

University of Ottawa Students' Union

Provisional Constitution – English Version

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Definitions

“**Act**” means the *Canada Not-for-profit Corporations Act*, SC 2000, c 23.

“**Board**” means the Board of Directors of the University of Ottawa Students’ Union.

“**Chair**” means the presiding officer of a deliberative body or meeting thereof.

“**Commissioner**” has the meaning assigned to it by Article V.

“**Committee**” means a permanent committee of the Board established by Article VI.

“**Constitution**” means the by-laws of the corporation, as defined by the *Act*.

“**Cost of Living Adjustment**” means an increase equivalent to the increase in the Consumer Price Index for Ontario since the end of the previous Fiscal Year, as calculated by Statistics Canada.

“**Director**” means a member of the Board who is not a Commissioner.

“**Fall Elections**” means the annual elections in which all vacant Commissioner positions and all vacant Director positions are contested.

“**Fall General Assembly**” means an annual meeting, as defined by the *Act*.

“**Fiscal Year**” means the year beginning on 1 May and ending on 30 April.

“**General Assembly**” means a special meeting, as defined by the *Act*.

“**General Elections**” means the annual elections in which all Commissioner and Director positions are contested.

“**Managing Commissioners**” means the Advocacy Commissioner and the Operations Commissioner.

“**Member**” has the meaning assigned to it by Article II.

“**Recognized Student Government**” means a program- or faculty-level student organization recognized as a student government by Article XIV.

“**Registered Office**” has the meaning assigned to it by the *Act*.

“**Signing Officer**” means a person empowered to bind the UOSU, together with one (1) other Signing Officer.

Article I: Mandate

- 1.1 The name of the corporation is: University of Ottawa Students' Union
 - 1.1.2 The corporation may operate as: UOSU
- 1.2 The mandate of the UOSU is to advocate on behalf of and provide services to undergraduate students at the University of Ottawa. The UOSU shall work to improve the academic and social lives of its Members, and to create a fairer and more inclusive academic and social environment at the University of Ottawa.
- 1.3 The Registered Office of the UOSU is in Ottawa, Ontario.
- 1.4 The UOSU shall conduct all business and offer all services and programs in English and French. The UOSU shall work to promote bilingualism and francophone representation at the University of Ottawa.
- 1.5 The UOSU acknowledges and respects the independence of the Recognized Student Governments. The UOSU shall work with such student governments to advance the shared interests of all students.
- 1.6 The UOSU is committed to the principle of equity and shall work to prevent and remedy unjust discrimination at the University of Ottawa.
- 1.7 The UOSU acknowledges and respects the current and historical contributions of the Algonquin Anishinaabe peoples, on whose traditional and unceded territory the University of Ottawa is located. The UOSU shall work to decolonize the University of Ottawa.

Article II: Members

2.1 There shall be one (1) class of Members, consisting of all undergraduate students at the University of Ottawa who have paid the Membership Fee for the current academic term.

2.2 Rights of Members

2.2.1 Every Member shall have the right to attend and vote at all General Assemblies, either in person or by proxy.

2.2.2 Every Member shall have the right to vote in all General Elections, referenda, and plebiscites.

2.2.2.1 Every Member shall have the right to vote electronically, using their personal electronic device.

2.2.3 Every Member shall have the right to seek election as a Commissioner, subject to Article VII.

2.2.4 Every member shall have the right to seek election as a Director.

2.2.5 Every Member shall have the right to move amendments to the Constitution, subject to Article XIII.

2.2.6 Every Member shall have the right to move to impeach any Commissioner or Director, subject to Article VIII.

2.2.7 Every Member shall have the right to access all governing documents, including policies and regulations adopted by the Board.

2.3 Membership Fee

2.3.1 The Membership Fee shall be \$X per academic term for full-time students and \$X per academic term for part-time students.

2.3.2 The Board may apply a Cost of Living Adjustment to the Membership Fee at the end of each Fiscal Year.

2.3.3 Except as authorized by Article 2.3.2, all changes to the Membership Fee must be approved in a referendum in which all Members are eligible to vote.

Article III: General Assemblies

3.1 General Assemblies are meetings of Members at which all Members are eligible to vote.

3.2 Powers of General Assemblies

General Assemblies may adopt resolutions that direct the activities of the UOSU, except as limited by the Constitution. Such resolutions shall bind the UOSU.

3.2.1 General Assemblies may adopt resolutions on any matter, except where the matter is under the exclusive authority of the Board, the Commissioners, or the Managing Commissioners.

3.2.2 General Assemblies shall have the exclusive authority to approve the audited financial statements of the UOSU, as recommended by the Board

3.2.3 General Assemblies shall have the exclusive authority to appoint the public accountant of the UOSU, as recommended by the Board.

3.2.4 General Assemblies shall have the exclusive authority to adopt amendments to the Constitution, subject to Article XIII.

3.2.5 Resolutions that are not consistent with the Constitution shall not be considered at General Assemblies. Any resolution that is not consistent with the Constitution shall be ruled out of order by the Chair of the General Assembly. The ruling of the Chair of the General Assembly shall not be challenged.

3.3 Calling of General Assemblies

3.3.1 General Assemblies shall be chaired by the Chair of the Board, unless a two-thirds (2/3) majority of a given General Assembly elects an alternative Chair, who shall serve for the given General Assembly only.

3.3.1.1 Staff of the UOSU may not serve as Chair.

3.3.2 Quorum for General Assemblies shall be one percent (1%) of all Members, at least one-hundred (100) of whom shall be present in person.

3.3.3 General Assemblies may be called by the Board, or by a requisition signed by any five-hundred (500) Members.

3.3.3.1 Should a General Assembly be called by the Board, the Board shall approve the agenda of the General Assembly.

3.3.3.2 Should a General Assembly be called by any five-hundred (500) Members, the agenda shall be included in the requisition. The UOSU shall give notice of the requisitioned General Assembly no more than fourteen (14) days after verifying that the requisitioned has been signed by at least five-hundred (500) Members.

