



Memorial University of Newfoundland Student's Union

Canadian Federation of Students Local 35

Policy Manual

Last Amended: March 2024

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Section 1: Positions/Stances

I. CREDIT CARD COMPANIES

- (a) The MUN Students' Union will not entertain or allow the presence of credit card companies or solicitation for credit cards of any form on MUNSU-controlled portions of the University Centre, or at MUNSU events.
- (b) The MUN Students' Union will develop a policy on what groups it will allow to rent, or use without cost, space it controls in the University Centre.

Adopted: March 2002

II. DECLARATION OF STUDENTS' RIGHTS

(a) The MUN Students' Union will formally adopt the Declaration of Students' Rights.

Adopted: November 2004

III. ENVIRONMENTAL AFFAIRS

- (a) The MUN Students' Union will endorse the promotion of environmentally sustainable activities on the MUN Campus and in the local community, particularly through active support for the adoption of the Kyoto Protocol.
- (b) MUNSU, its operations and facilities, will follow the example set by Grenfell College in eliminating the use of Styrofoam-based materials and encourage MUN and its contractors to do the same.

Adopted: March 2002

IV. FAIR TRADE COFFEE

- (a) The Memorial University of Newfoundland Students' Union will support MUN Oxfam's Fair Trade Coffee campaign and make all efforts to join them in their lobbying, advocacy and education initiatives.
- (b) The Memorial University of Newfoundland Students' Union will contact the University's coffee outlets with a request that they make available a Fair Trade Certified Coffee for sale on campus and that MUNSU will contact the appropriate University administrators to work towards adopting a University-wide policy requiring vendors on campus to offer a certified Fair Trade Coffee to its customers.
- (c) The Memorial University of Newfoundland Students' Union is to join the Fair Trade Coalition of Memorial University in the Fair Trade Coalition of Memorial University's continuing efforts to offer students of Memorial University the choice of buying Fair Trade coffee on campus.
- (d) The Memorial University of Newfoundland Students' Union will assign a representative to the Fair Trade Coalition of Memorial University, who will be responsible for communication between the Fair Trade Coalition and The Memorial University of Newfoundland Students' Union.

Adopted: October 2003, Amended: March 2005

V. FEES

- (a) The MUN Students' Union endorses the following policy in regard to fees, and will conduct lobbying and campaigns in support of the adoption of these principles at Memorial University of Newfoundland.
- (b) Memorial University of Newfoundland shall implement or charge no additional mandatory user or ancillary fees, beyond tuition, to students in any program of study.
- (c) The only exceptions to this rule shall be fees which have been voted upon by students in free and fair democratic referenda.
- (d) The mandatory recreation fee must be repealed.

Adopted: October 2001

VI. LBGTQ2S+ Solidarity

- (a) The Memorial University of Newfoundland Students' Union will support equal rights, equity-seeking measures, and justice for anyone who identifies as part of the queer community, including but not limited to: lesbian, gay, bisexual, two-spirited and transgender students.
- (b) The Memorial University of Newfoundland Students' Union will work with campus and community groups to lobby the administration of Memorial University and the government of Newfoundland and Labrador to improve the lives of people who are express marginalized genders, sexual orientations, and identities in the workplace, in the home, and in public spaces, including but not limited to: the right to gender expression, the right to bathrooms, and the enforcement of anti-hate speech and anti-harassment legislation.
- (c) The Campaigns and Actions Committee will work with MUNSAGA and other community partners to develop and undertake campaigns work with the goal of achieving equal rights for lesbian, gay, bisexual, two-spirit and transgender persons including, but not limited to, same-sex marriage, gender expression, anti harassment, and the respect of pronoun use and gender identity on the university campus.
- (d) MUNSU opposes any question on a blood donor questionnaire dealing with sexual orientation rather than sexual practice. MUNSU will advocate for a blood collection screening process that is not based on sexual orientation or gender.

Adopted: November 2002, Amended September 2018

VII. PAY EQUITY

- (a) The Memorial University of Newfoundland Students' Union will support progressive employment and pay equity policies.
- (b) The Memorial University of Newfoundland Students' Union will work together with the Federation of Labour and its affiliates to lobby the Government of Newfoundland and Labrador to pay the pay equity wage adjustments due for the years 1988 to 1991 and the following years in order to remedy the discrimination suffered for sixteen years by persons employed in female-dominated job classes in the Hospital Support Sector.

Adopted: November 2004

VIII. PEACE

(a) The MUN Students' Union will undertake a campaign for world peace. (b) The MUN Students' Union shall join, endorse and support the St. John's Campaign Against the War.

Adopted: October 2001, Amended: October 2002

IX. SWEATSHOPS

- (a) The MUN Students' Union will endorse and encourage its members to actively participate in the "No Sweat" campaign of the CLC, UNITE, Maquila Solidarity Network, Oxfam Canada, and Students Against Sweatshops-Canada, lobbying public institutions to adopt "No Sweat" purchasing policies.
- (b) The MUN Students' Union calls on the Canadian government to require companies to disclose the names and addresses of all manufacturing facilities making apparel products sold in Canada by instituting simple changes to the labeling Regulations under the Textile Labeling Act.
- (c) The MUN Students' Union will run a campaign in conjunction with MUN-OxFam to ensure Memorial University adopts an acceptable Code of Conduct purchasing policy.

Adopted: March 2002

X. UNIONIZATION

- (a) The Memorial University of Newfoundland Students' Union will officially endorse and support the unionization of Teaching Assistants and other student employees on campus.

Adopted: September 2004

XI. WORK TERM FEES

- (a) The MUN Students' Union will actively lobby the deans of the faculties and schools for support of the restructuring of the work experience components of said faculties and schools.
- (b) The MUN Students' Union encourages the above-mentioned faculties and schools to write letters to the Board of Regents on behalf of the union membership.

Adopted: July 2002

Section 2:

Operating Procedures

I. ADVERTISING

(a) Definition:

(i) Informational notices or graphics in print, graphic, sound, video, or other formats promoting for-profit companies and/or products, including logos of said companies and/or products.

(ii) Notices of sponsorship affixed to non-advertisements.

(b) Advertising on MUNSU-controlled portions of the University Centre shall be restricted as follows:

(i) Advertising shall not be permitted on any walls or affixed to any portion of MUNSU-controlled portions of the University Centre with the following exceptions:

- 1) Retailers renting space from MUNSU may be permitted to use such advertising within their retail spaces.
- 2) Retailers renting space from MUNSU, may be permitted to use such advertising outside their retail spaces upon approval of said advertising by the MUNSU executive.
- 3) Sponsors of MUNSU events will be permitted to advertise their sponsorship of said events upon approval of their advertisements by the MUNSU executive.

(c) Advertising within the following retail outlets shall be exempt from any advertising restrictions and shall be at the discretion of the MUNSU Executive: Copy Centre, Attic, Breezeway, Terminal MUN.

(d) Advertising printed in the Muse and broadcast on CHMR-FM, as well as within other print publications produced by MUNSU, shall be exempt from these restrictions and governed only by the existing policies and legislation concerning media advertising within these services.

(e) MUNSU events which take place outside of MUNSU-controlled portions of the University Centre shall be exempt from these regulations and at the discretion of the MUNSU Executive.

(f) Exceptions to this policy may be made from time to time as required by the MUNSU Executive. Such exceptions shall be only for individual, specific cases and shall require approval by the MUNSU Council. Where it is not possible to obtain the approval of the Council due to timing/scheduling, the MUNSU Executive may determine to make an exception and shall bring the matter to the MUNSU Council at the earliest possible opportunity for approval.

Adopted: October 2001

II. BANNER & LOGO

- (a) The Canadian Federation of Students banner will be placed in a prominent location at the front office of the MUN Students' Union.

Adopted: May 2002

III. BAR TABS

- (a) Members of the MUNSU Board of Directors shall not be permitted to use bar tabs in the Breezeway Bar.

Adopted: November 2009

IV. BOARD OF REGENTS SELECTION

- (a) The Memorial University of Newfoundland Students' Union will strike a Board of Regents Selection Committee, consisting of:
 - (i) Executive Director of Advocacy,
 - (ii) Outgoing student Board representative,
 - (iii) One additional member of the Executive Committee as selected by the Executive Committee,
 - (iv) One additional member of the Academic Affairs Committee, and
 - (v) The Resource Coordinator (as a non-voting Ex-Officio member).
- (b) The committee will be responsible for screening applicants for the open Board seat and the selection of a candidate for recommendation to the Board of Directors.

Adopted: September 2004, Amended: November 2011

V. BUDGET

5.01 Definitions

- (a) Committees (see By-Laws)
- (b) Director (see By-Laws)
- (c) Executive (see By-Laws)

5.02 Introduction

(a) Purpose

- (i) The purpose of this policy is to establish the responsibilities and procedures with respect to the annual financial operations and obligations of the Memorial University of Newfoundland (Hereafter: MUNSU).

(b) Scope

- (i) This policy is applicable to all Board members, Executive members, staff, services, entities and operations of MUNSU.

(c) Objective

- (i) The main objectives of the budget are as follows:

- 1) *To be financially independent of loans and debt.*
- 2) *To achieve and maintain a balanced budget.*
- 3) *To ensure that the available funds of MUNSU are optimized in a manner that will best assist the Union in achieving its goals and objectives.*
- 4) *To obtain the most cost-effective distribution of resources.*
- 5) *To decentralize budgetary responsibility and accountability, in an attempt to create awareness and transparency to all MUNSU stakeholders.*
- 6) *To act as a control mechanism.*
- 7) *To assist in evaluating performance.*

(d) Authority

- (i) The line of authority for the preparation and approval of the Annual MUNSU Budget is represented in the following chart:

- 1) *Board*
- 2) *Finance and Services Committee*
- 3) *Individual Committees*
- 4) *Executive Directors*
- 5) *Representatives*
- 6) *Informally – MUNSU Staff and the Student Body*

(e) Responsibility

- (i) It is first the responsibility of each Committee to organize, discuss and approve a budget that falls within the realm of their expected yearly operations and events. (ii) It is the responsibility of the Finance and Services Committee to approve the budgets of each particular committee, and thereafter, it is the responsibility of the MUNSU Board of Directors to approve the budget in its

entirety.

(iii) To be enacted, the Annual MUNSU Budget requires a 50% + 1 majority vote by the MUNSU Board of Directors at a Board of Directors meeting.

(f) Limitations on Expenditure for Committees

(i) The Students Union shall not incur any expenditure within the budget that is in excess of 10% of the proposed amount unless approved by the Finance and Services Committee. In the event that the expenditure exceeds 10% of the budget, the amount shall require approval by the Finances and Services Committee.

(ii) Any items above and beyond the amount approved in the Annual MUNSU Budget that is in excess of \$5,000 must be approved by the Finance and Services Committee and the Board of Directors.

