

**Bylaws of the  
Newman Theological College  
Students' Association**

Amended: Sept. 2013

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## PART I. MEMBERS' DUES, RIGHTS AND PRIVILEGES

### 1) Associate and Honorary Members

- 1.1 The Council of the Newman Theological College Students' Association (NTCSA) elects to associate membership of the NTCSA all auditing students otherwise not registered in courses.
- 1.2 The Council of the NTCSA confers honorary membership upon the Dean of Students.
- 1.3 The Council of the NTCSA may confer an honorary membership of the NTCSA upon any person(s) deemed worthy of the honour.
- 1.4 The dues and rights and privileges of associate and honorary members shall be governed by the bylaws.

### 2) Annual Dues

- 2.1 The annual dues of all members in:
  - 2.1.1 section 4(a) and (c) of the Constitution shall be \$25.00 per Fall and Winter semester;
  - 2.1.2 section 4(b) and (d) of the Constitution shall be \$10.00 per Fall and Winter semester;
  - 2.1.3 section 4(a), (b), (c), and (d) of the Constitution shall be \$10.00 per Spring and Summer semester;
  - 2.1.4 section 4(e) and (f) of the Constitution shall be \$0.00 per semester.

### 3) Altering Dues

- 3.1 The fees of those individuals included in paragraphs 4 (a), (b), (c), and (d) of the Constitution shall be assessed and assigned by the Council of the NTCSA annually.
- 3.2 Any alteration in dues shall require a two-thirds majority vote.

### 4) Rights and Privileges of Members

- 4.1 The rights and privileges of members shall be as listed below:
  - 4.1.1 All dues paying members as defined in section 4 (a), (b), (c), and (d) of the Constitution have the right to vote in all NTCSA elections and referenda.
  - 4.1.2 All members are entitled to access any NTCSA publications.
  - 4.1.3 All members of the NTCSA may attend Council meetings as observers, subject to the rules of order of the assembly.
  - 4.1.4 All dues paying members of the NTCSA as defined in section 4(a), (b), (c), and (d) of the Constitution have the privilege of applying to be selected as a student delegate for student conferences.
  - 4.1.5 Upon receipt of a written request and at five working days' notice, a member of the NTCSA shall have the right to inspect the books and records of the NTCSA.
- 4.2 These rights and privileges may be amended at any time, by a two-thirds majority vote in favour by the Council.

## PART II. THE EXECUTIVE

### 5) Role of the Executive

- 5.1 The Executive as defined in section 16 of the Constitution has the responsibility to provide leadership in keeping with the mission and vision of the NTCSA.

- 5.2 The Executive members shall be a balanced representation from religious, lay, and seminarian bodies in the student population where no single group can legally comprise the entire Executive as the NTCSA must be representative of all groups.

## **6) Duties of the Executive**

- 6.1 All Members of the Executive shall:
- 6.1.1 Be responsible for the development, implementation and revision, as necessary, of policies for the effective performance of the mandated duties of Executive members, individually and collectively.
  - 6.1.2 Attend all duly called meetings of the Executive and if unable to attend for valid reason, they shall notify the President of their inability to do so 24 hours in advance.
  - 6.1.3 Present in writing a report of their official activities to all meetings of the Council.
  - 6.1.4 Initiate and respond to all communications pursuant to their portfolios.
  - 6.1.5 Be willing to accept other duties unspecified by the bylaws if assigned in discussion at an appropriate Executive meeting.
  - 6.1.6 Find their own replacement Executive member should they be unable to attend one of the meetings appointed to their position as specified under Bylaw 9.1. Exception: Administrative Committee – must be the President.
  - 6.1.7 Be responsible for NTCSA fundraising.
  - 6.1.8 Receive information and set priorities for the NTCSA in order to assist the Vice-President Finance in the preparation of the NTCSA Annual Budget.
  - 6.1.9 Be required to approve all major extra-budgetary expenditures (over \$500).
  - 6.1.10 Be responsible for directing students to the following in the case of any complaint or concern:
    - 6.1.10.i First, to the Student Handbook
    - 6.1.10.ii Second, to the Dean of Students

## **7) Executive Meetings**

- 7.1 Executive meetings shall normally be held at least once a month and will be chaired by the Speaker (de facto: the President; See Part XV) in conjunction with general council meetings.
- 7.2 The date, time and location of the Executive meetings shall be established by a majority vote of the Executive at the beginning of each semester.
- 7.3 An emergency Executive meeting may be called by any member of the Executive on seventy-two hours notice.
- 7.4 All Executive members shall have prior notice of all meetings.
- 7.5 Quorum for an Executive meeting shall be two-thirds of the sitting Executive.

## **8) Absence of the President**

- 8.1 In the absence of the President, the next highest-ranking member of the Executive shall act as President (See 8.2 for ranking).
- 8.2 For the purposes of section (8.1) of the Bylaws, the ranking of the members of the Executive shall be, in order, the President, the Vice-President Academic, the Vice-President Finance, the Vice-President Student Life, the Vice-President Spiritual Life, and the Secretary.

## **9) Representation on Committees**

- 9.1 The Executive as a group shall be responsible for sending an Executive member or student to the following:
  - 9.1.1 the Board of Governors;
  - 9.1.2 the Senate;
  - 9.1.3 the Administration Committee;
  - 9.1.4 the Faculty Committee;
  - 9.1.5 the Liturgy Committee;
  - 9.1.6 the Library Committee;
  - 9.1.7 all other task forces, working groups, or ad hoc committees established within the College or external community that require membership representation.

## **10) Duties of the President**

- 10.1 The President shall:
  - 10.1.1 act as official liaison officer for the NTCSA with the College administration, the College faculty, College support staff, the Provincial and Federal Governments, and organizations external to the College;
  - 10.1.2 be the NTCSA representative on the Board of Governors;
  - 10.1.3 be the NTCSA representative on the Senate;
  - 10.1.4 be the NTCSA representative to the College's Alumni group;
  - 10.1.5 be the NTCSA representative on the College Administration Committee;
  - 10.1.6 chair the NTCSA Constitutional and Bylaws Committee;
  - 10.1.7 have automatic membership on all NTCSA committees, unless prohibited by NTCSA Bylaws;
  - 10.1.8 have the right to be informed of all NTCSA committee actions and proposals before any definite commitment on behalf of the NTCSA is made by any NTCSA committee.
- 10.2 The President shall possess discretionary residual powers over matters that are not specifically governed by the Constitution or Bylaws of the NTCSA.