- 3.3.4** Notice of any General Assembly shall be given to every Member no less than twenty-one (21) days prior to the General Assembly. The notice shall include the time, place, and agenda of the General Assembly.
- 3.3.4.1** “Notice” means emails sent to every Member, notices displayed in at least eight (8) buildings at the University of Ottawa campus, and notices published in the major student newspapers at the University of Ottawa.
- 3.3.5** The agenda of a General Assembly shall not be amended other than to reorder or remove items.
- 3.3.6** General Assemblies shall be conducted in accordance with the current edition of *Robert’s Rules of Order Newly Revised*, subject to Article 4.4.1.2.

3.4 Fall General Assembly

- 3.4.1** The Board shall hold the Fall General Assembly no later than 15 October and no earlier than 15 November. The Fall General Assembly shall be the annual meeting of the UOSU, as defined by the *Act*.
- 3.4.2** The agenda of the Fall General Assembly shall include:
- 3.4.2.1** a motion to approve the audited financial statements for the previous Fiscal Year;
- 3.4.2.2** a motion to appoint a public accountant for the current Fiscal Year;
- 3.4.2.3** a motion to approve any amendments to the Constitution adopted by the Board since the previous Fall General Assembly;
- 3.4.2.4** any motions submitted for consideration by Members, as described in Article 3.4.3;
- 3.4.2.5** any other business deemed appropriate by the Board.
- 3.4.3** No less than thirty (30) days prior to giving notice of the Fall General Assembly, the UOSU shall invite Members to submit motions for consideration at the Fall General Assembly.
- 3.4.3.1** “Invite members” means emails sent to every Member, notices displayed in at least eight (8) buildings at the University of Ottawa campus, and notices published in the major student newspapers at the University of Ottawa
- 3.4.3.2** Motions submitted by Members may be ruled out of order under s 162(6) of the *Act*.
- 3.4.3.3** The Board may, on the advice of legal counsel, rule out of order any Motions submitted by Members that are not compatible with

the fiduciary duty of Commissioners and Directors. All Commissioners and Directors shall have a right to receive the relevant legal advice in writing.

3.5 Attendance by Proxy

- 3.5.1** Every Member shall have the right to attend any General Assembly by proxy.
- 3.5.2** Only Members may act as proxies, and no Member may act as a proxy for more than ten (10) other Members.
- 3.5.3** Members present by proxy shall be counted towards quorum.
- 3.5.4** There shall be a period of no less than fourteen (14) days in which Members may appoint proxies. The process for appointing a proxy shall be described in the notice of the General Assembly.

- 3.6** Any provision of the Constitution that applies to General Assemblies shall apply equally to the Fall General Assembly, unless the Constitution provides otherwise. In the event of an inconsistency between a provision that applies to General Assemblies and a provision that applies to the Fall General Assembly, only the latter shall apply to the Fall General Assembly.

3.7. Failure of Fall General Assembly

- 3.7.1** Should a General Assembly, including a Fall General Assembly, adjourn or be declared inquorate without an item of business having been considered, the item may be considered by the Board before the next General Assembly, except as limited by Article 3.2 or Article 3.7.
- 3.7.2** Should the Fall General Assembly adjourn or be declared inquorate without the audited financial statements having been approved and/or without a public account having been appointed, the Board shall hold another Fall General Assembly as soon as possible, without regard for the timeline established by Article 3.4.1.
- 3.7.3** Should the Fall General Assembly adjourn or be declared inquorate without a constitutional amendment having been approved or rejected, the amendment shall be deemed to have been rejected.
- 3.7.4** Should the Fall General Assembly fail to reach quorum, the Board shall hold another Fall General Assembly as soon as possible, without regard for the timeline established by Article 3.4.1.

Article IV: Board of Directors

4.1 The members of the Board shall be directors under the *Act*.

4.1.1 Each Director shall serve for a renewable term of one (1) year, from 1 May to 30 April.

4.1.2 No person may serve more than three (3) terms as a Director.

4.2 General Powers

4.2.1 The Board shall govern and oversee the activities of the UOSU, except as limited by the Constitution or by the Members at a General Assembly.

4.2.2 The Board shall have the exclusive authority to adopt policies and regulations.

4.2.3 The Board shall have the exclusive authority to approve audited financial statements, pending final approval by the Members at a General Assembly.

4.2.4 The Board shall have the exclusive authority to commence legal proceedings on behalf of the UOSU, and the exclusive authority to settle any claim to which the UOSU is a party.

4.2.5 The Board may reverse or amend any decision of any Committee, except as limited by the Constitution.

4.2.5.1 Decisions of the Executive Committee relating to the management of human resources not be reversed or otherwise amended by the Board.

4.2.5.2 Disciplinary decisions of the Elections Committee shall not be reversed or otherwise amended by the Board.

4.2.6 The Board may strike *ad hoc* committees, provided that the mandate of the committee is time-limited and does not conflict with the mandate of any Committee established by the Constitution. An *ad hoc* committee shall cease to exist at the end of the Board term in which it is struck.

4.3 Composition

The Board shall be composed of:

4.3.1 The five (5) Commissioners.

4.3.2 One (1) Director for each of following constituencies:

4.3.2.1 Faculty of Education

4.3.2.2 Faculty of Law (Civil Law Section)

4.3.2.3 Faculty of law (Common Law Section)

4.3.2.4 Faculty of Medicine

4.3.3 Two (2) Directors for each of the following constituencies:

4.3.4.1 Faculty of Engineering

4.3.4.2 Faculty of Science

4.3.4.3 Telfer School of Management

4.3.4 Three (3) Directors for the Faculty of Arts

4.3.5 Four (4) Directors for the Faculty of Social Sciences.

4.3.6 One (1) Director appointed by the Board on the recommendation of the Indigenous Students' Association. The Board shall make the appointment no later than 30 June.

4.3.7 One (1) Director who is a special student, appointed by the Board no later than 30 June.

4.3.8 The allocation of seats to the undergraduate faculties shall be reviewed every three (3) years in order to ensure approximate proportional distribution.

4.4 Meetings

4.4.1 Meetings of the Board shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised*.

4.4.1.1 A two-thirds (2/3) majority of the Board may adopt rules of order that supplement or supersede *Robert's Rules of Order Newly Revised*. Such rules of order shall apply at all meetings of the Board, meetings of Committees, and General Assemblies.