(g) Expenditures over \$15 000

(i) If a proposed expenditure is outside of the initial amount proposed in the committee budget, and outside of day-to-day expenditure for services, and is in excess of \$15,000, it must be approved by the Finance and Services Committee and subsequently the MUNSU Board of Directors.

5.03 Budget Allocations

(a) MUNSU budget allocations are tentatively made by each Committee based on the previous year's expenditures and foreseeable future obligations. (b) The budget for each committee is to be tabled by the appropriate Executive Director for each of the Committees. Committee members will be involved in consultation and advising the Executive on the creation, aims, goals, and priorities for each Committee's budget. Upon completion of this process, the committee will vote on the proposed budget. Approval of the budget within the committee will be considered one vote in excess of the majority.

(c) Once each committee has approved its budget, the lead Executive Director for that committee will present the committee's budget to the Finance and Services Committee. The Finance and Services Committee will then deliberate and vote to either accept or reject the proposed budget.

(d) Upon approval by the Finance and Service Committee, each Committee budget will be presented to the Board of Directors for acceptance or rejection.

5.04 Budget Submission Deadlines

(a) Budget proposals and all other fiscal decisions put before the board must be submitted to the Board of Directors no later than five (5) calendar days before the Board of Directors meeting at which it will be presented.

VI. COMMUNICATIONS POLICY

6.01 Policy Objective:

- (a) The purpose of the Memorial University of Newfoundland Students' Union (MUNSU) Communications Policy is to ensure that all communications on behalf of the Board of Directors are consistent, accessible, co-coordinated and accurately disseminated to the entirety of the membership, government, University administration and/or the general public.
- (b) As per the By-laws of MUNSU, the Executive Director of External Affairs, Communications and Research shall serve as the official spokesperson for the union.

6.02 Chain of Communications:

- (a) Incoming Communications:
 - (i) The Executive Director of External Affairs, Communications and Research, or designate, will be responsible for directing communications toward the appropriate Director or designate.
- (b) Outgoing Communications:
 - (i) The Executive Director of External Affairs, Communications and Research, or designate, shall review any outgoing communications on behalf of the Board of Directors prior to their release to ensure accessibility, coordination, and accurate dissemination. This includes, but is not limited to, press releases, media alerts, official correspondence etc (see templates and/or available alternative formats)
- (c) When conducting interviews or coordinating official correspondence on behalf of the union, the Executive Director of External Affairs, Communications and Research or designate will make every effort to consult with an appropriate MUNSU staff and other Executive Directors in determining the appropriate messaging for the union.
- (d) The Executive Director of External Affairs, Communications and Research or designate will strive to inform the Board of Directors of all interviews conducted or official correspondence disseminated.
- (e) MUNSU shall use current and consistent templates as provided by the Executive Director of External Affairs, Communications and Research for all press releases, media alerts, official correspondence etc, unless alternate formats are requested/preferred (see section 6.05 for more details). Any members of the Board of Directors who have conducted interviews or had contact with the media shall complete a Media Contact Report immediately afterwards and send the report to the Executive Director of External Affairs, Communications and Research who will upload the report to the appropriate folder on MUNSU's shared drive.

6.03 Consistent Messaging and Templates:

(i) This policy outlines the guidelines to be followed by all MUN Students' Union members when conducting external communications;

(a) Consult the Executive Director of External Affairs, Communications, and Research to determine appropriate messaging prior to;

(b) Inform the Executive Director of External Affairs, Communications, and Research of relative communications afterwards if they are not directly involved in the discussion;

(c) Determine preferred templates and/or formats needed for communication purposes, if any (see section 6.05 for more details)

6.04 Membership Communications:

(a) This policy outlines the guidelines to be followed by MUNSU Executive Directors when contacted by MUN Students' Union members.

(i) Executive Directors are expected to check their emails on a daily basis.

(ii) Executive Directors must make every effort to respond to all emails and letters that require support from MUN Students' Union in a timely manner.

(iii) Should a communication delay be anticipated, the Executive Director must inform the member about the anticipated delay within three business days.

(iv) Should an Executive Director anticipate being unable to check their emails on a daily basis for a period of time, an automatic reply must be set up to inform members about alternative points of contact.

(v) Should an Executive Director fail to respond to a member within 10 business days without following parts c or d, the issue can be raised to the Membership Engagement Committee, following which may be raised to the board. The Board of Directors may vote to reprimand the Director in question in accordance with Section 14 of the Bylaws.

6.05 Accessible Communications:

(a) Under the provincial and federal Human Rights Code, universities such as Memorial University, have a legal duty to accommodate students with disabilities, including people with hearing loss and visual disabilities up to the point of undue

hardship. To align with the Human Rights Code, this policy outlines the guidelines to be followed by MUN Students' Union, when possible, to make our membership communications and support services more accessible for people with disabilities. Specifically, MUNSU shall strive to make our services and communications accessible to all members so that everyone can:

Easily comprehend the information released/communicated to them;

Communicate effectively both in-person and remotely;

Consider and utilize the communication methods they perceive as most appropriate;

Avoid barriers to communicating effectively with others;

Participate fully in meetings, forums and public events.

(ii) Upon the start of each term, the MUN Students' Union Executive Director of External Affairs, Communications, and Research will be responsible for distributing an accessible communications survey to all members of the Board of Directors to ensure that each individual has an opportunity to disclose challenges anonymously, if needed, and provide feedback on how we can accommodate their situation as an organization to communicate effectively amongst one another. For instance, to eliminate barriers to accessible communication, MUN Students' Union shall provide the following to all MUNSU members upon request;

Alternative formats at no extra charge to the requestor including but not limited to: audio, ASL, assistive hearing devices, or electronic versions of original documentation;

Documentation or membership communications in braille or enlarged print;

Handheld magnification tools, especially when documents are unable to be provided in enlarged print;

Information regarding sources of federal and provincial funding for students with disabilities;

Utilize closed-captioning in virtual meetings, webinars and/or training sessions etc;

Public and Personal Hearing Assistive Devices. Can supply more through an established working community partnership with the Canadian Hard of Hearing Association- Newfoundland and Labrador.

Distribute information pertaining to how to meet the "Clear Print Accessibility Guidelines" created and provided to MUN Students' Union in partnership with the Canadian National Institute for the Blind (CNIB).

(iii) The Executive Director of External Affairs, Communications, and Research, as well as all members of the Board of Directors, when appropriate and possible, shall;

Ensure their mouth is free of obstructions to allow for speech reading and/or easy comprehension when interacting with individuals in person and/or remotely.
Ensure their webcam is turned on and their entire face is visible;
Have minimal background noise when communicating with individuals in person and/or through remote scenarios such as a phone call or video conference;
Ensure to speak clearly and slowly when at all possible;

(iv) Upon the start of each term, the Executive Director of External Affairs, Communications, and Research shall;
Consult with the Membership Engagement Committee to determine if collaboration with the Canadian Hard of Hearing Association of Newfoundland and Labrador is required to ensure all Board of Directors remain continuously updated and educated on how to utilize and provide hearing assistive devices, as well as accessible and effective communication to all MUNSU members.

Adopted: November 2009, Amended: January 2021, February 2022

VII. CREDIT CARD POLICY

- (a) Credit cards will be available to MUNSU Executive members, the Services Coordinator, and the Bar Manager.
- (b) When not in use, all credit cards shall be held by the MUNSU Accounting Clerk. (c) Subsequent to use, all credit cards shall be returned to the MUNSU Accounting Clerk within 24 hours or at a pre-approved appropriate deadline.
- (d) Receipt and completed Expense Report shall be turned in to the MUNSU Accounting Clerk at the same time that credit cards are returned. (see Appendix A for Expense Report).
- (e) All purchases that are not accompanied by receipts and completed Expense Report shall be billed to the card holder.
- (f) All purchases over the amount of \$500.00 shall be pre-approved by at least two Executive members of MUNSU.
- (g) All purchases over the amount of \$1000.00 shall be pre-approved by at least three Executive members of MUNSU.
- (h) Under no circumstances shall credit cards be used for personal purchases.
- (i) Whenever possible, the preferred method of payment for any disbursement by MUNSU shall be purchase order, cheque, or invoice.
- (j) The Finance & Services Committee shall review credit card statements and expense reports on a monthly basis.
- (k) All credit card statements and expense claims will be posted on the MUNSU website.

Adopted: November 2009

VIII. DEEMED TRUST FOR HEALTH, DENTAL AND VISION CARE

- (a) The Memorial University of Newfoundland Students' Union shall establish a deemed trust for Health, Dental and Vision care funds going back to the year ended March 31, 2002 and not prior due to incomplete records prior to that time. This deemed trust will be funded by student Health, Dental and Vision care premiums collected and will be drawn down by insurance premiums charged, other costs directly related to the Health, Dental and Vision care plan administration, and management fees to cover MUNSU salaries and administrative costs, as determined by MUNSU staff based on a reasonable allocation of such costs.

Adopted: September 2004

IX. EXECUTIVE OPERATIONS

- (a) So as to ensure MUNSU is not outmatched in meetings with the MUN Senior Administration, and so as to emphasize that MUNSU operates as a team, any meetings with MUN Senior Administration must be attended by at least two executive members. If two executive members are not available then meetings with the senior administration must be deferred until such time as they are available.
- (b) Each year, each executive office will produce a handbook on their office in order to assist the incoming executive members.
- (c) All spending and purchases of the MUN Students' Union, subject to the MUNSU constitution and by-laws, must be authorized by a majority of the executive.

Adopted: May 2002, Amended: July 2002

X. HEALTH AND DENTAL PLANS POLICY

10.1 Preamble

- (a) The MUN Students' Union will operate health and dental plans for the benefit of members.

10.2 Automatic Enrolment

- (a) All full-time, domestic, non-work term students will be provided with automatic enrolment in the health and dental plans and the requisite fees will be charged to their Memorial student accounts.

10.3 Opt-Out

- (a) Members with comparable alternate coverage will be permitted to opt out of the health and/or dental plans provided they make such a request in the manner and by the deadline specified by the Executive Committee. Refunds of the health and/or dental plan fees will normally be provided to members via their Memorial student accounts.
- (b) Should a member not complete the opt-out procedure by the deadline specified, they may appeal to the Finance & Services Committee for approval for a late opt out. Opt-out appeals packages shall be made available to all members at the general office and at the Union's website. The Finance & Services Committee shall establish criteria for opt-out appeals, which they may amend at the committee's discretion. The established criteria will be provided to each member with the opt-out appeals package.

10.4 Opt-In

- (a) All students not covered under Automatic Enrolment, (ex: work-term students, family members, International students, ESL students, part-time students, etc.) are eligible for enrolment should they wish to participate in the health and/or dental plans. The manner and deadlines for manual opt-ins will be specified by the Executive Committee and payment of the requisite fees will normally be paid via cash, debit, or major credit card at the general office. Members who enroll in the health and/or dental plans after the specified deadline will be enrolled as of the date they enroll. Fees for the health and/or dental plans will not be prorated or refunded for shorter coverage periods.

