



**Bylaws of the
AMBROSE UNIVERSITY
Undergraduate Students' Council**

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BYLAW I – QUALIFICATIONS FOR MEMBERS OF STUDENTS’ COUNCIL

Section 1: Academics

- Clause 1: Each member of the Executive Students’ Council must have a cumulative grade point average of 2.30 or higher on a 4.00 scale to qualify for office. To run for this office, the president must have a cumulative grade point average of 2.70 or higher on a 4.00 scale.
- Clause 2: Each member of the Students’ Council Administration must have a cumulative grade point average of 2.00 or higher on a 4.00 scale to assume and to maintain office.
- Clause 3: The Students’ Council President must not be enrolled in more than fifteen (15) credit hours per semester.
- Clause 4: To run and to hold office, each Students’ Council member must be enrolled in a minimum of three (3) credit hours at Ambrose per semester.

Section 2: Residency

- Clause 1: The President of the Students’ Council must have completed a minimum of forty-eight (48) credit hours of study at Ambrose prior to assuming office.
- Clause 2: To run for office, the President of the Students’ Council must have already served for a minimum of two (2) semesters in a formal student leadership position at Ambrose.
- Clause 3: The Vice President of External Affairs and the Vice President of Internal Affairs must have completed at least twenty-four (24) credit hours at Ambrose before assuming office.

Section 3: Lifestyle and Personal Integrity

- Clause 1: ~~OBJ~~The members of the Students’ Council must actively support and adhere to the Ambrose Mission Statement and the Ambrose University Responsibilities of Membership for Students, available at <https://ambrose.edu/community-standards>.

BYLAW II – ACCOUNTABILITY

Section 1: Communication

- Clause 1: ~~OBJ~~The Students’ Council will also attempt to create increased public awareness by:
1. Holding and promoting an Annual General Meeting (AGM) at least once during the academic year to update students on current issues and initiatives.
 2. Having Students’ Council meeting minutes available to the public.
 3. Engage the student association through social media and other communication channels.

Section 2: Responsibility

Clause 1: Members of the Students' Council must accept all the responsibilities that come with their office; any failure to fulfill these responsibilities, as determined by a two-thirds majority vote of the Students' Council, will be considered a resignation of the office.

Clause 2: The Students' Council members must attend all Students' Council meetings but may receive special permission to be excused from a meeting by the Students' Council President. Unexcused absences from any Students' Council meetings will receive the following penalties:

1. Following one (1) unexcused absence per semester, a warning shall be issued.
2. Following two (2) unexcused absences per semester, a member receiving a stipend will forfeit twenty-five percent (25%) of this stipend, to a maximum of two hundred dollars (\$200).
3. Following three (3) unexcused absences per semester, a member will forfeit their office; any applicable stipend will be paid out on a prorated basis.

Clause 3: The Students' Council President decides whether an absence is excused or unexcused. However, the member in violation may appeal the President's decision to the Students' Council Advisor

Clause 4: All members of the Students' Council must attend the Student Leadership Retreat in the fall and winter semesters.

Section 3: Referendum

Clause 1: Any member of the Student Association who disagrees with a decision made by the Students' Council may bring forward a written petition requesting Students' Council to retract or to change its decision.

Clause 2: This petition must have the signatures of at least ten percent (10%) of the members of the Student Association.

Clause 3: After receiving a student petition, the Students' Council may decide to reverse its decision. If, however, the Students' Council does not wish to rescind its previous decision, it must hold a Student Association referendum on the decision in question. The Students' Council will have seven (7) days after receiving the petition to call for a referendum, if necessary.

Clause 4: This Student Association referendum shall follow the applicable voting procedures found in Bylaw II. However, the referendum must yield a two-thirds (2/3) majority vote to rescind a Students' Council decision. Moreover, a minimum of ten (10) percent of the Student Association must vote in the referendum for any change in the Students' Council's decision to take place.

Section 4: Recall

Clause 1: The Student Association has the authority to recall an election if dissatisfied with a member voted into office; however, the Student Association may exercise this power

only if it bases its appeal on information unavailable at the time of the original election that may have changed the election results.

