



# Nova Scotia Community College Student Association Bylaws

## Section I Officers of the Nova Scotia Community College Student Association

---

- a. President
- b. VP Finance
- c. VP Activities
- d. VP Services
- e. VP Communications

## Section II Powers and Duties of Officers

---

- a. **The Executive Committee**, determined generally by criteria specified in this document as well as the NSCCSA Common Constitution, leads the NSCC Student Association. The governing body of each campus Student Association is the Students' Council that shall be comprised of the Executive Committee as well as two (2) representatives from each program, one (1) voting and one (1) alternate.
- b. **The Program Representative** is primarily responsible to provide input on the mission, vision and mandate of the Student Association and to represent the issues and views of their respective program and its students on the SA Students' Council.
- c. **The President** is primarily responsible and accountable to the membership of the NSCC Student Association with respect to the day-to-day operations of the organization. A chief spokesperson for the SA, the President is responsible for ensuring the Student Association maintains a positive profile within the NSCC community as well as locally, provincially and nationally.
- d. **The Vice President Finance** is primarily responsible to maintain a record of the financial standing of the Student Association and to oversee the financial management of the organization, in partnership with the Executive Committee. Furthermore, the Vice President Finance is responsible to ensure that the approved Student Association budget is adhered to all times.
- e. **The Vice President Activities** is primarily responsible for the development and delivery of student programming at the campus level, including social, awareness, cultural and other special events as well as sports, recreational and wellness activities.
- f. **The Vice President Services** is primarily responsible for ensuring that all Student Association services are meeting the needs of the student body and encouraging students to become actively involved in all Students' Council subcommittees, campus student organizations, clubs, and other student related initiatives.
- g. **The Vice President Communications** is primarily responsible for the development and execution of the Student Association's marketing and communications strategy as well as overseeing general advertising and promotions for SA related services and activities. Furthermore, the Vice President Communications is accountable for the general recruitment and management of the SA Students' Council as well as the preparation of monthly Council agendas and minutes.



# NSCC Student Association Bylaws

Ratified: May 1, 2017

Page 2 of 10

- h. The Executive Committee has the authority, with approval from Students' Council, to hire staff to assist them in their function (e.g. bookkeeper, coordinators). The powers and duties of hired Student Association staff are defined by the individual job descriptions provided for each position, and as determined by the campus utilizing these positions.
  
- i. All positions are guided by comprehensive job descriptions as well as the constitution, bylaws, policies and procedures of the Student Association and the Nova Scotia Community College. Individual job descriptions for Executive, Coordinator, Advisor and Council Representative positions will be posted to the NSCCSA website and updated on a regular basis.

## **Section III                      Qualifications to Hold Office**

---

- a. The Nova Scotia Community College Student Association requires that those students seeking office and/or serving the organization as an officer meet the following criteria:
  - I. Student must have obtained and maintained the grades sufficient to continue in their program of study;
  - II. Student must have been assessed and have paid a Student Association fee;
  - III. Student must be attending the campus where the position is being offered; and
  - IV. Student must not be on academic probation or have any violations of NSCC's Student Code on Conduct on their academic file.
  
- b. No member may hold more than one office in any given academic year.

## **Section IV                      Elections**

---

- a. Program Representatives are appointed from among the students enrolled in each program by a vote of the members in that program, by either secret ballot or a showing of hands. If a particular program has more than one class/section, each class/section is eligible to select a representative.
  
- b. New Executive Committee members are elected in one of the following ways, as determined by the Students' Council:
  - I. The Students' Council will call Spring elections for the positions of President, VP Finance, and VP Activities, **and** Fall elections for the positions of VP Services and VP Communications (and any positions not filled in Spring); **or**
  - II. The Students' Council will call Spring elections for all five (5) available positions of President, VP Finance, VP Activities, VP Services, and VP Communications **and** Fall elections for any positions that have been vacated since the last election and/or not filled in Spring; **or**
  - III. The Students' Council will, due to having a campus size of under 500 students, call spring and/or fall elections for three (3) available positions, those being President, VP Finance, and VP Activities.
  
- c. The decision of which format will to be used must be made prior to the announcement of Spring elections at each campus.
  
