

# **Official Bylaws**

**Of the**  
**Northern Alberta Institute of Technology Students' Association**

- SECTION 1** NAME
- SECTION 2** OBJECTIVES
- SECTION 3** AUTHORITY
- SECTION 4** MEMBERSHIP
- SECTION 5** EXECUTIVE COUNCIL
- SECTION 6** THE SENATE
- SECTION 7** ELECTORAL REGULATIONS
- SECTION 8** REFERENDUM REGULATIONS
- SECTION 9** ACADEMIC COUNCIL STUDENT REPRESENTATIVES
- SECTION 10** BOARD OF GOVERNORS STUDENT MEMBERS
- SECTION 11** COMMITTEES, BOARDS, CLUBS AND EXTERNAL AFFILIATIONS
- SECTION 12** COMMUNICATION WITH THE BOARD OF GOVERNORS
- SECTION 13** REMUNERATION
- SECTION 14** FINANCIAL AFFAIRS
- SECTION 15** ACCESS TO INFORMATION
- SECTION 16** AMENDMENTS
- SECTION 17** MINUTES, BOOKS AND RECORDS



**1. NAME**

1.1. In accordance with Sections 4 and 5 of the Post Secondary Learning Act (Alberta), the students of the Northern Alberta Institute of Technology (NAIT) shall be incorporated as the Northern Alberta Institute of Technology Students' Association, which may also be known or referred to as NAITSA.

**2. OBJECTIVES**

2.1. The objectives of the Students' Association shall be to provide for the administration of student affairs at NAIT, including the development and management of student committees, the development and enforcement of rules relating to student affairs, and the promotion of the general welfare of the students consistent with the purposes of NAIT.

**3. AUTHORITY**

3.1. The Bylaws shall be the primary governing document of the Students' Association.

3.1.1. The Bylaws shall set forth the foundation for the structure, operation, and maintenance of the organization.

3.1.2. The Bylaws supersede policies, procedures, and special resolutions duly passed by the organization.

**4. MEMBERSHIP**

**4.1. GENERAL**

4.1.1. All students of NAIT, other than those enrolled in non-credit courses, shall be members of NAITSA.

4.1.2. Every member shall pay membership fees for the maintenance of the students' association as prescribed herein.

4.1.3. All students who observe designated course activities, but whose work is not evaluated and grades are not awarded, shall not be required to pay membership fees and shall not be members of NAITSA.

**4.2. FEES**

4.2.1. Membership fees assessed to members shall be defined in the annual budget. Members enrolled in full- or part-time study at NAIT shall pay a flat membership fee per semester, except under the circumstances defined in 4.2.1.1. and 4.2.1.2.

4.2.1.1. Apprenticeship – members who are enrolled in an apprenticeship program shall pay a pro-rated amount of the full membership fee based on individual enrolment (measured in weeks) in relation to a full time semester of 15 weeks.

4.2.1.2. Members who are enrolled in credits exclusively via remote online instruction shall pay a per-credit rate defined in the annual budget which shall be calculated at 75% of the full fee divided by the number of credits defined by NAIT as a full-time equivalent.

4.2.2. The NAITSA membership fee shall increase annually based on the Alberta Consumer Price Index specifically defined in the Government of Alberta Post-Secondary Institutions' Tuition Fees Regulation section 5(3), excepting negative inflation where the membership fee would neither increase nor decrease. The Membership Fee in 2013/14 of \$120 per semester, established in the 2013/14 academic year, shall be used as a baseline for this annual calculation from that year going forward.

4.2.3. A referendum must be held for any introductions of dedicated fees apart from the NAITSA membership fees that are equal to or greater than \$50 per semester. Approval of the fee requires no less than a two-thirds majority of students who vote.

**4.3. WITHDRAWAL**

- 4.3.1. A person not wishing to maintain membership in NAITSA may notify the Executive Council in writing. On receipt of notice by Executive Council, the person shall cease to be a member of NAITSA and that person's membership fee shall be forfeited to NAITSA;
- 4.3.2. A person withdrawing from NAIT, for whatever reason, shall cease to be a member of NAITSA and that person's membership fee shall be refunded according to withdrawal policies of the NAIT Registrar.

#### 4.4. RIGHTS & RESPONSIBILITIES

- 4.4.1. Members of NAITSA who are in good standing are eligible for the following:
  - 4.4.1.1. To vote in all NAITSA elections and referenda;
  - 4.4.1.2. To join and hold office in a student club, the Senate, or the Executive Council;
  - 4.4.1.3. To participate in all recreational and athletic programs supported by membership fees, subject to a member's ability to consent to such activities;
  - 4.4.1.4. To attend all meetings of the Senate as non-voting guests;
  - 4.4.1.5. To serve on regular and special committees of NAITSA;
  - 4.4.1.6. To petition NAITSA, NAIT Administration, or the NAIT Board of Governors through the Student Association; and
  - 4.4.1.7. To enjoy the benefits provided by the Students' Association in representation and programming that membership fees establish or support.
- 4.4.2. All persons with membership in NAITSA will assume the responsibility to obey the Bylaws and Policies of NAITSA, as well as the rights and responsibilities of being a NAIT student as set forth by NAIT.
- 4.4.3. Each member of the Students' Association shall pay fees in accordance with this section.
- 4.4.4. The institution shall collect fees from the membership on behalf of the Students' Association.
- 4.4.5. The members may, by a petition that is duly signed by at least ten (10) percent of the total membership, require the Senate to conduct a vote or referendum and enact any resolution pertaining to the affairs of the Students' Association.

### 5. EXECUTIVE COUNCIL

#### 5.1. GENERAL

- 5.1.1. The Executive Council shall be the executive authority of the Students' Association and shall be responsible for the day-to-day affairs and the administration of the operating and capital budgets. The affairs, business and finances of NAITSA shall be controlled and conducted by the Executive Council to the extent that they are not otherwise provided for in the Bylaws.
- 5.1.2. The Executive Council shall consist of the President and at least three (3) Vice-Presidents.
  - 5.1.2.1. The Executive Director, fulfilling a fiduciary duty in an advisory capacity, shall be a non-voting ex-officio member of Executive Council.
  - 5.1.2.2. The Administration Director, acting as Secretary, shall be a non-voting ex-officio member of Executive Council.
- 5.1.3. Meetings of Executive Council shall be held a minimum of once per month.
- 5.1.4. Two (2) Vice-Presidents and the Chair shall constitute a quorum for the transaction of business in Executive Council.
- 5.1.5. Proxy voting shall not be permitted.
- 5.1.6. The Chair shall cast a vote only to break a tie (passing or defeating a motion) or to create a tie (defeating a motion) and only when it is in the best interest of the organization to do so.

5.1.7. Meetings of the Executive Council are held in-camera and minutes shall be considered closed and sealed to anyone other than members of Executive Council. Only motions and their results shall be published.

5.1.7.1. The Chair may invite guests to participate in Executive Council meetings.

## 5.2. GENERAL RESPONSIBILITIES

5.2.1. Students elected to Executive Council have a fiduciary duty to the organization and shall follow these principles when directing the affairs of NAITSA:

5.2.1.1.1. Diligence – Act reasonably and in good faith, considering the best interest of NAITSA at all times;

5.2.1.1.2. Loyalty – Place the interest of the organization ahead of personal interests;

5.2.1.1.3. Observance – Act within the scope of the law, adhere to the rules and regulations that apply to the organization, and follow the bylaws, policies and procedures of NAITSA.

5.2.2. Members of Executive Council shall provide representation by advocating for student rights to all levels of government, serving on councils and committees as required, and communicating effectively with all stakeholders.

5.2.3. In order to maintain eligibility to serve and accountability in the Executive's individual roles, each member of Executive Council shall fulfill the following obligations:

5.2.3.1.1. Sign a written Executive Agreement prior to taking office;

5.2.3.1.2. Adhere to the Executive Council Hours of Work Policy;

5.2.3.1.3. Register in a minimum of one (1) but not more than three (3) credit courses in each of the fall and winter terms, and may, using individual discretion, also register in a maximum of two (2) credit courses in the summer term;

5.2.3.1.4. Report regularly to Executive Council, and in writing to the Senate, on all matters of relevance and importance to the Executive's position and the students of NAIT;

5.2.3.1.5. Conduct monthly group appraisals to ensure accountability to job duties and commitment to goals.

5.2.4. Executive Council shall approve policies and procedures for the affairs of NAITSA within its jurisdiction, including but not limited to the following:

5.2.4.1.1. Election campaign regulations;

5.2.4.1.2. Annual NAITSA event plan;

5.2.4.1.3. Co-curricular student activity policy;

5.2.4.1.4. Poster policy.

## 5.3. SPECIFIC DUTIES AND RESPONSIBILITIES

### 5.3.1. PRESIDENT

5.3.1.1. The President has administrative responsibilities including, but not limited to, serving as Chair of Executive Council and acting as the primary student signing authority for NAITSA;

5.3.1.2. The President supports the vice-presidents and the Executive Director in pursuit of individual annual objectives and NAITSA's mission, and supervises the Executive Director on behalf of Executive Council.