## **11) Duties of the Vice-President Academic**

- 11.1 The Vice-President Academic shall:
  - 11.1.1 be the NTCSA representative on the Faculty Committee;
  - 11.1.2 be the NTCSA representative on the Library Committee;
  - 11.1.3 act as an ombudsperson for NTCSA members in the following capacity:
    - 11.1.3.i* as an advocate only for those College-related complaints of both an academic and non-academic nature as agreed upon by two thirds majority vote by the NTCSA Executive;
    - 11.1.3.ii* in the event of a possible conflict of interest, the Vice-President shall, at his or her discretion, seek assistance from other members of the Executive (See Part XVI of Bylaws).

## **12) Duties of the Vice-President Finance**

- 12.1 The Vice-President Finance shall:
  - 12.1.1 supervise all business transactions of the NTCSA in accordance with the Constitution;
  - 12.1.2 be responsible for keeping accurate and up-to-date records of the physical assets of the NTCSA;
  - 12.1.3 be responsible for transferring \$500 per year to the NTCSA Student Emergency Fund;

- 12.1.4 be responsible for reporting, in the NTCSA approved format, the following:
  - 12.1.4.i during the month of September, the Annual Budget outlining the estimated receipts and expenditures for the coming business year;
  - 12.1.4.ii as soon as possible after April 1st, and no later than April 30th, the complete accrued financial statements from the year's operations including a balance sheet, income statement and other reports as necessary;
  - 12.1.4.iii at the end of the Fall Semester, complete accrued statements for that period consisting of a balance sheet and an income statement; and
  - 12.1.4.iv at each monthly Council meeting, a revenue and expense report for that month and the year to date.

### **13) Duties of the Vice-President Student Life**

- 13.1 The Vice-President Student Life shall:
  - 13.1.1 be responsible for September NTCSA Welcome BBQ;
  - 13.1.2 be responsible for organizing NTCSA Socials and Student Life activities;
  - 13.1.3 chair the NTCSA Student Life Advisory Committee.

### **14) Duties of the Vice-President Spiritual Life**

- 14.1 The Vice-President Spiritual Life shall:
  - 14.1.1 be responsible for organizing NTCSA charitable community support events;
  - 14.1.2 facilitate the NTCSA Social Justice Committee;
  - 14.1.3 chair the NTCSA Spiritual Life Advisory Committee;
  - 14.1.4 consult and communicate with the Newman Faculty appointed Pastor.

### **15) Duties of the Secretary**

- 15.1 The Secretary shall:
  - 15.1.1 prepare and distribute the agenda for all meetings, in consultation with the President or designate, at least three days prior to the meeting date;
  - 15.1.2 record the minutes of all meetings;
  - 15.1.3 distribute and post all minutes of all meetings within seven days of the meeting date;
  - 15.1.4 record all amendments and other corrections to the minutes taken at all meetings;
  - 15.1.5 maintain accurate files in paper of all minutes and related documents, including financial reports and Vice-Presidential reports, for all meetings;
  - 15.1.6 maintain an up-to-date version of the Constitution and Bylaws, incorporating all valid amendments from the current year;
  - 15.1.7 submit copies of all minutes and reports, including the updated Constitution and Bylaws, to the Dean of Students at the conclusion of each year.

### **16) Delegating Responsibilities**

- 16.1 An Executive member may designate another member of the Council to fulfill a representative duty prescribed in the Bylaws.

### **17) Signing Authority**

- 17.1 On all financial transactions, the President and Vice-President Finance must be signatory.
  - 17.1.1 In the event of an emergency payment where the Vice-President Finance is unavailable for an unreasonable length of time, the President and the Vice-President Academic may act as co-signatories provided that:
    - 17.1.1.i Vice-President Finance has been informed of the transaction;



- 17.1.1.ii Vice-President Finance has been informed of the reason for the action in his or her absence;
  - 17.1.1.iii all members of the Executive have been informed of the Vice-President Finance's unavailability; and
  - 17.1.1.iv all members of the Executive have been informed of the communication attempts made to contact the Vice-President Finance.
- 17.2 In the event that the President is unavailable, the Vice-President Academic may substitute as the co-signatory so long as the President has been informed.
- 17.3 In the event that the President is the recipient of the funds, the Vice-President Academic must act as co-signatory to the Vice-President Finance.

### PART III. REPRESENTATION ON COUNCIL

#### **18) Role of Council Representatives**

- 18.1 The Council Representatives as defined in section 8 (b) of the Constitution has the responsibility to provide representative voices from all components of the student membership as defined in section 4 of the Constitution in order to assist the Executive in serving the needs of the student community.

#### **19) Student Representation on Council**

- 19.1 Student representatives to Council shall come from the general membership according to the following scheme:
- 19.1.1 one to three representatives from among the undergraduate degree and certificate programs;
  - 19.1.2 two to four representatives from among the graduate degree and certificate programs; and
  - 19.1.3 the general Council members shall be a balanced representation from religious, lay, and seminarian bodies in student population where no single group can legally comprise the entire Council.

#### **20) Duties of Councilors**

- 20.1 The duties of Councilors shall be to:
- 20.1.1 attend duly called Council meetings or, if unable to attend, will inform the Chair of the meeting at least one day in advance;
  - 20.1.2 respond appropriately to all student member inquiries about council meetings;
  - 20.1.3 arrange an open meeting (online or in person) with the represented students a minimum of once per year in order to solicit feedback and opinions; and
  - 20.1.4 perform all other duties assigned to student representatives by the Council.