- d. Officers shall be elected by majority vote of the student membership. All recognized members of the Student Association are eligible to vote in the election and each member shall be entitled to



# NSCC Student Association Bylaws

Ratified: May 1, 2017

Page 3 of 10

one (1) vote for each position.

- e. Votes will be taken by online ballot. In the event of a tie between candidates offering for the same position, members must be informed of the circumstances and online balloting must be extended in order to break the tie. Only the tied candidates will be included on the second ballot and only members who did not cast a ballot during the initial voting period are eligible to cast a vote. The candidate obtaining the greatest number of votes for their respective position will fill the office.
- f. In the event that a candidate is running unopposed, a Yes/No ballot shall be implemented to affirm the candidate, with a majority Yes vote required.
- g. Any candidate may request a recount in writing to NSCC Student Life and requests must be submitted no later than 48 hours after the announcement of the election results.
- h. The terms and conditions of the election are not subject to appeal. However, the implementation of the election process may be subject to appeal. For purposes of these elections, an Elections Appeals Committee will adjudicate any appeals.
- i. Any Executive positions that remain vacant after the Spring elections period shall be reoffered during the Fall elections.
- j. Should any positions remain vacant after Fall elections, a hiring process will be established. Candidates wishing to apply for any available Executive positions shall be required to submit a current resume and a cover letter addressing their qualifications for the position being sought. Each eligible candidate will be interviewed by a committee consisting of members of the current Executive, Students' Council, and may be joined by a Student Association Advisor or NSCC Student Life staff member. The candidate selected by the hiring committee will be affirmed at the next Students' Council meeting and requires a majority vote of the current sitting Students' Council as confirmation.

## **Section V                      Executive Committee**

---

- a. The Executive Committee shall consist of the elected and appointed officers, with the Student Association Advisor(s) serving as ex-officio, non-voting members.
- b. In service of the Students' Council, the Executive Committee shall be primarily responsible for the day-to-day operations of the NSCCSA and is authorized to act on behalf of the organization between Students' Council meetings when immediate action is required.
- c. The Executive Committee shall report to the Students' Council on all business conducted between meetings. Any actions taken by the Executive Committee may be rescinded or modified by the Students' Council by a majority vote, except in the case where a decision is of a contractual or legally binding nature.

## **Section VI                      Student Association Advisors**

---

- a. The Student Association Advisor is primarily responsible to support student leaders in creating a working environment that is productive, safe, enjoyable, educational and student-centered by providing advice and feedback to Student Association on their services and activities.



# NSCC Student Association Bylaws

Ratified: May 1, 2017

Page 4 of 10

- b. This position is guided by a comprehensive job description as well as the constitution, bylaws, policies and procedures of the Student Association and the Nova Scotia Community College and is subject to Executive Committee approval.
- c. The Student Association Advisor(s) shall fulfill the responsibilities as specified in the NSCC Student Advisor Handbook, and shall serve on an academic year basis, or until their successor has been selected by the Executive Committee.
- d. The SA Advisor(s) is an *ex-officio*, non-voting member of the Students' Council.

## Section VII Meetings and Voting

---

- a. Regular meetings of the NSCCSA Students' Council shall be held monthly during the academic year, with the first Students' Council meeting held as soon as possible following the conclusion of the fall election period.
- b. The parliamentary authority for these meetings shall be "**Robert's Rules of Order**", Revised. The SA Executive Committee will make appropriate interpretations where necessary.
- c. All decisions made at the Students' Council meeting must be in keeping with the administrative jurisdiction of the Student Association. When the decision-making capacity of the Students' Council is in question, consultation with the SA Advisor and/or NSCC Student Life is recommended.
- d. Special meetings may be called by the President or by a simple majority of the Executive Committee. All Students' Council members must be given a minimum of 24 hours' advanced notice of the meeting time.
- e. Business cannot be conducted unless a quorum of the Students' Council membership is present. A quorum for this body is a majority (50%+1) of the designated voting members.
- f. Members must be present to vote.
- g. Voting members of the Students' Council include appointed program representatives and Executive Committee members only. The Meeting Chair may not vote, except in the case of a tie. Alternates attending the meeting in lieu of the appointed program representative are eligible to cast a vote. Those alternates whose appointed program representatives are also in attendance are not eligible to cast a vote.
- h. Council members may vote by email proxy in the following situation only:
  - I. Meeting convened is of an emergency nature, called by the Executive Committee to facilitate a vote that is time sensitive; and
  - II. It has been established that quorum cannot be met in person for this meeting.
- i. Should the meeting move forward with email proxy voting, it is assumed that quorum will be the entirety of the Students' Council (both elected and appointed) and that a vote of 50%+1 of all members is required to pass the motion.
- j. Students' Council members must be in good standing to vote. Good standing for this purpose means that the:



