



Constitution of the Student Association of the Faculty of Arts

Adopted March 2001

English language version

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Article 1: Name and Structure

1.1 The name of the organisation shall be the "Association étudiante de la Faculté des Arts Université d'Ottawa," and "Student Association of the Faculty of Arts University of Ottawa," hereinafter referred to as the SAFA.

1.2 SAFA is a Registered Student Government (RSG) under the "Syndicat Étudiant de l'Université d'Ottawa – University of Ottawa Students' Union", in this document referred to as UOSU.

1.3 SAFA is composed of Member Associations, in this document referred to as MAs. The MAs are defined under Article 5

1.4 The main governing body of SAFA is the Board of Directors, in this document referred to as the BOD or the Board. The BOD is defined under Article 4.

1.5 The SAFA represents students registered in programs in the University of Ottawa's Faculty of Arts. The members of SAFA are defined in Article 3.

1.6 The By Laws of SAFA will act as an extension of this document.

1.7 SAFA is a non-profit corporation officially incorporated with the Province of Ontario. Article 14 defines the SAFA as a corporation.

1.8 Precedence: In matters pertaining to the SAFA, this document, in case of conflict, shall take precedence over the constitutions and governing documents of the MAs, the UOSU, and the By Laws of the Faculty of Arts.

1.9 In this document, Mandate Year, Fiscal Year, or Academic Year will refer to the following timeline: May 1st to the following April 30th.

1.10 The French version and English version of this document are of equal precedence and authority. If there are discrepancies between them, meaning will be taken including both versions. These discrepancies should be mediated with a motion at the next Board meeting. If the discrepancies are severe enough, an emergency meeting of the Board or a general meeting can be called to remedy them.

1.11 To avoid confusion, items in the Constitution will be referred to as Articles while items in the By Laws will be referred to as sections.

Example: Article 1.1; By Law #1 Section 1.1.

Article 2: Mission and Mandate

2.1 Mission: The goals of SAFA is as follows:

- a) To represent the needs of its members in an open, cooperative, and democratic fashion;
- b) To promote among students a community spirit by organising social and cultural activities;
- c) To ensure the quality of programs offered by the Faculty of Arts;
- d) To bring together the various student associations of the Faculty of Arts in the spirit of cooperation and to coordinate their participation in various University activities;
- e) To defend the interests of its Member Associations;
- f) To promote the bilingual mandate of the University and the spirit of multiculturalism;
- g) To take active part in the University community, in all processes and decision making bodies that concern student life;
- h) To establish a framework whereby its members can share experience, skills and ideas, communicate, exchange information, and debate;
- i) To assure the distribution and efficient utilisation of the student funds, according to the students' will;
- j) To ensure the rights of students are respected and honoured;
- k) To ensure the decolonization and indigenisation of itself, the Faculty of Arts, and the University community in general

2.2 The SAFA acknowledges and respects the current and historical contributions of the Algonquin Anishinaabe peoples, on whose traditional and unceded territory the University of Ottawa is located. The SAFA will ensure the holistic inclusion of Indigenous peoples in all of its functions. It will ensure the rights and traditions of Indigenous people are respected, included, and celebrated within the University community.

2.3 Equity Standards

2.3.1 The SAFA will actively work to promote the inclusion of all members in every function of the SAFA, and that all members of the SAFA respect all other members on all points in the Ontario Human Rights Code and the following terms (hereinforth known as the Equity Standards):

- a. age;
- b. sex or gender identity, expression of sex or gender identity, including pronouns or lack thereof;
- c. romantic or sexual orientation, expression of romantic or sexual orientation;
- d. race, ethnicity, colour, ethnic origin, or ethnic background;
- e. place of origin or citizenship status;
- f. first language, capability of use of both of the University of Ottawa's official languages, linguistic preference of the University of Ottawa's official languages;
- g. physical or mental disability;
- h. First Nations, Métis, or Inuit status;
- i. Indigenous identity;
- j. family status;
- k. marital or relationship status;
- l. sex, including pregnancy and breastfeeding;
- m. creed or political beliefs, with the exception that these beliefs do not violate any other equity standard;
- n. Religious beliefs, including practices and holidays;
- o. mental health, physical health, or medical history;
- p. financial situation;
- q. body and bodily autonomy;
- r. Level of experience, professional background;

2.3.2 The SAFA has a zero tolerance policy on breaking any of these Equity Standards. Individuals breaking these Equity Standards may be asked to leave or be removed from SAFA events. SAFA Executives, Employees, and members

of SAFA Committees can risk dismissal or impeachment for breach of the Equity Standards.

2.3.3 All Member Associations, including the members of their executives, must follow the Equity Standards. Member Associations and Executive members of the MAs may be removed from events, impeached, dismissed, or face punishments in Article 5.6 for breach of the Equity Standards.

2.3.4 Members of the SAFA can bring equity related complaints to the attention of the VP Equity. The VP Equity will assist the student in remedying the issues with relevant parties, including but not limited to: the Faculty of Arts; the schools, departments, and institutes of the Faculty; the University; the MAs; the UOSU and other student organisations on campus; other parties at the University; and any members of these.

2.4 Bilingualism Policy

2.4.1 The SAFA is a French-English bilingual association, and all functions of the association must be available in both languages.

2.4.2 The Member Associations will adhere to the Bilingualism Policy.

2.4.2.1 Due to the nature of its student body, the AÉDF is exempt and only required to function in French.

2.4.2.2 Due to the nature of its student body, the UESA is exempt and only required to function in English.

2.4.3 All executives and employees of the SAFA must be bilingual to a minimum degree as defined in By Law #1. If a specific position has other language requirements, those will apply in addition to what is defined in By Law #1. This does not apply to executives on MAs, language requirements in the MA's constitution will be followed.

2.4.4 All media, documents, and communications will be available in both languages at the same time.

2.4.4.1 This includes, but is not limited to:

- a) The Constitutions, By Laws, Policy 5s, Appendixes, and other governing documents of the SAFA and its MAs.

- b) All communications, including: websites; social media profiles and social media posts; physical and virtual posters; physical and virtual pamphlets, tickets, and handouts; schedules; and any other publications.
- c) Minutes and notes from Executive Meetings, Board Meetings, General Meetings, Committee Meetings, and Round Tables.
- d) Journals, Magazines, and any other related publications of student work.

2.4.4.1.1 Minutes and notes from meetings taking place prior to the official adoption of the Bilingualism Policy on *1st May 2022* are not required to be translated. But all minutes and notes from meetings following this date must be in both languages.

2.4.4.1.2 Previous publications of student work do not need to be translated if published following the official adoption of the Bilingualism Policy on *1st May, 2022*. Also, student work does not need to be translated, but students must be able to submit work in French or in English, and all other parts of the publication must be bilingual.

2.4.4.2 When applicable, French will be the first language presented, followed by English.

2.4.5 Students will be able to submit work or apply for any Scholarships or Awards in French, English, or Bilingually.

2.4.5.1 If the scholarship or award is for their competence in using French, English, or another language it is permitted that students are limited to submitting work or applying in the relevant language.

2.4.6 Students will be able to freely share their ideas in all Executive Meetings, Board Meetings, General Meetings, Round Tables, and other related functions in French or English

2.4.7 All election ballots, referendums, surveys, or other documents involving a SAFA members' vote or opinion will be available in both languages. If the

election ballot, referendum, survey, or other document is not in both French and English any results stemming from it will be considered null and void.

2.4.8 All motions and constitutional amendments must be presented in both languages. No amendments to Constitutions, By Laws, Policies, or other governing documents can be passed unless they are bilingual.

2.4.8.1 If a motion is brought to the floor at a General Meeting, General Assembly, or other meeting of that nature that is unilingual every effort to translate the motion will be made at the meeting. If that is unable to happen, any motion adopted at a General Meeting, General Assembly, or other meeting of that nature must be translated and available within 7 days of the motion passing.

Article 3: Members

3.1 Members of the SAFA will be undergraduate students registered in a Honours, Joint Honours, Major, Double Degree, Baccalaureat, or Certificate program in one of the following disciplines across the four sections of the Faculty of Arts. They will be classed as members as long as they pay at least one (1) student fee to SAFA during the mandate year, regardless of their part time or full time enrollment status.

3.1.1 Fine and Performing Arts

3.1.1.1 Art History; History and Theory of Art

3.1.1.2 Music; Music Studies; Music / Science; Piano Pedagogy; Music - Arts Administration; Music - Composition; Music - Music Education; Music - Musicology - Theory; Music - Performance

3.1.1.3 Theatre; BFA in Acting

3.1.1.4 Visual Arts; Fine Arts

3.1.2 Humanities

3.1.2.1 Environmental Studies; Geography; Geomatics and Spatial Analysis; Physical Geography and Geomatics; Urban Studies; Geomatics; Anthropocene

3.1.2.2 Greek and Roman Studies; Classics; Classical Studies; Religious Studies

3.1.2.3 History; History and Political Science

3.1.2.4 Indigenous Studies; Canadian Studies

3.1.2.5 Linguistics; Linguistics and Psychology

3.1.2.6 Philosophy; Philosophy and Political Science; Ethics and Political Philosophy; Applied Ethics

3.1.3 Languages and Literatures

3.1.3.1 English; Creative Writing; Professional Writing; Professional Editing

3.1.3.2 English as a Second Language; French as a Second Language; English Intensive Program; French Intensive Program; Advanced English as a Second Language; Advanced French as a Second Language

3.1.3.3 *Lettres françaises; Lettres françaises et communication; Lettres françaises et éducation; Rédaction professionnelle et édition; Écriture et style*; French Studies

3.1.3.4 Second Language Teaching

3.1.3.5 Translation; French-English Translation; French-Spanish-English Translation; Translation into English; *Traduction vers le français*

3.1.3.6 World Languages and Cultures; Arabic Language and Culture; Asian Studies; Celtic Studies; German Language and Culture; Italian Language and Culture; Latin American Studies; Russian Language and Culture; Spanish

3.1.4 *Interdisciplinary Arts*

3.1.4.1 General Arts

3.1.4.2 Bachelor of Arts in Interdisciplinary Studies

3.1.4.3 Francophone Studies

3.1.4.4 Medieval and Renaissance Studies

3.1.4.5 Vered Jewish Canadian Studies; Jewish Studies

3.1.4.6 Animal Studies

3.1.4.7 Contemplative Studies and Well-being

3.1.4.8 Digital Humanities

3.1.4.9 Entrepreneurship, Creativity and Social Innovation

3.2 SAFA will also be understood to be the official representative for any students enrolled in any new or changed undergraduate program offered by the Faculty of Arts and its Departments, Schools, and Institutes, with the exception of programs offered by the Department of Communications.

3.3 Students with minors, options, or microprograms in SAFA programs are Members of SAFA, with limited rights.

3.3.1 These students have the ability to do the following:

- a. Vote in SAFA and MA elections and referendums.
- b. Vote and present motions at SAFA and MA General Meetings.
- c. Apply for scholarships and awards run by SAFA and the MAs.

- d. Hold any position on an MA executive, unless their constitution states otherwise.
- e. Hold any of the following positions on the SAFA Executive: VP Internal, VP Social, VP Communications Anglophone, VP Communications Francophone, VP Philanthropy, VP Equity, VP Francophone Affairs, Program Representative.

3.3.2 These members must opt in each mandate year to be a SAFA Member.

They will do this by submitting their name, uOttawa email, student number, and program(s) to SAFA in the manner of the executive's choosing. They must also provide proof of the program(s) they are enrolled in. Proof can be any of the following documents:

- a. Approved program change request;
- b. Copy of transcript;
- c. Any other University Issued document showing their complete program name, including minor(s), microprogram(s), option(s), and modification(s)

3.3.3 These students will be included on the student lists of SAFA and any applicable MA.

3.3.4 SAFA members are able to opt in this way if their minor, option, or microprogram is in a different program group than their major, thus allowing them to be on multiple MA student lists.

3.3.5 MAs will not receive any levies for students with minors, options, or microprograms.

Article 4: Board of Directors

4.0 The Board of Directors is the official decision making body of the SAFA. Its decisions are absolute, and it is only outclassed in power by decisions adopted at a General Meeting. It is in charge of legislating all functions of SAFA related to finances, elections, constitution, representation, governance, and other structural matters. The Board of Directors administers the affairs of SAFA in every respect

4.1 Membership of the Board.

4.1.1 The President, Vice Presidents, and Program Representatives of SAFA all hold a seat with voting power at BODs.

4.1.2 Each active Member Association of SAFA holds 2 seats with voting powers. Any member of the MAs executive can fulfil these voting seats. If more than two members of an MA are present, they must decide who will be holding the voting rights during that meeting.

4.1.3 All employees of the SAFA will hold speaking rights at Board meetings, but no voting power.

4.1.4 The UOSU Board of Directors Representatives for the Faculty of Arts will hold speaking rights at Board meetings, but no voting power.

4.1.5 The Senate Representative for the Faculty of Arts will hold speaking rights at Board meetings, but no voting power.

4.1.6 Members of the SAFA, members of the media, and members of the public are allowed to attend all Board meetings. They can ask questions to the Directors during official question periods.

4.2 Structure and functioning of the Board

4.2.1 All members of the Board with voting rights will be considered directors.

4.2.1.1 In order to exercise their speaking and voting rights, directors will need to be ratified in their respective position (either the office they hold on the SAFA executive or the MA they represent). This will happen at the first Board meeting of the mandate year or the first Board meeting they attend.

4.2.2 The Chair of the Board of Directors will chair all Board meetings. In their absence, the President will take the responsibilities of Chair.

4.2.2.1 The Chair must be ratified by the Board at the first meeting of the Mandate year, following the Roll Call and ratification of new directors.

Before they are ratified, the President will act as Chair.

4.2.2.2 The Board can motion to remove the Chairperson at the request of a $\frac{2}{3}$ majority of Directors present at a meeting.

4.2.3 The VP Internal will act as Secretary of the Board, and take minutes of all meetings.

4.2.4 The President will prepare and present an Agenda for each Board meeting to the Chair.

4.2.5 The Board must meet at least once a month during the Fall and Winter Terms, as well as twice during the Spring/Summer Term (typically in June and August).

4.2.6 The Chair must alert all Directors of a meeting at least 5 days in advance of the meeting. This alert must include the following: The time, date, and location of the meeting, including a meeting link if applicable; the minutes from the previous Board meeting; the agenda for the meeting, including all motions submitted to the President; copies of the Executives Policy 5s for that meeting; any necessary attachments for items in the agenda.

4.2.7 All meetings of the Board of Directors shall be governed by the Roberts Rules of Order. Procedural rules can be suspended at the request of two-thirds ($\frac{2}{3}$) of the voting members present. The Chairperson shall be in charge of applying the rules and all of the Chair's decisions are final, unless overturned by two-thirds ($\frac{2}{3}$) of the voting members present.

4.2.8 All motions must be submitted to the President of SAFA no less than six (6) days before a meeting. The mover of the motion must be present at the meeting for the motion to be considered. Motions that fail to meet this criteria may only be considered with the approval of three quarters ($\frac{3}{4}$) of the directors voting.

4.2.9 All questions put to a vote at a meeting of the Board of Directors shall be decided by majority vote, unless otherwise indicated in this document. In the event of a tie vote, the Chairperson shall cast the deciding vote.

4.2.10 All meetings of the Board of Directors are public. During the oral question period, individual members of SAFA and the media may also ask questions. Announcements, oral questions asked, and answers given shall be brief and to the point and shall not give rise to a debate.

4.3 Quorum for a Board Meeting;

In order for a meeting to take place, the following quorums must be met:

- a. At least 50% of sitting SAFA executives (President, VPs, Program Reps) must be present.
- b. At least 1 representative from 50% of active MAs must be present.

4.3.1 For the first meeting of the year, executive quorum will be defined based on the members elected into office during the last General Election.

4.3.2 For the first meeting of the year, MA quorum will be defined based on the total number of Active MAs at the last regularly scheduled Board meeting.

4.3.3 Quorum must be met within 30 (thirty) minutes following the official posted start time of the meeting. If the Board fails to meet quorum, no motions may be passed and all items will automatically be pushed to the next regularly scheduled board meeting.

4.3.3.1 An emergency meeting of the Board may be called in order to discuss and pass any motions that are too time sensitive to wait for the next regularly scheduled Board meeting.

4.3.4 If a Member Association does not send a representative to a regularly scheduled Board meeting within 30 minutes of the meeting's posted start time a motion will be tabled at the following meeting to remove 5% from the MAs next levy. An MA may submit a reason for absence 24 hours prior to the meeting to the Board Chair to be distributed with the agenda for this motion. In order to pass this motion must have two-thirds of directors present vote in favour.

4.4 Order of Business;

The order of business at any regularly scheduled Board meeting will be as follows:

- a. Call to order and opening of meeting;
- b. Roll call and ratification of new directors;
- c. Adoption of minutes from the previous meeting;

- d. Adoption of the agenda;
- e. Updates from SAFA Executives;
- f. Question period relating to Executive updates;
- g. Updates from the Member Associations;
- h. Updates from the Faculty Council;
- i. Updates from employees and other members with speaking rights;
- j. Question period relating to Member Association, Faculty Council, and those with speaking rights' updates;
- k. Questions and motions relating to honoraria (executive, employee, etc.);
- l. Motions and Discussion items from the Agenda;
- m. Question period pertaining to Motions and Discussion items;
- n. Varia;
- o. Announcements;
- p. Final Question period pertaining to anything of relevance;
- q. Closing of meeting

4.5 The following items must always be approved by the Board in a simple majority vote, unless otherwise stated:

- 4.5.1 Results of the SAFA General Election, SAFA By Election(s), and the General Elections of the MAs if they are run separately;
- 4.5.2 All honoraria payments, with minor exceptions outlined in Article 13, for executives and employees;
- 4.5.3 The SAFA Budget;
- 4.5.4 Ratification of all SAFA Executives and Employees into their offices, if done outside of a motion to approve election results;
- 4.5.5 The budget for Scholarships;
- 4.5.6 Any amendments to the Constitution and By Laws, with some exceptions as outlined in Article 17. These must pass by a $\frac{2}{3}$ majority vote at two separate Board meetings.
- 4.5.7 Any changes to general functions the Board administers that are for extenuating circumstances, but not changing the constitution. This includes, but is not limited to:

- a. The number of signatures someone needs to run for an office on SAFA or an MA during an Election;
- b. What information is needed in signatures from students on nomination forms for elections;
- c. How much an employee is paid in honoraria, prior to the hiring of the position (such as, raising the honoraria before hiring as the job is going to be more time consuming than normal years);
- d. Motions to push the presentation of the Budget or related financial documents to the next Board meeting;
- e. Changes to the structure of MA(s), as outlined in Article 5.2;

4.6 Emergency Meetings of the Board

4.6.1 An emergency meeting can be called for any reason by any of the following:

- a. The President of SAFA;
- b. Any Vice President of SAFA;
- c. Any three (3) directors of the Board with voting power;
- d. By a petition presented to the Chairperson with ten percent (10%) of the SAFA student body signing.

4.6.2 Requests for an emergency meeting must be sent to the Chairperson, including the reason(s) for the meeting.

4.6.3 The Chairperson will choose a date, time, and location for the meeting. The notice of an emergency meeting must be sent three (3) days before the scheduled start time of the meeting.

4.6.4 An emergency meeting will be run like any other Board meeting, except that only the reasons for the meeting will be discussed. Anything from the previous Board meeting that was tabled will be skipped and brought to the next regularly scheduled meeting. Meeting minutes will not be approved at emergency meetings.

4.6.5 The Order of Business for an Emergency Meeting will be as follows:

- a. Opening of Meeting;
- b. Rollcall and Ratification of new Directors;

- c. Adoption of Agenda;
- d. Questions for Executives;
- e. Motions and Discussion Items related to the Reason(s) for the meeting;
- f. Varia;
- g. Question Period;
- h. Closing of Meeting.

4.7 Special April Meeting

4.7.1 In order to deal with any outstanding business of the SAFA Board the Chairperson will schedule a Special Meeting during the last week of April.

4.7.2 Business to be covered at this meeting will be as follows:

- a. Review of Executive's April Policy 5s and awarding of April Honoraria;
- b. Awarding of Winter Term Honoraria for the BOD Chair;
- c. Any outstanding business from the General Election;
- d. Any constitutional amendment motions requiring a second vote to approve;
- e. Defining the Executive and MA quorums for the first Regularly Scheduled Board Meeting of the following year;
- f. Any other business deemed relevant by the Chair.

4.7.3 The chair will schedule this meeting and alert the Board at least three (3) days prior to the meeting. This notification will include a location, agenda, and any other relevant documents.

4.7.4 MAs will not be penalised for missing this meeting as it will not be classed as a Regularly Scheduled Board Meeting.