5.3.1.3. The President represents NAITSA in many formal capacities:

5.3.1.3.1. Liaise with the administration of NAIT;

5.3.1.3.2. Liaise with NAIT alumni;

5.3.1.3.3. Liaise with student members of the NAIT Board of Governors;

5.3.1.3.4. Liaise with campus student groups to identify and address unique issues.

#### 5.3.2. VICE PRESIDENT EXTERNAL

5.3.2.1. The Vice President External represents NAITSA in many formal capacities:

5.3.2.1.1. Liaise with satellite campus students and staff;

5.3.2.1.2. Participate in external advocacy organizations of which NAITSA is a member;

5.3.2.1.3. Act as the official external representative to various levels of government in advocating for student and apprentice issues.

#### 5.3.3. VICE PRESIDENT ACADEMIC

5.3.3.1. The Vice President Academic has administrative responsibilities including, but not limited to, appointing students-at-large to serve on NAIT's Academic Council;

5.3.3.2. The Vice President Academic represents NAITSA in many formal capacities:

5.3.3.2.1. Official representative for students with academic-related grievances;

5.3.3.2.2. Liaison to NAIT Academic Staff Association, and participate on committees relating to faculty;

5.3.3.2.3. Liaison to NAIT Academic Council;

5.3.3.2.4. Serve as a highly knowledgeable resource for students on issues involving academic rights, regulations and policy;

5.3.3.2.5. Liaison to the Student Academic Rights Advisor.

#### 5.3.4. VICE PRESIDENT INTERNAL

5.3.4.1. The Vice President Internal has administrative responsibilities including, but not limited to, serving as Chair of the Ooks Life Team.

5.3.4.2. The Vice President Internal represents NAITSA in many formal capacities:

5.3.4.2.1. Liaison between elected student governance and the Ooks Life Team;

5.3.4.2.2. Liaison to NAIT's Student Life department;

5.3.4.2.3. Advocate to NAIT and participate in committees in regards to student life on campus;

5.3.4.2.4. Advocate to NAIT and participate in committees in regards to student spaces and services on campus;

5.3.5. Members of Executive Council, with the unanimous consent of Executive Council, may exchange among themselves the responsibilities stated in these Bylaws.

#### 5.4. POSITION DURATION AND VACANCIES

5.4.1. All Executive-elects shall serve under the respective Executives until May 1st when those people shall take office.

5.4.2. The term of office for each Executive shall be one year. In the case of a by-election a partial year shall be considered one year, except where in that by-election a current Executive is elected and transitions from one position to another.

5.4.3. An Executive Officer may hold a position as a member of the Executive Council for a maximum of two (2) terms, whole or partial, in that person's lifetime.

5.4.4. An Executive Officer may discontinue that person's duties as a member of the Executive Council in the following ways and circumstances:

5.4.4.1. Resignation – A resigning Executive Officer shall submit to the Executive Director a written resignation that is considered final with no opportunity for reinstatement;

- 5.4.4.2. Ineligibility by reasons of loss of membership in NAITSA;
- 5.4.4.3. An Executive Officer who is absent from three (3) consecutive council meetings (Executive Council and The Senate) without notice and just cause given to the presiding officer shall be automatically removed from office. The President shall give notice of delinquency to the absent Executive Officer after two (2) consecutive absences;
- 5.4.4.4. Dereliction of duty or misconduct – unanimous approval by the remaining Executive Council members or seventy-five (75) percent majority vote by The Senate shall be sufficient to remove a member of Executive Council from office for improper or indiscreet conduct or neglect of duty;
- 5.4.4.5. An Executive Officer shall automatically be removed from office if at any time during that person's term Directors and Officers liability coverage becomes no longer procurable;
- 5.4.4.6. Failure to maintain an academic average above a minimum pass as defined by the NAIT Registrar's office; or
- 5.4.4.7. The Executive Council or Senate determines that the Executive Officer has breached that person's Executive Agreement.

#### 5.5. FILLING VACANCIES

- 5.5.1. Any vacancy occurring before the start of the second semester shall be filled by a by-election conducted in the same manner as Executive Council Elections (Section 7); except if a single vacancy occurs and Senate deems circumstances to be so extraordinary that it may approve an Executive Council recommendation to proceed without a by-election.
- 5.5.2. Any vacancy occurring after the start of the second semester shall be filled as determined by The Senate.

### 6. THE SENATE

#### 6.1. GENERAL

- 6.1.1. The Senate shall be the governing body of the organization and shall be responsible for the Bylaws, the approval of the annual operating and capital budgets, and general governance outside the purview of the Executive Council.
- 6.1.2. The Senate shall be comprised of twelve (12) elected members who shall act as outlined in these Bylaws and shall each have the title of Senator during that Senate's term.
- 6.1.3. The Senate shall hold a total of ten meetings during the months from October to April inclusively and the schedule including the date, time and location of each meeting shall be made accessible on the main NAITSA website.
- 6.1.4. Quorum for meetings of the Senate shall be two-thirds of the total elected voting members. (Example: 8 voting members would constitute quorum of 12 total seats.)
- 6.1.5. Voting shall be structured so that each Senator is assigned one (1) vote.
  - 6.1.5.1. During any meeting of the Senate, unless otherwise stated in these Bylaws, a simple majority of the number of voting members present during that meeting shall be sufficient to pass any motion or conduct business;
  - 6.1.5.2. Proxy voting shall not be permitted;
- 6.1.6. The Chair shall confirm quorum prior to the call to order of every meeting of the Senate.
- 6.1.7. The Senate shall, at the first meeting of each year, appoint a chairperson recommended by the Executive Council to chair all meetings of the Senate.
  - 6.1.7.1. The President may call a Special meeting of the Senate if the President deems necessary.

6.1.7.2. Notification of a Special meeting of the Senate shall be provided to all members of the Senate, voting and non-voting, at least 48 hours in advance of the meeting.

## 6.2. ELIGIBILITY

6.2.1. Each member of the Senate must be a member in good standing as specified by Section 4 of these Bylaws.

## 6.3. DUTIES OF THE SENATE

6.3.1. Senators shall:

6.3.1.1. Administrate the Bylaws pertaining to the activities and affairs of NAITSA within its jurisdiction;

6.3.1.2. Appoint ad-hoc and/or standing committees to investigate any matters or problems that may arise concerning the student body;

6.3.1.3. Approve all NAITSA budgets and all unbudgeted financial commitments and expenditures in excess of five hundred dollars (\$500.00);

6.3.1.4. Act as a fiduciary for NAIT students in governance and communication.

## 6.4. AUTHORITY

6.4.1. The Senate shall have the power to advocate for a position or expressing an opinion on any matter of concern to students.

## 6.5. MEMBERSHIP

6.5.1. The Senate shall consist of the following members:

6.5.1.1. The NAITSA President (ex-officio, non-voting);

6.5.1.2. The three (3) Vice-Presidents of NAITSA (ex-officio, non-voting);

6.5.1.3. Twelve (12) Senators elected every October from the membership as defined in Section 6.8 of these Bylaws;

6.5.1.4. NAITSA Executive Director (non-voting);

6.5.1.5. The Chair (non-voting).

6.5.1.6. The Secretary (non-voting)

6.5.2. Any member of the Senate who fails, withdraws, or is incomplete in two or more classes in any semester shall resign from the Senate.

## 6.6. POSITION DURATION AND VACANCIES

6.6.1. The term each Senator serves shall be one year from October to April.

6.6.2. There shall be no limit to the number of times a student may serve as a Senator in a lifetime.

6.6.3. A Senator may discontinue all duties as a member of the Senate in the following ways and circumstances:

6.6.3.1. Resignation – A resigning member shall submit to the Senate a written resignation setting forth the reasons for resignation. The position is not considered vacant until the resignation is presented to the Senate, and it is then considered final with no opportunity for reinstatement during that academic year;

6.6.3.2. Ineligibility by reasons of loss of membership in NAITSA;

6.6.3.3. Being absent from three (3) meetings of the Senate;

6.6.3.3.1. The Senate, upon request, may approve an excused absence based on a program-related employment practicum. If such absence is excused, it will only be applicable to NAITSA bylaw 6.6.3.3.