10.5 Coverage Period

- (a) The health and dental plans will operate on a one-year basis running from September 1 until August 31 of the following year. When enrolling in the health and/or dental plans, members will obtain eligibility for all plan maximums, no matter what time period they are enrolled in the health and/or dental plans. To maintain a full year of coverage, members must enroll and pay the requisite fees for the health and/or dental plans by the deadlines established for fall and

winter semester enrolment. If a member is enrolled and paid the requisite fee for the health and/or dental plans for only one semester, they will receive coverage for only the semester in which they are enrolled. If a member is enrolled and has paid the requisite fee for the health and/or dental plans for only winter and spring semesters, or for only fall and spring semesters, they will receive coverage only for those semesters in which they are enrolled. Fees will not be pro-rated or refunded for shorter coverage periods.

10.6 Health and Dental Plan Funds Held on Account

- (a) MUNSU shall maintain a separate bank account for health and dental plan funds. The fees received from members for health and dental coverage will be transferred to this account on a regular basis from the general operating fund. Normally, all expenses for the health and dental plans will be paid from this account. Should the plans reach a deficit position, MUNSU will transfer funds from the general operating fund to meet expense obligations. When the plans have returned to a surplus position, these funds will be returned to the general operating fund.
- (b) Any surplus funds will be held in this account and not transferred to the general operating fund unless otherwise specified herein. Surpluses held in this account will be considered a restricted fund and used only for health and dental plan purposes.

10.7 Administration Fee

- (a) The Executive Committee shall establish an annual fee to be charged to the health and dental plans for reasonable administration charges. These charges should include: salaries for those working on the health and dental plans; management fees for contract work; office expenses related to the plans, and other costs related to the operation of the plans. This fee shall be transferred to the general operating fund upon approval.

10.8 Financial Statement Presentation

- (a) As a service of MUNSU, the financial position of the health and dental plans will be consolidated within MUNSU's financial statements. The health and dental plans will be maintained as a separate schedule in the financial statements. The assets of the health and dental plans will be reported as a "restricted fund" with assets comprised of a) the health and dental plan funds held on account at MUNSU and b) any surpluses held in trust by the carrier(s).

10.9 Carrier Selection and Plan Benefit Changes

- (a) The Executive Committee shall be responsible for selecting carriers, negotiating plan benefits and making any changes thereto. The Executive Committee shall

sign plan agreements that are no longer than one year in duration.

(b) When practical, insurance arrangements should occur through brokers and carriers that have cooperative-like structures. The following considerations should be made when selecting carriers:

(i) Maximizing value through strength in numbers and the not-for-profit components as provided through the National Student Health Network; (ii) A focus on local skills development;

(iii) A focus on enabling a direct relationship between premium paying members and claims-paying insurers; and

(iv) A demonstrated ability to understand the complex needs of student populations.

10.10 Discontinuation or Dissolution

(a) Members enroll in the health and/or dental plans for the coverage periods indicated herein and are not individually entitled to a refund for any surplus / obligated to pay for any deficit should such a situation arise for the plans.

(b) Surplus funds held on account upon the discontinuation of the health and dental plans service will be used first to pay any expenses related to the plans. Secondly, the remaining funds will be used in a manner to be decided by the Board of Directors.

(c) Surplus funds held on account upon dissolution of MUNSU will be distributed according to the manner specified for all other remaining MUNSU funds.

10.11 Effective Dates

(a) This policy will remain in effect until repealed or replaced. The health and dental plan funds held on account will be reconciled beginning with April 1, 2014, and an annual report on funds held on account will be presented to the Finance & Services Committee at the beginning of each fiscal year for examination or adjustment.

XI. MEMBERSHIP DUES

- (a) The membership fee to be paid by students as members of the Memorial University of Newfoundland Students' Union shall be \$35.00 for full-time students and \$15.00 for part-time students per term with effect from the beginning of the term commencing the month of January, 2005 and further that the fee shall be adjusted annually on the 1st day of July to reflect increases in the Consumer Price Index for St. John's, NL as determined by Statistics Canada.

Adopted: November 2004

XII. PERFORMANCE

- (a) All hired personnel, distinguished with a uniform or dressed casually will be required to be dressed in a professional and dignified manner.
- (b) This directive is to set a standard for the Breezeway and thus all MUNSU operations, in which all employees work and therefore dress in a fashion becoming a student union.
- (c) This directive is to be the guideline for participation with MUNSU organizations, with MUNSU representing the concerns of its members.
- (d) This directive is to be interpreted in accordance with Section 14 of the Newfoundland & Labrador Human Rights Code, as a policy to prevent the presence or appearance of discriminatory representation or "chilly environment" in the Breezeway Bar and other MUNSU operations.
- (e) Failure to comply with this directive will result in immediate removal and participation from any and all MUNSU activities.

Adopted: August 2001

XIII. POLICY REVIEW

- (a) The following policy governs the adoption, amendment or repeal of any Students' Union policy:
 - (i) Any proposal to adopt, amend or repeal a policy must be submitted in writing to the secretary of the Board.
 - (ii) The proposal will be publicly posted for at least two weeks. Online posting will suffice for this purpose.
 - (iii) A good faith effort will be made to contact any relevant groups or organizations that could be interested and/or offer feedback on the policy. Reasonable time will be provided for them to offer feedback.
 - (iv) An appropriate committee of the Board of Directors will be designated to review policy adoptions/amendments/repeals. If not otherwise designated, this will be the Policy Review Committee. All members of the Union, as well as any relevant groups that have expressed interest or feedback, will be invited and encouraged to participate in Committee deliberations on the proposal.
 - (v) The proposal for adoption/amendment/repeal will be voted upon by the Board of Directors.
- (b) This Policy only governs internal Board policies and does not have any bearing on policies developed as part of the Union's legal/contractual/membership obligations with other organizations or entities (i.e. Canadian Federation of Students, CUPE 4554, Sexual Harassment Office, etc).
- (c) Unless a good reason is provided and approved by the Chair, no more than three policies ought to be under review at any one time under either category of review (adoption, amendment or repeal). This is to ensure that adequate time, thought and opportunity for public dialogue is provided for thorough consideration of the policy under review.
- (d) If a policy becomes outdated due to changes in legislation or other changes made by a higher authority than the Board, that policy will be archived and reactivated only in the event the legislation makes it necessary once more.

Adopted: January 2017

XIV. POSTERS

- (a) This policy shall govern non-advertisements, i.e. notices posted by non-profit, non-commercial groups. All advertisements are governed by the MUNSU Advertising Policy.
- (b) Students and not-for-profit student organizations shall have the right to post informational notices and posters on bulletin boards affixed to MUNSU-controlled portions of the University Centre.
- (c) Non-student not-for-profit organizations shall have the right to post informational notices and posters on bulletin boards affixed to MUNSU-controlled portions of the University Centre, but priority shall be given to the groups outlined in section (a).
- (d) Advertisements shall not be permitted on bulletin boards.
- (e) MUNSU may post notices, posters, banners, and other non-advertisements in any portion of the University Centre which it decides to. Such a decision may be made either by the MUNSU Executive or the MUNSU Council.

Adopted: October 2001

XV. RESIDENCE FEES

15.1 Bank Accounts:

- (a) Fees will only be remitted to Residence Societies upon proof of an active bank account(s) approved by MUNSU. Changes in bank account signing authorities will require authorization by MUNSU.

15.2 Remittal of Fees:

- (a) Residence Societies found to have violated any section(s) of the Fee Collection and Disbursement Agreement risk MUNSU restricting access to the above-mentioned bank account(s).
- (b) In the case that MUNSU restricts individual Residence Society Executive's access to their bank account(s), these funds will fall under the control of the MUNSU Residence Support Committee and must be used only for the common benefit of the members of the Residence Society in question.
- (c) Individual Society members may then apply to the Residence Support Committee for the allocation of the funds in question.

15.3 Inspections and Audits:

- (a) MUNSU reserves the right to inspect all financial documents of any Residence Society within 48 hours' notice.
- (b) MUNSU will inspect all financial documents of Residence House Societies at least once a year.
- (c) MUNSU will endeavor to complete a qualified financial audit of three (3) Residence Societies per year.

15.4 Timing of Payment:

- (a) MUNSU will turn over all collected fees to the appropriate Residence Society in a timely matter if all conditions are met.
- (b) MUNSU will work with individual Residence Societies to ensure that they have adequate funds on hand at the commencement of each semester.

Adopted: March 2010

XVI. SALARIES

a) Starting salaries for student employees employed in a part-time capacity in all MUNSU services shall be set at the MUNSU starting wage of 16.00 per hour, with the exception of Student Supervisors:

- a. Student Supervisors at the Breezeway shall receive MUNSU Services Minimum wage + \$3.00 per hour.
- b. The Attic student staff shall receive MUNSU Services Minimum wage + \$1.00 per hour.
- c. Student Supervisors at the Attic shall receive MUNSU Services Minimum wage + \$2.00 per hour.

Adopted: January 2005; Amended: October 2020, March 2024

XVII. SCHOLARSHIPS

(a) The MUNSU Undergraduate Scholarship will be automatically forwarded to the Scholarships Office for selection purposes, and the selection for the MUNSU 25th Anniversary Scholarship and the Dr. Douglas J. Eaton Awards will be referred to the VP-Academic and the MUNSU Scholarship Selection Committee for selection.

Adopted: February 2005

XVIII. SEXUAL HARASSMENT SUPPORT POLICY

18.1 Definitions

The intention of the following stated definitions is to assist in the interpretation of this Policy:

Member(s) of the University Community: This includes students, faculty, librarians, post-doctoral fellows, and all employees of Memorial University.

Sexual Violence: Any act of violence, physical or psychological, that is carried out through sexual means, or targets a person's sexuality, gender identity, or gender expression. Sexual violence includes acts which are committed, threatened, or attempted against a person without consent, regardless of the relationship to the victim. This may take the form of sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, cybersexual violence, and sexual exploitation.

Sexual harassment: Includes but is not limited to engaging in a course of vexatious comments or conduct that is known or ought to be known to be unwelcome.

Sexual Harassment includes workplace sexual harassment. Sexual Harassment includes any sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that is unwelcome. Sexual harassment also includes a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance, where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person. Sexual harassment also includes any form of unwelcome sexual advances, requests for sexual favours, and other verbal or physical harassment or a sexual nature, regardless of the nature of the relationship including interactions between students.

Sexual assault: Any form of sexual contact without a person's consent, including the threat of sexual contact without consent. A sexual assault can range from unwanted sexual touching to forced sexual intercourse, a sexual assault can involve situations where sexual activity is obtained by someone abusing a position of trust, power or authority.