#### **21) Vacancy**

- 21.1 A vacancy will be considered to exist if an elected member is absent from three consecutive regularly scheduled meetings of Council.

#### **22) Right of Recall**

- 22.1 The represented students shall have the right to recall their representative(s) to the Council and elect new one(s) at any time.

- 22.2 Any such recall shall be by a majority vote of the represented students at a meeting called with seven days notice.
- 22.3 Should any member of the NTCSA wish to complain about the performance of a Councilor they must submit a written complaint to the Speaker (See Part XVI of the Bylaws).
- 22.4 The Speaker (as defined in Part XV of the Bylaws) shall make a decision of whether or not the Councilor in question is in violation of the Constitution or Bylaws and shall decide on appropriate sanctions for said Councilor.
- 22.5 Should the Councilor or complainant wish to appeal a decision of the Speaker, they may file a complaint with Council.

## PART IV. MEETINGS OF COUNCIL

### **23) Location**

- 23.1 The venue of meetings shall be decided by the Council by a majority vote at the beginning of the year.

### **24) Regular Meetings**

- 24.1 Regular monthly meetings shall be held on the date specified by the Council at the beginning of the year unless that day is a public or College holiday, in which case the date and time of the meeting shall be set by the Executive.

### **25) Special Meetings**

- 25.1 Special meetings of the Council may be called:
  - 25.1.1 at the request of four or more Executive members;
  - 25.1.2 on receipt of a written request by the Council from three Council members; or
  - 25.1.3 on receipt of a petition signed by 15 members of the NTCSA.

### **26) Quorum**

- 26.1 A quorum for any Council meeting shall consist of two-thirds of the total of both elected Councilors and Executive NTCSA members for the given school year.
- 26.2 For purposes of designating the calculation of a quorum, the rule of simple rounding be applied wherever a fraction of a person results, whereby all fractions are rounded down unless otherwise stated in the Bylaws.

### **27) Voting**

- 27.1 Each elected Councilor and Executive member may cast one equal vote.
- 27.2 A motion may be posed and seconded by any voting member of Council.
- 27.3 The vote can only be called by the Speaker.

### **28) Voting Procedure**

- 28.1 No voting member of Council may cast a vote on a motion unless they have participated in the discussion as recorded in the minutes of an official council meeting.
- 28.2 A motion may be proposed, discussed and then tabled (set aside until the next meeting) for the vote for the following reasons:
  - 28.2.1 information is incomplete;
  - 28.2.2 further research is recommended;
  - 28.2.3 alternate proposals need to be investigated;

- 28.2.4 a voting member is absent – once per motion only – if the same member is absent at the next meeting, this member’s absence cannot be used to table the vote;
- 28.2.5 at the discretion of the Executive – two-thirds majority vote of Executive members present where fractions are rounded down;
- 28.2.6 if timeliness is not urgently required.
- 28.3 If a motion is posed, discussed, and tabled, then any voting member present at the first meeting where the motion was discussed but absent from the second meeting where the vote is called may designate as proxy another voting member of Council to cast his or her vote for them in absentia (See 29 below).

**29) Voting in Absentia**

- 29.1 If a voting member is absent from all meetings where the motion is discussed and the vote is called, he or she may not cast his or her vote on this motion, even in absentia.
- 29.2 If a voting member is unable to attend a meeting at which a motion will be called to vote, they may designate as proxy another voting member of council to cast a vote in absentia on their behalf if the following conditions are met:
  - 29.2.1 the absent voting member has been recorded as being present and involved in the discussion of the proposed motion at a previous meeting, AND
  - 29.2.2 a statement is read-in to the minutes where the member in absentia officially designates a specific voting member of Council as proxy to cast the vote on their behalf for the specific motion relating to “x”
- 29.3 If the above conditions are not met, no votes may be cast in absentia, but the motion may be tabled due to absence following 28.2.4 on one occasion only.

PART V. GENERAL MEETINGS

**30) Purpose of Annual General Meeting**

- 30.1 The purpose of the Annual General Meeting (AGM) shall be to:
  - 30.1.1 hear the reports of all members of the Executive from the preceding year;
  - 30.1.2 review financial statements to date as specified under responsibilities of VP Finance (as specified in 12 above);
  - 30.1.3 receive notification of all amendments to the Bylaws passed by the Council in the last year;
  - 30.1.4 vote on proposed changes to the NTCSA Constitution;
  - 30.1.5 introduce the Executive of and Council representative to the NTCSA for the coming year.
- 30.2 Members of the Executive must make written reports to the meeting and, if absent, a designated representative shall be present to answer questions from members.
- 30.3 Written reports shall be included in the minutes of the Annual General Meeting.

**31) Date of Meeting**

- 31.1 Council shall hold an Annual General Meeting of the NTCSA in the end of March or the beginning of April
- 31.2 This AGM will be called a minimum of forty-five days in advance in February.
- 31.3 Only members as defined in section 4 of the Constitution shall be eligible to attend the Annual General Meeting.

### **32) Notice**

- 32.1 Notice of the Annual General Meeting must be given at least three in weeks advance of the date fixed.
- 32.2 This notice must be publicized on the campus of the College in such a manner that it is reasonable to expect the entire membership to be aware of the meeting (including online).

### **33) Quorum**

- 33.1 Quorum for a General Meeting shall be five members not including the NTCSA Executive members.

### **34) Extraordinary General Meetings**

- 34.1 The Executive shall call an Extraordinary General Meeting of the NTCSA on receipt of a petition signed by the membership of the NTCSA, as defined in section 4 of the Constitution, or on a resolution of the Council passed by a two-thirds majority.
- 34.2 A petition or resolution must specify the grounds for calling the Extraordinary General Meeting and the agenda of the Extraordinary General Meeting shall be limited to consideration of the subject of the petition or resolution.
  - 34.2.1 The minimum number of signatures required on the petition shall be fifteen signatures coming from religious, lay, and seminarian students with no more than fifty percent of the signatures from any one group.
- 34.3 Notice of the meeting must be given at least two weeks in advance of the date fixed and be given pursuant to section 32.2 of the Bylaws.
- 34.4 The President may call an Extraordinary General Meeting of the NTCSA if so directed by the Executive.

