



**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: To qualify for office, all Executive Students’ Council members must have a cumulative grade point average of 2.30 or higher on a 4.00 scale. 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 maintain his or her 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 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: 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: 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. Making Students’ Council meeting minutes available to the public.
  3. Engaging 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; failure to fulfill these responsibilities, as determined by a two-thirds majority vote of the Students' Council, will be considered a resignation of office.
- Clause 2: Members of the Students' Council must attend all Council meetings; however, the Students' Council President reserves the right to grant members special permission and thus excuse them from a meeting. 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 his or her 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. (add portion for potential winter leadership?)

## **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 the Council to retract or change its decision.
- Clause 2: This petition must have the signatures of at least ten percent (10%) of Student Association members.
- 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 there to be any change in the decision of the Students' Council.

#### **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 successfully recall the election.
- 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 his or her position on the 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 that states the reasons for the appeal.
  2. The Students' Council Advisor will then meet with the appellant privately to discuss the matter and allow the appellant to present a verbal case. This meeting must take place no later than one week after the Students' Council Advisor receives the letter of appeal.
  3. The Students' Council Advisor will then convene with the Ambrose Cabinet on 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 a minimum two-thirds (2/3) majority vote by 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 must create a comprehensive set of goals for the year and present it to the ASC President at the beginning of the academic year.

Clause 2: If a Students' Council member fails to put in sufficient effort to achieve his or her 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 Executive Students' 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 does not deserve his or her stipend, the Student Association member may petition to have the stipend of the Students' Council member come under review by a 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: After 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 a portion, or the whole, of the member's stipend. Moreover, a minimum of ten percent (10%) of the Student Association must vote in the referendum for it to be considered valid.

## **BYLAW III – DECISIONS OF THE STUDENTS’ COUNCIL**

### **Section 1: Decisions of the Students’ Council**

Clause 1: In areas where the Students’ Council has jurisdiction, it shall:

- Direct a subsidiary committee to act,
- Form a temporary committee to act, or
- Act directly.

Clause 2: The Students’ Council may make recommendations to the faculty, staff, and Ambrose Cabinet concerning areas not under its 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 of Executive Students’ Council members:

- 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 either 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 week.
- To read and understand the Constitution, Bylaws, and Policies.
- To keep an updated binder of all activity planning that shall be passed on to succeeding members of the Students’ Council.
- 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 Students’ 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 prepare an agenda for each meeting.
- To act as the official voice of the Student Association.
- To oversee all activities in the Students' Council jurisdiction.
- To be one of the signing officers of the Students' 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 determine the duties of the Executive Assistant.
- To serve on the post-election Selection Committee to appoint the remaining Students' Council positions.
- To ensure that all members of the Students' Council are familiar with the Constitution, Bylaws, and Policies.
- To oversee the fulfillment of the Constitution, Bylaws, and Policies. This regulation includes verifying the GPA of all Students' Council members at both the mid-term and end-of-semester points, according to the Constitutional requirements, as well as Student Council candidates at election times.

Clause 3: Duties of the Vice President of External Affairs:

- To attend all academic committees on campus as a student representative (APPC and TLC) 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 foster a healthy academic environment.
- To operate as one of the financial signing officers alongside the ASC President and the VP – Internal Affairs.
- To advocate for programs and courses according to interests and needs of the student body.
- To actively work on a minimum of three (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. These relations include (but are not limited to):
  - Maintaining an active role in the Alberta Students' Executive Council (ASEC), acting as the Voting Delegate<sup>1</sup> 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.

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 the Students' Council, along with the President and Vice President – Academics.
- To prepare and present financial reports upon the request of any Students' Council member.
- To keep a record of all incoming and outgoing funds that are organized by and available to the Students' Council.
- To liaise with the Finance Office of Ambrose to manage 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 distributed to recipients on the last day of classes at the end of each semester.
- To facilitate the Undergraduate Health Plan in cooperation with Ambrose Finance.

**Section 2: Students' Council Administration**

Clause 1: General Duties of Students' Council Administration:

- To run and 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 maintain office.
- To act as voting delegates on the Students' Council.

Clause 2: Duties of the Executive Assistant:

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

Clause 3: Duties of the Director of Spiritual Life:

- To supervise the work of the Director of Social Justice.
- To work in collaboration with the Director of Social Justice to connect expressions of justice with spiritual life expressions (i.e., strategically mobilizing students to serve in external organizations and to participate in events).
- To oversee the planning of two Students' Council chapels per year – one in the fall semester and 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 and Chapel Worship Leaders).
- To assist in the planning of (what was known as) Spiritual Emphasis days with the Campus Chaplain and the coordination of (what was known as) Serve Days along with the Director of Social Justice.

Clause 4: Duties of the Director of Community Life:

- To coordinate and plan student social functions, including, but not limited to, Welcome Week, Winter Formal, Winter Kick-off, and Year End festivities.

- To plan informal student events as desired by the presiding Student Association.
- To appoint and determine the duties of an Assistant.
- To serve as the Chairperson of the Campus Activities Board (CAB).
- To liaise with the AVP of Ambrose’s Student Life to ensure effective communication and engagement in the campus-wide community.
- To provide support and instruction to the Director of Wellness to create initiatives around campus based on improving the mental health and well-being of Ambrose students and faculty.