4.7.5 Quorum will be the same as any other Board meeting.

4.7.6 The Chair will be paid for this meeting following regularly defined payments in Article 11.

Article 5: Member Associations

5.0.1 All of the Student Associations representing one or more programs under Article 3 are considered Member Associations of SAFA.

5.0.2 Although the MAs retain a large amount of independence to manage their own affairs, govern themselves, and represent their students as they see fit, they are officially and functionally a part of the SAFA. In this respect, they are included in many of the official statements and partnerships the SAFA makes or signs onto or joins. SAFA also retains certain rights through the Constitution and By Laws to manage the MAs, overturn actions created by the MAs that violate this Constitution, or impeach members of Member Associations executives for violations of the SAFA Constitution and By Laws.

5.1 The 17 Member Associations of SAFA are:

5.1.1. ADÉLSA - Linguistics Students Association

5.1.1.1 ADÉLSA represents students in programs under Article 3.1.2.5

5.1.2 ADÉMSA - Music Students Association

5.1.2.1 ADEMMSA represents students in programs under Article 3.1.1.2

5.1.3 AÉCRSA - Classics and Religions Students Association

5.1.3.1 AÉCRSA represents students in programs under Article 3.1.2.2

5.1.4 AÉDF - *Association étudiantes au Département du français*

5.1.4.1 AÉDF represents students in programs under Article 3.1.3.3

5.1.5 AÉHSA - History Students Association

5.1.5.1 AÉHSA represents students in programs under Article 3.1.2.3

5.1.6 AÉTTSA - Translation Students Association

5.1.6.1 AÉTTSA represents students in programs under Article 3.1.3.5

5.1.7 AHSA - Art History Students Association

5.1.7.1 AHSA represents students in programs under Article 3.1.1.1

5.1.8 EFSA - English and French as a Second Language Student Association

5.1.8.1 EFSA represents students in programs under Article 3.1.3.2

5.1.9 ELS SLT - Second Language Teaching Student Association

5.1.9.1 ELS SLT represents students in programs under Article 3.1.3.4

5.1.10 GAIA - Geography, Environmental Studies, and Geomatics Student Association

5.1.10.1 GAIA represents students in programs under Article 3.1.2.1

5.1.11 ISSA - Indigenous Studies Student Association

5.1.11 ISSA - Indigenous Studies Students Association

5.1.12 MSSA - Medieval Studies Students Association

5.1.12.1 MSSA represents students in programs under Article 3.1.4.4

5.1.13 THESPIS - Theatre Students Association

5.1.13.1 THESPIS represents students in programs under Article 3.1.1.3

5.1.14 UESA - Undergraduate English Students Association

5.1.14.1 UESA represents students in programs under Article 3.1.3.1

5.1.15 UPSA - Undergraduate Philosophy Students Association

5.1.15.1 UPSA represents students in programs under Article 3.1.2.6

5.1.16 VASA - Visual Arts Students Association

5.1.16.1 VASA represents students in programs under Article 3.1.1.4

5.2 Creating, integrating, defederating, and otherwise changing MAs

5.2.0 Any structural changes incurred by any successful usage of Article 5.2 must be reflected in the SAFA Constitution and By Laws. These changes to adapt the Constitution must be proposed at the next regularly scheduled Board meeting or the Annual General Meeting, as long as that meeting is more than ten (10) days following the successful changes.

5.2.1 Creating a new Member Association

5.2.1.1 Should one or more program(s) within the Faculty of Arts not be represented by a Member Association or a legitimate non-MA student association, a new Member Association may be created through a petition containing no less than ten percent (10%) of all students that would be represented by such an MA. This will be followed by a two-thirds (2/3) majority vote by the Board of Directors. If the vote passes, the MA will be created and integrated into SAFA.

3.2.5.1 A Legitimate non-MA student association shall be defined as any student association with the following:

- a) A constitution, or other governing document(s);
- b) No less than three executive members;
- c) An income through levies exceeding ten dollars (\$10) per full-time student, and seven dollars (\$7) per part-time student;
- d) Is a Registered Student Government under the UOSU or the Graduate Students Association recognised as the sole representative of students in the program(s).

5.2.2 Federating an Association

5.2.2.1 Any student association can apply for membership within SAFA by making a request to that effect to the President of SAFA. In order to be admitted, the association must represent one or more recognized programs of the Faculty of Arts and its admission must be approved by a two-thirds (2/3) majority vote of the Board of Directors.

5.2.3 Integrating into a Member Association

5.2.3.1 A program within the SAFA not represented by an MA may choose by referendum passing by a two-thirds (2/3) majority vote to be represented by an active Member Association of SAFA. The said Member Association must agree to represent that program by the following protocol:

- a) The Executive of the MA must vote at an official meeting to accept the new program(s) by a simple majority vote. They can do this before or after the official referendum vote
- b) The Executive of said MA must signal their simple majority vote agreement via written notice to the SAFA Board of Directors.

5.2.3.2 If the referendum passes, and the MA accepts the program(s) the following will happen:

- a) The SAFA executive will alert the Board of the changes in writing and at the next official Board meeting.

- b) The levy fees of the said program(s) will be directed to the Member Association, as long as they have submitted and passed the most recent Audit.

5.2.3.3 Said program will hereinafter be considered voting members of that active MA.

5.2.3.4 The process will not be able to proceed if the Member Association the program wishes to become part of is inactive. The process will stop if at any time the MA the program wishes to be part of deactivates.

5.2.3.5 Students represented by an inactive MA reserve the right to follow Article 5.2.3 In this case, if it is successful, the inactive MA will be officially dissolved. The SAFA will work with the active MA receiving the program to ensure a smooth transition of information and materials from the dissolved MA. The MA now representing the program(s) will inherit all materials owned by the dissolved MA that are not to be returned to SAFA, the Faculty, or another body with similar power.

5.2.3.6 The SAFA, through the Board, reserves the right to enact Article 5.2.3 at any time. In order to do this it must pass a two-thirds ($\frac{2}{3}$) majority vote.

5.2.4 Defederating from SAFA

5.2.4.1 Any member association can choose to withdraw from SAFA by referendum. Such desire shall be announced in writing to the President of SAFA seventy-five (75) days prior to the referendum. In order for the results of a referendum to be recognized, at least ten (10) per cent of the members must have voted and at least two-thirds ($\frac{2}{3}$) of the votes cast must support the withdrawal of the association from SAFA.

5.2.5 Amalgamating Member Associations

5.2.5.1 Two or more Member Associations may amalgamate together by enacting the following procedure:

- a. Send a request to the Board of Directors for amalgamation, which shall include the Member Associations proposing to amalgamate, reasons for amalgamation including how the separate MAs are

related, and include the signature of at least two (2) executives from each MA.

- b. The Board will then vote to approve the request by a simple majority.
- c. Each implicated MA must then pass the motion for Amalgamation at an executive meeting by a two-thirds ($\frac{2}{3}$) majority, then send the results of the vote to the President of SAFA;
- d. Following a successful vote at every MA's executive, a motion for Amalgamation will then be presented to the Board, if passed by a two-thirds ($\frac{2}{3}$) majority the MAs will be officially amalgamated.

5.2.5.2 Following the amalgamation vote, a roundtable including the President, Chairperson, VP Finance, and VP Internal of SAFA as well as all sitting executives of the MAs which are now amalgamated will work together to create a plan for a successful amalgamation and transition of power to present at the next Board Meeting. This plan should include how finances and assets will be handled, how executives for the new association will be chosen for this mandate year, and how a new constitution will be drafted. This plan must pass a simple majority vote at the Board. If the Board does not feel confident with the Plan it can provide recommendations and send it for revisions, which should be presented at the next Board meeting. Following this, if the Board does not feel confident in the plan it may motion with a two-thirds ($\frac{2}{3}$) majority to reverse the amalgamation.

5.2.5.3 At least one MA involved in the amalgamation must be currently active. If an MA involved is inactive, the following will be done to fulfil

Article 5.2.5.1:

- a. The SAFA Executive will act as the MA Executive as mentioned in Section c, although will be required to vote on it unanimously. At least two SAFA executives must sign onto the request presented in Section a. In replacement of the SAFA executive voting, a referendum of the students represented by the inactive may be held

to provide their consent for amalgamation. At least ten per cent (10%) of the members must vote, and two-thirds ($\frac{2}{3}$) of the votes must be for amalgamation.

5.2.6 Dissolving a Member Association.

5.2.6.1 In order to dissolve an inactive member association any the following must be true:

- a. The MA represents less than ten (10) students;
- b. The MA has been inactive for twenty-four (24) months straight.

5.2.6.2 Dissolution of an inactive MA can be achieved in either of the following ways: By a referendum of students represented by the inactive MA where at least ten per cent (10%) of the students vote and at least two-thirds ($\frac{2}{3}$) are in favour of dissolution; A motion to the Board to dissolve the MA, which must pass by a two-thirds ($\frac{2}{3}$) majority at two (2) separate Board meetings.

5.2.6.3 Once dissolved, the students will become members directly under SAFA and SAFA will assume all assets of the MA.

5.2.6.4 Members represented by an MA that is currently active may request a referendum to dissolve the MA at any time by presenting a petition with at least ten percent (10%) of the MAs student body signing to the President of SAFA. A referendum will then be run, in order for it to be successful at least twenty-five percent (25%) of the student body must vote and two-thirds ($\frac{2}{3}$) must be in favour of dissolution. Once dissolved, SAFA will assume all assets of the MA and the sitting executives will be removed from office.

5.3 Active Member Associations

5.3.1 In order to be recognised as an active Member Association, the MA must do/have the following:

- a) At least two (2) executive members: A President and a Vice-President of Finance, or the equivalent. The two executive members do not need to be elected into those positions, however they must ensure the roles of President and VP Finance are fulfilled;

- b) Send at least one (1) representative to every regularly scheduled Board meeting;
- c) Submit two (2) financial audits to SAFA's VP Finance per mandate year, in accordance with By Law #2;
- d) Hold office hours, either physically or virtually, for their students. They must be held in a predetermined physical or virtual location, if the MA does not have an office they can use Café Alternatif;
- e) Submit meeting minutes and any updates to office hours schedules, Constitutions, and other governing documents to the VP Internal.

5.3.2 The President of SAFA, in time for the first regularly scheduled Board meeting of the year, will present a list of the Active and Inactive MAs. This list must be approved by a simple majority vote.

5.3.2.1 For inactive MAs, the President will supply proof of their inactivity (such as no executive the previous year, no candidates in the most recent general election, no returns of communications from the SAFA).

5.3.2.2 Following this, any inactive MA seeking to be viewed as reactivated must either complete all items in 5.3.1 or show proof they are working towards completing all five. They must appear at a regularly scheduled Board meeting showing this proof, following which a simple majority vote will decide to officially view them as active again.

5.3.2.3 Following this, if any MA deactivates, the President must provide proof of the deactivation to the Board and following a simple majority vote the MA will be viewed as officially inactive.

5.4 The SAFA will provide the following to its' Member Associations:

5.4.1 Running Roundtables in accordance with Article 9 to allow the Member Associations to collaborate with the SAFA and each other, stay updated on other MAs, the affairs of SAFA, the affairs of UOSU, and the affairs of the Faculty.

5.4.2 Managing the Scholarship fund and allocating funds for each MA based on student population, in accordance with By Law #3.

5.4.3 Providing student lists of the MAs members, in accordance with Article 17.

5.4.4 Manage General Elections and By Elections of the MAs executive, in accordance with By Law #1.

5.4.5 Provide audit training to the MAs VP Finance or similar prior to the first audit due date of the year.

5.4.6 Ensure that MAs know the dates, times, and locations of all Board meetings.

5.5 Alongside the duties in Article 5.3.1, MAs also must do the following:

5.5.1 Hold a General Meeting or General Assembly for its members at least once a mandate year, unless their constitutions specify another timeframe. However, this timeframe must be yearly.

5.5.2 Run an activity for incoming students in their program during 101 Week's MA Day, as outlined in Article 15.

5.5.3 Send representatives to the Departmental, Program, or related committees for the program(s) they represent.

5.5.4 MAs must abide by the SAFA Equity Standards and SAFA Bilingualism Policy.

5.6 Penalties for not adhering to Articles 5.3 and 5.5.

5.6.1 Specific penalties for non-compliance with the audit system are outlined in By Law #2.

5.6.2 Specific penalties for non-compliance with Board meeting attendance are outlined in Article 4.

5.6.3 Failure to comply with Article 5.3 shall be dealt with in the following manner:

- a. A formal warning shall be submitted to the offending MA through email and printed message delivered to the MAs office by the President of SAFA.
- b. Should the MA continue to not comply with Article 5.3, the President of SAFA reserves the right to bring a motion of non-compliance to the Board of Directors. If the motion is passed by a $\frac{2}{3}$ majority, 5% of the MAs levy will be reallocated to the "SAFA Subsidies Fund" which other MAs and Program Representatives can apply for.

- c. Following penalties and warnings, if the MA still does not comply the President of SAFA reserves the right to deactivate the MA and strip all sitting executives of their offices through a Board motion passing with two-thirds ($\frac{2}{3}$) majority.

5.6.3 If an MA does not comply with Article 5.5.1 and 5.5.4, the following will occur:

- a. A formal warning shall be submitted to the offending MA through email and a printed message delivered to the MAs office by the President of SAFA.
- b. Should the MA continue to not comply with Article 5., the President of SAFA reserves the right to bring a motion of non-compliance to the Board of Directors. If the motion is passed by a $\frac{2}{3}$ majority, 5% of the MAs levy will be reallocated to the "SAFA Subsidies Fund" which other MAs and Program Representatives can apply for.
- c. Following penalties and warnings, if the MA still does not comply the President of SAFA reserves the right to deactivate the MA and strip all sitting executives of their offices through a Board motion passing with two-thirds ($\frac{2}{3}$) majority.
- d. In addition to C, if these infractions are being committed by a specific individual, the President of SAFA reserves the right to file an impeachment motion against the individual, as outlined in Article 6.2

5.6.4 MAs that do not comply with Article 5.5.2 and 5.5.3 must present an official reason to the President of SAFA. In this, the SAFA will assist in trying to remedy these to ensure activities for that program's students and representation by students at Departmental meetings are fulfilled.

5.6.4.1 Refusal to comply with these for a valid reason can result in the actions in 5.6.3 happening.

Article 6: Executive Committee

6.1 Generalities

6.1.1 The day to day management of the SAFA shall be ensured by the Executive Committee, which is composed of the President, the nine (9) vice Presidents, and the Program Representatives. The duties and responsibilities of each member of the Executive is outlined in Article 7.

6.1.1.1 The executive will be assisted by Employees of SAFA, which are outlined in Article 10.

6.1.2 The President and the Vice Presidents must hold 3 hours of office hours a week during the Fall and Winter terms. These can be in the SAFA office or a predetermined virtual space. Program Representatives must hold one hour and thirty minutes of office hours each week in the Fall and Winter terms.

6.1.2.1 Schedules for office hours must be posted by the President each term prior to the beginning of them.

6.1.2.2 If an executive must miss their office hours, they must alert students of the canceled hours and find another time to make up for the missed hours.

6.1.2.3 Executives do not need to hold office hours during examination periods, holidays, or other official university breaks.

6.1.3 The Executive will hold a meeting at least once every two (2) weeks in order to keep each other informed. However, weekly meetings are recommended.

6.1.3.1 The President will chair all executive meetings. If there is a tie in votes at an executive meeting the President's vote will be the deciding vote.

6.1.3.2 Executive meetings are open to all SAFA members, unless an in-camera session is approved by a majority vote of the executive.

6.1.3.3 Executive meetings do not need to occur during examination periods, holidays, or other official university breaks.

6.1.3.4 No Executive Committee meeting may be held unless all voting members of the Executive Committee have been informed of the time, date, and location of the meeting.

6.1.3.5 Each SAFA Executive Meeting will begin with an Indigenous Acknowledgement delivered by the President or VP Equity.

6.1.4 The Executive Committee shall ensure that the decisions of the membership and of the Board of Directors are applied.

6.1.5 In the case of urgent matters arising when it is temporarily impossible for the Board of Directors to meet, the Executive Committee shall have the power to act in its name. All actions taken in such an event by the Executive Committee must be sanctioned by the Board of Directors at its next meeting.

6.1.6 The Executive Committee shall have the power to hire or dismiss employees of SAFA.

6.1.7 No member of the Executive Committee shall sit on the Executive of a Member Association or that of the UOSU. No Executive will hold any office of a SAFA Employee during their term in office.

6.1.7.1 This does not apply to the University Senate, University Board of Governors, the Board of Directors of the UOSU, the executive of another student government, or committees or other non-voting volunteers on the Member Associations.

6.1.7.2 However, if it is found that the executive is using their dual role on SAFA and another office in Article 6.1.7.1 to endanger the SAFA or other abuses of power to gain favourable outcomes, impeachment will occur.

6.1.8 No executive shall hold the same office for more than two (2) mandate years, notwithstanding By Law #1.

6.1.9 Upon the election of a new Executive Committee, both the outgoing members and the newly elected members shall work together to assure a smooth transition of power. The new Executive Committee shall only assume the full powers of their respective offices May first (1) in the year they were elected. The outgoing members of the Executive Committee shall prepare a transition report and/or manual for their respective position and hold a transition meeting

with the new Executive elect no later than May tenth (10). Executives are entitled to receive a transition honoraria for completing the Transition Report and holding a Transition meeting, this honoraria is to be approved by the new Executive Committee at its first meeting following May tenth (10), as outlined in Article 11.

6.1.10 Upon the election of a new Executive Committee, both the outgoing members and the newly elected members shall work together to assure a smooth transition of power. The new Executive Committee shall only assume the full powers of their respective offices May first (1) in the year they were elected. The outgoing members of the Executive Committee shall prepare a transition report and/or manual to be approved by the incoming Executive Committee for which each outgoing Executive Committee member will receive a transition honoraria, as outlined in Article 11.

6.1.11 No employee or member of the Executive committee of SAFA shall conduct business, conclude formal or informal agreements, or sign contracts with any organization or business which currently directly or indirectly employs said employee or executive, without permission from the BOD.

6.1.12 Misconduct: SAFA Executive Committee members are expected to conduct themselves in a professional manner regarding SAFA business, interpersonal functions, and MA relations. This includes unprofessional comments about or towards fellow executive members, Member Association executives, or SAFA volunteers. Any personal issues between SAFA affiliates should be brought to the SAFA President for mediation.

6.1.13 Each executive will complete the duties in their respective Policy 5.

6.2 Impeachment

6.2.1 Any member of the Executive Committee may be impeached on any of the following grounds. Directors of the Board and members of MAs may also be impeached in accordance with these items if they directly relate to the SAFA.

- a. Mismanagement of funds as well as failure to comply with Canadian law or Ontario provincial law regarding the mismanagement of funds;
- b. Failure to follow the regulations of the Constitution without just cause;

- c. Repeated infractions against the Equity Standards and Bilingualism Policy;
 - d. Wilful misrepresentation of the SAFA regarding the decisions of the Board of Directors, General Meetings, Executive Meetings, elections, or referendum;
 - e. Abuse of power: wilful use of a position of authority to influence an outcome that is favourable to the individual in question; harassment or intimidation of any person as defined by the Ontario Occupational Health and Safety Act; use of SAFA resources in a fraudulent manner; or any violation of a position of trust as outlined by Canadian law or Ontario provincial law.
 - f. Placing the SAFA at risk;
 - g. Failure to complete 75% of the task lists mandated through By-Law 5 three times throughout the course of your mandate;
 - h. Repeated failure to complete the duties of their office as listed in the Constitution.
- 6.2.2 Impeachment proceedings shall be initiated by a two-thirds (2/3) majority vote of those present at a Board of Directors meeting. Any motion to impeach must specify the grounds for such impeachment and the specific events justifying the motion
- 6.2.3 The member being impeached must be notified of such a motion no less than five (5) days before such a motion is presented.
- 6.2.4 If the Board of Directors rules in favour of impeachment, then an emergency meeting of the Board of Directors shall be called within five (5) days of the decision with the specific goal to complete the impeachment motion.
- 6.2.5 The Chairperson shall determine the time, date, and location. The function of the meeting shall be to decide if the member being impeached should be removed from office. The member(s) in question must be given the opportunity to speak in their own defense. Any director, including the member in question, may call on testimony from any relevant witnesses. Following deliberation, the

member(s) in question may be removed from office with a two-thirds (2/3) majority vote of the Board of Directors.

6.2.6 Any member in the middle of impeachment proceedings (the time between the impeachment motion passing at a Board meeting and the conclusion of the emergency meeting) are not permitted to complete any duties of their office. If it is absolutely necessary for them to complete duties, they must be overseen by the Chairperson at all times and as many duties as possible must be given to another member of the Executive or MA.