## **PART VI. ELECTIONS**

### **35) Election Process**

- 35.1 In January, the Council will appoint a Chief Elections Officer from the general student membership who is not standing for any Executive office in the coming school year.
  - 35.1.1 Should a referendum be required, NTCSA Council will appoint a Chief Elections Officer as needed.
- 35.2 In the month of February, Council shall appoint a date at least three days prior to the AGM as set in section 31 above, for Council elections to take place.
- 35.3 The Chief Elections Officer (CEO) is responsible for overseeing the smooth running of all election related details.
- 35.4 The CEO may appoint associate election officers, either from within or from outside the NTCSA, to help with the elections and to act as a second counter (Scrutineer) for ballots.

### **36) The Chief Elections Officer**

- 36.1 The CEO is responsible for administering the NTCSA election and referenda.
- 36.2 At the February Meeting, the CEO will make a presentation to the Council describing the election process.
- 36.3 During the course of the election, the CEO shall ensure that all representatives adhere to the Constitution, Bylaws, and Policies of the NTCSA.
- 36.4 Pursuant to the above Bylaw, the CEO is authorized to discipline those representatives who violate the Constitution, Bylaws, and Policies of the NTCSA with sanctions

relative to the violation, up to a maximum sanction of disqualification from the current election.

### **37) Election of Executive**

- 37.1 The term of each member shall be from May 1 until April 30 of the following year.
- 37.2 Executives-elect shall serve as apprentices to the serving Executive during the month of April prior to the official commencement of their term.

### **38) Election Period**

- 38.1 All timing guidelines for the election period will be in reference to the date of the AGM as selected in section 31 above.
- 38.2 The date for the election will be between three and seven days prior to the scheduled AGM.
- 38.3 The election period will be divided into four parts:
  - 38.3.1 Preparation period for the CEO;
  - 38.3.2 Open nominations period ;
  - 38.3.3 Confirmation and Ratification and Election period;
  - 38.3.4 Post-Election period for the CEO.
- 38.4 The duration of the above periods shall be:
  - 38.4.1 from the date of the appointment of the CEO to the date when nominations are opened – a minimum of seven days is recommended;
  - 38.4.2 no less than a two week period between the date when the nominations are opened and the date when the nominations are closed;
  - 38.4.3 no less than a seven day period between the closing date of nominations and the date of the election;
  - 38.4.4 from the date of the election to seven days after the AGM.

### **39) Election Publications**

- 39.1 Election publications are the sole responsibility of the CEO.
- 39.2 The CEO shall:
  - 39.2.1 Provide a 300 word bio supplied by each candidate electronically to every possible member seven days prior to the AGM.
  - 39.2.2 Produce and provide sufficient advertising for each of the following events:
    - 39.2.2.i opening and closing of the nomination period;
    - 39.2.2.ii the determination if an election is necessitated by the nominations standing;
    - 39.2.2.iii the date of the election.
  - 39.2.3 Encourage the membership to vote.
  - 39.2.4 Ensure that an announcement is placed in all student association publications (including online).

### **40) Nominations of Elected Positions**

- 40.1 Nominations shall be submitted in approved NTCSA format to the CEO.
- 40.2 Each nominee shall submit a bio in both hard copy and electronic copy to be published – if election is necessary.
- 40.3 In the event there is only one candidate for a position, that candidate shall be acclaimed to the position, subject to ratification by the outgoing Council, and will not be present on the ballot.
- 40.4 In the event that no nominations are received for any particular position, nominations for that position shall remain open until the Annual General Meeting.

- 40.5 In the event that nominations are received by the Annual General Meeting, the membership present at the Annual General Meeting shall decide by ballot which of the nominated candidates shall fill the position.

#### **41) Confirming the Nominations**

- 41.1 Once the nominations have been closed, the CEO is required to contact each recipient of a nomination personally to confirm the nominees' desire to let their name stand for the position.
- 41.2 At this time, the CEO may inform the nominees of all other nominations received and may, in light of these other nominations, confirm, if an individual is nominated for more than one position, which position the nominee would like to let stand.
- 41.3 Upon hearing of the other nominations made, the nominee for a position may choose to remove their name from the nomination in favour of another candidate for the same position.
- 41.4 If there are any positions without a nomination, one of the nominees for a position with multiple nominations may transfer their name to the vacant position.

#### **42) Ratification of Nominations**

- 42.1 If only one candidate is nominated for a position, and thus there is no election by the NTCSA, the outgoing Council must ratify the nomination by a two-thirds majority vote before the candidate can be announced as the elected representative.

#### **43) Calling the Election**

- 43.1 If, upon reviewing the nominations received by the closing deadline, the CEO finds that no position has received more than one nomination, no election need be called as nominees will fill the positions if ratified by the outgoing Council.
- 43.2 If a position has received more than one nomination and both or all parties have confirmed their wish to let their names stand, then the CEO has the responsibility of informing the student membership of the fact of the election, reminding them of the date, and overseeing the voting process.

#### **44) Voting**

- 44.1 *In the case of an election, the approved NTCSA ballot form must be completed by the CEO and submitted to the Registrar for student email distribution.*
- 44.2 *All student members, upon receiving the ballot via email, will be directed to fill in their vote and email their response to the Dean of Students by the date and time specified*
- 44.3 *The Dean of Students will then print out all ballots received validly from a student member according to their registration of email address, remove all identifying information from the paper copy, and submit these hard copies to the CEO*
- 44.4 *The CEO will collect the paper ballots, free of all identifying information, from the Dean of Students.*

#### **45) Counting Ballots**

- 45.1 *Once the date and time for poll closing has been reached, the CEO will collect all paper copies of the ballots from the Dean of Students.*
- 45.2 The CEO will then call in at least one associate elections officer (Section 35.4) to act as scrutineer to the CEO's counting of the ballots.
- 45.3 The total counts will be recorded in the NTCSA approved form and signed off by both the CEO and the scrutineer.