When sexualized violence against any member(s) of the University Community occurs on Memorial University's campus, it is the responsibility of the campus community to provide a safe and inclusive environment that supports the survivor(s). Post-secondary institutions have a responsibility to:

Foster awareness of sexualized violence on campus and dismantle rape culture; respond appropriately to sexualized violence in a survivor-centric, trauma-informed, and anti-oppressive manner (including the implementation

of fully-funded systems of survivor support and response); and take all necessary steps to preventing sexualized violence on campus and eliminating the root causes of gender-based violence.

Vexatious: comments made serving only to annoy or harass the individual to whom they are directed.

Cybersexual Violence: Using social media and communication technologies for any of the following but not limited to:

- Sexual comments or advances
- Attempts to obtain a sexual act
- Unwanted sexual acts
- Sexual coercion
- Non-consensual spreading of intimate or private photos
- It can also be spreading rumours online, sending damaging messages, photos or videos, impersonation and much more. All these behaviours aim to damage a person's feelings, self-esteem, reputation, and mental health.

18.2 Preamble

The Student Union affirms that sexual violence is a violation of the fundamental rights, dignity, and integrity of the person and that it undermines the environment required for the advancement of learning and the dissemination of knowledge. In recognition of its responsibility to have an appropriate environment for the learning and working of both students and staff and has made a commitment to create an atmosphere of reciprocal respect among members of the University community. This Policy is to ensure and uphold the University standards for ensuring members of the University

community safety and protection on campus.

- (a) The MUN Student's Union will adopt the University-Wide Procedures for Sexual Violence Complaints.
- (b) MUNSU will commit to assigning one staff person or board member within MUNSU of the role to review and ensure that Sexual Violence counselling is functioning sufficiently for students on campus. The representative appointed to carry these duties out during their time in their position at MUNSU, will be in charge of reaching out monthly to each of the campus services that provide supports to survivors of sexual violence. The representative will also address any potential issues and receive feedback from these services. This is to ensure that the services on campus are functioning adequately for students.
- (c) MUNSU will implement a questionnaire incident reporting mechanism that respects the rights and decisions of survivors, reflects trauma-informed and anti-oppressive practice, and promotes campus safety and informs the

campus community of immediate risk.

- (d) This reporting system will come as an anonymous questionnaire offered at the end of each academic semester as per the University Calendar, for students to fill out. This data will be collected by the staff or board member in charge, and it will be their responsibility to ensure such data is provided to the University Senate to advise them of what students and staff want and need. This data can be provided as a yearly report to the Senate at which a board member in the Senate will present.
- (e) The purpose of this questionnaire will be to inform the University of the status of how students feel about their on-campus resources that provide supports for survivors of sexual violence and update the University on student's safety and security while on campus.
- (f) Data and statistics collected from this questionnaire will be made public to the University Student Union webpage while maintaining the anonymity and confidentiality of the questionnaire respondents to ensure students and staff are aware of students' concerns.
- (g) All records are to be handled in accordance with the University's Information Management policy, the Privacy policy, the Access to Information and Protection of Privacy Act and other applicable legislation.
- (h) All MUNSU employees hired on a part-time or full-time basis, for a period of employment longer than six weeks, including MUCEP POSITIONS, take part in a mandatory training seminar with the MUN Sexual Harassment Advisor as a condition of employment, and that such participation take place either prior to their commencement of employment, or at the Sexual Harassment Advisor's earliest convenience.
 - 1) All elected members of the student union council will be required to participate in this seminar as a prerequisite to receiving any honoraria during their term on Council regardless of having participated in one before to ensure members are fully equipped with helping and assisting their constituents.
 - 2) At such matters if the MUN Sexual Harassment Advisor is not available to provide the training seminar, the MUNSU Sexual Harassment Training Video will be provided.
- (i) A MUN Sexual Harassment training video will be made available for all MUN students, this training will be made available on the MUNSU social media pages, as well as the MUNSU website. This training video will be promoted and encouraged to be viewed by all Members of the University Community.
- (j) MUNSU will encourage and promote this sexual harassment training

informational video be shared with students living on campus and Residence staff.

(k) This Policy and questionnaire will be up for review every second year to ensure that they are properly updated to suit the needs of the student population. (l) The MUN Students' Union will adopt the University-Wide Procedures for Sexual Harassment Complaints.

(m) All MUNSU employees hired on a part-time or full-time basis, for a period of employment longer than six weeks, take part in a mandatory training seminar with the MUN Sexual Harassment Advisor as a condition of employment, and that such participation take place either prior to their commencement of employment, or at the Sexual Harassment Advisor's earliest convenience.

(n) All elected members of the student union council will be required to participate in one anti-sexual harassment training workshop, conducted by the MUN Sexual Harassment Office, during their tenure on Council. Elected members of MUNSU Council must complete this seminar as a prerequisite to receiving any honoraria during their term on the Council.

(o) Upon provision of notice from the Sexual Harassment Office that a councillor has already participated in such a workshop, this requirement shall be waived.

Adopted: October 2001, Amended: November 2002, March 2021

XIX. Anti-Harassment Policy

19.1 Preamble

- (a) Harassment is the abusive or degrading treatment of a person that has the effect of creating a hostile or intimidating environment for that person. Harassment may occur in the following situations: - through the abuse of power that one person holds over another, or through the misuse of authority; - through offending or demeaning a person on the basis of their ethnicity, colour, ancestry, place of origin, nationality, religion or religious beliefs, family or marital status, physical or mental disability, age, gender, sexual orientation, or gender identity or orientation language, whether these be actual or perceived; and/or - through abusive treatment which leaves a person feeling threatened or intimidated. Sexual harassment is a display, by word or deed, of sexual attention towards another person of a nature which may be reasonably considered to be vexatious, abusive, or threatening. Without limiting the generality of that definition, sexual attention shall be deemed to be “vexatious, abusive, or threatening” if the harasser, directly or indirectly, offers the harassee an advantage or opportunity, real or perceived, in return for sexual favours, or directly or indirectly threatens or imposes on the harassed any denial of advantages or opportunity. Harassment may include unwanted attention or solicitation which has the effect of interfering with an individual’s work or participation, or which creates a negative emotional, social, physical, or psychological environment for work or participation within MUNSU. For example: remarks, jokes or innuendoes about a person’s body, attire, age, marital status, gender, sexuality, sexual orientation, perceived sexual orientation or perceived gender identity or orientation; removal of personal items, or physical violence. Although harassment typically involves a person in a superior position as the initiator, it is recognized that people in subordinate or equal positions may also be initiators. People of any gender can be harassed by another person or group of people of any gender.

19.2 Policy

- (a) MUNSU encourages a culture of participation and equity. Harassment of members, directors, or staff will not be tolerated in any form. It is the prerogative of MUNSU to do everything in its power to protect members both proactively and reactively, and to increase safety at events. MUNSU shall employ the following procedure for dealing with complaints of harassment which occur at any MUNSU event, any MUNSU space, or by targeted means using the internet and/or social media. Throughout this process, the principles of confidentiality and due process shall be strictly adhered to.

19.3 Advisor

(a) MUNSU shall retain the services of a Harassment Advisor (hereafter noted as 'The Advisor'). The Advisor shall be experienced in dealing with incidents of harassment and sexual harassment, shall possess training in peer support, advocacy and active listening, and a minimum of one (1) year of demonstrable employment experience in a related field. The Advisor will be hired on retainer. A retainer agreement is a work-for-hire contract. A retainer fee will be paid at a fixed, negotiated rate.

19.4 MUNSU Board of Directors Orientation

(a) Time will be allocated for a presentation on anti-harassment, and the MUNSU Harassment Policy during orientation for the MUNSU Board of Directors. This presentation will be given by MUN's Sexual Harassment Office, and a representative of MUNSU will go over the MUNSU Harassment Policy in detail.

19.5 Complaints

(a) Any participant at a MUNSU event who believes that they have been subjected to harassment is encouraged to utilize the following process for dealing with incidents of harassment. Should the person like to make a direct request of the harasser in an attempt to prevent further incidents of objectionable behaviour, that person is encouraged to do so. Should the complainant wish, they may approach the Harassment Advisor, who shall then hear the complaint and counsel the complainant. With the consent of the complainant, the Advisor may attempt to find an informal resolution to the incident by speaking with the alleged harasser and by acting as an intermediary between the two parties. At any time, the complainant may launch a formal complaint. The Advisor may assist in the formulation of the complaint, and shall remain available to advise the complainant throughout the process.

19.6 The Harassment and Grievance Committee

(a) For each formal complaint brought forward, a committee called The Harassment and Grievance Committee (hereafter noted as The Committee), shall be struck composed of the Advisor (non-voting), one Executive Director, and two Directors from the MUNSU Board of Directors. Both the Executive Director and the Directors will be chosen by the Advisor and the identity of those on the committee will be made known to the complainant and the respondent. Committee members should not have been involved in the case previously. Once the Committee has submitted its report to the Board their work shall be considered done, and the Committee will be dissolved. Neither the complainant or the respondent may contact the Committee, unless responding to questions from the Committee. All communication from the complainant to the respondent to the Committee must be through the Advisor.

Should either the complainant or respondent contact members of the Committee unsolicited, they must notify the Advisor. The Advisor shall advise both the complainant and the respondent of the nature of the allegation, the process to be followed, and their rights within that process. The Committee shall be empowered to undertake a confidential and independent investigation of the complaint, led by the Advisor who shall identify and call people to be interviewed by the committee where appropriate. At all times the committee shall be cognizant of and respect the right of each party to know and respond to all allegations, as well as the principles of natural justice. The complainant shall reserve the right to discontinue proceedings at any time. All proceedings and records of the committee shall remain strictly confidential.

- (b) Should the complainant discontinue the process due to fear of repercussion an option to investigate the basis of these concerns shall be made available to the complainant. A plan for formal resolution shall be invoked if the complaint is validated by the Committee's investigation. This investigation will follow the model of a complaint of harassment.

19.7 Remedies

- (a) Should the Committee determine that the incident(s) did constitute harassment, it may provide for a remedy. Any remedy should take into account such factors as the severity and frequency of the harassment, whether the harassment was deliberate or inadvertent, and any circumstances that either aggravated or mitigated the situation. Remedies may include but shall not be limited to the following: a written apology from the harasser to the harassee, recommendations for outside sensitivity training for the harasser, the option for counseling for the harassee, and prevention of contact between the parties where possible, which would be in the form of a written agreement between the parties to avoid contacting each other where possible, both may attend the same events but should not have direct contact with each other at that event, or indirect contact with each other through other parties.
- (b) A simple majority shall determine the decision of the Committee. Reprisals constitute further harassment. An appeal to the resolution must be made in writing, stating the grounds of the appeal, to the Advisor or one of the Directors, of the MUNSU Board.

