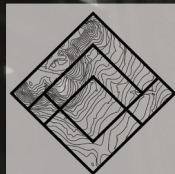


**SCHOOL OF ARCHITECTURE,
PLANNING + LANDSCAPE
STUDENT ASSOCIATION**

CONSTITUTION

Updated September 2020



CONSTITUTION

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CONSTITUTION

ARTICLE 1 – DEFINITIONS

- 1.1 “UCalgary” is the University of Calgary
- 1.2 “Department” is an academic department at the University of Calgary.
- 1.3 “Graduate Students Association” (GSA) is the governing student body at the University of Calgary that is responsible for all Active Members under the title as a Graduate Student.
 - 1.3.1 Including Course-Based students, thesis-based students and doctoral students
- 1.4 “Departmental Graduate Association” (DGA) is a graduate student organization composed of Active Members in a department at the University of Calgary.
 - 1.4.1 DGAs must meet the requirements of the Graduate Students’ Association Policies and Departmental Graduate Association Policies
- 1.5 “GRC” is the Graduate Representative Council of the GSA
 - 1.5.1 Depending on the DGAs size delegated representatives must attend Graduate Representative Council meetings held monthly at the discretion of the GSA. The allocated number of representatives is a ratio of DGA’s Active Members.

ARTICLE 2 – PREAMBLE

- 2.1 The DGA shall officially be known as the “School of Architecture, Planning and Landscape Student Association at the University of Calgary”, hereinafter referred to as “Association”.
 - 2.1.1 Commonly the Association may be referred to as “SAPLSA”.
- 2.2 The SAPLSA is a DGA affiliated with the GSA according to the GSA’s Bylaws and the DGA Policy. The Bylaws and Policies of the GSA shall supersede any contravening Bylaw herein.

ARTICLE 3 – OBJECTIVES

- 3.1 The purpose of SAPLSA shall be:
- 3.2 To promote and serve the intellectual, academic, cultural, social and recreational interests of the undergraduate students and graduate students of the University of Calgary’s School of Architecture, Planning and Landscape (SAPL), hereinafter referred to as the “School”
- 3.3 To officially represents the interests of the graduate students of the School and,
- 3.4 To foster interaction between undergraduate students and graduate students of the School.
- 3.5 To foster interaction between graduate students and professionals in the industries of architecture, planning, and landscape architecture.
- 3.6 To represent our members within the School at GRC meetings.

ARTICLE 4 – GOVERNANCE

- 4.1 The government of the Association arises from and shall always follow, the principle of democratic rule and follow procedures of Robert's Rule of Order
- 4.2 The Association shall have two branches of governance: The Executive, and the Graduate Council, hereinafter referred to as the "GC".

ARTICLE 5 – EXECUTIVE OFFICERS

- 5.1 The Executive of the SAPLSA shall consist of the following officers:
 - 5.1.1 The Executive shall perform duties as outlined in the Association's Bylaw 4
 - 5.1.1.1 President
 - 5.1.1.2 Vice President
 - 5.1.1.3 Treasurer
- 5.2 The Executive shall be elected by the Active Members, acclaimed if;
 - 5.2.1 only one person seeks an office,
 - 5.2.2 or appointed by the Executive with due diligence if no persons seek an office and no nominations arise from a Graduate Council Meeting (GCM).
- 5.3 No officer shall hold more than one Executive offices at any time.
- 5.4 Only Active Members of this DGA may serve as Executive Officers, unless an executive position is to go unfilled, in which case incoming students may be considered eligible.
- 5.5 If any elected acclaimed or appointed office of the Executive becomes vacant, other officers shall assume the duties of that office as directed by the Executive or by the GC if necessary, until the vacancy is filled.
- 5.6 If the President resigns, is impeached or is otherwise unable to continue in their role, the order of succession is as follows: Vice President (a) then Treasurer (b)
 - 5.6.1 The Vice President, which has been a registered graduate student in the School the longest shall be deemed the immediate successor to the President, and then the Treasurer if the Vice President turns down the succedent position.
 - 5.6.2 The person so designated will assume the office of Acting President, fulfilling all duties of the President, while still fulfilling the duties of their original office, until a by-election can be held to fill the position of President.

