



Memorial University of Newfoundland Students' Union
Canadian Federation of Students Local 35

Policy Manual

As Amended March 2019

Table of Contents

Section 1: Positions/Stances	4
1. Credit Card Companies	5
2. Declaration of Students' Rights.....	6
3. Environmental Affairs	7
4. Fair Trade & Ethical Purchasing	8
5. Ancillary & Mandatory User Fees	9
6. LBGTQ Issues	9
7. Pay Equity	10
8. Peace	11
9. Republican Flag	Error! Bookmark not defined.
10. Sweatshops.....	14
11. Unionization	13
12. Workterm Fees	14
Section 2: Operating Procedures	15
13. Advertising	16
14. Banner.....	18
15. Bar Tabs.....	19
16. Board of Regents Selection	20
17. Budget.....	21
18. Communications.....	24
19. Credit Cards	26
20. Deemed Trust for Health, Dental and Vision Care.....	27
21. Executive Operations.....	28
22. Health and Dental Plans	29
23. Membership Dues.....	33
24. Performance	36
25. Policy Review	37
26. Posters.....	38
27. Residence Fees	39
28. Salaries.....	41
29. Scholarships.....	42

30.	Sexual Harassment	43
31.	Smoking	44
32.	Space Booking	45
33.	Special Funding	46
34.	Stipends.....	49
	Section 3: Conduct of Meetings	51
35.	Rules of Order	52
	Appendix A: Election Regulations	53
A.	Nominations.....	54
B.	Campaign Regulations.....	56
C.	Publicity	59
D.	Election Officials	60
E.	Polls.....	65
F.	Election Results	67
G.	Offenses	69

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.

Adopted: November 2004.

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.

Adopted: October 2003. Amended: March 2005.

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.

Adopted: October 2001.

LBGTQ Issues LBGTQ2S+ Solidarity

1. 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.
2. 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.
3. The Campaigns and Actions Committee will work with MUNSAGA and other community partners to develop and undertake campaigns work with the goal of toward 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.
4. MUNSU opposes any question on a blood donor questionnaire dealing with sexual orientation rather than sexual practise. MUNSU will advocate for a blood collection screening process that is not based on sexual orientation or gender.

Adopted: November 2002. Amended September 2018.

6. 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.

Adopted: November 2004.

7. 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.

Adopted: October 2001. Amended: October 2002.

8. 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.

9. 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.

Adopted: September 2004.

10. 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

11. 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

12. 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.

13. 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.

14. 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.

Adopted: September 2004. Amended: November 2011.

15. 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.

16. 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.

17. 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.

18. 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.

Adopted: September 2004.

19. 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.

Adopted: May 2002. Amended: July 2002.

20. 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.

21. 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.

Adopted: November 2004.

22. 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.

Adopted: August 2001.

23. 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.

Adopted: January 2017.

24. 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.

Adopted: October 2001.

25. 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.

26. 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.

27. SCHOLARSHIPS

1. 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.

28. 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.

Adopted: October 2001. Amended: November 2002.

anti harassment policy

Anti-Harassment Policy

Preamble

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 attentions 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.

Policy

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:

Advisor

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 on a fixed, negotiated rate

MUNSU Board of Directors Orientation

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.

Complaints

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 would 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.

The Harassment and Grievance Committee

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.

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.

Remedies

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.

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.

Appeals

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.

Records

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

29. SPACE BOOKING POLICY

30. 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.

31. 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

32. 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: March 2019.

Policy 36. Elections Regulations.

A. Nominations

1. Application for Nominations

1. Nomination forms will apply to all elected positions of the Memorial University of Newfoundland Students' Union Board of Directors.
2. Completed nomination forms must be returned by 12pm (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.
3. 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.
4. 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.
5. 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 a 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.
6. Nomination papers must contain include the following:
 - a. Nomination forms for the Executive positions must be signed by at least 80 union member 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. To be considered a valid nominator, each signatory must also include their student number. The student numbers are to be verified.
 - d. For specific faculty / school representatives, valid nominators must be declared in a program of the appropriate faculty/school as the nominee seeking office.
7. A nomination paper is invalid only by reason that:
 - a. the signature of the candidate is a forgery; or
 - b. the minimum threshold of valid nominators is not met; or
 - c. the maximum threshold of valid nominators is exceeded; or
 - d. the candidate is not in clear academic standing in the semester in which they are nominated.
8. Nominees for all positions must be at least part-time students in the semester in which the election is held.
9. No member is considered a candidate for a position until officially deemed so by the CRO after completing the requirements for nomination.
10. 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
11. Eligibility restrictions:
 - . The CRO and the DCRO, all poll captains and ballot counters are restricted in accordance with these bylaws.
 - a. 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.

b. 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.