19.8 Appeals

- (a) An appeal may be launched within 90 days or within the term of the MUNSU Board of Directors that received the original complaint. Any appeal must be made in writing, stating the alleged breach(es), to the Advisor. The Committee shall consist of the Advisor, one representative chosen by the appellant, and one representative appointed by the MUNSU Board of Directors. No member

of the appeals committee shall have any previous involvement with the case. The appeals committee shall hear submissions from both the respondent and the appellant regarding the legitimacy of the process followed, the suitability of the remedy, or the finding(s) in question, and shall render their decision by a simple majority.

19.9 Records

- (a) Records of all cases shall be confidentially maintained by the MUNSU General Office and only active Committee members shall have access to these files, on a need-to-know basis, based on the relevancy of the file to the case they are currently working on.

Adopted September 2018

XX. SPACE BOOKING POLICY

XXI. SPECIAL FUNDING POLICY

21.1. Base Grants

a) Base Ratification Grant

Successfully ratified groups shall receive a Base Ratification Grant valued at \$120 each semester in which their ratification application is approved. In the Spring semester the Base Ratification Grant will be valued at half the standard value.

b) Resource Centre Grant

All Resource Centres shall receive \$1000 in funding per semester.

c) Class Cohort Grants

Successfully ratified Class Cohorts shall receive a Class Cohort Grant valued at \$120 each semester in which their ratification application is approved. In the Spring semester the Class Cohort Grant will be valued at half the standard value.

d) Residence Society Grants

- (i) All undergraduate Residence Societies on campus shall receive a Residence Society Grant in the Fall and Winter semesters. In the Spring semester Residence Societies will not be eligible to receive funding.
- (ii) The Residence Society Grants will be valued at \$800 for Paton's College Residence Societies and \$1600 for MacPherson College Residence Societies.
- (iii) To receive Winter semester funding Residence Societies must submit a budget with up-to-date expenditures for the end of the Fall 2023 semester to the Student Life and Funding Committee for approval.
- (iv) In the event that multiple residence buildings operate under a joint Residence Society the Student Life and Funding Committee may approve additional funding up to a limit of \$800 to the joint Residence Society only after receiving residence occupancy statistics from Student Residences that verifies the Residence Society as having a higher number of undergraduate students than other Residence Societies.

21.2 Grants and Awards

In addition to base funding received upon ratification, clubs, societies, and resource centres shall be funded by the following procedures:

a) Individual Merit Funds

An Individual Merit Fund (IMF) shall be defined as a grant awarded to a member of MUNSU to offset the expenses involved in an activity for which they have been chosen to participate in, or otherwise merits attendance on the basis that it relates to their course of studies, professional development, or involvement in some extracurricular activity.

a) An IMF shall not exceed \$100 per applicant.

b) Students shall only be eligible for one (1) IMF per semester.

c) If a member requests an IMF to offset expenses of an academic program which will entitle them to academic credit at Memorial University, that academic program must take place outside of the province of Newfoundland and Labrador and must not take place at a Memorial University campus (i.e. St. John's, Corner Brook, Labrador, St. Pierre, or Harlow).

d) An IMF shall not be awarded to offset the expenses of a student work term, academic project costs, textbooks, tutoring, bus pass, or travel within the city of St. John's.

e) An IMF shall not be awarded to offset the expenses of additional fees required for a course which grants academic credit at Memorial University such as travel, software, hardware, or other costs.

f) An IMF shall not be awarded to offset the costs involved for such tests as, but not limited to, the LSAT, GMAT, MCAT, or any costs associated with such academic items.

g) An IMF shall not be awarded for events that are funded by the Special Project Grant or Conference Hosting Grant. This does not apply to instances where the Special Project Grant has been awarded to a group for participation in an event they are not hosting.

h) An IMF shall not be awarded to offset the expenses of hosting an event.

- i) Electives and electives offered by the Faculty of Medicine are not to be considered equivalent to work terms.

- j) All applications for IMFs must be submitted during the same semester as the event for which funding is requested. If the event takes place in between semesters the application should be submitted in the preceding semester. Each application must include supporting documentation such as a brochure on the event, a website address, or an acceptance letter.

- k) Where there are multiple students participating in one event, MUNSU will grant IMFs to a maximum of \$500 per event. This funding shall be divided equally amongst applicants requesting funding unless the applicants agree upon a different distribution method such as need-based or random selection. The Student Life and Funding Committee may vote to increase this maximum to \$1000 for specific events on a case-by-case basis.

- l) IMFs for generalized activities that do not have a specific event tied to them, such as sports, first aid training, driving school, or similar activities can be granted to a maximum of \$500 per type per semester.

- m) Online courses that do not award academic credit at Memorial University shall only be approved if the course is not on subject matter that has abundant free online resources available.

- n) Successful applicants will also be required to submit receipts or a short event summary to the Student Life and Funding Committee via studentlife@munsu.ca, no later than the end of the semester or after the end of the event. Upon request successful applicants can be required to provide receipts for their expenditures.

- o) Failure to submit the information identified in this policy will render that student ineligible for the IMF in the following semester.

- p) MUNSU Executive Directors shall not be eligible to receive the IMF.

B. Special Project Grants

(i) A Special Project Grant (SPG) shall be defined as a grant awarded to clubs, societies, and resource centres for hosting an event or other project.

(ii) Ratified clubs, societies, and resource centres are eligible for one (1) SPG per semester, to a maximum of \$250.00.

(iii) Eligibility for SPGs will be based on the event's intrinsic value to the group, consistent with the aims and goals of the organization.

(iv) Eligibility will also depend on demonstrated financial need provided through an event budget or expenditure plan.

(v) All applications for SPGs must be submitted during the same semester as the event for which funding is requested.

(vi) Successful applicants will also be required to submit ~~receipts and~~ a short event summary to the Student Life and Funding Committee via studentlife@munsu.ca, no later than the end of the semester or after the end of the project. Upon request successful applicants can be required to provide receipts for their expenditures.

(vii) The deadline for applying for SPGs shall be the day before the final meeting of the Student Life and Funding Committee for the semester.

(viii) Failure to submit the information identified in this policy will render that club, society, group, or resource centre ineligible for an SPG in the following semester.

c) Impact Awards

(i) An Impact Award shall be defined as an award to a club, society, or resource centre of MUNSU in recognition of their efforts to undertake systemic, outcome-oriented social change work, and to examine their initiatives with critical and divergent thinking. Awards should not directly offset the operational costs of an event or initiative but instead provide groups with funding to build the group's capacity.

(ii) An Impact Award may not exceed \$1000 per award but it may be less.

(iii) Applicants for Impact Awards must be submitted by the Award submission deadline of four weeks before the final scheduled Campaigns committee meeting of the semester.

(iv) Applications for Impact Awards must answer all questions and provide all documentation requested in the application form.

(v) Campaigns Committee can consider groups that did not submit an application for receipt of an Impact Award.

(vi) Impact Awards shall be distributed evenly throughout the financial year of the Students' Union, such that all available funding of the Award is not consumed before the end of the final semester.

d) Conference Grants

(i) A Conference Hosting Grant shall be defined as a grant awarded to clubs, societies, and resource centres hosting or organizing a conference or other large scale event.

(ii) Ratified clubs, societies, and resource centres are eligible for one (1) Conference Hosting Grant per semester, to a maximum of \$1000.00. Priority will be given to groups who have not received a Conference Hosting Grant in the academic year over groups who already have.

(ii) A conference shall be defined as a gathering of more than fifty (50) people around a central mission or purpose.

(iii) A group's eligibility for a Conference Hosting Grant shall be based on the event's intrinsic value to the organizing group, consistent with the aims and goals of the organizing group and the organizing group's demonstrated financial need for the Grant funding.

(iv) An application for a Conference Hosting Grant shall include the conference's mission or purpose, a statement that describes how the conference contributes to the aims and goals of the organizing group, and the conference budget.

(v) All applications for Conference Hosting Grants must be submitted during the same semester as the event for which funding is requested.

(vi) Successful applicants will also be required to submit a short event summary to the Student Life and Funding Committee via studentlife@munsu.ca, no later than the end of the semester after the end of the project. Upon request successful applicants can be required to provide receipts for their expenditures.

(vii) The deadline for applying for Conference Hosting Grants shall be the day before the final meeting of the Student Life and Funding Committee for the semester.

(viii) Failure to submit the information identified in this policy will render that club, society, group, or resource centre ineligible for a Conference Hosting Grants in the following semester.

e) Recognition Grants

- i) A Recognition Grant shall be defined as a grant awarded to clubs or societies for the purpose of helping new groups expand their activities or improve their operations.
- ii) Clubs and Societies that are recognized for two consecutive semesters are eligible for one (1) Recognition Grant for the semester in which their second consecutive recognition was approved, to a maximum of \$250.00.
- (iii) Eligibility for Recognition Grants will be based on the intrinsic value to the group, consistent with the aims and goals of the organization.
- (iv) Eligibility will also depend on demonstrated financial need provided through a budget or expenditure plan.
- (v) All applications for Recognition Grants must be submitted during the semester in which the second consecutive Recognition was approved.
- (vi) The deadline for applying for Recognition Grants shall be the day before the final meeting of the Student Life and Funding Committee for the semester.

21.4 Winter Carnival Awards

- a) Residence Societies shall receive additional funding in the form of Winter Carnival Awards.
- b) The scoring structure for Winter Carnival shall be devised and announced by the Executive Director of Student Life, Membership Coordinator, and Winter Carnival Coordinators before the commencement of Winter Carnival.
- c) Winter Carnival Awards shall be granted in the following manner:
 - (i) \$1000 to the Residence Society in first place.
 - (ii) \$500 to the Residence Society in second place.
 - (iii) \$250 to the Residence Society in third place.
 - (iv) \$2500 to be awarded in five \$500 allotments to Residence Societies for non-point based categories to be determined by the Executive Director of Student Life, Membership Coordinator, and Winter Carnival Coordinators.
 - (v) The Residence Society awarded first place will be ineligible to receive a non-point based category award.
 - (vi) A Residence Society is ineligible to receive more than one non-point based category award.
- d) In the event of a tie the sum of the prize money will be evenly distributed between the tied Residence Societies.

Adopted: November 2013; Amended October 2023.

XXIII. INDIGENOUS STUDENT REPRESENTATION

MUNSU must send at least one self-identifying Indigenous delegate to CFS-FCÉE National General Meetings, CFS-NL Annual General Meetings and Gatherings of the Circle of First Nations, Métis, and Inuit Students, selected by the following order of availability:

- (I) The Indigenous Students' Representative of MUNSU
- (ii) An Indigenous member of the MUNSU Board of Directors who is not the Indigenous Students' Representative
- (iii) An executive member of The MUNSU Circle of First Nations, Métis, and Inuit Students, selected by the Circle
- (iv) A self-identifying Indigenous member of MUNSU who emails an expression of interest to the Director of External Affairs, Communications and Research

Adopted: August 2020; Amended April 2022

Section 3:

Conduct of Meetings

I. RULES OF ORDER

- (i) Meetings of the MUNSU Board of Directors will adopt the latest edition of Robert's Rules of Order, originally published in 1876, as parliamentary authority.