6.2.7 If an impeachment motion is passed, the member impeached will be removed from office. From there, the SAFA and/or MA will begin work to smoothly transition them out of office and prepare to divide the duties or fill the office on an interim basis.

6.2.8 Any member impeached through the Board will be forbidden from holding any of the following with the SAFA:

- a. Office on the SAFA Executive or the Executive of any MA;
- b. Employment or volunteer position through the SAFA or an MA;
- c. Sit on any committee or related group on the SAFA or an MA;
- d. Run in any election, by election, special election, or application period with the SAFA or an MA.

6.2.8.1 The Member will still be permitted to vote at General Meetings, General Assemblies, in referendums, and in elections as well as apply for Scholarships and awards so long as they remain a member of the SAFA as defined in Article 3.

6.3 Resignation

6.3.1 Any member of the Executive Committee may leave office by addressing a letter of resignation to the President of SAFA and the Chairperson. In the case of the resignation of the President, the letter should be addressed to one of the Vice- Presidents and to the Chairperson.

6.3.2 The resignation of a member takes effect two weeks upon receipt of such a letter. In this two week period, the member resigning must work on a transition report or letter for the elected official who will take their place. Completing of said

transition report or letter will deem the resigning executive member eligible for their honoraria at the BOD during the month of resignation. However, they will not be eligible to receive a transition honoraria.

6.4 Vacancies

6.4.1 In the event of a vacancy in the Executive Committee, the SAFA executive reserves the right through an application period or other means to fill the office in the interim. The Board must then approve of the replacement for them to hold the office in a permanent manner. If the office remains vacant or the Board does not approve of the interim replacement the Board can call for a By Election.

6.4.2 In the event of a vacancy in the President's position, the Vice-President of University Affairs shall assume the duties of the President until such time as the Board of Directors meets, at which time the Board of Directors can either declare the VP University Affairs the permanent Interim replace, remove the VP University Affairs from their office and into the office of President (with the consent of the VP University Affairs), or find other means (such as By Election or Application Period) to fill the office of President.

6.4.3 In the event that any Vice-President position should be vacant, the President shall assume the duties until such time as the Board of Directors meets. The SAFA can follow Article 6.4.1 if desired, or the office can be filled by Application Period or By Election.

6.4.4 In the event of the resignation of all members of the Executive at once, the Chairperson shall call an emergency meeting of the Board of Directors. The Board shall appoint three (3) people to act on an interim basis as President, Vice-President, and Vice-President of Finance. The Board shall also decide whether a by- election should be held to elect a permanent Executive or if the interim replacements shall finish the mandate of the outgoing Executive.

6.5 Directors

6.5.1 The SAFA will have Director positions on its executive. Director positions will be smaller sized roles designed to assist current Executives, bring new

people into the SAFA, and train people at the different tasks done by various Executives.

6.5.2 Specific Director Roles will be outlined in Article 7.

6.5.3 Generalities

6.5.3.1 Directors will be hired by relevant executives and approved by the SAFA Executive. They will then be ratified at the next Board Meeting.

6.5.3.2 Directors are not required to be bilingual.

6.5.3.3 Directors will hold 1 hour and 30 minutes of office hours each week in the Fall and Winter terms.

6.5.3.4 Directors will attend at least two SAFA Executive meetings a month. They will also attend all Board Meetings and General Meetings of the SAFA.

6.5.3.5 Directors will complete Policy 5s and be eligible to receive up to \$25 per regularly scheduled Board meeting for completing the duties outlined in it.

6.5.4 Directors will be viewed as SAFA Executive Members in relation to articles of the constitutions

Article 7: Roles of the Executive Committee Members

7.1 President

7.1.1 Eligibility Criteria

7.1.1.1 In accordance with Article 2.4.3, the President must be bilingual to a degree as outlined in By Law #1.

7.1.1.2 The President must be at least eighteen (18) years of age upon taking office.

7.1.1.3 The President must have at least eight (8) months experience on the SAFA Executive or the Executive of a MA.

7.1.1.4 The President must be located in the National Capital Region for the duration of their mandate.

7.1.2 Vacancies

7.1.2.1 If the seat of the President is Vacant, the VP University Affairs will become acting President. If the office of VP University Affairs is Vacant, another executive that best fits the eligibility criteria will become Acting President until the Board can create a more formal solution.

7.1.2.2 If any other position on the SAFA executive is Vacant, the President will assume the duties of that office. They do not need to complete all duties of the Vacant office themselves and can assign duties to other executives as required.

7.1.3 The President will be the chief spokesperson for SAFA.

7.1.4 The President shall be responsible for overseeing the functioning of SAFA business.

7.1.5 The President shall be responsible for ensuring that the Constitution and By-Laws of SAFA are respected and upheld by the Executive Committee, the Employees, the Directors of the Board, and Committee members.

7.1.5.1 In the event of a breach of the Constitution or By Laws by any of these members, the President may enact disciplinary measures including formal warnings, Dismissal of Employees, Dismissal of Committee Members, or Impeachment.

7.1.5.2 The President will ensure that the Executive Committee members and the Employees are familiar with the Constitution and By-Laws.

7.1.6 The President shall communicate the decisions of the executive committee to the Board; the decisions of the Members to the Board, and the decisions of the Board to the Members.

7.1.7 The President shall ensure that all publications and written material endorsed by SAFA is in good taste, inoffensive, adheres to privacy regulations, and does not violate the Equity Standards or Bilingualism Policy of SAFA.

7.1.8 Financials

7.1.8.1 The President will review all audits presented to the UOSU.

7.1.8.2 The President, along with the VP Finance, will hold signing authority for all SAFA expenses.

7.1.8.3 The President, along with the VP Finance, must approve all expenses of the SAFA.

7.1.8.4 The President will be on the hiring committees for all SAFA Employees.

7.1.9 *Committees and Roundtables*

7.1.9.1 The President will chair all Executive Committee meetings.

7.1.9.1.1 The President will present an agenda for all Executive meetings at least 1 day before the meeting.

7.1.9.1.2 In the case of a tie, the President's vote will be the deciding vote.

7.1.9.2 The President will present an agenda for all Board meetings.

7.1.9.2.1 In the absence of the Board of Directors Chair, the President will chair Board meetings.

7.1.9.3 The President will chair all Presidents Round Tables.

7.1.9.4 The President will attend UOSU Presidents Round Tables

7.1.9.5 The President will chair the Constitutional Committee.

7.1.9.6 The President will retain a minimum of ten (10) minutes of speaking time at all Faculty Council meetings to present a report on behalf of the students.

7.1.9.7 The President will chair the Faculty Council Committee

7.1.9.8 The President will have a seat on the Scholarships Committee.

7.1.10 The President and the VP Internal will manage the Student Lists.

7.2 Vice President of University Affairs

7.2.1 Eligibility Criteria

7.2.1.1 In accordance with Article 2.4.3, the VP University Affairs must be bilingual to a degree as outlined in By Law #1.

7.2.1.2 The VP University Affairs must be at least eighteen (18) years of age upon taking office.

7.2.1.3 The VP University Affairs must have at least eight (8) months experience on the SAFA Executive or the Executive of a MA

7.2.2 The VP University Affairs shall be responsible for all matters pertaining to academics and student advocacy.

7.2.3 The VP University Affairs shall be responsible for the awarding of scholarships, with the assistance of the Scholarships Committee, as outlined in By Law #3.

7.2.4 Committees and Roundtables

7.2.4.1 The VP University Affairs will chair the Scholarships Committee

7.2.4.2 The VP University Affairs will chair the University Affairs Round Table.

7.2.4.3 The VP University Affairs will attend the UOSU University Affairs Round Table.

7.2.4.4 The VP University Affairs will sit on the Faculty Council's Student Experience Committee.

7.2.4.5 The VP University Affairs will sit on the Faculty Council's Programs Committee.

7.2.5 The VP University Affairs will coordinate at least two (2) donations with the Archives of the University of Ottawa; one (1) donation in each of the Fall and Winter terms.

7.2.5.1 Donations can include anything belonging to the SAFA that is not of immediate necessity to the well functioning of the SAFA. A donation can

include: meeting minutes, agendas, past audits, photographs, posters, apparel.

7.2.5.2 The VP University Affairs is encouraged to work with the VP University Affairs and VP Academics on the MAs to include items from the MAs in the donation.

7.2.6 The VP University Affairs will organize an event of an academic nature for 101 Week.

7.2.7 The VP University Affairs will organize the Arts Showcase.

7.2.8 The VP University Affairs will manage the Mini-Showcase program.

7.2.9 The VP University Affairs, with the assistance of the President and the Program Representatives, will hold a town hall for arts students to gain information and ask questions. Town halls will be scheduled once during each of the Fall and Winter terms.

7.3 Vice President of Finance

7.3.1 Eligibility Criteria

7.3.1.1 In accordance with Article 2.4.3, the VP Finance must be bilingual to a degree as outlined in By Law #1.

7.3.1.2 The VP Finance must be at least eighteen (18) years of age upon taking office.

7.3.1.3 In order to maintain ease of access to finances, the VP Finance must be living in the National Capital Region for the duration of their mandate.

7.3.2 The VP Finance shall be responsible for the management of the finances of SAFA, in compliance with By Law #2.

7.3.3 The VP Finance, along with the President, will hold signing authority for all SAFA expenses.

7.3.4 The VP Finance, along with the President, must approve all expenses of the SAFA.

7.3.5 The VP Finance will be on the hiring committees for all SAFA Employees.

7.3.6 The VP Finance will prepare two (2) Financial Audits of the SAFA to be submitted to the UOSU.

7.3.7 The VP Finance will be responsible for overseeing the financials of the MAs.

7.3.7.1 They will follow the guidelines in By Law #2.

7.3.7.2 They will guide MAs through the audit process.

7.3.7.3 They will provide audit training to the VPs Finance of the MAs prior to the first audit deadline.

7.3.7.4 They will grade the audits and discuss with the President in regards to penalties for late/incomplete audits and what percentage of the MAs levy should be revoked.

7.3.7.5 They will liaise with the President in order to assist reactivated MAs or MAs behind on audits to get caught up.

7.3.7.6 They will evaluate extension requests sent by MAs for audits and decide if extensions can be granted.

7.3.8 Committees and Roundtables

7.3.8.1 The VP Finance will chair the Money Round Table

7.3.8.2 The VP Finance will sit on UOSU's Money Round Table.

7.3.8.3 The VP Finance will have a seat on the Scholarships Committee

7.3.9 The VP Finance will assist the MAs in gaining access to their bank accounts.

7.3.10 The VP Finance will assist all other Executives with matters relating to finances, including ticket sales, item sales, rentals, and donations.

7.4 Vice President of Internal Affairs

7.4.1 Eligibility Criteria

7.4.1.1 In accordance with Article 2.4.3, the VP Internal must be bilingual to a degree as outlined in By Law #1.

7.4.2 The VP Internal will record all minutes at the Executive Committee meetings and Board of Directors meetings.

7.4.3 The VP Internal will be in charge of Café Alternatif rentals in accordance with By Law #4.

7.4.4 The VP Internal will be in charge of locker rentals in Simard Hall.

7.4.5 The VP Internal will be in charge of organizing all volunteer positions for Executives and Committee members.

7.4.6 The VP Internal will be in charge of managing the emails in the artsuottawa.ca domain.

7.4.7 The VP Internal will be the main contact point for the MAs to SAFA.

7.4.8 The VP Internal, with assistance from the President, will organize the Annual General Meeting and other General Meetings.

7.4.9 The VP Internal will act as the office manager of the SAFA office. They will ensure the office and storage room are cleaned and organized. They will also ensure all executives are making sure the office and storage remains clean and organized.

7.4.9.1 At the beginning of each term, the VP Internal will create a list of required office supplies to be purchased.

7.4.10 The VP Internal will be on the hiring committee for the Board of Directors Chairperson.

7.4.11 The VP Internal will be in charge of booking spaces on campus for the executive.

7.4.12 The VP Internal and the President will manage the Student Lists.

7.5 Vice President of Social Affairs

7.5.1 Eligibility Criteria

7.5.1.1 In accordance with Article 2.4.3, the VP Social must be bilingual to a degree as outlined in By Law #1.

7.5.1.2 The VP Social must be nineteen (19) years of age, the legal drinking age in Ontario, by the beginning of their term.

7.5.2 The VP Social shall be responsible for the organization of social events for Arts students. They shall also work in conjunction with the VP Philanthropic Affairs to plan philanthropic events.

7.5.3 The VP Social will chair the Social Committee

7.5.4 The VP Social will chair the Social Round Table.

7.5.5 The VP Social will sit on the UOSU Social Round Table.

7.5.6 The VP Social will be on the hiring committee for the 101 Week Coordinator and the Social Commissioner.

7.5.7 The VP Social will be responsible for coordinating the participation of MAs in social activities.

7.5.8 The VP Social will collaborate with the 101 Week Coordinator in the planning of 101 Week in accordance with Article 15.

7.5.8 The VP Social will plan the Arts Ball.

7.5.9 The VP Social will plan events for 12 Days of MAs/Holidays and coordinate participation of the MAs

7.6 Vice President of Communications

7.6.1 Eligibility Criteria

7.6.1.1 In accordance with Article 2.4.3, the VP Communications must be bilingual to a degree as outlined in By Law #1.

7.6.1.2 The VP Communications must be able to communicate with all students in English and French effectively

7.6.1.2.1 The VP Communications must successfully complete a bilingualism test in oral, written, and listening competency in English and French.

7.6.2 The VP Communications will manage the SAFA website and SAFA social media.

7.6.3 The VP Communications will create newsletters to share the activities and events of SAFA and the MAs with Arts students.

7.6.4 The VP Communications will field all communications and publicity requests from the Executive Committee.

7.6.5 The VP Communications will be in charge of the creation of physical and virtual promotional materials for SAFA events and activities.

7.6.6 The VP Communications will chair the Communications Round Table.

7.6.7 The VP Communications may split their responsibilities with the Directors of Promotion and Information Technology to maintain a sustainable workload

7.6.7.1 To that end, it is the responsibility of the VP Communications to ensure all tasks are completed by the directors.

7.7 Vice President of Equity

7.7.1 Eligibility criteria

7.7.1.1 In accordance with Article 2.4.3, the VP Equity must be bilingual to a degree as outlined in By Law #1

7.7.1.2 The VP Equity must be eighteen (18) years of age upon taking office.

7.7.1.3 The VP Equity is required to complete Equity training before the beginning of the Fall term or within one month of their taking office, if they are not elected in the General Election.

7.7.2 The VP Equity will work to promote the inclusion of all members in every aspect of SAFA. They will ensure all SAFA functions abide by the Equity Standards. They will ensure the SAFA is accessible and equitable to all its members.

7.7.3 The VP Equity will receive equity related complaints from students and assist them in remedying the situations.

7.7.4 The VP Equity will work to make the SAFA, the Faculty, and the University more accessible, inclusive, and equitable.

7.7.5 The VP Equity will conduct Equity reviews of all SAFA events and functions. Reviews of events should be conducted following the events and shared with the executive.

7.7.5.1 Reviews of the functions of SAFA, such as meetings, office hours, roundtables, etc should be reviewed on a semesterly basis.

7.7.5.2 The VP Equity will present an Equity review of the SAFA, including successes and areas for improvement, at the end of each Semester.

These should be presented at the September, January, and April Board meetings.

7.7.6 The VP Equity will monitor the SAFA socials (Facebook, Twitter, Instagram, Discord, etc) to ensure members are behaving respectfully and following the Equity standards. The VP Equity can take action if these are not being followed, through removing comments, timing out, or banning accounts.

7.7.7 The VP Equity will organise an Equity-related training at least once prior to the beginning of the fall term. This training must be attended by all SAFA as well as SAFA-affiliated MA executive members.

7.7.7.1 The VP Equity, therefore, reserves the right to call for a deduction of 25% of the honoraria awarded to SAFA executive members absent per month, and a 5% deduction of MA levies for every MA executive member per month who fails to attend.

7.7.7.1.1 Those who cannot attend the equity training shall complete an asynchronous version of the same training. Until this is complete the above provision shall be applied to honoraria and levies.

7.7.7.2 The VP Equity can organise multiple equity-related trainings throughout the year, but only the first training of the year is mandatory for all executive members.

7.7.7.3 The VP Equity must provide an asynchronous version of the first equity-related training for those who cannot attend the mandatory training date.

7.7.7.3.1 All new SAFA executives shall be required to complete this training before they can take on their role.

7.7.7.3.2 the asynchronous training shall have a form of knowledge test, which must be successfully completed.

7.7.8 The VP Equity will organise an Equity, Diversity, Inclusion, and Activism related event for 101 Week, as outlined in Article 15.

7.7.8.1 The VP Equity can also organise other EDIA related events throughout the year,

7.7.9 The VP Equity will chair the Equity Round Table.

7.7.10 The VP Equity will attend the UOSU Equity Round Table.

7.8 Vice President of Francophone Affairs

7.8.1 Eligibility criteria

7.8.1.1 In accordance with Article 2.4.3, the VP Franco must be bilingual to a degree as outlined in By Law #1

7.8.1.2 The VP Franco must also communicate effectively in French. It is also encouraged that the VP Franco self-identifies as a Francophone.

7.8.2 The VP Franco will represent the interests of francophone arts students.

7.8.3 The VP Franco will ensure that bilingualism of SAFA is upheld and the Bilingualism Policy is respected and followed.

7.8.4 The VP Franco will act as a translator for the SAFA.

7.8.4.1 The VP Franco does not have to manage translations by themselves, and can use the Bilingualism committee to assist with translation. They can also hire translators as outlined in Article 10.

7.8.4.2 Executives must submit translation requests no later than seven (7) days before the translation is required.

7.8.5 The VP Franco will chair the Bilingualism Committee

7.8.6 The VP Franco will chair the Franco Round Table.

7.8.7 The VP Franco will attend the UOSU Franco Round Table.

7.8.8 The VP Franco will organise french-language events for Francophone arts students.

7.8.8.1 The VP Franco will organise at least one french-language event for 101 Week.

7.8.8.2 The VP Franco will organise activities for Mois de la francophonie.

7.8.9 The VP Franco will work to ensure the quality of french-language programs and courses at the Faculty.

7.9 Vice President of Volunteers & MAs

7.9.1 Eligibility Criteria

7.9.1.1 In accordance with Article 2.4.3, the VP Volunteers must be bilingual to a degree as outlined in By Law #1.

7.9.2 The VP Volunteers will be in charge of creating and approving all Volunteer Hour timesheets on the Community Engagement Navigator.

7.9.3 The VP Volunteers will manage the sponsorships program, including approving requests for funding and bringing them to the Executive. They will also search for sponsors for 101 Week and other SAFA activities.

7.9.4 The VP Volunteers will manage the Clubs portfolio.

7.9.4.1 This includes fielding and approving requests for Clubs to join SAFA and passing them onto the Board.

7.9.4.2 They will evaluate Clubs Budgets and Club Funding requests at the beginning of each term.

7.9.5 The VP Volunteers will be the main contact for MAs and Clubs and the SAFA. They will answer questions, assist with tasks, and send people to the correct place for answers.

7.9.6 The VP Volunteers will help ensure all MAs and Clubs are aware of any Committee and Roundtable meetings.

7.9.7 The VP Volunteers will manage and update the contact list for all SAFA, MA, and Club Executives.

7.9.8 The VP Volunteers will ensure all MAs and Clubs submit meeting minutes and updated constitutions in a timely fashion.

7.9.9 The VP Volunteers will assist the President in planning the Holiday Party.

7.9.10 The VP Volunteers will plan Volunteer Appreciation at the end of the year.

7.9.11 The VP Volunteers will assist the VP Social in all things relating to the 101 Week Guides.

7.9.12 The VP Volunteers will organise the Student Lists for the MAs and approve access to them with the Student List forms.

7.10 Program Representatives

7.10.1 There will be two types of Program representatives: Permanent Program Representatives and Replacement Program Representatives. They will function the same with one exception, Permanent Program Representatives represent programs not represented by a Member Association and can be elected at any time. Replacement Program Representatives represent programs that are represented by inactive MAs, they can only be elected if the following is true: There is not an active Member Association representing the students, the Board has voted on the list of Active Member Associations at the first BOD of the mandate year.

7.10.2 The Permanent Program Representatives will be the following:

7.10.2.1 Modern Languages Representative, representing students under Article 3.1.3.6.

7.10.2.2 Interdisciplinary Studies Representative, representing students under Article 3.1.4, with the exception of students in Medieval Studies.

7.10.3 The Replacement Program Representatives will be the following. They will represent the same student bodies as the MA they are replacing.