Clause 2: To issue a recall, any member of the Student Association may bring forward a petition containing the signatures of a minimum of ten percent (10%) of the Student Association in favour of a recall.

Clause 3: Once the Students' Council receives this petition for recall, it will have seven (7) days to organize a meeting for the entire Student Association. At this meeting, the Students' Council member in question will have an opportunity to respond to the petition for recall.

Clause 4: Upon the adjournment of this meeting the Students' Council will have three (3) days to call for a referendum of the Student Association regarding the petition for recall.

Clause 5: The Student Association referendum shall follow the applicable voting procedures found in Bylaw II. However, the referendum must yield a two-thirds (2/3) majority vote to recall the election. Moreover, a minimum of ten percent (10%) of the Student Association must vote in the referendum to recall the election successfully.

Clause 6: If the referendum stands in favour of a recall, the vacant position shall be filled by the Selection Committee according to the procedures found in Article V, Section 1.

Section 5: Appeals

Clause 1: If a Students' Council member fails to maintain the academic standards, lifestyle and personal integrity standards, or Students' Council responsibilities set out in Bylaw II, the member may be asked to forfeit their position on Council as stated in Bylaw II, Section 2, Clauses 1, and 2.

Clause 2: The Students' Council member may, in turn, appeal the resulting forfeiture of position to the Ambrose Cabinet by initiating the following appeal process:

1. The Students' Council member must first issue a letter of appeal to the Students' Council Advisor stating the reasons for the appeal.
2. The Students' Council Advisor will then meet with the appellant privately to discuss the matter and to allow the appellant to present a verbal case. This meeting must take place no later than one week after the Students' Council's Advisor receives the letter of appeal.
3. The Students' Council Advisor will then convene with the Ambrose Cabinet in camera to discuss the appeal. After receiving the appeal from the Students' Council Advisor, the Cabinet must vote on the appeal and convey its decision to the appellant within one (1) week. Any decision to allow the appeal requires at least a two-thirds (2/3) majority decision of the Ambrose Cabinet.
4. If unsatisfied with the Ambrose Cabinet's decision, the appellant has seven (7) days to appeal this decision to the Office of the President.

Section 6: Performance Inquiry

Clause 1: Each Students' Council member will be tasked with creating a comprehensive set of goals for the year and present it to the ASC President that the beginning of the academic year.

Clause 2: If a Students' Council member is found to not be putting in sufficient effort to achieve their goals, the Executive Students' Council may vote to remove part, or all, of the member's stipend for that semester.

Clause 3: The stipulations by which the Council must proceed with these accountability and performance measures can be found in Policy V of the Policy Manual.

Section 7: Petition for Stipend Review

Clause 1: If a Student Association member believes that a Students' Council member has not performed up to an adequate work standard and is not deserving of their stipend, they may petition to have the member's stipend come under review by student referendum.

Clause 2: To issue a review, any member of the Student Association may bring forward a petition containing the signatures of a minimum of ten percent (10%) of the Student Association in favour of a stipend review.

Clause 3: Once the Students' Council receives this petition for review, it will have seven (7) days to organize a meeting for the entire Student Association. At this meeting, the Students' Council member in question will have an opportunity to respond to the petition for stipend review.

Clause 4: Upon the adjournment of this meeting the Students' Council will have three (3) days to call for a referendum of the Student Association regarding the petition for stipend review.

Clause 5: This Student Association referendum shall follow the applicable voting procedures found in Bylaw II. However, the referendum must yield a two-thirds (2/3) majority vote to revoke any, or all, of the member's stipend. A minimum of ten percent (10%) of the Student Association, moreover, must vote in the referendum for it to be considered valid.

Section 8: Change of Office of an Elected Official

Clause 1: If an elected member of the Student Council decides to resign their position. They must fill out and submit an ASC Resignation Letter.

Clause 2: Following submission of the resignation letter, the resigns must only disclose their resignation to the executives of the Student Council, the Student Council President, and the Student Council Advisor. The resignation can only be publicly disclosed after the Student Council at the closest meeting following the submission of the resignation letter.