# NSCC Student Association Bylaws

Ratified: May 1, 2017

Page 5 of 10

- I. Member must be a student in the program for which they have been appointed to represent; and
- II. Member has not had more than two unexcused absences from Council meetings.

## **Section VIII Committees**

---

The Student Association, in collaboration with NSCC Student Life, shall form a Review Committee to adjudicate matters under procedural appeal, such as organizational dissolution, officer job performance and honorarium payment, and will be responsible to deliver final determinations on the outcomes of these appeals.

From time to time, the Student Association may establish special interest committees to perform such duties as defined in their establishment. Where possible, the roles and responsibilities outlined shall not overlap the jurisdiction of another established Student Association and/or College committee.

The Executive Committee, in the interest of establishing clear lines of communication, may choose to apportion additional responsibilities to an existing committee in lieu of establishing a new committee.

The Executive Committee shall appoint the Chairperson as well as any/all committee members and reserves the right to remove these members at its discretion.

## **Section IX Chartering**

---

- a. The Student Association shall have the power to issue charters to campus student organizations for the purposes of promoting extracurricular and co-curricular activities and to prevent the misuse of college facilities.
- b. Any group of Student Association members deciding to organize a committee, club, or organization must apply to the Students' Council for a charter.
- c. At the time of application, the group must state their student organization's goals and provide an explanation of how they will accomplish these stated goals. If the Students' Council approves, a charter will be issued and shall be valid until the end of the current academic year.
- d. All student organizations must renew their charter with the Executive Committee on a yearly basis.

## **Section X Finances**

---

- a. The fiscal year of the Student Association shall be from the first day of May to the thirtieth day of April of the following year.
- b. Student Association fees are set by each individual campus Students' Council. Changes to this fee must be approved by a 50% +1 majority vote and the new fee amount must be approved no later than April 15th.
- c. All fee adjustments will be reported to NSCC Student Life and will not take effect until September of the following academic year.



# NSCC Student Association Bylaws

Ratified: May 1, 2017

Page 6 of 10

- d. Student Association fees shall be paid as a part of college fees and tuition and are due on the date(s) established by the College.
- e. Members who have not paid the Student Association fee shall be considered as not in good standing and may lose membership privileges, including voting, until such time as the fee is paid.
- f. Student Association fees are collected and distributed to each campus Student Association and are utilized by the organization on behalf of the student membership to support the delivery of events, activities, programs and services. The disbursement of these funds must not contravene any organizational policies and procedures set out to govern its use and particularly may not be used to purchase and/or reimburse members for items such as alcohol.

## **Section XI                      Signing Authority**

---

- a. Each Student Association shall have the following members listed as signing authorities for the organization:
  - I. President
  - II. VP Finance
  - III. VP Activities
  - IV. Student Association Advisor(s)
  - V. NSCC Student Life staff members (minimum 2)
- b. All cheques, contracts and/or legal documents authorized by the Executive Committee on behalf of the Student Association must have a minimum of two signatures, one being that of the VP Finance or President.

## **Section XII                      Reports**

---

- a. All minutes and documents of the Student Association and its Students' Council shall be public documents, except for minutes and documents of meetings deemed confidential. The President shall not be obliged to release any information, documents, or minutes concerning ideas, actions, or motions that were not acted upon.
- b. Each Executive Committee is required to present an organizational budget to the Students' Council that outlines the projected revenue and expenses for the academic year. No student fees will be released by the College until this budget has been presented and approved by the Students' Council.
- c. Each Executive Committee shall follow accepted accounting practices in receipting, accounting for, and reporting cash flow and expenses related to social events, fundraisers, and all other SA sponsored activities.
- d. The Executive Committee agrees to respond in a timely, "open books" manner to reasonable requests from members of the Students' Council to name, clarify and, if necessary, justify the expenditures of Student Association money on particular items.
- e. The Executive Committee shall present monthly financial statements to the Students' Council at each meeting and shall ensure that full financial statements are available to be reviewed at the end of both the Fall and Winter semesters by the NSCC Student Life team.