7.10.3.1 Linguistics Representative

7.10.3.2 Music Representative

7.10.3.3

7.10.3.4 French Representative

7.10.3.5 History Representative

7.10.3.6 Translation Representative

7.10.3.7 Art History Representative

7.10.3.8 Second Language Representative

7.10.3.9 Second Language Teaching Representative

7.10.3.10 Geography & Environment Representative

7.10.3.11 Indigenous Studies Representative

7.10.3.12 Medieval Studies Representative

7.10.3.13 Theatre Representative

7.10.3.14 English Representative

7.10.3.15 Philosophy Representative

7.10.3.16 Visual Arts Representative

7.10.4 Eligibility Criteria

7.10.4.1 Program Reps can be in any program type, including minors and options, but must be enrolled in a program they represent.

7.10.4.2 Program Reps don't need to be bilingual, though bilingual candidates in Application periods will be favoured.

7.10.4.2.1 The French Representative must be fluent in French, and the English Representative in English.

7.10.4.3 Program reps can be any age and be in any year.

7.10.5 Role & Responsibilities:

Each Program Rep will complete this in relation to their program.

7.10.5.1 Program Reps will complete the Program Representative Policy 5.

7.10.5.2 Program Reps will attend all Board meetings.

7.10.5.3 Program Reps must attend at least two (2) executive meetings per month.

7.10.5.4 Program Reps will represent the wishes of students enrolled in specific programs and make sure their voices are heard by the SAFA Executive and SAFA Board.

7.10.5.5 Program Reps will attend program, school, or department meetings as the Undergraduate representative, or otherwise liaise with the Institute, school, department, or program coordinator(s) for their program.

7.10.5.6 Program Reps have the ability to create a program committee for students in their program to get involved.

7.10.5.7 Program Reps can create events and other initiatives for students in their program.

7.10.5.8 Program Reps, with assistance from the VP Social and 101 Week Coordinator, will create an event for students in their program for 101 Week's MA Day.

7.10.5.9 Program Reps will submit a Scholarship Proposal to the VP University Affairs, and assist in awarding scholarships for students in their program.

7.10.5.10 Program Reps are encouraged to sit on the Faculty Council Committee.

7.10.5.11 Replacement Program Reps can use their position, and a program committee, to work on reactivating their respective MA. They can also work on continuing events and initiatives usually done by their MA.

7.11 Directors

7.11.0 Generalities

7.11.0.1 Directors will be hired by the Executive Committee of the SAFA, and will be accountable to the members of that committee as defined in the following sections

7.11.0.2 Directors will be required to submit a Policy 5 to the Board of Directors every month.

7.11.1 Director of Promotions

7.11.1.1 The Director of Promotions will assist the VPs Communications in the promotion of SAFA Activities.

7.11.1.2 They will be under the supervision of the VPs Communications

7.11.1.3 They will assist with creating graphics, posters, and other promotional materials.

7.11.1.4 They will do the SAFA Merch order in the Winter Term.

7.11.1.5 They will assist in managing the Social Media of SAFA and answering questions from students.

7.11.2 Director of Information Technology (IT)

7.11.2.1 The Director of IT will assist the VPs Communications in the promotion of SAFA Activities.

7.11.2.2 They will be under the supervision of VP communications

7.11.2.3 The activities include but aren't limited to updating and building the website the regularly, updating social events calendar, and updating discord server

7.11.3 Director of Philanthropic Affairs

7.11.3.1 Eligibility Criteria

7.11.3.1.1 In accordance with Article 2.4.3, the Director of Philanthropy must be bilingual to a degree as outlined in By Law #1.

7.11.3.2 They will be under the supervision of the VP Social

7.11.3.3 The Director of Philanthropy will plan Philanthropy and Charity related events for Arts students.

7.11.3.4 The Director of Philanthropy will work with the VP Social to integrate philanthropy into other social events.

7.11.3.5 The Director of Philanthropy will organise the Phil Day events for 101 Week in accordance with Article 15.

7.11.3.6 The Director of Philanthropy will organise a philanthropic event for 12 Days of MAs.

7.11.3.7 The Director of Philanthropy will integrate a philanthropic endeavour into the Arts Ball.

7.11.3.8 The Director of Philanthropy will present a fundraising report to the Board at the end of their mandate outlining the total amount raised by SAFA for Charity, including totals by events and for each charity.

7.11.3.9 The Director of Philanthropy will attend the UOSU Philanthropy Round Tables.

7.11.4 Director of Advocacy

7.11.4.1 The Director of Advocacy will assist the VP University Affairs, Equity, President, and Francophone Affairs in advocacy related issues and activities

7.11.4.1 They will be supervised by VP University Affairs, Equity, President, and Francophone Affairs

7.11.5 Director of Administration

7.13.5.1 The Director of Administration will be appointed by the President and VP Finance

7.13.5.2 Eligibility Criteria

7.13.5.2.1 The Director of Administration must be bilingual in English and French

7.13.5.2.2 The Director of Administration must be a first, second, or third year student.

7.13.5.3 The Director of Administration will assist the President and other VPs to complete other tasks

7.13.5.4 The Director of Administration will be responsible for taking minutes at PRTs and Committee meetings chaired by the President

7.13.5.5 The Director of Administration will help the VP Finance compile the annual budget, and other financial documents as needed

7.13.5.6 In the event that the VP Internal is unable to attend an Executive Meeting, a meeting of the Board of Directors, or a General Assembly, the Director of Administration shall take the minutes thereof.

7.13.5.7 The Director of Administration will be supervised by the President and the VP Finance

7.12 First Year Representative

7.12.1 Eligibility Criteria

7.12.1.1 First Year Representative must be in their first year of their first university program.

7.12.2 The First Year Rep will be elected in the Fall By Election. They will not start their role until October at the earliest.

7.12.3 The First Year Rep will represent the voices of First Year students to the SAFA Executive and Board of Directors.

7.12.4 The First Year Rep will attend at least two (2) SAFA Executive Meetings each month. They will also attend all Board meetings and General Meetings.

7.12.5 The First Year Rep will join at least one SAFA Committee.

7.12.6 The First Year Rep will plan at least one event in the Fall term and at least two events in the Winter term specifically for First Year students.

7.14.7 The First Year Rep will liaise with the other First Year Representatives on the MAs.

7.12.8 The First Year Rep will be eligible to receive the same amount of Honoraria as Program Representatives for completing their monthly Policy 5.

7.13 Indigenous Students Representative

7.13.1 Eligibility Criteria

7.13.1.1 The Indigenous Student Representative must self-identify as a member of a First Nations, Métis or Inuit Community

7.13.1.1.1 The above provision does not limit candidates to those that hold "Indian Status" under the Indian Act, a registered

membership in one Métis Nation, nor a registration as an Inuk in any formal registration.

7.13.1.2 The Indigenous Student Representative must be a member of the student body.

7.13.1.3 The Indigenous Students' Association and the Chief Electoral Officer shall ensure that prospective representatives are registered with the University as Indigenous, and therefore a member of the ISA.

7.13.1.4 The Indigenous Representative should be bilingual in accordance with the bilingualism policy outlined herein.

7.13.2 Responsibilities of the Representative

7.13.2.1 The Indigenous Students Representative will represent the needs and perspectives of Indigenous Students within the SAFA Membership through engaging with community members and holding public forums

7.13.2.2 The Representative will attend two (2) meetings of the Indigenous Students' Association every month

7.13.2.3 The Representative will work with the President, VP University Affairs, VP Equity, VP Francophone Affairs, and the Director of Advocacy to effectively advocate for the needs of Indigenous Students in the Faculty to appropriate members of the University Administration.

7.13.2.4 The Representative will ensure that equity standards outlined herein are followed for Indigenous Students in the Faculty of Arts

7.13.3 The Indigenous Students Representative is an equal, voting member of the Executive Committee of the SAFA and shall have speaking and voting rights at all Executive meetings and Board of Directors meetings.

7.13.4 The Indigenous Students Representative will be an elected role within the executive position, as governed under Bylaw #2 of this Constitution

7.13.5 The Representative is not meant to fill any quota or diversity initiative. This position does not bar Indigenous students from filling other roles on the SAFA

Article 8: Committees

8.1 Generalities

8.1.1 There are two types of committees: Board committees and general committees. Board committee membership must be made up of only Directors of the Board. General committees can be made up of any SAFA members. Specific committees may have more restrictions on membership listed in their respective article.

8.1.2 All committees, with the exception of the Jurisprudence Committee, must be chaired by an Executive of SAFA.

8.1.3 The chair of every committee must present a report at the final Board meeting reflecting on the work of the committee.

8.1.4 Committees shall meet at the request of the Board of Directors or of the Chair of the committee in question.

8.1.5 Creation of a committee:

8.1.5.1 A motion to create a committee can be presented by any Executive of the SAFA or at the request of the Board with a simple majority vote. The motion must include the following:

- a. The purpose and functions of the committee;
- b. The membership of the committee, including what SAFA executive or employee will chair;
- c. A mandate for the committee that must end by April 30th at the latest.

8.1.5.2 The motion only needs to pass by a simple majority.

8.1.6 Any member of a committee may resign from their seat by informing the Chair of the Committee. The Chair of the Committee, the outgoing member, and the rest of the Committee will work together to ensure a smooth transition of power.

8.2 Constitutional Committee

8.2.1 Membership

8.2.1.1 The President shall be the chair of the Constitutional Committee.

8.2.1.2 The VP University Affairs shall have a permanent seat on the Committee.

8.2.1.3 Each VP, Director, and Program Rep on SAFA will have a seat on the Committee, if they desire it.

8.2.1.4 There will be one seat available for each MA.

8.2.2 Election of Committee Members.

8.2.2.1 The election of the Constitutional Committee must take place at the June Board Meeting.

8.2.2.2 The President and VP University Affairs will be automatically elected.

8.2.2.3 The VPs, Directors, and Program Reps can state their interest to join the Committee at any Board meeting.

8.2.2.4 If the seat for their MA is not already filled, a member from that MA can state their interest to join the Committee at any Board Meeting. If more than one member from the same MA is interested, a secret ballot vote will occur and the member with the most votes will fill the seat.

8.2.2.5 Elections for the committee will remain an item at all Board meetings until all seats are filled.

8.2.3 Duties of the Committee.

8.2.3.1 At least three (3) members of the committee must be present at each meeting for voting to take place.

8.2.3.2 The Constitutional Committee shall advise the Board of Directors on Constitutional matters, By Law matters, matters pertaining to Policy 5s, and any other governance related matters.

8.2.3.3 The Constitutional Committee will meet once a month starting in August.

8.2.3.4 The Constitutional Committee will review and provide recommendations to change and update the Policy 5s at the Winter General Meeting.

8.2.3.5 The Constitutional Committee will also provide recommendations to change and update the Constitution and By Laws to the Board.

8.2.3.6 Any changes recommended by the Committee must be approved by a simple majority vote of the members present at a meeting.

8.2.3.6.1 In the event of a tie, the President's vote will decide.

8.2.4 Amending MA Constitutions

8.2.4.1 As subsidiaries of SAFA the MA Constitutions will be viewed as governing documents and can be amended in the following way using the Committee. The MA can submit a constitutional amendment to the President with the date it was approved by the MA's executive. At the next Constitutional Committee meeting the Committee can vote to approve the amendment with a 2/3rds majority vote. Finally, at the next regularly scheduled BOD the Board will vote on approving the amendment with a simple majority.

8.2.4.2 Following an amendment in this manner the MA has the time allotted in Article 18 to make the change. They must submit their updated constitution to the VP Volunteers by this deadline.

8.2.4.3 In order for an MA to utilize this method of amending their constitution their seat on the Committee must be filled.

8.3 Faculty Council Committee

8.3.1 Membership

8.3.1.1 The President will chair the Faculty Council Committee.

8.3.1.2 The committee will be made up of two (2) directors in programs from the Fine and Performing Arts Sector (Article 3.1.1); two (2) directors in programs from the Languages and Literatures Sector (Article 3.1.2); and two (2) directors from the Humanities Sector or Interdisciplinary Programs (Article 3.1.3 and 3.1.4). These directors can be from SAFA or the MAs.

8.3.1.2.1 If there are not enough interested members from each sector members from any sector may fill the remaining seats

8.3.1.3 The two members of CONFAC representing the Department of Communications will be invited to take part in Committee meetings. The Chair of the Committee will reach out to the President of the Communications Students Association to coordinate this prior to the first CONFAC Committee meeting of the year

8.3.2 Election of Committee Members.

8.3.2.1 The election of the Faculty Council must take place at the August Board meeting.

8.3.2.2 The President will be automatically elected.

8.3.2.3 Any director interested in representing their sector will declare their interest. If more than two directors come forward for a specific sector, a secret ballot vote will occur and the members with the most votes will fill the seats.

8.3.2.4 If all the seats are not filled, or a member of the committee must resign from their seat during the fall term, a By Election for the empty seats will be held at the January Board meeting. If there are still empty seats following the By Election, the seats will remain vacant.

8.3.2.4.1 If a member misses two meetings of the Faculty Council without a valid reason they will be removed from the committee and replaced. A conflicting class or work schedule will not be considered valid due to the CONFAC meetings always taking place at the same time and day of the week each month.

8.3.3 Duties of the Committee

8.3.3.1 The Committee will meet prior to each Faculty Council meeting as well as attend all Faculty Council meetings in order to represent the interests of undergraduate arts students.

8.3.3.1.1 The Committee is not required to have a formal meeting before each CONFAC and can have a consultation over messenger about the agenda items.

8.3.3.2 The Committee will present any updates from the Faculty Council to the Board of Directors. They will also bring any items from the Board or students to the attention of the Faculty Council.

8.3.3.3 The President will present at each Faculty Council meeting on behalf of the undergraduate student body.

8.4 Scholarships Committee

8.4.1 Membership

8.4.1.1 The VP University Affairs will chair the Committee.

8.4.1.2 The President and the VP Finance will have a permanent seat on the Committee.

8.4.1.3 There will be six (6) additional seats available to be filled by any director.

8.4.2 Election of Committee Members

8.4.2.1 The Election of the Scholarships Committee must take place at the September Board meeting.

8.4.2.2 The President, VP University Affairs, and VP Finance will be automatically elected.

8.4.2.3 Any director may state their interest in joining the committee. If more directors are interested than available seats a secret ballot at the Board will occur. In order to have the most sectors represented, the secret ballot may be divided by Program sector (Fine and Performing Arts, Languages and Literatures, Humanities, and Interdisciplinary Programs). The directors who receive the most votes will be elected to the committee.

8.4.2.4 Elections for the committee will remain an item at all Board meetings until all seats are filled or it is after the January Board meeting, whichever comes first.

8.4.3 Duties of the Committee

8.4.3.1 The Committee will create and administer Scholarships for Arts students as outlined in By Law #3.

8.4.3.2 The Committee will present a Scholarships budget at the December Board meeting outlining how much is reserved for each MA,

each program not represented by an MA, and for Faculty wide scholarships.

8.4.3.3 The Committee will approve Scholarship proposals from the MAs and Program Reps, as well as create Scholarships for programs not represented by an active MA or Program Rep.

8.4.3.3.1 MAs and Program Reps must provide their proposals by the given deadline provided by the VP University Affairs.

8.4.3.3.2 If any MA or Program Rep do not respect the given deadline, the Scholarships Committee reserves the right to administer that Scholarship Program.

8.4.3.4 The Committee will create Scholarships available to all SAFA members, including the SAFA Research Scholarship, SAFA Volunteer Scholarship, and the SAFA Internal Scholarship.

8.4.3.5 The Committee will administer the launch of the Scholarships program as well as administer applications and decide winners of Faculty Wide scholarships as well as program Scholarships and Scholarships for inactive MAs.

8.4.3.5.1 The Program Reps will also be on the decision committee for the Scholarships for the programs they represent.

8.4.3.6 The Committee will receive and confirm the winners of MA Scholarships and the Scholarships it administers and share it with the VP Finance and President to present the winnings. They will also present the winning materials to the VP University Affairs to be showcased in the Arts Showcase.

8.4.4 No member of the committee shall be eligible for any SAFA funded scholarships

8.5 Social Committee, the 'Social Squad'

8.5.1 The Social Committee will assist the VP Social in planning and running Social Events.

8.5.2 The Social Committee will be chaired by the VP Social, and any SAFA member may apply to sit on the committee.

8.5.3 Members of the Committee will follow the Constitution.

8.5.4 Members of the Committee may purchase supplies for SAFA if approved by the VP Social and part of the budget discussed with the VP Finance. These purchases must not exceed \$50.00.

8.5.5 Members of the Committee are required to submit a transition report by the end of their term.

8.6 Francophone Affairs Committee

8.6.1 The Francophone Affairs Committee will act as the Francophone Round Table

8.6.2 The VP Francophone Affairs will chair the Francophone Affairs Committee

8.6.3 Membership

8.6.3.1 All members of the SAFA will be able to join the committee

8.6.3.2 Each MA must send a representative to each meeting of the Francophone Affairs Committee

8.7 Publications Committee

8.7.1 Membership

8.7.1.1 The Vice President University Affairs will chair the Publications Committee

8.7.1.2 Any active member of the SAFA as a member of the Board of Directors, student or member of the Executive Committee may be a member of the Publications Committee

8.7.1.3 Any Member Association, Club or other student body that has a vested interest in Publications within the Faculty of Arts may apply to have non-voting membership

8.7.1.3.1 Non-voting membership applies only to the association being a member, if the executives or representatives of the Association wish to be members, they may be in accordance with the above articles.

8.7.1.3.2 The Standing non-voting member associations or clubs on the Publications committee are

- a) Commonhouse Publication (English Department)

- b) Hermes Journal (Undergraduate Journal of Philosophy)
- c) Clio Journal (History Undergraduate Journal)

8.7.1.4 There will be an open selection process for the members of the Committee that will act in a team lead role as defined in the subsequent articles.

8.7.1.4.1 The selection process may include, but is not limited to, the Chair reviewing the resume of the candidate(s) and interviewing the candidates.

8.7.1.4.2 The Team Leaders will work in a more administrative capacity, and their voting rights shall be the same as any other ordinary member of the Committee.

8.7.2 Election of the Committee Members

8.7.2.1 There shall be an election of members of the Board of Directors at the September meeting of the Board and any member will be acclaimed to a seat on the committee

8.7.2.2 There shall be an open posting for students and ordinary members of the SAFA to join the Committee no later than September 30 of each year.

8.7.3 Duties of the Committee

8.7.3.1 In general, the duty of the Publications Committee is to promote the publication of student work at the academic level.

8.7.3.2 The Publications Committee shall be responsible for archiving previous issues of student journals from within the Faculty of Arts

8.7.3.2.1 The Archiving process will continually be updated and indexed, with the ultimate goal of providing a better access format to previous copies of Undergraduate Journal Submissions.

8.7.3.3 The Publications Committee will produce three issues of a journal containing academic work from the previous years Arts Showcase entitled the uOttawa Showcase Journal of the Arts.

8.7.3.3.1 Each issue will contain the work of the three groupings of programs: (1) Fine and Performing Arts, (2) Humanities, (3) Interdisciplinary Programs

8.7.3.3.2 The Committee will select a Team Lead that will be responsible for managing a team of editors that will aid in the publication process.

8.7.3.3.3 No member of the Publications Committee shall be eligible for publication in the journal during the year of their membership on the Committee

8.7.3.3.4 The Committee will have an open call for submissions to the journal, with the exception of the first edition of the journal.

8.7.3.4 The Publications Committee will be responsible in providing aid to Member Associations of the SAFA in the upkeep and maintenance of their own Undergraduate Journals to the best of the ability of the Committee and its Chair

8.7.3.5 The Publications Committee will be responsible for ensuring equitable opportunity for all students, regardless of area of study, to have an opportunity to publish their work in an academic setting

Article 9: Round Tables

9.1 Generalities

9.1.1 The President and all Vice-Presidents shall hold a round table meeting for the respective positions of the Member Associations, as outlined by the Policy 5.

9.1.2 Round table meetings shall serve the purpose of (generally):

- a. Maintaining communication between Member Associations and the SAFA Executive Committee.
- b. Creating a liaison between UOSU round table meetings and the SAFA Member Associations.
- c. Allow a space for SAFA and the MAs to collaborate.

9.2 Presidents Round Table

9.2.1 The PRT will be chaired by the President and attended by the Presidents of the MAs.

9.2.2 The PRT should meet once a month during the Fall and Winter terms and twice during the Spring/Summer terms.

9.2.3 The PRT shall be used as a means of providing and collecting information about the functioning of SAFA and the functioning of the individual Member Associations, as well as tackling Faculty and University wide issues and maintaining solidarity across the Faculty.

