



Arts Student Body Council

As assented by the Arts Student
Body Council
05/05/2021

The Bylaws Of The Arts Student Body Council

Amended
March 5, 2021
February 24, 2020

PREAMBLE:

No act of legislation created and implemented by the Arts Student Body Council may contradict the Constitution of the Arts Student Body in any manner or circumstance.

Definitions:

1. Unless specified herein, only the latest edition of the Oxford English Dictionary's definition of terms shall be relevant to the interpretation of this document.
2. The following are modified definitions adopted by this document:
 - a. UMSU: University of Manitoba Students' Union.
 - b. The Senate: The University of Manitoba's senior academic governing body.
 - c. ASBC: Arts Student Body Council.
 - d. Arts Student Body: All students enrolled in the Faculty of Arts.
 - e. Council: The Arts Student Body Council.
 - f. Councillor: A member of the Arts Student Body Council.
 - g. Elected Member: A voting member of the Arts Student Body Council elected in accordance to the procedures outlined in the Arts Student Body Council's Elections Manual.
 - h. Appointed Member: A non-voting member of the Arts Student Body Council described in *Bylaw 1.1*; a member of the Arts Student Body Council for all intents and purposes, excepting voting rights.
 - i. Standing Committee Member: A member of a Standing Committee.
 - j. Ad Hoc Committee Member: A member of an Ad Hoc Committee.
 - k. Constitution: All articles of the Constitution of the Arts Student Body.
 - l. Bylaws: All articles of these Bylaws.
 - m. Elections Manual: All articles of the Arts Student Body Council's Elections Manual.
 - n. College: Any college associated with the University of Manitoba.
 - o. Regular Meeting: A scheduled meeting of the ASBC.
 - p. Changeover Meeting: The first meeting held after the conclusion of the ASBC Election, signifying the beginning of the transition period.
 - q. Open Session: A meeting or portion of meeting of the ASBC or one of its committees for which any individual is permitted to be present.
 - r. Closed Session: A meeting or portion of meeting of the ASBC or one of its committees for which only Councillors are permitted to be present; minutes are taken and business is conducted as it would be in Open Session.
 - s. In Camera: A meeting or portion of meeting of the ASBC or one of its committees for which only Councillors are permitted to be present; no minutes are taken, and the deliberations are considered confidential and non-binding.

BYLAWS

Bylaw 1: Membership

1. All voting members must be elected via the protocol established in the Elections Manual.
2. The following positions shall be non-voting Appointed Members of the ASBC:
 - a. The Director of Communications,
 - b. The Director of Finance,
 - c. The Arts Tribune Editor-in-Chief,

- d. The Chairperson,
 - e. The Executive Assistant,
 - f. The Director of Participatory Budgeting,
 - g. The Academic Programmer(s),
 - h. The Social Programmer(s),
 - i. The Director of Sustainability.
3. The term of office for all Councillors shall:
- a. Commence with the adjournment of the previous Council at the Changeover Meeting, or by April 30th;
 - b. Last approximately 12 months;
 - c. End with the adjournment of their own Changeover Meeting, or by April 30th, with the exception of the Director of Finance, whose term ends on April 30th.

Bylaw 2: Selection of Councillors

- 1. All Appointed Members must be approved by motion of Council.
- 2. All Appointed Members should be selected from the Arts Student Body, unless Council finds a more suitable candidate from outside the Faculty of Arts.
- 3. The selection procedure shall be as follows:
 - a. Advertisement and Applications Period:
 - i. The Advertisement and Application Period shall begin immediately with the striking of the Selections Committee, last a minimum of 10 calendar days, and end with the selection of all appointed offices;
 - ii. The chairperson of the Selections Committee shall advertise for applicants for the offices of Appointed Members;
 - iii. Applications shall be accepted and considered until all appointed offices are selected.
 - b. Interview and Deliberation Period:
 - i. The Interview and Deliberation Period shall begin after advertisements of available positions have been established for 10 days and end with the selection of all appointed offices;
 - ii. Upon receiving applications, the Selections Committee must conduct interviews of suitable candidates;
 - iii. The Selections Committee, if there are two or more applications per position, shall present at least two candidates to Council and Council shall make the final decision, either by selecting one of the two candidates or directing the Selections Committee to conduct further interviews for the position;
 - iv. The Selections Committee, if there is only one application, may recommend the single application to Council.
 - c. Any applicant who has any grievance with the Selections Committee may appeal their decision to the Appeals Committee, which can order a new selection interview to occur within two weeks of its decision.

