under Lakehead University Student Union Jurisdiction.
- 12.10.2 The Committee shall ensure that the nature of all sanctions is firm, fair and appropriate.
- 12.10.3 The decision of the JRC can be overturned by a 2/3 decision by the LUSU Board of Directors.
- 12.10.4 Application to review a Judicial Review Committee decision shall be made within two (2) weeks of the final report to the Board of Directors. Said application shall be made to the Board of Directors by any member of the Corporation.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #13**  
**FINANCE AND FINANCIAL POWERS OF THE CORPORATION**

- 13.1 Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by the General Manager and either the LUSU President, the LUSU Vice President Finance. The General Manager shall affix the seal of the Corporation to such instruments when appropriate or necessary.
- 13.2 Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the LUSU Vice President Finance, the LUSU President, the General Manager, or by any person authorized by the LUSU Board of Directors. The LUSU Vice President Finance, the LUSU President, the General Manager or any person designated by the LUSU Board of Directors may transfer any and all shares, bonds or other securities standing in the name of the Corporation in its individual or any other capacity, or as trustees or otherwise, and may accept in the name, and on behalf of, the Corporation, transfer of shares, bonds or other securities transferred to the Corporation, and may affix the Corporate seal to any such transfers or acceptances of transfer, and may make, execute and deliver under the Corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of legal counsel to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.
- 13.3 Notwithstanding any provisions to the contrary contained in the LUSU Constitution & Policies, the LUSU Board of Directors may, at any time, by resolution, direct the manner in which, and the person by whom, any particular instrument, contract or obligation of the Corporation may or shall be executed.
- 13.4 It shall be the duty of the General Manager and/or the Outpost General Manager (or in the absence of either) the Vice President of Finance shall be responsible for informing the incoming board of directors and executives of any and all contractual obligations of the corporation that shall continue through or be executed beyond their term of office.
- 13.5 Any contracts negotiated by an executive that shall be extend beyond their term must be ratified by the LUSU Board of Directors with a two-thirds (2/3) majority.
- 13.6 The fiscal year of the Corporation shall begin on September 1<sup>st</sup> and terminate on August 31<sup>st</sup> of each year.

- 13.7 All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Lakehead University Student Union Board of Directors. Any one of such officers and agents may alone endorse notes and drafts for the collection on account of the corporation through its bankers, and endorse notes and cheques for deposit with the corporation's banker, for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for said purpose. Any one of such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers, and may receive forms or settlement of balances and release or verification slips.
- 13.8 The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Lakehead University Student Union Board of Directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the Lakehead University Student Union Board of Directors, and such authority may be general or confined to specific instances.
- 13.9 The institutions which may be so selected as custodians by the LUSU Board of Directors shall be fully protected in acting in accordance with the directions of the LUSU Board of Directors, and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceedings thereof.
- 13.10 The Corporation may from time to time:
- 13.10.1 Borrow money on the credit of the Corporation; or
  - 13.10.2 Issue, sell or pledge securities of the Corporation; or
  - 13.10.3 Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including book debts, rights, powers, franchises and undertakings to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.
- 13.11 From time to time, the LUSU Board of Directors may authorize any Director, officer or employee of the Corporation or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid, and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due by the Corporation as the LUSU Board of Directors may authorize, and generally, to manage, transact and settle the borrowing of money by the Corporation.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #14**  
**INDEMNITIES TO DIRECTORS OF THE CORPORATION**

- 14.1 Every Lakehead University Student Union Director, and their heirs, executors, and administrators, and estate and effects respectively, may, with the consent of the Corporation given at any meeting of the members, from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation from and against:
- 14.1.1 All costs, charges and expenses whatsoever that a LUSU Director sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against them for, or in respect of, any act, deed, matter or thing whatsoever, made, done or permitted by them, in or about the execution of the duties of their office; and
  - 14.1.2 All other costs, charges and expenses which they sustain or incur in or about, or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.
- 14.2 The Corporation shall also indemnify any LUSU Director in such other circumstances as the Corporations Act or law permits or requires.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #15**  
**ISSUES POLICIES OF THE CORPORATION**

15.1 The purpose of Issues Policy is to give the Lakehead University Student Union a set of guidelines regarding certain activities considered to be of particular importance to the operation of the Corporation. Policies may state long term goals, objectives and/or plans. They may also state fundamental principles or guiding considerations for future issues. In addition, they are used in making general political statements on behalf of the Corporation.

**15.2 Issues Policy Changes**

15.2.1 Policy amendments shall include the establishment of new policy, as well as changes to, or the rescinding of, existing policy.

15.2.2 New policies may be presented to the LUSU Board of Directors by any member of the LUSU Board of Directors or any appropriate LUSU Standing Committee.

15.2.3 The LUSU Board of Directors, at its discretion, may refer any policy to any appropriate LUSU Standing Committee for further consideration.

15.2.4 Policy changes must be presented as "Notice of Motion" to the LUSU Board of Directors.

15.2.5 Policy changes may be decided by the LUSU Board of Directors no sooner than seven (7) days after they have been presented as a "Notice of Motion".

15.2.6 Any policy change may be amended at the LUSU Board of Directors level.

15.2.7 A two-thirds (2/3) majority vote of the LUSU Board of Directors is required to pass Policy changes.

**15.3 Issues Policy Reviews**

15.3.1 Every policy shall be reviewed by the LUSU Standing Constitutional Development and Review Committee annually of its passage. All issues policies shall be dated to indicate the month and year by which they must be reviewed.

**15.4 Overriding Issues Policy**

15.4.1 Unless otherwise stated, existing policy may be overridden under exceptional circumstances.

15.4.2 A two-thirds (2/3) majority vote of the LUSU Board of Directors is required on a motion that specifies:

15.4.2.1 The policy being overridden;

15.4.2.2 The exceptional circumstances warranting the motion to override;

15.4.2.3 The specific duration for which the motion to override is in effect.

15.4.3 This shall not set precedence.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #16**  
**AMENDMENTS TO CONSTITUTIONAL ARTICLES OF THE CORPORATION**

**16.1 Amendment procedures (Board of Directors)**

16.1.1 Any proposed amendment to the Constitutional Articles must go before the Constitutional Development and Review Committee before a Notice of Motion is passed.

16.1.2 The Articles may from time to time be amended through the following procedures:

16.1.2.1 The motion to amend must be passed by a two-thirds majority vote of the Lakehead University Student Union Board of Directors.

16.1.2.2 The Notice of Motion to amend must be posted conspicuously about the campus of Lakehead University and published in the student newspaper once, at least two weeks prior to the meeting of the LUSU Board of Directors at which it is intended to hold a vote on the proposed amendment; said notice is to solicit written submissions to the LUSU Board of Directors concerning the proposed amendment.

16.1.2.3 If the proposed amendment(s) exceed ten (10) pages, a copy of said proposed changes may be made available for viewing at LUSU headquarters instead of posting and publishing said changes. Notice of intent to amend and place and time of viewing shall be posted and published as per A-16.1.2.2.

**16.2 Amendment Procedures (General Referendum)**

16.2.1 If an amendment to the LUSU Constitution is the subject of general referendum, and is passed by the required majority in a referendum, the LUSU Constitution must be immediately amended accordingly.

16.2.1.1 The required majority to amend the constitution shall be two-thirds (2/3) of the corporation's voting members.

16.2.1.2 Quorum for a referendum to amend the constitution shall be ten percent (10%) of the membership of the corporation.

**16.3 Amendment Procedure for Article 4 of the LUSU Constitution**

16.3.1 This amending formula shall supersede all other amendment procedures in regards to Article 4 of the LUSU Constitution.

16.3.2 Amendment by the Board of Directors.

- 16.3.2.1 Any proposed amendment to Constitutional Article 5 must go before the Constitutional Development and Review Committee before a Notice of Motion is passed.
- 16.3.2.2 The Articles may from time to time be amended through the following procedures:
  - 16.3.2.2.1 The motion to amend must be passed by a three quarters majority vote of the Lakehead University Student Union Board of Directors.
  - 16.3.2.2.2 The Notice of Motion to amend must be posted conspicuously about the campus of Lakehead University and published in the student newspaper once, at least two weeks prior to the meeting of the LUSU Board of Directors at which it is intended to hold a vote on the proposed amendment; said notice to solicit written submissions to the LUSU Board of Directors concerning the proposed amendment.
  - 16.3.2.2.3 If the proposed amendment(s) exceed ten (10) pages, a copy of said proposed changes may be made available for viewing at LUSU headquarters instead of posting and publishing said changes. Notice of intent to amend and place and time of viewing shall be posted and published as per A-16.3.2.4.
- 16.3.2.3 Any amendment passed by the Board of Directors to Article 5 of the LUSU Constitution can be reconsidered by referendum if the Secretary of the Board of Directors is presented a petition, containing 500 signatures of members in good standing of the corporation, within ten (10) business days of its passage.
- 16.3.3 Amendment by General Referendum
  - 16.3.3.1 If an amendment to the LUSU Constitution Article 4 is the subject of general referendum, and is passed by the required majority in a referendum, the amendment will come into force May 1<sup>st</sup> following the ratification of the vote by two-thirds of the Standing Judicial Review Committee. Quorum for a referendum to amend Constitution Article 4 shall be thirty percent (30%) of the membership of the corporation.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**ARTICLE #17**  
**OPERATIONAL POLICIES OF THE CORPORATION**

17.1 The purpose of Operational Policy is to give the Lakehead University Student Union a set of guidelines regarding certain activities and functions to be considered of particular importance to the Corporation. Operational Policies may establish committees, employ persons, required certain actions or reporting procedures, and otherwise establish general principles and mechanisms of operation to govern the daily routine of the Corporation.

**17.2 Operational Policy Changes**

- 17.2.1 Policy amendments shall include the establishment of new policy, as well as changes to, or the rescinding of, existing policy.
- 17.2.2 New policies may be presented to the LUSU Board of Directors by any member of the LUSU Board of Directors or any appropriate LUSU Standing Committee.
- 17.2.3 The LUSU Board of Directors, at its discretion, may refer any policy to any appropriate LUSU Standing Committee for further consideration.
- 17.2.4 Policy changes must be presented as "Notice of Motion" to the LUSU Board of Directors.
- 17.2.5 Policy changes may be decided by the LUSU Board of Directors no sooner than seven (7) days after they have been presented as a "Notice of Motion".
- 17.2.6 Any policy change may be amended at the LUSU Board of Directors level.
- 17.2.7 A majority vote of the LUSU Board of Directors is required to pass Policy changes.

**17.3 Operational Policy Reviews**

- 17.3.1 Every policy shall be reviewed by the LUSU Standing Constitutional Development and Review Committee annually of its passage. All policies shall be dated to indicate the month and year by which they must be reviewed.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**OPERATIONAL POLICY #1**  
**THE LAKEHEAD UNIVERSITY STUDENT UNION CHAIRPERSON**  
*Review by April 2011*

**1.1 Selection**

- 1.1.1 The Chairperson shall be a member of the Corporation.
- 1.1.2 The LUSU Board of Directors shall be responsible to elect a Chairperson from amongst themselves at the inaugural board meeting.
- 1.1.3 Members of the LUSU Standing Executive Committee shall not be eligible to seek the position of Chairperson.
- 1.1.4 Selection of the Chairperson shall be made by the LUSU Board of Directors by Secret Ballot.

**1.2 Conditions of Office**

- 1.2.1 The term of office shall be one (1) year, and shall commence at the inaugural LUSU Board of Directors meeting in which the election for the position of LUSU Chairperson is held.
- 1.2.2 The LUSU Chairperson is subject to Robert's Rules of Order.
- 1.2.3 The LUSU Chairperson can be removed from office with a motion to remove and requires a two-thirds (2/3) majority vote cast by secret ballot. The motion requires a second and is debatable. The motion to remove takes precedence over a motion to challenge.

**1.3 Responsibilities of the Lakehead University Student Union Chairperson**

- 1.3.1 The LUSU Chairperson shall be responsible for Chairing all meetings of the LUSU Board of Directors and the LUSU Standing Budget Committee.
- 1.3.2 The LUSU Chairperson holds an advisory position on the LUSU Standing Judicial Review Committee.
- 1.3.3 In the absence of the LUSU Chairperson, the LUSU President shall be responsible for filling the role of Chairperson. If the LUSU President is unable to fill the role of Chairperson, the LUSU Vice President Finance shall be responsible for filling the role. If the LUSU Vice President Finance is unable to fill the role of Chairperson, the LUSU Vice President Student Issues shall be responsible for filling the role.
- 1.3.4 The LUSU Chairperson shall ensure that LUSU Board of Directors meetings follow the LUSU Constitution and Robert's Rules of Order. In the event of a conflict between the LUSU Constitution and Robert's Rules of Order, the LUSU Constitution always takes precedence.

- 1.3.5 The LUSU Chairperson shall be responsible for informing an impeached LUSU Director, in writing, of the reasons for impeachment, within seven (7) days of impeachment.
- 1.3.6 The LUSU Chairperson shall be responsible for informing all commissioners, coordinators, and directors to attend a Board of Directors meeting at least once per month in order to give their reports, excluding the months of December and April.

#### **1.4 The Agenda for Lakehead University Student Union Board of Directors Meetings**

- 1.4.1 The LUSU Chairperson shall set the agenda for any and all LUSU Board of Directors meetings.
- 1.4.2 All items for the agenda shall be submitted to the LUSU Chairperson. The LUSU Chairperson shall set a timeline for submission of items for the agenda which will regularly allow for the distribution of the agenda to take place twenty-four (24) hours before the LUSU Board of Directors meeting in which said agenda is to be utilized. It is the LUSU Chairperson's responsibility to analyze and research all potential agenda items in order to ensure the appropriateness of their inclusion on the agenda.
- 1.4.3 Motions that require the immediate attention of the LUSU Board of Directors may be added to the agenda at a given meeting at the discretion of the Chairperson.

#### **1.5 Excuses**

- 1.5.1 If a member of the LUSU Board of Directors must miss, or arrive late to, any given meeting of the LUSU Board of Directors, a written excuse shall be submitted to the LUSU Chairperson 4 (four) hours prior to said meeting. In special circumstances excuses will be accepted at a meeting following the missed meeting.
- 1.5.2 The excuse shall be read by the LUSU Chairperson to the LUSU Board of Directors towards accepting or denying said excuse. Directors. After which, a motion may be made by any member of the LUSU
- 1.5.3 Excuses will be presented on an individual basis.
- 1.5.4 Excuses are debatable and require a simple majority vote.
- 1.5.5 Failed excuses result in fines as follows:
  - 1.5.5.1 Failed absence excuse - twenty-five (25) dollar fine.
  - 1.5.5.2 Failed lateness excuse - five (5) dollar fine.
- 1.5.6 Fines levied are payable within thirty (30) days to the Secretary of the Corporation. Failure to pay a fine within 30 days will result in the removal of the member in question from the LUSU Board of Directors.