# NSCC Student Association Bylaws

Ratified: May 1, 2017

Page 7 of 10

- f. The Executive Committee accepts, in principle, and agrees to verify on request, the practice that as a matter of fiduciary trust, a timely and duly approved motion of the Students' Council (passed by a majority vote) will cover every expenditure of student fees made by the organization.

## **Section XIII                    Discipline of Elected and Appointed Officers**

---

- a. In order to maintain their position, an officer must be in good standing with the College and the following stipulations must be met:
  - I. Student must have obtained and maintained the grades sufficient to continue in their program of study;
  - II. Student must have been assessed and have paid a Student Association fee;
  - III. Student must be attending the campus where the position is being offered; and
  - IV. Student must not be on academic probation or have any violations of NSCC's Student Code on Conduct on their academic file.
- b. All officers of the NSCCSA, as well as those individuals appointed to positions to support the functioning of the Student Association, are expected to uphold the rules and regulations of the Nova Scotia Community College, including its Student Code of Conduct, and adhere to the operational policies and procedures governing the NSCCSA when organizing and participating in any NSCCSA sanctioned events and activities.
- c. Officers that violate the rules and regulations of the Nova Scotia Community College, including its Student Code of Conduct, and/or the policies and procedures governing the Student Association or its affiliated groups, will face disciplinary action as determined by either the Student Association, the College, or both.
- d. In the case of academic standing, in instances where an officer has not achieved a passing grade for one (1) class within their specified program, proof must be provided by the student, in conjunction with their SA Advisor, that a performance improvement plan (PIP) is in place to remedy this situation.
- e. The officer in question will have an opportunity to discuss these circumstances and all efforts to support that student will be made by both the SA Advisors and the Executive Committee members. It must further be demonstrated that all reasonable efforts are being made by the officer to address their academic situation, which may include additional study time, tutoring, and/or other available supports.
- f. NSCC Student Life will perform an academic follow up to ensure that the officer's academic standing has been adequately and appropriately addressed. In the event that it has not, the officer will be required to submit their resignation in order to maintain their standing as a student.
- g. In instances in which an officer is placed on academic probation or suspension or is found to be in violation of the NSCC Student Code of Conduct, this will result in the automatic removal of the officer from their position. Other causes for automatic removal shall be defined as malfeasance, misfeasance, or nonfeasance of assigned duties and/or being criminally convicted while holding office.





# NSCC Student Association Bylaws

Ratified: May 1, 2017

Page 8 of 10

## Section XIV Officer Removal

---

- a. Any SA officer who violates any of the provisions of the NSCC SA Common Constitution, its policies, procedures or any other official documents of the Student Association through their activities and other acts of omission or commission shall be subject to Executive Removal procedures by the Student Association Students' Council. Any member of the Student Association Students' Council shall have the right to file Executive Removal proceedings against another member at any time. Any member of the Student Association shall have the right to file removal proceedings against a member of the Student Association by filing a petition signed by at least 10% of the organization's general membership.
- b. To begin the process of removal, another member of the Executive or Students' Council must communicate to the officer in question the reason(s) for his/her removal at a meeting held for the purpose. The officer in question must be offered an opportunity at the meeting to defend their actions and given a period of 10 (ten) business days to improve the situation. While under review by the appropriate parties, the officer in question will have a forced leave of absence from their position until such time as their review is concluded.
- c. After a period of 10 (ten) business days, the issue will be discussed again and if the issue has not been resolved, the Executive member will be given the option to resign or be removed from their position.
- d. If the situation is of an extremely serious nature, the executive member in question may be removed immediately upon a 2/3 majority vote of the SA Students' Council.
- e. NSCC Student Life is available to intervene as a third party if *extreme* circumstances exist and further assistance is needed. He/she will ensure that due process takes place and that the interests of both the student and the Student Association are represented fairly and impartially.