ARTICLE 6 – NON-EXECUTIVE OFFICERS

- 6.1 The SAPLSA shall have the following Non-Executive Officers, who's duties are outlined in Bylaw 5
- 6.2 Academic Program Representatives
 - 6.2.1 There shall be an Academic Program Representative (Rep.) for every year of each course-based program offered by the School:

ARTICLE 7 – EXECUTIVE OFFICERS

- 5.1 The Executive of the SAPLSA shall consist of the following officers:
 - 5.1.1 The Executive shall perform duties as outlined in the Association's Bylaw 4
 - 5.1.1.1 President
 - 5.1.1.2 Vice President Academic
 - 5.1.1.3 Vice President External
 - 5.1.1.4 Vice President Internal
 - 5.1.1.5 Vice President Operations and Finance
- 5.2 The Executive shall be elected by the Active Members, acclaimed if;
 - 5.2.1 only one person seeks an office,
 - 5.2.2 or appointed by the Executive with due diligence if no persons seek an office and no nominations arise from a Graduate Council Meeting (GCM).
- 5.3 No officer shall hold more than one Executive offices at any time.
- 5.4 Only Active Members may serve as Executive Officers.
- 5.5 If any elected acclaimed or appointed office of the Executive becomes vacant, other officers shall assume the duties of that office as directed by the Executive or by the GC if necessary, until the vacancy is filled.
- 5.6 If the President resigns, is impeached or is otherwise unable to continue in their role, succession by one of the Vice Presidents may be decided by the Vice Presidents, requiring unanimous agreement. If no agreement is found, then it should be VP Academic by default.
 - 5.6.1 The person so designated will assume the office of Acting President, fulfilling all duties of the President, while still fulfilling the duties of their original office, until a by-election can be held to fill the position of President.

ARTICLE 8 – MEMBERSHIP

- 8.1 Membership in the Association shall consist of a single group of members, as defined in the Association's Bylaws 1, 2

ARTICLE 9 – ELECTION OF OFFICERS

- 9.1 A General Election for all elected Executive offices shall be held each year during the month of March. The term of the newly elected Executives shall begin following the passing along of the transition documents, the change in signing authority and the passing of the keys / passwords. The term shall end when the subsequent Executive receives their transition documents, signing authority and held responsibility of Association keys and passwords.
- 9.2 Elections shall follow the procurement outlined in the Bylaw 8

ARTICLE 10 – FINANCES

- 10.1 The executive Officers shall maintain signing authority of all the Associations accounts as per the Bylaws. Any withdrawal from the bank account shall follow the related Bylaw 14
- 10.2 The required number of Executive Officers by the bank (minimum of two; three recommended) shall prepare an annual budget of revenues and expenditures for the Association. Once this budget has been approved by the CC, the executive officers shall expend such monies within the limits of the Budget.
- 10.2.1 Any extra budgetary expenditures of the Association monies shall require the approval of the CC,
- 10.2.2 Any revenue shortfalls must be reported to the Association at its first subsequent meeting.
- 10.2.3 The Annual budget will be sent to the School for review before administration of the School's Annual Contribution to the Association.
- 10.3 The Treasurer shall prepare a financial statement for the Association at the end of the Association's fiscal year, for presentation at the Annual General Meeting.

ARTICLE 11 – ANNUAL GENERAL MEETINGS

- 11.1 An Annual General Meeting of the Association shall be held each year during the Fall term, no later than September 30th. This Annual General Meeting, hereinafter referred to as the AGM.
- 11.2 A special AGM may be called as outlined in the Bylaw 12
- 11.2.1 The Dean can call an AGM under the title of Town Hall as necessary to hear from Active Members of the School.

ARTICLE 12 – SOCIAL MEDIA PRESENCE

- 12.1 The Association will be responsible for control and maintenance of all Social Media accounts and their Internet presence.
- 12.2 The Association shall maintain an active Internet presence with
 - 12.2.1 A website page within the University of Calgary and the School domains,
 - 12.2.2 A Facebook (FB) presence with
 - 12.2.2.1 An Association page
 - 12.2.2.2 Program groups linked to the Association page one for each program
 - 12.2.2.3 SAPL MArch
 - 12.2.2.4 SAPL MPlan
 - 12.2.2.5 SAPL MLA
 - 12.2.2.6 SAPL MEDes
 - 12.2.2.7 SAPL PhD
 - 12.2.3 Cohort groups linked to the Association page
- 12.3 The Executives and Communications Chairs are accountable for the association's digital presence.

ARTICLE 13 – COMMITTEES

- 13.1 The Year End Show (YES) Committee
 - 13.1.1 At the end of each academic year, in April, the SPAL SA should host the Year End Show, hereafter referred to as YES
 - 13.1.2 YES, is a gallery exhibition that is put on by the graduating students of the Department. The function of YES is to showcase graduating students' final studio projects or theses to the public, including family, friends, local industry and potential employers.
 - 13.1.3 In January the SAPL SA should be responsible for forming a committee of graduating students and volunteers to organize YES. All students of the Department are eligible to apply to the committee;
 - 13.1.4 The YES Committee shall have the following roles, with duties outlined in Bylaw 17
 - 13.1.4.1 President
 - 13.1.4.2 Vice-President
 - 13.1.4.3 Display Team - Lead, Submission Coordinator, Layout Design
 - 13.1.4.4 Marketing Coordinator
 - 13.1.4.5 Cohort Representatives
 - 13.1.4.6 Operation Volunteers
 - 13.1.5 The budget for YES shall be separate from that of the Association.