Bylaw 3: Removal of a Councillor

- 1. Council may vote to remove a Councillor in accordance with this protocol if the Councillor:
 - a. Fails to fulfill and promote the objectives of the ASBC;
 - b. Fails to uphold the principles of the ASBC;

- c. Misses two consecutive meetings of Council as an Elected Member, without providing a proxy, without regrets;
 - d. Misses two consecutive meetings of Council as an Appointed Member, without providing a proxy, without providing a report;
 - e. Acts in a way that Council deems to be detrimental to the interests of the Arts Student Body;
 - f. Conducts finances or commits to expenditures on behalf of the ASBC in a manner that conflicts or disobeys the procedure herein or in the Constitution;
 - g. Fails to fulfill their position as defined by the Constitution or these bylaws;
 - h. Fails to declare a conflict of interest;
 - i. Fails to remain in the Faculty of Arts as an Elected Member for the full duration of their term.
2. A motion to consider the removal of a Councillor may be entertained only at a Regular Meeting.
 - a. It shall be the responsibility of the Chairperson to supervise any removal proceedings.
 - i. If the Chairperson's membership is in question, then the responsibility shall fall upon the President.
 - b. Notice of such a motion must be presented to the Chairperson by the Executive Assistant, who shall be responsible for monitoring attendance.
 - c. At this point, Council can vote to put a removal motion forward for consideration at the next meeting.
 - d. Such a motion must be voted on via secret ballot.
 - e. Such a motion requires the consent of two-thirds of present voting members to be carried.
 3. After the consideration of removal has been passed, the Councillor officially becomes "under review" and an official motion for their removal shall be put on the agenda for the next meeting.
 - a. The Chairperson shall notify the Councillor at least one week prior to the date of the meeting in which their removal is to be voted on.
 - b. The Chairperson shall explicitly inform the Councillor in question that they have the option of resigning, which would thereby nullify such a motion.
 - c. Quorum for such a motion shall be two-thirds of all voting members.
 - d. Roll call may be requested after such a motion is presented.
 - e. Debate and voting on such a motion must be conducted in Closed Session.
 - f. The Councillor in question shall be entitled to speak on their own defense for a reasonable amount of time.
 - g. Such a motion must be voted on by a secret ballot.
 - h. Such a motion requires two-thirds of those present and voting to carry.
 4. Any Councillor removed has the right to appeal their removal at one of the next two Regular Meetings immediately following their dismissal.
 - a. Quorum for such a motion must be two-thirds of all voting members.
 - b. The appeal procedure must be conducted in Closed Session.
 - c. Only a unanimous roll call vote shall be sufficient to overturn a Councillor's dismissal.
 5. Resignations from Councillors must be delivered in a signed letter to the Chairperson.

Bylaw 4: Replacing Elected Members

1. Council may replace a vacant elected Councillor's position if and only if the elected Councillor resigned or was voted off Council after January 15th of that calendar year.
2. The Councillor shall be appointed in accordance with Bylaw 2.
3. The newly appointed Councillor shall inherit the roles of the elected position.
4. The newly appointed Councillor shall be an Appointed Member with no voting power.
5. Council may not replace a Senator or UMSU Director.

6. In the case that President is the vacant position, the Vice-President shall assume the role of President.
 - a. The Vice-President shall maintain their voting power, and a new Vice-President may be appointed via the procedure outlined in Bylaw 4, 1–4.