4.4.2 All motions considered at meetings of the Board shall be carried by a simple (1/2) majority of Directors present, unless the Constitution or *Robert's Rules of Order Newly Revised* provides otherwise.

4.4.3 The Board shall meet no less than once (1) per month.

4.4.3.1 Meetings of the Board shall be chaired by the Advocacy Commissioner, unless the Board elects a permanent, non-voting Chair, who may be removed at any time by a two-thirds (2/3) majority of the Board.

4.4.3.2 Staff of the UOSU shall not serve as Chair.

4.4.4. Meetings of the Board shall be open to the public unless the Board votes to enter closed session.

- 4.4.4.1** Elected representatives of the Recognized Student Governments shall have speaking rights at meetings of the Board, excluding closed sessions.
- 4.4.5** Notice of any ordinary meeting of the Board shall be sent to every Commissioner and Director no less than ten (10) days prior the time of the meeting. The notice shall include the time and place of the meeting. The agenda of the meeting shall be sent to every Commissioner and Director no less than ninety-six (96) hours prior to the meeting.
- 4.4.5.1** Any item submitted by a Commissioner or Director to the Chair of the Board at least seven (7) days prior to the next meeting of the Board shall be included on the agenda of said meeting.
- 4.4.5.2** Any item submitted by a Commissioner or Director to the Chair of the Board less than seven (7) days prior to the next meeting of the Board shall be included on the agenda of said meeting only with the consent of all Directors present.
- 4.4.5.3** Should an item submitted under Article 4.4.5 be ruled out of order on the advice of legal counsel, the submitting Commissioner or Director, in addition to the Board as a whole, shall have the right to receive the relevant legal advice in writing.
- 4.4.6** Notice of any emergency meeting of the Board shall be sent to every Commissioner and Director no less than ninety-six (96) hours prior to the meeting. The notice shall include the time, place, and agenda of the meeting.
- 4.4.6.1** The agenda of an emergency meeting of the Board shall not be amended other than to reorder or remove items.
- 4.4.7** Detailed minutes shall be taken at all meetings of the Board. The minutes of closed sessions shall be confidential.
- 4.4.8** No person may act as a proxy for a Commissioner or Director at a meeting of the Board.
- 4.5 Calling of Meetings**
- 4.5.1** Ordinary meetings of the Board may be called by the Chair of the Board, the Executive Committee, or any seven (7) Directors.
- 4.5.1.1** Should an ordinary meeting be called by the Chair of the Board, the Chair of the Board shall be responsible for giving notice in accordance with Article 4.4.5.
- 4.5.1.2** Should an ordinary meeting be called by the Executive Committee, the Operations Commissioner shall be responsible for giving notice in accordance with Article 4.4.5.

4.5.1.3 Should an ordinary meeting be called by seven (7) or more Directors, the Directors in question shall provide the Chair of the Board with the time, place, and agenda of the meeting. The Chair of the Board shall then be responsible for giving notice in accordance with Article 4.4.5.

4.5.2 Emergency meetings of the Board may be called by the Chair of the Board or by the Executive Committee.

4.5.2.1 Should an emergency meeting of the Board be called by the Chair of the Board, the Chair of the Board shall be responsible for giving notice in accordance with Article 4.4.6.

4.5.2.2 Should an emergency meeting of the Board be called by the Executive Committee, the Operations Commissioner shall be responsible for giving notice in accordance with Article 4.4.6.

4.6 Quorum

4.6.1 Quorum for ordinary meetings of the Board shall be fifty percent (50%) of Commissioners and Directors.

4.6.2 Quorum for ordinary meetings of the Board held in May, June, July, or August shall be ten (10) Commissioners and Directors.

4.6.2 Quorum for emergency meetings of the Board shall be ten (10) Directors.

4.7 Directors shall not be employed or otherwise remunerated by the UOSU, or by any business or service centre thereof.

Article V: Commissioners

5.1 The five (5) Commissioners shall be officers under the *Act*.

5.1.2 Each Commissioner shall serve for a renewable term of one (1) year, from 1 May to 30 April.

5.1.3 No person may serve more than two (2) terms as a Commissioner.

5.2 General Powers

5.2.1 The Commissioners shall direct and manage the activities and operations of the UOSU, except as limited by the Constitution, by the Board, or by resolution of a General Assembly.

5.2.2 The Managing Commissioners shall have exclusive authority over all human resources matters, including the hiring, direction, and termination of staff, subject to Article IX.

5.2.2.1 The creation of new full-time staff positions shall require the approval of a two-thirds (2/3) majority of the Board.

5.2.3 The Commissioners shall have the exclusive authority to represent the UOSU in relation to the University of Ottawa, governments, and external organizations.

5.2.4 The Managing Commissioners shall have the exclusive authority to negotiate and sign contracts on behalf of the UOSU, except as limited by Article XII.

5.2.4.1 The Managing Commissioners shall have the exclusive authority to retain and instruct legal counsel on behalf of the UOSU, except as limited by Article 4.2.4.

5.3 Advocacy Commissioner

5.3.1 The Advocacy Commissioner shall be a Signing Officer.

5.3.2 Together with the Operations Commissioner, the Advocacy Commissioner shall supervise the General Manager.

5.3.3 The Advocacy Commissioner shall direct and oversee the advocacy work of the UOSU, including lobbying work and public education campaigns.

5.3.4 The Advocacy Commissioner shall be responsible for relations with the University of Ottawa and, where appropriate, with governments and external organizations.

5.3.5 The Advocacy Commissioner shall oversee the operations of International House, the Peer Help Centre, and the Student Rights Centre.

5.4 Equity Commissioner

- 5.4.1 The Equity Commissioner shall direct and oversee the equity-building work of the UOSU, including services and programs of the UOSU aimed at marginalized students.
- 5.4.2 The Equity Commissioner shall advocate on behalf of marginalized students and shall work to prevent and remedy unjust discrimination at the University of Ottawa.
- 5.4.3 The Equity Commissioner shall be responsible for relations with equity-building organizations active at the University of Ottawa.
- 5.4.4 The Equity Commissioner shall oversee the operations of the Centre for Students with Disabilities, the Multi-Faith Centre, the Pride Centre, the Racialized and Indigenous Student Experience Centre, and the Women's Resource Centre.