## **1.6 Rulings from the Lakehead University Student Union Chairperson**

- 1.6.1 Any and all decisions of the LUSU Chairperson shall stand, unless a member of the LUSU Board of Directors challenges the LUSU Chairperson's ruling as per Robert's Rules of Order.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #2  
LAKEHEAD UNIVERSITY STUDENT UNION CLUBS**  
*Review by April 2011*

**2.1 Gaining Official Lakehead University Student Union Club Status**

- 2.1.1 Officially recognized Lakehead University Student Union Clubs are considered official subsidiary organizations of the Corporation from the time of ratification until September 30th.
- 2.1.1.1 Clubs with Official LUSU Club status for two (2) consecutive years without interruption shall be given automatic renewal of Official LUSU Club status every following year thereafter, provided a current list of club officers is submitted prior to October 15th each year.
- 2.1.2 In order to gain said official status, Clubs shall submit the following to the LUSU Vice President Finance:
- 2.1.2.1 Club Constitution. Said Constitution shall not contravene the LUSU Constitution, or the spirit thereof, and must also clearly state the nature of the club.
- 2.1.2.2 A list of proposed Club events.
- 2.1.2.3 A membership list. Said list shall include:
- 2.1.2.3.1 Printed name.
- 2.1.2.3.2 Signature.
- 2.1.2.3.3 Student number.
- 2.1.2.3.4 Email address, if applicable.
- 2.1.2.4 A club officers' list. Said list shall include:
- 2.1.2.4.1 Printed name.
- 2.1.2.4.2 Signature.
- 2.1.2.4.3 Student number.
- 2.1.2.4.4 Telephone number.
- 2.1.2.4.5 Email address, if applicable.
- 2.1.2.5 A club budget including all sources of expected club revenue and expenditure.

- 2.1.3 The deadline to submit all required information to the Vice President Finance to obtain official LUSU club status with funding is October 15. If this date falls on a weekend or holiday, it will be extended to the first business day following said date.
- 2.1.4 The deadline to submit all required information to obtain official club status without funding is January 31. If this date falls on a weekend or holiday, it will be extended to the first business day following said date.
- 2.1.5 Each club is strongly encouraged to participate in officially sponsored LUSU Club Days. The LUSU Vice President Finance will co-ordinate LUSU Club Days, usually held the last week of September.
- 2.1.6 Should a club fail to attend officially sponsored LUSU Club Days, said club shall submit a report to the LUSU Vice President Finance outlining all methods of member recruitment.
- 2.1.7 Conscious effort shall be made by each club to ensure that the general membership of the Corporation is aware of the existence of each individual club.
- 2.1.8 Any changes to the club officers' list shall be reported to the LUSU Vice President Finance within seven (7) days of said changes.

## **2.2 Membership**

- 2.2.1 In order to receive Official LUSU club status with funding, a club shall have a minimum membership of twenty (20) members, all of whom shall be registered as students at Lakehead University for the duration of their membership. In order to receive Official LUSU Club Status without funding, a club shall have a minimum membership of five (5) members, all of whom shall be registered as students at Lakehead University for the duration of their membership.
- 2.2.2 Members of the general public may participate in LUSU clubs; however, said members are prohibited from being voting members of said clubs.
- 2.2.3 Faculty, staff and/or alumni may act as consultants and/or advisors for Clubs.
- 2.2.4 No club may be exclusive in its membership, with the exception of religious, political, and area of study clubs. Any and all members of the Corporation shall be permitted membership in any officially recognized LUSU club.
  - 2.2.4.1 To be deemed a "religious club", a club application must be submitted which states that the nature of the club is religious, which implies that members and the club have a specific religious belief(s) and practice(s) and will only accept this belief(s) and practice(s) with the understanding that it will not violate the LUSU Constitution.

- 2.2.4.2 To be deemed a "political club", a club application must be submitted which states that the nature of the club is political, which implies that members of the club will have a specific political belief(s) and practice(s) and political alignment with the understanding that it will not violate the LUSU Constitution.
  - 2.2.4.2.1 If a political club wishes to use a logo which belongs to a political party as recognized by Elections Canada, they must get written consent from the party to use the logo, to be submitted with the club application.
- 2.2.4.3 To be deemed a "area of study club", a club application must be submitted which states that the nature of the club is of a specific area of study, which implies that members of the club will have a specific academic discipline at Lakehead University.
- 2.2.5 All material for solicitation must be stamped and approved by LUSU before being distributed.
- 2.2.6 No club shall have either "Lakehead University Student Union" or "LUSU" within their club name.
- 2.2.7 Clubs shall respect the wish of individual students and must cease contact with the student if requested.

## **2.3 Budgeting**

- 2.3.1 The budget line for LUSU clubs shall be split into the following two (2) sections by the LUSU Standing Financial Management Committee after club ratification:
  - 2.3.1.1 Club Discretionary.
  - 2.3.1.2 Individual Club Funding.
- 2.3.2 Clubs with funding can access the phone, fax and printing by using services offered in the LUSU office. More detail is found in the club manual.
- 2.3.3 Clubs with funding shall submit receipts to the LUSU Vice President Finance or Director of Finance and Administration for approval in order to access any of their Individual Club Funding.
- 2.3.4 Clubs shall submit requests to the LUSU Standing Financial Management Committee in order to access any of the Club Discretionary Funds. Requests should be in written form and should include the following information:
  - 2.3.4.1 The specific amount of money being requested.
  - 2.3.4.2 A detailed budget of revenue and expenditures.

- 2.3.4.3 The number of Lakehead University students and/or club members who will benefit from the expenditure plus an explanation of why they will benefit.
- 2.3.4.4 Any other pertinent information as necessary to justify the expenditure.
- 2.3.5 Approval of the LUSU Board of Directors is required in order for a club to institute membership fees within its structure. Said membership fees shall be fully outlined and detailed in the Constitution of said club.
- 2.3.6 A Clubs Committee will review and approve all club constitutions, membership lists, event lists, club officers' lists, and budgets before a club may be eligible for official LUSU Club status. The Clubs Committee shall be composed of the following:
  - 2.3.6.1 The LUSU Vice President Finance shall serve as Chairperson.
  - 2.3.6.2 One (1) member of the LUSU Standing Constitutional Development & Review Committee.
  - 2.3.6.3 One (1) member of the LUSU Standing Financial Management Committee.
- 2.3.7 The Clubs Committee members from the LUSU Standing Constitutional Development & Review committee, and the LUSU Standing Financial Management committee shall be selected by their respective committees to sit on the Clubs Committee.

## **2.4 Club Constitutions**

2.4.1 All Club Constitutions shall include the following:

- 2.4.1.1 A statement indicating a minimum of two (2), and a maximum of six (6), Club Officers with signing authority on behalf of the Club. This statement shall include the names, student numbers, addresses and telephone numbers for these Club Officers.
- 2.4.1.2 A statement accepting liability for the Club, both currently and for previous years.
- 2.4.1.3 A statement indicating that the Club will follow the LUSU Constitution in regards to any election they shall hold.
- 2.4.1.4 The following eight articles:
  - 2.4.1.4.1 Article I - Name and Purpose of Club.
  - 2.4.1.4.2 Article II - Membership Requirements of the Club.

- 2.4.1.4.3 Article III - List of Club Officer Positions. This should include their titles, terms of office, method of selection and duties.
- 2.4.1.4.4 Article IV - Membership Dues for the Club (if applicable).
- 2.4.1.4.5 Article V - Rules for Amending the Club Constitution. (subject to LUSU approval).
- 2.4.1.4.6 Article VI - Club Meeting Procedures (Frequency and Quorum).
- 2.4.1.4.7 Article VII - Club Election Procedures.
- 2.4.1.4.8 Article VIII - Club Standing Committees (if applicable).

## **2.5 General Meetings**

- 2.5.1 All clubs shall hold at least one (1) general meeting per year. Minutes of said meeting shall be available to the general membership of the club and to the LUSU Board of Directors.
- 2.5.2 Quorum shall be set by each individual club in their constitution.
- 2.5.3 The meeting of the club for the purpose of electing Club Officers shall not be considered a General Meeting.

## **2.6 Corrective Measures**

- 2.6.1 All alleged breaches of this policy shall be addressed in the following matter:
  - 2.6.1.1 Complaint must be submitted to the LUSU Executive within two (2) business days.
  - 2.6.1.2 Upon receiving of the complaint, the Chief Justice will review the complaint. If the complaint is found to have merit, it will be forwarded to the Judicial Review Committee. If the complaint is not found to have merit, said person who brought the complaint forward will be notified within two (2) business days as to why it was not found to have merit and possible actions they may then take.
  - 2.6.1.3 The Judicial Review Committee is encouraged to use progressive discipline, which implies the following:
    - 2.6.1.3.1 Admonition.
    - 2.6.1.3.2 Public apology in the Argus.
    - 2.6.1.3.3 Suspension of Club Privileges.
    - 2.6.1.3.4 Removal of Club Status for the remainder of the academic year.
    - 2.6.1.3.5 Banning of the club for no less than three (3) years.

2.6.1.4 All complaints are to be filed by the Vice President Finance for a minimum of five (5) years.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #3  
LAKEHEAD UNIVERSITY STUDENT UNION BOARD OF DIRECTORS ORIENTATION**  
*Review by April 2011*

**3.1 Mandate**

- 3.1.1 To ensure that the Lakehead University Student Union Board of Directors has an opportunity to learn about the Corporation and the Corporation's roles and responsibilities, meet the staff of the Corporation and plan for the upcoming year.

**3.2 Procedure**

- 3.2.1 The LUSU President is responsible for the planning and implementation of the LUSU Board of Directors Orientation.
- 3.2.2 All newly elected members of the LUSU Board of Directors including the LUSU Executive shall attend this Orientation. Members who are not excused for their absence will be automatically removed from the LUSU Board of Directors. All regrets must be submitted to the LUSU President.
- 3.2.3 The Orientation shall be held during the month of September Elections.
- 3.2.4 Topics covered at this Orientation shall include, but are not limited to, the following:
  - 3.2.4.1 Review Roberts Rules and writing motions.
  - 3.2.4.2 The LUSU Constitution.
  - 3.2.4.3 Responsibilities of the LUSU Board of Directors, and the indemnity clause.
  - 3.2.4.4 General Overview of Student Code of Conduct.
  - 3.2.4.5 The LUSU Budget.
  - 3.2.4.6 Introduction of LUSU Staff and Lakehead University Administration (if possible).
    - 3.2.4.6.1 Comprehensive Review of LUSU Operational Structure.
  - 3.2.4.7 A strategic planning session.
- 3.4.5 The costs of the Orientation will be budgeted for as per the LUSU Standing Budget Committee.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #4  
ACCESS TO INFORMATION**

*Review by April 2011*

**4.1 Mandate**

4.1.1 The purpose of this policy is to ensure the facilitation of needed information to appropriate parties, while simultaneously insuring the utmost confidentiality in the handling of said information. As a human resources organization, the Lakehead University Student Union shall endeavour to maintain an excellent standard of firm, fair and appropriate practice in regards to the dissemination of information.

**4.2 Classifications of Documents**

4.2.1 There shall be three (3) classifications of documents within the Corporation:

4.2.1.1 Confidential Documents: A document shall be considered confidential when it is judged to be so, in whole or in part, by the LUSU Standing Executive Committee or the LUSU Board of Directors. A confidential document is not for general distribution. It shall be shown to members of the LUSU Board of Directors in the Corporation's office upon request. Confidential documents shall not generally be provided for public scrutiny.

4.2.1.1.1 Examples include, but are not limited to: documents which contain information of a personal nature regarding staff; any documents pertaining to a Judicial Review Committee hearing, with the exception of the final report; reports received in confidence from another department of Lakehead University, an agency or institution.

4.2.1.2 Classified Academic Documents: A classified academic document is generally of a personal nature between the LUSU Vice President Student Issues and a student with a grievance. This may include any correspondence between the VP Student Issues and/or the student, and/or a member of the Lakehead University Administration, and/or the Ombudsman. It may be shown to members of the LUSU Board of Directors with permission of all students mentioned in said document. Classified Academic Documents shall not generally be provided for public scrutiny.

4.2.1.3 Non-Confidential Documents: A non-confidential document shall be considered as any document to which the previous classifications do not apply. Access to non-confidential documents shall not be limited.

- 4.2.1.3.1 Examples include, but are not limited to: LUSU Board of Directors' Minutes Books, LUSU Constitution.

### **4.3 Viewing and Reproduction of Documents**

- 4.3.1 Notice shall be given to all parties to whom the record relates, if it is practicable to do so, if access is given to a Confidential Document or a Classified Academic Document. Notice shall be given before the release of said document(s).
- 4.3.2 Confidential Documents and Classified Academic Documents shall be viewed in the Corporation's offices.
- 4.3.3 Confidential Documents may only be reproduced with the express permission of the LUSU Board of Directors. This permission requires a two-thirds (2/3) majority vote.
- 4.3.4 Confidential Documents and Classified Academic Documents may only be discussed in camera among LUSU Board of Directors members.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**OPERATIONAL POLICY #5**  
**DISTRIBUTION OF THE LAKEHEAD UNIVERSITY STUDENT UNION CONSTITUTION**  
*Review by April 2011*

- 5.1 Each member of the Lakehead University Student Union Standing Executive Committee, the Lakehead University Student Union Board of Directors and the Chairperson shall receive a current copy of the Lakehead University Student Union Constitution as soon as possible after they take office.
- 5.2 All ex-officio members of the LUSU Board of Directors shall receive a copy of the Constitution. They are as follows: Secretary of the Corporation, Director of Finance and Administration, the Outpost General Manager, the Gender Issues Centre Director, a representative from the Argus and a representative from Residence Council.
- 5.3 The Chief Returning Officer, Chief Justice, members of the LUSU Standing Judicial Review Committee, Events and Communications Commissioner, Campaigns Commissioner and each LUSU centre coordinator shall receive a copy of the Constitution.
- 5.4 The Student at Large sitting on the Constitutional Development and Review Committee shall receive a copy of the Constitution.
- 5.5 All people listed in sections 5.1. to 5.4. shall receive any and all changes to the LUSU Constitution as soon as possible after said changes are made.
- 5.6 Any member of a LUSU Standing Committee may request a copy of the Constitution.
- 5.7 A current copy of the LUSU Constitution shall always be available on the LUSU website.
- 5.8 Updated pages of the LUSU Constitution shall be sent to the LUSU lawyers as required.
- 5.9 A current copy of the LUSU Constitution shall be kept in the LUSU office.
- 5.10 The Secretary of the Corporation, under the auspices of the LUSU Chairperson, shall be responsible for ensuring that the LUSU Constitution is distributed according to this policy.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #6  
CONFLICT OF INTEREST**

*Review by April 2011*

**6.1 Mandate**

- 6.1.1 No member of the Lakehead University Student Union Board of Directors or any LUSU committee and/or Sub-committee should vote on a question in which he/she has a direct personal or financial interest not common to other members of the Corporation as per Robert's Rules of Order.