#### **46) Results**

46.1 After all the votes have been tabulated, the CEO shall forthwith post the official results.

#### **47) By-Elections**

47.1 In the event that a position is not filled after the Annual General Meeting, or if a position is vacated at any time, except for the months of February, March, and April of any given year, a by-election shall take place within 30 working days.

47.1.1 The procedures governing a by-election shall be:

47.1.1.i At an appropriate council meeting, nominations will be proposed and either ratified or elected by the Council by a two-thirds majority vote.

#### **48) Annual General Meeting Elections**

48.1 In the event that there are no nominees for a position at the end of the regular nomination period, an election on the floor of the Annual General Meeting (AGM) shall be held.

48.2 The AGM election shall be considered as a part of the general election cycle.

48.3 The nomination period for the unfilled position shall remain open until its close at the AGM.

48.4 Results of the AGM elections shall be ratified on the floor of the AGM.

#### **49) Referenda**

49.1 A referendum may be conducted under the provisions of the Constitution and Bylaws and shall have a clearly worded single proposition to be voted on with "Yes" or "No" which shall constitute the ballot.

49.2 The procedures governing a referendum shall be the same as those governing all elections, with the following exceptions (noting that nomination period for referenda is registration period and that all things applying to nomination period apply to registration period):

49.2.1 referendum may be set at any time as so directed by Council;

49.2.2 referendum polling date shall be set by a two-thirds majority vote of Council.

49.3 The CEO must provide:

49.3.1 due notice of the requirements for registration of a referendum question;

49.3.2 electronically provide a 500 word maximum brief to every possible member two days prior to advance polling.

49.4 In the event that no registrations are received for either campaign the referendum shall proceed unchanged and return to Council vote.

### **PART VII. COMMITTEES OF THE NTCSA**

#### **50) Establishing Subcommittees and Ad Hoc Committees**

50.1 Committees of Council may at their discretion form subcommittees deemed relevant to the execution of their mandates.

#### **51) Appointment to Committees**

51.1 Membership on Committees shall be limited to those members included in section 4 of the Constitution.

51.2 Members shall be nominated and approved by the Executive or, in the case of subcommittees, the relevant committee of Council, prior to taking up their appointment.

51.3 For the better performance of its mandate from the Council, a Committee shall have the power to co-opt additional non-voting members who need not necessarily be members of the NTCSA as defined by the Constitution.

#### **52) The Committee Chair**

- 52.1 Committees shall, at their first meeting, elect one of their members as chair of the Committee, unless the chair is specified by the Bylaws under the duties of the Executive.
- 52.2 The chair of the Committee or the Executive facilitating member shall report to the Council the proceedings and decisions of all meetings of the Committee.
- 52.3 Any members of a Committee co-opted pursuant to section (51.3) of the bylaws may not chair the Committee.

#### **53) Responsibilities of Committees**

- 53.1 All Committees will seek to carry out the mandate given to them in keeping with the NTCSA's mission and vision.
- 53.2 All Committees will establish an appropriate schedule of meetings at the first meeting in accordance with the specific committee's mandate.
- 53.3 All Committees shall appoint a minute-taker/secretary.
- 53.4 All Committees will submit to Council for approval budgetary reports in the approved NTCSA format as follows:
  - 53.4.1 By October, all committees will submit a general budgetary proposal to the Council.
  - 53.4.2 A detailed breakdown of proposed expenditures must be presented at the regularly scheduled Council meeting taking place at least 30 days before a planned event;
    - 53.4.2.i **exception:** the Welcome BBQ in September: a detailed proposal must be submitted via email a minimum of two weeks in advance of the date.
- 53.5 Upon completion of appointed task(s), ad hoc committees shall make final reports to Council on their actions, and unless otherwise instructed by Council, shall then be dissolved.

#### **54) Dissolution of Committee**

- 54.1 Whether or not an ad hoc committee has fulfilled its mandate from Council, it may be dissolved at any time by the Committee on its own recommendation, or by a majority vote of Council.

### **PART VIII. RESPONSIBILITIES OF COMMITTEE MEMBERS**

#### **55) Responsibilities of Committee Members**

- 55.1 All committee members shall perform their duties with a regard for the best interest of the NTCSA and its members and within the scope of the NTCSA Bylaws.
- 55.2 All committee members shall be responsible to attend all regularly scheduled meeting of specific committees unless 24 hours prior notice is given.

#### **56) Removal of Committee Members**

- 56.1 If two consecutive regularly scheduled meetings are missed and prior notice is not given, then the committee member is automatically removed from the specific committee.



## PART IX. CONSTITUTION AND BYLAWS COMMITTEE

### **57) Role of the Constitution and Bylaws Committee**

- 57.1 The Constitution and Bylaws committee shall:
  - 57.1.1 advise Council on matters of Constitutional change and provide a report on recommended changes at any scheduled AGM or Extraordinary meeting;
  - 57.1.2 advise Council on matters of Bylaw revisions and provide a report on recommended changes at any scheduled Council meeting;
  - 57.1.3 provide an annual report from the Constitution and Bylaws Committee at the AGM for information;
  - 57.1.4 make any routine or editorial changes to the Bylaws as deemed necessary by the Committee;

### **58) Member in Charge**

- 58.1 The Constitution and Bylaws Committee shall come under the jurisdiction of the President who shall chair the committee and report the activities of the Committee to the Executive and Council.
- 58.2 Council has the ultimate authority over decisions made by the Constitution and Bylaws Committee.

### **59) Composition of Committee**

- 59.1 The Constitution and Bylaws committee shall consist of the President as chair, and no less than two NTCSA members appointed by Council.
- 59.2 The members of the Constitution and Bylaws committee shall serve for one year (May 1-April 30), and are not precluded from re-appointment.
- 59.3 The chair of the Constitution and Bylaws committee has the authority to require the attendance of any member of the Executive, Speaker, Chief Electoral Officer at any meeting for purposes of information.
- 59.4 The Dean of Students is an automatic member of this Committee to provide continuity.

