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Section 1: Positions/Stances
1. CREDIT CARD COMPANIES

1. 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.

2. 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.
2. DECLARATION OF STUDENTS’ RIGHTS

1. The MUN Students' Union will formally adopt the Declaration of Students' Rights.

3. ENVIRONMENTAL AFFAIRS

1. 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.

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.
4. **FAIR TRADE COFFEE**

1. 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.

2. 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.

3. 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.

4. 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.

5. FEES

1. The MUN Students' Union endorses the following policy in regards to fees, and will conduct lobbying and campaigns in support of the adoption of these principles at Memorial University of Newfoundland.

2. Memorial University of Newfoundland shall implement or charge no additional mandatory user or ancillary fees, beyond tuition, to students in any program of study.

3. The only exceptions to this rule shall be fees which have been voted upon by students in free and fair democratic referenda.

4. The mandatory recreation fee must be repealed.

6. LBGTQ ISSUES

1. The Memorial University of Newfoundland Students’ Union will support equal rights for lesbian, gay, bisexual, two-spirited and transgendered students including the right to same-sex marriage.

2. The Memorial University of Newfoundland Students’ Union will work with campus and community groups to lobby the Government of Newfoundland and Labrador to legalize same-sex marriages in Newfoundland and Labrador.

3. An Ad-Hoc Committee will be formed with an open membership consisting of representatives from MUNSU and other relevant campus and community organizations with the mandate of undertaking a campaign toward achieving equal rights for lesbian, gay, bisexual, two-spirited and transgendered persons including, but not limited to, same-sex marriage.

Adopted: November 2002.
7. **PAY EQUITY**

1. The Memorial University of Newfoundland Students' Union will support progressive employment and pay equity policies.

2. 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.

8. PEACE

1. The MUN Students' Union will undertake a campaign for world peace.

2. The MUN Students' Union shall join, endorse and support the St. John's Campaign Against the War.

9. REPUBLICAN FLAG

1. The flag commonly referred to as the Newfoundland Republican Flag shall be purchased and hung in the Breezeway Bar.

Adopted: March 2002.
10. SWEATSHOPS

1. 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.

2. 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.

3. The MUN Students' Union will run a campaign in conjunction with MUN-Oxfam to ensure Memorial University adopt an acceptable Code of Conduct purchasing policy.

Adopted: March 2002.
11. UNIONIZATION

1. The Memorial University of Newfoundland Students’ Union will officially endorse and support the unionisation of Teaching Assistants and other student employees on campus.

12. WORKTERM FEES

1. The MUN Students' Union will actively lobby the deans of the faculties and schools for support of the restructuring for the work experience components of said faculties and schools.

2. The MUN Students' Union encourages the above mentioned faculties and schools to write letters to the Board of Regents on the behalf of the union membership.

   Adopted: July 2002.
Section 2: Operating Procedures
13. ADVERTISING

1. Definition:
   a. 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.
   b. Notices of sponsorship affixed to non-advertisements.

2. Advertising on MUNSU-controlled portions of the University Centre shall be restricted as follows:
   a. 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:
      i. Retailers renting space from MUNSU may be permitted to use such advertising within their retail spaces.
      ii. 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
      iii. Sponsors of MUNSU events will be permitted to advertise their sponsorship of said events upon approval of their advertisements by the MUNSU executive.
   b. 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.
   c. 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.
   d. 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.
3. 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 Council due to timing/scheduling, the MUNSU Executive may determine to make an exception and shall bring the matter to MUNSU Council at the earliest possible opportunity for approval.

Adopted: October 2001
14. BANNER & LOGO

1. 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.
15. BAR TABS

1. Members of the MUNSU Board of Directors shall not be permitted to use bar tabs in the Breezeway Bar.

Adopted: November 2009.
16. BOARD OF REGENTS SELECTION

1. The Memorial University of Newfoundland Students’ Union will strike a Board of Regents Selection Committee, consisting of:

   a. Executive Director of Advocacy,

   b. Outgoing student Board representative,

   c. One additional member of the Executive Committee as selected by the Executive Committee,

   d. One additional member of the Academic Affairs Committee, and

   e. The Resource Coordinator (as a non-voting Ex-Officio member).

2. 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.

17. BUDGET

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

2. 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:
         (a) To be financially independent of loans and debt.
         (b) To achieve and maintain a balanced budget.
         (c) 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.
         (d) To obtain the most cost effective distribution of resources.
         (e) To decentralize budgetary responsibility and accountability, in an
             attempt to create awareness and transparency to all MUNSU
             stakeholders.
         (f) To act as a control mechanism.
(g) 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:

(a) Board

(b) Finance and Services Committee

(c) Individual Committees

(d) Executive Directors

(e) Representatives

(f) 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.