**6.2. Abstention from Voting**

- 6.2.1 Members of the LUSU Standing Executive Committee shall abstain from voting on any matter regarding their honorarium.
- 6.2.2 Members of the LUSU Board of Directors shall abstain from voting in matters concerning their position as Club Officer in any officially recognized LUSU Club.
- 6.2.3 It is the responsibility of each member of the LUSU Board of Directors to inform the LUSU Chairperson of any potential conflict of interest. The LUSU Chairperson will inform the member as to whether or not they are in conflict of interest, and will subsequently inform them if they are to abstain on any related votes.
- 6.2.4 Failure of a member of the LUSU Board of Directors to abstain when a conflict of interest exists is considered grounds for removal from office.

**6.3 Employment**

- 6.3.1 No member of the Corporation shall hold, at any one time, more than one (1) paid position within the Corporation.
- 6.3.2 Members of the LUSU Standing Executive Committee may hold no other paid position within the Corporation or the University.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #7  
LAKEHEAD UNIVERSITY STUDENT UNION STAFF REVIEWS**

*Review by April 2011*

- 7.1 On an annual basis, the Lakehead University Student Union Vice President Finance and the LUSU General Manager shall ensure that a performance review is conducted of all permanent and contract staff.
- 7.2 Staff reviews will be conducted in accordance with the LUSU Employee Manual.
- 7.3 Staff Reviews shall be considered confidential. No employee may be permitted to view a Staff Review not their own.
- 7.4 Staff reviews shall be kept on file in the office of the LUSU General Manager, with the exception of the review of the LUSU General Manager which shall be kept in the office of the Vice President Finance.
- 7.5 Any discussion of Staff Reviews at the LUSU Board of Directors level shall take place during an in camera session.
- 7.6 A Standing Personnel Committee (“the Committee”) shall be struck annually to review and decide upon staff raises.
  - 7.6.1 The ad hoc Personnel Committee shall consist of:
    - 7.6.1.1 The LUSU Executive Committee.
    - 7.6.1.2 The LUSU General Manager.
    - 7.6.1.3 Four (4) LUSU Board of Directors Members.
  - 7.6.2 The LUSU Vice President Finance shall serve as the Chairperson of the Committee.
  - 7.6.3 All members of the Committee, including the Chairperson, shall have voting privileges.
  - 7.6.4 The Committee shall meet by the end of February.
  - 7.6.5 Quorum shall be met when at least one (1) member of the standing Executive Committee, the LUSU General Manager, and at least two (2) members of the LUSU Board of Directors are present.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #8  
LAKEHEAD UNIVERSITY STUDENT UNION POSTING BOARDS**  
*Review by April 2011*

**8.1 Mandate**

8.1.1 The Lakehead University Student Union Vice President Student Issues shall be responsible for the administration of this Policy. Requirements outlined in this Policy shall be executed by the Lakehead University Student Union Events & Communications Commissioner, at the discretion of the LUSU Vice President Student Issues, with the assistance of the Lakehead University Student Union Standing Events Committee. The Lakehead University Student Union shall be responsible for maintenance and control of all Posting Boards on Lakehead University's campus, with the exception of those identified by specific Lakehead University Departments and Faculties.

**8.2 Types of Posting Boards**

8.2.1 There shall be six (6) types of Posting Boards on the Lakehead University campus under LUSU control:

8.2.1.1 Event Boards - Event Boards shall be designated for the posting of information related to events of interest to the Lakehead University Community.

8.2.1.2 Buy & Sell Boards - Buy & Sell Boards shall be designated for the posting of individual advertisements of items for sale.

8.2.1.3 Club Boards - Club Boards shall be designated for the posting of information specifically related to officially recognized LUSU Clubs.

8.2.1.4 Special Designation Boards - Special Designation Boards shall be designated for exclusive use as determined by the LUSU Vice President Student Issues.

8.2.1.4.1 Special Designation Boards shall consist of the Gender Issues Centre, east wall of the tunnel across from the Gender Issues Centre, and clubs and service centres, on or beside the entrances to all LUSU space identified with a LUSU logo on the door.

8.2.1.5 Ride Boards - Ride Boards shall be designated for the posting of information related to transportation opportunities for Lakehead University student travelers.

8.2.1.6 General Posting Boards - General Posting Boards shall be designated for all miscellaneous postings.

**8.3 Location and Type of Lakehead University Student Union Posting Boards**

### 8.3.1 Event Boards

- 8.3.1.1 Bora Laskin, gymnasium hall.
- 8.3.1.2 Braun Building 1021.
- 8.3.1.3 Braun Building 1075.
- 8.3.1.4 Student Centre, Outpost hall by security.
- 8.3.1.5 Centennial Building, main elevator hall by CB1042.
- 8.3.1.6 Student Centre Lakehead University Student Union hall.
- 8.3.1.7 University Centre, Agora by UC0050.
- 8.3.1.8 University Centre, Agora by Security stairs.
- 8.3.1.9 University Centre, between the Residence and Main Cafeterias.
- 8.3.1.10 University Centre, Main Cafeteria entrance.
- 8.3.1.11 University Centre, bottom of Bookstore stairs.
- 8.3.1.12 Student Centre tunnel across from the elevator.
- 8.3.1.13 Student Centre tunnel across from the Chancellor Paterson Library entrance.
- 8.3.1.14 University Centre, north wall of the tunnel across from the University Centre elevator.
- 8.3.1.15 University Centre, west end of the tunnel near the doors leading to the Junction.
- 8.3.1.16 Student Centre, north wall of the tunnel across from the Intersection.

### 8.4 Posting Procedures

- 8.4.1 No posting on a LUSU Posting Board shall contain any discriminatory text or graphic of any nature.
- 8.4.2 All postings on any LUSU Posting Board shall be brought to the Receptionist of the Corporation for approval before being posted. Approved postings will bear an identifying mark of approval from the Corporation.
  - 8.4.2.1 All postings that contain the name/logo of a politically affiliated club as defined by Operational Policy 2 must be approved by the LUSU Standing Executive Committee.

- 8.4.3 Off-campus for-profit businesses shall be required to pay an advertising fee as designated by the Vice President Student Issues and the Events and Communications Commissioner.
  - 8.4.3.1 All funds collected from said advertising fee shall be allocated to the Events Committee budget.
- 8.4.4 The Events Commissioner and Committee members shall be responsible for putting up postings in a timely fashion.
- 8.4.5 LUSU Posting Boards shall be maintained twice monthly by the Events and Communications Committee. Maintenance shall include the following:
  - 8.4.5.1 All outdated postings shall be removed.
  - 8.4.5.2 All unapproved posters shall be removed.
  - 8.4.5.3 Ensure LUSU identification and posting approval information is intact.
  - 8.4.5.4 All excess affixing material and/or devices shall be removed.
  - 8.4.5.5 All damage shall be repaired, or the appropriate work orders to repair said damage shall be submitted.
  - 8.4.5.6 All postings shall be affixed securely and in an orderly fashion.
  - 8.4.5.7 Duplicates of any poster on any one Posting Board shall be removed.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #9  
LAKEHEAD UNIVERSITY STUDENT UNION IDENTIFICATION**  
*Review by April 2011*

**9.1 Mandate**

9.1.1 The purpose of this Policy is to promote the association between the Lakehead University Student Union, and the services and events it sponsors, as well as to foster the general recognition of the Corporation across campus.

**9.2 Logo**

9.2.1 The official logo of the Lakehead University Student Union shall consist of a blue square with the white characters 'L', 'U', 'S' and 'U' printed in a Bold Times New Roman font, superimposed over it. The square shall be divided into quadrants. The upper left quadrant shall contain the character 'L'. The upper right quadrant shall contain the character 'U' rotated to the right at a forty-five (45) degree angle. The lower left quadrant shall contain the character 'S'. The lower right quadrant shall contain the character 'U'. An example of the logo is depicted below:



**9.3 Usage**

- 9.3.1 All space controlled by the LUSU within Lakehead University shall be identified with a sign bearing the LUSU logo and the words Lakehead University Student Union. Said sign is to be placed in a prominent location at, or near, the entrance to the space.
- 9.3.2 All official and formal internal and external correspondence of the Corporation shall bear the Lakehead University Student Union logo.
- 9.3.3 All events associated with the Corporation shall be identified by a banner bearing the Lakehead University Student Union logo and the words Lakehead University Student Union.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**OPERATIONAL POLICY #10**  
**LAKEHEAD UNIVERSITY BOARD OF GOVERNORS STUDENT REPRESENTATIVES**  
*Review by April 2011*

- 10.1 The Lakehead University Student Union during Executive elections shall run elections for two (2) Undergraduate Students at Large to sit on the Lakehead University Board of Governors and (1) one Graduate student.
- 10.2 Each Nominee shall be a registered student at Lakehead University at the time of nomination.
- 10.3 The term of office shall commence on the date of ratification by the Lakehead University Board of Governors and terminate at the end of the Board of Governors' electoral term.
- 10.4 The names of the LUSU representatives on the Lakehead University Board of Governors shall be immediately forwarded to the Secretary of the Lakehead University Board of Governors after the election process has been completed.
- 10.5 LUSU representatives to the Lakehead University Board of Governors shall attend all meetings of the Lakehead University Board of Governors and all sub-committee meetings of the Lakehead University Board of Governors of which they are a member.
- 10.6 LUSU representatives to the Lakehead University Board of Governors shall meet with the LUSU President prior to each Lakehead University Board of Governors meeting.
- 10.7 If a vacancy occurs after a position has been filled, the LUSU Board of Directors shall fill it following the procedures described in this Policy. In the event that the LUSU Board of Directors is not in session, the LUSU President shall fill the position by appointment.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**OPERATIONAL POLICY #11**  
**LAKEHEAD UNIVERSITY STUDENT SENATE REPRESENTATION**

*Review by April 2011*

- 11.1 The Lakehead University Student Union during Executive elections shall run elections for seven (7) Students at Large for members of the Lakehead University Senate.
- 11.2 The names of the LUSU representatives on the Lakehead University Senate shall be immediately forwarded to the Secretary of the Lakehead University Senate by the LUSU Vice President Student Issues.
- 11.3 Each Nominee shall be a registered student at Lakehead University at the time of nomination.
- 11.4 The term of office shall commence on the date of ratification by the Lakehead University Senate and terminate at the end of the Senate's electoral term.
- 11.5 LUSU representatives to the Lakehead University Senate shall attend all meetings of the Lakehead University Senate and all sub-committee meetings of the Lakehead University Senate of which they are a member.
- 11.6 LUSU representatives to the Lakehead University Senate shall meet with the LUSU Vice President Student Issues prior to each Lakehead University Senate meeting.
- 11.7 If a vacancy occurs after a position has been filled, the LUSU Board of Directors shall fill it following the procedures described in this Policy. In the event that the LUSU Board of Directors is not in session, the LUSU Vice President Student Issues shall fill the position by appointment.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #12  
CONFERENCE DELEGATES**

*Review by April 2011*

**12.1 Delegate Selection**

12.1.1 The Executive Committee shall select potential Conference Delegates.

12.1.2 The Lakehead University Student Union President shall be responsible for bringing forth the names of potential Conference Delegates to the Lakehead University Student Union Board of Directors for ratification.

12.1.3 Selection of Conference Delegates shall endeavour to include specific constituency groups, such as, but not limited to: Women, aboriginals, persons with disabilities, international students, mature and part-time students, graduate students, visible minorities, francophone, gay, lesbian, bisexual, and trans-gendered.

**12.2 Responsibilities of Delegates**

12.2.1 All delegates shall submit a written report to the External Committee within three (3) weeks of returning from a conference. Delegates shall endeavour to include the following in their Conference Reports:

12.2.1.1 A list of all meetings attended at the conference.

12.2.1.2 The significant results of the conference.

12.2.1.3 An evaluation of the conference.

12.2.1.4 Recommendations for future Delegates to similar conferences.

12.2.1.5 Recommendations for the LUSU Board of Directors.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #13  
ARGUS EDITORIAL BOARD**

*Review by April 2011*

**13.1 Mandate**

13.1.1 The Argus Editorial Board shall advise on the general presentation of the Lakehead University Student Union newspaper, the Argus. The Argus Editorial Board shall make recommendations as necessary to ensure the quality of the Argus, and to provide for the overall satisfaction of the Lakehead University Student Body with the Argus. It is the goal of the Argus Editorial Board to contribute to ensuring that the Argus is a legitimate student publication that is both socially and financially sound.

**13.2 Composition**

13.2.1 The Argus Editor in Chief shall sit as the Chairperson of the Argus Editorial Board.

13.2.2 The Argus Editorial Board shall be comprised of the following members:

13.2.2. The LUSU President.

13.2.2.2. Two (2) members of the Argus staff.

13.2.2.3. Four (4) Students at Large who are not members of the Argus Executive.

13.2.3 Quorum shall be four (4) members plus the Chairperson.

**13.3 Term of Office**

13.1 The term of office for members of the Argus Editorial Board shall run for one (1) year commencing on May 1, and ending on April 30.

**13.4 Filling the Argus Editorial Board**

13.4.1 The Argus Editorial Staff shall elect two (2) Argus staff members to serve on the Argus Editorial Board.

13.4.2 The LUSU President shall appoint four (4) Students at Large to serve on the Argus Editorial Board. Vacant Student at Large positions on the Argus Editorial Board shall be advertised, and applications accepted for said positions, during the first two (2) weeks of classes in the Fall term. At the close of applications, the LUSU President shall appoint members of the Argus Editorial Board from the accumulated applicant pool.