Clause 3: The Student Council President will then begin a search for a replacement. It is up to the discretion of the President to advertise or publicize the search.

- Clause 4: Once a suitable replacement has been found by the President and the executives of the council will interview the candidate. The replacement candidate will then be sent an offer letter.
- Clause 5: Before sending an employment contract to the replacement candidate, the President must bring the replacement candidate's name before the council for a vote to approve the replacement candidate in the form of a main motion.
- Clause 6: Should the vote be in favour of the replacement candidate, the President will send an employment contract. The replacement candidate will begin their term as prescribed by the ASC Resignation Letter.
- Clause 7: Should the vote be opposed to the replacement candidate, the President will return to the stage outlined in Clause 2 and begin the process anew.
- Clause 8: Should the President decide to Resign, then the procedure of Bylaw II, Section 4 will commence.

Section 9: Change of Office of a Hired Official

- Clause 1: If a hired member of the Student Council decides to resign their position. They must fill out and submit an ASC Resignation Letter.
- Clause 2: Following submission of the resignation letter, the resigns must only disclose their resignation to the executives of the Student Council, the Student Council President, and the Student Council Advisor. The resignation can only be publicly disclosed after the Student Council at the closest meeting following the submission of the resignation letter.
- Clause 3: The Student Council President will then begin a search for a replacement. It is up to the discretion of the President to advertise or publicize the search.
- Clause 4: Once a suitable replacement has been found by the President and the executives of the council will interview the candidate. The replacement candidate will then be sent an offer letter.
- Clause 5: Pending their acceptance of the offer letter, they will be sent an employment contract. Upon completion of this document, the replacement candidate will begin their term as prescribed by the ASC Resignation Letter.

BYLAW III – DECISIONS OF THE STUDENTS' COUNCIL

Section 1: Decisions of the Students' Council

- Clause 1: In areas where the Students' Council has jurisdiction, the Students' Council shall:
- Direct a subsidiary committee to act;
 - Form a temporary committee to act; or
 - Act directly.
- Clause 2: The Student Council may make recommendations to the faculty, staff, and Ambrose Cabinet concerning areas not under their jurisdiction, but related to student concerns.
- Clause 3: When bylaws are amended, the entire section in question shall be retyped with the date amended, and the original section shall be filed.

BYLAW IV – DUTIES OF THE AMBROSE STUDENTS’ COUNCIL

Section 1: Executive Students’ Council

Clause 1: General Duties

- To attend all Students’ Council meetings and serve as a voting member of the Executive Council.
- To collectively serve as the administrative authority to the Student Association.
- To attend the Fall and Winter Student Leadership Retreat.
- To support, by regular attendance, the various activities sponsored by the Students’ Council and by Ambrose.
- To meet with one another on a weekly, or biweekly basis during the academic year.
- To have the Faculty Advisor attend the weekly, or bi-weekly meetings of the Executive Students’ Council at least once every second meeting.
- To read and to understand the Constitution, Bylaws & Policies.
- To keep an updated binder of all activity planning that shall be passed on to the respective succeeding Students’ Council member.
- To attend and participate in the Student Leadership Orientation Week and any other necessary student leadership development activities.

Clause 2: Duties of the Students’ Council President

- To ensure that each member of the Student Council receives a current copy of the Constitution and Bylaws when assuming office and to review the Constitution and Bylaws with the Council prior to the Fall academic semester.
- To chair Students’ Council meetings and ensure an agenda is prepared for each of the meetings.
- To act as the official voice of the Student Council.
- To oversee all activities in the Student Council’s jurisdiction.
- To be one of the signing officers of the Student Council, along with the Vice President of External Affairs and the Vice President of Internal Affairs.
- To develop, edify, and distribute tasks among the members of the Students’ Council.
- To attend Student Life meetings at the discretion of the Advisor.
- To attend the administrative meetings of Ambrose University when necessary.
- To appoint and to determine the duties of the Executive Assistant.
- To serve on the post-election Selection Committee to appoint to office the remaining Student Council positions.