Section 4.

Elections Regulations

I. NOMINATIONS

1.1 Applications for Nominations

- (a) Nomination forms will apply to all elected positions of the Memorial University of Newfoundland Students' Union Board of Directors and Directors of Resource Centers under MUNSU.
- (b) Completed nomination forms must be returned by 12 p.m. (noon) on the date advertised to do so. Late nomination packages will only be considered by the MUNSU Elections Committee, hereafter referred to as the Election Committee, under extenuating circumstances.
- (c) Nomination forms will be considered completed by the CRO only if the minimum threshold of nominators is met, and the name and contact information of a campaign manager is identified.
- (d) The CRO may extend the nomination period for a period no longer than three working days. This extension shall only apply for those positions for which there were not enough candidates declared to fill all the vacant seats within that position.
- (e) If only one person is nominated for a single office, the candidate shall be acclaimed as the successful candidate. A confidence vote, sometimes referred to as a yes/no vote will not be held. Should the number of persons nominated for Faculty Representative be less than the total number of positions available, that number of persons shall be acclaimed upon the close of the first nominations. In the case of acclaimed executive and faculty candidates, a yes/no vote (vote of confidence) shall be held for the candidate, following simple majority of 50%+1. In the case of a failed confidence vote, the contestant will not be able to run in the MUNSU general election or by-election for the remainder of the academic term.
- (f) Nomination papers must contain include the following:
 - (i) Nomination forms for the Executive positions must be signed by at least 80 union members and no more than 100
 - (ii) Nomination forms for all non-Executive positions must be signed by at least 20 union members and no more than 40.
 - (iii) To be considered a valid nominator, each signatory must also include their student number. The student numbers are to be verified.
 - (iv) For specific faculty/school representatives, valid nominators must be declared in a program of the appropriate faculty/school as the nominee seeking office.
- (g) A nomination paper is invalid only by reason that:
 - (v) If only one person is nominated for a single office on a Resource Center

Board, the candidate shall be subjected to a confidence vote, sometimes referred to as a yes/no vote, unless otherwise specified in their constitutions.

- (i) the signature of the candidate is a forgery; or
 - (ii) the minimum threshold of valid nominators is not met; or
 - (iii) the maximum threshold of valid nominators is exceeded; or
 - (iv) the candidate is not in clear academic standing in the semester in which they are nominated.
- (h) Nominees for all positions must be at least part-time students in the semester in which the election is held.
- (i) No member is considered a candidate for a position until officially deemed so by the CRO after completing the requirements for nomination.
- (j) Before being nominated in a by-election, Directors must resign from their current position; a member may occupy only one position in a given term
- (k) Eligibility restrictions:
 - (i) The CRO and the DCRO, all poll captains and ballot counters are restricted in accordance with these bylaws.
 - (ii) The poll captains and ballot counters shall not be eligible as a candidate in the Memorial University of Newfoundland Students' Union elections or by-elections during the period of their employ.
 - (iii) The Chief Returning Officer and Deputy Returning Officer shall not be eligible as a candidate in the Memorial University of Newfoundland Students' Union elections or by-elections for a period of one year from their date of hire, even if they resign or are terminated.
- (l) Directors of the Memorial University of Newfoundland Students' Union cannot be the CRO, DCRO, poll captains or ballot counters.
- (m) For a By-election, nominations must be open for at least five (5) consecutive business days and nominations should be closed for at least five (5) consecutive business days before the By-election takes place.
- (n) A candidate may complete only one nomination package for only one (1) position. If a candidate decides to change to another position, the candidate must sign a Withdrawal From Position form in front of the CRO and hand over the entirety of the old nomination forms, intact, including signature sheets. The candidate must then complete a new nomination package.
- (o) A candidate may change their nomination papers only once in any given election or by-election.

1.2 Withdrawal of Nominations

- (a) Until such a time as the elections webpage is launched, a candidate may withdraw their nomination form and have their name removed from the election.

Upon declaration of their intent to withdraw, a candidate must immediately and at the first possible opportunity meet with the CRO to sign a declaration of withdrawal in their presence. The CRO retains the right to remove a candidate's name from the ballot once that candidate has confirmed their intent to withdraw, with the approval of the Elections Committee.

- (b) A person who, before or during an election, for the purpose of preventing the election of a candidate, knowingly publishes a false statement of withdrawal of another candidate at the election is guilty of an offense as defined by the offenses section of these policies.

1.3 Death of a Candidate

- (a) If a candidate dies during the nomination period the potential candidate is withdrawn from the campaign, and the nomination period must be extended for 5 business days,
- (b) If a candidate dies during the campaigning period, before the Elections Webpage is launched, the potential candidate is removed from the ballot, and the election proceeds as normal.
- (c) If the candidate dies on the Election Day, and if there are more than two (2) other candidates for the position, the results will be void and a by-election must be held to fill the position.

II. CAMPAIGN REGULATIONS

2.1 General Rules

- (a) Under no circumstances is any campaigning to occur between the opening of nominations and the official CRO candidate meeting. If the CRO feels that such practices are evident, the matter will be brought to the Board of Directors for an immediate decision.
- (b) Campaigning shall be permitted after the official candidate meeting with the CRO, until polling stations close on the last day of voting.
- (c) Candidates and campaign workers of a candidate who deliberately cover, destroy, damage, deface, or remove any campaign material of another election candidate shall be penalized as per the offenses section of these policies.
- (d) Distribution of candidate's campaign materials will be restricted to those areas as designated by the CRO at the official candidates' meeting.
- (e) All candidates shall comply with:
 - (i) All building regulations, on and off campus.
 - (ii) The MUN Student Code of Conduct.
 - (iii) The regulations of the university as it pertains to the Memorial University of Newfoundland Students' Union elections.
 - (iv) The regulations of CHMR pertaining to the Memorial University of Newfoundland Students' Union elections.
 - (v) The Constitution, By-laws, or Operational Manual of the Resource Center for which they run
- (f) Resource Center Elections processes shall be overseen by the Director of Student Life and the Chief Returning Officer and will follow the elections procedures outlined in the MUNSU Elections Policy Manual. Additional requirements may arise from Resource Center guidelines and documentation
- (g) f. All executive Candidates are required to attend and speak at all Town Halls, to the best of their ability. Missing this event, either the candidate or the campaign manager, may result in a penalty of strike, at the discretion of the CRO.

2.2 Materials

- (a) For the duration of the electoral period, no candidate shall use the logo, corporate seal, copyrighted material or other materials produced for promotional purposes of MUNSU or MUN on any material for their campaign.
- (b) Any non-election publicity materials relating to the candidate, including but not limited to any materials produced by MUNSU or MUN, may not be presented for the duration of the electoral period.
- (c) It is the responsibility of the candidate to ensure that any parties, groups, or

- organizations who present non-election publicity materials predominantly featuring the candidate have such materials removed or covered for the duration of the electoral period unless otherwise determined by the CRO.
- (d) If a candidate who has attempted to have non-election publicity materials removed is unable to do so, the candidate must bring any such materials to the attention of the CRO. The CRO then has the discretion as to whether or not any further action need be taken concerning said materials.
 - (e) Candidates who are presently elected or appointed members of the Board of Directors or employees of the Memorial University of Newfoundland Students' Union, may not use the privileges of their position for the promotion of their candidacy.
 - (f) There will be no campaigning within the MUNSU office and services. No campaign materials of any sort will be stored in any of the offices of MUNSU overnight.
 - (g) MUNSU student staff and/or volunteers are not permitted to wear campaign materials of any candidate while working; however, they may work on campaigns, provided that campaign work is not done while they are working/volunteering for MUNSU.
 - (i) MUNSU CUPE Staff are not permitted to engage in individual nominee campaigns but may assist with the elections processes under the guidance of the CRO. Debates, forums or public assemblies must be approved by the CRO before being organized and advertised.
 - (h) All candidates, in addition to submitting their receipts at the designated time, must also ensure that all campaign materials are removed as outlined in 'Campaign Expenditures' found in this policy.
 - (i) Any candidate found to be using profane language or unruly behaviour to Election/MUNSU staff shall be subject to penalty as outlined in the 'Offenses Section' found in this policy.
 - (j) MUNSU staff and/or volunteers are not permitted to wear campaign materials of any candidate while working; however they may work on campaigns, provided that campaign work is not done while they are working/volunteering for MUNSU.
 - (k) Candidates shall not pepper with election paraphernalia, which includes, but is not limited to, pamphlets, leaflets, posters, or any documents dealing with the election.
 - (l) Any candidate who violates, breaks or contravenes any of these campaign rules and regulations of these by-laws, or any other section, is guilty of an offense and will be subject to the penalties outlined in the Offenses section (Section F) of these policies.
 - (m) If a candidate is expelled from the election by the CRO, the procedure for expulsion shall follow the procedures as stated in the Offenses section

(Section F) of these policies.

III. CAMPAIGN EXPENDITURES

3.1 Funding:

- (a) All candidates for executive positions shall be eligible for a MUNSU election credit in the amount of \$125.00 to be used at The Attic Copy Centre.
- (b) All candidates for non-executive positions shall be eligible for a MUNSU election credit in the amount of \$50.00 to be used at The Attic Copy Centre.
- (c) No candidate is allowed to make use of personal funds for the elections process, on penalty of expulsion.
- (d) Election credits are non-transferable and can only be used for the current election in which the person is seeking office. The Chief Returning Officer has the right to place a fair market value upon any election material used by a candidate if they feel that the value placed on that material by the candidate is not representative of fair market value.
- (e) A complete, documented list of all expenditures and receipts from each candidate must be provided to the CRO no later than 4:30 pm on the second working day after the close of the election. Failure to do so by an elected official will result in the forfeit of the Board of Directors seat and failure to do so by unsuccessful candidates denies them the right to appeal any part of the election.
 - (i) Resource Center candidates will not forfeit their seats by not submitting receipts.

IV. PUBLICITY

4.1 Media

- (a) The CRO shall ensure that all nominees receive a copy of all student media election policies on or before the day nominations close.
- (b) All candidates for executive positions are allowed to have a picture of themselves and a write-up of their election platform published in the student newspaper.
- (c) The Editor(s) of the student newspaper shall be responsible for ensuring that no person reads any of the candidates' platforms before publication.
- (d) Each candidate will be allowed a maximum number of words to be set by the editor of the student newspaper.
- (e) The CRO shall ask the CHMR station manager to submit to their office, a radio election policy concerning the subject of election commercials. This policy shall include which candidates will be allowed to have an election commercial played on air and the procedure for candidates to explain their platforms on air. This will be included in the candidates' information package available at the official candidates' meeting.
- (f) All candidates must clearly state the dates of the election on all material they have for distribution on any medium, as well as the URL (universal resource locator) address for the MUNSU elections site.
- (g) Any Memorial University of Newfoundland Students' Union staff or volunteer who is a candidate in the Memorial University of Newfoundland Students' Union elections, shall not be allowed to talk about their candidacy while performing their duties.

