

# SIIT Student Association

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## **CONSTITUTION & BYLAWS**

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DECEMBER 7, 2017

Saskatoon Campus

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## **PREAMBLE**

We the students of Saskatchewan Indian Institute of Technologies (SIIT) recognizes the need for SIIT Student Association on the basis of students helping students because of better understanding of working within a governance process.

We acknowledge the inherent right as students to achieve a sense of unity among our peers within the confines of the courses of study as prescribed by the SIIT.

## **ARTICLE I**

### **NAME OF ORGANIZATION**

The name of this organization shall be the Saskatchewan Indian Institute of Technologies Student Association, of the Saskatoon Campus, Affiliated with the SIIT sister campus in: Prince Albert, Regina, Yorkton, Meadow Lake, Fort Qu'Appelle, Onion Lake, La Ronge, and North Battleford.

## **ARTICLE II**

### **OBJECTIVES OF THE ORGANIZATION**

A major purpose of the SIIT Student Association will be:

1. to act as an autonomous voice of the students attending SIIT.
2. to support and enhance positive awareness within our institution and community.
3. to support the endeavors of the SIIT within the realm of higher learning.
4. to support the pursuit of Indian controlled Indian education in our communities.

## **ARTICLE III**

### **SIIT Student Association Executive Council**

A member of the SA Executive shall not hold the term of each individual officer position for more than one (1) training year without election.

An executive position is open to all registered SIIT students who have successfully completed at least two semesters of classed with the exception of vacancy, abandonment and/or withdrawal of a position.

### **SIIT Student Association Membership**

Members are all registered SIIT students in a program offered by SIIT and are currently enrolled in a course of studies within the SIIT Saskatoon Campus, and any other campus in Saskatchewan.

### **Voting Privileges**

1. All registered students are eligible to vote in the SIIT Student Association election of the SIIT Student Association.
2. Each registered member of the SIIT, Saskatoon campus is eligible for one (1) vote.

3. With exception of proxy votes, that will be accepted if the student is physically unable to be at school because of a practicum or any other acceptable excuse. A “Declaration of Proxy” Form must be filled out to be acceptable.
4. All members shall be entitled to notice of:
  - General Meetings
  - Nominations of Executive Council
  - Dates for deadline of Nominations
  - Nominations Platform
  - Election Date

### **Election of Officers**

Members of the Saskatchewan Indian Institute of Technologies’ student body will elect officers of SIIT Student Association. The election of officers will be facilitated by secret ballot following the nomination of Candidates. All candidates must be SIIT students and meet the requirements indicated in section IV. Candidates for office must receive a majority vote from those members voting, a run-off balloting process will take place until such a time as a one (1) majority vote takes place. (Majority vote 50% + 1)

## **ARTICLE IV**

### **Positions of Executive Council**

The Executive Council shall be comprised of

President

Vice President

Secretary

Treasurer

Note: A member of the Executive Council may not hold more the one (1) office position concurrently.

### **Terms of Office**

A member of the SIIT Student Association shall not hold the term for each individual officer position for more than one (1) training year without election.

### **Eligibility of Office**

Each nominated candidate for office must meet the following criteria to be eligible to officially serve on the Executive Council. During terms of service, each student:

- Must be a member of the association
- Must be enrolled as a fulltime student in SIIT classes and;
- Must have an overall 60% GPA, and
- Must maintain a 90% attendance average during the terms of service;
- Must be in good academic standing with SIIT;
- Must be in good financial standing with the SIIT.

## Responsibilities of Executive Officers

*I. President:*

The president shall preside at all Executive Council and general meetings of the SIIT Student Association. The president will act on the direction of the Executive Council and General membership. The President shall be responsible for the formal notification of meetings. The President will act as SIIT representative at all social, academic and political functions as required. The President shall endorse all correspondence submitted by the SIIT Student Association. The president may exercise the right to delegate authority to other members of the Executive Council as deemed necessary or appropriate. The President shall carry his/her self in a respectable manner at all functions, which require his/her presence, as a representative of the SIIT Student Association.

*II. Vice-President:*

The Vice-President shall assume responsibilities and duties in the absence of the President. The Vice-President will assist in any or all duties of the President as requested. The Vice-President shall carry his/her self in a respectable manner at all functions, which require his/her presence, as representative of SIIT Student Association.

*III. Secretary/Treasurer:*

The Secretary/Treasurer shall fulfill all secretarial and financial duties pertaining to SIIT Student Association

Secretarial Duties:

- i. Official recorder at all Executive Council meetings, Student Association Meetings, and General Assemblies.
- ii. Prepare agenda for all meetings with the Executive Council.
- iii. Responsible for maintaining, filing, of all documents, minutes, financial statements, etc.