3. Budget Allocations

a. MUNSU budget allocations are tentatively made by each Committee based upon 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 and 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 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.

4. 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.
18. COMMUNICATIONS POLICY

a. Policy Objective:

b. 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, co-coordinated and accurately disseminated to the entirety of the membership, government, University administration and/or the general public.

c. Official Spokesperson:

d. 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.

e. Chain of Communications:

f. Incoming Communications:

g. The Executive Director of External Affairs, Communications and Research, or designate, will be responsible for directing communications toward the appropriate Director or designate.

h. Outgoing Communications:

a. The Executive Director of External Affairs, Research and Communications, or designate, shall review any outgoing communications on behalf of the Board of Directors prior to their release. This includes: press releases, media advisories and/or official correspondence on behalf of MUNSU.

2. When conducting interviews or coordinating official correspondence on behalf of the union, the Executive Director of External Affairs, Research and Communications or designate will make every effort to consult with the Research & Communications Committee, appropriate MUNSU staff and other Executive Directors in determining the appropriate messaging for the union.

3. The Executive Director of External Affairs, Research, and Communications or designate will endeavor to inform the Board of Directors of all interviews conducted or official correspondence disseminated.
4. 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 (see templates).

5. 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. 

a. 

7. Consistent Messaging and Templates:
   a. Determining an Appropriate Message
   b. Obligation to Inform
   c. Templates
   d. Establishing a Record

   Adopted: November 2009.
19. CREDIT CARD POLICY

1. Credit cards will be available to MUNSU Executive members, the Services Coordinator, and the Bar Manager.

2. When not in use, all credit cards shall be held by the MUNSU Accounting Clerk.

3. Subsequent to use, all credit cards shall be returned to the MUNSU Accounting Clerk within 24 hours or at a pre-approved appropriate deadline.

4. 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).

5. All purchases that are not accompanied by receipts and completed Expense Report shall be billed to the card holder.

6. All purchases over the amount of $500.00 shall be pre-approved by at least two Executive members of MUNSU.

7. All purchases over the amount of $1000.00 shall be pre-approved by at least three Executive members of MUNSU.

8. Under no circumstances shall credit cards be used for personal purchases.

9. Whenever possible, the preferred method of payment for any disbursement by MUNSU shall be purchase order, cheque, or invoice.

10. The Finance & Services Committee shall review credit card statements and expense reports on a monthly basis.

11. All credit card statements and expense claims will be posted on the MUNSU website.

Adopted: November 2009.
20. DEEMED TRUST FOR HEALTH, DENTAL AND VISION CARE

1. 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.

21. EXECUTIVE OPERATIONS

1. 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.

2. Each year, each executive office will produce a handbook on their office in order to assist the incoming executive members.

3. 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.

22. HEALTH AND DENTAL PLANS POLICY

1. Preamble
   a. The MUN Students’ Union will operate health and dental plans for the benefit of members.

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.

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.

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.

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.

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.

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.

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).

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. 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.

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.
23. MEMBERSHIP DUES

1. 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.

24. PERFORMANCE

1. All hired personnel, distinguished with a uniform or dressed casually will be required to be dressed in a professional and dignified manner.

2. 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 of a student union.

3. This directive is to be the guideline for participation with MUNSU organizations, with MUNSU representing the concerns of its members.

4. 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.

5. Failure to comply with this directive will result in immediate removal and participation from any and all MUNSU activities.

25. POLICY REVIEW

The following policy governs the adoption, amendment or repeal of any Students’ Union policy:

a) Any proposal to adopt, amend or repeal a policy must be submitted in writing to the secretary of the Board.

b) The proposal will be publicly posted for at least two weeks. Online posting will suffice for this purpose.

c) A good faith effort will be made to contact any relevant groups or organizations that could be interested and/or offer feedback to the policy. Reasonable time will be provided for them to offer feedback.

d) 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.

e) The proposal for adoption/amendment/repeal will be voted upon by the Board of Directors.

f) 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).

g) 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.

h) 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.

26. POSTERS

1. 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.

2. 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.

3. 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).

4. Advertisements shall not be permitted on bulletin boards.

5. MUNSU may post notices, posters, banners, and other non-advertisements in any portion of the University Centre which it decides to. Such decision may be made either by the MUNSU Executive or the MUNSU Council.

27. RESIDENCE FEES

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.