- To ensure that the entire Student Council are familiar with the Constitution, Bylaws and Policies.
- To oversee the fulfillment of the Constitution, Bylaws and Policies. This includes verifying the GPA of all Student Council members at mid-term and end-semester according to the Constitutional requirements, as well as Student Council candidates at election times.
- To Chair all Ambrose Student Council meetings and executive meetings as outlined in the job contract.

Clause 3: Duties of the Vice President of External Affairs

- To sit on the APPC, TLC, and RC Committee as a student representative and request a seat in any other relevant committees that would benefit from student representation.
- To work together with Accessibility Services, the Writing Centre, Student Life, etc., to drive student academic success through a holistic learning approach and to foster a healthy academic environment.
- To operate as one of the financial signing officers alongside the ASC President and the VP – Internal Affairs.
- Will advocate for programs and courses according to interests and needs of the student body.
- To be actively working on a minimum of 3 academic related advocacy tasks throughout the school year.
- To review and make any necessary edits to the ASC Governance documents.
- To chair the Student Program Advocacy Committee (SPAC) and oversee the SPAC representatives through regular meetings.
- To actively participate and be engaged in external advocacy groups.
- To manage external relations with non-Ambrose parties including (but not limited to):
 - Maintaining an active role in the Alberta Students' Executive Council (ASEC) acting as the Voting Delegate¹ by attending conferences and communicating with student leaders from other Alberta institutions.
 - Maintaining an active role in the Calgary Students' Alliance (CSA) by attending meetings and communicating with student leaders from other Calgary institutions.
- To Chair Student Council meetings in absence of the President.
- To Attend Ambrose Student Council meetings and executive meetings as outlined in the job contract.

Clause 4: Duties of the Vice President of Internal Affairs

- To oversee the financial accounts of the Students' Council.
- To pay all bills, as authorized by the Students' Council.
- To be one of the signing officers of Students' Council, along with the Student Council President and VP External.
- To prepare and to present financial reports upon the request of any Students' Council member.
- To keep the records of all incoming and outgoing funds organized and available to the Students' Council.
- To liaise with the Finance Office of Ambrose in managing the finances of the Students' Council.
- To administer the Benevolent Fund in cooperation with the ASC President and a staff member of Student Development.
- To submit Fall and Winter budgets on time.
- To ensure that all stipends are properly distributed to recipients at the end of each semester on the last day of classes.
- To facilitate the Undergraduate Health Plan in cooperation with Ambrose Finance.
- To Attend Ambrose Student Council meetings and executive meetings as outlined in the job contract.

Section 2: Students' Council Administration

Clause 1: General Duties

- To run and to hold office, each member of the appointed Students' Council Administration must be enrolled in a minimum of three (3) credit hours at Ambrose per semester.
- Each member of the appointed Students' Council Administration must also have a cumulative grade point average of 2.00 or higher on a 4.00 scale to assume and to maintain office. To act as voting delegates on the Students' Council

Clause 2: Duties of the Director of Community Events

- To coordinate and to plan student social functions including, but not limited to, Welcome Week, Fall Kick-off, Coffeehouses, The Amby's, and Year End festivities.
- To plan informal student events as desired by the presiding Student Association.
- To appoint and to determine the duties of an Assistant.
- To liaise with the VP of Ambrose's Student Life to ensure effective communication and engagement in the campus-wide community.

- • To attend the Fall and Winter student leadership retreat.
- • To Attend ASC meetings as outlined in the job contract.

Clause 3: Duties of the Director of Student Advocacy

- • To get involved in existing student events and envelop themselves in the student experience to the best of their ability.
- • To fully assess and understand the student experience and collect student voices in order to amplify a general student opinion.
- • To bring student opinions to the Student Council and develop, in coordination with council members, a precise action plan to advocate the student situation to the institution and its affiliates.
- • To continually evaluate the development and implementation of advocacy by gathering student feedback.
- • To ensure that all advocacy is conducted in a primarily interpersonal manner and from an interpersonal motive.
- • To collaborate and meet regularly with Derek Cook or whichever faculty member is responsible for instructing Community Development at Ambrose University.
- • To ensure, on behalf of and with the President, that all advocacy work done by the Ambrose Student Council communicates *solely* the position of students *to* the institution.
- • To sit on the GFCEDIA and Truth and Reconciliation Committees as a voting delegate, as well as serve on the Multicultural Development Committee.
- • To plan and implement ad hoc events as the council member may deem them beneficial.
- • To attend the Fall and Winter student leadership retreat.
- • To attend ASC meetings as outlined in the job contract.