13.4.3 All members of the Argus Editorial Board are subject to ratification by the LUSU Board of Directors.

### **13.5 Responsibilities of the Argus Editorial Board**

- 13.5.1 The Argus Editorial Board shall meet once each month from September until April to review the Argus' overall quality. Exceptions may be made for meetings occurring during the months of December and April due to exams.
- 13.5.2 The Argus Editorial Board shall review all complaints regarding any aspect of the Argus, and make recommendations to the Argus Editorial staff accordingly. Complaints shall be reviewed by the Argus Editorial Board in a timely fashion.
- 13.5.3 The Argus Editorial Board shall review and offer recommendations to the appropriate bodies with respect to any proposed LUSU Article or Policy related directly to the Argus.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**OPERATIONAL POLICY #14**  
**LAKEHEAD UNIVERSITY STUDENT UNION STANDING EXECUTIVE COMMITTEE**  
*Review by April 2011*

**14.1 Composition**

14.1.1 The Lakehead University Student Union President shall serve as Chairperson for all meetings of the Lakehead University Student Union Standing Executive Committee and shall have full voting rights and privileges.

14.1.2 Other members of the Committee shall be:

14.1.2.1 The LUSU Vice President Finance.

14.1.2.2 The LUSU Vice President Student Issues.

14.1.2.3 The LUSU General Manager shall serve as an ex-officio representative of the Committee; however, said representative's presence is only to be required at meetings that will feature decisions involving the finances of the Corporation, and upon request.

**14.2. Procedures**

14.2.1 Minutes shall be taken by any member of the committee and will be kept on file in the LUSU office for two (2) years.

14.2.2 Robert's Rules of Order shall be followed.

14.2.3 An agenda shall be prepared by the LUSU President for all Committee meetings.

14.2.4 Items for decision shall be addressed before items for discussion.

14.2.5 The Committee shall meet a minimum of twice a month during the fall and winter academic terms with the exception of the month of December.

14.2.6 Quorum shall be met when any two (2) voting members of the Committee are present at a meeting called with three (3) days notice.

**14.3 Responsibilities**

14.3.1 The Committee shall be responsible for performing a performance review of the Campaigns and Events and Communications Commissioners, the Food Bank, the Aboriginal Awareness Centre, and the LUSU Radio coordinators, and the Chief Returning Officer in November and March, as per individual policy.

14.3.2 The Committee shall be responsible for the decision for or against the renewal of the Gender Issues Centre Director's contract by March 31.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**OPERATIONAL POLICY #15**  
**LAKEHEAD UNIVERSITY STUDENT UNION STANDING BUDGET COMMITTEE**  
*Review by April 2011*

**15.1 Budgeting**

15.1.1 The Lakehead University Student Union Vice President Finance shall, in conjunction with the LUSU General Manager, prepare a draft budget no later than the last day of February.

15.1.1.1 The draft budget shall not be released to any member of the Corporation until the LUSU Standing Budget Committee has been struck.

**15.2 Composition**

15.2.1 The Chairperson of the LUSU Board of Directors shall serve as the Chairperson for the LUSU Standing Budget Committee.

15.2.2 The LUSU Vice President Finance shall be responsible for filling all seats on the LUSU Standing Budget Committee.

15.2.3 The Committee shall consist of:

15.2.3.1 Six (6) Students at Large members who hold no other position within the corporation.

15.2.3.2 The four (4) Board of Director's members who sit on the Financial Management Committee.

15.2.3.3 The Incoming and Outgoing LUSU Executive Committees.

15.2.3.4 The Board of Directors Graduate Student Representative.

15.2.3.5 The Committee shall consist of the following ex-officio non-voting representatives:

15.2.3.5.1 The LUSU General Manager.

15.2.3.6 Quorum for the Committee shall be met when the Chairperson and two-thirds (2/3) of the voting members are present at a meeting called within at least three (3) business days notice.

15.2.3.7 The Chairperson shall ensure that minutes of the meeting(s) are taken and kept on file in the LUSU office for a period of two (2) years.

**15.3 Responsibilities of the Budget Committee**

15.3.1 The Committee shall hold their first meeting no later than the first week of March.

15.3.2 The Committee shall review and revise the draft budget as presented by the LUSU Vice President Finance. Every effort shall be made to complete the budget at one meeting.

15.3.3 The committee shall solicit the written input of:

15.3.3.1 The Gender Issues Centre.

15.3.3.2 The Multicultural Centre.

15.3.3.3 Aboriginal Awareness Centre.

15.3.3.4 The LUSU Food Bank.

15.3.3.5 Pride Central.

15.3.3.6 The Argus.

15.3.3.7 The Outpost General Manager.

15.3.3.8 The LUSU Events Committee.

15.3.3.9 The LUSU Campaigns Committee.

15.3.4 The LUSU Vice President Finance shall present the endorsed budget to the LUSU Board of Directors for approval no later than the last LUSU Board of Directors meeting of the academic year.

15.3.5 The LUSU Vice President Finance shall present the approved budget to the LUSU Board of Directors at the first meeting in September.

#### **15.4 Powers of the Committee**

15.4.1 The Committee shall be empowered to revise the draft budget with a simple majority vote of the members.

15.4.2 The Committee shall not be empowered to revise the staff salaries line.

15.4.3 All proceedings of the LUSU Standing Budget Committee shall be open to any member of the Corporation, and the Committee shall not hold an in camera session.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #16  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING CAMPAIGNS COMMITTEE AND  
LAKEHEAD UNIVERSITY STUDENT UNION CAMPAIGNS COMMISSIONER**

*Review by April 2011*

**16.1 Mandate**

16.1.1 The Lakehead University Student Union Standing Campaigns Committee ("the Committee") shall be responsible for the development, planning, promotion, execution and administration of Lakehead University Student Union campaigns.

**16.2 Composition**

16.2.1 The Committee is composed of the following members:

16.2.1.1 The LUSU Campaigns Commissioner ("Commissioner"), who shall chair all meetings of the Committee.

16.2.1.2 The LUSU President, who shall serve as an ex-officio representative.

16.2.1.3 Three (3) members of the LUSU Board of Directors.

16.2.1.4 Four (4) members of the Corporation who are not members of the LUSU Board of Directors.

16.2.1.5 One (1) representative from the Lakehead University Residence Council.

16.2.2 Quorum for the Committee shall be met when the Chairperson and four (4) voting members of the Committee are present at a meeting called with at least three (3) days notice.

**16.3 Responsibilities of the Committee**

16.3.1 The Committee shall meet at least twice a month during the Fall and Winter academic terms.

16.3.2 The Committee shall develop, produce and administer all LUSU campaigns.

16.3.3 The Commissioner shall ensure that minutes are taken for each meeting and kept on file in the LUSU office for a period of two (2) years.

**16.4 Responsibilities of the Campaigns Commissioner**

16.4.1 The Commissioner reports to the LUSU President.

- 16.4.2 The Commissioner is responsible for the coordination of the Committee, as well as all other duties outlined within the LUSU Campaigns Commissioner job description.
- 16.4.3 The Commissioner shall ensure that all activities of the Committee abide by the LUSU Constitution.
- 16.4.4 The Commissioner shall appear monthly at a LUSU Board of Directors meeting to submit a written and a verbal report of all pertinent matters involving LUSU campaigns. Said presentations are required only during the fall and winter academic terms and shall be scheduled at the discretion of the LUSU President.
- 16.4.5 The Commissioner shall submit a final written report to the LUSU Board of Directors which summarizes all events related to LUSU campaigns which occurred during the term of office. Said report shall include an overall evaluation and recommendations for the next year. The report shall be submitted by the last LUSU Board of Directors meeting of the winter academic term.
- 16.4.6 The Commissioner is required to attend, as the LUSU representative to the Campaigns Committee, at least one (1) of the general meetings of the Canadian Federation of Students, and shall be done at the expense of the Corporation. The Commissioner shall submit a written report of the proceedings of any such general meetings to the LUSU Standing External Committee three (3) weeks after said general meeting.
- 16.4.7 The Commissioner or an appointed representative is required to periodically submit specific information regarding the activities of the Campaigns Committee, including but not limited to, any events or activities and a description of the services offered, to the LUSU Webmaster.

## **16.5 Budget**

- 16.5.1 The Commissioner and the committee are responsible for working within the allocated Campaigns Budget Line.
- 16.5.2 The Commissioner shall recommend a budget for the upcoming fiscal year to the LUSU President by the first week of February. The LUSU President shall review the recommended budget and forward it to the LUSU Vice President Finance by the second week of February.

## **16.6 Hiring Committee for the Lakehead University Student Union Campaigns Commissioner**

- 16.6.1 The Hiring Committee shall consist of:
- 16.6.1.1 The Incoming and Outgoing LUSU President.
  - 16.6.1.2 One (1) member of the LUSU Standing Campaigns Committee.

16.6.2 The LUSU Vice President Finance shall serve as Chairperson for the Hiring Committee.

16.6.3 The LUSU Vice President Finance shall be responsible for advertising the position of Campaigns Commissioner for two (2) weeks prior to the application deadline of March 15.

16.6.4 Hiring shall follow all guidelines set by the LUSU Constitution.

## **16.7 Terms of Employment**

16.7.1 The Commissioner shall be employed by LUSU for one (1) term beginning May 1 and ending April 30.

16.7.2 The Commissioner shall be a member of the Corporation.

16.7.3 The Commissioner shall not hold any other paid position or voting seat within the Corporation.

16.7.4 Upon hiring, the Commissioner shall receive a copy of the LUSU Constitution, as well as a job description for the position.

16.7.5 A performance review of the Commissioner will be conducted by the LUSU Standing Executive Committee in November and again in March. At each review, a portion of the honorarium will be awarded as determined by the Executive Committee.

16.7.6 The LUSU Standing Executive Committee may terminate the employment of the Commissioner at any time, said termination subject to review by the LUSU Board of Directors.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #17  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING FINANCE, OVERSIGHT, AND  
INVESTMENT COMMITTEE**

*Review by April 2011*

**17.1 Mandate**

17.1.1 The purpose of the Finance, Oversight, and Investment Committee is to monitor the financial performance of the Corporation in all aspects. The committee shall receive monthly financial reports from the Vice President of Finance covering the prior period's financial statements, investment performance, and health plan costs, from these reports the committee shall make recommendations to the Vice President and the board as to the financial needs and policies of the corporations.

**17.2 Composition of the Committee:**

17.2.1 The committee shall consist of:

17.2.1.1 Five (5) members of the Board of Directors elected by their peers.

17.2.1.2 The Vice President of Finance.

17.2.1.3 The General Manager of the Corporation.

17.2.1.4 Three (3) students at large elected at the first meeting of the committee.

17.2.2 The committee shall be chaired by the Vice President of Finance

17.2.3 The General Manager shall serve as Secretary of the Committee

**17.3 Duties of the committee:**

17.3.1 The committee is charged with reviewing the overall financial position of the corporation and reporting such from time to time.

17.3.2 The committee shall be responsible for the mid year budget review.

17.3.3 The committee shall have the ability to retain professional services as needed.

17.3.4 The committee shall have the ability to instruct the Vice President of Finance in matters financial.

17.3.5 The committee shall be responsible for reviewing the audited statements with the auditors of the corporation and to make a recommendation to the general membership of the corporation as to the adoption of the statements.

- 17.3.6 The committee shall review the performance of the auditors of the corporation and make a recommendation to the general membership of the corporation as to the appointment of auditors at the general meeting.
- 17.3.7 The committee is empowered to create, repeal, and amend any financial policy by moving such a motion at the Board of Directors.
- 17.3.8 The committee shall meet at least once a month.
- 17.3.9 The committee is charged with review and approving any capital projects plans of the corporation.
- 17.3.10 The committee is responsible for the administration of the various discretionary funds (excluding executive discretionary funds) as established by the budget of the corporation.
- 17.3.10.1 Said funds shall be dispersed by a subcommittee of the Finance, Oversight, and Investment Committee:
- 17.3.10.1.1 There shall be a standing subcommittee, the Grants and Projects subcommittee, of the Finance, Oversight and Investment Committee.
- 17.3.10.1.1.1 This subcommittee shall be composed of:
- 17.3.10.1.1.2 Two (2) members of the Finance, Oversight and Investment committee who are Directors of the Corporation.
- 17.3.10.1.1.3 One (1) member of the Finance, Oversight and Investment committee who is a student at large.
- 17.3.10.1.1.4 The subcommittee shall elect one (1) of its members to serve as its chairperson and secretary.
- 17.3.10.2 Powers and Duties of the committee:
- 17.3.10.2.1 The committee will not provide funding for any of the following:
- 17.3.10.2.3.1 Deposits for products for future sale.
- 17.3.10.2.3.2 Damage deposits.
- 17.3.10.2.3.3 Liquor licenses for off campus events.
- 17.3.10.2.3.4 Events with bar service.
- 17.3.10.2.2 Requests for funding for an event shall demonstrate that the safety of those attending or participating in the event is ensured.

- 17.3.10.2.3 All funding requests must outline other sources of funding and detailed budget describing how money will be spent.
- 17.3.10.2.4 Any request over \$750 must be referred to the Board of Directors with a recommendation of the committee.
- 17.3.11 The committee shall be responsible for reviewing the performance of the corporations services including:
  - 17.3.11.1 The Study Coffee House.
  - 17.3.11.2 The Outpost.
  - 17.3.11.3 TBayStudentRents.com.
  - 17.3.11.4 The Handbook.
- 17.3.12 This shall be conducted by a subcommittee of the Finance, Oversight and investment Committee.
- 17.3.13 The Operations Subcommittee shall be charged with executing this task.
  - 17.3.13.1 Composition:
    - 17.3.13.1.1 The committee will be composed of (two) 2 Directors of the corporation who sit on the Finance, Oversight and Investment committee.
    - 17.3.13.1.2 One (1) student at large who is a member of the Finance, Oversight, and Investment committee.
    - 17.3.13.1.3 The Committee shall elect from amongst itself a chairperson and secretary.
  - 17.3.13.2 Duties and Powers of the Committee:
    - 17.3.13.2.1 The committee shall review operational statements of the services of the corporation on a monthly basis.
    - 17.3.13.2.2 The committee shall look for ways to better manage expenditures and improve revenues.
    - 17.3.13.2.3 The committee shall call before it from time to time the managers or persons responsible for each service to provide information and discuss long term plans.
    - 17.3.13.2.4 The committee shall be empowered to investigate new potential services and to make recommendations to the Board of Directors from time to time regarding the addition or discontinuation for services.

#### **17.4 Residual Powers**

17.4.1 In the event the committee is not able to meet in a timely fashion the Executive Committee shall be empowered to exercise all powers and privileges of the committee.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #18  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING CONSTITUTIONAL  
DEVELOPMENT & REVIEW COMMITTEE**

*Review by April 2011*

**18.1 Mandate**

18.1.1 The Lakehead University Student Union Standing Constitutional Development & Review Committee ("the Committee") is responsible for the development, maintenance and review of the Lakehead University Student Union Constitution. The Committee shall also interpret the Lakehead University Student Union Constitution as required by the Lakehead University Student Union Board of Directors and/or the Lakehead University Student Union Chairperson.