### **60) Quorum**

- 60.1 Quorum for the Constitution and Bylaws Committee shall be the presence or attendance of all three student members of the committee

### **61) Frequency of Meetings**

- 61.1 The committee will meet as needed

## PART X. FINANCE COMMITTEE

### **62) Role of the Finance Committee**

- 62.1 The Finance Committee is to see that all expenditures of the NTCSA are in keeping with the mission of the NTCSA and in keeping with the goals and directives of the Executive.
- 62.2 This committee is to function as a public trustee of the NTCSA's finances.
- 62.3 All minutes must be recorded and submitted to the Secretary.

- 62.4 All transactions recorded in the Financial statements of the NTCSA finances must have a corresponding mention in the minutes of a Finance Committee meeting. This mention shall:
- 62.4.1 be present preferably in advance of the transactions, but may be made in review;
  - 62.4.2 be made in an appropriate level of detail;
  - 62.4.3 confirm that all expenditures made are approved of by the Committee; and
  - 62.4.4 explain how that expense relates to the mission and vision of the NTCSA.

**63) Member in Charge**

- 63.1 The Finance Committee shall come under the jurisdiction of the Vice-President Finance who shall chair the committee and report the activities of the Committee to the Executive and Council.
- 63.2 Council has the ultimate authority over decisions made by the Finance Committee.

**64) Composition of Finance Committee**

- 64.1 The Finance Committee shall be comprised of the Vice-President Finance and the President.

**65) Quorum**

- 65.1 Quorum for Finance Committee shall be the presence or attendance of both members of the committee.

**66) Mandate of Finance Committee**

- 66.1 The Finance committee shall:
  - 66.1.1 review the monthly income and expenditures of the NTCSA;
  - 66.1.2 report to Council monthly on their activities;
  - 66.1.3 may approve expenditures of up to \$500 dollars, provided that:
    - 66.1.3.i the expense is clearly related to directives already approved by Council;
    - 66.1.3.ii the amount spent is justifiable in relation to the purchase;
    - 66.1.3.iii adequate records are maintained;
    - 66.1.3.iv the expense does not violate any Bylaw in Part XVI below.

**67) Frequency of Meetings**

- 67.1 The Committee shall meet at a frequency of once a month or more at the discretion of the Vice- President Finance. This meeting may take place at or around a regularly scheduled Council or Executive meeting.

PART XI. STUDENT LIFE ADVISORY COMMITTEE

**68) Role of the Student Life Advisory Committee**

- 68.1 To set priorities for NTCSA Student Life. This committee shall act as an advisory group for the Vice-President Student Life and shall also assist with NTCSA event planning.
- 68.2 The Committee shall recommend policies to Council on all Student Life and NTCSA events.

**69) Member in Charge**

69.1 The Student Life Advisory Committee shall come under the jurisdiction of the Vice-President Student Life who shall chair the committee and report the activities of the committee to the Executive and Council.

**70) Composition of the Committee**

70.1 The Committee shall be comprised of the Vice-President Students Life and at least two members of the NTCSA. Members shall serve for a one-year term from May 1 to April 30.

**71) Quorum**

71.1 Quorum for the Committee shall be half of the sitting members of the Committee – rounded up to the nearest whole person when the committee membership is less than five people.

**72) Frequency of Meetings**

72.1 The committee shall meet at a frequency of at least once a month, with additional meetings at the discretion of the Vice-President Student Life.

PART XII. SPIRITUAL LIFE ADVISORY COMMITTEE

**73) Role of the Spiritual Life Advisory Committee**

73.1 To set priorities for NTCSA Spiritual Life. This committee shall act as an advisory group for the Vice-President Spiritual Life and assist with planning and running liturgical celebrations.

73.2 The Committee shall recommend policies to Council on all spiritual life events.

**74) Member in Charge**

74.1 The Spiritual Life Advisory Committee shall come under the jurisdiction of the Vice-President Spiritual Life who shall chair the committee and report the activities of the committee to the Executive and Council.

**75) Composition of the Committee**

75.1 The Committee shall be comprised of the Vice-President Spiritual Life, at least two members of the NTCSA. Members shall serve for a one-year term from May 1 to April 30.

**76) Quorum**

76.1 Quorum for the Committee shall be half of the sitting members of the Committee – rounded up to the nearest whole person when the committee membership is less than five people.

**77) Frequency of Meetings**

77.1 The committee shall meet at a frequency of at least once per Semester in Fall and Winter, with additional meetings at the discretion of the Vice-President Spiritual Life.

## PART XIII. SOCIAL JUSTICE COMMITTEE

### **78) Role of the Social Justice Committee**

- 78.1 To set priorities for NTCSA Social Justice activities and ministries. This committee shall act as an advisory group for the Vice-President Spiritual Life and shall also assist with NTCSA event planning – when the Committee is active.
- 78.2 The Committee shall recommend policies to Council on all Social Justice events and activities.

### **79) Member in Charge**

- 79.1 The Social Justice Committee shall come under the jurisdiction of the Vice-President Spiritual Life who shall facilitate the committee and report the activities of the committee to the Executive and Council.

### **80) Composition of the Committee**

- 80.1 The Committee shall be comprised of the Vice-President Spiritual Life, at least two members of the NTCSA. Members shall be ratified by Council for a one-year term from May 1 to April 30.

### **81) Quorum**

- 81.1 Quorum for the Committee shall be half of the sitting members of Committee – rounded up to the nearest whole person when the committee membership is less than five people.

### **82) Frequency of Meetings**

- 82.1 The committee shall meet at a frequency of at least once a month, with additional meetings at the discretion of the Vice-President Spiritual Life.

## PART XIV. ELECTION COMMITTEE

### **83) Role of the Election Committee**

- 83.1 The Election Committee's mandate is to run NTCSA elections and referenda under the direction of the Chief Elections Officer in accordance to election and referenda Bylaws.