- 6.6.3.3.2. The Senate, upon request, may approve an excused absence based on special-case scenarios, such as medical emergency or family death. If such absence is excused, it will only be applicable to NAITSA bylaw 6.6.3.3.
- 6.6.3.4. Dereliction of duty or misconduct – A majority vote by the Senate Accountability & Disciplinary Board shall be sufficient to remove a member from the Senate;
- 6.6.3.5. A Senator shall automatically be removed from that person’s position if at any time that person becomes no longer bondable; or
- 6.6.3.6. Failure to maintain an academic average above minimum pass as defined by the NAIT Registrar’s office.

## 6.7. FILLING VACANCIES

- 6.7.1. A Senate seat that becomes vacant after the initial Senate election in October shall be filled as follows:
- 6.7.1.1. The President, or a designate of the President, shall call a Special Meeting of the students from the electoral zone for which there is a vacant Senate seat, giving no less than ten (10) business days’ notice of the meeting.
- 6.7.1.2. Members attending the Special Meeting and meet all candidate nomination standards from the most recent Senate election, may participate as nominees. The Chief Returning Officer or Deputy Returning Officer shall supervise a fair random draw process to fill the vacant seats on the Senate as of the date of the Special Meeting from the nominees present.
- 6.7.2. In the case of a tie vote on one or more ballots in a Senate election, each ballot shall be treated individually for the purpose of resolving the tie. The Administration Director shall provide to the Chief Returning Officer (CRO) or Deputy Returning Officer (DRO) only the names of the candidates who are tied for a single seat. A random selection shall then be conducted by blind draw, without bias, to determine the successful candidate. This process shall be repeated for each seat where a tie has occurred on a ballot until all tied positions have been resolved.
- 6.7.3. Senate seats that are not filled by election shall be filled by runner-up candidates from other zones who received the largest proportion of votes in that respective electoral zone (“total votes received” divided by “FLE size of that zone.”) Should there be more than one vacant seat post-election then this process will continue until all seats are filled.

## 6.8. SENATE STRUCTURE

- 6.8.1.1. There shall be five (5) electoral zones, each consisting of a group of adjacent NAIT Buildings:
- Zone 1 – Buildings A, B, C, D, N, O, T, U, and V.
  - Zone 2 – Buildings E, F, G, H, J, S, and X.
  - Zone 3 – Buildings L, W, and Y.
  - Zone 4 – Building CAT
  - Zone 5 – All satellite campuses
- 6.8.1.2. Prior to the Senate election NAITSA will determine the composition of each electoral zone, and the number of Senators to be elected from each electoral zone, by confirming the following datasets with NAIT:
- (a) The building in which each NAIT program schedules the majority of its instruction; and
- (b) The size of each program based on Full Load Equivalency (FLE) as officially reported by NAIT for the previous academic year;

- 6.8.1.2.1. FLE counts for new programs that did not exist in the previous academic year will be added to electoral zone calculations using an estimated FLE count in writing from the NAIT Registrar just prior to the Senate election.
- 6.8.1.2.2. FLE counts for cancelled programs that existed in the previous academic year will be deleted from electoral zone calculations.
- 6.8.1.3. Members will be assigned to an electoral zone on the basis of each member's enrolled program of study.
- 6.8.1.4. The twelve (12) Senate seats will be divided proportionately by the total FLE of each electoral zone as determined by 6.8.1.2.1. (b), as in this example:

Zone	Sample FLE Totals	% of FLE Total	Seats Per Zone	Seats Per Zone Rounded	Electoral Zone Mapping NAIT Buildings
1	2146.621	16%	1.9251	2	A, B, C, D, N, O, T, U, V
2	2122.665	16%	1.9036	2	E, F, G, H, J, S, X
3	2612.796	20%	2.3431	2	L, W, Y
4	5154.219	39%	4.6223	5	CAT
5	1344.440	10%	1.2057	1	All Satellite Campuses
<b>13380.741</b>		<b>100%</b>	<b>12</b>	<b>12</b>	

- 6.8.1.4.1. The method of calculating the number of Senate seats will be calculated by rounding up when a seat calculation ends greater than 0.5, rounding down if less than 0.5, and if exactly 0.5 the rounding method used shall support a seat total of 12.
- 6.8.1.5. Candidates for Senate shall stand for election in the electoral zone to which candidates are assigned, and members may only vote for candidates in the electoral zone to which members are assigned.
  - 6.8.1.5.1. Members may vote for up to the number of candidates equivalent to the number of Senate seats assigned to the members' electoral zone (e.g. if five seats assigned to an electoral zone, voters in that electoral zone may cast votes for up to 5 candidates.)

**7. ELECTORAL REGULATIONS**

**7.1. GENERAL**

- 7.1.1. All NAITSA elections and referendums shall be online.
- 7.1.2. The NAITSA Executive Council affirms the importance of good conduct by all members in elections and referenda and promotes adherence to campaign rules. Failure to adhere to any of these rules may be acted upon by the CRO or the Election Committee with the penalties available in bylaws 7.11.4 and 7.11.5 up to, and including disqualification.
  - 7.1.2.1. An Election Committee, whose decision is final, will make all decisions regarding adherence to campaign rules.
- 7.1.3. The Executive Council shall prescribe the dates and times for all Elections:
  - 7.1.3.1. The dates and times for the election of Executive Council and the Senate must be published in the handbook of that academic year.
- 7.1.4. The Vice-President Academic shall be the Deputy Returning Officer (DRO). In the event that the Vice-President Academic is eligible to participate in the election as a candidate, the Vice-President Academic shall delegate this duty to an Executive Officer who is not running or not eligible for re-election.
- 7.1.5. The Deputy Returning Officer (DRO) will be responsible for the selection and recommendation of a Chief Returning Officer (CRO) for Senate elections to the Executive Council for approval.

- 7.1.6. In conjunction with the Executive Council, the Deputy Returning Officer (DRO) will be responsible for the selection and recommendation of a Chief Returning Officer (CRO) for Executive Elections to the Senate for approval.
- 7.1.7. The candidate for CRO must be impartial, able to make themselves available to the candidates throughout the course of the elections, and capable of chairing the Election Committee as required.
- 7.1.8. Members of the Executive Council who are nominated for a second term must work with NAITSA Human Resources to develop a workload plan for the election period. The workplan will define how many hours that person will work, how much time can be taken on leave (paid or unpaid), how responsibilities will be distributed during a leave, and will be signed at least 5 business days in advance of the election by both parties.

## 7.2. NOMINATIONS

- 7.2.1. Executive Council must approve a nomination package no later than seven (7) days prior to the opening of nominations. Nomination packages must contain, at minimum:
  - 7.2.1.1. A complete and current copy of the bylaws;
  - 7.2.1.2. Nomination papers soliciting the name, contact information, student identification number, position the nominee intends to stand for election, and,
    - 7.2.1.2.1. For Executive Council, soliciting the names, programs, student identification numbers, and signatures of at least ten (10) members of the Students' Association;
    - 7.2.1.2.2. For Senate, soliciting the names, programs, student identification numbers, and signatures of at least ten (10) members of the Students' Association in the NAITSA electoral zone for which the proposed nominee is eligible to campaign in;
  - 7.2.1.3. Contact information for the Chief Returning Officer (CRO) and the Deputy Returning Officer (DRO); and
  - 7.2.1.4. The time, date, and location for all candidate mandatory meetings.
- 7.2.2. All candidates must complete a NAITSA nomination package that must be submitted on the forms approved by Executive Council, and shall be submitted to the Administration Director with no less than the following for it to be considered valid:
  - 7.2.2.1. A signed acceptance of the nomination by the proposed nominee;
  - 7.2.2.2. The full legal name of the candidate, and
    - 7.2.2.2.1. For Executive Council, the names, programs, student identification numbers, and signatures of at least ten (10) members of the Students' Association;
    - 7.2.2.2.2. For Senate, the names, programs, student identification numbers, and signatures of at least ten (10) members of the Students' Association in the election zone for which the proposed nominee is eligible to campaign in;
  - 7.2.2.3. For Executive Council, the proposed nominee's current NAIT transcript, a photocopy of the proposed nominee's valid student identification card, and a photocopy of the proposed nominee's valid government issued identification card.
- 7.2.3. Nominations shall be submitted to the Administration Director during the nomination period. Nominations submitted outside of the nomination period will not be accepted.
- 7.2.4. Nominations will not be accepted later than five (5) business days prior to the start of voting.