**18.2 Composition**

18.2.1 The LUSU President shall be required to sit as a member of this committee.

18.2.2 The LUSU President shall count towards quorum of the committee and shall be the chairperson.

18.2.3 The Committee shall consist of:

18.2.3.1 Two (2) members of the LUSU Board of Directors.

18.2.3.2 Two (2) member of the Corporation who is not a member of the LUSU Board of Directors.

18.2.4 Quorum shall be met when the Chairperson and three (3) voting members of the Committee are present at a meeting called with three (3) days notice.

**18.3 Responsibilities of the Constitutional Development and Review Committee**

18.3.1 The Committee shall ensure the consistency of all LUSU Articles and Policies.

18.3.2 The Committee shall ensure that proposed Articles and/or Policies do not contradict the LUSU Constitution.

18.3.3 The Committee shall propose necessary amendments to Articles and/or Policies.

18.3.4 The Committee shall endeavor to ensure that all copies of the LUSU Constitution are updated and complete.

18.3.5 The LUSU President shall be responsible for the duties of the Committee when the Committee is not in session.

18.3.6 The Chairperson of the Committee shall ensure that minutes are taken for each meeting and kept on file in the LUSU office for two (2) years.

#### **18.4 Powers of the Constitutional Development & Review Committee**

18.4.1 The Committee shall have the power to make motions relating to amendments, additions and/or deletions to the LUSU Constitution.

18.4.2 The Committee shall serve as the primary body for reviewing any and all proposed amendments, additions and/or deletions to the LUSU Constitution, regardless of the body proposing the item in question. Any such amendment, addition and/or deletion shall be reviewed by the Committee before its presentation to the LUSU Board of Directors. If, for whatever reason, an amendment, addition and/or deletion proposed by a body other than the Committee is deemed inappropriate by the Committee, the Committee shall be required to present said item to the LUSU Board of Directors, along with a report clearly outlining the reasoning for disallowing the item in question.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #19  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING EVENTS AND  
COMMUNICATIONS COMMITTEE AND LAKEHEAD UNIVERSITY STUDENT UNION  
EVENTS & COMMUNICATIONS COMMISSIONER**

*Review by April 2011*

**19.1 Mandate**

19.1.1 The Lakehead University Student Union Standing Events and Communications Committee ("the Committee") is responsible for the organization, execution and promotion of Lakehead University Student Union events.

**19.2 Composition**

19.2.1 The LUSU Events & Communications Commissioner ("the Commissioner") shall serve as Chairperson for all Committee meetings.

19.2.2 The LUSU Vice President Student Issues shall hold an ex-officio seat on the Committee.

19.2.3 The voting members of the Committee shall consist of:

19.2.3.1 Three (3) members of the LUSU Board of Directors.

19.2.3.2 Four (4) members of the Corporation who are not members of the LUSU Board of Directors.

19.2.4 Quorum for the Committee shall be met when the Chairperson and four (4) voting members of the Committee are present at a meeting called with at least three (3) days notice.

**19.3 Responsibilities of the Lakehead University Student Union Events and Communications Committee**

19.3.1 The Committee shall meet at least twice per month during the fall and winter academic terms excluding December and April.

19.3.2 The Committee shall organize, execute and promote all LUSU events.

19.3.3 The Committee shall ensure that the LUSU Posting Boards Policy is followed. Accordingly, they shall maintain all LUSU Posting Boards.

19.3.4 The commissioner shall ensure that minutes are taken for each meeting and kept on file in the LUSU office for a period of two (2) years.

**19.4 Lakehead University Student Union Events & Communications Commissioner**

19.4.1 The Commissioner shall report to the LUSU Vice President Student Issues.

19.4.2 The Commissioner shall hold an ex-officio seat on the Budget Committee.

19.4.3 The Commissioner is responsible for the coordination of the LUSU Standing Events and Communications Committee, as well as the duties outlined in the Commissioner's job description.

19.4.3.1 The Commissioner shall ensure that all activities of the Committee adhere to the LUSU Constitution.

19.4.3.2 The Commissioner shall appear monthly at a LUSU Board of Directors meeting to submit a written and verbal report of all pertinent matters involving LUSU Events & Communications. Said presentations are required only during the fall and winter academic terms, and shall be scheduled at the discretion of the LUSU Chairperson.

19.4.4 The Commissioner shall meet with the Outpost Manager on a regular basis to ensure that Committee Events do not conflict with Outpost events and to determine if the Outpost needs help promoting any events.

19.4.5 The Commissioner shall submit a final written report to the LUSU Board of Directors. This report shall summarize all events, issues and problems encountered during the current term of office. This shall include an overall evaluation of the year in question, as well as any recommendations for the next year. Said report shall be submitted no later than the last LUSU Board of Directors meeting of the winter academic term.

19.4.6 The LUSU Events and Communications Commissioner or an appointed representative is required to periodically submit specific information regarding the activities of the Events and Communications Committee, including but not limited to, any events or activities and a description of the services offered, to the LUSU Webmaster.

## **19.5 Budget**

19.5.1 The Commissioner and the committee are responsible for working within the Events Budget Line.

19.5.2 The Commissioner shall recommend a budget for the upcoming fiscal year to the LUSU Vice President Student Issues by the first week of February. The LUSU Vice President Student Issues shall review the recommended budget and forward it to the LUSU Vice President Finance by the second week of February.

## **19.6 Lakehead University Student Union Standing Hiring Committee for the Events & Communications Commissioner**

19.6.1 The Hiring Committee shall consist of:

19.6.1.1 The Incoming and Outgoing LUSU Vice Presidents Student Issues.

19.6.1.2 One (1) member of the LUSU Standing Events & Communications Committee, who may be the Events & Communications Commissioner, unless said individual has re-applied for the position.

19.6.2 The LUSU Vice President Finance shall serve as Chairperson of the Hiring Committee.

19.6.3 The LUSU Vice President Finance shall be responsible for advertising for the position of Events and Communications Commissioner for two (2) weeks prior to the application deadline of March 15.

19.6.4 Hiring shall follow the guidelines set by the LUSU Constitution.

## **19.7 Terms of Employment**

19.7.1 The LUSU Events and Communications Commissioner shall be employed by the Corporation for one (1) term beginning May 1 and ending April 30.

19.7.2 The Commissioner must be a member of the Corporation.

19.7.3 The Commissioner shall not hold any other paid position or voting seat within the Corporation.

19.7.4 Once hired, the Commissioner shall receive a copy of the LUSU Constitution, as well as the appropriate job profile.

19.7.5 A performance review of the LUSU Events & Communications Commissioner will be conducted by the LUSU Standing Executive Committee in November and again in March. At each review, a portion of the honorarium will be awarded as determined by the Executive Committee.

19.7.6 The LUSU Standing Executive Committee may terminate the employment of the Commissioner at any time. Said termination is subject to review by the LUSU Board of Directors.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #20  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING JUDICIAL REVIEW  
COMMITTEE AND LAKEHEAD UNIVERSITY STUDENT UNION CHIEF JUSTICE**  
*Review by April 2011*

**20.1 Mandate**

20.1.1 The Lakehead University Student Union Standing Judicial Review Committee ("the Committee") is responsible for investigating any alleged violations of the Lakehead University Student Union Constitution, as well as appeals of decisions made by the Lakehead University Student Union Standing Elections Committee. The Committee may invoke sanctions as necessary and required.

**20.2 Composition**

20.2.1 The Committee shall consist of:

20.2.1.1 The Chief Justice who shall serve as both Chair and a voting member.

20.2.1.2 Two (2) Associate Justices.

20.2.1.3 Up to two (2) Alternate Justices.

20.2.1.4 The LUSU Chairperson who shall hold an advisory position specializing in the LUSU Constitution; attendance will only be required at the discretion of the Chief Justice.

20.2.2 An Alternate Justice shall sit in place of a regular Associate Justice who is unable to attend a meeting of the Judicial Review Committee.

20.2.3 No member of the Committee, other than the LUSU Chairperson, may hold any other position within the Corporation.

20.2.4 Quorum for the Committee shall be met when the Chief Justice and two (2) other voting members of the Committee are present at a meeting.

**20.3 Selection of the Lakehead University Student Union Chief Justice and the Lakehead University Student Union Standing Judicial Review Committee**

20.3.1 The Chief Justice and members of the Judicial Review Committee must be members of the Corporation.

20.3.2 The LUSU President shall be responsible for advertising said positions for two (2) weeks prior to the application deadline of March 15.

20.3.3 The LUSU Standing Executive Committee shall recommend to the LUSU Board of Directors at their inaugural meeting no more than eight (8) candidates for the LUSU Standing Judicial Review Committee positions, and no more than three (3) candidates for the LUSU Chief Justice position.

20.3.4 All recommended applicants shall have an opportunity to formally present themselves and outline their qualifications to the LUSU Board of Directors prior to final selection.

20.3.5 Selection of the Committee members and of the Chief Justice shall be made by the LUSU Board of Directors by secret ballot.

#### **20.4 Responsibilities of the Lakehead University Student Union Standing Judicial Review Committee and the Lakehead University Student Union Chief Justice**

20.4.1 The Committee will investigate, make rulings and, if necessary, impose sanctions on members of any party associated with any case that it is convened to review.

20.4.2 Any member of the Committee, including the LUSU Chief Justice, shall state any conflict of interest which may bias their decision in any given case prior to the hearing of the case in question. The member shall subsequently step down from the Committee until the decision in said case has been made by the remainder of the Committee. The person in conflict shall be replaced by an Alternate Justice. If no decision can be reached by the Committee, the LUSU Board of Directors shall hear the complaint.

20.4.3 The LUSU Chief Justice shall serve all hearing notifications.

20.4.4 The LUSU Chief Justice shall produce and present a written report outlining any decision that is made by the Committee, including reasons for decision, to the LUSU Board of Directors at the first possible LUSU Board of Directors meeting occurring after said decision is reached.

20.4.5 The LUSU Chief Justice shall report to the LUSU Board of Directors.

#### **20.5 Term of Office of the Lakehead University Student Union Standing Judicial Review Committee and the Lakehead University Student Union Chief Justice**

20.5.1 The LUSU Chief Justice and Judicial Review Committee members shall hold office for one (1) term beginning May 1 and ending April 30.

20.5.2 Upon selection, the LUSU Chief Justice and Judicial Review Committee members shall receive a copy of the LUSU Constitution.

#### **20.6 Procedures for Requesting a Review and the Conducting of Hearings**

20.6.1 An application may be made by any member of the Corporation to the LUSU Standing Judicial Review Committee.

- 20.6.2 Any member of the Corporation wishing to initiate a judicial review shall make such a request, in written form, to any member of the LUSU Board of Directors. This letter is to be immediately turned over to a member of the LUSU Standing Executive Committee. The letter shall specifically outline all alleged violations of the LUSU Constitution, or an appeal of a decision made by the LUSU Standing Elections Committee.
- 20.6.3 Immediately upon receipt of said letter, the LUSU Standing Executive Committee shall forward copies of the letter to the LUSU Chief Justice. Direct verbal notice of the submission of said letter shall also be made to the LUSU Chief Justice.
- 20.6.4 A meeting of the LUSU Standing Judicial Review Committee shall occur by the end of the second working day following notification to the LUSU Chief Justice. The meeting shall serve to allow the Committee to review said letter, identify the charges made, identify all parties involved and evaluate the merits of the case. If the Committee deems a hearing is necessary, they will set a date, time and location.
- 20.6.5 The LUSU Standing Judicial Review Committee is not bound to hear any case and it is at the discretion of the Standing Judicial Review Committee whether to grant a hearing, written or oral. The Committee may decide to hear any claim in whole or in part. The Committee, however, shall review all requests for a judicial review, before making such decision.
- 20.6.6 An oral hearing shall be granted only if the evidence is of such a nature as to be unable to be presented in written format. This includes, but is not limited to, witnesses or if there is a need to as for further clarification from those involved.
- 20.6.7 All appeals shall be heard in written format. If any new evidence is uncovered, the case shall be retried at the appropriate level.
- 20.6.8 If the JRC is unable to convene because of scheduling problems, appeals may be brought before the Board of Directors, with the same powers as the JRC regarding said appeal only. The Board of Directors is not to act as an alternate, nor as a further appellate level of any decision.
- 20.6.9 Written Hearings.
- 20.6.9.1 All parties identified as being directly involved with the case as determined by the LUSU Standing Judicial Review Committee, shall be served with written and verbal notice of the hearing immediately following the meeting of the Committee.
- 20.6.9.2 Notifications of hearings shall state the specific charges made, the individuals or parties against whom said charges have been laid and the specific time and date by which all written materials shall be submitted.

- 20.6.9.3 Any party directly involved with the case may submit a written request to the LUSU Chief Justice to change the date or time of submissions immediately upon receiving notification.
- 20.6.9.4 The Committee shall meet to determine the validity of the request to reschedule the date or time.
- 20.6.9.5 The LUSU Standing Judicial Review Committee shall hold an in camera meeting to review the submitted material.
- 20.6.9.6 The LUSU Chief Justice shall submit a written report of the hearing within seven (7) days of the decision, to the LUSU President, all parties directly involved, and the LUSU Board of Directors.
- 20.6.9.7 The LUSU Chief Justice’s hearing report shall contain, but is not limited to, the following information:
  - 20.6.9.7.1 A case summary.
  - 20.6.9.7.2 Minutes of the hearing proceedings.
  - 20.6.9.7.3 Recommendation of the Committee.
  - 20.6.9.7.4 Reasons for decision.
- 20.6.9.8 The LUSU Chief Justice shall present an oral report to the LUSU Board of Directors to accompany the written report.
- 20.6.10 Notification of Oral Hearings.
  - 20.6.10.1 All parties identified as being directly involved with the case as determined by the LUSU Standing Judicial Review Committee, shall be served with written and verbal notice of the hearing immediately following the meeting of the Committee.
  - 20.6.10.2 Notifications of hearings shall state the specific charges made, the individuals or parties against whom said charges have been laid and the specific time, date and location of the hearing that the receiving party’s attendance is required for testimony.
  - 20.6.10.3 Any party directly involved with the case may submit a written request to the LUSU Chief Justice to change the date, time or location of the hearing immediately upon receiving notification.
  - 20.6.10.4 The Committee shall meet to determine the validity of the request to reschedule the hearing. Should the request be denied, the testimony of the party in question may be accepted in written form.
- 20.6.11 Oral Hearings.