Clause 4: Duties of the Director of Marketing & Communications

- To liaise between Student Council and other student committees and concerning communications and promotions.
 - Director of Operations will liaise between clubs and the Director of Marketing regarding club promotional material.
- To facilitate and to coordinate everyday public relations, including website announcements, advertising, etc.
- To support the promotion of activities/initiatives by other departments (where relevant).
- To appoint and determine the duties of an Assistant.
- To oversee all ASC media outlets (social media, posters, videos, etc.).

- To handle all ASC Photography needs including but not limited to:
 - Taking Photos and Videos at all ASC events.
 - Assembling and coordination of a photography team.
 - Maintaining stock photos to use for marketing needs.
- To record professional, detailed minutes at Student Council meetings, if the Executive Assistant is absent.
- To liaise with the Director of Communications of Ambrose University ensuring that all marketing policies are being upheld in best practice and to be informed of all available marketing means usable to ASC
- To Attend Ambrose Student Council meetings as outlined in the job contract.

Clause 5: Duties of the Director of Operations

- To facilitate the active presence of clubs on campus; providing support and guidance by:
 - Reviewing and guiding each club’s plans for the fall and winter semesters
 - Organizing the Club Fair event in the first month of the fall semester
 - Organizing the Club Fair in the first month of the winter semester
 - Representing club’s concerns to the Executive Student Council
 - Facilitating the annual Club Renewal process each term and ensuring that all club renewal policies are observed.
- To facilitate any club fund requests and to ensure proper distribution of said funds through the VP Internal.
- To act as a liaison between the Executive Council and Club Leaders to ensure all Club Events are marketed on ASC platforms and recorded on the ASC’s calendar.
- To handle any operationally related ‘special projects’ as deemed by the Executive Student Council. (ex. Student parking, ASC office space, transit passes, etc.)
- To act as an assistant for the VP Internal and assist them as required.
- To Attend Ambrose Student Council meetings as outlined in the job contract.

Clause 6: Duties of the Director of Spiritual Life

- To oversee the planning of two Student Council chapels per year – one in the Fall semester, one in the Winter semester.
- To meet regularly with the Campus Chaplain and serve on spiritual life committees/direction-setting groups at Ambrose (including, but not limited to: Spiritual Life Council)

- To work alongside the Chaplain in leading and mobilizing students to participate in Spiritual Emphasis Days.
- To maintain close contact with other spiritual life leaders on campus (e.g., Spiritual ARA's, Chapel Worship Leaders).
- To assist in the planning of (what was known as) Spiritual Emphasis days with the Campus Chaplain.
- To run monthly Firehouse worship nights (or equivalent events) catering to the spiritual needs of students.
- To Attend Ambrose Student Council meetings as outlined in the job contract.

Clause 7: Duties of the Director of Wellness

- To plan and to implement a minimum of three different events (active, passive, educational or otherwise) per academic semester based upon the elements represented in the Wellness Wheel (Emotional, Intellectual, Physical, Social, Environmental, Financial, and Spiritual)
- To coordinate Wellness Weeks in the Fall and Winter semesters to promote well-being the week before final exams.
- To encourage the creation of a space for students to learn about and heal from issues that relate both to them personally and to the outer community.
- To serve as a contact person between the Student Council and the Athletic Leadership Team (SALT) for the purpose of promoting community and healthy physical practices among the Student Association.
- To regularly meet and work closely with the Wellness Coordinator of Ambrose University to provide feedback on wellness programming at Ambrose and to work in a collaborative fashion to serve the holistic needs of the student population.
- To Attend Ambrose Student Council meetings as outlined in the job contract.

