

**CONSTITUTION OF THE STUDENT ASSOCIATION OF INTERNATIONAL DEVELOPMENT
THE FACULTY OF ENVIRONMENT
UNIVERSITY OF WATERLOO**

ARTICLE I: NAME

- 1.1. The name of this organization shall be the Student Association of International Development, herein referred to as SAID.

ARTICLE II: VISION

- 2.1. As the elected representative body of the undergraduate students within the Honours International Development Program, SAID provides opportunities for networking, student leadership and participation to empower and support our students in their undergraduate careers and student initiatives. SAID falls within the School of Environment, Enterprise and Development (SEED) as well as the Faculty of Environment at the University of Waterloo. It strives to foster a strong social and academic community. SAID encourages socially, internationally, and environmentally responsible acts within and on behalf of our community.

ARTICLE III: OBJECTIVES

- 3.1. To serve as the official undergraduate organization of Honours International Development students in the Faculty of Environment at the University of Waterloo.
- 3.2. To represent and promote the interests of Honours International Development students in the internal decision-making processes of the Faculty, the University and the profession.
- 3.3. To provide a channel of communication between the Faculty and the undergraduate body of the department of International Development.
- 3.4. To promote and coordinate cultural, social, and academic activities and to offer student services to its members and to the students within the Faculty of Environment.

ARTICLE IV: MEMBERSHIP

- 4.1. Full members shall consist of all students in the Honours International Development program existing within the School of Environment, Enterprise and Development, as well as, the Faculty of Environment at the University of Waterloo who have paid their society fee and have not received a refund of this fee.
- 4.2. Full member privileges consist of:
 - i. The ability to hold office in the SAID Elected Council;
 - ii. The ability to nominate, second a nomination, or sign a nomination form for a nominee in an election of the SAID Elected Council;
 - iii. The right to sign a petition to initiate a referendum of SAID;
 - iv. The right to attend all general meetings held by SAID; and
 - v. The right to cast one vote in the election of SAID Executive Officers & Executive Body and in referendum of SAID.

ARTICLE V: ADMINISTRATIVE BODIES

5.1. SAID Council

5.1.1. SAID Council shall refer to all those members who attend meetings.

5.2. SAID Elected Council

5.2.1. The SAID Elected Council shall refer to the elected members of SAID and consist of the SAID Executive Officers & SAID Executive Body.

5.3. SAID Executive Officers

5.3.1. The SAID Executive Officers shall refer to the President and Vice President Positions within the SAID Elected Council.

5.4. SAID Executive Body

5.4.1. The SAID Executive Body refers to all other elected positions within the SAID Elected Council.

5.5. Internal Directors

5.5.1. The Internal Directors refer to the positions under the leadership of the Vice President Internal and consist of: the Conference Director, Secretary, Social Director, Web & Media Director and Fundraising Coordinator.

5.6. External Directors & Representatives

5.6.1. The External Directors & Representatives refer to the positions under the leadership of the Vice President External and consist of: the Director of Student Initiatives, Academic Director, Environment Student Society (ESS) & Waterloo Environment Student Endowment Fund (WESEF) Representative, Communications Director & Year Representatives.

ARTICLE VI: VOTING MEMBERS

6.1. Voters

6.1.1. Shall consist of the SAID Elected Council.

6.1.2. In addition, members at large who are in attendance of the Council Meeting can be granted the right to vote at the discretion of the chairperson.

6.2. Non-Voters

6.2.1. Any person in attendance of the Council Meeting who has not paid their fees to SAID; and

6.2.2. Members at large who are in attendance of the Council Meeting, but are not granted the right to vote by the chairperson.