Clause 5: Duties of the Director of Marketing & Communications:

- To liaise with the Students’ Council and other student committees concerning communications and promotions.
  - The Director of Operations will liaise between clubs and the VP Marketing regarding club promotional material.
- To facilitate and coordinate everyday public relations, including website announcements, advertising, etc.
- To support the promotion of activities/initiatives by other departments (when relevant).
- To appoint and determine the duties of an Assistant.
- To oversee all ASC media outlets (social media, posters, videos, etc.).
- To handle all photography needs, including, but not limited to:
  - Taking photos and videos at all ASC events.
  - Assembling and coordinating a photography team.
  - Maintaining stock photos to use for marketing needs.
- To record professional, detailed minutes at Students’ 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 properly upheld.
- To be informed of all available marketing means usable to ASC.

Clause 6: Duties of the Director of Wellness:

- To plan and implement a minimum of three (3) 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 with the goal of promoting 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 liaison between the Students' Council and the Student-Athlete 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 not only provide feedback on wellness programming at Ambrose but also work in a collaborative fashion to serve the holistic needs of the student population.
- To attend Executive meetings as outlined in contract.

Clause 7: 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 each club's concerns to the Executive Student Council.
- To facilitate any club fund requests and ensure proper distribution of said funds through the VP of Finance.
- 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 (e.g., Student parking, ASC office space, transit passes, etc.).
- To act as an assistant for the VP Finance and assist them as required.
- To attend Executive meetings as outlined in contract.

Clause 8: Duties of the Director of Equity, Diversity, and Inclusion:

- To plan and implement a minimum of three (3) different events per academic semester (active, passive, educational, or otherwise) related to Social Justice.
- To continually encourage students to become involved in giving back to others by setting up opportunities for them to serve.
- To chair the Homies Helping Homies club.

- To create awareness of social issues and provide opportunities for students to act through redemptive engagement with others both inside and outside the Ambrose community.
- To collaborate with Student Development and REACH for the purpose of effective planning.
- To partner with the Campus Chaplain regarding Serve Days in September (Spiritual Emphasis Days).
- To attend Executive meetings as outlined in 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 shall be conducted by online 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 only one individual is running for an elected position on the Students' Council, he or she must receive a 76% + approval vote to take office without question; on the

outcome of a 55 -75% approval vote, the Selection Committee will make the final decision. When a single individual has a 55% or lower approval rating, the candidate will not be allowed to run on the Students' Council. In this event, the Selection Committee will choose another candidate.

Clause 3: If there are two or more candidates running for either the Students' Council President or Vice President of Academics, 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 his or her 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 its 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 31<sup>st</sup> of the current academic year.
- Clause 6: If there are vacant positions at the beginning of an academic year, the Selection Committee may appoint individuals to fill these 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 Executive Vice President 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, the Selection Committee will appoint an individual to fill these positions.
- 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 this position be unfilled), which must be provided within 10 business days of the request.

### **Section 2: Club Funding Structure**

Clause 1: Each club shall request its ASC obtained budgets from the Director of Operations (VP of Internal Affairs should this position be unfilled) by September 30<sup>th</sup> for the fall semester and January 30<sup>th</sup> for the winter semester (a club may only apply for winter budget if it is the club's 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 the club has already 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 the 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**

Clause 1: Through the acceptance of ASC funding, a club leader is accepting liability for all risks pertaining to his or her event (it is recommended that all club leaders use the ASC Basic Liability Waiver for each event to mitigate their accepted personal risk).

### **Section 4: Institution of New Clubs**

Clause 1: Each club shall fill out the required application and other requirements, which include, but are not limited to:

- The online Club Application,
- The name of the proposed club,
- The proposed club leader's name,
- Three (3) students who will be members of the proposed club,
- A faculty sponsor for the proposed club,
- The Club Mission Statement,
- The Club Statement of Purpose, and
- A budget request.

Clause 2: The club application must be approved by the ASC Advisory, the ASC President, the VP Internal Affairs, and the VP External Affairs.

### **Section 5: Constitutional Changes to Clubs**

Clause 1: Any club that chooses to revise its constitution must submit a (minimum) one-page proposal to the ASC Director of Operations. The Director of Operations will discuss with the ASC VP Internal Affairs as to whether the constitutional changes are major or minor. Major changes can be the addition of new roles within the club hierarchy, funding changes, etc. Minor changes can be the renaming of roles within the club hierarchy.

Clause 2: If the Director of Operations and the VP of Internal Affairs deem the changes to be:

- Major - a vote must be passed by a minimum of two-thirds ( $\frac{2}{3}$ ) of the Student Council to approve of the changes.
- Minor - the ASC President will choose to approve the changes and notify all members of the Students' Council of said change.

### **Section 6: Inventory Audit**

Clause 1: At the beginning of each semester and at the end of each academic year, every club will submit a form containing the location and details of its inventory. This inventory form will be made available to clubs upon request of the 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 Finance within two business days before 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 Vice President Internal Affairs to cover anticipated expenses for the coming academic year. The Vice President of Internal Affairs will aid and advise the representatives of Students' Council members during the creation of these budgets.

Clause 2: The Vice President 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 Vice President 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 Vice President of Internal Affairs is responsible for ensuring accurate and complete financial closure at the end of the year that he or she holds this 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 Vice President 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 Vice President 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, and
- 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 (including students on onSite, internship, etc.)

Clause 2: Student must be experiencing a 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 relational objective 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: Yearly, the ASC must vote on the eligibility of ESA students to attend events and receive other ASC benefits.

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.