12. Directors of the Memorial University of Newfoundland Students' Union cannot be the CRO, DCRO, poll captains or ballot counters.
13. 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.
14. 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.
15. A candidate may change their nomination papers only once in any given election or by-election.

2. Withdrawal of Nominations

1. 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.
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 during the nomination period the potential candidate is withdrawn from the campaign, and the nomination period must be extended for 5 business days,
2. 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.
3. 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.

B. Campaign Regulations

1. General Rules

1. 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.
2. Campaigning shall be permitted after the official candidate meeting with the CRO, until polling stations close on the last day of voting.
3. 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.
4. Distribution of candidate's campaign materials will be restricted to those areas as designated by the CRO at the official candidates' meeting.

5. All candidates shall comply with:
 - a. All building regulations, on and off campus.
 - b. The MUN Student Code of Conduct.
 - c. The regulations of the university as it pertains to the Memorial University of Newfoundland Students' Union elections.
 - d. The regulations of CHMR pertaining to the Memorial University of Newfoundland Students' Union elections. Materials
 - e. 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.
 - f. 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.
 - g. 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.
 - h. 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.
6. 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.
7. 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.
8. 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.
9. Debates, forums or public assemblies must be approved by the CRO before being organized and advertised.
10. 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.
11. Any candidate found to be using profane language or unruly behavior to Election/MUNSU staff shall be subject to penalty as outlined in 'Offenses Section' found in this policy.
12. 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.
13. Candidates shall not pepper with election paraphernalia, which includes, but is not limited to, pamphlets, leaflets, posters, or any documents dealing with the election.
14. 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 (Section F) of these policies.
15. If a candidate is expelled from the election by the CRO, the procedure for expulsion shall follow the procedures as stated in Offenses section (Section F) of these policies.

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 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. In addition to the MUNSU credit for The Attic Copy Centre, Candidates may spend a maximum of \$50 of the candidates own money on the purchase of materials that cannot reasonably be obtained at The Attic Copy Centre.

2. 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 feels that the value placed on that material by the candidate is not representative of fair market value.
3. A complete, documented list of all expenditures and receipts from each candidate must be provided to the CRO no later than 4:30pm 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. The CRO shall ensure that all nominees receive a copy of all student media election policies on or before the day nominations close.
2. 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.
3. The Editor(s) of the student newspaper shall be responsible to ensure that no person reads any of the candidates' platforms before publication.
4. Each candidate will be allowed a maximum number of words to be set by the editor of the student newspaper.
5. 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.
6. 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.
7. 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.

2. Posters

1. All Campaign Posters shall meet the regulations presented by the CROr at the official CRO candidates' meeting.
2. 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.
3. Posters are not to go anywhere but on campus bulletin boards, unless the CRO instructs a candidate that they may do otherwise.
4. A bulletin board is defined as cork-like board framed by four distinct borders, for example, wooden or steel.
5. Candidates are not permitted to cover other current posters on any of the bulletin boards.

3. Banners

1. Only Executive candidates will be permitted to display a 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. The banner must include the candidate's name, full position title of the position the candidate is running for, the dates of the election and MUNSU election website website, which 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 and social media regulations.
2. Any costs associated with this website must be deducted from the \$50.00 non-copy centre amount (as per A.2.1.C: Campaign Expenditures)

5. Email

1. Candidates are permitted to email people on their personal contacts lists to promote their campaign.
2. 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.