Bylaw 5: Meetings of Council

7. Meetings shall be conducted in Open Session unless otherwise decided upon by Council.
8. The President must call a Regular Meeting within ten days of commencement of their term.
 - a. If the President is unable to perform this task, then the responsibility shall fall upon the Vice-President, Director of Academic Programming, or Director of Social Programming, in that order.
9. Council shall adopt a schedule of Regular Meetings for their term before May 1st or their third meeting, whichever may occur first.
10. Once approved, this schedule shall be posted prominently on the Arts Resource Centre calendar.
11. A Councillor may appoint any member of the Arts Student Body to represent them as proxy at any Council meeting.
 - a. For the appointment of a proxy to be valid, the Chairperson must be notified before the commencement of the meeting.
 - b. The Chairperson must announce at the beginning of every meeting to all Councillors the name of the proxy, who they are a proxy for, and whether or not they are representing a voting member.
 - c. If the Director of Academic Programming or Director of Social Programming is absent for all or part of a meeting, the respective Programmer shall automatically have all rights and voting privileges of the Director without need for a proxy.
 - d. In the case of multiple Programmers, the Programmers are responsible for determining who is to assume the voting privileges, unless otherwise directed by the absent Director.
12. Minutes must be approved before they can be considered an official transcript of events.
13. Minutes must be publicly displayed and available.
14. All Council meetings shall be conducted in accordance with the most recent version of Robert's Rules of Order.
 - a. In the event of a conflict between the Constitution, these Bylaws and Robert's Rules of Order, the hierarchy of precedence shall be in the following order:
 - i. The Constitution,
 - ii. These Bylaws,
 - iii. Robert's Rules of Order.
15. In the event that a Councillor cannot attend a meeting due to reasonable circumstances, the Councillor may submit a vote electronically or sit in on the meeting via electronic representation, and not be marked as absent.

Bylaw 6: Standing Committees

1. Any Standing Committee wherein the chairperson is not specified must select from amongst themselves a chairperson at their first meeting.
2. It shall be the responsibility of the chairperson to organize committee meetings.
3. Standing Committee Members must be given at least 72 hours of notice by the chairperson for a committee meeting.
4. If the chairperson is not present for a meeting, the remaining members of the Committee shall select one of their own members to act as the chairperson for that meeting.
5. All committees must perform any duty unspecified herein deemed to be incidental to its purpose at the discretion of Council.

6. All Standing Committees must be struck by the second month of the term of office.
7. All Standing Committee Members must be approved by motion of Council.
8. Vacancies in committees shall be announced to Council at least three days before the selection of committee members.
9. In the event of competition between Councillors for a position on a committee, Council shall vote by secret ballot.
10. The Executive Committee shall:
 - a. Be composed of:
 - i. The President,
 - ii. The Vice-President,
 - iii. The Director of Academic Programming,
 - iv. The Director of Social Programming,
 - v. The Director of Community Engagement
 - b. Have the President as chairperson of the Committee;
 - c. Be subject to the following provisions:
 - i. Council has the power to amend or overturn any decision made by the Executive;
 - ii. If Council overturns a decision of the Executive Committee, then the Executive Committee must take all possible measures to reverse any actions taken within the scope of the decision;
 - iii. The Executive Committee may not act in any areas not specifically assigned to it either through these Bylaws or by motion of Council.
11. The Finance Committee shall:
 - a. Be composed of:
 - i. The President,
 - ii. The Vice-President,
 - iii. The Director of Finance,
 - iv. The Director of Participatory Budgeting,
 - v. Two additional Councillors;
 - b. Have the Director of Finance as chairperson of the Committee;
 - c. Be responsible for preparing a budget based on last year's audit returns, to be adhered to by Council for the term of its duration, prior to September of each new calendar year;
 - d. Be responsible for carrying out an audit/inventory of all ASBC property at the beginning of each calendar year.
12. The Policy and Procedures Committee shall have as its duties:
 - a. Be composed of:
 - i. The President,
 - ii. The Vice-President,
 - iii. Three other Elected Members;
 - b. Select a chairperson from amongst themselves at their first meeting;
 - c. Interpreting the Bylaws;
 - d. Proposing amendments to the Bylaws where necessary or desirable;
 - e. Making recommendations on amendments proposed by Councillors;
 - f. Maintaining an up-to-date copy of the ASBC Bylaws and shall also ensure that the ASBC Bylaws are available to any member of the Arts Student Body who requests to see them.
 - i. This shall be performed by the Chairperson of the Policy and Procedures Committee.
13. The Selections Committee shall:
 - a. Be composed of:
 - i. The President,