5.5 Francophone Affairs Commissioner

- 5.5.1 The Francophone Affairs Commissioner shall direct and oversee services and programs of the UOSU aimed at francophone students.
- 5.5.2 The Francophone Affairs Commissioner shall advocate on behalf of francophone students and shall work to promote bilingualism and francophone representation.
- 5.5.3 The Francophone Affairs Commissioner shall work to ensure that the services and programs of the UOSU are accessible to francophone students.
- 5.5.4 The Francophone Affairs Commissioner shall oversee the operations of the Bilingualism Centre, including the provision of language education services to Commissioners, Directors, and staff.

5.6 Operations Commissioner

- 5.6.1 The Operations Coordinator shall be a Signing Officer.
- 5.6.2 Together with the Advocacy Commissioner, the Operations Coordinator shall supervise the General Manager.
- 5.6.3 Together with the General Manager, the Operations Commissioner shall direct and oversee the internal operations of the UOSU, including financial administration, the management of human resources, and the provision of services to students.
- 5.6.4 The Operations Commissioner shall be responsible for the internal governance of the UOSU, including the scheduling of meetings and the preparation of meeting agendas.
- 5.6.5 The Operations Commissioner shall oversee the operations of the Bike Co-op, Food Bank, the Foot Patrol, the Sustainable Development Centre, and UOSERT.

5.7 Student Life Commissioner

- 5.7.1** The Student Life Commissioner shall direct and oversee all services and programs of the UOSU aimed at student clubs.
- 5.7.2** The Student Life Commissioner shall be responsible for relations with the Recognized Student Governments.
- 5.7.3** The Student Life Commissioner shall direct and oversee the planning and execution of 101 Week.
- 5.7.4** The Student Life Commissioner shall organize social events for Members as appropriate.
- 5.7.5** The Student Life Commissioner shall oversee the operations of Zoom Productions.

5.8 Remuneration

- 5.8.1** Commissioners shall not be full-time students.
- 5.8.2** Commissioners shall work no less than thirty (37.5) hours per week.
- 5.8.3** Commissioners shall be paid an annual salary of \$31,000 plus benefits. The salary shall be paid out in equal, bi-weekly instalments. Any changes to Commissioner remuneration shall not take effect until the next Commissioner term.
 - 5.8.3.1** The Board may apply a Cost of Living Adjustment to the Commissioner salary at the end of each Fiscal Year.
 - 5.8.3.2** The Commissioner salary shall be subject to the appropriate statutory deductions.
 - 5.8.3.3** All Commissioner benefits shall be approved by the Board.
 - 5.8.3.4** Commissioners shall not receive overtime pay and shall not be remunerated in excess of \$31,000 per year, except as reimbursement for expenses incurred on behalf of the UOSU.
 - 5.8.3.5** Commissioner remuneration shall be reviewed periodically by the Executive Oversight Committee.

Article VI: Committees

- 6.1** Committees shall review and, where appropriate, recommend changes to the structure, activities, and operations of the UOSU.
- 6.2** Any decision of any Committee may be reversed or amended by the Board, except as limited by the Constitution. In approving the minutes of a meeting of a Committee, the Board shall approve all decisions made at the meeting in question.
- 6.3 Advocacy Committee**
- 6.3.1** The Advocacy Committee shall be chaired by the Advocacy Commissioner.
- 6.3.2** The Advocacy Committee shall be composed of the Advocacy Commissioner, the Equity Commissioner, and any three (3) Directors, elected by and from the Board.
- 6.3.3** The Advocacy Committee shall review the advocacy work of the UOSU.
- 6.3.5** The Advocacy Committee shall review the operations of International House, the Peer Help Centre, and the Student Rights Centre.
- 6.4 Elections Committee**
- 6.4.1** The Elections Committee shall be composed of three (3) Directors and one (1) Commissioner, elected by and from the Board, and two (2) students at the Faculty of Law who are not Directors.
- 6.4.1.1** The two (2) students the Faculty of Law shall be appointed by the Common Law Students' Society and/or by the Association des étudiantes et étudiants en droit civil.
- 6.4.2** The Chair of the Elections Committee shall be elected by and from the Elections Committee.
- 6.4.3** The Elections Committee shall review and, where appropriate, propose amendments to the Elections Code. No amendment to the Elections Code may be adopted by the Board without having been proposed by the Elections Committee.
- 6.4.4** The Elections Committee shall hire the Chief Electoral Officer, administer all elections, referenda, and plebiscites, enforce the Elections Code, and hear appeals of decisions of the Chief Electoral Officer.
- 6.4.5** Disciplinary decisions of the Elections Committee shall not be reversed or otherwise amended by the Board.
- 6.5 Equity Committee**
- 6.5.1** The Equity Committee shall be chaired by the Equity Commissioner.

6.5.2 The Equity Committee shall be composed of the Equity Commissioner, the Advocacy Commissioner, and any three (3) Directors, elected by and from the Board.

6.5.3 The Equity Committee shall review the equity-seeking work of the UOSU.

6.5.4 The Equity Committee shall review the operations of the Centre for Students with Disabilities, the Pride Centre, and the Women's Resource Centre.

6.6 Executive Committee

6.6.1 The Executive Committee shall be chaired by the Advocacy Commissioner.

6.6.2 The Executive Committee shall be composed of the five (5) Commissioners.

6.6.2.1 The General Manager shall be a non-voting member of the Executive Committee.

6.6.3 The Executive Committee may exercise the powers assigned to the Commissioners, including those powers assigned to the Managing Commissioners, by Article 5.2.

6.6.4 Decisions of the Executive Committee relating to the management of human resources shall not be reversed or otherwise amended by the Board.

6.7 Executive Oversight Committee

6.7.1 The Executive Oversight Committee shall be composed of five (5) Directors, elected by and from the Directors.

6.7.2 The Chair of the Executive Oversight Committee shall be elected by and from the Executive Oversight Committee.

6.7.3 The Executive Oversight Committee shall receive and investigate Member complaints against Commissioners. Where appropriate, the Executive Oversight Committee may recommend to the Board that a Commissioner be disciplined or impeached.

6.7.4 The Executive Oversight Committee shall review and, where appropriate, propose changes to Commissioner remuneration.