ARTICLE VII: SAID ELECTED COUNCIL POSITION & DUTIES

7.1. Executive Officers:

7.1.1. PRESIDENT

- Shall conduct the office in the best interest of Honours International Development students, and be accessible to the members at regular and reasonable hours;
- Shall represent SAID within the Faculty of Environment;
- Shall meet with each Executive Officer immediately following elections to set objectives for the term and provide guidance when necessary;
- Shall participate in a goal setting meeting with the VP Internal of ESS;

- Shall complete bi-lateral meetings with each Executive Officer, at least twice a term, to act as follow up to the objectives set for the term;
- Shall oversee and delegate the appropriate implementation of all actions voted by Council;
- Shall act as a signing authority in conjunction with the VP Internal and VP Finance;
- Shall assist the VP External in overseeing all matters concerning elections;
- Shall be a member of any open forum committee that may be struck to amend this Constitution and advise SAID on all constitutional matters;
- Shall have the power to call an emergency meeting by providing at least 24 hours notice prior to the beginning of the meeting directly to all members of the SAID Elected Council;
- Shall have the power to call a vote of the Elected Council to impeach an elected member, providing that they are failing to fulfill their duties (See Article XII);
- Shall read and understand the constitution of each body relating to International Development (e.g. ESS & WESEF);
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council;
- Shall continue communication with incoming Executive Officers for ease of transition; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.1.2. VICE PRESIDENT INTERNAL

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall be responsible for the operations of the Internal Directors;
- Shall provide the support and resources necessary for the Internal Directors to carry out their duties;
- Shall meet with each Internal Director immediately following elections to set objectives for the term and provide guidance when necessary;
- Shall complete bi-lateral meetings with each Internal Director, at least twice a term, to act as follow up to the objectives set for the term;
- Shall, in conjunction with the VP External, have the power to call emergency meetings to order;
- Shall, in conjunction with the VP External, have the power to call a vote of Elected Council to impeach the President, providing that they are failing to fulfill their duties (See Article XII);
- Shall, in the absence of the President act as the chairperson at Council Meetings;
- Shall, in conjunction with the VP External, assume the powers and duties of the President in their absence;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.1.3. VICE PRESIDENT FINANCE

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall be responsible for all financial matters of SAID;
- Shall maintain accurate records of all SAID financial transactions;

- Shall prepare a financial update and report at every other Council meeting;
- Shall prepare a budget at the beginning of each term and ensure that actual expenditures are compared to the budget;
- Shall meet with the ESS's VP Finance, within the first two weeks of term, to discuss budget templates and financial status;
- Shall submit a complete estimated budget and an actual expenses report from the previous term to the ESS, by the third ESS meeting of that current term;
- Shall create and maintain an overview of the status of the Fundraising Bank Account and submit it to ESS;
- Shall act as a signing authority in conjunction with the President and the VP Internal;
- Shall be responsible for ensuring an effective transfer of signing powers to the incoming VP Finance during the shadow period;
- Shall be able to provide any elected member with the most recent financial update within 48 hours of a request;
- Shall work closely with the Fundraising Coordinator to ensure that proper records of all funds raised are kept;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.1.4. VICE PRESIDENT EXTERNAL

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall be responsible for the operations of the External Directors & Representatives;
- Shall provide the support and resources necessary for the External Directors & Representatives to carry out their duties;
- Shall meet with each External Director & Representative immediately following elections to set objectives for the term and provide guidance when necessary;
- Shall complete bi-lateral meetings with each External Director & Representative, at least twice a term, to act as follow up on objectives set immediately following elections;
- Shall, in conjunction with the VP Internal, have the power to call an emergency meeting to order;
- Shall, in conjunction with the VP Internal, have the power to call a vote of Elected Council to impeach the President providing that they are failing to fulfill their duties (See Article XII);
- Shall, in conjunction with the VP Internal, assume the powers and duties of the President in their absence;
- Shall act as Chief Returning Officer (CRO), during Executive Body elections, to organize elections and ensure that the transition documents are made available for candidates (See Article XII);
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2. *Executive Body*

7.2.1. *Internal Directors*

7.2.1.1. CONFERENCE DIRECTOR

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall organize an academic conference to occur in the winter semester;
- Shall decide, in their shadow period, with the existing Elected Council the topic for the following year's academic conference;
- Shall be responsible for organizing a sub-committee and volunteers, as necessary, to develop a successful conference;
- Shall be responsible for organizing funding for all matters related to the conference in conjunction with VP Finance and Fundraising Coordinator;
- Shall ensure that participants and speakers are invited;
- Shall coordinate with the Communications Director and Web & Media Director to develop promotional materials and event necessities;
- Shall work closely with other council members as needed to ensure an excellent conference;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.1.2. SECRETARY