- 20.6.11.1 Hearings conducted by the LUSU Standing Judicial Review Committee shall employ the following agenda:
  - 20.6.11.1.1 Introduction of the LUSU Chief Justice and the LUSU Standing Judicial Review Committee members.
  - 20.6.11.1.2 Introduction of all parties in attendance.
  - 20.6.11.1.3 Reading of the letter by the LUSU Chief Justice which outlines the alleged violations or appeals submitted to the LUSU Chief Justice by the plaintiff.
  - 20.6.11.1.4 Presentation of plaintiff's case.
  - 20.6.11.1.5 Presentation of the defendant's case.
  - 20.6.11.1.6 Response to defendant's case by the plaintiff.
  - 20.6.11.1.7 Response to the plaintiff's case by the defendant.
  - 20.6.11.1.8 LUSU Judicial Review Committee question period.
  - 20.6.11.1.9 Dismissal of all parties
  - 20.6.11.1.10 In camera meeting of the LUSU Judicial Review Committee to determine outcome. Said in camera meeting may include the ex-officio representative of the Committee if required.
  - 20.6.11.1.11 All hearing proceedings shall be recorded in audio and video format, with the exception of in camera meetings.
- 20.6.11.2 All case related documentation shall be retained by the LUSU Chief Justice until the decision of the Committee has been presented to the LUSU Board of Directors.
- 20.6.11.3 The LUSU Chief Justice shall submit a written report of the hearing within seven (7) days of the decision, to the LUSU President, all parties directly involved, and the LUSU Board of Directors.
- 20.6.11.4 The LUSU Chief Justice's hearing report shall contain, but is not limited to, the following information:
  - 20.6.11.4.1 A case summary.
  - 20.6.11.4.2 Minutes of the hearing proceedings.
  - 20.6.11.4.3 Recommendation of the Committee.
  - 20.6.11.4.4 Reasons for decision.

20.6.11.5 The LUSU Chief Justice shall present an oral report to the LUSU Board of Directors to accompany the written report.

**20.7 Sanctions Imposed by the Lakehead University Student Union Standing Judicial Review Committee**

20.7.1 The Committee shall be empowered to impose sanctions up to and including the decision to press criminal charges.

20.7.2 The Committee shall ensure that the nature of all sanctions is firm, fair and appropriate.

20.7.3 The Committee shall be empowered to disqualify or reinstate candidates and election results of LUSU elections, by-elections and referenda.

20.7.4 The decision of the Judicial Review Committee is final.

20.7.5 A JRC decision can only be reversed by the JRC itself, if the decision is either:  
a) illegal/contravenes any legislation (including, but not limited to, the Charter of Rights and Freedoms) or b) is inconsistent with the LUSU Constitution.

20.7.5.1 Application to review a Judicial Review Committee decision shall be made within two (2) weeks of the final report to the Board of Directors. Said application shall be made to the Board of Directors by any member of the Corporation.

20.7.5.2 Where a decision falls under O-20.7.5 (a) or (b), the decision shall be retried or reviewed by the Judicial Review Committee.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #21  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING ABORIGINAL PROGRAMMING  
COMMITTEE**

*Review by April 2011*

**21.1 Mandate**

21.1.1 The Lakehead University Student Union Standing Aboriginal Programming Committee ("the Committee") is responsible for the organization, execution and promotion of culturally specific Aboriginal events and campaigns.

**21.2 Composition**

21.2.1 The LUSU Aboriginal Awareness Centre Coordinator shall serve as Chairperson for all Committee meetings.

21.2.2 The LUSU Vice President Student Issues shall hold an ex-officio seat on the Committee.

21.2.3 The voting members of the Committee shall consist of:

21.2.3.1 One (1) members of the LUSU Board of Directors;

21.2.3.2 Two (2) members of the Lakehead University Native Student Association executive;

21.2.3.3 Three (3) members of the Corporation who are not members of the LUSU Board of Directors nor of the Lakehead University Native Student Association Executive.

21.2.4 Quorum for the Committee shall be met when the Chairperson and four (4) voting members of the Committee are present at a meeting called with at least three (3) days notice.

**21.3 Responsibilities of the Lakehead University Student Union Aboriginal Programming Committee**

21.3.1 The Committee shall meet at least twice per month during the fall and winter academic terms, excluding December and April.

21.3.2 The Committee shall organize, execute and promote all culturally specific Aboriginal events and campaigns.

21.3.3 The Aboriginal Awareness Centre coordinator shall ensure that minutes are taken from each meeting. Said minutes shall be kept on file in the LUSU office for a period of two (2) years.

**21.4 Budget**

- 21.4.1 The Aboriginal Awareness Centre Coordinator is responsible for working within the Aboriginal Programming Budget.
- 21.4.2 The Aboriginal Awareness Centre Coordinator shall recommend a budget for the Aboriginal Programming Budget Line for the upcoming fiscal year to the Vice President Student Issues by the first week of February. The LUSU Vice President Student Issues shall review the recommended budget and forward it to the LUSU Vice President Finance no later than the second week of February.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #22  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING OMBUDSMAN COMMITTEE**  
*Review by April 2011*

**22.1 Mandate**

22.1.1 The office of the Ombudsman serves to ensure that the principles of justice and fairness are equally applied to all members of the Lakehead University Community. The Lakehead University Student Union Standing Ombudsman Committee ("the Committee") was created to assist the Ombudsman in ensuring that these principles are met and upheld.

**22.2 Composition**

22.2.1 The LUSU Vice President Student Issues shall serve as Chairperson for the Committee.

22.2.2 Voting members of the Committee shall be as follows:

22.2.2.1 One (1) LUSU Board of Directors members.

22.2.2.2 One (1) Lakehead University Student who currently resides in Lakehead University Residence. This member shall be appointed by the Lakehead University Residence Council.

22.2.2.3 Three (3) Lakehead University Students at Large. The LUSU Vice President Student Issues shall recommend nominees for these seats to be ratified by the LUSU Board of Directors.

22.2.2.4 The Lakehead University Vice President (Academic) & Provost.

22.2.2.5 The Lakehead University Vice Provost (Student Affairs).

22.2.2.6 One (1) representative from the Lakehead University Faculty Association.

22.2.2.7 The Lakehead University Residence Life Coordinator.

22.2.3 Quorum shall be met with the presence of the Chairperson and six (6) voting members of the Committee.

22.2.4 Term of office for the Committee shall be set at one (1) year beginning May 1 and ending April 30.

**22.3 Responsibilities of the Committee**

22.3.1 The Committee shall hold at least one (1) meeting each month during the fall and winter academic terms with the exception of the months of December and April.

- 22.3.2 The Committee shall review any and all Ombudsman's Reports and evaluate the progress of any ongoing works. The Committee shall endeavor to be aware of the Lakehead University Community's response to said works.
- 22.3.3 The Committee shall conduct an annual evaluation of the Office of the Ombudsman and of the Ombudsman.
- 22.3.4 The Committee will respect the confidentiality of the Ombudsman's Office.
- 22.3.5 When a vacancy occurs in the Office of the Ombudsman, the Committee shall serve as the Recruitment Committee for purposes of filling said position. Upon completion of the recruitment process, the Committee shall then recommend a qualified applicant to the Lakehead University Vice President (Academic) & Provost.
- 22.3.6 The Committee shall submit a brief year-end report to the LUSU Board of Directors by the last meeting of the Winter Academic Term, highlighting major topics discussed, results and recommendations for the future.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #23  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING INTERNATIONAL STUDENT  
COMMITTEE**

*Review by April 2011*

**23.1 Mandate**

23.1.1 The Office of the International Student Advisor works with students, faculty, and staff to assist and support international students attending Lakehead University. The Lakehead University Student Union Standing International Student Committee ("the Committee") was created to assist the International Student Advisor in ensuring that these principles are met and upheld.

**23.2 Composition**

23.2.1 The LUSU VPSI will hold an advisory position on the committee.

23.2.1.1 The LUSU VPSI shall count towards quorum of the committee.

23.2.2 Voting members of the Committee shall be as follows:

23.2.1.1 One (1) LUSU Board of Directors members.

23.2.1.2 Two (2) International Students currently attending Lakehead University.

23.2.1.3 One (1) representative from the International Studies Office.

23.2.1.4 One (1) representative from the World University Services Club.

23.1.2.5 One (1) representative from the Lakehead University Student Services.

23.2.3 Quorum shall be met with the presence of the Chairperson and four (4) voting members of the Committee.

23.2.4 Term of office for the Committee shall be set at one (1) year beginning May 1 and ending April 30.

23.2.5 The LUSU Board of Directors is responsible for electing a Chairperson of this committee.

23.2.5.1 The Chairperson must be a member of the LUSU Board of Directors.

23.2.5.2 The Chairperson shall have full voting rights and privileges.

23.2.5.3 The Chairperson will be responsible for reporting the business of the committee to the Board of Directors from time to time.

### **23.3 Responsibilities of the Committee**

- 23.3.1 The Committee shall hold at least one (1) meeting each month during the fall and winter academic terms with the exception of the months of December and April.
- 23.3.2 The Committee shall review any and all International Student Advisor Reports and evaluate the progress of any ongoing works. The Committee shall endeavor to be aware of the Lakehead University Community's response to said works.
- 23.3.3 The Committee shall conduct an annual evaluation of the International Student Advisor.
- 23.3.4 The Committee will respect the confidentiality of the International Student Advisor's Office.
- 23.3.5 When a vacancy occurs in the Office of the International Student Advisor, the Committee shall serve as the Recruitment Committee for the purposes of filling said position. Upon completion of the recruitment process, the Committee shall then recommend a qualified applicant to the International Studies Office.
- 23.3.6 The Committee shall submit a brief year-end report to the LUSU Board of Directors by the last meeting of the Winter Academic Term highlighting the major topics discussed, results, and recommendations for the future.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #24  
LAKEHEAD UNIVERSITY STUDENT UNION GENDER ISSUES CENTRE AND LAKEHEAD  
UNIVERSITY STUDENT UNION GENDER ISSUES CENTRE DIRECTOR**

*Review by April 2011*

**24.1 Mandate**

24.1.1 The Lakehead University Student Union Gender Issues Centre ("the Centre") is a support, referral and education service which is open to all Lakehead University students, regardless of gender.

**24.2 Primary Objectives of the Lakehead University Student Union Gender Issues Centre**

24.2.1 To act as a support, referral and education service.

24.2.2 To act as an education centre for gender issues.

24.2.3 To act as a resource library for gender issues.

24.2.4 To promote, advocate and lobby on pertinent gender issues.

24.2.5 To oversee related LUSU services.

**24.3 The Lakehead University Student Union Gender Issues Centre Director**

24.3.1 The LUSU Gender Issues Centre Director ("the Director") is responsible for the daily operation of the Centre and the duties outlined in the corresponding contract and job profile.

24.3.2 At the end of the director's contract, there shall be an option to renew. Any decision for, or against renewal shall be made by March 31 by the LUSU Standing Executive Committee. If the director's contract is not renewed, a new director shall be hired by August 31 by the Standing Hiring Committee.

24.3.3 A representative from the Center shall hold a voting seat on the LUSU Standing Budget Committee.

**24.4 Standing Hiring Committee**

24.4.1 The Hiring Committee shall consist of:

24.4.1.1 The Incoming and Outgoing LUSU Vice President Student Issues.

24.4.1.2 One (1) member of LUSU Board of Directors.

24.4.1.3 One (1) Student at Large who regularly participates in LUSU Gender Issues Centre activities.

24.4.1.4 The LUSU General Manager.

24.4.2 The LUSU Vice President Student Issues shall serve as Chairperson, with full voting privileges, for the Committee.

24.4.3 The LUSU Vice President Student Issues is responsible for advertising the position of the LUSU Gender Issues Centre Director prior to the hiring deadline of August 31, if necessary.

24.4.4 The new LUSU Gender Issues Centre Director shall be ratified by the LUSU Board of Directors.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #25  
LAKEHEAD UNIVERSITY STUDENT UNION PRIDE CENTRAL AND LAKEHEAD  
UNIVERSITY STUDENT UNION PRIDE CENTRAL COORDINATOR**

*Review by April 2011*

**25.1 Mandate**

25.1.1 The Lakehead University Student Union Pride Central ("Pride Central") is an education, lobbying, support and referral service providing a safe space for lesbian, gay, bisexual trans-gendered, two-spirited and queer Lakehead University Students. It shall be open to all Lakehead University students, with a focus on ending discrimination on the basis of sexual orientation and gender identity.

**25.2 Primary Objectives of the Lakehead University Student Union Pride Central**

25.2.1 Pride Central shall act as the following for all lesbian, gay, bisexual, trans-gendered, two-spirited and queer Lakehead University students:

25.2.1.1 A peer support and referral service.

25.2.1.2 An education centre.

25.2.1.3 A resource library.

25.2.1.4 An advocate and lobbyist.

25.2.2 Pride Central shall provide a safe space for lesbian, gay, bisexual trans-gendered, two-spirited and queer students.

**25.3 Responsibilities of The Lakehead University Student Union Pride Central Coordinator**

25.3.1 The Pride Central Coordinator ("the Coordinator") shall report to the LUSU Vice President Student Issues.

25.3.2 The Coordinator is responsible for the daily operations of Pride Central, as well as all duties outlined in the corresponding job description.

25.3.3 The Coordinator shall ensure that all activities at Pride Central abide by the LUSU Constitution.

25.3.4 The Coordinator shall serve as the liaison between the LUSU Board of Directors and Pride Central. As such, the Coordinator shall present a written and verbal report once a month to the LUSU Board of Directors. Said report shall be scheduled at the discretion of the LUSU Chairperson.

25.3.5 The Coordinator shall submit a written final report to the LUSU Board of Directors that shall include a summarization and evaluation of all pertinent events during his/her tenure and recommendations for the next year. The report shall be submitted by the last LUSU Board of Directors meeting of the Winter Academic Term.

25.3.6 The Coordinator or an appointed representative is required to periodically submit specific information regarding the activities of Pride Central, including, but not limited to, any events or activities and a description of the services offered to the LUSU Communications Officer.

#### **25.4 Budget**

25.4.1 The Coordinator is responsible for working within the Pride Central Budget.

25.4.2 The Coordinator or an appointed representative shall hold a voting seat on the LUSU Standing Budget Committee.

25.4.3 The Coordinator shall recommend a budget for the following year. Said proposed budget shall be submitted to the LUSU Vice President Student Issues by the first week of February. The Vice President Student Issues shall then forward said budget to the LUSU Vice President Finance by the second week in February.