9.2.4 In the event that the Board of Directors is unable to reach a consensus on an Executive Honoraria motion the issue will be dealt with by a special meeting of the PRT, as outlined in Article 11.2.4

9.3 University Affairs Round Table

9.3.1 The UART will be chaired by the VP University Affairs and attended by the VPs University Affairs and VPs Academic of the MAs.

9.3.2 The UART should meet once a month during the Fall and Winter terms and twice during the Spring/Summer terms.

9.3.3 The UART will discuss issues relating to academics and programs, as well as anything related to the studies side of University.

9.4 Money Round Table

9.4.1 The MRT will be chaired by the VP Finance and attended by the VPs Finance of the MAs.

9.4.2 The MRT should meet once a month during the Fall and Winter terms and twice during the Spring/Summer terms.

9.4.3 The MRT will discuss anything related to finances of the SAFA, including the audit system. All forms of the SAFA budget must also be approved by the MRT.

9.5 Social Round Table

9.6.1 The VP Social will chair the SRT. It will be attended by the VPs Social and Social Commissioners of the MAs, as well as the SAFA Social Commissioner and 101 Week Coordinator when applicable.

9.6.2 The Director of Philanthropy will co-chair the Social Round Table meetings

9.6.3 The SRT is required to meet twice during the Fall Term and twice during the Winter Term

9.6.4 The SRT will discuss Social events happening on SAFA and the MAs, as well as coordinate MA participation in 101 Week, 12 Days, and the Arts Ball.

9.6.5 The SRT will plan the philanthropic event for 101 Week.

9.6 Communications Round Table

9.7.1 The CRT will be co-chaired by the VPs Communications. It will be attended by all VPs Communications.

9.7.2 It will meet in September and January, as well as stay in communications during the year to organise newsletters and discuss promotions.

9.7 Equity Round Table

9.8.1 The ERT will be chaired by the VP Equity and attended by the VP Equities from the MAs.

9.8.2 The ERT should meet once a month during the Fall and Winter terms and twice during the Spring/Summer terms.

9.8.3 The ERT will discuss Equity and Accessibility issues across the Faculty as well as plan how they will be addressed.

9.8 Franco Round Table

9.8.1 The FRT will be chaired by the VP Franco and attended by VP Francophone Affairs from the MAs. Other interested members from the MAs are invited to attend. The FRT can be run in conjunction with the Bilingualism Committee to allow students to participate.

9.8.2 The FRT should meet twice each term.

9.8.3 The FRT will plan the Franco event for 101 Week and events for Mois de la francophonie. It will also address issues of bilingualism and issues faced by francophones in the Faculty and work on how best to address them.

Article 10: Employees

10.1 Generalities

10.1.1 All Employees of SAFA must fulfil the following:

- a. Be a student, graduate or undergraduate, at the University of Ottawa;
- b. Be bilingual at an intermediate level as defined in By Law #1;
- c. Not be on the executive of SAFA or the UOSU;
- d. Not be on the executive of an MA, with the exception of 101 Week Coordinator;
- e. Not hold another position of employment on SAFA at the same time.

10.1.2 The President and the VP Finance will be on the hiring committee for all employees.

10.1.2.1 The VP Internal will sit on the hiring committee for the Board Chair and Chief Electoral Officer.

10.1.2.2 The VP Social will sit on the hiring committee for the 101 Week Coordinator and the Social Commissioner.

10.1.2.3 The VP Franco will sit on the hiring committee for the Translators.

10.1.3 The payment of Employees will be outlined in Article 11.3 and Article 11.5.

10.1.4 SAFA shall be an equal opportunities employer and shall not discriminate in any manner against candidates seeking employment.

10.1.5 Employees may start their work prior to ratification by the Board, however will not be paid unless ratified by the Board.

10.1.6 The SAFA Executive reserves the right to dismiss any employee.

10.2 Board of Directors Chairperson

10.2.1 The Board Chair must demonstrate knowledge of Robert's Rules of Order and experience in chairing meetings. Knowledge of the SAFA system will be preferred.

10.2.2 The Board Chair's mandate will begin upon their hiring in May and end the following April thirtieth (30th).

10.2.3 The Board Chair will report to the VP Internal and the President.

10.2.4 Duties

10.2.4.1 The Board Chair will chair all Board of Directors and General meetings.

10.2.4.2 The Board Chair will receive agendas from the President, minutes from the VP Internal, and executive updates and Policy 5's from the Executive and distribute them to members of the Board for Board Meetings.

10.3 101 Week Coordinator

10.3.1 The 101 Week Coordinator must show experience in planning and running events. Previous experience with 101 Week is preferred.

10.3.2 The 101 Week Coordinator's mandate will begin upon their hiring in May and end following the close of all 101 Week business in the Fall.

10.3.3 The 101 Week Coordinator will report to the VP Social and the President.

10.3.4 Duties

10.3.4.1 The 101 Week Coordinator, with assistance from the VP Social and the SAFA executive, will plan and run 101 Week in accordance with Article 15.

10.3.4.2 The 101 Week Coordinator will attend all Executive Meetings, SAFA SRTs, SAFA PhilRTs, and UOSU SRTs during their mandate.

10.3.4.3 The 101 Week Coordinator will plan and organize logistics for all 101 Week events.

10.3.4.4 The 101 Week Coordinator will hire guides for 101 Week, including choosing a head guide.

10.4 Chief Electoral Officer

10.4.1 The Elections CEO must demonstrate knowledge of the SAFA Constitution and electoral processes.

10.4.2 The Elections CEO's mandate will begin upon their hiring in January and conclude following ratification of all election results by the Board.

10.4.3 The Elections CEO will report to the President.

10.4.4 Duties.

10.4.4.1 The Elections CEO will run the electoral process of SAFA in accordance with By Law #1.

10.4.4.2 They will have the final say in all matters pertaining to elections, unless overruled by the Board in a two-thirds ($\frac{2}{3}$) majority vote.

10.4.4.3 They will evaluate all nomination forms and present a list of candidates to the Board.

10.4.4.4 They will run an all Candidates meeting for all Candidates running in the election.

10.4.4.5 With assistance from the VP Franco, they will run Language Testing for all candidates that require it.

10.4.4.6 They will evaluate all campaign material and ensure the candidates are respecting the Constitution and By Law #1, with specific emphasis on the Equity Standards and Bilingualism Policy.

10.4.4.7 They will organise a debate during the campaign period.

10.4.4.8 They will count the votes and present the results following the election.

10.4.4.9 They will present the results of the election to the Board for ratification.

10.4.4.10 They will assemble an Elections Office of four (4) members who are not running in the election to assist in functions and decisions of the election.

10.4.5 Chief Electoral Officer for By Elections.

10.4.5.1 The By Elections CEO will complete the duties outlined in Article 10.4.4 but for the By Election they are hired for.

10.4.5.2 The By Elections CEO will be hired in August for the Fall By Election, or prior to the promotion of the By Election or Special Election.

10.4.5.3 The By Elections CEO's mandate will end following the ratification of the election results by the Board.

10.4.5.4 If desired by a two-thirds ($\frac{2}{3}$) majority vote of the Board, the President may act as the By Elections CEO if they are not running in the election.

10.4.6 If a referendum is being held in conjunction with an election, the Elections CEO will act as Referendum Convenor. However, they will not be paid the Referendum Convenor's Honoraria for it.

10.5 Referendum Convenor

10.5.1 The Referendum Convenor must demonstrate knowledge of the SAFA Constitution, SAFA system, and have experience with referendum or electoral matters.

10.5.2 The Referendum Convenor's mandate will begin at their hiring and close following the ratification of the Referendum results by the Board.

10.5.3 The Referendum Convenor will report to the President.

10.5.4 Duties.

10.5.4.1 The Referendum Convenor will run matters relating to Referendums as outlined in Article 13.

10.5.4.2 The Referendum Convenor will ensure that the Yes and No campaigns of the Referendum are following the Constitution and By Laws of SAFA.

10.5.4.3 They will count the votes of the Referendum and present the results following the referendum.

10.5.4.4 They will present the results of the Referendum to the Board for ratification.

10.6 Translators

10.6.1 Preference will be given to applications with education or experience in French-English translation.

10.6.2 The Translators mandate will begin at their hiring and end following the translation of the project they were hired for, or April 30th if hired for the year.

10.6.3 The Translators will report to the VP Franco and the President.

10.6.4 They will do French-English translation for SAFA as required, or for a specific document or documents. They will be paid on a per word basis as outlined in Article 11.

10.7 Additional Employees

10.7.1 The Board can motion for the creation of employees for a specific role by a two-thirds majority vote. This motion must include the duties, mandate, and payment for the employee, as well as who will be on the hiring committee and who they will report to.

10.7.2 The mandate for Additional Employees will end following the completion of the work they were hired for, or on April 30th.

Article 11: Honoraria

11.1 Generalities

11.1.1 All Honoraria Payments must be approved by the Board of Directors in a simple majority vote, with the exception of Transition Honoraria.

11.1.2 No one is allowed to motion for, second, or vote yes or no on their own Honoraria payment and must only abstain.

11.1.3 Ad-hoc changes to honoraria for Translation and Employee Honoraria must abide by the following:

- a. The changes be presented prior to the hiring or ratification of an employee;
- b. Must be presented as a motion to adjust honoraria at the Board with a specific reason why it is being changed, such as increased or decreased workload for that year;
- c. Must be passed by a simple majority at a Board meeting.

11.1.4 Changes to Honoraria as outlined in this Article are to be evaluated like any other Constitutional Amendment, as outlined in Article 17.

11.1.5 The amount of Honoraria listed in this article is the maximum amount that can be paid. The Board can approve lower payments with a valid reason (such as not completing all duties).

11.1.6 If executive Honoraria is changed, all other Honorarias must be reviewed and adjusted accordingly. A motion to adjust them must be tabled within two (2) Regularly Scheduled Board meetings following the Executive Honoraria change.

11.1.7 All motions related to Honoraria must happen during the Honoraria section of Board meetings prior to other Motions and Discussion items.

11.1.8 All Honoraria Payment motions must be approved by a two-thirds ($\frac{2}{3}$) majority vote.

11.2 Executive Honoraria

11.2.1 The President and all VPs are paid an Honoraria of up to \$75.00 per regularly scheduled Board meeting. For the ten (10) Board meetings this equals \$750.00 per executive per mandate year. The Honoraria will be awarded in

recognition of the meeting of specific deadlines and the fulfillment of specific requirements that are outlined in the respective Policy 5.

11.2.1.1 Program Representatives are paid an Honoraria of \$25 per regularly scheduled board meeting. If there are two (2) program representatives for the same Program this payment will be divided equally between them.

11.2.2 In order to receive an Honoraria Payment the executive must present a completed Policy 5 for that month for review by the Board of Directors. They will submit it for review for the first Board meeting following the month of the Policy 5. The Chairperson will tally how many Yes, No, and N/A each executive put for that month

11.2.3 Any director may motion for honoraria, as long as its not their own. This includes not paying full honoraria for missing duties for the month.

11.2.3.1 As the Jurisprudence Committee is formed at the June Board of Directors meeting Executive Honoraria for June will be reviewed and approved at the August Board meeting.

11.2.4 If the Board of Directors is unable to come to a consensus on an Honoraria payment the issue will pass to a special Presidents Round Table meeting. The SAFA President will chair this meeting but will not participate in debate. Each MA will be allotted one vote. Their decision can only be overturned by a 2/3rds majority vote at the Board.

11.2.4.1 If at that Executive Meeting Executive Honoraria is not dealt with an Emergency Board meeting will be called in order to figure out the Honoraria payments.

11.2.5 Executives can be awarded honoraria for other positions if they are the sole person completing the duties outlined in the Policy 5. (Example, the VP University Affairs acting as the President can fill out both Policy 5s and be awarded Honoraria for both positions.

11.3 Employee Honoraria

11.3.1 Honoraria payments for employees will be motioned for by a member of the hiring committee for that position.

11.3.2 The Board Chair will be paid an honoraria of \$25.00 per Board Meeting or General Meeting they Chair.

11.3.2.1 These Honorarias will be paid out in the following manner:

- a. A first payment of \$50.00 for chairing the June and August Board Meetings, presented at the September Board meeting.
- b. A second payment of \$125.00 for chairing the September, October, November, and December Board Meetings, presented at the January Board Meeting.
- c. A third payment of \$125.00 for chairing the January, February, March, and April Board Meetings as well as the Annual General Meeting, presented at the April Board meeting.
- d. Additional payments for chairing General Meetings or Emergency Board meetings will be presented at the following Regularly Scheduled Board Meeting. If these meeting(s) happen following the April Board meeting it will be presented at the June Board meeting of the following mandate year.

11.3.3 The 101 Week Coordinator will receive an Honoraria payment of \$750.00 presented at the September Board meeting, or the October Board meeting if the duties regarding 101 Week are not completed in time.

11.3.4 The Chief Electoral Officer will receive an Honoraria payment of \$100.00 presented at the April Board meeting.

11.3.5 The Chief Electoral Officer for a By Election will receive an Honoraria payment of \$50.00 to be presented at the same Board meeting the results of the By Election are presented for ratification.

11.3.6 The Referendum Convenor will receive an Honoraria payment of \$50.00 to be presented at the next Regularly Scheduled Board meeting following the close of the Referendum.

11.4 Transition Honoraria

11.4.1 SAFA Executives can receive a Transition Honoraria payment of \$25.00 by submitting a transition report by April 30th of the year they are in office.

11.4.2 The new SAFA executive will evaluate the transition reports at the first Executive meeting of the Year and vote to decide if the previous executive deserves their transition honoraria, or if they only deserve a partial payment.

11.4.3 If an executive writes multiple transition reports they are eligible to receive multiple Transition Honorarias

11.4.4 An executive can receive a transition honoraria partway through the year if a vacancy is filled, they write a transition report for the new executive, and no transition report was written for the position the previous year

11.5 Translation Honoraria

11.5.1 The SAFA will hold a reserve of \$500.00 for Translation Honoraria to be paid out on a per-word basis to hired translators to assist with English-French translation.

11.5.2 The reserve amount can be increased in accordance with Article 11.1.3 for a specific project that has a larger word count than \$500.00 can pay out fairly. The recommended per word rate is .16.

11.5.3 Translation Honoraria payment motions can be presented to the Board at any time as long as they are accompanied by a total payment amount which includes the number of words translated in regards to the payment.

Article 12: General Meetings

12.1 Generalities

12.1.1 A General Meeting may be called by the President of SAFA, any Vice President of SAFA, the Board of Directors by a motion passing with a simple majority, or by petition with ten percent (10%) of the SAFA student body signing. These are to be presented to the Board of Directors chairperson.

12.1.2 The Chair, with assistance from the executive, will choose a date and time as well as draft an agenda for the meeting. All these must be presented and advertised to the student body a minimum of 5 business days prior to the meeting.

12.1.3 Quorum at General Meetings:

12.1.3.1 The Quorum of any General Meeting will be 20 SAFA members. The Chair will not count for this number.

12.1.3.2 Executives of SAFA will count towards the quorum of members. SAFA Executives are also required to attend all General Meetings. If they are unable to due to extenuating circumstances, they must alert the Chair, provide any relevant written opinions or other information in a report to be shared by the chair. The missing executive should also elect another SAFA executive to be their proxy.

12.1.3.3 All Member Associations are responsible for ensuring at least one representative is in attendance at all General Meetings.

12.1.3.4 Proxies will count towards quorum.

12.1.4 Proxies

12.1.4.1 A SAFA member can send a request to the Chair to become a proxy of another member if they are unable to attend. They must include their name, student number, uOttawa email, as well as the student that will be proxying them.

12.1.4.2 A SAFA member can only proxy up to five other members.

12.1.4.3 A SAFA Executive can only act as a proxy for other executives.

12.1.4.4 Proxies must be registered prior to the official starting time of the meeting.

12.1.5 The Chair of the Board of Directors will chair all General Meetings.

12.1.5.1 If the chair is unable to attend a General Meeting, the President will chair.

12.1.6 The VP Internal will be the secretary for all General Meetings.

12.1.6.1 If the VP Internal is unable to attend a General Meeting, another member will be elected as Secretary.

12.1.7 The Order of Business for all General Meetings will be as follows:

- a. Opening of Meeting
- b. Election of the Chairperson
- c. Election of the Secretary
- d. Adoption of the Agenda
- e. Discuss of the Item(s) leading to the General Meeting
- f. Question period
- g. Varia
- h. Closing of the meeting.

12.2 Annual General Meetings

12.2.1 The Annual General Meetings are special General Meetings that must be called twice a Mandate year no later than the final date of classes in the Fall and Winter Terms.

12.2.2 AGMs are to be organised by the VP Internal, with assistance from the President and Chairperson.

12.2.3 The Quorum of an AGM will be the same as any other General Meeting.

12.2.4 The Order of Business of an AGM will be as follows.

- a. Opening of Meeting
- b. Election of the Chairperson
- c. Election of the Secretary
- d. Adoption of the Minutes from the previous AGM, as well as any General Meeting minutes since the last AGM.
- e. Adoption of the Agenda.

- f. Yearly Reports from the SAFA Executives.
 - g. Question period relating to executive reports
 - h. Presentation of the SAFA budget.
 - i. Review of all constitutional changes made by the Board since the last AGM.
 - j. Motions from Members.
 - k. Motions from the Floor.
 - l. Question period.
 - m. Varia
 - n. Closing of Meeting
- 12.2.5 The date, time, location, and agenda for an AGM must be presented and shared with SAFA members no less than 10 days prior to the meeting.
- 12.2.6 Members of SAFA must have at least 25 days prior to an AGM, and up to 24 hours before the AGM, to submit motions to the Chair or VP Internal to be discussed during “Motions from Members”.
- 12.2.7 Barring time restraints, motions will be taken from members from the floor. If they are not in both languages a recess can be called to attempt to translate the motion to the best of the Executive’s ability.

Article 13: Referendum

13.1 Calling of a Referendum

13.1.1 A referendum can be called by the following ways:

- A. a resolution adopted by two-thirds of members present at a meeting of the Board of Directors.
- B. a petition containing the name, student number, and signature of five (5) percent of the SAFA membership,
- C. by the process of an annual general meeting or by a general meeting comprised of at least 100 members.

13.2 The Referendum Convenor

13.2.1. A Referendum Convenor shall be appointed by the Executive Committee and ratified by the Board of Directors. This person shall fulfil the same roles as the CEO of the General Elections, as defined in Section 8.

13.2.2 If the Referendum is being run in conjunction with an Election, the Elections CEO will act as Referendum Convenor.

13.3 The Referendum Question

13.3.1 The referendum question shall be determined by a resolution of the Board of Directors. This question shall be clear, concise, unambiguous, and answerable by "Yes" or "No".

13.4 Procedure and appeal

13.4.1 Only two committees may be formed for the purpose of the referendum campaign, a "Yes" committee and a "No" committee.

13.4.2 The referendum shall be held at least twenty (20) days after the question has been determined.

13.4.3 The rules governing voting during a referendum shall be those defined in By Law #1, where applicable.

13.4.4 In order for a referendum to be valid, five (5) percent of all SAFA members must have exercised their right to vote. A simple majority of votes cast determines the adoption or the rejection of the referendum proposal.

13.5 Validity

13.5.1 The Board of Directors and the Executive Committee are bound by the results of a referendum.

13.5.2 The Board must approve the results of a referendum by a simple majority. The results can only be overruled if the Board feels the Referendum was done unfairly or corrupted in some way that impacted the results of the Referendum.

Article 14: SAFA as a Corporation

14.0 The following article is intentionally left blank in order to be expanded upon following the reactivation of the SAFA corporation.

14.1 The SAFA is a recognised non-for-profit corporation incorporated with the Province of Ontario in 2022. Thus, the SAFA must follow the directives of the Not-for-Profit Corporations Act, 2010 of the Province of Ontario.

14.1.1 In this article, the use of the word Corporation will be in regards to the SAFA.

14.1.2 In this article, the use of the word Act will be in regards to the Not-for-Profit Corporations Act, 2010. Any other governmental acts will be referred to by full name.

14.2 General Items

14.2.1 The following will be recognised as the registered office of the SAFA:
0035-60 University Private, Ottawa, ON, K1N 6N5.

14.3 Members

14.3.1 In order to be registered as an official director of the corporation a SAFA member must:

- A. Be an individual;
- B. Be at least eighteen (18) years of age;
- C. Not be found to be incapable of managing property by the Substitute Decisions Act, 1992, the Mental Health Act, or by any court in Canada or elsewhere;
- D. Not hold the status of bankrupt.

14.3.2 Directors

14.3.2.1 The total number of Directors of the Corporation will be viewed as a combined number of the following: 1) the total number of President, Vice President, Director, and Representatives positions of the SAFA Executive outlined in Article 7; 2) the total number of Member Associations multiplied by two; 3) the total number of Registered Clubs.