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall be responsible for recording the minutes at each SAID meeting and circulating them to the attendees of the meeting and Elected Council within 48 hours of the meeting;
- Shall provide any member, upon request, with minutes from the requested meeting within 24 hours;
- Shall create and maintain an attendance sheet to be completed at all general meetings to record the attendees, both elected and non-elected;
- Shall ensure that the Constitution and minutes, with any amendments to these documents, are properly recorded;
- Shall ensure that individual copies of executive position duties are kept on file for ease of access;
- Shall ensure that all motions and their results are recorded and kept on record;
- Shall keep on record all completed after action reports and Transition Documents;
- Shall ensure that all documents are backed-up on the SAID USB Stick each week, and at the end of the term of office, be passed to both the President and the Incoming President, with the physical USB Stick remaining with the Incoming President;
- Shall control all outgoing e-mails, following the predetermined e-mail format, from the SAID account to the student body at large;
- Shall ensure that the mailing list is kept up to date in conjunction with the year representatives and shall be responsible for the removal of students from the mailing list at their request;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.1.3. WEB & MEDIA DIRECTOR

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall update and maintain the operations of SAID web pages, social networking groups and other internet communities;
- Shall work with a variety of publication software and web tools;
- Shall act as official photographer at all established SAID events, and in the event of an absence, arrange for an alternative photographer to be present;
- Shall assist the Communications Director in promotional and advertising ventures and activities as required;
- Shall assist with the design of all publications;
- Shall be responsible for creating advertisements for all SAID activities, as deemed necessary by the Communications Director;
- Shall meet, and have regular communication with the ESS Web & Media Director through the term of office;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.1.4. SOCIAL DIRECTOR

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall organize and facilitate social and academic events for members;
- Shall, when necessary, create a committee to help organize and run various association, academic and social events;
- Shall be aware of events occurring within ESS and other student associations and liaison with the appropriate social directors when necessary;
- Shall develop budgets for events in collaboration with the VP Finance;
- Shall work with the Communications and Web & Media Directors to strategize an appropriate timeline for event promotions;
- Shall ensure that promotional material is in place at least one week in advance of an event;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.1.5. FUNDRAISING COORDINATOR

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall coordinate all fundraising activities which directly benefit the students of International Development, with all profits contributing to the fourth year placement of every student;
- Shall be in charge of the organization of a sub-committee, as necessary, to complete the fundraising Calendar, and/or other fundraising initiatives at the discretion of the Council;
- Shall work directly with VP Finance with regard to all transactions relating to fundraising;
- Shall work in conjunction with the Director of Student Initiatives as appropriate for additional fundraising initiatives;

- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.2. External Directors

7.2.2.1. COMMUNICATIONS DIRECTOR

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall provide all content to the Secretary within 24 hours (or at the discretion of the President) regarding items which need to be communicated electronically to the Student Body;
- Shall communicate with all appropriate audiences from their professional e-mail account;
- Shall request the presence of the Web & Media Director at all events requiring photography;
- Shall provide all website content to the Web & Media Director;
- Shall create and maintain promotional material as required by different Directors and Representatives in conjunction with the Web & Media Director;
- Shall post all promotional material in conjunction with the Web & Media Director;
- Shall prepare updates for the Year Representatives to announce to their cohorts;
- Shall provide the Year Representatives with updated materials for the SAID board;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.2.2. DIRECTOR OF STUDENT INITIATIVES

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall coordinate all activities with outside or partner organizations with which SAID becomes involved;
- Shall provide a partnership to facilitate development related initiatives brought forth by the student body;
- Shall promote the creation of student initiatives within the student body;
- Shall serve to direct students to the appropriate member of council to further their initiative;
- Shall facilitate student group involvement in SAID Events (e.g. Pizza & Politics);
- Shall act as a liaison relaying relevant information to and from the Fourth Year students on placement and SAID Council;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.2.3. ACADEMIC DIRECTOR