- 7.2.5. Prior to being issued a nomination package, all proposed nominees must declare the position he or she intends to stand for, in the election. Nomination forms shall be physically available only from the NAITSA office, by email upon request or online on the official NAITSA website.
- 7.2.6. Attendance of all pre-election nominee meetings is mandatory. Absence is grounds for disqualification and if the Chief Returning Officer (CRO) determines the violation to be flagrant, then a recommendation for disqualification shall be made to the Elections Committee for review.
- 7.2.7. Upon the close of nominations prior to an election, in the event that there are not enough candidates to fill the ballot for a specific position(s), the CRO may choose to set a new nomination period and deadline for that position(s). If the ballot for an election does not have at least one nominee by five (5) business days prior to the opening of polls, the position shall remain vacant until a by-election can be held.

### 7.3. ACCLAMATION

- 7.3.1. There can be no acclamation for any elected position.

7.3.1.1. For Executive Council, where there is a single candidate, with no opposition, that candidate shall be elected by a yes or no vote.

- 7.4. For Senate positions, when the number of candidates running for any electoral zone does not exceed the number of Senate seats up for election, those candidates shall be elected by a yes or no vote.

### 7.5. WITHDRAWALS

- 7.5.1. Withdrawals of candidates will be accepted by the CRO or DRO until forty-eight (48) hours prior to the date the polls open.

### 7.6. POLLING

- 7.6.1. Voting information booths shall operate at the following locations on the last day of elections between the hours of 10:00 a.m. and 2:00 p.m.:

- NAITSA Office - O108
- Main Campus – South Lobby Kiosk
- Centre for Information and Communications Technology
- Main Campus – North Cafeteria (Fresh Express)
- Main Campus – South Learning Centre (X-Wing)
- South Campus
- Patricia Campus
- Feltham Centre (1<sup>st</sup> Floor)
- Feltham Centre (2<sup>nd</sup> Floor)

7.6.1.1. Additional voting information booths may be used as deemed appropriate by the CRO or DRO.

7.6.1.2. Voting information booths shall be open at the following locations on the second last day of elections between the hours of 3:00 pm to 6:00 pm:

- NAITSA Office – O108
- Main Campus – South Lobby Kiosk
- Centre for Information and Communications Technology

- 7.6.2. Each voting information clerk is responsible for the conduct of the station assigned to that clerk and for the following:

- Provide information and promote election;

- Reporting any breaches of or irregularities in the above to the CRO or DRO immediately; and
- Maintaining impartiality as a representative of NAITSA and absolutely refraining from expressing personal opinion or bias toward a candidate or referendum issue.

#### 7.7. VOTING

7.7.1. The date, time, and location of information booths shall be published in the Nugget and posted on NAITSA poster boards a minimum of seven (7) business days prior to the date the polls open.

7.7.2. Voting by proxy is prohibited.

#### 7.8. THE COUNT

7.8.1. For the purposes of all NAITSA elections, a ballot shall be defined as an individual section of a voting form that pertains to an individual position.

7.8.2. For Executive Council elections exclusively, voters shall rank candidates in order of preference on a single transferable ballot.

7.8.2.1. The counting of votes shall proceed in rounds. In each round, if no candidate has more than half of the first-preference votes, the candidate with the fewest first-preference votes is eliminated, and votes for that candidate are redistributed to the remaining candidates according to the next preference indicated on each ballot.

7.8.2.2. This process continues in subsequent rounds until a candidate receives more than half of the votes in a round, at which point the candidate will be declared the winner.

7.8.3. For Senate elections, where there is more than one seat available in an electoral zone, and there are more candidates than seats available, the winners shall be the candidates who received the greatest number of votes to fill the available seats.

#### 7.9. TIE VOTES

7.9.1. If two or more leading candidates have received an equal number of votes, a new election will be held with only the names of those candidates appearing on the ballot.

#### 7.10. ANNOUNCEMENT OF RESULTS

7.10.1. The CRO or that person's designate shall announce publicly the results of the elections at a pre-established and publicized time and place and shall submit the results in writing to the NAITSA Executive Director no later than the business day following the tabulation of results.

#### 7.11. APPEALS

7.11.1. All appeals must first be made to the CRO using a secure online form made widely available to voters. Upon receipt of the appeal, the CRO shall have 48 hours to respond.

7.11.1.1. The CRO shall either make a ruling on the appeal or, at that person's discretion, send the appeal directly to the Election Committee.

7.11.1.2. Upon receipt of appeal, the Election Committee shall have three (3) business days to respond.

7.11.2. All appeals to the CRO regarding the conduct of an election can be made at any time during the campaigning and/or voting period but must be made no later than one (1) business day after the closing of the polls.

7.11.2.1. Appeals must be in written form, signed by the candidate or Students' Association member-at-large submitting the appeal, and requires the following information:

- The name and student identification number of the candidate or Students' Association member-at-large submitting the appeal;

- The specific bylaw and section, rule, or regulation that has allegedly been contravened;
- The specific individual or group that is alleged to be in contravention; and
- The specific facts which constitute the alleged contravention; and
- Evidence of these facts.

7.11.2.2. The Election Committee shall hold meetings any time to deal with potential appeals.

7.11.3. All rulings by the CRO and the Election Committee must be reported in writing and should, where appropriate, include the following:

- A summary of the appeal;
- A list of parties to the complaint;
- A ruling regarding the alleged contravention;
- A summary for the reasons for the ruling;
- A summary of the facts regarding the ruling;
- A listing of all bylaws, rules, and regulations that apply;
- The penalty assigned, if any; and
- The date and time of the ruling.

7.11.4. Penalties available to the CRO shall include the following:

- A fine, to be deducted from the candidate's campaign funds reimbursement; and
- Limits, restrictions, and prohibitions on any type of campaign activities for any period.
- Disqualification of the candidate for confirmed violations of voter privacy and/or election interference.

7.11.5. Penalties available to the Election Committee shall include the following:

- A fine, to be deducted from the candidate's campaign funds reimbursement;
- Limits, restrictions, and prohibitions on any type of campaign activities;
- Disqualification of the candidate; and
- Invalidation of the election.

7.11.6. All parties involved in an appeal before the Election Committee shall be invited to attend and shall have the opportunity to present their case. Each party may speak for a maximum of five minutes unless the Election Committee grants additional time at its discretion.

7.11.6.1. Parties to an appeal are defined as the candidate(s) or member-at-large of the Students' Association submitting the appeal and the candidate(s) of whom the appeal is regarding.

## 7.12. ELECTIONS – EXECUTIVE COUNCIL & THE SENATE

7.12.1. General elections for the positions on the Executive Council shall take place once per year, no later than the last weekday in February.

7.12.1.1. By-elections to fill a vacant Executive Council position, when deemed necessary by the Executive Council or required by the Senate, shall only be conducted between September 15 and April 15.

7.12.1.2. The nomination, campaigning, and voting periods for an Executive Council by-election may be shorter than those of the General Executive Council election. The Chief Returning Officer (CRO) shall determine appropriate timelines based on the circumstances of the vacancy.

7.12.2. Elections for positions on the Senate shall take place once per year, no later than the third week of October.

### 7.13. ELIGIBILITY

7.13.1. A candidate for Executive Council and Senate positions must:

7.13.1.1. Be a member of the Students' Association in good standing.

7.13.1.1.1. Candidates for Executive Council must have completed at least one semester of a NAIT credit program prior to submitting a nomination, hold a current minimum 3.0 GPA. An exception will be allowed for credit students whose most recent academic assessment is a completed apprenticeship program with an equivalent 3.0 GPA.

7.13.1.1.2. Members previously removed from elected office shall not be eligible to hold future elected office.

7.13.1.2. Be a full-time or part-time student who is registered in a credit program; or a student running as an incumbent for a position on executive council; and

7.13.1.3. Commit to being in attendance at a metro-Edmonton campus of NAIT and not on a school-related practicum for the entire length of the term of office; and

7.13.1.4. Maintain an academic average above a minimum pass as set by the NAIT Registrar's office.

7.13.2. All candidates must be insurable for directors and officers liability coverage.

7.13.3. Each candidate for an Executive Council position must be willing to sign a NAITSA Executive Agreement if elected. If the current Executive Council has no recommended changes to the Agreement it will be presented to Senate for information purposes. In the case that there are recommended changes, the Executive Agreement would be presented to Senate for approval, within 30 days prior to the opening of nominations for the NAITSA Executive Council elections.