14.3.2.2 As outlined in Article 4 any executive committee members of a MAs executive may fulfil the role of Director at a Board meeting. For the purposes of the corporation, the President and Vice President of Finance (or equivalent roles) will be registered as Directors of the corporation.

14.3.2.3 In addition to being directors of the Board, the President and Vice Presidents of the SAFA will be officers of the Corporation. In regards to the Act each position of the SAFA Executive will be viewed as the following roles in the corporation.

- A. The President will be President of the Corporation;
- B. The VP Internal will be Corporate Secretary of the Corporation;
- C. The VP Finance will be Treasurer of the Corporation;
- D. The remaining VPs will be Vice Presidents of the Corporation.

14.3.2.4 The Chair of the Board of Directors will be registered as the Chair of the Corporation.

14.3.2.5 Other employees or non-voting members of the SAFA will not be registered as Directors of the Corporation.

14.4 Records of the Corporation.

14.4.1 The SAFA, including the MAs and Clubs, are bound to these record keeping regulations.

14.4.2 All meeting minutes of the SAFA must be saved for the entire existence of the Corporation, this includes:

- A. SAFA Executive Meeting Minutes;
- B. Board of Directors Meeting Minutes;
- C. Minutes from all General Meetings;
- D. Minutes from all Round Tables and Committees;
- E. Minutes from all executive meetings of the MAs;
- F. Minutes from any General Meetings, General Assemblies, Committees, or similar bodies of the MAs;
- G. Minutes from all General Meetings, General Assemblies, Committees, and Executive meetings of the Clubs.

14.4.3 All financial documentation, including but not limited to cheque stubs, void cheques, receipts, contracts, and audits must be kept for seven (7) years following the close of the financial period as outlined in By Law #2. Following this time, SAFA or the MA can elect to destroy the records. Virtual records must be deleted from the Google Drive entirely, including in emails. Virtual Documents stored on hard drives, discs, computer sticks, or other items must be completely cleaned out before the physical items can be thrown away. Physical documents must be shredded.

14.4.4 All Constitutions, By Laws, and other official governing documents of SAFA, the MAs and the Clubs must be kept for the entire existence of the Corporation. If any of these documents are amended they must be submitted to the SAFA at least ten (10) days following the amendment being approved.

14.4.5 All in camera minutes of the Board; Physical ballots from elections and referendums; must be kept in the SAFA Office for all time of the Corporation.

14.4.6 The following documents must be kept for five (5) years after the fiscal year they were created in, following which they can be shredded.

- A. Signed contracts for Locker Rentals; Café Alt Rentals; 101 Week Guides; 101ers; or agreements for trips and other events.
- B. Nomination forms for Elections.
- C. Any other contract or agreement signed by a Director on behalf of the SAFA or a subsidiary.

14.4.7 Student Lists of the SAFA must be destroyed following the end of the mandate and after receiving a new Summer and Fall provisional student list from the UOSU.

14.5 Financial Reporting of the Corporation

14.5.1 As outlined in By Law #2, SAFA and the MAs and Clubs will complete and submit audited financial statements for review. The UOSU will act as Auditor for the SAFA, and the VP Finance will act as auditor for the MAs and Clubs.

14.5.2 Following approval and return of an Audit by UOSU, the SAFA Audit will be presented to the MRT and the Board of Directors for review.

14.5.3 Members of the SAFA can request access to view the audited financials of the SAFA at any time following the approval of the Audit by the Board unless the audited financials are more than seven (7) years old. Specific members of an MA can request these financials from their MA after they have been approved by the SAFA.

Article 15: 101 Week

15.1 101 Week will fall during the first week of the Fall term.

15.2 101 Week will consist of activities of an academic, equity, or social nature in order to transition incoming students into University life and allow them opportunities to meet peers.

15.3 The organisation of 101 Week will fall to the 101 Week Coordinator and the VP Social.

15.4 All events of 101 Week will be organised by the 101 Week Coordinator and the VP Social with the following exceptions. The 101 Week Coordinator and VP Social will assist these individuals in planning their events.

15.4.1 The VP Philanthropy will organise the events for Phil Day.

15.4.2 The MAs and the Program Representatives will organise events on MA Day for students in their respective program(s). The 101 Week Coordinator and VP Social will also organise an event during MA Day for students who don't currently have a Program Representative or active MA.

15.4.3 The VP Equity will organise an Equity related event.

15.4.4 The VP University Affairs will organise an academic related event.

15.4.5 The President will organise a "What is SAFA?" event to introduce students to the SAFA system, including how it works, what it offers, and how they can get involved.

15.4.6 The VP Franco will organise a french-language event for Francophone arts students.

15.5 All functions of 101 Week must be in line with the Equity Standards, Bilingualism Policy, and the UOSU's 101 Week Code.

15.6 The 101 Week Coordinator and VP Social will hire a group of guides for 101 Week.

15.6.1 All executives of SAFA are required to be guides.

15.6.2 All members of the MAs are expected to be guides.

15.7 All 101 Week events must have at least two (2) of any of the following Present: SAFA Executives, 101 Week Coordinator, Head Guide. They must also have at least one person present who is First Aid certified.

Article 16: Student Lists

16.1 The student lists will be managed and organised by the President and the VP Internal.

16.2 All SAFA Executives and Employees needing access to the student lists will be required to fill out the consent forms from UOSU.

16.3 The following executives and employees of SAFA will have access to the Student Lists:

- a. President
- b. VP Internal
- c. VP University Affairs
- d. VP Finance
- e. VP Communications Anglophone
- f. VP Communications Francophone
- g. By Elections CEO
- h. Elections CEO

16.4 Member Associations will receive student lists with students in their program. Any person from the MAs can be given access to the student lists if required. Members of the MA must submit the consent form to the VP Internal if they wish to have access to that year's lists. Additionally, a President's letter must be submitted listing all executives of the MA who will have access to the student lists. Changes to who can have access to the lists can be made by submitting additional consent forms and a new President's Letter.

Article 17: Clubs

17.1 Registering a Club

17.1.1 A club wishing to join SAFA must fulfil the following criteria:

- a. Directly relate to a program of the SAFA.
- b. Not overlap the services already offered by SAFA, an MA, or another Club.
Must also not replace or seek to replace any of the functions of SAFA or an MA offered to a specific group of students.

17.1.2 The said club must make a request to register with SAFA addressed to the President of SAFA. Following which the matter will be discussed at the next regularly scheduled Board meeting, which its membership must be approved by a 2/3rds majority vote.

17.2 Guidelines

17.2.1 All clubs must abide by the Equity Standards and Bilingualism Policy of the SAFA.

17.2.1.1 If the club is related to the programs in the Department of English or *Département du français*, it is only required to function in English or French.

17.2.2 All clubs must have a Constitution that is submitted to the SAFA Executive.

17.2.3 All clubs must submit meeting minutes to the SAFA.

17.2.4 The Chief Spokesperson and the Financial Representative of the Club must be elected by the membership of the Club in a democratic matter as outlined in By Law #1.

17.2.5 The Chief Spokesperson of the club will attend all SAFA PRTs.

17.2.6 The Financial Representative of the club will attend all SAFA MRTs.

17.2.7 Each club will be allotted one email account in the @artsuottawa.ca domain.

17.2.8 Clubs will have one voting seat at all BODs, and must send at least one representative to each regularly scheduled BOD.

17.3 Finances

17.3.1 All clubs must submit budgets and audits to the SAFA VP Finance on the same timeline as MAs, as outlined in By Law #2. Clubs will be subjected to the same penalties for late audits as MAs.

17.3.2 Clubs will apply for funding through the Clubs Funding program, though SAFA will not fund all activities of the clubs and clubs are encouraged to seek funds from other sources.

Article 18: Constitutional Amendments

18.0 Constitutional Amendments will be defined as any changes to the SAFA Constitution (English version and French version), the five (5) By Laws, or the Policy 5 charts.

18.1 All Constitutional Amendments must be passed at an Annual General Meeting by a two-thirds ($\frac{2}{3}$) majority vote or at two separate Board of Directors meetings, also passing by a two-thirds ($\frac{2}{3}$) majority vote each time.

18.2 The SAFA executive can make minor amendments to the Constitution (such as fixing spelling, grammar, syntax, or layout issues; updating the list of programs to be inline with the Faculty's offerings; and to update language that is not equitable or no longer acceptable). These amendments must not change the inherent meaning of the Articles they modify. They must be passed by a two-thirds ($\frac{2}{3}$) majority vote at an executive meeting, then be verified by a simple majority vote at the next Board meeting.

18.3 Amendments to one language version of the Constitution must be made to the opposing language's version at the same time.

18.4 Unless otherwise specified, all Constitutional amendments will take effect ten (10) business days following the General Meeting or Board Meeting they are approved at.

By Laws of the SAFA

Section 1: Generalities

1.1 The Bylaws of the SAFA shall be considered part of the Constitution of the SAFA

1.1.1 The Bylaws of the SAFA are a separate piece of the constitution of the SAFA but must be amended in accordance of the Constitution

1.2 The references in the bylaws are references to the bylaws and not to the constitution.

1.2.1 Otherwise the references to the Constitution shall be made clear.

Section 2: Bylaws of the SAFA

2.1 The following are the bylaws of the SAFA

Bylaw #1 - Elections

Bylaw #2 - Finances

Bylaw #3 - Scholarships

Bylaw #4 - Café Alternatif

Bylaw #5 - Policy 5s

By Law #1 - Elections

Section 1: General Provisions

1.1 The Elections By Law will be the authority on all electoral matters of the SAFA and will take precedence over any section of the SAFA Constitution in relation to Elections. It will also take precedence over all MA and Club Constitutions.

1.1.1 The rules of the By Law can only be overturned by a 2/3rds vote of the Board of Directors.

1.2 The Elections CEO will be the final authority on all Electoral matters and disputes.

1.2.1 The ruling of the CEO can only be overturned by a 2/3rds majority vote of the Board of Directors.

1.3 All Executives of the MAs must be elected in the General Election. If an MA would like to run their general election independently they must inform the President of SAFA at least 14 days prior to the starting date of the election.

1.4 All MAs are bound to the electoral rules in this document. If opting out they must prove their election is being run in a free and democratic manner with respect to this By Law.

1.5 All members elected to the Executive of SAFA or of an MA in a general election must be ratified by the Board of Directors. Any results not ratified by the Board will make the position vacant.

1.5.1 MAs running an independent General Election must have their results ratified by the Board of Directors prior to the beginning of the new mandate.

1.5.2 Results of the By Election must be ratified by the Board.

1.5.3 Any members appointed to the SAFA Executive following a Special Election or Application must be ratified by the Board of Directors. This does not apply to MAs who fill vacant positions in an independent By Election, Special Election, or Application Period. The results of these elections simply need to be shared with the President of SAFA at least five (5) days following the end of the Election or approval vote of the MA's executive.

Section 2: Language Testing & Bilingualism

2.1 All Executive Members of the SAFA must be Bilingual at an intermediate level. Executive candidates can prove this by completing a bilingualism test administered by the VP Franco Affairs or with the submission of one of the following forms of documentation.

- a. An official language test proving their proficiency at an intermediate level, such as a DELF, official Canadian government test, OLBI test, or test of similar standard. The standard for other tests is to be judged at the discretion of the CEO.
- b. Submitting proof of passing at least 12 units (four courses) in that language at the 2000 level or higher. These courses must not be in English or French as a Second Language. Bilingual courses or courses not in English or French will not be counted.

2.1.1 If an executive candidate submits any of these as proof as opposed to taking the SAFA language test, they will additionally be required to have a conversation in both languages with the VP Franco Affairs to confirm their proficiency in the language.

2.2 In the event that no candidates come forward that reach the language proficiency required, the language requirement can be waived and only proficiency will be required in one language.

2.2.1 This will not apply to the President or the VP Equity, who must be bilingual at an intermediate level.

2.2.2 For the VP Franco Affairs and VP Comms Franco, the language of proficiency must be French.

2.2.3 For the VP Comms Anglo, the language of proficiency must be English.

2.3 Results of the SAFA language test will be valid for 2 years following the completion of the test, and can be used to fulfil language requirements in subsequent elections.

2.4 Any MA with language requirements for select positions will follow the testing rules in this document.

Section 3: Elections Office

3.1 The Elections CEO will be the head of the Elections Office and be the final say on all elections matters.

3.1.1 The CEO will be hired as outlined in Article 10 and must be approved by the Board of Directors. Additionally, preference will go to an Elections CEO who is outside of the SAFA voting body.

3.2 The CEO will assemble an elections office with a minimum of four members on it. These members will assist the CEO in elections related tasks and on rulings related to electoral disputes.

3.3 The CEO and members of the Elections Office are not permitted to run in the General Election or the Election for an MA executive at the same time as they are in the office.

3.4 Members of the SAFA or an MA Executive can be part of the elections office if they are not running again.

Section 4: Election Timelines

4.1 The election timeline must be approved by the Board of Directors prior to the beginning of the election. Additionally, the complete timeline must be available to the members by the first day of nominations.

4.2 There must be at least two weeks of promotion and nomination period allocated for the election.

4.3 There must be at least one and a half weeks of campaigning allocated for the election.

4.4 The dates and times for the All Candidates Meeting, Language Testing, and the Debate must be included in the elections timeline.

4.5 There must be a minimum of 48 hours given for SAFA members to vote, with at least 1 day taking place during regular business hours.

4.6 The Voting period for a general election must be completed and the results posted at least 4 days before the Board of Directors meeting where the results will be ratified.

4.7 The General Election must be finished by the last day of classes in winter term.

4.8 The Fall By Election must begin by the Monday of 101 Week.

Section 5: Nominations

5.1 Any member of the SAFA is eligible to nominate themselves for a position on the SAFA Executive.

5.1.1 All SAFA Executive Positions have specific eligibility criteria that must also be met by the member.

5.1.2 Students with a minor or microprogram are eligible with some restrictions as outlined in Article 3 of the Constitution.

5.2 Any member of the SAFA is eligible to nominate themselves for a position on the MA Executive for their program. Article 5 details what programs are represented by each MA.

5.3 Any member of the SAFA is eligible to nominate themselves for a Program Representative position for the Program they are enrolled in. These are outlined in Article 7.11.

5.4 All candidates seeking election must submit a completed nomination form to the CEO by 11:59PM on the last day of the nomination period. They can be submitted virtually to elections@artsuottawa.ca or physically to the SAFA Office. Nomination forms submitted to other locations will not be considered.

5.4.1 Late nomination forms may be accepted at the discretion of the CEO. Candidates who submit late are not permitted to campaign until they have met with the CEO and had their form approved.

5.5 The nomination forms must include a specific number of signatures as stated below. Candidates for the SAFA executive can have signatures from any member of the SAFA membership. Nomination forms for MAs or Program Representatives can only contain signatures from students within the program the Representative or /MA represents. The total number of signatures in a general election are as follows.

- a. 20 for the President or a VP of the SAFA
- b. 10 for a program rep or MA with a student population exceeding 150 students
- c. 5 for a program rep or MA with a student population below 150 students.

5.5.1 Where an MA or Program falls will be based on the student lists for that year and must be approved by the Board of Directors prior to the start of the nomination period.

5.6 Students who submit an incomplete nomination form will have the opportunity to correct it once at the discretion of the CEO.

Section 6: All Candidates Meeting

6.1 The CEO, with assistance from the President, will hold an all candidates meeting. This meeting will be recorded.

6.2 All candidates are required to attend the meeting. If they are unable to attend they must inform the CEO prior to the meeting and arrange another time to meet with the CEO.

6.3 Candidates are not permitted to begin campaigning unless they have attended the All Candidates Meeting or another meeting with the CEO.

6.4 The All Candidates Meeting will be run bilingually and give candidates an overview of the Electoral Process, including any relevant pieces of the SAFA Constitution. Candidates will be able to ask questions relating to the election to the CEO and President.

6.5 Bilingualism testing can only begin following the All Candidates Meeting.

Section 7: Campaign Period

7.1 All candidates and volunteers are responsible for informing themselves of the SAFA Constitution with specific notice to the Elections By Law to ensure they are campaigning in a fair and equitable manner.

7.2 Campaigning will begin at 12:01AM on the first day of the Campaign Period and end at 11:59PM on the last day of the Campaign Period.

7.3 *Volunteers*

7.3.1 All candidates are allowed to have up to three (3) campaign volunteers. A volunteer is someone who provides, free of charge, their personal services, under the conditions that they are doing this work voluntarily and separate from their regular, paid employment. The person may not render professional volunteer labour.

7.3.1.1 Volunteers must not be a SAFA or MA Executive, on a committee of SAFA or an MA, on the executive of a SAFA club, an

employee of the SAFA, or running in a SAFA or MA Election at the same time.

7.3.1.2 A volunteer can only volunteer for one candidate.

7.3.2 Names of volunteers must be submitted to the CEO for approval.

7.3.3 Volunteers are subject to following the rules and regulations of the SAFA Constitution. The candidate assumes the responsibility for the actions of their volunteers in relation to the campaign.

7.3.4 Volunteers must be students at the University of Ottawa.

7.4 General Campaign Rules

7.4.1 All candidates must familiarize themselves with the electoral rules and regulations

7.4.2 All campaigns must be run independently and free of any affiliation or endorsement from another candidate. Candidates are also not permitted to receive any endorsements from a sitting executive of SAFA or an MA

7.4.3 Endorsements

7.4.3.1 Candidates are not permitted to endorse any other candidate.

7.4.3.2 Current executives of SAFA or an MA, employees of SAFA, the SAFA, or an MA or Club of SAFA is permitted to endorse any candidate.

7.4.3.3 Candidates may receive endorsements from other clubs, associations, or students at uOttawa. These endorsements must be given freely and not exchanged for goods or services. Any body endorsing a candidate must approve the endorsement at an official meeting. Minutes from this meeting must be submitted and approved by the CEO before the endorsement can be publicized. If the candidate is on the executive of the organization they are not permitted in the meeting while an endorsement of them is being discussed.

7.4.4 Platforms

7.4.4.1 All candidates must submit a platform to the CEO by the fifth (5th) day of campaigning at the latest. Platforms must be no more than 400 words bilingually and contain the candidate's name, what position they are running for, and any links to other platforms they are campaigning on (such as websites, social media profiles, etc.)

7.4.4.1.1 Candidates for the SAFA executive must submit their platforms bilingually.

7.4.4.1.2 Candidates for an MA are able to submit a unilingual platform of no more than 200 words to be translated. However, unilingual platforms must be submitted to the CEO by the third (3rd) day of campaigning.

7.4.5 All candidates must be present for the official debate. If any candidate is unable to attend due to a prior commitment they must alert the CEO prior to the beginning of the campaign period and provide an alternative way for students to reach them. The CEO will chair the debate and share the rules of the debate prior to its beginning.

7.4.6 All campaigns must abide by the SAFA Equity Standards and Bilingualism Policy. In this all campaigns must be free from harassment and prejudice and must be bilingual.

7.4.6.1 Campaigns for positions on UESA or for the English Program Representative are only required to be done in English.

7.4.6.2 Campaigns for positions on AEDF or for the Lettres françaises Representative are only required to be done in French.

7.4.7 All campaign materials must not include any logos of SAFA or an MA.

7.4.8 Candidates are not permitted to use the resources of SAFA, an MA, or a SAFA club for their campaign. Use of resources from another club, organisation, or group are also forbidden.

7.5 Physical Campaign

7.5.1 Any posters for the candidate must contain the candidates name, position they are running for, and the voting days.

7.5.2 Any physical campaign materials must comply with the posting regulations stipulated of all individual University buildings as well as the regulations of the University of Ottawa with regards to University grounds.

7.5.2.1 Physical campaign materials are only permitted in the following uOttawa buildings:

- a. Simard Hall
- b. Hamelin Hall
- c. 100 Laurier
- d. Perez Hall
- e. Desmarais Building (Floors 1 and 2, any floor containing a Faculty of Arts department)
- f. Labo
- g. Academic Hall
- h. Séraphin-Marion
- i. Morisset Library (Floors 00 and 0)

7.5.3 All physical campaign materials must be removed by the candidate five days following the posting of election results.

7.5.4 Classroom presentations

7.5.4.1 Candidates are able to give a presentation in any Faculty of Arts class of up to three minutes. The candidate can make this presentation in the language of their choosing and must receive permission from the Professor prior to the presentation.

7.6 Virtual Campaign

7.6.1 Web sites and social media are permitted to be used for campaigning. All links to these must be submitted to the CEO before starting to campaign using them.

7.6.2 The use of virtual communities, such as Discord and Facebook, is permitted to be used. The CEO must be added to any of these groups.

7.6.3 All accounts must include the Candidates name, the position they are running for, and the voting days.

7.6.4 No updates or posts to these accounts are permitted after the campaign period has closed. This includes sharing the link with people or following people with the account.