Treasurer Duties:

- i. Will oversee all financial transactions including student association debit card
- ii. Shall present financial reports at Executive Council meetings.
- iii. Shall carry his/her self in a respectable manner at all functions, which requires his/her presence, as representative of the SIIT Student Association.

*IV. Informal Members of the Council*

Two Student representatives (from each class/program)

These (2) individuals will be delegated by the students in the classroom whether by vote or by appointment.

Their duties:

1. To attend SIIT Student Association meetings
2. To inform classroom students of information from the SIIT Student Association meetings.
3. To acknowledge and listen to students from classrooms with concerns or ideas for the student body and issues that may be dealt with by the SIIT Student Association.

### Canteen Manager

Appointed by Student Leadership Council Elective

Their duties:

1. To maintain operations of canteen such as inventory, volunteer staff (students).
2. To maintain adequate inventory.
3. To be aware of any food sales from the canteen.
4. To oversee financial deposits as deemed necessary, or as requested by Executive Council Members.
5. To report to the Secretary/Treasurer on request of said Council Member.

### **Impeachment Clauses and Procedures**

The following instances shall constitute impeachment action

1. Any three consecutive absences from SIIT Student Association meetings.
2. Unprofessional conduct as defined by the Code of Ethics.
3. Any Executive members who has been asked to discontinue their studies, or is determined to have his/her studies affected by SIIT Student Association responsibilities at SIIT.
4. Any SIIT Student Association member who is not following the SIIT Student Association position.
5. Any Sub-Committee member who is not performing the sub-committee member responsibilities.
6. Any Student Representative who is not performing the student representative responsibilities.

The procedures for impeachment are:

- i. A verbal warning from the President and/or Vice-President.
- ii. A document warning from the President and/or Vice-President.
- iii. If situation does NOT improve, a written complaint from two members of the Executive Council that is presented to the General Executive meeting can lead to dismissal by motion. This motion must be approved by the Executive Council.
- iv. SIIT Management reserves the right to recommend the impeachment of an Executive Council Member if deemed necessary.

### **Vacancy, Abandonment, and/or Withdrawal of an Executive Position**

Any person holding a position on the SIIT Student Association, who misses three regularly scheduled Council meetings will constitute a Vacancy/Abandonment from his/her position on the SIIT Student Association, unless absences authorized by executive Council.

Any person holding a position on the SIIT Student Association, who has been required to discontinue his/her studies by the SIIT will constitute a vacancy for their Executive Position.

A vacant position on the SIIT Student Association shall be filled for the remaining portion of the term by official action on part of the Executive Council, by appointing a member to such position, as the Executive may deem best.

## **ARTICLE V**

### **Ethics**

1. Any member of the Council shall have the right to appear and speak at any General Assembly of SIIT Student Association meeting.
2. All members of the council have the right to equal treatment and status without discrimination due to political views, religion, race of color, economic or social status, education, sex or sexual orientation, mental or physical disabilities, age, or marital status.
3. All members of the Council have the right to petition.
4. All members of the Association have the right to free access to any or all information pertaining to the Council.
5. Commitment of the Executive Council
  - a. Is to render professional services to the best of their ability.
  - b. Observe proper decorum and behavior, encourage full and open discussion with fellow members and treat all members with respect and consideration.
  - c. Demonstrate and promote a spirit of co-operation and foster communication within the Student body and its affiliates.
  - d. Represent the SIIT Student Association in a positive, consistent, and respectable manner in all dealings with the public.
  - e. Respect and enhance traditional values, customs, acknowledge the guidance of elders and faculty advisors.

## **ARTICLE VI**

### **General Operating Procedures**

1. *Annual Meetings:*

A minimum of one General Assembly of the SIIT Student Association will be held per year. A simple majority of the people present at a General Assembly meeting duly convened shall constitute a quorum.
2. *SIIT Student Association Meetings:*

Shall be held as required, in a location accessible to all members.
3. *Quorum:*

A simple majority vote of the members of the Executive Council shall be necessary and sufficient to constitute a quorum for the transaction of business at any meeting.
4. *Action by majority Vote:*

A majority of the number of members present at the Executive Council meeting where a quorum has been established shall be an official of the SIIT Student Association must be a majority of 60% presentation at an Executive Meeting.
5. *Financial Transaction:*

Shall be endorsed by the President, Vice-President and the Secretary/Treasurer. No cheques can be cashed for more the one hundred dollars (\$100) unless authorized by a meeting held by the SIIT Student Association.

## **ARTICLE VII**

### **Amendments**

The articles contained herein may be amended by two-thirds majority vote of the General Assembly. The General Assembly may, from time to time, pass by-laws for the proper governing for the SIIT Student Association. The Executive Council may pass by-laws, but such by-laws must be ratified at the next General Assembly.