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall act as the representative of SAID in dealings with the listed University governing bodies;

- Shall attend all Undergraduate Studies Committee (UGSC), Faculty Council, Department and SEED meetings or send a delegate in their place:
 - If sending a delegate in their place the Representative will provide at least 24 hours notice to the meeting Chair and the SAID President
 - If the Academic Director misses three meetings they can be impeached at the discretion of the Elected Council, taking into account any extenuating circumstances (Refer to Article XII);
- Shall ensure opinions and concerns are expressed to the relevant governing body (UGSC/Faculty Council/Department/SEED) on behalf of undergraduates in the INDEV program;
- Shall communicate relevant information discussed at the meetings (UGSC/Faculty Council/Department/SEED) to all undergraduates in International Development;
- Shall prepare a briefing for the Communications Director regarding all relevant matters to be passed on to the student body;
- Shall ensure that they are in contact with ESS VP Education when requiring assistance or guidance with matters concerning undergraduate academics;
- Shall provide an update of all meetings to be posted on the website;
- Shall make council aware of matters that require student input and work in conjunction with year-representatives to properly represent the interests of the student body;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.2.4. WESEF & ESS REPRESENTATIVE

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall attend all ESS & WESEF meetings or send a delegate in their place
 - If sending a delegate in their place the Representative will provide a least 24 hours notice to the WESEF Chair or ESS Chair and the SAID President
 - If the WESEF/ESS Representative fails to attend three meetings they may be impeached at the discretion of the Elected Council, taking into account any extenuating circumstances (Refer to Article XII);
- Shall report to SAID concerning matters arising from WESEF & ESS meetings;
- Shall communicate the requirements and deadlines for requesting funding from either ESS or WESEF;
- Shall present an overview of all funding proposals brought forth to WESEF;
- Shall provide the Communications Director with written information regarding WESEF/ESS general matters and funding proposals which need to be communicated to the entire student body;
- Shall be available for a further role within ESS or WESEF (e.g. WESEF Secretary) as required;
- Shall read and understand both the ESS & WESEF constitutions;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.2.5. FIRST YEAR REPRESENTATIVE

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall act as a vital connection between SAID and their respective cohort;
- Shall bring forth inquiries, comments or concerns of their respective cohort of International Development students to SAID council;
- Shall convey messages and announcements as requested by the Communications Director to students in their respective cohort;
- Shall determine the interests of the student body by obtaining their input, regarding matters brought forth by the Academic Director or the WESEF/ESS Representative;
- Shall present new ideas to SAID which reflect the interests of their cohort;
- Shall provide assistance for events hosted by SAID;
- Shall work with the other year representatives and the Communications Director to be in charge of the maintenance and development of the SAID board outside the ESS lounge;
- Shall work with the other year representatives to coordinate clothing sales by working in conjunction with VP Finance;
- Shall organize year events for their respective year by working in conjunction with the Social Director;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.2.6. SECOND YEAR REPRESENTATIVE

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;
- Shall act as a vital connection between SAID and their respective cohort;
- Shall bring forth inquiries, comments or concerns of their respective cohort of International Development students to SAID council;
- Shall convey messages and announcements as requested by the Communications Director to students in their respective cohort;
- Shall determine the interests of the student body by obtaining their input, regarding matters brought forth by the Academic Director or the WESEF/ESS Representative;
- Shall present new ideas to SAID which reflect the interests of their cohort;
- Shall provide assistance for events hosted by SAID;
- Shall work with the other year representatives and the Communications Director to be in charge of the maintenance and development of the SAID board outside the ESS lounge;
- Shall work with the other year representatives to coordinate clothing sales by working in conjunction with VP Finance;
- Shall organize year events for their respective year by working in conjunction with the Social Director;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