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.

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.

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 insure that they have adequate funds on hand at the commencement of each semester.

Adopted: March 2010.
28. **SALARIES**

1. Starting salaries for student employees employed in a part-time capacity in all MUNSU services shall be set at minimum wage, with the following exceptions:

   a. The Attic – staff salaries shall be set in accordance with Canada Post regulations

   b. Copy Centre – minimum wage + $0.50/hour

   c. SafeDrive - minimum wage + $0.50/hour

   d. Student Supervisors – minimum wage + $2.50/hour

   Adopted: January 2005.
29. SCHOLARSHIPS

1. The MUNSU Undergraduate Scholarship will be automatically forwarded to the Scholarship 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.

30. SEXUAL HARASSMENT

1. The MUN Students' Union will adopt the University-Wide Procedures for Sexual Harassment Complaints.

2. 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.

3. 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 Council.

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

31. SMOKING

1. The MUN Students' Union shall re-instate the smoking ban in the Breezeway from noon until 3:00pm daily.

32. S
33. SPECIAL FUNDING POLICY

1. Individual Merit Funds

a. An Individual Merit Fund (IMF) shall be defined as a grant awarded to a member of MUNSU to offset 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 or involvement in some extra-curricular activity. An IMF shall not exceed $100 per applicant.

b. 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, St. Pierre, or Harlow).

c. An IMF shall not be awarded to offset the expenses of a student work term.

d. Electives and selectives offered by the Faculty of Medicine are not to be considered equivalent to work terms.

e. All applicants for IMFs must be submitted during the same semester as the event for which funding is requested. Each application must include supporting documentation such as a brochure on the event, a website address or an acceptance letter.

f. Where there are a number of 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 as per this procedure.

g. IMFs and SPGs will not be awarded for the same event.

h. 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.

i. Failure to submit receipts or other documentation indicating attendance at the approved event by the end of the appropriate semester will invalidate that individual’s right to apply for an IMF in the following semester.

j. Students shall only be eligible for one (1) IMF per semester.
2. In addition to base funding received upon ratification, ratified groups and societies shall be funded by the following procedures:

   a. Special Project Grants

      i. Ratified clubs, societies, and centres are eligible for one (1) Special Project Grant (SPG) per semester, to a maximum of $250.00.

      ii. Eligibility for SPGs will be based on the event’s intrinsic value to the group, consistent with the aims and goals of the organization.

      iii. Eligibility will also depend on demonstrated financial need provided through an event budget.

      iv. Successful applicants will also be required to provide receipts and a short event summary to the Student Life Committee, no later than the end of the semester after the end of the project.

      v. A ratified club, society, group, or centre that does not use its full SPG in a particular semester cannot have the remaining value of the SPG carried over to subsequent semester.

      vi. The last day to apply for SPGs shall be the last day to drop classes without academic prejudices in the respective semester of application.

      vii. Failure to submit the information identified in this policy will invalidate that club, society, group, or centre’s right to apply for an SPG in the following semester.

   b. 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. 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.

c. Conference Hosting Grants

i. A Conference Hosting Grant shall be defined as a grant awarded to clubs, societies, and resource centres hosting or organizing a conference at Memorial University.

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.

Adopted: November 2013.
34. STIPEND POLICY AND PROCEDURE

1. Non-Executive Directors shall be eligible for a stipend value every two (2) weeks during the Fall and Winter semesters:
   a. Fifty (50) dollars per stipend for Faculty/School Directors and Constituency Directors;
   b. Eighty (80) dollars per stipend for Directors at Large.

2. Required hours shall be defined as two (2) hours for each Board Meeting, one (1) hour for each Committee Meeting, and additional hours as outlined in Section 8.B of the MUNSU Constitution and Bylaws, to a total of ten (10) hours per two week period for Faculty/School Directors and Constituency Directors, and sixteen (16) hours per two week period for Directors at Large.

3. Every two (2) weeks, Directors shall complete the provided Stipend Allocation Form, indicating completion of those required hours outlined in clause 2.

   a. The Stipend Allocation Form must be completed by the Friday preceding a regular Wednesday Board Meeting, and will cover the two week period from that Friday to the Saturday two weeks previous. Failure to complete the Stipend Allocation Form by the deadline will result in the forfeit of the entire stipend value for the respective two weeks.

   b. The information provided in the Stipend Allocation Form will be included in the Board Meeting agenda as that Director’s work report. Acceptance of work reports will serve as approval of the stipend for each Director, with amounts determined as outlined in clause 5.