- ii. The Vice-President,
 - iii. Four other voting Councillors;
 - b. Have its membership finalized during the first meeting of a Council's term;
 - c. Have the President as its chairperson.
- 14. The Appeals Committee shall:
 - a. Be composed of:
 - i. The President,
 - ii. The Vice-President,
 - iii. Three other voting Councillors;
 - b. Have full knowledge of the rules and procedures outlined in the ASBC Election Manual;
 - c. Hear all appeals of decisions of the Selections Committee and Chief Returning Officer of an election, and to rule on them as they see fit.
- 15. The Programming Committee shall:
 - a. Be composed of:
 - i. The President,
 - ii. The Director of Social Programming,
 - iii. The Director of Academic Programming,
 - iv. The Assistant Social Programmer,
 - v. The Assistant Academic Programmer,
 - vi. Three other members of the Arts Student Body;
 - b. Have the Director of Social Programming as its chairperson.
- 16. The Arts Resource Centre Committee shall:
 - a. Be composed of:
 - i. The Vice-President,
 - ii. The Director of Community Engagement,
 - iii. The Womyn's Representative,
 - iv. The LGBTTTQ* Representative,
 - v. The Accessibility Representative,
 - vi. The International Students' Representative,
 - vii. The Indigenous Students' Representative;
 - b. Select a chairperson from amongst themselves at their first meeting;
 - c. Have as its duties:
 - i. Organizing themselves to ensure that the Arts Resource Centre is open and accessible to students on weekdays between the hours of 10:00 a.m. and 3:00 p.m.;
 - ii. Making the greatest effort to avoid overlapping their office hours to ensure that the Arts Resource Centre is open to students for the greatest amount of time possible;
 - iii. Ensuring the Arts Resource Centre offers all interested students relevant information pertaining to:
 - 1. University of Manitoba services,
 - 2. ASBC student groups,
 - 3. UMSU student groups and service groups,
 - 4. Community groups within the City of Winnipeg;
 - iv. Ensuring that all those formally staffing the Arts Resource Centre create a safe and welcoming environment for all students in the Faculty of Arts;
 - v. Recommending to Council acquisitions and purchases of materials and equipment deemed necessary for the functioning of the Arts Resource Centre.
- 17. The Participatory Budget Committee shall:
 - a. Be composed of:

- i. The Director of Participatory Budgeting,
- ii. The Director of Finance,
- iii. Three additional Councillors,
- iv. No more than six other members of the Arts Student Body;
- b. Have the Director of Participatory Budgeting as its chairperson;
- c. Be in charge of the participatory budget, as allocated by the ASBC's budget;
- d. Oversee the participatory initiative selection process, including the gathering of ideas, budgeting of initiatives, and election of initiatives.

Bylaw 7: Ad Hoc Committees

1. All Ad Hoc Committee Members must be approved by motion of Council.
2. The Social Media Committee shall:
 - a. Be composed of:
 - i. The Director of Communications,
 - ii. Five other Councillors;
 - b. Select a chairperson from amongst themselves at their first meeting;
 - c. Have as its duties:
 - i. Maintaining the ASBC social media channels so they promote the ASBC and its endeavours,
 - ii. Monitoring the editorial content of the ASBC website,
 - iii. Ensuring that any material the Social Media Committee finds libelous is not displayed on social media channels associated with ASBC.
3. Council may appoint an Ad Hoc Committee for the purposes of programming at any time throughout the year on recommendation of the Executive Committee.

Bylaw 8: Duties of Councillors

1. The President shall be responsible for the overall operations of the ASBC and:
 - a. Co-sign cheques with the Director of Finance and the Vice-President;
 - b. Display and maintain three set office hours per week;
 - c. Sign the University of Manitoba Student Recognition form only for those members deserving recognition as determined by *Article X*;
 - d. Perform any other duties incidental to the office of the President or directed by Council;
 - e. Have their office as 202A Fletcher Argue.
2. The Vice-President shall:
 - a. Supervise distribution of locker rentals and ensure the operation of lockers in the Arts Complex;
 - b. Appoint one or more Councillor to assist in the operation and distribution of locker sales;
 - c. Co-sign cheques with the President;
 - d. Assist the Programming Committee whenever possible;
 - e. Display and maintain three set office hours per week;
 - f. Organize graduation pictures and any Council pictures;
 - g. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - h. Have their office as 203 Fletcher Argue.
3. The Director of Academic Programming shall:
 - a. Assist the Director of Community Engagement, Womyn's Representative, and Director of Social Programming with their duties;