Clause 8: Duties of the Executive Assistant

- To attend all Students' Council meetings and to record professional, detailed minutes at said meetings.
- To compile and oversee the Student's Council Archives and to pass on physical and electronic copies to the succeeding Executive Assistant.
- To be accountable to the Students' Council President and to assist the President in any administrative duties as delegated by the president.
- To organize and conduct all Students' Council elections and referendums.
- To Attend Ambrose Student Council meetings as outlined in the job contract.

BYLAW V – ELECTORAL CODE

Section 1: Eligibility for Voting

Clause 1: All members of the Student Association may vote for each of the elected Students' Council positions.

Section 2: Timeline

Clause 1: The Students' Council elections shall occur no earlier than the first week of February and conclude before the end of the second week of March. Within these parameters, the Executive Assistant shall determine the date and time of the elections.

Section 3: Terms of Office

Clause 1: The term of office for elected and appointed members of the Students' Council shall be one calendar year commencing May 1 of the respective term.

Clause 2: If a vacancy occurs in the government of the Students' Council, the Selection Committee shall fill the position by appointment, as outlined in Article V, Section 1.

Section 4: Voting Procedures

Clause 1: Elections may be conducted by online or in-person voting.

Clause 2: The Executive Assistant will determine the time and duration of voting.

Clause 3: When there is only one candidate running for a position they shall receive an approval vote by the Student Association, as per Bylaw V, Section 5, Clause 2.

Section 5: Tabulation of Online Votes

Clause 1: The results of the online voting shall be confirmed by the following individuals:

- The Executive Assistant of Students' Council
- Another Executive of the Students' Council appointed by the Students' Council.
- The AVP of Student Life or an appointed Faculty member.

Clause 2: When a single individual is running for an elected position on Students' Council, they must receive a 76% + approval vote to take office without question, a 55 -75% approval vote will result in the Selection Committee making the final decision. When a single individual has 55% or lower approval rating, the candidate will not be allowed to run on Students' Council. In this event, the Selection Committee will choose another candidate.

Clause 3: If there are two or more candidates running for Students' Council President and Vice President of External Affairs, the winner will be determined by majority vote.

Section 6: Declaration of the Results

Clause 1: No results may be disclosed until all the votes are counted, and candidates have been notified.

Clause 2: No results are official until the Executive Assistant declares them as such.

Clause 3: To be elected, a candidate must have received more votes than any other candidate.

Section 7: Runoff Elections

Clause 1: If two or more candidates receive an equal number of votes, the tied candidates will be eligible for a run-off election.

Clause 2: The Executive Assistant shall conduct the run-off election no later than three business days after the results of the first election have been tabulated.

Clause 3: The same voting procedures shall apply in a run-off election as in a regular election.

Section 8: Selection Committee

Clause 1: A post-election Selection Committee shall be formed and shall consist of the following members:

- The current Students' Council President,
- The incoming Students' Council President,
- The incoming Vice President of External Affairs
- The incoming Vice President of Internal Affairs
- The current Students' Council member will sit in on their related incoming position or one other Executive member, as designated by the current Students' Council President.
- The Students' Council Advisor (or designate) shall act in an advisory capacity on this committee.

Clause 2: The Selection Committee will appoint individuals to fill the unelected Executive positions, as well as the Administration positions.

Clause 3: The Selection Committee may organize interviews for each candidate prior to making their final decision. The method of these interviews will be done at the discretion of the Selection Committee or as outlined in the Policy Manual.

Clause 4: If no qualified student applies for an elected or unelected position before the application deadline, the Selection Committee will appoint a qualified member of the Student Association to the position or, if no suitable Student Association member can be found, declare the position vacant.

Clause 5: The Selection Committee shall announce these appointments no later than March 31st of the current academic year.

Clause 6: If there are positions vacant at the beginning of an academic year, the Selection Committee may appoint individuals to those positions. In this case, the Selection Committee will consist of the same members listed in Clause 1, with the exception that a member chosen by the Executive Students' Council will replace the VP of External Affairs from the previous academic year.