4. If Board Meetings, Committee Meetings, or scheduled office hours are missed without regrets, the entire stipend value will be forfeit for the respective two weeks, in addition to the repercussions outlined in Section 14 of the MUNSU Constitution and Bylaws.

5. For each required hour not completed, Directors shall lose ten (10) dollars from their maximum possible stipend for the containing two week period, provided that regrets are given as outlined in clause 4. If Board Meetings, Committee Meetings, or scheduled office hours are missed with regrets, additional hours may be performed to reach the total number of hours required for that period.
6. Distribution of the accumulated stipend value will occur twice during each of the Fall and Winter semesters. The distribution dates will be chosen by the Executive Committee at the beginning of each Fall and Winter semester, to reflect the approximate halfway point and the end of each semester.

Adopted: November 2013. Amended: August 2014
Section 3: Conduct of Meetings
35. RULES OF ORDER

1. 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

Appendix A: Election Regulations

Amended: August 2008.
A. NOMINATIONS

1. APPLICATION FOR NOMINATIONS

1. Nomination forms will apply to all elected positions of the Memorial University of Newfoundland Students’ Union.

2. On the day nominations close, nomination sheets with a complete list of nominators, name of campaign manager and contact information must be presented to the Chief Returning Officer in a sealed envelope by 12 noon. No one is considered a candidate for any office until officially deemed so by the Chief Returning Officer.

3. The Chief Returning Officer 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.

4. Should only one candidate apply for an elective position, that candidate shall be acclaimed. A yes/no vote will not be held. Should only one person be nominated for a single office, the candidate shall be acclaimed. A yes/no vote will not be held. Should a number of persons nominated for Director-at-large or 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.

5. Nomination papers must contain include the following:
   a) Nomination forms for the Executive positions must be signed by at least 50 union members and no more than 100.
   b) Nomination forms for all non-Executive positions must be signed by at least 20 union members and no more than 40.
   c) Each nominator must supply his/her student number in order to be considered a valid nominator.
   d) For specific faculty / school representatives, only persons registered in that ward may nominate or be nominated.

6. A nomination paper is invalid only by reason that:
   a) the signature of the candidate is a forgery; or
   b) a nominator is not a valid union member; or
c) the nomination paper is void of the nominees signature; or

d) does not have at least / beyond the required number of nominators signatures.

e) the candidate is not in clear standing in the semester in which they are nominated.

7. Candidates for all positions must be at least part-time students in the semester in which the election is held.

8. In a by-election, any member of the Board of Directors intending to run for another position of the Board of Directors, before submitting a nomination form, must resign from their current position.

9. Eligibility restrictions:

a) The Chief Returning Officer and the Deputy Chief Returning Officer, all poll captains and ballot counters are restricted in accordance with these bylaws and shall not be eligible as a candidate in the Memorial University of Newfoundland Students’ Union elections or by-elections.

b) The Chief Returning Officer and Deputy Chief 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.

10. Present elected officials of the Memorial University of Newfoundland Students' Union cannot be the Chief Returning Officer, Deputy Chief Returning Officer, poll captains or ballot counters.

11. 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.

12. A candidate may take out only one set of nomination papers for 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 old nomination forms intact. The candidate must then take out new nomination papers.

13. A candidate may change his/her nomination papers only once.

2. WITHDRAWAL OF NOMINATIONS

1. Until such a time that the ballots are officially printed, a candidate may
withdraw his/her 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.

2. 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 offence as
defined by the offenses section of these policies.

3. DEATH OF A CANDIDATE
   1. If a candidate dies before the close of nominations, during the election, or on
election days, a by-election will be held for this position.
   2. If the candidate dies on the Election Day and the final results favour the
deceased, the results will be void and a by-election must be held to fill the
position.

B. CAMPAIGN REGULATIONS
   1. GENERAL RULES
      1. Under no circumstances is any pre-campaigning to occur between the
opening of nominations and the official CRO candidate meeting. If the
Chief Returning Officer feels that such practices are evident, the matter will
be brought to the Board of Directors for an immediate decision.
      2. Campaigning shall be permitted after the official CRO candidate meeting
with the Chief Returning Officer, until polling stations close on the last day
of voting.
      3. Candidates and/or supporters 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.
      4. Distribution of campaign material by the candidates will be restricted to
those areas as designated by the Chief Returning Officer at the official
candidates’ meeting.
      5. All candidates shall comply with:
a) All building regulations on and off campus.
b) The regulations of the university as it pertains to the Memorial University of Newfoundland Students’ Union elections.

c) The regulations of CHMR pertaining to the Memorial University of Newfoundland Students’ Union elections.