7.2.2.7. THIRD YEAR REPRESENTATIVE

- Shall conduct the office in the best interest of International Development students, and be accessible to the members at regular and reasonable hours;

- Shall act as a vital connection between SAID and their respective cohort;
- Shall bring forth inquiries, comments or concerns of their respective cohort of International Development students to SAID council;
- Shall convey messages and announcements as requested by the Communications Director to students in their respective cohort;
- Shall determine the interests of the student body by obtaining their input, regarding matters brought forth by the Academic Director or the WESEF/ESS Representative;
- Shall present new ideas to SAID which reflect the interests of their cohort;
- Shall provide assistance for events hosted by SAID;
- Shall work with the other year representatives and the Communications Director to be in charge of the maintenance and development of the SAID board outside the ESS lounge;
- Shall work with the other year representatives to coordinate clothing sales by working in conjunction with VP Finance;
- Shall organize year events for their respective year by working in conjunction with the Social Director;
- Shall complete their Transition Document at the end of the term of office for ease of transition for the incoming council; and
- Shall assist the other Elected Council members in fulfilling their duties.

ARTICLE VIII: TERMS OF OFFICE

8.1. Executive Officers

- 8.1.1. Executive Officers shall be elected at the beginning of March for a nine-month term beginning August 1 inclusive of April 30.
- 8.1.2. Newly elected Executive Officers will complete a one-month shadow period with the corresponding serving Executive Officers, at which time they will receive all transitional documents.
- 8.1.3. During Spring term, an election to form a skeleton council will be held, at the discretion of the members, for a term of office inclusive of May 1 to July 31, utilizing ESS as the CRO.
- 8.1.4. The President elected in Spring term shall be in regular contact with the incoming President to ensure continuity.
- 8.1.5. In the event that an Executive Officer position is not filled during the March elections, appointments to council will be made at the discretion of the acting President.

8.2. Executive Body

- 8.2.1. The Executive Body, with the exception of the Conference Director, shall be elected in September for an eight-month term beginning September and ending April 30.
- 8.2.2. Conference Director will be elected in early March, in conjunction with the elections of the Executive Officers, for a twelve-month term from May 1 to April 30 inclusive.
- 8.2.3. In the event that an Executive Body position is not filled during the September elections, appointments to council will be made at the discretion of the President.

ARTICLE IX: MEETINGS

9.1. Annual General Information Meetings

9.1.1. General information meetings shall be held during the month of September. The purpose of this meeting shall be to provide information to all members, especially new first year members, and to familiarise members with the operation and plans of the SAID Elected Council.

9.2. Council Meetings

9.2.1. MEETING CONDUCT

9.2.1.1. Meeting shall be conducted in close accordance with Robert Rules Newly Revised, at the discretion of the chairperson.

9.2.2. CHAIRPERSON DUTIES

9.2.2.1. The chairperson of SAID meeting shall:

- i. Not vote, unless the vote will change the outcome of the motion at hand;
- ii. Reserve the right to protect SAID from frivolous motions;
- iii. Maintain a calm and orderly meeting; and
- iv. Send out the agenda of the meeting 48 hours prior to the meeting, with any comments being sent back to the chairperson within 24 hours of the meeting.

9.2.2.2. If warranted, the chairperson may:

- i. Evoke closure and force an immediate vote on the issue at hand; and
- ii. Eject any member disrupting the order of the meeting.

9.2.3. FREQUENCY

9.2.3.1. The first SAID Council meeting of the year shall be held during the second week of classes in the fall term. The meetings are to be held weekly, in which all SAID Elected Council must attend.

9.2.4. QUORUM OF VOTING MEMBERS

9.2.4.1. In the event of a vote at a SAID Council meeting a motion cannot be passed unless members present constitute at least two thirds of those entitled to vote at SAID Council meetings.

9.2.4.2. For a motion to be passed, at least two thirds of the voting members present must vote in favour of the motion.

9.2.5. QUORUM OF EXECUTIVE OFFICERS

9.2.5.1. May be used in the event of time sensitive vote.

9.2.5.2. If used more than three times a term any member has the right to inform ESS of misconduct.

9.2.5.3. For quorum to be achieved, all four Executive Officers must be present (or vote by proxy) and unanimously vote in favour of the motion.