### **84) Member in Charge**

- 84.1 The Election Committee shall come under the jurisdiction of the Chief Electoral Officer who shall chair the committee and report the activities of the committee to Council.

### **85) Composition of the Committee**

- 85.1 The Elections Committee shall consist of the Chief Electoral Officer (CEO) as chair and a minimum of one other person, NTCSA member or not, to act as Scrutineer at ballot counts (See 35.4 and 45.3 above)..

### **86) Quorum**

- 86.1 Quorum for the Election Committee shall be half of the sitting members of the Committee - rounded up to the nearest whole person when the committee membership is less than five people.

## **87) Frequency of Meetings**

- 87.1 The Committee shall meet as needed with at least one meeting in the February or March.

## **PART XV. THE SPEAKER**

### **88) Role of the Speaker**

- 88.1 The role of the Speaker is to preside over, facilitate, and arbitrate all Council and Executive meetings so that all voices are heard, all opinions are respected, and to ensure that all NTCSA Bylaws and the Constitution is followed.
- 88.2 In the NTCSA there are two different kinds of Speaker:
- 88.2.1 under normal, peaceable conditions, the Speaker shall de facto be the NTCSA President;
  - 88.2.2 in any case where the NTCSA President either recuses themselves from the role of Speaker or is deemed to be in conflict of interest as defined by the Bylaws (See Part XVI), an independent and elected Speaker is to be found.
    - 88.2.2.i For clarification purposes the President as normal Speaker shall be called the “Ordinary Speaker” and the independent and special circumstances Speaker shall be called the “Elected Speaker.”
- 88.3 The President, as Ordinary Speaker, has the right to rule that a proposed discussion is closed and may either table the question or deem the situation deadlocked and thus remove the proposal from the floor.

### **89) Election of Speaker**

- 89.1 The Speaker shall be a NTCSA member.
- 89.2 The Ordinary Speaker shall automatically be the President.
- 89.3 In the case of a conflict of interest for the President as Speaker, an external Speaker must be elected.
- 89.4 The Elected Speaker must be a student member of the NTCSA.
- 89.5 The Elected Speaker cannot currently hold a position on Council.
- 89.6 The Elected Speaker may be dismissed at any time by a two-thirds majority vote of Council at two consecutive Council meetings.

### **90) Limitations on Speaker**

- 90.1 The Elected Speaker may not stand for election to, or be a member of the Executive or Council within the same academic year of service.
- 90.2 The only advice and opinions permitted expression by the Elected Speaker, in or out of the Meeting must pertain to the rules of order, the NTCSA Constitution, or the NTCSA Bylaws.
- 90.2.1 The Elected Speaker has an obligation to be familiar with the rules of order<sup>1</sup>, the NTCSA Constitution, and Bylaws.

### **91) Overruling of Decisions**

- 91.1 Pursuant to the rules of order,<sup>2</sup> any decision of the Ordinary Speaker may be overruled by a simple, majority vote of Council.

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<sup>1</sup> Robert’s Rules of Order is the general guide followed by most societies. The NTCSA reserves the right to modify these rules in these Bylaws according to the needs of the community. Generally, Robert’s Rules provides a good guideline for NTCSA meetings.

- 91.2 In the case of an Elected Speaker, a two-thirds majority vote is required to overrule any decision.
- 91.2.1 An overruling of an Elected Speaker by Council constitutes a vote of non-confidence. Pursuant to 88.6 above, a second vote of non-confidence or of dismissal in the next consecutive meeting by the Council constitutes a dismissal of the Elected Speaker and prompts the election of a new Elected Speaker before discussion can resume.

## PART XVI. CONDUCT OF ELECTED MEMBERS AND COMMITTEE MEMBERS

### **92) General Rules of Conduct**

- 92.1 All members of the NTCSA are expected to conduct themselves in a polite, respectful, and reasonable way that reflects the Christian values of the Community and the mission and vision of the NTCSA.
- 92.2 Representatives whether elected or volunteer are expected to place the good of the community ahead of their own personal gain and to treat all persons with whom they interact – students, staff, faculty, and community members – with the dignity.
- 92.3 In order to maintain transparency and order, the following bylaws shall be adhered to by all NTCSA members.

### **93) Statutory Declaration**

- 93.1 Members of the Executive and Council shall, upon taking office, sign a statutory declaration that they have read and, therefore, understand the mission and vision of the NTCSA.
- 93.2 Members of the Executive and Council shall, upon taking office, sign a statutory declaration that they have read and, therefore, understand both their role specific rights and responsibilities and all general rights and responsibilities as specific in the Bylaws.

### **94) Role of the Speaker in the Enforcement of Rules of Conduct**

- 94.1 The Speaker (Ordinary or Elected), assisted by the Dean of Students, shall be responsible for the enforcement of Part XVI of the bylaws.
- 94.2 It is the responsibility of the Speaker to obtain any information from any agency that may be relevant to the enforcement of Part XVI of the bylaws.
- 94.3 If the Speaker becomes aware of a breach of Bylaws or Constitution, he or she shall convene a special meeting of the Executive. This meeting shall be chaired by the Speaker and the information concerning the elected member (Executive or Council) believed to be in breach shall be presented by the Speaker to the Executive in the presence of the member in question.
- 94.4 If the breach of conduct is deemed serious and may affect the elected member's ability to perform their duties responsibly, the protocol for Determination of Conflict of Interest is to be followed (See 96 - 99 below).
- 94.5 If the Speaker feels, for any reason, that they are personally in a situation of Conflict of Interest (See 95 below) in relation to the present complaint, the Speaker has an obligation to recuse themselves and prompt an election of a new Speaker.

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<sup>2</sup> See above footnote re: Robert's Rules of Order.

- 94.6 If a member of Council has reason to believe that the President as Ordinary Speaker is in breach of the Bylaws or Constitution, they are to report to the Dean of Students for determination

**95) No Financial Gain and Conflict of Interest**

- 95.1 No member of the Executive or any Committee of the NTCSA shall use his or her position for financial gain.
- 95.2 No member of either the Executive or Council shall vote on a motion where, by doing so, they are clearly in a conflict of interest, either financially or otherwise (See 95 below for definition of Conflict of Interest).