4.2 Posters

- (a) All Campaign Posters shall meet the regulations presented by the CRO at the official CRO candidates' meeting.
- (b) Posters that measure 8 1/2" by 11" or less are allowed one per bulletin board. No poster exceeding this measurement will be allowed to be displayed.
- (c) Posters are not to go anywhere but on campus bulletin boards, unless the CRO instructs a candidate that they may do otherwise.
- (d) A bulletin board is defined as a cork-like board framed by four distinct borders, for example, wooden or steel.
- (e) Candidates are not permitted to cover other current posters on any of the bulletin boards.

4.3 Websites

- (a) Candidates may develop a website or homepage for the purposes of advertising their platform and their campaign. These sites shall follow university guidelines as

well as current MUNSU election poster policy and social media regulations.

- (b) Any costs associated with this website are not deductible from the copy centre allowance. (as per A.2.1.C: Campaign Expenditures)

4.5 Email

- (a) Candidates are permitted to email people on their personal contacts lists to promote their campaign.
- (b) Candidates are not permitted to email people on contact lists they have obtained through MUN or MUNSU listservs, employment opportunities, clubs and societies, resource centres or class lists.

4.6 Social Media

- (a) Candidates are permitted to promote themselves and their campaign through the following social media platforms: Facebook, Instagram, Twitter, Snapchat or other social media platforms as approved by the CRO. All candidates are allowed to have a maximum of one (1) Facebook page, one (1) Facebook event page and one (1) public Facebook group to advertise their campaign.
 - (i) These platforms must be titled with the candidate's full name and the position the candidate is running for.
 - (ii) These groups/pages must include the dates of the election and the URL (universal resource locator) address to the MUNSU Election website within the 'about' section.
 - (iii) A link to this platform must be sent to the CRO within 24 hours of creation.
 - (iv) Candidates may not use, modify or rename an existing page or event for their campaign. Social media pages on platforms must be built for the specific election the candidate is seeking office.
- (b) Candidates must delete the page or group used for their campaign on completion of the electoral period. This is considered removing election materials and failure to do so will have the same effect as not removing physical posters.
- (c) A candidate may not campaign or share the materials of another candidate through social media without a clearly attached critical lens.
 - (i) They may engage with another candidate in comments or react to their comments and posts.
- (d) Candidates are not permitted to share events or materials promoting or endorsing their campaign through pages/ groups that they administer. This includes student club and society pages, point-of-sale commercial sites and/or cultural/community groups.
- (e) Social media outlets of MUNSU-ratified clubs and societies may support members in voting by providing details of the voting process, but may not promote individual candidates. The timeline for campaigning on social media, follows the same guidelines as all other campaign materials.
 - (i) Resource Centres and Clubs and Societies are to be notified of election

regulations and prospective candidates as soon as nominees for a given position are made available. This will be the responsibility of the CRO and the Director of Student Life.

- (f) All candidates must clearly place the dates of the election on all material they have created for campaigning through social media, as well as the URL (universal resource locator) address for the MUNSU Elections site.
- (g) All costs associated with social media advertising must be deducted from the \$50.00 non-copy centre amount. For example, 'promoting' and 'boosting' posts, purchasing Snapchat filters, ads, etc

V. ELECTION OFFICIALS

5.1 Election Committee

- (a) The membership of the elections committee will be comprised of MUNSU Board of Directors members in accordance with the MUNSU by-laws.

5.2 Election Staff Hiring:

- (a) There shall be a Chief Returning Officer and Deputy CRO hired to conduct all MUNSU Elections, referenda and plebiscites. These positions shall be hired by the Elections Committee no later than the third week of classes in the fall semester and shall hold office until the end of the winter semester.
- (b) In the event that the CRO or DCRO resigns or is terminated prior to the end of their appointment, the Elections Committee shall immediately initiate a hiring process to fill the vacated position.
- (c) The election committee will be available at all times during the election to provide advice and guidance to the Chief Returning Officer or Deputy Returning Officer.

5.3 Chief Returning Officer (CRO)

- (a) The CRO will be autonomous from the Executive of the Memorial University of Newfoundland Students' Union. The CRO will be responsible only to the Board of Directors.
- (b) The CRO and the Deputy Chief Returning Officer, henceforth referred to as the DCRO shall be responsible for the Memorial University of Newfoundland Students' Union elections, as per the student union by-laws.
- (c) The CRO shall be responsible, along with the Students' Union Elections Committee, for the hiring of poll captains and ballot counters.
- (d) The CRO shall be responsible for organizing a meeting of all poll captains before the election.
- (e) The CRO will be paid at an hourly rate, reviewed on a yearly basis, equal to the current hourly MUCEP rate + \$2.00. The CRO is responsible for submitting weekly timesheets to be approved by the Resource Coordinator or a member of the MUNSU Executive.
- (f) The CRO and DCRO must be members of the Students' Union. They will not be eligible for employment at any other services of the Students' Union for the duration of their appointment.
- (g) The CRO and DCRO must be 19 years of age or older so as to have access to the Breezeway Bar.
- (h) The CRO shall:
 - (i) carry out their duties in a fair, unbiased, objective manner, in conjunction

with the DCRO.

- (ii) be, along with the DCRO, the only union members not eligible to vote. (iii) be responsible for the advertising of all elections, plebiscites, and referenda through posters, flyers, banners, and student media. This must commence at least two weeks in advance of polling days.
- (iv) Immediately inform the building managers, department heads and the university administration that an election/referenda/plebiscite has been called.
- (v) be responsible for the hiring of all poll captains and ballot counters. (vi) be responsible for the scheduling of the hours of the Poll Stations, in conjunction with the election committee.
- (vii) be responsible for the location of each poll station during the election. (viii) be responsible for holding an official candidates' meeting on the day nominations close.
- (ix) be responsible for arranging meetings with all poll captains and ballot counters related to their service in these roles.
- (x) be responsible for booking a suitable room for counting the ballots.
- (xi) hire appropriate student security to watch the room where the ballots will be counted.
- (xii) Organize and publicize debates between candidates for individual executive positions. Each office of the executive shall debate separately. The debate is publicized at least two weeks in advance. The debates shall be held on one day, with a schedule publicized through the normal means of campus publicity.
- (xiii) be in receipt of the candidate's requests for additional public campaign events such as debates, town halls, or other similar events, and assist in the organization of requested events to include all candidates vying for the same office. (xiv) ensure that all complaints are kept confidential.
- (xv) be responsible for having the ballots printed, when needed, and ensure the number of ballots are distributed correctly for each individual poll station. At the same time, the CRO must ensure that the candidates' last names are listed in alphabetical order before they go to print. The CRO shall ensure that there are no blank entries on the ballots.
- (xvi) be responsible to ensure that no person has access to the ballot boxes, ballots, or any other material before, or during the night between, the two election days.
- (xvii) be responsible for the destruction of the ballots after such time that appeals and recounts are no longer possible, and Board of Directors has accepted the CRO's report.
- (xviii) be responsible for keeping the public, the Board of Directors, and all

- election candidates informed of issues relating to the election.
- (xix) be responsible for ensuring that all poll captains and ballot counters are paid for the hours worked.
 - (xx) oversee the campaigning of each candidate and ensure that it is in accordance with this by-law.
 - (xxi) supervise the work of any or all election officials.
 - (xxii) be responsible for overseeing the counting of ballots and announcing the election results when the counting is finished.
 - (xxiii) be responsible for making a final report of the results of the Memorial University of Newfoundland Students' Union election or referenda at the next regular Board of Directors meeting after the election.
 - (xxiv) have the responsibility to ensure that all election officials remain impartial and unbiased. If they are found not to be doing so the CRO may terminate their employment.
 - (i) They shall arrange tours by candidates to all residences. These shall be arranged with house presidents, or delegate, and the schedule shall be publicized at least one week in advance.
 - (i) Ensure questions are first taken from members of the house during these residence tours.
 - (j) They shall arrange a forum for clubs and societies. This shall be arranged with society presidents, and the schedule shall be publicized at least one week in advance, by normal means of campus publicity and in conjunction with residential offices.
 - (k) The CRO is to be provided contact information for all Residence Societies at the hiring of the CRO and the DCRO, by the Director of Student Life.
 - (l) A decision by the CRO may be overturned by a 2/3 majority vote at a regular or emergency Board meeting.

5.4 Deputy Chief Returning Officer (DCRO)

- (a) The DCRO shall be responsible to the CRO.
- (b) The DCRO shall assist the CRO in all of the CRO's duties.
- (c) If the DCRO is removed or resigns during the election, another Deputy Returning Officer will be hired immediately.
- (d) The DRO will be paid at an hourly rate, reviewed on a yearly basis, equal to the current hourly MUCEP rate. The DRO is responsible for submitting weekly timesheets to be approved by the Resource Coordinator or a member of the MUNSU Executive.
- (e) In the event that the CRO cannot fulfill their duties, then the DCRO

will immediately take the CRO's place and be paid accordingly.

5.5 Ballot Counters & Student Security

- (a) The responsibility of the ballot counters and Student Security shall be:
- (b) to help count and record the ballots in the case of paper ballots.
- (c) to be present when the ballot boxes are opened.
- (d) to maintain confidentiality of any election results until publicly disclosed by the CRO.

5.6 Poll Captains

- (a) Polling Captains will be compensated at an hourly rate, reviewed on a yearly basis, equal to the current hourly MUCEP rate.
- (b) The responsibilities of each poll captain shall be to:
 - (i) ensure the ballot box is sealed at all times.
 - (ii) ensure that all campaign material is removed from sight of the poll station.
 - (iii) ensure that the casting of the ballot for example, the laptop or pad, is obscured to any but those voting.
 - (iv) maintain a voters list.
 - (v) maintain the ballot in an organized and secure manner.
 - (vi) instruct the voter only in the manner in which the ballot is to be marked.
 - (vii) stay at the poll station at all times, unless relieved by an election official or another poll captain.
 - (viii) bring all the election material to the office of the CRO when the poll station closes.
 - (ix) Ensure that no candidate or supporter campaigns within hearing distance of the poll station.
 - (x) ensure that the ballots are properly stamped and IDs properly checked, as well as entered into the computer system.
 - (xi) Ensure that no voter leaves the vicinity of the poll station with ballots.
 - (xii) ensure unmarked physical ballots are returned to the CRO to be destroyed.
 - (xiii) In the event of Campus Closure or physical restrictions on campus, promote our elections platform to the best of their ability through all available channels.
- (c) All polling captains must wear numbered badges provided by the CRO at all times while staffing a polling station.
- (d) Each badge must clearly identify the bearer as an official MUNSU polling captain.
- (e) In addition, each badge must be stamped with its own number. Badges must be signed out by the polling captains, thereby linking them to a polling station and ballot box.