#### **25.5 Lakehead University Student Union Standing Hiring Committee for the Lakehead University Student Union Pride Central Coordinator.**

25.5.1 The members of the LUSU Standing Hiring Committee for the Coordinator shall be:

25.5.1.1 The Incoming and Outgoing LUSU Vice Presidents Student Issues.

25.5.1.2 One (1) student at large who regularly participates in Pride Central activities.

25.5.2 The LUSU Vice President Student Issues shall serve as Chairperson for this Committee.

25.5.3 The LUSU Vice President Student Issues shall be responsible for advertising the position of Coordinator for two (2) weeks prior to the application deadline of March 15.

25.5.4 Hiring for the position shall abide by the LUSU Constitution.

25.5.5 The new LUSU Coordinator shall be ratified by the LUSU Board of Directors.

#### **25.6 Terms of Office**

25.6.1 The Coordinator shall be employed by the Corporation for one term, beginning May 1 and ending April 30. Hiring is to take place by April 15.

- 25.6.2 The Coordinator shall be a member of the Corporation.
- 25.6.3 The LUSU Coordinator shall not hold any other paid position or voting seat within the Corporation.
- 25.6.4 Upon hiring, the new LUSU Coordinator shall receive a copy of the LUSU Constitution as well as a job description.
- 25.6.5 A performance review of the LUSU Coordinator will be conducted by the LUSU Vice President Student Issues in November and again in March.
- 25.6.6 The LUSU Standing Executive Committee can terminate the employment of the Coordinator at any time; said termination subject to review by the LUSU Board of Directors.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #26  
LAKEHEAD UNIVERSITY STUDENT UNION FOOD BANK AND LAKEHEAD  
UNIVERSITY STUDENT UNION FOOD BANK COORDINATOR**

*Review by April 2011*

**26.1 Mandate**

26.1.1 To provide short-term emergency food to Lakehead University Students in need.

**26.2 Responsibilities of the Lakehead University Student Union Food Bank Coordinator**

26.2.1 The LUSU Food Bank Coordinator ("the Coordinator") shall report to the LUSU Vice President Student Issues.

26.2.2 The Coordinator is responsible for the daily operation of the LUSU Food Bank ("the Food Bank") as well as all duties as outlined in the corresponding job description.

26.2.3 The Coordinator shall ensure that all activities of the LUSU Food Bank abide by the LUSU Constitution.

26.2.4 The Coordinator shall serve as the liaison between the LUSU Board of Directors and the Food Bank. As such, the Coordinator shall present a written and verbal report once a month to the LUSU Board of Directors. Said report shall be scheduled at the discretion of the LUSU VPSI.

26.2.5 The Coordinator shall submit a written final report to the LUSU Board of Directors that shall include a summarization and evaluation of all pertinent events during his/her tenure and recommendations for the next year. The report shall be submitted by the last LUSU Board of Directors meeting of the winter academic term.

26.2.6 The Coordinator or an appointed representative is required to periodically submit specific information regarding the activities of the Food Bank, including but not limited to, any events or activities and a description of the services offered, to the LUSU Communications Officer.

**26.3 Budget**

26.3.1 The Coordinator is responsible for working within the Food Bank Budget.

26.3.2 The Coordinator shall recommend a budget for the following year. Said proposed budget shall be submitted to the LUSU Vice President Student Issues by the first week of February. The Vice President Student Issues shall forward said budget to the Vice President Finance by the second week in February.

## **26.4 Lakehead University Student Union Standing Hiring Committee for the Lakehead University Student Union Food Bank Coordinator**

26.4.1 The members of the LUSU Standing Hiring Committee for the Coordinator shall be as follows:

26.4.1.1 The Incoming and Outgoing LUSU Vice Presidents Student Issues.

26.4.1.2 Two (2) volunteers from the Food Bank one (1) of which shall be the Coordinator unless said individual has reapplied for the position.

26.4.2 The LUSU Vice President Finance shall serve as Chairperson for the Committee.

26.4.3 The Vice President Finance shall be responsible for advertising the position of Coordinator for two (2) weeks prior to the application deadline of March 15.

26.4.4 Hiring for the position shall abide by the LUSU Constitution.

26.4.5 The new Coordinator shall be ratified by the LUSU Board of Directors.

26.4.6 The LUSU Standing Executive Committee may terminate the employment of the Coordinator at any time. Said termination is subject to review by the LUSU Board of Directors.

## **26.5 Terms of Employment**

26.5.1 The Coordinator shall be employed by the Corporation for one (1) term beginning May 1 and ending April 30.

26.5.2 The Coordinator shall be a member of the Corporation.

26.5.3 The Coordinator may not hold any other paid position or voting seat within the Corporation.

26.5.4 Upon hiring, the new Coordinator shall receive a copy of the LUSU Constitution as well as the appropriate job description.

26.5.5 A performance review of the Coordinator shall be conducted by the LUSU Standing Executive Committee in November and again in March. At each review, a portion of the honorarium will be awarded as determined by the Executive Committee.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #27**

**LAKEHEAD UNIVERSITY STUDENT UNION ABORIGINAL AWARENESS CENTRE AND  
LAKEHEAD STUDENT UNION ABORIGINAL AWARENESS CENTRE COORDINATOR**

*Review by April 2011*

**27.1 Mandate**

27.1.1 The Lakehead Student Union Aboriginal Awareness Centre ("the Centre") is an education, lobbying, support and referral service, which is open to all Lakehead University students regardless of ethnic background.

**27.2 Primary Objectives of the Lakehead University Student Union Aboriginal Awareness Centre**

27.2.1 To act as an education centre and resource library for Aboriginal issues and culture.

27.2.2 To act as a support and referral service.

27.2.3 To promote, advocate and lobby on Aboriginal issues.

**27.3 The Lakehead University Student Union Aboriginal Awareness Centre Coordinator**

27.3.1 The LUSU Aboriginal Awareness Centre Coordinator ("the Coordinator") reports to the LUSU Vice President Student Issues.

27.3.2 The Coordinator shall serve as the Chairperson of the LUSU Aboriginal Programming Committee ("the Programming Committee").

27.3.3 The Coordinator is responsible for the daily operation of the Centre and the activities of the Programming Committee as well as the duties outlined in the corresponding job description.

27.3.4 The Coordinator shall ensure that all activities of the Centre and the Programming Committee abide by the LUSU Constitution.

27.3.5 The Coordinator shall be the liaison between the LUSU Board of Directors and the Centre and the Programming Committee. As such, the Coordinator shall submit a written and verbal report once a month to the LUSU Board about the activities of the Centre and the Programming Committee. Said report shall be scheduled at the discretion of the LUSU Chairperson.

27.3.6 The Coordinator shall submit a final written report to the LUSU Board. Said report shall summarize and evaluate all events and developments of the Centre and the Programming Committee during his/her tenure, and provide recommendations for the next year. The report shall be submitted by the last LUSU Board of Directors meeting of the winter academic term.

27.3.7 The Coordinator or an appointed representative is required to periodically submit specific information regarding the activities of the Centre and the Programming Committee including but not limited to: any events, activities, and/or descriptions of the services offered to the LUSU Communications Officer.

#### **27.4 Budget**

27.4.1 The Coordinator is responsible for working within the Aboriginal Awareness Centre and the Aboriginal Programming Committee Budgets.

27.4.2 The Coordinator or an appointed representative shall hold a voting seat on the Budget Committee.

27.4.3 The Coordinator shall recommend a budget for the Centre and the Programming Committee for the upcoming fiscal year to the LUSU Vice President Student Issues by the first week of February. The LUSU Vice President Student Issues shall review the recommended budget and forward it to the LUSU Vice President Finance by the second week of February.

#### **27.5 Standing Hiring Committee**

27.5.1 The members of the LUSU Standing Hiring Committee for the LUSU Aboriginal Awareness Centre Coordinator shall be as follows:

27.5.1.1 The incoming and outgoing LUSU Vice Presidents Student Issues.

27.5.1.2 Two (2) students at large recommended by the Programming Committee, who regularly participate in Centre activities.

27.5.2 The LUSU Vice President Finance shall serve as Chairperson for this committee.

27.5.3 The LUSU Vice President Finance shall be responsible for advertising the position of Aboriginal Awareness Centre Coordinator for two (2) weeks prior to the application deadline of March 15.

27.5.4 Hiring for this committee shall abide by the LUSU Constitution.

27.5.5 The new Coordinator shall be ratified by the LUSU Board of Directors.

#### **27.6 Terms of Office**

27.6.1 The Coordinator shall be employed by the Corporation for one term beginning May 1 and ending April 30. Hiring is to take place by March 1.

27.6.2 The Coordinator shall be a member of the Corporation.

27.6.3 The Coordinator shall not hold any other paid position or voting seat within the Corporation.

- 27.6.4 Upon hiring, the new Coordinator shall receive a copy of the LUSU Constitution as well as a job description for the position.
- 27.6.5 A performance review of the Coordinator will be conducted by the LUSU Standing Executive Committee in November, and again in March.
- 27.6.6 The LUSU Standing Executive Committee can terminate the employment of the Coordinator at any time; said termination subject to review by the LUSU Board of Directors.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #28  
LAKEHEAD UNIVERSITY STUDENT UNION MULTI CULTURAL CENTRE AND MULTI  
CULTURAL CENTRE COORDINATOR**

Review by April 2011

**28.1 Mandate**

28.1.1 The Lakehead Student Union Multi Cultural Centre ("the Centre") is an education, lobbying, support and referral service, which is open to all Lakehead University students regardless of ethnic background.

**28.2 Primary Objectives of the Lakehead University Student Union Multi Cultural Centre**

28.2.1 To act as an education centre and resource library for International Student issues and culture.

28.2.2 To act as a support and referral service.

28.2.3 To promote, advocate and lobby on International Student issues

**28.3 The Lakehead University Student Union Multi Cultural Centre Coordinator**

28.3.1 The LUSU Multi Cultural Centre Coordinator ("the Coordinator") reports to the LUSU Vice President Student Issues.

28.3.2 The Coordinator is responsible for the daily operation of the Centre as well as the duties outlined in the corresponding job description.

28.3.3 The Coordinator shall ensure that all activities of the Centre abide by the LUSU Constitution.

28.3.4 The Coordinator shall be the liaison between the LUSU Board of Directors and the Centre and the Center. As such, the Coordinator shall submit a written and verbal report once a month to the LUSU Board about the activities of the Centre. Said report shall be scheduled at the discretion of the LUSU Chairperson.

28.3.5 The Coordinator shall submit a final written report to the LUSU Board. Said report shall summarize and evaluate all events and developments of the Centre during his/her tenure, and provide recommendations for the next year. The report shall be submitted by the last LUSU Board of Directors meeting of the Winter Academic Term.

28.3.6 The Coordinator or an appointed representative is required to periodically submit specific information regarding the activities of the Centre including, but not limited to, any events or activities and descriptions of the services offered, to the LUSU Webmaster.

**28.4 Budget**

- 28.4.1 The Coordinator is responsible for working within the Multi Cultural Centre Budget.
- 28.4.2 The Coordinator or an appointed representative shall hold a voting seat on the Budget Committee.
- 28.4.3 The Coordinator shall recommend a budget for the Centre for the upcoming fiscal year to the LUSU Vice President Student Issues by the first week of February. The LUSU Vice President Student Issues shall review the recommended budget and forward it to the LUSU Vice President Finance by the second week of February.

**28.5 Standing Hiring Committee**

- 28.5.1 The members of the LUSU Standing Hiring Committee for the LUSU Multi Cultural Centre Coordinator shall be as follows:
  - 28.5.1.1 The Incoming and Outgoing LUSU Vice Presidents Student Issues.
  - 28.5.1.2 Two (2) students at large recommended by the Center, who regularly participate in Centre activities.
- 28.5.2 The LUSU Vice President Finance shall serve as Chairperson for this committee.
- 28.5.3 The LUSU Vice President Finance shall be responsible for advertising the position of Multi Cultural Centre Coordinator for two (2) weeks prior to the application deadline of March 15.
- 28.5.4 Hiring for this committee shall abide by the LUSU Constitution.
- 28.5.5 The new Coordinator shall be ratified by the LUSU Board of Directors.

**28.6 Terms of Office**

- 28.6.1 The Coordinator shall be employed by the Corporation for one term beginning May 1 and ending April 30. Hiring is to take place by March 1.
- 28.6.2 The Coordinator shall be a member of the Corporation.
- 28.6.3 The Coordinator shall not hold any other paid position or voting seat within the Corporation.
- 28.6.4 Upon hiring, the new Coordinator shall receive a copy of the LUSU Constitution as well as a job description for the position.
- 28.6.5 A performance review of the Coordinator will be conducted by the LUSU Standing Executive Committee in November, and again in March.

28.6.6 The LUSU Standing Executive Committee can terminate the employment of the Coordinator at any time; said termination subject to review by the LUSU Board of Directors.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #29  
CREDIT CARDS**

*Review by April 2011*

**29.1 Card Holders**

29.1.1 There shall be only five (5) LUSU credit cards.

29.1.2 The LUSU Vice President Finance shall be responsible for one (1) LUSU corporate credit card ("credit card").

29.1.3 The LUSU President shall be responsible for one (1) LUSU corporate credit card ("credit card").

29.1.4 The LUSU Vice President Student Issues shall be responsible for one (1) LUSU corporate credit card ("credit card").

29.1.5 The General Manager shall be responsible for the one (1) credit card.

29.1.6 The Outpost General Manager shall be responsible for one (1) credit card ("credit card") .

29.1.7 The General Manager and Vice President Finance shall be the sole signing authorities for each card respectively.

**29.2 Use of Cards**

29.2.1 Use of a credit card shall only be done where there is a line budgeted for such expenditure.

29.2.2 Whenever possible, use of the credit cards shall be done in consultation with at least one other LUSU Executive.

29.2.3 Once a purchase has been made, a receipt of said purchase shall be presented to the General Manager within two (2) business days.

29.2.4 LUSU credit cards shall not be used for cash advances.

29.2.5 LUSU credit cards shall not be used for the purchase of personal items.

29.2.6 Any misuse of the credit card shall be presented to the General Manager and the LUSU President immediately, and to the board of directors as soon as possible.

29.2.7 Should either card be lost they shall be cancelled immediately by the LUSU General Manager and the LUSU President shall be informed of said cancellation.