6. Social Media

1. Candidates are permitted to promote themselves and their campaign through the following social media platforms: Facebook, Instagram, Twitter and 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.
 - a. These platforms must be titled with the candidate's full name and the position the candidate is running for.
 - b. These groups/pages must include the dates of election and the URL (universal resource locator) address to the MUNSU Election website within the 'about' section.
 - c. A link to this platform must be sent to the CRO.
 - d. 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.
 - e. 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.
2. Candidates and campaign team members of a candidate are not permitted to
 - a. engage with another candidate's campaign materials on social media. This will be seen as slating. For example, one may not "share," click "interested" or "attending," "like" or invite to "like" another candidate's campaign materials.
 - a. A candidate that engages with another candidate's campaign materials assumes liability for slating. The candidate whose campaign materials have been so engaged bears responsibility to report such engagement to the CRO immediately upon notice of the incident. Failure for this candidate to do so will result in this candidate being liable for slating

3. 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.
4. 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.
5. 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.
6. 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

C. Election Officials

1.ELECTION COMMITTEE

1. The membership of the elections committee will be comprised of MUNSU Board of Directors members in accordance with the MUNSU by-laws.
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.
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. Chief Returning Officer (CRO)

1. 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.
2. 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.
3. The CRO shall be responsible, along with the Students' Union Elections Committee, for the hiring of poll captains and ballot counters.
- a. The CRO shall be responsible to organize a meeting of all poll captains before the election.
2. The CRO will be paid an honorarium of \$1000 in the fall semester and \$1400 in the winter semester.
3. 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.
4. The CRO and DCRO must be 19 years of age or older so as to have access to the Breezeway Bar.
5. The CRO shall:

- . carry out their duties in a fair, unbiased, objective manner, in conjunction with the DCRO
- a. be, along with the DCRO, the only union members not eligible to vote.
- b. 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.
- c. immediately inform the building managers, department heads and the university administration that an election/referenda/plebiscite has been called.
- d. be responsible for the hiring of all poll captains and ballot counters
- e. be responsible for the scheduling of the hours of the Poll Stations, in conjunction with the election committee.
- f. be responsible for the location of each poll station during the election.
- g. be responsible for holding an official candidates' meeting on the day nominations close.
- h. be responsible for arranging meetings with all poll captains and ballot counters related to their service in these roles.
- i. be responsible for booking a suitable room for counting the ballots.
- j. hire appropriate student security to watch the room where the ballots will be counted.
- k. 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.
- l. be in receipt of candidate's requests for additional public campaign events such as debates, town halls, or other similar events, and, assist in organization of requested events to include all candidates vying for the same office.
- m. ensure that all complaints are kept confidential.
- n. 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.
- o. 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.
- p. 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.
- q. be responsible for keeping the public, the Board of Directors, and all election candidates informed of issues relating to the election.
- r. be responsible for ensuring that all poll captains and ballot counters are paid for the hours worked.
- s. oversee the campaigning of each candidate and ensure that it is in accordance with this by-law.
- t. supervise the work of any or all election officials.
- u. be responsible for overseeing the counting of ballots and announcing the election results when the counting is finished.
- v. 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.
- w. 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.
- 6. 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.
- . Ensure questions are first taken from members of the house during these residence tours.

7. 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.
8. A decision by the CRO may be overturned by a 2/3 majority vote at a regular or emergency Board meeting.

3. Deputy Chief Returning Officer (DCRO)

1. The DCRO shall be responsible to the CRO.
2. The DCRO shall assist the CRO in all of the CRO's duties.
3. If the DCRO is removed or resigns during the election, another Deputy Returning Officer will be hired immediately.
4. The DCRO will be paid an honorarium of \$500 in the fall semester and \$700 in the winter semester.
5. In the event that the CRO cannot fulfill their duties, then the DCRO will immediately take the CRO's place and be paid accordingly

4. Ballot Counters & Student Security

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

5. Poll Captains

1. The responsibilities of each poll captain shall be to:
 - a. ensure the ballot box is sealed at all times
 - b. ensure that all campaign material is removed from sight of the poll station
 - c. ensure that the casting of the ballot for example, the laptop or pad, is obscured to any but those voting.
 - d. maintain a voters list.
 - e. maintain the ballot in an organized and secure manner
 - f. instruct the voter only in the manner in which the ballot is to be marked
 - g. stay at the poll station at all times, unless relieved by an election official or another poll captain
 - h. bring all the election material to the office of the CRO when the poll station closes
 - i. ensure that no candidate or supporter campaigns within hearing distance of the poll station
 - j. ensure that the ballots are properly stamped and ID's properly checked, as well as entered into the computer system
 - k. ensure that no voter leaves the vicinity of the poll station with ballots
 - l. ensure unmarked physical ballots are returned to the CRO to be destroyed.
2. All polling captains must wear numbered badges provided by the CRO at all times while staffing a polling station.
 - . Each badge must clearly identify the bearer as an official MUNSU polling captain.
 - a. 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.