9.2.6. ORDER OF BUSINESS

- i. Call to Order
- ii. Revisions to Agenda
- iii. Minutes of Previous Meeting(s)
- iv. Business Arising from the Minutes
- v. Reports
- vi. New Business
- vii. Announcements
- viii. Adjournment

9.2.7. EXCUSED ABSENCES

9.2.7.1. To be excused from a meeting, a member of SAID Elected Council must contact the chair at least 24 hours in advance of the meeting with a reasonable explanation. The reasons will remain confidential. The chair will then excuse that member for that

meeting. Three unexcused absences by any member of the SAID Elected Council will result in an automatic motion to impeach the member.

ARTICLE X: ELECTIONS & BY-ELECTIONS

10.1. *Format*

10.1.1. All elections and by-elections shall be conducted by secret ballot or, in extenuating circumstances, by e-mail ballot to the CRO on election-day.

10.2. *Supervision*

10.2.1. The elections will be supervised by a CRO to be appointed by the Executive Officers prior to the start of election proceedings. The CRO may not run as a candidate in the election. Decisions of the CRO may be appealed to the SAID Executive Officers.

10.3. *Chief Returning Officer Duties*

10.3.1. The CRO's duties are as follows:

- i. To announce the election at least 10 school days before voting day;
- ii. To hold a candidates meeting after nominations have closed;
- iii. To prepare nomination forms and make them easily accessible to all members of SAID;
- iv. To prepare the voters list;
- v. To prepare ballots either online or on paper;
- vi. To set up and run at least one polling station;
- vii. To certify the votes are accurately counted and each voter is an Honours International Development student;
- viii. To declare the outcome of the election;
- ix. To arbitrate any disputes before, during or after the election; and
- x. To communicate the rules and regulations for the campaigning period to all candidates.

10.4. *Scrutinizing*

10.4.1. All candidates have the right to send a scrutineer to observe the ballot counting.

10.5. *Nomination for Election*

10.5.1.1. To be nominated to a position on the SAID Elected Council the student must be a member.

10.5.1.2. Be nominated by five other Honours International Development students.

10.6. *Nomination Period*

10.6.1.1. Nominations must be open for at least five days.

10.6.1.2. There must be at least two school days between the closing of nominations and Election Day for campaigning purposes.

10.7. *Rules and Failure to Comply*

10.7.1. Failure to comply with the following rules will result in their removal from the election, to be decided by the CRO:

- i. No lying;
- ii. No misrepresentation of another candidate's statements;
- iii. No active campaigning during the polling period. Approved posters may remain up during the polling period. All materials must be fully removed within 24 hours of the end of the polling period;
- iv. No speaking to a class without the permission of its instructor; and
- v. Candidates must attend all compulsory meetings, unless excused by the CRO;

- vi. Further rules may be added by the CRO for a given election provided the new rules are explained to the candidates, accepted by the candidates and do not contravene this constitution.

ARTICLE XI: REFERENDA

11.1. Authorization

11.1.1. A referendum shall be held upon:

- i. Approval of the Elected Council; or
- ii. The receipt of a petition bearing the specific text of the referendum and the signatures of no less than 10 percent of the members.

11.2. Conditions

11.2.1. A referendum shall be a binding decision on which every member may vote.

11.2.2. A referendum shall pose a question requiring a simple yes or no answer.

11.3. Format

11.3.1. All elections and by-elections shall be conducted by secret ballot, or proxy vote.

11.4. Supervision

11.4.1. The referendum will be supervised by a CRO to be appointed by the Executive Council prior to the start of referendum proceedings.

11.5. Chief Returning Officer's Duties

11.5.1. The CRO's duties are as follows:

- i. To announce the referendum question(s) at least two weeks before the voting date;
- ii. To announce the voting date of the referendum and advertise the referendum to all members;
- iii. To prepare the voters list;
- iv. To prepare ballots either online and/or on paper;
- v. To set up and run at least one polling station;
- vi. To certify the votes are accurately counted and each voter is an Honours International Development student;
- vii. To declare the outcome of the referendum; and
- viii. To arbitrate any disputes before, during or after the referendum.