### 7.14. CAMPAIGNING

7.14.1. All posters and promotional material must be approved by the Deputy Returning Officer prior to posting, use or disbursement.

7.14.1.1. The Deputy Returning Officer shall maintain a listing of the number of posters and promotional material approved for every candidate.

7.14.1.2. Candidates are permitted to post a maximum of thirty posters each for Executive Council elections, and fifteen posters each for Senate elections.

7.14.1.2.1. Maximum poster size shall be 11 inches by 17 inches in any orientation.

7.14.1.2.2. All posters must be posted only on NAITSA poster boards.

7.14.1.2.3. Posters must not be posted on any painted surfaces, glass, or hung from the ceiling.

7.14.1.2.4. Posters must only be hung during the date and time stated by the Chief Returning Officer. Outside of this prescribed time candidates are not permitted to move, add or remove any posters under any circumstances.

7.14.1.2.5. Defacing of posters is not allowed.

7.14.1.2.6. Candidates shall not be permitted to remove or move any posters belonging to other candidates.

7.14.2. No brochures, business cards, leaflets, stickers or magnets are allowed.

7.14.3. Campaign slogans, drawings, etc. cannot display any religious, racial, sexual prejudices and/or anything inappropriate for display in a public space. All efforts shall be made by election officials to keep elections free of prejudice and discrimination.

7.14.3.1. NAITSA and the Election Committee maintain a *zero-tolerance* policy regarding prejudice and discrimination. Improper conduct by candidates regarding this is grounds for immediate disqualification

7.14.4. Every candidate shall have the right to submit an article for use by NAITSA (ie Nugget, NAITSA website, online ballot) during the election period. *500 words maximum for Executive Council elections and 200 words maximum for Senate elections.* A deadline for submission will be announced by the CRO and no late submissions or exceptions will be permitted.

7.14.5. Paid Nugget advertisements above and beyond the picture and article will be permitted, but the candidate must be able to produce a receipt from NAITSA and include it in that person's campaign expenses.

7.14.6. Campaigning off the premises of NAIT, in the NAITSA offices and in the Nest Eatery shall not be allowed. Off-campus campaigning or advertising (with the exception of electronic media as described in 7.14.7) shall be grounds for disqualification of a candidate.

7.14.7. Candidates are permitted to campaign using social networking or open source websites (i.e.: facebook, Twitter, blogging, etc.). Candidates are not permitted to campaign using unique domain names. The use of social media to endorse or agree with another candidate(s) may be considered slate campaigning.

7.14.8. Slate campaigning, which is strictly prohibited, shall be defined as 2 or more candidates running for different positions, who gain an electoral advantage through one of the following actions:

- Publicly endorsing another candidate; and
- Sharing of election posters and promotional material.
- Presenting to potential voters together.

7.14.9. Each candidate is fully responsible for the original placement of campaign material.

7.14.9.1. No candidate shall use NAIT or NAITSA branding in promotional materials.

#### 7.15. PRE-CAMPAIGNING

7.15.1. "Pre-campaigning" refers to any public announcement a candidate makes regarding their intention to run for an Executive Council position before the officially designated campaign period. Examples of pre-campaigning include, but are not limited to, distributing campaign materials, making speeches or statements regarding the campaign, and soliciting support from voters.

7.15.2. Pre-campaigning is grounds for disqualification and candidates are strongly encouraged to avoid such an activity.

7.15.3. The determination as to whether or not a candidate committed the act of pre-campaigning shall be made by the Election Committee.

#### 7.16. CAMPAIGN FUNDING

7.16.1. The maximum amount of money to be spent campaigning for Executive Council elections is not to exceed two hundred fifty (\$250.00) dollars + GST and for Senate elections is not to exceed one hundred twenty-five (\$125.00) dollars + GST (e.g. posters, tape, buttons, felts, etc.).

7.16.2. Any supplies or services that are donated to a candidate will be valued at their retail value (as though they were purchased from a supplier). The value placed upon a service is the value of the service provided.

7.16.3. All Executive Council candidates shall be entitled to reimbursement by the Students' Association of the amount spent on campaign materials up to a maximum of two hundred and fifty dollars (\$250) at the discretion of the DRO and/or CRO.

- 7.16.4. All candidates for Senate shall be entitled to reimbursement by the Students' Association of the total amount spent on campaign materials, not to exceed one hundred and twenty-five dollars (\$125) at the discretion of the DRO and/or CRO.
- 7.16.5. Candidates are to submit all campaign receipts, requests for reimbursement, and a detailed explanation of all campaign expenses to the Administration Director by 4:00 p.m. on the day following the closure of polls, failure to do so shall eliminate candidate's entitlement to reimbursement.
- 7.16.6. The Students' Association shall not reimburse candidates for personal expenses incurred in the course of any candidate's election campaign.
- 7.16.7. At the discretion of the CRO, reimbursement may be withheld from any candidate for any infractions.

#### 7.17. VOTER PRIVACY & ELECTION INTERFERENCE

- 7.17.1. All members of NAITSA have the right to cast their votes in NAITSA elections privately, free from influence, coercion, or interference. No candidate, campaign team member, or affiliate shall:
- Observe a voter while they are in the process of casting their electronic ballot.
  - Assist a voter in opening, navigating, or completing their electronic ballot.
  - Solicit or pressure a voter to cast their ballot in their presence or in a specific manner.
  - Vote on behalf of any other member for any reason.
- 7.17.2. Any member who suspects a violation of this section may report it to the Chief Returning Officer (CRO) for investigation. The CRO shall have the authority to investigate reported violations, including reviewing digital logs and interviewing relevant parties.
- 7.17.3. If a violation of 7.17 is substantiated, the CRO may impose penalties as defined in 7.11.4.
- 7.17.4. The CRO shall ensure all candidates and campaign teams receive training on this bylaw prior to the commencement of campaigning.
- 7.17.5. Election promotional materials produced by NAITSA for an election or referendum shall include a clear notice to voters regarding their right to privacy and how to report suspected violations.

### 8. REFERENDUM REGULATIONS

#### 8.1. GENERAL

- 8.1.1. The NAITSA Executive Council affirms the importance of good conduct and adherence to campaign rules. Failure to adhere to any of these rules is grounds for disqualification. A Referendum Committee, whose decision is final, will make all decisions regarding adherence to this policy.
- 8.1.2. The Executive Council shall prescribe the dates and times for all Referenda.
- 8.1.3. The Vice-President Academic shall be the Deputy Returning Officer (DRO).
- 8.1.3.1. The Executive Council may delegate this duty to another Executive Council member, or to an external third-party.
- 8.1.4. The Deputy Returning Officer (DRO) will be responsible for the selection and recommendation of a Chief Returning Officer (CRO) for all Referenda to the Executive Council for approval.
- 8.1.4.1. The appointed individual for CRO must be impartial, able to make themselves available to the yes and no campaign committees throughout the course of the elections, and capable of chairing the Referendum Committee as required.

#### 8.2. WITHDRAWALS

- 8.2.1. Withdrawals of Referenda questions will be accepted and must be approved by the Chief Returning Officer and the Deputy Returning Officer until forty-eight hours prior to the date the polls open.

8.3. Voting information booths shall operate at the following locations on the last day of voting between the hours of 10:00 a.m. and 2:00 p.m.:

- NAITSA Office – O108
- Main Campus - South Lobby Kiosk
- Centre for Information and Communications Technology
- North Cafeteria (Fresh Express)
- Main Campus - South Learning Centre (X-Wing)
- South Campus
- Patricia Campus
- Feltham Centre (1<sup>st</sup> Floor)
- Feltham Centre (2<sup>nd</sup> Floor)

8.3.1.1. Additional voting information booths may be used as deemed appropriate by the CRO or DRO.

8.3.1.2. Voting information booths shall be open at the following locations on the second last day of elections between the hours of 4:00pm to 7:00pm:

- NAITSA office – O108
- Main campus – South lobby kiosk
- Centre for Information and Communications Technology

8.3.2. Each voting information clerk is responsible for the conduct of the station assigned to that clerk and for the following:

- Provide information and promote election;
- Reporting any breaches of, or irregularities in the above, to the CRO or DRO immediately; and
- Maintaining impartiality as a representative of NAITSA and absolutely refraining from expressing personal opinion or bias toward a candidate or referendum issue.

#### 8.4. VOTING

8.4.1. All NAITSA Referenda voting shall be held online.

8.4.2. The date, time, and location of the polls shall be published in the Nugget and posted on NAITSA poster boards a minimum of seven business days prior to the date the polls open.

#### 8.5. THE COUNT

8.5.1. For the purposes of all NAITSA referenda, a ballot shall be defined as an individual section of a voting form that pertains to a question.