- b. Display and maintain three set office hours per week;
 - c. Coordinate a minimum of one academic initiative in each Council term, as per the discretion of Council;
 - d. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - e. Have their office as decided at the discretion of the President.
4. The Director of Social Programming shall:
- a. Assist the Director of Communications and Director of Academic Programming with their duties;
 - b. Display and maintain three set office hours per week;
 - c. Coordinate UMSAFE training for all Councillors;
 - d. Coordinate a minimum of one social event in each Council term, as per the discretion of Council;
 - e. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - f. Have their office as decided at the discretion of the President.
5. The Director of Community Engagement (formerly Arts Lounge Director) shall:
- a. Engage with the Arts community by acting as a liaison to Faculty of Arts departmental groups, UMSU student groups, UMSU service groups, and community organizations;
 - b. Manage the Board of Arts Student Sticks (BASS)
 - c. Oversee the operations and management of the Arts Resource Centre and Arts Student Lounge
 - d. Display and maintain six set office hours;
 - e. Perform other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - f. Have their office as 204A Fletcher Argue.
6. Senators shall:
- a. Attend all Senate and Student Senate Caucus meetings;
 - b. Report regularly on Senate activities and bring all notice of motions to the ASBC, where Council shall debate and vote on the direction that the ASBC shall take on behalf of the Arts Student Body in Senate;
 - c. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - d. Display and maintain three set office hours per week;
 - e. Have their office as decided at the discretion of the President.
7. UMSU Directors shall:
- a. Attend all UMSU Board of Directors meetings;
 - b. Bring all notice of UMSU motions to Council, where Council shall debate and vote on the direction that the ASBC shall take on behalf of the Arts Student Body in UMSU Board of Directors meetings;
 - c. Display and maintain three set office hours per week;
 - d. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - e. Have their office as decided at the discretion of the President.
8. The Women's Representative shall:
- a. Act as a liaison between the ASBC and the Womyn's Centre in UMSU;
 - b. Display and maintain three set office hours;
 - c. Coordinate a minimum of one programming initiative in each Council term, as per the discretion of Council;

- d. Perform other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - e. Have their office as decided at the discretion of the President.
9. The Indigenous Students' Representative shall:
- a. Act as a liaison between the ASBC and Indigenous students in the Faculty of Arts;
 - b. Display and maintain three set office hours;
 - c. Coordinate a minimum of one programming initiative in each Council term, as per the discretion of Council;
 - d. Perform other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - e. Have their office as decided at the discretion of the President.
10. The Accessibility Representative shall:
- a. Act as a liaison between the ASBC and students with accessibility needs in the Faculty of Arts;
 - b. Display and maintain three set office hours;
 - c. Coordinate a minimum of one programming initiative in each Council term, as per the discretion of Council;
 - d. Perform other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - e. Have their office as decided at the discretion of the President.
11. The Racialized Representative shall:
- a. Act as a liaison between ASBC and racialized students within the Faculty of Arts;
 - b. Coordinate a minimum of one programming initiative in each council term, as per the discretion of Council;
 - c. Perform other duties incidental to this office within reasonable direction as directed by the President and/or Council
 - d. Display and maintain a set of three office hours;
 - e. Have their office decided at the discretion of the President.
12. The International Students' Representative shall:
- a. Act as a liaison between the ASBC and international students in the Faculty of Arts;
 - b. Display and maintain three set office hours;
 - c. Coordinate a minimum of one programming initiative in each Council term, as per the discretion of Council;
 - d. Perform other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - e. Have their office as decided at the discretion of the President.
13. The LGBTTTQ* Representative shall:
- a. Act as a liaison between the ASBC and LGBTTTQ* students in the Faculty of Arts, and the Rainbow Pride Mosaic;
 - b. Display and maintain three set office hours;
 - c. Coordinate a minimum of one programming initiative in each Council term, as per the discretion of Council;
 - d. Perform other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - e. Coordinate Ally Training for all Councillors at the beginning of each year;
 - f. Have their office as decided at the discretion of the President.
14. The Director of Communications shall:
- a. Be responsible for advertising all ASBC events and events that may be of interest to the ASBC or to the Arts Student Body;