6. 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 his/her campaign.

b) Any non-election publicity materials, 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 concerning that 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.

7. 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 their position for the promotion of their candidacy.

8. 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 offence and will be subject to the penalties outlined in the offenses section of these policies.

9. If a candidate is expelled from the election by the Chief Returning Officer, the procedure for expulsion shall follow the procedures as stated in Offenses section of these policies.

10. There will be no campaigning within the MUNSU office complex. No campaign materials of any sort will be stored in any of the offices of MUNSU
overnight.

11. Debates, forums or public assemblies must first be approved by the Chief Returning Officer.

12. All candidates, in addition to submitting their receipts at the designated time, must also ensure that all campaign materials are removed at the same time as well.

13. Any candidate found to be using profane language or unruly behavior to Election/MUNSU staff shall be subject to penalty as outlined in subsection G.

14. During an election, candidates with Breezeway privileges, will have all Breezeway privileges temporarily suspended, in order to maintain fairness for all candidates involved.

15. MUNSU staff and/or volunteers are not permitted to wear any campaign material while working; however they may work on campaigns, provided that campaign work is not done while they are working / volunteering.

16. Candidates shall not pepper with election paraphernalia, which includes, but is not limited to, pamphlets, leaflets, posters, or any documents dealing with the election.

2. CAMPAIGN EXPENDITURES

1. Funding:
   a) All candidates for executive positions shall be eligible for a MUNSU election credit in the amount of $125.00.
   b) All candidates for non-executive positions shall be eligible for a MUNSU election credit in the amount of $50.00.
   c) Election credits can only be used at the MUNSU Copy Centre. Candidates may spend a maximum of $50 beyond their spending limit on the purchase of materials that cannot reasonably be obtained at the Copy Centre.
   d) Election credits are non-transferable and can only be used for the current election in which the person is seeking office.

2. The amounts stated in this subsection may be considered for an increase or decrease by the Board of Directors. This increase or decrease shall be limited to 20% of the amounts assigned previously.
3. The Chief Returning Officer has the right to place a fair market value upon any election material used by a candidate if he/she feels that the value placed on that material by the candidate is not representative of fair market value.

4. A complete, documented list of all expenditures and receipts from each candidate must be provided to the Chief Returning Officer no later than 5pm 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.

C. PUBLICITY

1. MEDIA

1. 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.

2. The Editor(s) of the student newspaper shall be responsible to ensure that no person reads any of the candidates’ platforms before publication.

3. Each candidate will be allowed a maximum number of words to be set by the editor of the student newspaper.

4. The Chief Returning Officer shall ask the CHMR station manager to submit to his/her 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.

5. All candidates must clearly place the dates of the election on all material he/she has printed or copied for distribution, as well as the URL (universal resource locator) address for the MUNSU Webvote site.

6. 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 his/her candidacy while performing his/her duties.

7. The Chief Returning Officer shall ensure that all nominees receive a copy of all student media election policies on or before the day nominations close.

2. POSTERS
1. 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.

2. Posters are not to go anywhere but on campus bulletin boards, unless the Chief Returning Officer instructs a candidate that he/she may do otherwise.

3. A bulletin board is defined as cork-like board framed by four distinct borders, for example, wooden or steel.

4. Candidates are not permitted to cover other current posters on any of the bulletin boards.

5. All Campaign Posters shall meet the regulations presented by the Chief Returning Officer at the official CRO candidates’ meeting.

3. BANNERS

1. Only Executive candidates will be permitted to display a large banner. The banner for Executive candidates may not exceed 16 square feet in area, with a minimum of two feet on any side.

2. The location of the banner must be booked with the CRO. A draw will take place at the official CRO candidates meeting to determine the order in which banner locations will be chosen. No banners may be hung from the ceilings or attached to the floors, and the dates of the election and web vote website must be clearly visible.

3. No campaign materials, with the exception of executive banners, shall be permitted within visual sight of polling stations.

4. WEBSITES

1. 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 regulations.

2. Any costs associated with this website must be deducted from the $50.00 non-copy centre amount.

D. ELECTION OFFICIALS

1. ELECTION COMMITTEE

1. The membership of the elections committee will be filled by the MUNSU Board of Directors in accordance with the MUNSU by-laws.
2. Election Staff Hiring:
   a) There shall be a Chief Returning Officer and Deputy Chief Returning Officer 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 Chief Returning Officer or Deputy Chief Returning Officer 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.

3. 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.