6.7.4.1 The Executive Oversight Committee shall have access to all documents relating to Commissioner remuneration.

6.8 Finance Committee

6.8.1 The Finance Committee shall be an audit committee under the *Act*.

6.8.2 The Finance Committee shall be chaired by the Operations Commissioner.

- 6.8.3** The Finance Committee shall be composed of the Operations Commissioner and any four (4) Directors, elected by and from the Board.
- 6.8.4** Together with the Operations Commissioner and subject to Article X, the Finance Committee shall prepare and present the annual budget of the UOSU.
- 6.8.5** The Finance Committee shall have the exclusive authority to approve spending in excess of the annual budget of the UOSU, up to ten percent (10%) per line item.
- 6.8.6** The Finance Committee shall review all expenses on an ongoing basis, and at least once per month. The Finance Committee shall have the authority to review all transactions, and shall, where appropriate, notify the Board of any suspicious activity.

6.9 Francophone Affairs Committee

- 6.9.1** The Francophone Affairs Committee shall be chaired by the Francophone Affairs Commissioner.
- 6.9.2** The Francophone Affairs Committee shall be composed of the Francophone Affairs Commissioner and any four (4) Directors who identify as francophone, elected by and from the Board.
- 6.9.3** The Francophone Affairs Committee shall review and, where appropriate, propose changes to services and programs of the UOSU aimed at francophone students.
- 6.9.4** The Francophone Affairs Committee shall review the operations of the UOSU to ensure compliance with Article 1.4.
- 6.9.5** The Francophone Affairs Committee shall review the operations of the Bilingualism Centre.

6.10 Governance Committee

- 6.10.1** The Governance Committee shall be chaired by the Operations Commissioner.
- 6.10.2** The Governance Committee shall be composed of the Operations Commissioner and any four (4) Directors, elected by and from the Board.
- 6.10.3** The Governance Committee shall review and, where appropriate, propose amendments to the Constitution of the UOSU. No amendment to the Constitution may be adopted by the Board without having been proposed by the Governance Committee.
- 6.10.4** The Governance Committee shall review and, where appropriate, propose amendments to the policies, regulations, and other governing documents of the UOSU. No amendment to a policy, regulation, or other governing document may be adopted by the Board without having been proposed by the Governance Committee.

6.11 Services Committee

- 6.11.1** The Services Committee shall be chaired by the Operations Commissioner.
- 6.11.2** The Services Committee shall be composed of the Operations Commissioner, the Francophone Affairs Commissioner, and any three (3) Directors.
- 6.11.3** The Services Committee shall review and, where appropriate, propose changes to the services and programs of the UOSU.
- 6.11.4** The Services Committee shall review the operations of the Bike Co-op, the Food Bank, the Foot Patrol, the Sustainable Development Centre, and UOSERT.

6.12 Student Life Committee

- 6.12.1** The Student Life Committee shall be chaired by the Student Life Commissioner.
- 6.12.2** The Student Life Committee shall be composed of the Student Life Commissioner, the Francophone Affairs Commissioner, the Operations Commissioner, and any three (3) Directors.
- 6.12.3** The Student Life Committee shall review and, where appropriate, propose changes to services and programs of the UOSU aimed at recognized student clubs.
- 6.12.4** Together with the Student Life Commissioner, the Student Life Committee shall allocate funds to recognized student clubs.
- 6.12.5** The Advocacy Committee shall review relations between the UOSU and the Recognized Student Governments.
- 6.12.6** Together with the Student Life Commissioner, the Student Life Committee shall allocate funds to recognized student clubs.
- 6.12.7** Together with the Student Life Commissioner, the Student Life Committee shall oversee the planning and execution of 101 Week.
- 6.12.8** The Student Life Committee shall review the operations of Zoom Productions.

6.13 Meetings of Committees

- 6.13.1** Meetings of Committees shall be open to the public unless the Committee votes to enter closed session.
 - 6.13.1.1** All Commissioners and Directors shall have speaking rights at all meetings of Committees.
 - 6.13.1.2** Elected representatives of the Recognized Student Governments shall have speaking rights at all meetings of Committees.
- 6.13.2** Every Committee shall meet at least once (1) per month.

6.13.3 Meetings of a Committee shall be called by the Chair of the Committee. Notice of any meeting of any Committee shall be sent to all members of the Committee no less than forty-eight (48) hours prior to the meeting. The notice shall include the time, place, and agenda of the meeting.

6.13.3.1 Any item submitted by a member of the Committee to the Chair of the Committee at least four (4) days prior to the next meeting of the Committee shall be included on the agenda of said meeting.

6.13.3.2 Any item submitted by a member of the Committee to the Chair of the Committee less than (4) days prior to the next meeting of the Committee shall be included on the agenda of said meeting only with the consent of all members of the Committee who are present.

6.13.4 Quorum for meetings of Committees shall be three (3) members of the Committee.

6.13.5 No person may act as a proxy for a Commissioner or Director at a meeting of a Committee.

Article VII: Elections

- 7.1** The UOSU shall hold General Elections once (1) per year, no earlier than 1 February and no earlier than 31 March. The purpose of General Elections shall be to elect the Commissioners and Directors.
- 7.1.1** Commissioners shall be elected by and from the Members.
- 7.1.1.1** Incumbent Commissioners who are not enrolled in an undergraduate degree program at the University of Ottawa shall not be eligible to seek re-election.
- 7.1.1.2** Any Member intending to seek election as Commissioner shall present proof of sufficient bilingualism, as defined by Schedule A, to the Chief Electoral Officer by the end of the nomination period. Any Member who does not present such proof shall not be eligible to seek election as a Commissioner.
- 7.1.2** Directors shall be elected by and from their respective constituencies, with the exceptions of those Directors appointed by the Board under Article 4.3.6 and Article 4.3.7.
- 7.2** General Elections shall be administered by the Elections Committee and Chief Electoral Officer, who shall be hired by the Elections Committee.
- 7.2.1** The Elections Committee shall be composed of three (3) Directors, one (1) Commissioner, and two (2) students at the Faculty of Law who are not Directors.
- 7.2.2** No person who is a member of the Elections Committee shall campaign or otherwise participate in General Elections.
- 7.2.3** The Chief Electoral Officer shall not be a Member of the UOSU. No person may serve as Chief Electoral Officer for more than two (2) consecutive General Elections.
- 7.3** Elections, referenda, and plebiscites shall be governed by the Elections Code. The Elections Code, and any amendments thereto, shall be adopted by the Board on the recommendation of the Elections Committee. The Elections Code shall establish electoral processes that are free, fair, accessible, and in accordance with democratic norms.
- 7.3.1** The voting period shall be no less than three (3) days.
- 7.3.2** The campaigning period shall be no less than seven (7) days and no more than ten (10) days.
- 7.3.3** The nomination period shall be no less than fourteen (14) days.
- 7.3.4** Notice of General Elections, including the election schedule, shall be given to all members no less than seven (7) days prior to the beginning of the nomination period.