- b. Be responsible for the creation of any promotional materials for any ASBC event, including posters, invites, banners, and other related materials;
 - c. Perform any other duties incidental to this office within reasonable discretion as directed by the Directors of Programming, the President, and the Vice-President;
 - d. Display and maintain three set office hours per week;
 - e. Have their office as decided at the discretion of the President.
15. The Director of Finance shall:
- a. Prepare the ASBC budget
 - b. Attend any Finance Workshops as organized by UMSU;
 - c. Co-sign cheques with the President;
 - d. Administer ASBC finances and the ASBC financial records;
 - e. Reimburse expenditures as defined in *Article IX* and be responsible for the payment of bills;
 - f. Make available all audits of the ASBC to any Arts Students upon request with more than two weeks of notice;
 - g. Be the chairperson of the Finance Committee;
 - h. Be in charge of the participatory budget, as allocated by the ASBC's budget;
 - i. Oversee the participatory initiative selection process, including the gathering of ideas, budgeting of initiatives, and election of initiatives.
 - j. Provide a bank statement including a statement of all transactions from the ASBC's financial institution monthly at an ASBC general meeting for all Councillors to view;
 - k. Comply with all provisions outlined in *Article IX* of these Bylaws;
 - l. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
 - m. Have their office as decided at the discretion of the President.
16. The Chairperson shall:
- a. Be thoroughly familiar with Robert's Rules of Order and these Bylaws;
 - b. Be responsible for preparing an agenda for regular Council meetings;
 - c. Chair meetings of the ASBC in accordance with Robert's Rules of Order and these Bylaws;
 - d. Not have signing authority for cheques or other financial documents;
 - e. Receive resignation of ASBC Councillors and inform Council of such resignations;
 - f. Refrain from being a member of any ASBC Committee unless otherwise requested by the President to advise;
 - g. Not act in such a way as to convey the impression that they represent the views of the ASBC;
 - h. Not move or second motions except as otherwise provide herein;
 - i. Perform duties in an apparently fair, impartial, and disinterested manner;
 - j. Perform other duties, consistent with the above clauses and within reasonable discretion as directed by Council;
 - k. Display and maintain three set office hours per week;
 - l. At the beginning of every general and special meeting, announce the name of every proxy, guest, and new Councillor present;
 - m. Ensure that only voting members' votes are counted towards the passing or failing of a motion;
 - n. Must make sure that non-voting members do not mistakenly submit votes that are counted towards Council decisions;
 - o. Have their office as decided at the discretion of the President.
17. The Executive Assistant shall:
- a. Maintain careful and accurate typewritten minutes as the recording secretary for the Executive Committee and Council;
 - b. Maintain recorded files of all matters concerning the ASBC;

- c. Ensure that minutes of previous Council meetings and the agenda of the next meeting are available to all Councillors and the Arts Students Body upon request;
 - d. Ensure that minutes of previous Executive Committee meetings and the agenda of the next meeting are available to all members of the Executive Committee only;
 - e. Ensure that the agenda for the upcoming Council meeting and the minutes from the previous Council meeting are publicly displayed;
 - f. Display copies of the minutes publicly and to distribute copies of the minutes to all Councillors at least two days prior to each Regular Meeting;
 - g. Assist the CRO with the administration of all ASBC-related elections, unless they are a candidate in the election;
 - h. Assist the Vice-President with the distribution of lockers, and organization of graduation photos;
 - i. Assist the Director of Finance and other ASBC Committee chairs with the budget preparation and analysis at the discretion of the Finance Committee;
 - j. Be responsible for administration of any surveys or questionnaires commissioned by the Executive Committee;
 - k. Maintain and display three office hours per week;
 - l. Keep the Meetings Calendar displayed in the Arts Resource Centre up-to-date;
 - m. Check mail;
 - n. Perform any other duties with reasonable discretion as directed by the President and/or Council;
 - o. Have their office as decided at the discretion of the President.
18. The Director of Participatory Budgeting shall:
- a. Be in charge of the participatory budget, as allocated by the ASBC's budget;
 - b. Oversee the participatory initiative selection process, including the gathering of ideas, budgeting of initiatives, and election of initiatives.
19. The Academic Programmer shall:
- a. Perform tasks related to academic programming, promotion and development of academic resources, and other relevant duties at the directive of the ASBC and Director of Academic Programming;
 - b. Perform duties associated with the Director of Academic Programming's portfolio aside from voting on Council motions in the event of a resignation by the Director of Academic Programming prior to the conclusion of the fall semester, until a new Director is elected in a by-election.
20. The Social Programmer shall:
- a. Perform tasks related to social programming, promotion of ASBC events, and other relevant duties at the directive of the ASBC and Director of Social Programming;
 - b. Perform duties associated with the Director of Social Programming's portfolio aside from voting on Council motions in the event of a resignation by the Director of Social Programming prior to the conclusion of the fall semester, until a new Director is elected in a by-election;
 - c. Be eligible to be appointed to the role of Director of Social Programming and adopt all incidental responsibilities including voting rights, at the discretion of the ASBC, in the event of a resignation by the Director of Social Programming after the conclusion of the Fall semester.
21. The Director of Sustainability shall:
- a. Perform tasks related to campus beautification, increasing opportunities for composting and recycling on campus, working with campus businesses to develop sustainable practices, and other duties related to the portfolio.
22. All Councillors shall:
- a. Report to Council concerning their activities;
 - b. Participate and assist in all ASBC activities;