Clause 7: The Selection Committee shall appoint members to the Students' Council or declare positions vacant for the year no later than four (4) weeks after the beginning of the academic year.

Clause 8: If any of the elected Executive positions remain unfilled after elections, that position will be filled through the Selection Committee appointing an individual.

Clause 9: If any of the elected Executive positions remain unfilled after elections, the person currently holding that position will sit on the Selection Committee.

Clause 10: If an unopposed candidate receives 55 -75% approval (as per Section 5, Clause 4), the Selection Committee will make the final decision regarding this candidate.

BYLAW VI - CLUBS

Section 1: Club Mission and Purpose

Clause 1: Each Club shall submit an official document including:

- The Club Mission Statement; and
- The Club Statement of Purpose.

Clause 2: Each Club may request the official document including the Club Mission Statement and the Club Statement of Purpose from the Director of Operations (or VP of Internal Affairs should the position be unfilled) which must be provided within 10 business days of request.

Section 2: Club Funding Structure

Clause 1: Each club shall request their ASC-obtained budgets from the Director of Operations (VP of Internal Affairs should the position be unfilled) by September 30th for fall semester, and January 30th for winter semester (clubs may only apply for winter budget should it be their first semester of operation).

Clause 2: The sum of the budgets pertaining to all clubs must be no more than 20% of the ASC total budget for that academic year.

Clause 3: The budget for a single club can be no more than 5% of the ASC total budget for that academic year.

Clause 4: Club requests for funding must relate to future expenditures. The Students' Council will not consider reimbursement requests for funds that have already been spent. Funding requests must relate to plans that the club has decided to invest in.

Clause 5: Clubs are welcome to find external funding for club activities in addition to allotted amount provided by ASC.

Clause 6: Clubs may incur expenses prior to the beginning of the academic year on sought special exemption to the VP of Internal Affairs.

Section 3: Club Risk Mitigation

It is required that club Leaders collect a completed ASC General Liability Release Form from all students, staff, and faculty participants. The ASC General Liability Release Form can be found in the Clubs section of the ASC website.

Section 4: Institution of New Clubs

Clause 1: Each club shall fill out the required application which includes the following information:

- The name of the proposed club,
- The proposed club leader's name,
- 3 students who will be members of the proposed club,
- A faculty or staff sponsor for proposed club,
- The Club Mission Statement,
- The Club Statement of Purpose,
- A budget request.

Clause 2: The club application must be approved by the, ASC President, the VP Internal Affairs, and the Director of Operations and then the new club must submit a Club Constitution.

Section 5: Club Renewal

Clause 1: Every club must be renewed annually to maintain its status as an ASC Club.

Clause 2: The ASC Club Renewed Term goes from May 1 to April 30 of the following year.

Clause 3: The requirements for renewal are as follows:

- Each club must submit an updated club constitution with the following fields updated to the information for the incoming renewed term.
 - Authoring Club Member
 - Club President
 - Faculty/Staff Sponsor
 - Meetings
- Each club must have a faculty/staff sponsor that will be present throughout the incoming renewal term.
- Each club must have a president chosen who will be present throughout the incoming renewed term.

Clause 4: The ASC club renewal deadline is April 16 each year.

Clause 5: The ASC club renewal requirements must be completed and submitted to the Director of Operations on or before the club renewal deadline.

Clause 6: Club submissions that are entered after the club renewal deadline are not required to be renewed and will be renewed at the discretion of the outgoing Director of Operations.

BYLAW VII – FINANCES

Section 1: Audit

- Clause 1: The Students' Council shall provide all financial information to any member of the Student Association upon written request, unless these documents contain information protected by privacy legislation. In cases where legislation prevents full disclosure, the Students' Council will make available for inspection the portions of the documentation not protected by statute. The Students' Council shall also make all financial information available to the Ambrose Cabinet as requested.
- Clause 2: During the semester, any member of the Student Association may view the previous month's financial statements upon written request to the Vice President of Internal Affairs within two business days prior to having access to view the information.