7.3.4.1 “Notice” means an email sent to every Member.

7.3.5 No candidate shall campaign for, with, or on behalf of any other candidate.

7.3.6 The online voting system shall be administered by a third party.

7.3.7 A system of preferential voting shall be used for all Commissioner and Director elections.

7.3.8 The Elections Code shall not be amended between beginning of the nomination period and the end of the voting period.

7.3.9 The Chief Electoral Officer shall rule on all complaints within twenty-four (24) hours of receipt. Decisions of the Chief Electoral Officer may be appealed to the Elections Committee, which shall rule on all appeals within forty-eight (48) hours of receipt.

7.4 Ratification of Results by Board

7.4.1 The results of the General Elections shall be ratified by the Board of Directors on the recommendation of the Elections Committee. The Board of Directors shall not amend the results in any way.

7.5 Ratification of Results at Special General Assembly.

7.5.1 The Elections Committee shall call a Special General Assembly for the purpose of ratifying the results of the General Elections. The Special General Assembly shall be no more than forty (40) days after the end of the voting period. Quorum for the Special General Assembly shall be thirty (30) Members, at least twenty (20) of whom must be present in person.

7.5.2 The General Assembly shall consider the following motion and no other motion:

7.5.2.1 “Be it resolved that the Members listed in Appendix A be elected to the Board of Directors for a term of one (1) year, from 1 May to 30 April.”

7.5.2.2 Appendix A shall list all Members elected as Commissioners or Directors in the General Elections.

7.5.2.3 The Members listed in Appendix A shall be ratified or rejected in omnibus. The list shall not be amended in any way.

7.5.3 Should the Special General Assembly adjourn or be declared inquorate before the motion to ratify is adopted, the Elections Committee shall call a second Special General Assembly within ten (10) days. The Elections Committee shall continue to call Special General Assemblies until the motion to ratify is adopted or rejected.

7.5.4 All Commissioners and Directors shall remain in office until the motion to ratify is adopted.

7.6 Fall Elections

- 7.6.1** If a Commissioner or Director position becomes vacant for any reason on or before 15 September, the UOSU shall hold an election for said position between 15 October and 15 November. The election shall be conducted in accordance with the Elections Code and the requirements of Article 7.3.
- 7.6.1.1** Commissioners and Directors elected in the Fall Elections shall take office as soon as the results of the Fall Elections are ratified by the Board. Such Commissioners and Directors shall be deemed to have been appointed to the Board under the *Act*.
- 7.6.2** If a Commissioner or Director position becomes vacant for any reason after 15 September, the position shall remain vacant for the remainder of the Commissioner or Director term.
- 7.6.3** Any provision of the Constitution that applies to General Elections shall apply equally to Fall Elections, unless the Constitution provides otherwise. In the event of an inconsistency between a provision that applies to General Elections and a provision that applies to Fall Elections, only the latter shall apply to the Fall General Assembly.

Article VIII: Impeachment

8.1 Impeachment of Commissioners

A Commissioner may be removed from office:

- 8.1.1. through a referendum requisitioned by no less than one-thousand (1,000) Members; or
- 8.1.2 by a three-quarters (3/4) majority of the Board.

8.2 Referendum on Commissioner Impeachment

- 8.2.1 The requisition described in Article 8.1.1 shall be submitted to the Chair of the Board. The Chair of the Board shall, with the assistance of the UOSU, verify that that the requisition has been signed by at least one-thousand (1,000) Members.
- 8.2.2 Within forty-eight (48) hours of verification, the Chair of the Board shall call an emergency meeting of the Board for the purpose of scheduling the requisitioned impeachment referendum. The referendum shall be held no less than twenty-one (21) days and no more than thirty (30) after the meeting of the Board at which it is scheduled.
- 8.2.3 Notice of the referendum shall be given within forty-eight (48) hours of the meeting at which it is scheduled. "Notice" means an email sent to every Member containing the schedule of the referendum.
- 8.2.4 The referendum shall be conducted under the Elections Code.
- 8.2.5 Should a simple (1/2) majority vote in favour of impeachment, the Commissioner in question shall be suspended as soon as at the result of the referendum is announced and shall be removed from office as soon as the result is ratified by the Board on the recommendation of the Elections Committee.
- 8.2.6 Quorum for impeachment referenda shall be ten percent (10%) of Members.

8.3 Impeachment of Commissioner by Board

- 8.3.1 Any Commissioner or Director may move to impeach a Commissioner. The motion shall be sent to the Chair of the Board and shall specify the misconduct of which the Commissioner in question is accused. A motion to impeach may not be withdrawn. Within forty-eight (48) hours of receiving the motion, the Chair of the Board shall call a meeting of the Board for no less than ten (10) days after the day on which notice of the meeting is given.
- 8.3.2 At the meeting at which the motion to impeach is considered, the motion shall not be put to a vote before the Commissioner in question has been given at least forty-five (45) minutes in which to offer a defence.
- 8.3.3 The Commissioner in question shall have the right to be represented at the meeting by a person of their choosing, who shall have speaking rights and the

right to remain if the Board enters closed session, unless the Board enters closed session for the purpose of receiving or discussing legal advice.