- c. Have the discretion of approving posters for the ASBC bulletin boards;
- d. Sit on both the Faculty and ASBC Standing Committees, particularly Councillors with relatively few responsibilities as outlined herein;
- e. Not allow non-Councillors to use office space without a Councillor in their presence, else the Councillor shall be requested to vacate the office;
- f. Maintain cleanliness in their offices, else the Councillor shall be requested to vacate the office;
- g. Declare to Council any personal or financial interest in any expenditure of Council funds or any contract entered into by Council, including but not limited to:
 - i. Membership in any organizations affected by the expenditure or contract,
 - ii. Before performing or entering into a contract of such an expenditure; Abstain from voting in Council or any ASBC Committee on which any motion to allow expenditures, or enter a contract in which the member has, or ought to have, declared an interest of the sort referred to in (g) including subsidiary and incidental motions relating to such a motion;
- h. Not lend any keys belonging to the ASBC office or facilities to any non-Councillor;
- i. Display and maintain three set office hours per week, except the Director of Community Engagement, who must hold six;
- j. Comply with all regulations set out by the Campus Police of the Dean's Office, specifically those concerning smoking and drinking on campus;
- k. Be familiar with these Bylaws;
- l. Not act outside the jurisdiction of their portfolio;
- m. Prepare, in cooperation with other Councillors of the same position when applicable, an orientation package for the subsequent person to fill each position;
- n. Attend all regular Council meetings.
- o. Attend all regular council meetings.

Bylaw 9: Finances

1. The finances of the ASBC shall be the responsibility of the Director of Finance, who shall draw up and supervise the various budgets of the ASBC in consultation with Council.
2. The fiscal year of the ASBC shall be from May 1st to April 30th.
3. Every expenditure undertaken by the ASBC or its Councillors, as defined herein, shall be made by cheque.
 - a. Cheques must be signed by the President and either the Director of Finance or the Vice-President.
 - b. Cheques must be signed in the presence of one voting member of the Council.
4. Expenditures using an ASBC cheque must be approved by motion of Council prior to being spent:
 - a. A Councillor may make an unapproved expenditure using an ASBC cheque for up to a maximum of \$100 if the situation is urgent and Council retrospectively approves the expenditure.
 - i. If Council fails to approve the expenditure made with an ASBC cheque, then the Councillor responsible for spending the cheque shall owe the ASBC the total amount written on the cheque.
 - b. If any unapproved cheques larger than \$100 are signed, or if an unapproved expenditure less than \$100 occurs more than twice, Council shall vote in confidence of the Director of Finance, the President and any Councillor(s) at fault.
 - c. If the majority of voting members do not vote in confidence of any Councillor, there are grounds to dismiss that Councillor.

5. A Councillor may make at their own discretion a purchase of any amount using their own funds with intent to apply for a reimbursement from Council.
 - a. Any requests for reimbursement must be made with a receipt.
6. For Council to enter into any contract extending past the Changeover Meeting, a two-thirds vote of Council at a Regular Meeting of the ASBC is required for such action be taken.
7. Only the President has signing authority on all contracts.
8. Any contract not signed by the President shall be considered non-binding.
9. It shall be the responsibility of the Councillor dealing with the other party of the contract to inform the other party to the contract of this provision, and to obtain the stipulated Council approval before signing the contract.
10. Consistent failure to comply with these duties shall lead to the Director of Finance and any other offending Councillor's dismissal from Council in accordance with *Article III, Section 12*.
11. Single items (events, activities, etc.) over \$5,000 shall require the sourcing of multiple bids (3) and these quotes presented to Finance Committee for their review.
12. A breakdown of costs for events/activities over \$1,000 must be submitted to the Finance Committee one week prior to the date of the event.
 - a. The breakdown shall be required, even if the event budget has already been approved by Council.

Bylaw 10: Councillor Recognition

1. Each Councillor shall normally be granted recognition of their services during their term in office so that permanent records exist on their transcript.
2. It is the responsibility of the President to ensure that the forms for Councillor Recognition are received by the Registrar's Office and are made available to Councillors eligible for Councillor Recognition.
3. Recognition shall be based on the recommendations of the Executive Committee and Senate guidelines.