**96) Definition of Conflict of Interest**

- 96.1 For the purposes of the NTCSA, “Conflict of Interest” shall be defined as: any situation where an elected representative has a personal or private interested sufficient to appear to bias their decision-making ability in favour of that private interest over the goals of the mission and vision of the NTCSA.

**97) Basic Reporting Protocol For Conflict of Interest**

- 97.1 Complainant shall submit a written complaint to the President and Speaker (if separate) and the Dean of Students.
- 97.2 Either the Speaker or the Dean of Students is to inform the member in question within 24 hours of the receipt of the written complaint.
- 97.3 The Ordinary Speaker (President) or the Elected Speaker (Special Circumstances) is then to collect the necessary information and present the complaint to the Executive with the elected member present.

**98) Determination of Conflict of Interest for Elected NTCSA Members**

- 98.1 Determination of Conflict of Interest shall be made at the level of the Executive in consultation with the Dean of Student for all elected members of NTCSA.
- 98.1.1 Exceptions:
- 98.1.1.i all appeals must be brought before full Council;
  - 98.1.1.ii the right to privacy may be waived by the accused if agreed to by the accused a minimum of 24 hours prior to the Council meeting.
- 98.2 If it is the President or Ordinary Speaker who has been reported, the Dean of Students takes the role of Speaker for the determination.
- 98.3 Benefit of the doubt will be given to the accused.
- 98.4 Determination of conflict of interest requires a two thirds majority vote by the voting body as specified in 97.1.
- 98.5 Immediately upon the establishment of a conflict of interest, the individual found to be in conflict shall remove himself or herself from all decisions or responsibilities relating to the conflict of interest, and if necessary, resign from the Executive or the Committee from which such conflict was found to arise.
- 98.6 Any appeals of the voting body’s decision, or questions arising under Part XVI of the bylaws, shall be settled by Council.

**99) Differentiation of Procedure Based on Severity of Offense**

- 99.1 If it is thought that an elected member may be in a situation of conflict of Interest **before** any concrete action (such as expenditure) has taken place, the following protocol is to be followed:

- 99.1.1 If the elected member confirms the state of conflict of interest and openly recuses themselves from the vote on the issue in question, no further action is required.
- 99.1.2 If the member in question denies the state of Conflict of Interest, a case may be presented to the voting body as specified in 97.1 and must be established by a two-thirds majority vote by the governing body according to 97.4 in order to bar the elected member in question from voting on the specific issue in question
  - 99.1.2.i The revoking of the right to vote on a specific issue by this process applies only to the single subject in question and cannot be cross-applied to any other votable question without repeating the entire process again for the specific subject.
- 99.2 If it is thought that an elected member may be in a situation of conflict of interest **after** a concrete action has taken place (such as an expenditure) has taken place, the following additions to the above protocol are to be made:
  - 99.2.1 If the accusation is uncontested; the elected member in question acknowledges an abuse of power:
    - 99.2.1.i appropriate reparations will be determined by the voting body as defined in 97.1
    - 99.2.1.ii as will the determination of whether the accused needs to resign from duty or not.
  - 99.2.2 If the accused contests:
    - 99.2.2.i They will be given a minimum of one week's notice prior to the meeting to prepare a defense.
    - 99.2.2.ii During this week, the accused elected member will be suspended from all duties including signing authority.
    - 99.2.2.iii Evidence, such as receipts or witness testimony must be presented by the Speaker.

## **100) Result of Determination of Conflict of Interest Vote**

- 100.1 If the determination is carried by two-thirds majority vote
  - 100.1.1 then appropriate reparations will be determined by the voting body as defined in 97.1
  - 100.1.2 as will the determination of whether the accused needs to resign from duty or not.
- 100.2 If the determination fails (anything less than two-thirds majority vote that the accused is in a state of conflict of interest):
  - 100.2.1 The case against the accused elected member will be dismissed without prejudice and all normal duties will be resumed.
  - 100.2.2 The accused is barred from retaliating with a complaint in return for any and all conduct committed prior to the determining vote. All is forgiven on both sides.
  - 100.2.3 Any negative treatment the accused receives after the determination has failed is open for complaint according to bylaw protocol

## **101) Performance of the Executive or Council Members**

- 101.1 Should any member of the NTCSA wish to complain about the performance of an Executive, a Councilor, or the Council as a whole, they must submit a written complaint to the Speaker of Council.
- 101.2 The Speaker shall make a decision of whether or not the elected representative in question is in violation of the Constitution or Bylaws and shall decide appropriate sanctions for said elected representative.
- 101.3 Should the elected representative or complainant wish to appeal a decision of the Speaker, they may file a complaint with Council (See 102 below).



**102) Performance of the Volunteer Committee Members**

- 102.1 Should any member of the NTCSA wish to complain about the performance of volunteer committee member of the NTCSA, they are to submit a written complain to the elected Executive representative on the Committee in question.
- 102.2 The Executive member shall make a decision of whether or not the volunteer in question is in violation of the Constitution or Bylaws and shall decide an appropriate sanction for said volunteer.
- 102.3 Should the volunteer or complainant wish to appeal a decision of the Executive member, they may file a complaint with the Speaker (See 102 below).

**103) External Conduct Complaints filed with Council**

- 103.1 Complainant shall submit a written complaint to the Speaker and President (if separate).
- 103.2 The Speaker shall read the complaint to the Council at an appropriate meeting.
- 103.3 Council will have to opportunity to discuss a response.
- 103.4 A two-thirds majority vote is required for determination of Council's response.
- 103.5 A formal written response addressed to the complainant will be composed on behalf of the Council by the President which includes an acknowledgement of the complaint, the date and location of the meeting in which the complaint was read, and a brief outline of the decided response made by Council.
- 103.6 Should either the complainant or any specifically accused elected representative choose to appeal the decision of Council, they are to follow the procedure for the Conflict of Interest as described in 96 - 99 above.