- 8.3.4** The Commissioner in question shall have the right to present documentary evidence, which shall be sent to the Chair of the Board no less than four (4) days prior to the meeting. The Chair of the Board shall send the evidence to the Board within twenty-four (24) hours of receiving it.
- 8.3.5** Should the motion to impeach carry, the Commissioner in question shall be removed from office at the adjournment of the meeting,

8.4 Impeachment of Directors

- 8.4.1** Any Member who is not a Commissioner may move to impeach a Director at a General Assembly. A motion to impeach a Director shall be submitted to the UOSU in accordance with Article 3.4.3 or may be included on the agenda of a General Assembly requisitioned under Article 3.3.3.
- 8.4.2** At the General Assembly at which the motion to impeach is considered, the motion shall not be put to vote before the Director in question has been given at least thirty (30) minutes in which to offer a defence.
- 8.4.3** The Director in question shall have the right to be represented at the General Assembly by a person of their choosing, who shall have speaking rights.
- 8.4.3** Should a simple (1/2) majority of Members present vote in favour of impeachment, the Director in question shall be removed from office at the adjournment of the General Assembly.
 - 8.4.3.1** The motion shall carry only if at least three percent (3%) of Members are present at the General Assembly. At least two-hundred (200) such Members shall be present in person.
- 8.4.4** Directors may not otherwise be removed from office.

Article IX: Staff

- 9.1** The UOSU may employ staff at the discretion of the Managing Commissioners, except as limited by the Constitution.
- 9.2** The manager of all staff of the UOSU shall be the General Manager.
- 9.3** The managers of the General Manager shall be the Managing Commissioners, who shall have the authority to direct, discipline, and dismiss the General Manager.
- 9.4 General Manager**
- 9.4.1** The General Manager shall be hired by the Executive Committee. The employment contract of the General Manager shall be approved confidentially by the Executive Committee.
- 9.4.2** The General Manager shall serve as chief administrator of the UOSU and shall ensure that the UOSU operates in accordance with the priorities of the Commissioners.
- 9.4.3** The General Manager shall have the authority to discipline staff as appropriate, but shall not hire, promote, or terminate any member of staff without the approval of the Managing Commissioners.
- 9.4.4** The General Manager shall ensure compliance with any collective agreements and shall act as liaison between the UOSU and any unions representing UOSU staff. Any collective agreements shall be approved by the Executive Committee.
- 9.4.5** The General Manager shall oversee and the direct the operations of the businesses of the UOSU.
- 9.4.5** The General Manager shall be a Signing Officer.

Article X: Finances

- 10.1** The UOSU shall have the authority to expend funds as authorized by the Board.
- 10.2** The Board shall, on the recommendation of the Operations Commissioner and the Finance Committee, adopt an annual budget no later than 1 August. The annual budget shall account for all projected revenues and expenses for the current Fiscal Year.
- 10.3 Spending Authorization**
- 10.3.1** The Executive Committee may, if necessary, authorize expenses in excess of the annual budget, up to five percent (5%) per line item.
- 10.3.2** The Finance Committee may, if necessary, authorize expenses in excess of the annual budget, up to ten percent (10%) per line item.
- 10.3.3** All other expenses in excess of the annual budget shall require the approval of the Board.
- 10.4** All expenses shall be authorized by any two (2) Signing Officers.
- 10.5** The UOSU may, if authorized by the Members, collect fees in addition to the Membership Fee, including fees collected on behalf of external organizations. Such fees shall be collected and expended only as authorized by the Members.
- 10.5.1** “Authorized by the Members” means approved in a referendum in which all fee-paying Members are eligible to vote.
- 10.6** The Finance Committee shall review all expenses on an ongoing basis, and at least once per month. The Finance Committee shall have the authority to review all transactions, and shall, where appropriate, notify the Board of any suspicious activity.

Article XI: Appeals Committee

- 11.1** The Appeals Committee shall hear appeals of decisions of the Elections Committee and, where appropriate, of the Chief Electoral Officer.
- 11.1.1** “Decision of the Elections Committee” means any decision that imposes a penalty on or otherwise disadvantages a candidate, directly or indirectly.
- 11.1.2** Decisions of the Chief Electoral Officer may be appealed directly to the Appeals Committee only if the Elections Committee does not rule on the matter.
- 11.2** The Appeals Committee shall be composed four (4) students at the Faculty of Law who are not members of the Board, two (2) student members of the Senate of the University of Ottawa who are not members of the Board, and one (1) student member of the Board of Governors of the University of Ottawa who is not a member of the Board.
- 11.2.1** The four (4) students at the Faculty of Law shall be appointed jointly by the Common Law Students’ Society and the Association des étudiantes et étudiants en droit civil.
- 11.2.2** The two (2) student members of the Senate of the University of Ottawa shall be elected by and from the student members of the Senate of the University of Ottawa.
- 11.2.3** The one (1) student member of the Board of Governors of the University of Ottawa shall be elected by and from the student members of the Board of Governors of the University of Ottawa.
- 11.2.4** No person who has previously sought election as a Commissioner or Director, or who has been employed by the UOSU in any capacity, may be a member of the Appeals Committee.
- 11.3** The Appeals Committee shall have only those powers available to the Elections Committee and the Chief Electoral Officer under the Constitution and the Elections Code. The Appeals Committee shall not have the power to amend the Elections Code.
- 11.4** The right to appeal a decision of the Elections Committee or the Chief Electoral Officer shall be limited to:
- 11.4.1** the original complainant; and
- 11.4.2** any person on whom the decision imposes a penalty or other disadvantage, directly or indirectly.
- 11.5** If a decision is appealed to the Appeals Committee, the Appeals Committee shall a schedule hearing for no less than three (3) days and no more than five (5) days after the appeal is received.
- 11.6** The appellant and respondent shall have equal opportunity to present oral and written arguments to the Appeals Committee. Both parties shall send all written arguments to

- the Appeals Committee no less than twenty-four (24) hours prior to the hearing. Each party shall have thirty (30) minutes for oral argument at the hearing.
- 11.7** The Appeals Committee will issue a decision no more than thirty-six (36) hours after the end of the hearing.
- 11.8** Decisions of the Appeals Committee are final and binding on the UOSU.
- 11.9** Should the Appeals Committee issue a decision after the results of the General Elections are ratified by the Board but before the Special General Assembly, and the decision results in the disqualification of a candidate, the list of Members considered at the Special General Assembly shall be amended to reflect the decision of the Appeals Committee.
- 11.9.1** Any decision of the Appeals Committee issued after the Special General Assembly shall be a nullity to the extent of its application to the General Elections.