VI. POLLS

6.01 Physical Polls

(a) Proximity:

- (i) No campaign materials may be distributed, affixed, or transmitted within sight of polling stations. When polls are open, any campaign material remaining within sight of the polling station will be removed by the poll captain.
 - (ii) Verbal campaigning in an area where a polling station is located shall not be within a 20-metre radius of that polling station, and the polling captains must not be able to hear such campaigning from any distance.
- (b) The CRO shall be responsible for the location of all poll stations. (c) For General Elections and By-Elections, at least four polling stations locations shall be established in areas that the CRO reasonably believes will promote access to voting for a majority of potential voters.
- (d) The locations of polling stations must be published in the student newspaper and other student media sources.
- (e) A minimum of one polling captain per station, but no more than two polling captains per station shall be allowed for all elections.
- (f) As much as possible, secrecy of voting will be ensured.
- (g) Except to cast their vote, no individual shall be permitted to loiter in the vicinity of a polling station.
- (h) At least one Polling station shall be open on campus from 9am to 6pm on the final day of voting.
- (i) In the event of the closure of the University on election days, the CRO, in conjunction with the elections committee, may extend the election period to compensate only for the period missed by the closure. The CRO may not extend polling hours for any other reason.

6.02 Online Voting

- (a) The purpose of providing electronic balloting is to increase voter participation by providing maximum convenience for the voter while ensuring that the principles of an anonymous, democratic free vote are upheld. Voting is meant to be a personal, anonymous action and should not take place in a group setting, or in the presence of persons whose presence might influence a candidate to vote in a particular way.
- (b) Electronic balloting provides opportunities for abuse, intentioned or not, by voters, candidates and campaign workers. Abuse of electronic balloting includes, but is not limited to, the following types of action:
 - (i) efforts by voters to vote more than once.
 - (ii) efforts by candidates or their campaign workers to influence votes by holding parties or social events at which individuals are encouraged to vote on the premises.
 - (iii) offering favours or gifts in exchange for votes.
 - (iv) pressuring individuals to vote in the presence of a candidate, campaign worker or any other individual.
 - (v) bringing the means of electronic voting to a voter.
 - (vi) In determining whether abuse of electronic balloting has occurred, the CRO must consider potential abuses on a case-by-case basis. Abuse is not limited to the types of actions outlined above but must be interpreted in the spirit of this section and in the spirit of upholding the principle of an anonymous, secret ballot vote. The CRO shall exercise the right to determine whether abuse of electronic voting has taken place and shall have the discretion of imposing or recommending any and all punitive actions as necessary, including disqualification from the election or by-election.
- (c) For the days of actual voting of the election, all Memorial University computer rooms and terminals for the purposes of the election shall be considered to be polling stations for the purpose of restricting candidates/campaign worker activity around these sites.
- (d) The Elections Webpage shall be in operation continuously from the start of the election until the closing of the polls at 9 p.m. on the second day of voting with the exception of system downtime that will occur during the first night of polling.

VII. ELECTION RESULTS

7.01 Counting Ballots

- (a) When a poll station closes, the poll captain shall be responsible for bringing the voters list, ballot box, all unused ballots and other material assigned to them to the CRO. (b) The CRO will be responsible for booking a room for the counting of ballots. It will be closed to the public.
- (c) A minimum of three (3) ballot counters will be designated by the CRO, and shall be selected from DCRO, Elections Committee and other union staff.
- (d) Each executive candidate shall be allowed to provide one person to act as a scrutineer during the counting of the ballots. The scrutineer shall not be allowed to assist in the counting of ballots. The candidate must submit the name of their scrutineer no later than 5:00pm on the first polling day, with the CRO responsible for determining extenuating circumstances.
- (e) The CRO may begin the process of counting when the first polling station closes on the second day of polling.
- (f) A scrutineer may enter the counting room at any time, but the ballots already counted will not be recounted nor will the scrutineer be allowed to look through previously counted ballots.
- (g) Other than the CRO, no person involved in the counting of ballots shall: (i) communicate results from the voting room once the counting has started, (ii) leave the counting room before the ballots are counted at least twice to ensure accuracy.
- (h) The CRO will reject spoiled ballots and put them in an envelope to be sealed.
A ballot will be considered spoiled if:
 - (i) it is not marked for any candidate.
 - (ii) more candidates are voted for than are to be elected.
 - (iii) it is so marked as to render it uncertain for which candidate or candidates the voter has voted.
 - (iv) There is any writing or mark by which the voter/elector can be identified.
 - (v) no ballot box stamp is clearly present on the reverse side of the ballot paper.
- (i) Election results will be revealed to the public by the CRO, when they ensure the results are accurate for all elected positions.
- (j) The CRO shall ensure that all used and unused ballots are stored safely until such time when appeals or recounts are no longer possible. All ballots must then be destroyed.
- (k) The voters shall place a distinguishably clear mark for the candidate(s) preferred. The candidate(s) with the highest number(s) of votes will be declared elected. (Note: Some director positions have more than one seat for the position and therefore more than one candidate will be elected).

(l) The CRO shall have the final say as to a ballot's validity.

7.02 Event of a Tie

(a) In the event of a tie the CRO, in consultation with the Elections Committee, shall break the tie by:

(i) comparing the fines and complaints received during the election, with the winner being the candidate with lesser fines and fewer complaints.

(ii) drawing a candidate's name from a hat in the case of no fines or complaints for any candidate in the tie.

7.03 Recounting of Ballots

(a) The candidates shall not recount the ballots.

(b) Pursuant to 'Counting Ballots' subsection 7, further recountings may only occur if a Candidate submits to the CRO a signed statement requesting a recount of the ballots of the elective position requested.

(c) A request for a recount must be submitted to the CRO no later than three business days after the election. The CRO shall then set a time, date, and place for the recount of ballots.

(d) The following persons may be present at a recount:

(i) CRO

(ii) DCRO

(iii) any ballot counters the CRO deems necessary for the recount.

(iv) all candidates for positions being recounted or their respective delegate(s). (e) The results of the recount will be recorded by the CRO.

(f) If the recount alters the candidate's declaration of election, the CRO will inform the Board of Directors and the public immediately.

(g) The recount shall be completed within 5 business days after the recount was requested.

(h) A recount will not be held unless the appealing candidate passed in their complete expense form due into the CRO within the specified time.

VIII. OFFENSES

8.01 Strikes

- (a) An offense of a candidate in this Section is defined as the following: (i) Any part of these policies that has been broken or contravened by a candidate. (ii) A conspiracy to stuff a ballot box or stuff ballot boxes. (iii) To bribe or hire an election official to stuff a ballot box or to campaign for a candidate. (iv) breaking any election policy as set out by the student media sources. (v) defames another candidate. (vi) releasing campaign materials containing a statement purporting to be a statement of fact that is inaccurate and misleading to a material extent. (vii) Slating, defined as a candidate assisting another candidate in their campaign, or as attempting to campaign with another candidate to slate the incoming board. (viii) copying another candidates campaign materials, platforms, or goals to a material extent

(b) If any clauses of these policies are violated, the following procedure shall apply for each clause violated or contravened:

(i) The CRO can charge the candidate a strike, as per the below chart.

Offense Initial Consequence	
Improper Postering	1 Strike
Social Media Spam	1 Strike
Overspending on Campaigns Materials	1 Strike
Scheduling Town Halls Outside the Jurisdiction of the CRO	2 Strikes
Slating	Expulsion
Using Personal Funds	Expulsion

(c) A candidate is allowed up to 4 strikes and is expelled at 5 strikes. Leniency may be advised by the CRO or by the elections committee.

(d) In the case of infractions which are designated by the CRO to be especially serious, the CRO may, upon approval by the Elections Committee, grant the candidate a strike, up to and in excess of the 5 allowed.

- (e) Any person or candidate who contravenes or breaks any part of this Section is guilty of an offense and is liable:
 - (i) If already a member of the Board of Directors, subject to Reprimand, Censure, and Recall section of the MUNSU by-laws.
 - (ii) To be disqualified as a candidate in a Memorial University of Newfoundland Students' Union election by the CRO.
 - (iii) If an employee of the Memorial University of Newfoundland Students' Union, is to be dismissed.
 - (iv) To be penalized as per the Offenses section of these policies.

8.02 Penalty Procedure:

- (a) If a candidate is penalized, the decision of the CRO shall stand until it can be ratified at the next Board Meeting. In the case of the aforementioned, the CRO must consult with the Elections committee, and if they deem it necessary, the CRO will call an emergency meeting of the Board within 48 hours to endorse the penalties.
- (b) Notwithstanding the aforementioned, if a candidate is forced to withdraw, that decision must be endorsed by an emergency meeting of the Board of Directors within 48 hours.
- (c) Any candidate who is the subject of an appeal brought before a meeting of the Board of Directors is permitted to send in a concise two-page written response to the Board to be read out at that meeting, in addition to any evidence the Elections Committee finds suitable to be submitted to the board.
 - (i) This two-page written response is to be in Times New Roman size 12, on standard letter paper, or equivalent electronic format.
 - (ii) Said candidate is to be informed of the meeting occurring with a minimum 6-hour notice.
- (d) Any Candidate who is subject to discussion by the Board of Directors and is currently on the Board is required to leave the room during these discussions, and their absence will not be counted against quorum during such meetings.

8.03 Expulsion

- (a) Any candidate(s) who breaks or contravenes any Section, Subsection, item, or any part of these By-laws, or has committed any offense as described, is subject to expulsion from the election by the CRO.
- (b) If the CRO is aware that a candidate(s) has broken any part of this Section, they shall set up a meeting with themselves, the candidates, and the DCRO to discuss the relevant offense and appropriate penalties.
- (c) After consultation with the candidate(s) and the DCRO, the CRO shall

determine if the candidate(s) has broken or contravened any part of this Section.

(d) If the CRO has concluded that the candidate(s) has broken or contravened any part of these policies, the CRO may:

- (i) expel the candidate(s) from the election, or
- (ii) grant the candidate a strike.

(e) If a candidate(s) has been expelled from the election by the CRO, the candidate may appeal the decision by submitting a written request of appeal to the Elections committee within three business days of the expulsion.

(f) If the Elections Committee, after hearing all the evidence, decides that the expulsion is not warranted, the committee may reinstate the candidate(s). The decision of the committee shall be made within 5 business days of the appeal.

(g) If the reinstatement of a candidate(s) is decided after the date of the election, then the CRO shall redo the process of the election of that particular elective position as stated in 'the Applications for Nominees' section of the by-law, by process of a by-election.

(h) Any candidates and/or their campaigns knowingly in conspiracy with another candidate and/or campaign(s) in an effort to increase their chances of being elected, known as slating, will be expelled from the election.

(i) If a candidate exceeds 5 strikes, then, with Board approval, and based on the CRO's recommendation, that candidate shall be expelled from the election.

Amended February 2022, November 2022, January 2023, February 2023,
February 2024