7.7 Campaign financing

7.7.1 All candidates are entitled to spend up to fifty dollars (50\$) on their campaign which will be reimbursed following the voting days. Any candidate who spends above \$50 will not have any expenses reimbursed.

7.7.2 Candidates must keep all receipts from expenses for their campaigns to be submitted along with a reimbursement form. This form will be sent out by the CEO on the last day of the campaign period.

7.7.3 Volunteers may incur spending for their candidate, however these expenses will be counted towards the candidates spending limit.

7.7.4 Any supplies purchased for a campaign will be counted at full price regardless of the amount of supplies used in the package.

7.7.5 Any services purchased by the candidate must include a contract or receipt. If not, they will be counted at the market value of the service as determined by the CEO.

7.7.6 All receipts and a completed form must be submitted to the CEO no later than five (5) days after the posting of the Election results. The SAFA is not required to reimburse candidates who submit reimbursement requests following this deadline.

7.7.7 Candidates are strictly forbidden from combining their financial, material, and personal resources during the campaign.

7.7.8 Any personal materials used for a campaign (such as a paid Image Editing Software, Printers for Posters, etc.) that are not purchased for the specific use of campaigning must be declared in these reimbursement requests. Any totals of personal resources deemed to be in extreme excess by the CEO will be counted towards electoral expenses at the market value as decided by the CEO.

7.8 Candidates currently on the Executive of SAFA or an MA.

7.8.1 Any candidates who are currently on the Executive of SAFA or an MA are still able to continue their volunteer work with some restrictions.

7.8.2 They are only permitted to be in the office of SAFA or MA if they are there to complete their office hours or attend an official meeting of the executive, the Board of Directors, or a Committee. They are not permitted to be inside any SAFA or MA office outside of these times.

7.8.2.1 Candidates can request permission from the CEO to enter an office prior to with a valid reason. The CEO must grant this permission in a written fashion, but are not required to.

7.8.3 Candidates can express their current position within the SAFA as part of their campaign. However they are forbidden to use any information available to them due to their position within the SAFA

7.8.4 Candidates are able to attend events organised by SAFA or an MA during the campaign period, however they are strictly prohibited from campaigning of any kind at or near these events.

Section 8: Vote Counting, Results, and Contestation

8.1 Members are only able to submit one vote during an election they qualify for. The total number of individual elections or referendums a member can vote in will depend on the program(s) they are registered in.

8.2 Contested elections will be run with a ranked ballot, with the candidate receiving the most votes winning.

8.3 Uncontested elections will be run with a Yes or No Ballot. In order to be elected the candidate must receive a Yes vote of at least 2/3rds.

8.4 Names on a contested ballot will appear in alphabetical order by last name, names will be written exactly as they are written on the nomination form.

8.5 Options on uncontested ballots or referendums will appear in the following order: Yes, No, Abstain

8.6 Voting will be conducted using a virtual ballot sent to SAFA members uOttawa emails.

8.6.1 The virtual ballot must be completely anonymous with unique access codes sent to each voter. The results must be automatically counted and delivered following the closing of polls.

8.6.2 The President of SAFA will officially order the ballots prior to the first voting day. The CEO will provide oversight to this process to ensure it is fair and not in violation of this By Law.

8.6.2.1 In the event the President of SAFA is running in the election they can still order the ballots with direct supervision from the CEO or have another SAFA Executive or the Chair order the ballots if they are not running in the election. This choice will be at the discretion of the CEO.

8.7 All members who paid a student free during at least one term of the mandate year of the election will be sent a ballot. Any students who opted into the SAFA list during that mandate year will also receive a ballot.

8.8 All members will be eligible to vote on all SAFA Candidates. Only members in the Program of a Program Representative or MA will be eligible to vote in those elections. If a student has multiple programs under SAFA they will only be eligible to vote in multiple if they have opted in with their additional programs, otherwise only their main program will be used to decide voting eligibility.

8.9 For a referendum run with an election these same rules will apply if the referendum is only for certain student groups.

8.10 The CEO will have a minimum of 24 hours following the closing of polls to share the results with the SAFA VPs Comms to be posted.

8.11 Any candidate is able to contest the results of an election or referendum for five (5) days following the official posting of the results. An election may only be disputed on the grounds of fraud or irregularity.

8.11.1 The decision of the CEO in disputed matters is final.

8.12 Any candidate may request a recount by submitting a request to the CEO within two days following the posting of the results.

8.13 In the event that in a contested election the winning candidate beats the runner up by ten votes or less a recount will automatically take place.

8.14 In the event an uncontested election or referendum results are only won by 5 votes or less a recount will automatically take place.

Section 9: Complaints and Issues related to an Election or Referendum

9.1 Complaints about a campaign or candidate

9.1.1 Any candidate, volunteer, or member of the SAFA can submit a complaint about a candidate or campaign being in violation of the SAFA Constitution, with specific notice to By Law #1, to the CEO via email or in writing. This will include any special rules adopted by the Board of Directors for the election.

9.1.1.1 This will also include any complaints about the election process in general.

9.1.2 These complaints will be divided into minor or major infractions. A minor infraction will be defined as an action that does not directly affect the actual outcome of the election. A major infraction will be defined as an action which does directly affect the actual outcome of the election.

9.1.3 Any candidate who receives a complaint must be contacted in writing about the complaint and the action being taken by the CEO in a timely manner.

9.1.4 A minor infraction can be dealt with in any of the following ways, at the discretion of the CEO:

- a. A meeting and formal warning against the candidate;
- b. The request to remove specific physical or virtual campaign materials without the right to repost them at a later date;
- c. Removal of their electoral spending limit, either partially or fully;
- d. The refusal to reimburse any expenses incurred during their campaign.

9.1.5 A major infraction will result in a meeting between the candidate and the CEO to be scheduled at the earliest opportunity possible.

9.1.5.1 The ultimate course of action for any major infractions shall be the immediate resignation of the candidate and / or the

immediate removal of the candidate from the ballot. If the ballot is already being voted on the candidate will not be elected regardless of the result.

9.1.6 The candidate reserves the right to appeal any decision made by the CEO in regards to major or minor infractions to the rest of the Elections Office for discussion.

9.1.7 Following the ruling of the Elections Office, the candidate is entitled to appeal the decision to the Board of Directors. They can do this by addressing an email to the President of SAFA and the Board Chairperson. The Chair will then organize an emergency meeting of the Board of Directors to deliberate and form a ruling. In this, the ruling of the Board is final.

9.1.7.1 Depending on the severity of the infraction against impeachable offenses in the SAFA constitution the Board of Directors reserves the right to declare the ruling an official impeachment and bar the candidate from holding office in SAFA or any MA in the future. They reserve the right to hold the ruling as an impeachment regardless of if the decision was appealed. In this, the voting on the ruling will be run in accordance with the rules for impeachment in article 6.

9.2 Complaints against the CEO or elections office.

9.2.1 Any complaints about the CEO or Elections Office can be directed to any combination of the following:

- a. The President;
- b. The Chair of the Board of Directors;
- c. The VP Equity, if the complaint is related to the Equity Standards;
- d. The VP Franco, if the complaint is related to the Bilingualism Policy;
- e. Another Executive of the SAFA if the above four are running in an election.

9.2.2 Minor complaints will be defined as anything that will not impact the results of the election. These can be dealt with by formal warning sent to the CEO or the member(s) of the Elections Office.

9.2.3 Major complaints will be defined as anything that will impact the results of the election or directly fall under any of the impeachable offenses listed in Article 6.

9.2.4 A major complaint can result in a trial by the Board of Directors against the member of the Elections Office. Additionally, as outlined in Article 6.1.6, the CEO or member of the Elections Office can be dismissed by the SAFA Executive at any time.

9.2.4.1 Similar to 9.1.7.1 above, the Board of Directors can view the ruling of a major complaint as similar to an impeachment and vote on impeachment. This would bar the member of the Elections Office from holding any office on SAFA or an MA.

9.3 If any major complaints could impact the results of part or all of the election the Elections Office, President, and Chairperson reserve the right to pause a portion or the entirety of the election until it is resolved via the Board of Directors. (An example of a portion is the election for one MA being paused while the rest of the election continues, with the MA election resuming at a later date.

9.3.1 The Board of Directors and all candidates must be informed of this within 24 hours following the decision to pause. All campaigning must be paused as well, although posting already made can remain posted.

9.3.2 The Board of Directors reserves the right to vote to overturn a pause and resume the election. Any three (3) directors can make this request in writing to the President and the Chairperson. This vote must be approved by a two-thirds majority.

9.3.3 Following a pause, the President and CEO will draft an updated election timeline which will be shared with the entire membership the day before the pause ends. The timeline must allow for the exact number of days that remained before the pause unless there are not enough days in the mandate to complete and approve the election results.

Section 10: By Elections

10.1 All By Elections will follow the rules of the General Election.

10.2 By Elections can only take place after the June BOD meeting and before the February BOD Meeting.

10.3 A By Election can be initiated by a majority vote of the Board of Directors at least twenty (20) days before the proposed start of the nomination period.

10.4 MAs are not bound to run vacant positions in a By Election but are able to opt in to a By Election by informing the SAFA President ten (10) days before the beginning of the nomination period. This will include the list of positions being run and any eligibility criteria or related information about the positions.

10.5 Fall By Election

10.5.1 The Fall By Election must begin on the Monday of 101 Week, and must have its results posted no later than five (5) days before the October BOD Meeting.

10.5.2 MAs must inform their intent to opt-in to the Fall By Election at least five (5) days before the August BOD.

10.5.3 Any vacant positions on the SAFA, including President, all Vice Presidents, and all Program Representatives, that are not filled by the August BOD must be run in the Fall By Election.

10.5.4 The Fall By Election will be the first opportunity for the office of First Year Representative to be filled.

Section 11: Application Periods

11.1 The SAFA can choose to run Application periods at any time outside of the General Election and Fall By Election to fill vacant positions. MAs can choose to run application periods at any time outside of the General Election.

11.2 Application periods can be started by a majority vote at the Executive Meeting of SAFA or the MA. Following an application period SAFA Executives must be ratified into their positions at the next regularly scheduled BOD. MAs must submit the results of their Application Period to the SAFA Chairperson, President, and VP Volunteers at least five (5) days following the voting on the results.

11.3 For an application period any interested SAFA Members can submit a resume and short statement of interest explaining why they would be a good fit for the position. Following the close of applications the executive will vote anonymously on the candidates. Those with the most votes will be elected to the position.

11.4 MAs can run an Application Period at any time from May 1st to the February BOD Meeting.

11.5 The SAFA can run an Application period at any time for the President, Vice Presidents, or Program Representatives at any time from May 1st to the August BOD Meeting. Additionally, the SAFA can run an Application Period for any unfilled roles from the October BOD to the February BOD.

11.6 SAFA and any MA has the authority to run an Application period to fill vacant positions after the General Election and before the start of the next mandate. To do this they must inform voters to do so at an executive meeting following the ratification of the General Election results. Following which they will inform the President of SAFA. This application period must be completed and the results shared with SAFA at least three (3) days before the end of the mandate year, this meaning by 11:59pm on April 27th.

11.6.1 Candidates for the SAFA Executive chosen in this type of Application Period will be ratified at the June BOD meeting.

By Law #2 - Finances

Section 1: SAFA Finances

1.1 The Fiscal Year of SAFA will run from April 1st to March 31st of the following year.

1.2 The VP Finance and the President will be the signing authorities for SAFA and must approve of all expenses.

1.3 SAFA Audits.

1.3.1 The VP Finance will prepare two (2) financial audits of SAFA to be submitted to the UOSU per fiscal year.

1.3.2 Audit #1 will cover financials from April 1st to October 31st, and Audit #2 will cover from November 1st to March 31st.

1.3.3 The President will sign off on any audits before they are sent.

1.3.4 All SAFA audits will include the following: The Constitution and By Laws; Executive Meeting Minutes; Board of Directors Meeting Minutes; Budget; Logbook; Bank Statements; Petty Cash Log; Statement of Assets; Overview of MA Levies; Overview of Honoraria; Receipts and contracts for all expenditures, including a Reimbursement form when applicable.

1.4 The SAFA will receive Levies from the UOSU and the Faculty of Arts. Each levy will be divided into 3 groups at the following percentages:

- a. 45% to SAFA Services
- b. 35% to MA Levies
- c. 20% to Scholarships Fund

1.5 The Money Round Table will act as the Finance Committee of SAFA and will approve of all MA Budgets, the SAFA budget before being sent to the Board, as well as any expenditure exceeding 5% of the SAFA budget.

1.6 The VP Finance will present 3 budgets to the Board of Directors on the following timeline. A Proposed budget at the October meeting; a revised budget at the January meeting, and a final budget at the April meeting.

1.7 Any cheques or other spending must be approved by the signing authorities. If an executive committee member buys something for the SAFA without

preapproval from the signing authorities the SAFA is not obligated to reimburse that executive.

1.8 The SAFA will not loan any funds to individuals and groups. Any sponsorships undertaken by the SAFA must be approved by the executive committee. Any sponsorship exceeding \$3,000.00 total must be approved by the Board of Directors.

Section 2: MA Finances

2.1 MAs will submit two (2) financial audits per year to the SAFA for approval, on the following timeline.

2.1.1 Audit #1 will cover from April 1st to October 31st, and must be submitted by January 15th.

2.1.2 Audit #2 will cover from November 1st to March 31st, and must be submitted by April 30th.

2.1.3 Audits will include the following items:

- I. A title page including the audit number, MA, VP Finance, and President.
- II. A copy of the current MA Constitution.
- III. Copies of all executive meeting minutes from the Audit period with any financial matters highlighted.
- IV. A budget, including income and expenses.
- V. A logbook of all transactions for the association.
- VI. Copies of all contracts and receipts for spending.
- VII. A statement of assets with correct depreciation calculations, as well as a list of any large items with no apparent value owned by the MA.
- VIII. A petty cash log, or a statement confirming that cash was not used during the audit period.
- IX. Final remarks, including contact information for the VP Finance.
- X. Affidavit statements for anything unusual or different in the finances of the MA for that year, explaining what happened and how it is being dealt with to ensure finances are managed properly.

2.1.4 Penalties

2.1.4.1 To ensure deadlines for financial transparency documents are being respected the VP Finance will have the authority to enact the following penalties for late or missing audits. This will include deadlines for resubmitted audits following corrections

- a. Any audit submitted late without an approved extension will have 30% removed from the respective Levy.
- b. If the audit is still not submitted 30 days following the deadline an additional 15% will be removed from the Levy.
- c. If the audit is not submitted 60 days following the deadline an additional 10% will be removed from the Levy.
- d. If the audit is not submitted 90 days following the deadline an additional 10% will be removed from the Levy.
- e. If the audit is not submitted 120 days following the deadline an additional 10% will be removed.
- f. If the audit has not been submitted after 140 days the entire levy will be removed.

2.1.4.2 An MA may not receive any Levies if they have any outstanding audits. This includes audits for which 100% of their levy has been removed for noncompliance with Section 2.1.4.1.

2.1.4.3 The ruling of the VP Finance on Levy Penalties for missing audits can be overruled by a 2/3rds majority vote at the Board of Directors.

2.1.5 Failed Audits.

2.1.5.1 If an MA Fails an audit they will have 30 days to correct the audit and resubmit it. Late resubmissions will be subject to section 4.1.4.1.

2.1.5.2 If a resubmitted Audit is failed again the MA will have 30% of their Levy taken and have another 30 days to resubmit the audit. 15% will be removed for each additional failure of an Audit until it is passed or 100% of the levy has been taken.

2.1.6 All funds taken from late or failed audits will be sent to the SAFA Subsidiaries Fund.

2.2 The MAs will submit 3 budgets to the SAFA for approval by the Money Round Table.

2.2.1 A proposed budget by September 15th

2.2.2 A revised budget by January 15th, included with Audit #1.

2.2.3 A final budget by April 30th, included with Audit #2.

2.3 MA Levies

2.3.1 SAFA will pay out two levies per mandate year to member associations for submitting budgets and passing their respective audit. Levy #1 will be payed out the beginning of the Winter term, Levy #2 will be paid out in the summer term of the following mandate year.

2.3.2 Levy #1 will include the student fees from the UOSU Summer Levy and the UOSU Fall Levy.

2.3.3 Levy #2 will include the student fees from the UOSU Winter Levy and the Faculty of Arts Levy.

2.3.4 SAFA will not pay out any Levies to MAs until the respective Levies from UOSU and the Faculty of Arts have been received.

2.3.5 SAFA will hold Levies for MAs who have not submitted their audit, passed their audit, or are inactive for one (1) year beyond the mandate year of the levy. After that time the Levy amounts will go to the SAFA Subsidiaries Fund.

2.3.6 The SAFA will hold one (1) levy for programs not represented by a Member Association. Once the next Levy is calculated and available the previous levy will be absorbed into the SAFA Services Budget.

2.3.7 Due to extenuating circumstances, if an MA passes an audit but is unable to receive the Levy, the SAFA will hold the Levy until the MA can receive it. If the MA goes inactive, Section 2.3.5 will apply.

Section 3: SAFA Subsidiaries Fund

3.1 The SAFA Subsidiaries Fund will be made up of any funds removed from SAFA Executives or MAs due to penalties present in the Constitution. As these

funds are from the student body, these amounts will go directly back into the Scholarships Fund.

3.2 Payments that will be placed in the Fund are as follows:

- a. Any Executive Honoraria removed for not completing duties in the Policy 5;
- b. Any Levies taken for missing regularly scheduled BODs;
- c. Any levies that have been held for one year without an audit being submitted;
- d. Any Transition Honoraria removed for not completing a successful transition;
- e. Any amount taken from MA Levies for overspending in Scholarships;
- f. Any levy amounts taken as penalty for missing Audit deadlines.

3.3 The fund tracker will be updated monthly by the VP Finance.

3.4 Once a year the VP Finance and VP University Affairs will look over and remove funds from the Subsidiaries Fund to be allocated in the annual Scholarships Budget. Before the budget is presented to the B.O.D, the Scholarships Committee will meet to specifically allocate these funds.

By Law #3 - Scholarships

Section 1: Responsibility

1.1 The VP University Affairs will be responsible for running the SAFA Scholarships program.

1.1.1 They will chair and organize the Scholarships Committee as outlined in Article 8.5 of the Constitution.

1.1.2 With assistance from the President and VP Finance, they will create a Scholarships budget.

1.1.2.1 The budget will be presented to the Scholarships Committee to ensure that the members of the Committee are aware of the budget.

1.2 The Member Associations of the SAFA are responsible for the submission of scholarship proposals before or on the deadline given by the VP University Affairs.

1.2.1 All deadlines for the proposals must be given with due diligence and with enough time to complete the proposal.

1.2.1.1 The deadline will be presented at the November Board Meeting.

1.2.2 If an MA fails to meet the deadline and does not provide the VP University Affairs with adequate justification, the Scholarships Committee will assume responsibility for that Scholarships Program.

1.2.2.1 The MA may provide a reasoning for the missed deadline up to three days after the date and time has passed.

1.2.2.2 If the MA wishes to challenge the decision by the Scholarships Committee to take on that MAs program, they may do so by sending an email to the committee via the chair explaining the missed deadline.

1.2.3 All deadlines for the scholarship program must be followed by both the Committee and the MA.

Section 2: Collection & Division of Scholarship Funds

2.1 20% of each of the following levies each year will go towards the Scholarships budget.

- a. The Faculty of Arts Levy
- b. The Spring/Summer UOSU Levy
- c. The Fall UOSU Levy
- d. The Winter UOSU Levy

2.1.1 The total amount from these levies will be divided so 1/3rd of funds will go towards Faculty Wide awards and 2/3rds will be allocated to program specific awards. Each program will receive a minimum of \$500 with the excess being divided based on total student population.

Additionally, each program can receive a maximum of \$5,000.

2.2 The following amounts will also be allocated to the Scholarships fund.

Whether it goes to Faculty Wide or Program specific awards is up to the discretion of the President, VP Finance, and VP University Affairs.

- a. Levies owed to MAs that have been inactive or not passed audits that have been reserved for two (2) full mandate years.
- b. Funds in the SAFA Subsidiaries Fund.
- c. Any money from the previous Scholarships program that was not used.

Section 3: Rules, Regulations, and Limitations

3.1 The SAFA Scholarships Committee will be in charge of creating, promoting, and evaluating submissions for all Faculty Wide awards. They will also do this for program awards who's program is not represented by an active MA.

3.1.1 If the program has Program Representatives, they will also be part of this process.

3.2 MAs will be in charge of creating, promoting, and evaluating submissions for the amounts allocated for their program. In this, they have the ability to divide these funds into as many award categories and scholarships as they desire.