8.5.2. A referendum question that receives no less than a two-thirds majority of total students who vote shall be declared the winner.

8.5.3. A minimum of ten percent of the eligible voting students must have voted in order for a referendum question to pass.

8.5.3.1. If less than ten percent of the eligible voting population participates, the results of the referendum question shall be invalidated.

8.5.4. NAITSA must retain all voting records for a minimum of two (2) years after the closing of the polls.

#### 8.6. ANNOUNCEMENT OF RESULTS

8.6.1. The CRO or that person's designate shall announce publicly the results of the referendum and submit the results in writing to the NAITSA Executive Director no later than the business day following the

tabulation of results.

8.6.2. Results are to be announced by the CRO at a pre-established and publicized time and place.

## 8.7. APPEALS

8.7.1. All appeals shall be made to the Referendum Committee.

8.7.2. All appeals to the Referendum Committee regarding the conduct of a referendum must be made no later than one business day after the closing of the polls. Appeals must be in written form and signed by a student representing a referendum poll.

8.7.2.1. The Referendum Committee shall hold meetings any time after the closing of nominations and before the closing of the polls to deal with potential appeals.

8.7.2.1.1. A meeting of the Referendum Committee shall be scheduled up to three business days after the closing of the polls to deal with potential appeals.

## 8.8. CAMPAIGNING

8.8.1. For the purpose of campaigning for all referenda, both a "Yes" and a "No" committee for each side of the question shall be formed.

8.8.1.1. The Executive Council shall call for volunteers from the Senate to form the "Yes" and the "No" Committees before advertising for student-at-large volunteers.

8.8.2. All posters and promotional material must be approved by the Deputy Returning Officer prior to posting or disbursement; minimum of two (2) days before voting opens.

8.8.2.1. The Deputy Returning Officer shall maintain a listing of the number of posters approved for both campaign committees.

8.8.2.2. Both Campaign committees are permitted to post a maximum of thirty posters.

8.8.2.2.1. Maximum poster size shall be 11 inches by 17 inches in any orientation.

8.8.2.2.2. All posters must be posted only on NAITSA poster boards.

8.8.2.2.3. Posters must not be posted on any painted surfaces, glass, or walls, or hung from the ceiling.

8.8.2.2.4. Posters cannot be hung prior to the date and time stated by the Chief Returning Officer.

8.8.2.2.5. Defacing of posters is not allowed.

8.8.2.2.6. Campaign committees shall not be permitted to remove or move any posters belonging to other candidates.

8.8.2.2.7. During the prescribed Referenda day or days, campaign committees are not permitted to move or remove any posters under any circumstances.

8.8.3. Campaign slogans, drawing, etc. cannot display any religious, racial, sexual prejudices and/or anything inappropriate for display in a public space. All efforts shall be made by election officials to keep referenda free of prejudice and discrimination.

8.8.4. Campaign Committees shall have the right to submit a picture and article to the Nugget for publication (500 words maximum). A deadline for submission will be announced by the CRO and no exceptions will be permitted.

8.8.5. Campaign Committees shall have the right to submit two advertisements (quarter-page size) to the Nugget that will be published the week prior to the opening of the polls and the week of the polls being open.

8.8.6. Paid Nugget advertisements above and beyond the picture, article, and advertisements stated in bylaw 8.8.4 and 8.8.5 are not permitted.

- 8.8.7. Campaigning off the premises of NAIT shall not be allowed.
- 8.8.8. Off-campus campaigning or advertising (with the exception of electronic media, as described in 8.8.9) may be acted upon by the CRO or the Election Committee with the penalties available in bylaws 7.10.4 and 7.10.5 up to, and including removal from the campaign.
- 8.8.9. Campaign committees are permitted to campaign using social networking or open source websites (e.g. facebook, blogging, etc.). Campaign committees are not permitted to campaign using unique domain names.

#### 8.9. CAMPAIGN FUNDING

- 8.9.1. The maximum amount of money to be spent campaigning for Campaign Committees of Referendum is not to exceed one thousand (\$1000.00) dollars + GST.
- 8.9.2. Any supplies that are donated to a Campaign Committee will be valued at their retail value (as though they were purchased from a supplier).
- 8.9.3. Both Campaign Committees shall create a proposal up to the maximum allowed amount that must be approved by both the DRO and CRO before the Students' Association will issue a cheque for the appropriate amount.
- 8.9.4. Campaign committees must submit campaign receipts to Administration Director by 4:00 p.m. on the day following the closure of polls.

#### 8.10. INVALIDATION

- 8.10.1. In the case of any grave violation of the NAITSA Bylaws on the part of either campaign committee the Referendum Committee will invalidate a referendum if, in its opinion, a violation of the Bylaws has adversely affected the outcome of that referendum. In making this decision, the Referendum Committee will consider the conduct of the parties and the seriousness of the violations.

#### 8.11. DONATIONS AND MAJOR GIFT REFERENDA

- 8.11.1. Donations and major gifts that are given by NAITSA to an external body and that are forecasted to have a net effect on the finances of NAITSA in excess of \$50,000 in any one year require a majority approval via a referendum of the student body duly called by the Senate.

8.11.1.1. All such referenda shall, at minimum, provide the following information in the text of the question:

- The amount per year student fees will be affected;
- The purpose and/or benefit to the membership
- The amount of reserve funds, if any, contributing to the total amount.

### 9. ACADEMIC COUNCIL STUDENT REPRESENTATIVES

#### 9.1. DUTIES AND RESPONSIBILITIES

9.1.1. Each appointed member of Academic Council shall:

9.1.1.1. Attend all meetings of Academic Council Student Representatives and the Vice-President Academic as required; and

9.1.1.2. Consult with the Vice-President Academic on student matters prior to Academic Council meetings.

#### 9.2. APPOINTMENT

9.2.1. Pursuant to the Post Secondary Learning Act (Alberta), there shall be seven (7) student members on Academic Council:

9.2.1.1. The NAITSA Vice-President Academic shall be one (1) student representative on Academic Council.

9.2.1.2. The Vice-President Academic shall appoint six (6) student members to Academic Council.

9.2.2. Candidates must be members in good standing as defined by Section 4.

9.2.3. Appointments shall occur prior to August 1<sup>st</sup> for the current academic year.

### 9.3. POSITION DURATION

9.3.1. The term shall be September to May and in no case shall a term extend beyond the prescribed annual appointment date of new Academic Council members.

### 9.4. VACANCIES

9.4.1. Any vacancy shall be filled as determined by the Executive Council.

## 10. BOARD OF GOVERNORS STUDENT MEMBERS

### 10.1. GENERAL

10.1.1. Board of Governors student members shall be appointed by the Senate to a 12-month term during the final meeting of the Senate in April.

10.1.2. The Senate shall nominate two (2) student members to the Minister of Advanced Education for appointment to the NAIT Board of Governors from September 1 through August 31. The composition of the appointments shall be two (2) at-large members, or one (1) at-large member and one (1) member of the newly elected Executive Council.

10.1.3. During the appointment process the Senate shall do the following:

- a. Review written application forms from eligible student-at-large nominees, including a cover letter limited to one paragraph in length, a description of relevant experience and achievements limited to one page in length;
- b. Screen pre-recorded candidate presentations of two minutes in length, followed by 30-second maximum responses to two questions posed by the Executive Council
- c. Conduct an electronic vote as prescribed by the section; and
- d. Instruct the NAITSA President to formally announce the Senate-appointed nominees to the Alberta Government through the President of NAIT within ten (10) days of the Senate meeting in which the appointments occurred.

10.1.4. The Vice-President Academic, or their designate, shall oversee the appointment process.

10.2. This section lists the voting procedures for the NAITSA Board of Governors appointments:

- Voting shall be done by secret ballot following these procedures.
- If no student-at-large nominees are present, the Senate may extend the nomination period and authorize the Executive Council to select the appointees.
- With only one nominee, a “Yes” or “No” vote decides the appointment. Failure to confirm two (2) nominees leads to a nomination restart.
- Instant-runoff voting is used for more than two (2) nominees. Voters rank candidates by preference. Incomplete ballots are invalid.
- In the count, first preferences are tallied first and a majority secures the win. Absent a majority, the candidate with the fewest votes is eliminated.
- In a tie, all lowest-ranked candidates are dropped, and their votes are reallocated based on secondary preferences. This continues until a candidate receives a majority.

10.2.1. There shall be a special provision for Executive Council inclusion on the ballot. The Senate shall aim to appoint two (2) students-at-large, however, it retains the option to appoint one student-at-large and one recently elected Executive Council member to the Board of Governors.