11.6. Referendum Committee

11.6.1. The petition may call for ESS to act as the CRO and provide a referendum committee.

11.7. Binding Conditions

11.7.1. The outcome of the referendum is binding for SAID if more than 10 percent of the members vote in the referendum at 50 percent plus one. If the turnout is less than 10 percent, the majority must constitute at least 80 percent of the vote for the referendum to pass and be binding.

11.8. Duplication

11.8.1. No referenda on the same issue will take place within the same six-month period.

11.9. Rules and Failure to Comply

11.9.1. Failure to comply with the following rules will result in removal from the referendum, to be decided by the CRO:

- i. No lying;
- ii. No misrepresentation;

- iii. No active campaigning during the polling period. Approved posters may remain up during the polling period. All materials must be fully removed within 24 hours of the end of the polling period;
- iv. No speaking to a class without the permission of its instructor;
- v. Further rules may be added by the CRO for a given referendum provided the new rules are explained and do not contravene this constitution.

ARTICLE XII: IMPEACHMENT

12.1. Dismissal

- 12.1.1. The SAID Council may at any time require an Elected Member to show cause as to why he/she should not be dismissed from the Council.
- 12.1.2. If the Council is not satisfied with his/her reasons, a dismissal may occur with a two-thirds (2/3) vote.

12.2. Attendance

- 12.2.1. To be excused from a meeting, a member of Elected Council must contact the chair at least 24 hours in advance of the meeting with a reasonable explanation. The reasons will remain confidential. The chairperson will then excuse that member for that meeting.
- 12.2.2. Three unexcused absences by any member of the Elected Council will result in an automatic motion to remove the member.

12.3. Vacancy

- 12.3.1. In the event that an elected member is dismissed by Council, their office shall be deemed vacant.
 - 12.3.1.1. If a vacancy occurs in any office the dismissed person in question will not have the ability to run in the by-election and must wait until September to run again.
 - 12.3.1.2. In the event that a by-election is not feasible Elected Council may, by a two-thirds (2/3) majority, appoint someone to that office.

ARTICLE XIII: FINANCES

13.1. Authorization

- 13.1.1. The SAID Elected Council shall be the sole body empowered to administer the funds of SAID, to receive accounts and to spend accounts. All expenditures and transactions shall be certified by a minimum of the VP Finance, and either the President or VP Internal.

13.2. Expenditures

13.2.1. GENERAL EXPENDITURES

- 13.2.1.1. All expenditures, except from the discretionary fund, must receive approval at an Elected Council meeting.
- 13.2.1.2. All cheques or money shall be deposited in the general bank account, controlled by the VP Finance.
- 13.2.1.3. Receipts shall be kept organized through proper bookkeeping practices.

13.3. Transactions

- 13.3.1. All transactions shall be properly recorded by the VP Finance, in a ledger provided by ESS.
- 13.3.2. During the shadow period, all accounts shall be transferred with all transactions accounted for.
- 13.3.3. The VP Finance is to maintain a balanced budget and is responsible for the creation of a Year End Financial Statement.

13.3.4. Withdrawals from the account shall only occur by cheque, and each cheque is to be signed by two signing officers.

ARTICLE XIV: CONSTITUTION REVISIONS

- 14.1. An amendment to the Constitution may be initiated by a petition for referendum in accordance with Article XI of this Constitution, or by a resolution of the Elected Council.
- 14.2. If an amendment is initiated by the Elected Council, members shall be notified of the proposal at least five school days before a vote on the amendment by the Elected Council.
- 14.3. Proposed constitutional amendments shall gain approval with quorum in the Elected Council meeting or referendum which is to decide on the proposed amendment.
- 14.4. An approved amendment shall come into force on the day that it is ratified by the ESS at the University of Waterloo.