2. CRO

1. The Chief Returning Officer will be autonomous from the Executive of the Memorial University of Newfoundland Students’ Union. The Chief Returning Officer will be responsible only to the Board of Directors.

2. The Chief Returning Officer and the Deputy Chief Returning Officer shall be responsible for the Memorial University of Newfoundland Students’ Union elections, as per the student union by-laws.

3. The Chief Returning Officer shall be responsible, along with the Students' Union Elections Committee, for the hiring of poll captains and ballot counters.
   a) The Chief Returning Officer shall be responsible to organize a meeting of all poll captains before the election.

4. The Chief Returning Officer will be paid an honourarium of $1000 in the fall semester and $1400 in the winter semester.

5. The Chief Returning Officer and Deputy Chief Returning Officer 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.

6. The Chief Returning Officer shall:
   a) 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.

b) be responsible for the hiring of all Poll Captains and Ballot Counters

c) be responsible for the scheduling of the hours of the Poll Stations, in conjunction with the election committee.

d) be responsible for the location of each Poll Station during the election.

e) be responsible for holding an official candidates’ meeting on the day nominations close.

f) be responsible for the setting up of meetings with all Poll Captains and Ballot Counters.

g) be responsible for booking a suitable room for counting the ballots.

h) organize and publicize Executive debates. Each office 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.

i) hire student security to watch the room where the ballots will be counted.

j) be responsible for having the ballots printed and the number of ballots distributed correctly for each individual poll station. At the same time, the Chief Returning Officer must ensure that the candidates’ last names are listed in alphabetical order before they go to print. The Chief Returning Officer shall ensure that there are no blank entries on the ballots.

k) 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.

l) 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 Chief Returning Officer’s report.

m) be responsible for keeping the public, the Board of Directors, and all election candidates informed of issues relating to the election.

n) be responsible for ensuring that all Poll Captains and Ballot Counters are paid for the hours worked and that candidates receive their proper reimbursements.
o) oversee the campaigning of each candidate and ensure that it is in accordance with this by-law.

p) supervise the work of all election officials.

q) carry out his/her duties in a fair, unbiased, objective manner, in conjunction with the Deputy Chief Returning Officer

r) be, along with the Deputy Chief Returning Officer, the only union members not eligible to vote.

s) be responsible for overseeing the counting of ballots and announcing the election results when the counting is finished.

t) 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.

u) have the responsibility to ensure that all election officials remain impartial and unbiased. If they are found not to be doing so the Chief Returning Officer may terminate his/her employment.

v) immediately inform the building managers, department heads and the university administration that an election/referenda/plebiscite has been called.

w) shall arrange tours by candidates to all residences. These shall be arranged with house presidents, and the schedule shall be publicized at least one week in advance. Ensure during the residence tours that questions are first taken from members of the house.

x) 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.

y) ensure that all complaints are kept confidential.

z) Have unhindered access to the Breezeway Bar to ensure candidates comply with election guidelines concerning conduct in the Breezeway Bar.

aa) A decision by the Chief Returning Officer may be overturned by a 2/3 majority vote at a regular or emergency Board meeting.

3. DRO
1. The Deputy Returning Officer shall be responsible to the Chief Returning Officer.

2. The Deputy Returning Officer shall assist the Chief Returning Officer in all of the Chief Returning Officer’s duties.

3. If the Deputy Returning Officer is removed or resigns during the election, another Deputy Returning Officer will be hired immediately.

4. The Deputy Returning Officer will be paid an honourarium of $500 in the fall semester and $700 in the winter semester.

5. In the event that the Chief Returning Officer cannot fulfill his/her duties, then the Deputy Chief Returning Officer will immediately take the Chief Returning Officer’s place.

4. BALLOT COUNTERS

1. The responsibility of the ballot counters shall be:
   a) to help count and record the ballots
   b) to be present when the ballot boxes are opened
   c) not to inform the public of any election results unless authorized by the Chief Returning Officer.

5. POLLING CAPTAINS

1. The responsibilities of each poll captain shall be to:
   a) ensure the ballot box is sealed at all times
   b) maintain a voters list
   c) maintain the ballot in an organized and secure manner
   d) instruct the voter only in the manner in which the ballot is to be marked
   e) stay at the poll station at all times, unless relieved by an election official or another poll captain
   f) bring all the election material to the office of the Chief Returning Officer when the poll station closes
   g) ensure that all campaign material is removed from sight of the poll station
   h) ensure that no candidate or supporter campaigns within hearing distance of the poll station
i) ensure that the ballots are properly stamped and ID’s properly checked, as well as entered into the computer system
j) ensure that no voter leaves the vicinity of the poll station with ballots
k) ensure unmarked ballots are returned to the Chief Returning Officer to be destroyed.