D. Polls

1. Physical Polls

1. Proximity:

- a. 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.
- 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 any distance.
 2. The CRO shall be responsible for the location of all poll stations.
 3. 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.
 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 allowed for all elections.
 7. As much as possible, secrecy of voting will be ensured.
 8. Except to cast their vote, no individual 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 CRO may not extend polling station hours.
 11. In the event of 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.

1. 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. Abuse of electronic balloting includes, but is not limited to, the following types of action:
 - a. efforts by voters to vote more than once
 - b. 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.
 - c. offering favors or gifts in exchange for votes
 - d. pressuring individuals to vote in the presence of a candidate, campaign worker or any other individual
 - e. bringing the means of electronic voting to a voter
3. 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.

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 Elections Webpage 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 first night of polling.

E. 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 them to the CRO.
2. The CRO will be responsible for booking a room for the counting of ballots. It will be closed to the public.
3. 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.
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. 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.
5. The CRO may begin the process of counting when the first polling station closes on the second day of polling.
6. 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.
7. Other than the CRO, no person involved in the counting of ballots shall:
 - a. communicate results from the voting room once the counting has started,
 - b. leave the counting room before the ballots are counted at least twice to ensure accuracy.
8. The CRO will reject spoiled ballots and put them in an envelope to be sealed. A ballot will be considered spoiled if:
 - . it is not marked for any candidate.
 - a. more candidates are voted for than are to be elected
 - b. it is so marked as to render it uncertain for which candidate or candidates the voter has voted
 - c. there is any writing or mark by which the voter/elector can be identified.
 - d. no ballot box stamp is clearly present on the reverse side of the ballot paper.
9. Election results will be revealed to the public by the CRO, when they ensure the results are accurate for all elected positions.
10. 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.
11. 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**).
12. The CRO shall have final say as to a ballot's validity.

2. Event of a Tie

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

- a. comparing the fines and complaints received during the election, with the winner being the candidate with lesser fines and fewer complaints.
- b. drawing a candidates name from a hat in the case of no fines or complaints for any candidate in the tie.

3. Recounting of Ballots

- 1. The candidates shall not recount the ballots.
- 2. 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.
- 3. 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.
- 4. The following persons may be present at a recount:
 - a. CRO
 - b. DCRO
 - c. any ballot counters the CRO deems necessary for the recount.
 - d. all candidates for positions being recounted or their respective delegate(s).
- 5. The results of the recount will be recorded by the CRO.
- 6. If the recount alters the candidates declaration of election, the CRO will inform the Board of Directors and the public immediately.
- 7. The recount shall be completed within 5 business days after the recount was requested.
- 8. A recount will not be held unless the appealing candidate passed in their complete expense form due in to the CRO within the specified time.

F. Offenses

1. Fines

- 1. 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.
- 2. If any clauses of these policies are violated, the following procedure shall apply for each clause violated or contravened:
 - . The candidate can be fined a 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.
 - a. 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.
 - b. If after b), there is a further instance of the violation of the clause, the candidate shall be informed in writing that they have been expelled from the election.
 - c. 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 fine, to be taken from the candidate's election credit.
- 3. Any person or candidate who contravenes or breaks any part of this Section is guilty of an offense and is liable:

. If already a member of the Board of Directors, subject to Reprimand, Censure, and Recall section of the MUNSU by-laws.

a. To be disqualified as a candidate in a Memorial University of Newfoundland Students' Union election by the CRO.

b. If an employee of the Memorial University of Newfoundland Students' Union, to be dismissed.

c. To be penalized as per the Offenses section of these policies.

4. Consequences of fines:

. 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 any 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.

i. 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.

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 CRO.

2. 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 relevant offense and appropriate penalties.

3. 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.

4. If the CRO has concluded that the candidate(s) has broken or contravened any part of these policies, the CRO 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 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.

6. 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.

7. 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.

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, known as slating, will be expelled from the election.

9. If a candidate exceeds their 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.