Bylaw 11: Elections, Referendums, and Plebiscites

1. All elections, referendums, or plebiscites must be conducted in accordance with the ASBC Elections Manual.
2. A referendum shall be called only through the following means:
 - a. A motion passed by a majority of Council which states the exact wording of the question to be posed in the referendum; or
 - b. A petition which contains the names, student numbers, and signatures of at least 100 members of the Arts Student Body, or five percent of the total enrolment in the Faculty of Arts, along with the exact wording of the question to be posed in the referendum.
3. The question posed in the referendum must be exactly the same as the wording found on the Council motion or petition, as the case may be.
4. The CRO shall do their best to ensure that both sides of the referendum have equal representation of their views to Arts students.
5. ASBC shall be bound to the outcome of the referendum.

Bylaw 12: Amendments to the Bylaws

1. Amendments to these Bylaws may be made only at a Regular Meeting.
 - a. Amendments to these Bylaws shall require three days of notice of such a motion. Such a motion may only be entertained at a Regular Meeting.

- b. Such a motion cannot be passed until the following Regular Meeting prior to which the Bylaws Committee must meet and provide their recommendations.
2. Quorum for a motion to amend the Bylaws is two-thirds of voting members.
3. In order to ensure that the required numbers of voting members are present, the Chairperson of Council shall call for and record a quorum count immediately before the vote is taken on the motion to amend the Bylaws.
4. Any Councillor may request a roll call vote when the object of the motion is to amend these Bylaws.
 - a. Such a request is subject neither to a ruling nor a vote.
5. A motion to amend any article of these Bylaws shall require a two-thirds majority of voting members in order to pass.
6. The Bylaws Committee shall meet to consider any proposed motion to amend these Bylaws after notice of motion is presented to Council, and before Council considers such a motion.
 - a. The Bylaws Committee may submit to Council any recommendations concerning the motion it feels appropriate.
 - b. Council shall not vote on such a motion until the Bylaws Committee has made its recommendations.
7. The Chairperson of the Bylaws Committee shall be responsible for incorporation into the Constitution any amendments passed by Council.

Bylaw 13: Poster Board Guidelines

1. All posters must be approved by ASBC, unless it concerns an ASBC or UMSU event.
2. All posters shall meet the minimum UMSU requirements.
 - a. Posters and advertisements shall not promote anything inappropriate such as sexism, racism, homophobia, or any sort of discrimination or hate.
 - b. Posters and advertisements must be in the direct interest and benefit of students.
 - i. Advertisements must not be misleading or deceiving towards Arts Students, based on the discretion of ASBC.
3. There shall be a limit to 10 student group posters posted among Fletcher Argue, Tier, and Isbister, with one poster per board.
4. All consumer posters are limited to one board to the left of 123 Fletcher Argue (beside Audio Visual Office).
 - a. Consumer posters are defined as the following:
 - i. Any recruitment posters and offers of employment outside of the University or UMSU;
 - ii. Any commercial selling or promoting (e.g., vacations, trips, and other related material);
 - iii. Any individuals that are renting, subletting, or selling any items.
5. Only ASBC or pre-approved notices may be placed on the blue and white ASBC Notices boards.
6. Any posters not meeting the above requirements shall be removed.

Bylaw 14: Safe Environment Policy

1. All events hosted or sponsored by the ASBC, regardless of host location, will be mandated as a Safe Environment.
 - a. A Safe Environment is defined as a space which does condone behaviour, language, or action that is likely to undermine the dignity, safety, self-esteem or productivity of persons in that space.
 - b. The ASBC will ensure that a Safe Environment is consistent with the UMSU Safe Environment Policy.

Bylaw 15: Contractual Honourariums

1. A Councillor may submit a request to the Finance Committee for an honorarium to be compensated for specialized work.
 - a. Specialized work is defined as skilled labour deemed outside the purview of the Councillor's reasonable responsibilities.
 - b. The following shall not be considered as "specialized work":
 - i. Graphics and posters, if the Councillor's position is related to event planning and promotion;
 - ii. Tabling;
 - iii. Volunteering for ASBC events and programming.
2. A written request for an honorarium must be submitted to the Finance Committee before the commencement of specialized work.
3. All requests must be put to motion and approved by two-thirds of Council.
4. Honorariums shall not exceed \$200.

— Semper Floreat —