2. All polling captains must wear numbered badges provided by the CRO at all times while staffing a polling station.
   a) Each badge must clearly identify the bearer as an official MUNSU polling captain.
   b) 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.

E. POLLS

1. PHYSICAL POLLS

1. Proximity:
   a) Any campaign material remaining within sight of the polling station will be removed by the poll captain.
   b) 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 that distance.

2. The Chief Returning Officer shall be responsible for the location of all polling stations.

3. For General Elections and By-Elections at least four polling stations locations shall be established.

4. At least three physical polling stations must be operated at any one time.

5. The locations of polling stations must be published in the student newspaper and other student media sources.

6. A minimum of one polling captain per station, but no more than two polling captains per station shall be followed for all elections.

7. As much as possible, secrecy of voting will be ensured.

8. Except to cast his/her vote, no candidate or campaign worker shall be permitted to loiter in the vicinity of a polling station.
9. Where possible, regular business hours will be kept for all polling stations. At least three physical polling stations shall be open until 9:00 pm.

10. The Chief Returning Officer may not extend polling station hours.

11. In the event of closure of the University on election days, the Chief Returning Officer, in conjunction with the elections committee, may extend polling.

2. ONLINE VOTING

1. 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.

2. Electronic balloting provides opportunities for abuse, intentioned or not, by voters, candidates and campaign workers.

   a) Abuse of electronic balloting includes, but is not limited to, the following types of action:

      (1) efforts by voters to vote more than once

      (2) 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.

      (3) offering favors or gifts in exchange for votes

      (4) pressuring individuals to vote in the presence of a candidate, campaign worker or any other individual

      (5) bringing the means of electronic voting to a voter

3. In determining whether abuse of electronic balloting has occurred, the Chief Returning Officer 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 Chief Returning Officer 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.

4. 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.

5. The World Wide Web for the purposes of MUNSU Elections/Referenda/By-Elections shall be considered as a polling station with all the polling station regulations applied to it for the purposes of the MUNSU Webvote System.

6. The Webvote system shall be in operation continuously from the start of the election until closing of the polls at 9pm on the second day of voting with the exception of system downtime that will occur during the night of Day 1.

F. ELECTION RESULTS

1. COUNTING BALLOTS

1. When a poll station closes, the poll captain shall be responsible to bring the voters list, ballot box, all unused ballots and other material assigned to him/her to the Chief Returning Officer.

2. The Chief Returning Officer will be responsible for booking a room for the counting of ballots. It will be closed to the public.

3. The ballots will be counted by hired ballot counters. The counting will be overseen by the Chief Returning Officer, Deputy Chief Returning Officer, and other union staff as allowed by the Chief Returning Officer.

4. 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. Barring extenuating circumstances, the candidate must submit the name of his/her scrutineer no later than 5:00pm on the day before the last polling day.

5. The Chief Returning Officer may begin the process of counting when the first polling station closes on the second day of polling.

6. No person shall communicate results from the voting room once the counting has started, and no person shall leave the counting room once the counting has started.

7. No scrutineer will be allowed to leave the room once the counting has started.
8. A scrutineer may enter the 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.

9. Ballots will be counted at least twice to ensure accuracy.

10. During the counting of ballots, the Chief Returning Officer only shall reject and place in a separate envelope for each poll station, a ballot:
   a) that is not marked for any candidate.
   b) on which votes have been given for more candidates than are to be elected
   c) that it is so marked to render it uncertain for which candidate or candidates the voter has voted or
   d) upon which there is any writing or mark by which the voter/elector can be identified.
   e) on which no ballot box stamp is clearly present on the reverse side of the ballot paper.

11. Election results will be revealed to the public by the Chief Returning Officer, as soon as she/he feels the results are accurate for all elected positions.

12. The Chief Returning Officer shall ensure that all used and unused ballots are stored safely away until such time when appeals or recounts are no longer possible. All ballots must then be destroyed.

13. 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).

14. In the case of a tie vote, a new election for the position shall be called.

15. The Chief Returning Officer shall have final say as to a ballot’s validity.

2. EVENT OF A TIE

   1. In the event of a tie, a By-election shall be held as soon as the Board of Directors sanctions such a By-election.

   2. If the By-election results in a tie, the Chief Returning Officer, in consultation with the Elections Committee, shall break the tie.