**29.3 Returning of Card**

- 29.3.1 The LUSU Vice President Finance shall return their credit card to the General Manager one (1) month prior to the end of their term.
- 29.3.2 The General Manager shall return their credit card to the LUSU Vice President Finance one (1) week prior to their resignation.
- 29.3.3 At this time it shall be the responsibility of the LUSU Vice President Finance to remove the name of the past General Manager as a signing authority from said card.
- 29.3.4 The General Manager shall be responsible for changing the signing authority of the card of the Vice President Finance once a new individual has officially taken office.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #30  
BUILDING FEE**

*Review by April 2011*

**30.1 Mandate**

- 30.1.1 Money Collected from the members of the Corporation under the heading of "LUSU Building Fee" shall be used, at the discretion of the Lakehead University Student Union University Student Union, for overhead costs, renovations, major repairs, and replacements in LUSU space.
- 30.1.2 Annually, a minimum of twenty-five percent (25%) of the amount collected for the Building Fee will be deposited into a contingency account to be used for emergency (unbudgeted) repairs and/or expenses on LUSU space.
- 30.1.3 Emergency (unbudgeted) expenditures shall be approved by the LUSU Board of Directors. If a meeting cannot be called within a timely manner, the LUSU Executive Committee may approve the expenditure.

**30.2 Funding Allocation**

- 30.2.1 Requests for funding shall be submitted to the LUSU Vice President of Finance for consideration by the LUSU Financial Oversight Committee.
- 30.2.2 The LUSU Financial Oversight Committee will review requests for funding and make recommendation to the LUSU Board of Directors for approval.
  - 30.2.2.1 If the LUSU Board of Directors declines the recommendations of the LUSU Financial Management Committee the funding request shall be referred back to the Committee
- 30.2.3 Requests may also be submitted to the Budget Committee.

**LAKEHEAD UNIVERSITY STUDENT UNION**  
**OPERATIONAL POLICY #31**  
**CULTURAL SENSITIVITY AND DIVERSITY AWARENESS**  
Review by April 2011

**31.1 Purpose**

31.1.1 To create an understanding and awareness of both the need for cultural sensitivity and diversity within all aspects of LUSU operations and services.

**31.2 Diversity and Cultural Sensitivity Training**

31.2.1 The Lakehead University Student Union Executive shall ensure that at least one (1) Diversity and Cultural Sensitivity training session has been offered during the Fall Academic term

31.2.1.1 Said training session shall occur no later than the last business day of the month of September.

31.2.2 The Training session shall be conducted for all members of the Lakehead University Student Union Board of Directors (including the Executive members), the LUSU office staff, all coordinators, Directors and Commissioners in the employ of the corporation, senior staff from the Outpost, Argus, Study, and Radio, as well as any other person affiliated with LUSU that the Executive Committee and/or the Board deem appropriate.

31.2.3 The training session shall cover topics including but not limited to:

31.2.3.1 Diversity in Gender and Sexual orientation.

31.2.3.2 Cultural Sensitivity.

31.2.3.3 Religious Sensitivities.

31.2.3.4 Strategies for an inclusive Student Union.

31.2.3.5 Ontario Human Rights Code.

31.2.3.6 Student Code of Conduct.

31.2.4 The executive shall endeavor to ensure that the training is provided by a professional in the field.

31.2.4.1 The Executive shall attempt to have each section provided by a member from that community or group.

31.2.5 The costs incurred by the organization of such a training session shall be covered by the Student Union in the manner laid out in Operational Policy #19 dealing with unbudgeted expenditures.

### **31.3 Continued Encouragement of Diversity**

31.3.1 The Corporation, through its Centers, Commissioners, Clubs, or acts of the Board of Directors shall endeavor to organize and promote events that will encourage diversity and understanding within the greater University community.

31.3.2 The Corporation shall also enter into partnerships where possible with the International Student Advisor and the Lakehead University Harassment and Discrimination Officer to promote awareness of cultural and diversity issues affecting our academic community.

**Lakehead University Student Union**  
**Operational Policy #32**  
**Teleconferencing**  
*Review by April 2011*

**32.1 Purpose**

32.1.1 To allow directors to participate in LUSU board meetings from outside of the city limits of Thunder Bay.

**32.2 Accommodation of Directors participating by Teleconference**

32.2.1 The director participating by teleconference must provide prior notice to the Chairperson.

32.2.2 The responsibility for maintaining a line of communication via teleconference belongs to the Chairperson.

32.2.3 Directors participating via teleconference retain voting rights and privileges.

32.2.3.1 Directors participating by teleconference who are required to vote in secret ballot may proxy their vote to another director.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #33  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING SUSTAINABILITY  
COMMITTEE AND LAKEHEAD UNIVERSITY STUDENT UNION SUSTAINABILITY  
COMMISSIONER**

*Review by April 2011*

**33.1 Mandate**

33.1.1 The Lakehead University Student Union Standing Sustainability Committee ("the Committee") and the Lakehead University Student Union Sustainability Commissioner shall be responsible to make recommendations in the development, operation and maintenance of sustainable practices in all LUSU operations.

**33.2 Composition**

33.2.1 The Committee is composed of the following seven (7) members:

33.2.1.1 The LUSU Sustainability Commissioner ("Commissioner"), who shall chair all meetings of the committee.

33.2.1.2 The LUSU President, who shall serve as an ex-officio representative.

33.2.1.3 Two (2) Directors of LUSU, who shall be elected by the Board of Directors.

33.2.1.4 Two (2) Students at large appointed by the committee who are not members of the LUSU Board of Directors.

33.2.1.5 One (1) student appointed by Residence Council.

33.2.2 Quorum for the committee shall be met when four (4) members are present for a meeting called with at least three (3) days notice.

**33.3 Responsibilities of the Committee**

33.3.1 The Committee shall meet at least twice a month during the Fall and Winter academic terms.

33.3.2 The Committee shall develop and produce recommendations to the LUSU Board of Directors in the field of institutional sustainability.

33.3.3 The Commissioner shall ensure that minutes are taken for each meeting and kept on file in the LUSU office for a period of two (2) years.

**33.4 Responsibilities of the Commissioner**

33.4.1 The Commissioner shall report to the LUSU President.

33.4.2 The Commissioner is responsible for the coordination of the Committee, as well as all other duties outlined within the LUSU Sustainability Commissioner job description.

33.4.3 The Commissioner shall ensure that all activities of the Committee abide by the LUSU Constitution.

33.4.4 The Commissioner shall appear monthly at a LUSU Board of Directors meeting to submit a written and verbal report of all pertinent matters involving LUSU Sustainability initiatives and campaigns. Said presentations are required only during the Fall and Winter academic terms and shall be scheduled at the discretion of the LUSU Chairperson.

33.4.5 The Commissioner shall submit a final written report to the LUSU Board of Directors which summarizes all events, campaigns and work carried out related to Sustainability within LUSU which occurred during the term of office. Said report shall include an overall evaluation and recommendations for the next year. The report shall be submitted by the last Board of Directors meeting of the Winter academic term.

### **33.5 Budget**

33.5.1 The Commissioner and the committee are responsible for working within the allocated Sustainability Budget Line.

### **33.6 Hiring Committee for the Lakehead University Student Union Sustainability Commissioner**

33.6.1 The Hiring Committee shall consist of:

33.6.1.1 The Incoming and Outgoing LUSU Presidents.

33.6.1.2 One (1) member of the LUSU Standing Sustainability Committee.

33.6.2 The LUSU President shall serve as Chairperson for the Hiring Committee.

33.6.3 The LUSU President shall be responsible for advertising the position of Sustainability Commissioner for two (2) weeks prior to the application deadline of March 15.

33.6.4 Hiring shall follow all guidelines set by the LUSU Constitution.

### **33.7 Terms of Employment**

33.7.1 The Commissioner shall be employed by LUSU for one (1) term beginning September 1 and ending April 30.

33.7.2 The Commissioner shall be a member of the Corporation.

- 33.7.3 The Commissioner shall not hold any other paid position with a voting seat within the Corporation.
- 33.7.4 Upon hiring, the Commissioner shall receive a copy of the LUSU Constitution.
- 33.7.5 A performance review of the Commissioner shall be conducted by the LUSU General Manager and the respective Executive in November and again in March.
- 33.7.6 The LUSU Standing Executive Committee with the General Manager may terminate the employment of the Commissioner at any time, said termination is subject to review by the LUSU Board of Directors.

**LAKEHEAD UNIVERSITY STUDENT UNION  
OPERATIONAL POLICY #34  
LAKEHEAD UNIVERSITY STUDENT UNION STANDING GRADUATE STUDENT  
COMMITTEE AND THE LAKEHEAD UNIVERSITY STUDENT UNION GRADUATE  
STUDENT COMMISSIONER**

*Review by April 2011*

**34.1 Mandate**

34.1.1 The Lakehead University Student Union Graduate Student Committee ("the Committee") shall be responsible for the issues and campaigns for all graduate students at Lakehead University and act in the development, planning, execution, and administration of both Lakehead University Student Union and the National Graduate Caucus of the Canadian Federation of Students campaigns and services.

**34.2 Composition**

34.2.1 The Committee is composed of the following members:

- 34.2.1.1 The LUSU Graduate Student Commissioner ("the Commissioner") shall chair all meetings of the Committee. The Commissioner shall also act as the Chairperson of the GSA Council ("the Council").
- 34.2.1.2 The LUSU President, who shall serve as an ex-officio representative.
- 34.2.1.3 Two (2) members of the LUSU Board of Directors.
- 34.2.1.4 Three (3) members of the Corporation who are not members of the LUSU Board of Directors, of which are currently enrolled as graduate students.
- 34.2.1.5 The Vice-President CUPE 3905, who shall serve as an ex-officio representative.

34.2.2 Quorum for the Committee shall be met when the Chairperson and three (3) voting members of the Committee are present at a meeting called with at least three (3) days notice.

**34.3 Responsibilities of the Committee**

34.3.1 The Committee shall meet at least twice a month during the Fall and Winter academic terms.

34.3.2 The Committee shall implement, strategize and promote all political and social Lakehead University Student Union and National Graduate Caucus of the Canadian Federation of Students campaigns and services, directed towards graduate students.

- 34.3.3 The Committee shall act to foster a better understanding between graduate and undergraduate issues and campaigns, and promote the general welfare of graduate students within the Lakehead University Student Union.
- 34.3.4 The Committee shall also act as a liaison between graduate students and the Graduate Student Association (GSA), Lakehead University Faculty Association, the Faculty of Graduate Studies, Lakehead University, CUPE 3905, and the National Graduate Caucus of the Canadian Federation of Students.
- 34.3.5 The Committee shall also provide resources and assistance to graduate students in regards to academic, employment, and student-related services.
- 34.3.6 The Commissioner shall ensure that minutes are taken for each meeting and kept on file in the LUSU office for a period of two (2) years.

#### **34.4 Responsibilities of the Graduate Student Commissioner**

- 34.4.1 The Graduate Student Commissioner must be currently enrolled as a graduate student, or currently accepted to Lakehead University in a graduate program in order to be eligible for the position of Graduate Student Commissioner.
- 34.4.2 The Commissioner reports to the Lakehead University Student Union Board of Directors.
- 34.4.3 The Commissioner shall attend a minimum of four (4) GSA council meetings during the course of the academic year, two (2) in each of the fall and winter terms, and if necessary, a minimum of one (1) during the summer term.
- 34.4.4 The Commissioner shall serve as a non-voting 'ex-officio' member on the Lakehead University Student Union Board of Directors for the fall, winter and summer terms within their corresponding term of office.
- 34.4.5 The Commissioner shall serve as a representative of the Lakehead University Student Union and act as a non-voting 'ex-officio' member on the Faculty of Graduate Studies Council of Lakehead University.
- 34.4.6 The Commissioner is responsible for the coordination of the Committee, as well as all other duties outlined within the LUSU Graduate Student Commissioner job description.
- 34.4.7 The Commissioner shall ensure that all activities of the Committee abide by the LUSU Constitution and the GSA Constitution.
- 34.4.8 The Commissioner shall appear monthly at a LUSU Board of Directors meeting to submit a written and a verbal report of all pertinent matters involving LUSU campaigns. Said presentations are required only during the fall and winter academic terms and shall be scheduled at the discretion of the LUSU Board of Directors Chairperson.

34.4.9 The Commissioner shall submit a final written report to the LUSU Board of Directors, which summarizes all events and issues related to LUSU Graduate Student campaigns, issues and events, which occurred during the term of office. Said report shall include an overall evaluation and recommendations for the next year. The report shall be submitted by the last LUSU Board of Directors meeting of the winter academic term.

34.4.10 The Commissioner is required to attend the Annual General Meeting of the National Graduate Caucus to the Canadian Federation of Students, and at least one (1) of the general meetings of the Canadian Federation of Students and shall be done at the expense of the Corporation. The Commissioner shall submit a written report of the proceedings of any such general meetings to the LUSU Standing Executive Committee three (3) weeks after said general meeting.

34.4.11 The Commissioner or an appointed representative is required to periodically submit specific information regarding the activities of the Graduate Student Committee, including but not limited to, any events, issues or campaigns, as well as a description of the services offered, to the LUSU webmaster.

### **34.5 Budget**

34.5.1 The Commissioner and the committee are responsible for working within the allocated Graduate Student Budget Line.

34.5.2 The Commissioner shall recommend a budget for the upcoming fiscal year to the LUSU Vice President Finance by the first week of February.

### **34.6 Hiring Committee for the Lakehead University Student Union Graduate Student Commissioner**

34.6.1 The Hiring Committee shall consist of:

34.6.1.1 The Incoming and Outgoing LUSU President.

34.6.1.2 One (1) member of the LUSU Graduate Student Committee.

34.6.1.3 One (1) member of the GSA Council.

34.6.2 The LUSU President shall serve as Chairperson for the Hiring Committee.

34.6.3 The LUSU President shall be responsible for advertising the position of Graduate Student Commissioner for two (2) weeks prior to the application deadline of March 15.

34.6.4 Hiring shall follow all guidelines set by the LUSU Constitution.

### **34.7 Terms of Employment**

- 34.7.1 The Commissioner shall be employed by LUSU for one (1) term beginning May 1 and ending April 30.
- 34.7.2 The Commissioner shall be a member of the Corporation.
- 34.7.3 The Commissioner shall not hold any other paid position or voting seat within the Corporation.
- 34.7.4 Upon hiring, the Commissioner shall receive a copy of the LUSU Constitution and GSA Constitution, as well as a job description for the position.
- 34.7.5 A performance review of the Commissioner will be conducted by the LUSU Standing Executive Committee in November and again in March. At each review, a portion of the honorarium will be awarded as determined by the Executive Committee.
- 34.7.6 The LUSU Standing Executive Committee may terminate the employment of the Commissioner at any time, said termination subject to review by the LUSU Board of Directors.