## Section XX Abandonment

---

- a. For the purposes of these bylaws, abandonment of the position is considered to be two (2) unexcused absences from official Students' Council meetings. In the case of the Executive Committee, this may be applied to Executive Committee meetings as well.
- b. An absence is considered unexcused if:
  - I. The member does not communicate at least 24 hours in advance that they will not be in attendance at the meeting and;
  - II. The member does not notify their alternate that they will not be in attendance (where applicable).
- c. These criteria are based on the assumption that the date, time, and location of the meeting were previously established and communicated to the member in question, and that any changes were communicated at least five (5) days in advance, with a reminder of any date/time/location changes sent at least three (3) days prior to the meeting.





# NSCC Student Association Bylaws

Ratified: May 1, 2017

Page 9 of 10

- d. If a member has missed one (1) meeting without providing advance communication that they will not be in attendance, a written warning will be provided to the member advising that another unexcused absence will result in their removal from the Students' Council and/or Executive Committee.
- e. Emergency circumstances in which the member states that they were unable to convey regrets and/or notify their alternate will be considered on a case by case basis by the Students' Council and/or the Executive Committee.
- f. If the member has missed two (2) meetings without acceptable excuse as defined above, that member may be subject to removal from Council as per applicable policies and procedures.

## **Section XXI            Vacancy of Office**

---

- a. In case of resignation or removal of any officer, a hiring process will be implemented as outlined in Section IV.
- b. Resignation from an Executive Committee position requires a formal letter. This letter is to be submitted to the Executive Committee and to NSCC Student Life.
- c. Each available position must be posted for a minimum of five (5) business days to allow all interested members to apply for the position being offered.
- d. Should the office of President become vacant during the year, the VP Services (if available) will automatically fill this position. Should the Student Association not have a VP Services or the officer serving in this capacity is unwilling to assume the duties, the position will fall to the VP Activities. Alternately, should another member of the Executive wish to move into the President role, this can occur with a majority vote of the Students' Council.
- e. In the event that a Program Representative position becomes vacant, the role will immediately fall to the assigned alternate. The program should then select a new alternate and forward their name accordingly.

## **Section XXII            Dissolution**

---

- a. No Student Association, affiliated or chartered student organization or group shall continue to be recognized by the College if it is in grievous violation of College and/or Student Association policies and procedures, contravenes the mission, vision and values of the College and/or Student Association, puts the welfare of students at risk or is in violation of provincial or federal rules and regulations.
- b. The organization in question will be informed of the specific nature of the alleged violation, including the details of the complaint as well as any official information gathered to support said complaint by NSCC Student Life and given five business days to respond to NSCC Student Life.
- c. From the time of receipt of complaint until final resolution has been determined, the organization will be suspended from all operations and activities and their bank account (if applicable) will be frozen.



# NSCC Student Association Bylaws

Ratified: May 1, 2017

Page 10 of 10

- d. The Student Association Review Committee will adjudicate the complaint and determine if a hearing is required or if the situation can be resolved through an informal process. Should a review hearing be required, the organization will be served written notice of the decision within 24 hours from the meeting date by the chair of the Student Association Review Committee. Decisions of this committee will be deemed final and not eligible for appeal.
- e. Upon the dissolution of any campus Student Associations, affiliated group or student organizations for any reason, all work, funds, and property controlled by the organization will be left in the care of NSCC Student Life until such time that new leadership for that organization can be selected.

## **Section XXIII      Non-Hazing Clause**

---

- a. The laws of the province of Nova Scotia concerning hazing and/or bullying shall be observed.
- b. Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a Student Association organization is directly or indirectly conditional upon performing the activity.
- c. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

## **Section XXIV      Amendments**

---

- a. Proposed amendments to these bylaws shall be presented to the provincial membership, in writing, one meeting prior to the meeting where the amendment will be voted on.
- b. The Presidents' Council shall review and make recommendations on all bylaw revisions prior to consideration by the membership.
- c. Bylaw amendments require approval by 2/3 of the voting members present at a regular campus Students' Council meeting. In order for the Bylaw to be appended, it must also receive 2/3 majority vote of all campus Student Association Students' Councils.
- d. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- e. A copy of any amendments to these bylaws must be submitted to NSCC Student Life within two weeks after adoption.