3. RECOUNTING OF BALLOTS
1. If the number of votes separating the candidate receiving the highest number of votes and any other candidate is fewer than 15, the ballots shall be recounted within a 48-hour period after the close of the polling station.

2. A Candidate may submit to the Chief Returning Officer a signed statement requesting a recount of the ballots of the elective position requested.

3. A request for a recount must be submitted to the Chief Returning Officer no later than three business days after the election. The Chief Returning Officer shall then set a time, date and place for the recount of ballots.

4. The following persons may be present at a recount:
   a) Chief Returning Officer
   b) Deputy Returning Officer
   c) any hired ballot counters the Chief Returning Officer deems necessary for the recount.
   d) and all candidates for position being recounted or his/her delegate.

5. The candidates shall not be involved in the actual recounting of ballots.

6. The results of the recount will be recorded by the Chief Returning Officer.

7. If the recount alters the candidates declaration of election, the Chief Returning Officer will inform the Board of Directors and the public immediately.

8. The recount shall be completed within 5 days after the recount was initiated.

9. A recount will not be held unless the appealing candidate passed in his/her complete expense form due in to the Chief Returning Officer within the specified time.

G. OFFENSES

1. FINES

1. If any clauses of these policies are violated, the following procedure shall apply for each clause violated or contravened:
   a) The candidate can be fined a maximum of $10.00 per violation, which will be added to their expenses. The amount of the fine shall be at the discretion of the CRO and based on the severity of the violation. Repeated violations of the same offense may result in a fine with a minimum value of $10.00 and a maximum value of $25.00 per offense.
b) If after a), there are further instances of the violation of the clause, a letter shall be presented to the candidate or the candidate’s campaign manager, informing him/her that a further violation or contravention of the bylaw shall result in immediate expulsion from the election.

c) If after b), there is a further instance of the violation of the clause, the candidate shall be informed in writing that she/he has been expelled from the election.

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, charge the candidate a cash fine, with the monies to be donated to the Campus Food Bank. The amount of the cash fine may not exceed the candidate's spending limit. The candidate's election credit will also be deducted accordingly.

e) Direct violations of Section 4, shall take precedence.

2. Any person or candidate who contravenes or breaks any part of this Section is guilty of an offense and is liable:

a) If already a member of the Board of Directors, subject to Section 9 of the by-laws.

b) To be disqualified as a candidate in a Memorial University of Newfoundland Students’ Union election by the Chief Returning Officer.

c) If an employee of the Memorial University of Newfoundland Students’ Union, to be dismissed.

d) To be penalized as per the offenses section of these policies.

3. An offence of a candidate in this Section is defined as the following:

a) Any part of these policies that has been broken or contravened by a candidate.

b) A conspiracy to stuff a ballot box or stuff ballot boxes.

c) To bribe or hire an election official to stuff a ballot box or to campaign for a candidate.

d) breaking any elections policy as set out by the student media sources.

e) defames another candidate.

4. Consequences of fines:
a) If a candidate is penalized, as per Section G, the decision of the Chief Returning Officer shall stand until it can be ratified at the next Board Meeting. In the case of the aforementioned, the Chief Returning Officer must consult with any Elections committee, and if they deem it necessary, the Chief Returning Officer 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, the decision must be endorsed by an emergency meeting of the Board of Directors within 48 hours.

2. EXPULSION

1. 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 Chief Returning Officer.

2. If the Chief Returning Officer is aware that a candidate(s) has broken any part of this Section, he/she shall set up a meeting with himself/herself, the candidates, and the Deputy Chief Returning Officer.

3. After consultation with the candidate(s) and the Deputy Chief Returning Officer, the Chief Returning Officer shall determine if the candidate(s) has broken or contravened any part of this Section.

4. If the Chief Returning Officer has concluded that the candidate(s) has broken or contravened any part of these policies, the Chief Returning Officer may:
   a) expel the candidate(s) from the election, or
   b) fine the candidate.

5. If a candidate(s) has been expelled from the election by the Chief Returning Officer, the candidate may appeal the decision by submitting a written request of appeal to the Memorial University of Newfoundland Students’ Union Elections committee within three business days of the expulsion.

6. If the Memorial University of Newfoundland Students’ Union 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.

7. If the reinstatement of a candidate(s) is decided after the date of the election,
then the Chief Returning Officer shall redo the process of the election of that particular elective position as stated in Section A of the by-law, by process of a by-election.

8. 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, will be expelled from the election. (Often called slating)

9. If a candidate exceeds his/her expense limit due to fines or overspending then, with Board approval, and based on the CRO’s recommendation, that candidate shall be expelled from the election.