- This choice shall appear on the ballot as “Executive Council member”.
- In advance of the Senate meeting the newly elected Executive Council will choose one of its own Vice-Presidents as a nominee and that choice shall remain undisclosed until after the voting is complete.

## **11. COMMITTEES, BOARDS, CLUBS & EXTERNAL AFFILIATIONS**

### **11.1. GENERAL**

11.1.1. Student Clubs, committees, and boards established under the authority granted by these bylaws will be responsible to the Students’ Association for the fulfillment of the objectives and purposes for which they were established, and for the proper management of their finances.

11.1.1.1. Students involved in committees, boards, and sanctioned clubs will be responsible to the Students’ Association for carrying out the duties and responsibilities undertaken by them in assuming those positions.

11.1.2. The Executive Council shall have the authority to ratify, de-ratify, or permit dissolution of all student clubs and to establish policy regarding the activities of such clubs.

11.1.2.1. Executive Council members shall refrain from club membership during their term in office.

### **11.2. SENATE SUB-COMMITTEES**

11.2.1. There shall be two standing sub-committees: Finance, Governance.

11.2.1.1. The Finance Sub-Committee shall consist of the following members:

11.2.1.1.1. The NAITSA President (Ex-officio, non-voting);

11.2.1.1.2. The Chair (One of the NAITSA Vice-Presidents, Ex-officio, non-voting);

11.2.1.1.3. The NAITSA Executive Director (Ex-officio, non-voting); and

11.2.1.1.4. Six (6) representatives elected from the Senate.

11.2.1.2. The Governance Sub-Committee shall consist of the following members:

11.2.1.2.1. The NAITSA President (Ex-officio, non-voting);

11.2.1.2.2. The Chair (One of NAITSA Vice-Presidents, Ex-officio, non-voting);

11.2.1.2.3. The NAITSA Executive Director (Ex-officio, non-voting); and

11.2.1.2.4. Six (6) representatives elected from the Senate.

11.2.2. The Senate shall elect the members of the standing sub-committees:

11.2.2.1. Finance and Governance no later than the third meeting of the academic year.

11.2.2.2. In the case of any vacancy, the Senate shall elect a new representative.

11.2.3. Standing committees shall only meet if given direction by the Senate or by the Executive Council.

11.2.4. All standing sub-committees will provide the full complement of senate with recommendations for approval.

11.2.5. For all meetings of the standing committees, members must receive a minimum of three (3) business days notice.

11.2.6. Quorum for standing committees is three of the voting members.

### **11.3. SENATE ADVOCACY AD-HOC COMMITTEES**

11.3.1. The Senate shall form an ad-hoc committee to deal with any potential advocacy issue.

11.3.1.1. An Advocacy Ad-Hoc Committee shall consist of the following members:

11.3.1.1.1. The NAITSA President (Ex-officio, non-voting);

11.3.1.1.2. The Chair (One of the NAITSA Vice-Presidents, Ex-officio, non-voting);

11.3.1.1.3. The Director Of Advocacy (Ex-officio, non-voting); and

11.3.1.1.4. Six (6) representatives selected from the Senate.

11.3.2. Once the Advocacy ad-hoc committee has dealt with the issue, the committee shall be disbanded.

11.3.2.1. A new advocacy ad-hoc committee shall be formed with each new advocacy issue presented to the Senate.

11.3.2.1.1. At the discretion of the Senate, multiple advocacy issues brought up at the same time can be dealt with by the same committee.

11.3.3. Advocacy ad-hoc committees shall only meet if given direction by the Senate or by the Executive Council.

11.3.4. For all meetings of the advocacy ad-hoc committees, members must receive a minimum of three (3) business days notice.

11.3.5. Quorum for standing committees is three of the voting members.

#### 11.4. SENATE ACCOUNTABILITY & DISCIPLINARY BOARD

11.4.1. Upon receipt of written complaint from a Students' Association member against any Senator, the President shall call a meeting of the Senate Accountability & Disciplinary (SA&D) Board.

11.4.1.1. The SA&AD Board has exclusive jurisdiction and may be called upon to make decisions on recommendations from Executive Council or the Elections Committee regarding additional accountability consequences for any member beyond that member's removal from office or removal from an election.

11.4.2. Senate members of the SA&D Board may not be enrolled in the same School of NAIT as the Senator under disciplinary review.

11.4.3. The SA&D Board shall be responsible for all decisions regarding the removal of a Senator.

11.4.4. The members of Executive Council shall vote only to break a tie.

#### 11.5. ELECTION COMMITTEE

11.5.1. The CRO and DRO shall form an Election Committee to hold the exclusive responsibility and authority of dealing with appeals, grievances, and other electoral issues regarding the eligibility of a candidate or candidates during and after an election.

11.5.2. The Election Committee shall consist of:

11.5.2.1. The Deputy Returning Officer, who shall act as chair;

11.5.2.2. Five (5) students-at-large who have no declarable conflict of interest with any candidate or referenda question;

11.5.2.3. The NAITSA Executive Director (non-voting); and

11.5.2.4. The Chief Returning Office (non-voting).

11.5.3. An Election Committee shall be formed not less than one week prior to the close of nominations.

#### 11.6. EXTERNAL AFFILIATIONS

11.6.1. External affiliations, where membership fees are charged on a per FLE basis, to join or withdraw, the Senate must pass a motion to do so in two consecutive academic years;

## **12. COMMUNICATION WITH THE BOARD OF GOVERNORS**

- 12.1. All communications from Executive Council, the Senate, or the Students' Association, to the NAIT Board of Governors shall be made by the President of NAITSA through either the President of NAIT or through the student members that sit on the Board of Governors.
- 12.2. Where approval of the NAIT Board of Governors is required for the borrowing of money or acquisition or disposition of real property, the prior approval of the Student Association through Special Resolution shall be required.

## **13. REMUNERATION**

- 13.1. The Executive Council remuneration shall be as follows:
  - 13.1.1. The President and Vice-Presidents shall each receive a fixed, full-time salary payable semi-monthly, while in office;
    - 13.1.1.1. Executive salaries shall increase annually at the beginning of the executive term each May according to the Alberta Consumer Price index. The percentage of annual change in Alberta CPI shall be calculated using the sum of Alberta CPI indexes according to Statistics Canada, for a 12-month period ending the preceding December. The amount of \$3465.48 per month, as per the 2017-18 Executive Council term, shall be used as a baseline for this annual calculation from that year and going forward.
      - 13.1.1.1.1. Executive Salaries shall not increase or decrease in the case where the Alberta CPI is below zero percent (0%).
  - 13.1.2. The President-elect and each Vice-President-elect, for the months of March and April, shall receive 25% of the current remuneration amount for Executive Council payable semi-monthly, during which time executive-elects will train with the out-going Executive according to the schedule stated in the Executive Council Nomination package.
    - 13.1.2.1. If re-elected for a second term, an Executive Officer cannot receive two salaries.
- 13.2. Each Executive Council member shall receive reimbursement for NAIT tuition for all credit courses taken during that person's term, not to exceed the regular domestic tuition rate charged, excluding health and dental premiums, NAITSA fees, and other applicable NAIT fees.
- 13.3. The salary for the final half-month that an Executive member is in office shall be withheld until the outgoing Executive member has made a genuine effort to familiarize the incumbent with the duties and responsibilities of that position. This shall be determined by the incoming Executive in consultation with the NAITSA Executive Director.
- 13.4. Remuneration of Executive Council shall be reviewed by the Senate on an as-needed basis.
- 13.5. The elected members to the Senate shall receive an honorarium per Senate term as described in 13.5.2.
  - 13.5.1. For all elected members to the Senate who are elected at the beginning of the Senate year, the total honorarium amount shall be reduced by \$100.00 for each missed day of Senate training. This will not apply to Senate members appointed to fill vacancies after Senate training is complete.
  - 13.5.2. The fixed rate for Senate honorariums shall increase annually at the beginning of the Senate term each October according to the Alberta Consumer Price Index. The percentage of annual change in Alberta CPI shall be calculated using the sum of Alberta CPI indexes according to Statistics Canada, for a 12-month period ending the preceding December. The amount of \$650, as per the 2022-23 Senate term, shall be used as a baseline for this annual calculation from that year and going forward.

13.5.2.1. Any elected member to the Senate who is elected after the beginning of the Senate term shall receive an honorarium based on individual attendance record for all the Senate meetings held that year. (e.g. Honorarium rate of \$650; attends 5/10 meetings; eligible to receive 5/10 of \$650, or \$325.)