Section 2: Departmental Budgets

- Clause 1: Each department of Students' Council is responsible for submitting a budget to the VP of Internal Affairs to cover anticipated expenses for the coming academic year. The VP of Internal Affairs will aid and advise Students' Council members' representatives during the creation of these budgets.
- Clause 2: The VP of Internal Affairs must ensure that all preliminary budgets are completed and turned in no later than two weeks prior to exams. Fall budgets are to be completed and handed in no later than three weeks following the end of the Student Leadership Retreat.
- Clause 3: It is not the job of the VP of Internal Affairs to dictate or control the content or value of each budget. Each Department of the Students' Council is responsible for forming their budgets.
- Clause 4: The Students' Council and their Advisor are accountable for approving these budgets.

Section 3: Proposal Budgets

- Clause 1: Any member of the Student Association may approach a Students' Council member and request that person to sponsor a proposal before the Students' Council. If it passes the proposal by a majority vote, the Students' Council may designate money from the budget for that proposal.
- Clause 2: Stipends shall be given out at the end of each semester to maintain accountability. The first half shall be allocated and released within the first week of December, and the second half shall be allocated and released within the first week of April.

Section 4: End of the Year

Clause 1: The VP of Internal Affairs is responsible for ensuring accurate and complete financial closure at the end of the year that they hold the position.

Clause 2: All revenues must be accounted for and deposited in the inner-company account that the Students' Council has within Ambrose University's Finance department.

Clause 3: All reimbursement requests must be handed in prior to the last day of finals. It is the responsibility of the VP of Internal Affairs to remain on duty until this date to assist in closing off financial matters.

Clause 4: Reimbursement requests handed in after this date will not be honored unless a special arrangement has been previously made with the VP of Internal Affairs.

Clause 5: The following financial areas of the Students' Council are to be closed out at year-end and the sum of their remaining balances carried over into the next year:

- Budgets stemming from fees collected;
- Remaining funds left;
- Additional revenues collected during the year;
- Any previously set aside buffer.

BYLAW VIII – BENEVOLENT FUND

Section 1: Committee Members

Clause 1: A committee that consists of the Students' Council President, Vice President of Internal Affairs and the AVP Student Life will administer the Benevolent Fund.

Clause 2: The Students' Council President will be the chairperson for this committee.

Section 2: Eligibility Criteria

Clause 1: Must be a current Ambrose student (also including students on onSite, internship, etc.)

Clause 2: The student must be experiencing some sort of recognizable emergency (i.e., serious illness or death in the family).

Clause 3: The maximum amount a student may receive is \$1,500 per school year.

Clause 4: Certain expenses will not be covered: tuition, books, vehicle needs, luxury items, or entertainment.

Clause 5: The fund must aid the Ambrose student applicant or their direct dependent.

Section 3: Procedure for Responding to Applications

Clause 1: The student will fill out a simple application form (located at Finance or Student Development).

Clause 2: The application will go to the Benevolent Fund Committee. They will discuss and assess the need (via phone or email if need be) and must have a majority vote to administer funds.

Clause 3: An immediate withdrawal request can be made from Finance after the application has been approved.

Section 4: ASC Monetary Contribution

Clause 1: The maximum amount of money in the Benevolent Fund is to be \$5000.

Clause 2: Each year, the Students' Council is to contribute either 10% of their budget, or an amount from their budget that brings the fund back up to \$5000.

Clause 3: The Benevolent Fund is to be in an account separate from the main Students' Council account.

BYLAW IX – ESA

Section 1: Relationship

Clause 1: The relationship between the Education Student Association (ESA) and the ASC is to provide ESA students with a lower ASC fee, while still allowing them access to some ASC benefits.

Section 2: Entitlement

Clause 1: The ASC must vote on the eligibility of ESA students to attend events and to receive other ASC benefits on a yearly basis.

Clause 2: The ESA acts as a club in its capacity for recording revenues, receiving reimbursements, etc.

Clause 3: The ESA is only entitled to the \$20 fee paid by each ESA student for ASC funding.