3.2.1 They will share these plans in a Scholarship Proposal including budget, timeline, instructions, and selection committee for the award. This proposal must be approved by the Scholarships Committee.

3.2.2 This Proposal must be approved by the Scholarships committee before the award can be promoted.

3.2.3 This proposal must be submitted by the deadline given by the VP University Affairs.

3.3 Eligibility & Limitations

3.3.1 Members of the Scholarships Committee are unable to apply for or win any scholarships.

3.3.2 SAFA Executives and Program Representatives are unable to apply for or win any Faculty Wide scholarships.

3.3.3 MA Executives and Program Representatives are unable to apply for or win any program specific awards they oversee. However, they can apply for other program awards if they are enrolled in multiple programs in different MAs.

3.3.4 Eligibility for awards is open to any SAFA member, regardless of the level of their program or their full or part time status, as long as they meet the other criteria for the specific award.

3.3.4.1 SAFA members must be on the student lists in order to be eligible for an award, either by being included from the main program of study or opting in with their secondary program(s) of study.

3.3.5 If a Faculty Wide or Program Specific Award is created for only certain members of the program, another award must be created that is open to all members of the Program or SAFA Members.

Section 4: Standing Awards

4.1 There are seventeen (17) recognised program groups under SAFA which awards are to be allocated to. They are:

- I. Art History, under Article 3.1.1.1
- II. Music, under Article 3.1.1.2
- III. Theatre, under Article 3.1.1.3
- IV. Visual Arts, under Article 3.1.1.4
- V. Environment and Geography, under Article 3.1.2.1

- VI. Classics and Religious Studies, under Article 3.1.2.2
- VII. History, under Article 3.1.2.3
- VIII. Indigenous Studies, under Article 3.1.2.4
- IX. Linguistics, under Article 3.1.2.5
- X. Philosophy and Ethics, under Article 3.1.2.6
- XI. English, under Article 3.1.3.1
- XII. English as a Second Language and French as a Second Language, under Article 3.1.3.2
- XIII. *Lettres françaises*, under Article 3.1.3.3
- XIV. Second Language Teaching, under Article 3.1.3.4
- XV. Translation, under Article 3.1.3.5
- XVI. Modern Languages, under Article 3.1.3.6
- XVII. Interdisciplinary Studies, under Article 3.1.4

4.2 The Standing Faculty Wide Scholarships are: The SAFA Research Scholarship, the SAFA Volunteer Scholarship, The SAFA Internal Scholarship, and the Live Laugh Love Award.

4.2.1 The SAFA Research Scholarship is to be awarded to students in their third year or higher of studies who show exemplary work in research or creation in their Arts program(s).

4.2.2 The SAFA Volunteer Scholarship is to be awarded to students who show dedication and variety of volunteer work to better their program, the Faculty, the University, or the Community. The top winner(s) of this Scholarship will be awarded the Volunteer of the Year Award.

4.2.3 The SAFA Internal Scholarship is to be awarded to students on a Member Association Executive or Committee under SAFA for showing dedication to their work in this role in order to better their program or the Faculty community.

4.2.4 The Live, Laugh, Love Award is open to any SAFA members. The prompt is to be creative or silly in nature to allow students a fun way to earn a Scholarship.

4.2.5 The SAFAs Indigenous Student Leader Scholarship: This scholarship is to be awarded to a full-time student within the Faculty of Arts, who is a self-identified member of an Indigenous community or communities. The student should demonstrate a strong involvement within the Indigenous community.

Section 5: Distribution

5.1 The following process will be followed to determine the distribution of the scholarship funds dedicated to MAs

5.1.1 $(\text{Total amount of funds} / \text{number of students in the Faculty}) \times \text{number of students in MA}$.

5.1.2 The amount determined by the above equation must be rounded up to a minimum amount of \$500.00.

5.2 SAFA students must be given at least fourteen (14) days from the announcement of the awards to the application deadline.

5.3 MAs must submit the winners of their awards, including name, title of award, placement, amount one, and the item(s) they submitted to win to the VP University Affairs by the deadline specified when proposal applications are launched, in order to allow time to process the awards.

5.3.1 The SAFA reserves the right to not award a Scholarship run by an MA if the winner is not a student under SAFA in the program(s) the MA represents.

5.4 Scholarship winners will be announced and presented their award at Arts Showcase.

5.4.1 MAs can opt out of this if they have their own form of Academic or Formal event they would like to present the awards at. This must be expressed in writing at least one month prior to Arts Showcase.

5.4 No single award given to one recipient can be for more than \$2,000.00.

5.5 No student can win multiple prizes for the same award category.

By Law #4 - Café Alternatif

Section 1: Generalities

- 1.1 The Café Alternatif--hereinafter referred to as "Café Alt" is one of the SAFA's historical holdings
- 1.2 Those who use the space must agree to follow the rental agreement, provincial and federal laws, and the University of Ottawa regulations
- 1.3 The Café Alt may not be used for illegal activities and may not be used in such a way that it reflects poorly on the SAFA.

Section 2: Rental Periods

- 2.1 No individual or organisation may rent Café Alt for more than seven (7) consecutive days, unless otherwise agreed to by the President and VP Internal Affairs of the SAFA
- 2.2 All individuals or organisations may use Café Alt for the entire period of their agreed rental period, but may not extend their use without the permission of the VP Internal Affairs

Section 3: Booking Procedure & Rental Agreements

- 3.1 All bookings of the Café Alt space shall be arranged through the VP Internal
- 3.2 The person or the organisation shall book the space through one representative.
 - 3.2.1 This representative will agree to the agreement terms and conditions as outlined in 3.3
- 3.3 *The rental agreement shall contain the following provisions:*
 - 3.3.1 I shall provide a \$20.00 deposit that will be returned if ALL the conditions listed below are met and a \$20.00 NON-REFUNDABLE FEE.
 - 3.3.2 I will ensure that the tables, chairs, and sofas will be returned to the arrangement according to the original floor plan IF moved during the rental period. The furniture MUST BE lifted and NOT dragged across the floor.
 - 3.3.3 I will ensure that I clean the space at the end of the rental period. All garbage and/or food will be disposed of in the trash bins in or outside of Café Alt. All surfaces used will be cleaned and sanitized.
 - 3.3.4 I may decorate for my event so long as I do not cause damage to the

Café. I agree to only use masking tape and I will not nail, pin, tack, or staple anything to the walls, ceiling or furniture.

I understand that any damages incurred during my rental time are MY responsibility. I WILL PAY FOR ANY DAMAGES DONE TO CAFE ALTERNATIF.

3.3.5 I will pay an additional \$75.00 fee if the keys for the audio-visual equipment are not returned, lost, or damaged at the end of my event. I will pay for any damages made to the equipment if it is not found in the same condition it was given.

3.3.6 Events may ONLY be held between the hours of 8AM to 11PM.

3.3.7 If I cancel my event, I will email internal@artsuottawa.ca and if necessary, another SAFA executive in order to cancel a Cafe Alternatif reservation. A 48 hours' notice prior to the scheduled event time is needed and a no-show to the reservation will result in the keeping of both the \$20.00 fee AND the \$20.00 deposit.

3.3.8 If a time and date is set prior to the event date with a member of the SAFA executive- to receive the audio/visual equipment keys or to have the projector set up- I agree to be punctual and to communicate with SAFA if I cannot present myself at least 24 hours prior to the set meeting.

3.3.9 If I have rented the projector, I will not leave the equipment unattended until it can be stored away by an executive member of the SAFA.

3.3.10 I understand that it is my responsibility to pick up my deposit.

Deposits must be collected within 10 regular days after the event.

FAILURE TO DO SO WILL RESULT IN THE LOSS OF MY DEPOSIT.

3.4 For no reason may an individual or organisation remove a member of the University of Ottawa, a member of the public or anyone from the Cafe Alt space during their event.

3.5 The following provisions shall be contained in the rental agreement for MAs:

3.5.1 I will ensure that the tables, chairs, and sofas will be returned to the arrangement according to the original floor plan IF moved during the rental

period. The furniture MUST BE lifted and NOT dragged across the floor.

3.5.2 I will ensure that I clean the space at the end of the rental period. All garbage and/or food will be disposed of in the trash bins in or outside of Café Alt. All surfaces used will be cleaned and sanitized.

3.5.3 I may decorate for my event so long as I do not cause damage to the Café. I agree to only use masking tape and I will not nail, pin, tack, or staple anything to the walls, ceiling or furniture.

3.5.4 I understand that any damages incurred during my rental time are MY responsibility. ANY DAMAGES DONE TO CAFÉ ALT WILL BE TAKEN OUT OF MY MEMBER ASSOCIATION'S LEVY TO FIX.

3.5.5 My member association will lose \$75.00 on its levy if the keys for the audio-visual equipment are not returned, lost, or damaged at the end of my event. I will pay for any damages made to the equipment if it is not found in the same condition it was given.

3.5.6 Events may ONLY be held between the hours of 8AM to 11PM on weekends and 5PM to 11PM on weekdays.

3.5.7 If I cancel my event, I will email internal@artsuottawa.ca and if necessary, another SAFA executive in order to cancel a Cafe Alternatif reservation. A 48 hours' notice prior to the scheduled event time is needed and a no-show to the reservation will result in a possible \$40.00 fee to my member association's levy or losing the privilege to use the Café Alt space.

3.5.8 If a time and date is set prior to the event date with a member of the SAFA executive- to receive the audio/visual equipment keys, to have access to the Wii system or to have the projector set up- I agree to be punctual and to communicate with SAFA if I cannot present myself at least 24 hours prior to the set meeting.

3.5.9 If I have rented the projector and/or Wii system, I will not leave the equipment unattended until it can be stored away by an executive member of the SAFA.

Section 4: SAFA and MA Use

4.1 Any member of the Executive of the SAFA or of an MA may book the Café Alt space free of charge

4.2 All bookings must be made through the VP Internal of the SAFA

4.3 Any damages made during a rental by an MA will be fixed using a part of, or the entirety of, their levy.

Section 5: Standing Rentals and Agreements

5.1 Ligue d'improvisation étudiante universitaire (Lieu) has a standing agreement with the SAFA for every Thursday from September 1 to April 30 annually from 7:00pm to 11:00pm

By Law #5 - Policy 5

Section 1: Generalities

1.1 Due to the nature of Policy 5s, they are not included in this document.

1.2 The Policy 5s are to be filled out by the President, Vice Presidents, and Program Representatives six (6) days prior to the relevant Board meeting.

1.3 Policy 5s must be reviewed prior to the AGM. Any changes to them must be presented at the AGM or a Board meeting.

1.4 Amount in Honoraria

1.4.1 The President and Vice Presidents, as defined in Article 6, shall be entitled to up to \$75.00 per month

1.4.1.1 In the case that the President is taking on the role of multiple Executives, they are entitled to the honoraria of those roles.

1.4.2 The Program Representatives, First Year Representative, and Directors are entitled to up to \$25.00 per month

1.4.3 The 101 Week Coordinator is entitled to the honoraria of \$700.00, to be awarded at September Board Meeting

1.4.4 The Chief Electoral Officer and Referendum Convenor are entitled to the honoraria of up to \$250.00 to be awarded at the end of the elections period

1.4.4.1 In the case where the President fills the role of CEO during a by-election, they are not entitled to the honoraria of the CEO

1.4.4.2 In the case where the CEO is also responsible for the convening of a referendum, they are not eligible for the honoraria of the Referendum Convenor

1.4.5 The Chairperson of the Board of Directors is entitled to up to \$25.00 per meeting which they chair.

1.4.5.1 The honoraria shall be awarded according to the schedule outlined in 3.1.3.

1.4.6 Translators shall be entitled to honoraria as defined by 11.5 of the Constitution of the SAFA.

1.5 The review of the policy 5s

1.5.1 The Executive Committee and those that are required to submit a Policy 5, must submit the document to the Chairperson by the end of each designated month

1.5.2 The Board of Directors will review the Policy 5s at the following Board Meeting

1.5.2.1 In this case, the policy 5s for February will be reviewed in March

1.5.3 In the case of the month of April, the Policy 5a will be reviewed at the Emergency Meeting of the Board

Section 2: Policy 5s of the Executive Committee

2.1 President

2.1.1 The Policy 5 document for the President shall be available to the members of the Board of Directors

2.1.2 The Policy 5 document for the President are available in the shared google drive

2.1.2.1 The following is the link to the blank version of the Policy 5 form for the President:

<https://docs.google.com/document/d/1U2O0bczpdrDbqDeVtSeV-tibQ4DKluzvnMUUPsfwDUA/edit?usp=sharing>

2.2 Vice President of University Affairs

2.2.1 The Policy 5 document for the VP University Affairs shall be available to the members of the Board of Directors

2.2.2 The Policy 5 document for the VP University Affairs are available in the shared google drive

2.2.2.1 The following is the link to the blank version of the Policy 5 form for the VP University Affairs:

https://docs.google.com/document/d/1Vfc416wEiDQ0cQMOoTYD0WM9GB4R4UOPJ2xNIF_OV8/edit?usp=sharing

2.3 Vice President of Finance

2.3.1 The Policy 5 document for the VP Finance shall be available to the members of the Board of Directors

2.3.2 The Policy 5 document for the VP Finance are available in the shared google drive

2.3.2.1 The following is the link to the blank version of the Policy 5 form for the VP Finance:

https://docs.google.com/document/d/1b4_H0IK_h6myy9byR00b9_n75IA7-zyPGtSPsayVq4/edit?usp=sharing

2.4 Vice President of Internal Affairs

2.4.1 The Policy 5 document for the VP Internal Affairs shall be available to the members of the Board of Directors

2.4.2 The Policy 5 document for the VP Internal Affairs are available in the shared google drive

2.4.2.1 The following is the link to the blank version of the Policy 5 form for the VP Internal Affairs:

<https://docs.google.com/document/d/1CpSKFWlo9QWjhX2nOv0p0FSLah5TZyqGC0pmRil2TOA/edit?usp=sharing>

2.5 Vice President of Social Affairs

2.5.1 The Policy 5 document for the VP Social Affairs shall be available to the members of the Board of Directors

2.5.2 The Policy 5 document for the VP Social Affairs are available in the shared google drive

2.5.2.1 The following is the link to the blank version of the Policy 5 form for the VP Social Affairs:

<https://docs.google.com/document/d/1jU3oTZXhBz0mtiisq0Upzfk2rAC2X-dzVToV0u0Jb5I/edit?usp=sharing>

2.6 Vice President of Communications, Anglophone

2.6.1 The Policy 5 document for the VP Communications, Anglophone shall be available to the members of the Board of Directors

2.6.2 The Policy 5 document for the VP Communications, Anglophone are available in the shared google drive

2.6.2.1 The following is the link to the blank version of the Policy 5 form for the VP Communications, Anglophone:

https://docs.google.com/document/d/14gPbGhEmMHliOQDI_x1cQJwF7owsMRAtpqPcAeJx82I/edit?usp=sharing

2.7 Vice President of Communications, Francophone

2.7.1 The Policy 5 document for the VP Communications, Francophone shall be available to the members of the Board of Directors

2.7.2 The Policy 5 document for the VP Communications, Francophone are available in the shared google drive

2.7.2.1 The following is the link to the blank version of the Policy 5 form for the VP Communications, Francophone:

https://docs.google.com/document/d/1RoTYo3kp4XI8lv_VKanD2Q8hRRJauMjqrJbHNvGi08c/edit?usp=sharing

2.8 Vice President of Equity

2.8.1 The Policy 5 document for the VP Equity shall be available to the members of the Board of Directors

2.8.2 The Policy 5 document for the VP Equity are available in the shared google drive

2.8.2.1 The following is the link to the blank version of the Policy 5 form for the VP Equity:

https://docs.google.com/document/d/1vKdtU04qXBEULDqoaOEOxr1Sw_2CUvuedzpPaOLurvQ/edit?usp=sharing

2.9 Vice President of Francophone Affairs

2.9.1 The Policy 5 document for the VP Francophone Affairs shall be available to the members of the Board of Directors

2.9.2 The Policy 5 document for the VP Francophone Affairs are available in the shared google drive

2.9.2.1 The following is the link to the blank version of the Policy 5 form for the VP Francophone Affairs:

https://docs.google.com/document/d/1riG1rA_Lbv2TQTTh7oxlaNxUCAwpyoZqilSANA1GIQ/edit?usp=sharing

2.10 Vice President of Volunteers and Member Associations

2.10.1 The Policy 5 document for the VP Volunteers and Member Associations shall be available to the members of the Board of Directors

2.10.2 The Policy 5 document for the VP Volunteers and Member Associations are available in the shared google drive

2.10.2.1 The following is the link to the blank version of the Policy 5 form for the VP Volunteers and Member Associations:

https://docs.google.com/document/d/1J-mBVj5c9jrolcs62Mw8Cpd8V6HgA57B/edit?usp=drive_link&oid=117135075533917120526&rtf=true&sd=true

2.11 Program Representatives

2.11.1 The Policy 5 document for the Program Representatives shall be available to the members of the Board of Directors

2.11.2 The Policy 5 document for the Program Representatives are available in the shared google drive

2.11.2.1 The following is the link to the blank version of the Policy 5 form for the Program Representatives:

<https://docs.google.com/document/d/1sPsgbalp1Wi5BQl4O8hYu2ogAxJ50CKzqhs1bhhFL6k/edit?usp=sharing>

2.12 First Year Representative

2.11.1 The Policy 5 document for the First Year Representative shall be available to the members of the Board of Directors

2.11.2 The Policy 5 document for the First Year Representative are available in the shared google drive

2.11.2.1 The following is the link to the blank version of the Policy 5 form for the First Year Representative:

<https://docs.google.com/document/d/1B5IRqDGilbTpZ4TUCxDibUlrVNdzTB3P/edit?usp=sharing&oid=117135075533917120526&rtf=true&sd=true>

Section 3: Policy 5s of the Employees of the SAFA

3.1 Chairperson of the Board of Directors

3.1.1 The Policy 5 document for the Chairperson of the Board of Directors shall be available to the members of the Board of Directors

3.1.2 The Policy 5 document for the Chairperson of the Board of Directors are available in the shared google drive

3.1.2.1 The following is the link to the blank version of the Policy 5 form for the Chairperson of the Board of Directors:

https://docs.google.com/document/d/1dEskOJDUQclPKVpbhZW_oHDX1T6UtCnV86K4FZN_0Qg/edit?usp=sharing

3.1.3 The Policy 5 of the Chairperson shall be reviewed by the Board of Directors three (3) times per fiscal year.

3.1.3.1 The first review will take place at the September Board Meeting

3.1.3.2 The second review will take place at the December Board Meeting

3.1.3.3 The thirist review will take place at the Emergency Meeting at the end of April

3.2 101 Week Coordinator

3.2.1 The Policy 5 document for the 101 Week Coordinator shall be available to the members of the Board of Directors

3.2.2 The Policy 5 document for the 101 Week Coordinator are available in the shared google drive

3.2.2.1 The following is the link to the blank version of the Policy 5 form for the 101 Week Coordinator:

3.2.3 The Policy 5 will be reviewed at the September Board of Directors

3.2.4 The Honoraria of the 101 Week Coordinator can be awarded fully or partially.

3.3 Chief Electoral Officer

3.3.1 The Policy 5 document for the Chief Electoral Officer shall be available to the members of the Board of Directors

3.3.2 The Policy 5 document for the Chief Electoral Officer are available in the shared google drive

3.3.2.1 The following is the link to the blank version of the Policy 5 form for the Chief Electoral Officer:

3.3.3 The Policy 5 of the Chief Electoral Officer will be reviewed at the end of the election period as defined in Bylaw #1.

3.4 Referendum Convenor

3.4.1 The Policy 5 document for the Referendum Convenor shall be available to the members of the Board of Directors

3.4.2 The Policy 5 document for the Referendum Convenor are available in the shared google drive

3.4.2.1 The following is the link to the blank version of the Policy 5 form for the Referendum Convenor:

3.4.3 The Policy 5 of the Referendum Convenor will be reviewed at the end of the election period as defined in Bylaw #1.

Section 4: Awarding Honoraria

4.1 The Board of Directors will be responsible for awarding honoraria to the members of the Executive Committee and the Employees of the SAFA

4.2 It shall be the responsibility of the Chairperson to calculate the portion of the honoraria awarded and presenting this information to the Board of Directors

4.2.1 In the case of the honoraria of the Chairperson, the President shall do the same calculation and present this to the Board of Directors as defined in 3.1.3.

4.3 The Calculation of Honoraria

4.3.1 The calculation of honoraria should be as follows:

- a. Number of completed tasks as defined in the Policy 5, divided by the number of required tasks as outlined in the Policy 5
- b. Use the previous number as a percentage and calculate that percentage of the full honoraria, as defined in 1.4.