13.5.3. Payment of honoraria shall be made no later than ten business days following the final Senate meeting of the Academic Year.

13.6. Members serving in a remunerated position of authority with either the Executive Council, the Senate, or the Nugget media's editorial staff, shall not hold any other remunerated position within NAITSA while serving in any one of those roles.

#### **14. FINANCIAL AFFAIRS**

##### **14.1. Fiscal Year**

14.1.1. The fiscal year for the Students' Association shall be from July 1 to June 30.

##### **14.2. Audit**

14.2.1. There shall be an audit at least once per year in accordance with the Post Secondary Learning Act (Alberta.)

14.2.2. An audited financial statement shall be presented annually to the Senate.

##### **14.3. Restricted Funds**

###### **14.3.1. Building Fund**

14.3.1.1. This fund shall be restricted for use by the Senate to obtain and/or develop physical space under the exclusive control of NAITSA. The Building Fund can be accessed for this purpose by a 75% majority vote of the Senate at two consecutive meetings.

14.3.1.2. Of each membership fee collected, 5% shall be allocated to the Building Fund.

14.3.1.3. The Building Fund shall absorb any gains or losses from investments.

###### **14.3.2. Student Space Fund**

14.3.2.1. This fund shall be a restricted fund, accessed only by a majority vote of the Executive for the purposes of creating and improving student space on campus; such as The Nest, Shared Spaces, and general student space.

###### **14.3.3. Operating Reserve**

14.3.3.1. This fund shall be a restricted fund to ensure the stability of the mission, programs and ongoing operations of the organization. The fund will grow by any surplus in our net income after capital asset expenditures and obligations to the Building and Student Spaces Funds are met. There is a fund ceiling of 100% of the most recent year's total operating expenses and a floor equivalent to 25% of the most recent year's total operating expenses as outlined within the approved budget for that year.

14.3.3.2. The Senate may access the Operating Reserve through approval of the annual NAITSA budget and/or audited financial statements (to address a deficit) and/or throughout the year to address unbudgeted expenditures.

##### **14.4. BORROWING POWERS**

14.4.1. For the purpose of carrying out its objectives, the Students' Association, after approval of the NAIT Board of Governors, may borrow or raise or secure the payment of money in such manner as it deems necessary, including the issue of debentures, provided that the debentures shall not be issued without the passing of a Special Resolution by the Students' Association membership.

14.4.2. The Students' Association may acquire real property by purchase, lease, or otherwise, and may hold and dispose of it provided that:

14.4.2.1. The Senate has approved such acquisition; and

14.4.2.2. The NAIT Board of Governors has approved.

#### 14.5. ACCOUNTING SYSTEMS

14.5.1. The NAITSA Accountant, in conjunction with the finance manager and the NAITSA President, shall maintain the accounts of NAITSA.

14.5.2. NAITSA shall keep its funds in a financial institution as defined in the Post Secondary Learning Act (Alberta).

14.5.3. All payments made from NAITSA funds shall be by cheque or order signed by:

14.5.3.1. One (1) NAITSA staff member who is either the Executive Director or another staff member designated by Executive Council as a signing authority; and

14.5.3.2. One (1) elected student leader who is either the NAITSA Vice-President Academic or the NAITSA President.

### 15. ACCESS TO INFORMATION

15.1. The accounts, books, and records of the Students' Association shall be open to any member of the Students' Association for inspection at any time during normal business hours, in the offices of the Students' Association only. Notice of intent to view must be given to NAITSA in writing at least forty-eight (48) hours prior.

### 16. AMENDMENTS

#### 16.1. Bylaws

16.1.1. Subject to the provisions of these Bylaws, the Senate has the power to enact, amend, or rescind Bylaws that:

16.1.1.1. Establish and administer such student groups, organizations and committees, as it may deem necessary from time to time for the effective organization and functioning of student activities and student government;

16.1.1.2. Establish and administer student publications;

16.1.1.3. Establish a committee to interpret and enforce these Bylaws and all legislation passed under its authority and to discipline Students' Association members in violation thereof;

16.1.1.4. Legislate as to the conduct of nominations and elections for positions on the Executive Council; and

16.1.1.5. Create and present such awards as it may deem suitable to recognize outstanding contributions made to student activities by members of the Students' Association.

16.1.2. The Senate will have the power to enact, amend or rescind any Bylaw that it deems necessary to accomplish the objectives of the Students' Association.

#### 16.2. Amendment Procedure

16.2.1. A proposed Bylaw amendment must be presented to the Senate in the following format:

16.2.1.1. The wording as it currently exists;

16.2.1.2. The wording as it will read if passed.

16.2.2. Amendments to the Bylaws, excepting Bylaw 5.4.3, become effective only upon passage of a seventy-five percent majority vote by quorum at two (2) consecutive meetings of the Senate held not less than one week apart.

16.2.3. Amendments to Bylaw 5.4.3 become effective only upon passage by a seventy-five percent majority at two (2) meetings of the Senate, which must be held in two distinct academic years and must not be separated by more than three regularly scheduled meetings.

16.3. Policies

16.3.1. The Executive Council shall develop, maintain, and implement a comprehensive set of operational policies for the Students' Association.

16.3.2. The policies shall not contradict any item provided for in the Bylaws.

16.3.3. The Executive Council will have the power to enact, amend, or rescind any policy that it deems necessary to accomplish the objectives of the Students' Association.

16.3.3.1. Any new policy or revisions to current policy that could possibly have a benefit or conflict of interest to an individual executive, or multiple executives, shall be brought to the attention of the Senate Governance Sub-Committee for information.

16.3.4. Notice of Motion must be given at least one (1) meeting prior in order to enact, amend, or rescind any policy.

**17. MINUTES, BOOKS AND RECORDS**

17.1. The Executive Council shall be responsible for keeping the detailed minutes of all Executive Council, Senate, Special, and Annual General Meetings of the Students' Association.

17.2. The common seal of the Students' Association shall be held by the President who shall be responsible for its safe custody. The seal shall not be affixed to any document except by resolution of the Executive. Every sealing shall be signed by two members of the Executive Council.

**APPENDIX I.**

This Appendix will serve to keep track of all bylaw amendments and revisions.

Prior to April 8, 2009, both the Official Bylaws and the Constitution governed the NAIT Students' Association. On April 8, 2009, the Senate passed a second reading to amalgamate the two documents into one, to be named the Official Bylaws of the Northern Alberta Institute of Technology Students' Association.

Approved by General Council February 20<sup>th</sup>, 2001  
Amended by General Council April 6<sup>th</sup>, 2004 and February 15<sup>th</sup>, 2005  
Amended by Senate April 12, 2005 and October 25, 2005  
Amended by Senate January 24, 2006 (*to come into force April 1, 2006*)  
Amended by Senate April 11, 2006  
Amended by Senate January 31, 2007  
Amended by Senate April 18, 2007  
Amended by Senate April 9, 2008  
Amended by Senate April 8, 2009  
Amended by Senate December 9, 2009  
Amended by Senate January 13, 2010  
Amended by Senate February 24, 2010  
Amended by Senate April 7, 2010  
Amended by Senate October 27, 2010  
Amended by Senate February 2, 2011  
Amended by Senate March 23, 2011  
Amended by Senate April 6, 2011  
Amended by Senate October 19, 2011  
Amended by Senate December 7, 2011  
Amended by Senate April 4, 2012

Amended By Senate March 6, 2013  
Amended by Senate April 3, 2013  
Amended by Senate November 20, 2013  
Amended by Senate March 26, 2014  
Amended by Senate April 9, 2014  
Amended by Senate January 21, 2015  
Amended by Senate April 8, 2015  
Amended by Senate January 20, 2016  
Amended by Senate March 9, 2016  
Amended by Senate April 6, 2016  
Amended by Senate December 7, 2016  
Amended by Senate April 5, 2017  
Amended by Senate November 29, 2017  
Amended by Senate December 5, 2018  
Amended by Senate April 3, 2019  
Amended by Senate December 4, 2019  
Amended by Senate April 1, 2020  
Amended by Senate November 4, 2020  
Amended by Senate February 3, 2021  
Amended by Senate March 23, 2022  
Amended by Senate April 6, 2022  
Amended by Senate March 22, 2023  
Amended by Senate December 6, 2023  
Amended by Senate March 27, 2024  
Amended by Senate April 3, 2024  
Amended by Senate November 27, 2024  
Amended by Senate April 2, 2025  
Amended by Senate December 3, 2025  
Amended by Senate March 25, 2026