Article XII: Autonomy

- 12.1** The UOSU shall not become a member of any organization wherein membership cannot be terminated by a vote of the Board, or in a referendum initiated and administered by the UOSU and governed by the Elections Code.
- 12.2** The UOSU shall not enter into any perpetual agreement that cannot be terminated by a vote of the Board.
- 12.2.1** “Perpetual agreement” means an agreement imposing substantial ongoing obligations on the UOSU.

Article XIII: Amendment

13.1 Ordinary Amendments

Except as limited by Article XIII, the Constitution may be amended:

13.1.1 by a three-quarters (3/4) majority of the Board, followed by a simple (1/2) majority of Members present at the next Fall General Assembly; or

13.1.2 by a three-quarters (3/4) majority of Members present at a General Assembly.

13.1.3 Any amendment adopted by the Board under Article 13.1.1 shall take effect immediately and remain in effect unless rejected at the next Fall General Assembly.

13.2 Special Amendments

The following Articles may be amended only by a three-quarters (3/4) majority of the Board, followed by a two-thirds (2/3) majority of members present at the next Fall General Assembly:

13.2.1 any part of the Definitions

13.2.2 any part of Article I

13.2.3 any part of Article II

13.2.4 any part of Article III

13.2.5 any part of Article 7.3

13.2.6 any part of Article XIV

13.2.6 Any amendment adopted by the Board under Article 13.2 shall not take effect until ratified at the next Fall General Assembly.

13.3 Amendments to Article XI

Article XI may be amended only by a three-quarters (3/4) majority of the Board, followed by a three-quarters (3/4) majority of Members present at the next Fall General Assembly. Any amendment adopted by the Board under Article 13.3 shall not take effect until ratified at the next Fall General Assembly.

13.4 Amendments to Article XII

Article XII may be amended only by a four-fifths (4/5) majority of the Board, followed by a three-quarters (3/4) majority of Members present at the next Fall General Assembly, provided that at least ten percent 10% of Members are present at said Fall General Assembly, either in person or by proxy. Any amendment adopted by the Board under Article 13.4 shall not take effect until ratified at the next Fall General Assembly.

13.5 Amendments to Article XIII

Article XIII may be amended only by a four-fifths (4/5) majority of the Board, followed by a three-quarters (3/4) majority of Members present at the next Fall General Assembly, provided that at least ten percent (10%) of Members are present at said Fall General Assembly, either in person or by proxy. Any amendment adopted by the Board under Article 13.5 shall not take effect until ratified at the next Fall General Assembly.

13.6 No amendment to the Constitution shall take effect retroactively.

Article XIV: Recognized Student Governments

14.1 Each Recognized Student Government shall receive from the UOSU an annual operating grant with a value equivalent to \$X per student. A Cost of Living Adjustment shall be applied to the per-student funding allocation at the end of each Fiscal Year.

14.2 Each Recognized Student Government shall submit audited financial statements to the UOSU no later than 31 August. If a Recognized Student Government does not submit audited financial statements, its operating grant shall be withheld.

14.3 Distribution of Operating Grants

Each Recognized Student Government shall receive:

14.1.1 sixty percent (60%) of its operating grant within fourteen (14) days of the beginning of the fall term; and

14.1.2 the remaining forty percent (40%) of its operating grant within fourteen (14) days of the beginning of the winter term.

14.4 The Recognized Student Governments shall be listed in Schedule B.

Article XV: Invalidity

- 15.1** The legal invalidity of any part of the Constitution shall not affect the validity or enforceability of any other part of the Constitution.
- 15.2** The accidental omission to give any notice to any Member, Director, Commissioner, member of a Committee or public accountant, or the non-receipt of any notice by any such person where the UOSU has provided notice in accordance with the Constitution or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.
- 15.3** The English version and the French version of the Constitution shall be equally valid. In the event of an inconsistency, the original version of the provision in question shall prevail.
- 15.3.1** All provisions shall be presumed to have been originally written in English, unless there is evidence to the contrary.

Schedule A: Bilingualism Standards

General

Any Member seeking election as a Commissioner shall be required to meet a minimum standard of bilingualism. Accordingly, each such Member shall, as a condition of eligibility to seek election, receive a minimum score on the bilingualism test administered by the University of Ottawa Official Languages and Bilingualism Institute.

Advocacy Commissioner

For candidates for Advocacy Commissioner, the minimum score is as follows:

Listening: 3/4
 Speaking: 3/4
 Reading: 2/4
 Writing: 2/4

Equity Commissioner

For candidates for Equity Commissioner, the minimum score is as follows:

Listening: 2/4
 Speaking: 2/4
 Reading: 2/4

Francophone Affairs Commissioner

For candidates for Francophone Affairs Commissioner, the minimum score is as follows:

Listening: 3/4
 Speaking: 3/4
 Reading: 2/4
 Writing: 2/4

Operations Commissioner

For candidates for Operations Commissioner, the minimum score is as follows:

Listening: 2/4
 Speaking: 2/4
 Reading: 2/4

Student Life Commissioner

For candidates for Student Life Commissioner, the minimum score is as follows:

Listening: 3/4
 Speaking: 3/4
 Reading: 2/4

Schedule B: Recognized Student Governments

The Recognized Student Governments are:

1. Aesculapian Society
2. Association des étudiant.es en nutrition
3. Association des étudiant.es en service social
4. Association des étudiants et étudiantes à la formation à l'enseignement
5. Association des étudiantes et étudiants en droit civil
6. Communication Students' Association
7. Computer Science Students' Association
8. Conflict Studies and Human Rights Students' Association
9. Criminology Students' Association
10. Economics Students' Association
11. Engineering Students' Society
12. Health Sciences Students' Association
13. Human Kinetics Students' Association
14. Indigenous and Canadian Studies Students' Association
15. International Development and Globalization Students' Association
16. International, Political, and Policy Studies Students' Association
17. Psychology Students' Association
18. Sociology and Anthropology Students' Association
19. Science Students' Association
20. Students' Association of the Faculty of Arts
21. Telfer Student Council
22. Undergraduate English Students' Association
23. Undergraduate Nursing Students' Association
24. Undergraduate Philosophy Students' Association
25. Women's Studies Students' Association