13.2 The Podcast Team

13.2.1 The Podcast Team shall work with Design Matters and students of the School to create relevant educational material.

13.2.2 The Podcast Team shall have the following roles, with duties outlined in Bylaw 17

13.2.2.1 Host(s)

13.2.2.2 Editor(s)

13.2.2.3 Researcher(s)

13.2.3 The budget for the Podcast Team shall be separate from that of the Association.

ARTICLE 14 – REFERENDUM

14.1 A question shall be submitted for decision by Referendum only upon

14.1.1 Resolution by the Executive

14.1.2 Resolution by the GC at an AGM, or

14.1.3 By receipt by a VP of a petition to hold a Referendum on such question, signed by at least ten (10) Active Members.

ARTICLE 15 – AMENDING / CREATING OFFICIAL ASSOCIATION DOCUMENTS

15.1 Proposals to amend the Constitution or Bylaws must be submitted, in writing, to the Vice Presidents no later than five (5) business days prior to the date of the AGM for the first reading. The Executive shall ensure that the wording of each duty proposed amendment is clear and unambiguous. The proposed amendments shall be made available to all Active Members of the Association.
(see Bylaw 5,8).

15.1.1 Amendments to the Constitution or Bylaws may be made by a minimum two-thirds (2/3) vote at any AGM, with a single reading for information and ratification.

15.2 Amendments passed at the AGM shall take effect fourteen (14) days after the meeting unless a request for a Referendum on the amendment is made in accordance with the Bylaws before then. Under such circumstances, the decision of the AGM shall remain pending, and shall be subject to the results of the Referendum, taking effect in accordance with subsection 3.

15.2.1 Standing Resolutions may be established, and policies of the Association shall be created or amended, as per sections 1 to 3 of the Article.

15.3 For the purposes of interpretation, a standing Resolution of the Association shall mean a binding directive of indefinite duration, established by an AGM or Referendum, and does not include Standing Resolutions of the Executive or any other body within the Association.

ARTICLE 16 – DETERMINING A “MAJORITY”

- 16.1** The following rules shall be used to determine a majority vote, unless specifically noted otherwise in a Bylaw, Constitutional Article or Standing Resolution
- 16.1.1** A simple majority is to be greater than 50%
- 16.1.2** A two-thirds majority is to be greater than 66.666%

ARTICLE 17 - ACCOMMODATING VIRTUAL ALTERNATIVES

- 17.1** Should health, safety, or other concerns deem it irresponsible to conduct Association affairs in an in-person way, virtual or virtual and hybrid (in-person and virtual) alternatives should be sought. Hybrid alternatives should only be considered if they may be effectively inclusive of the virtually joining Active Members.
- 17.2** Digital or hybrid alternatives may alter the delivery, operation, or outcome of various initiatives and procedures, including but not limited to: YES, networking events, meeting procedures. Alternatives should aim to preserve health, safety, and wellbeing while striving to effectively accomplish the Association's Objectives (Article 3).

BYLAWS

BYLAW 1 – MEMBERSHIP

- 1.1 All persons registered as Undergraduate Students and Graduate students in the School of Architecture, Planning and Landscape, hereinafter referred to as the “School”, at the University of Calgary who pay full or part time fees to the Faculty of Graduate Studies, hereinafter referred to as the “FGS”
- 1.2 Active membership in the Association shall cease at the end of the student’s final registered year as a graduate student in the FGS at the University of Calgary.

BYLAW 2 – RIGHTS AND OBLIGATIONS OF MEMBERS

- 2.1 Active Members of the Association shall have the following rights:
 - 2.1.1 To be represented on the Graduate Representative Council (GRC), Executive officers’ meetings with the Dean, and other bodies of the University through the Association’s duly elected or appointed representatives; and
 - 2.1.2 To participate in the Association through its structures, services and Bylaws
- 2.2 Members of the Association shall have the following obligations:
 - 2.2.1 To observe the Constitution and Bylaws of the Association;

BYLAW 3 – ELIGIBILITY OF EXECUTIVE OFFICERS

- 3.1 Executive Officer positions shall be open to any current SAPL student who has been a DGA, or an incoming student if no current students wish to fill the role. The candidate must intend to remain an Active Member until the end of the usual term of office;
- 3.2 Non-Executive Officers must be current or incoming students at SAPL
- 3.3 No officer shall hold more than one officer position at any time,
- 3.4 Officers may hold positions on committees of the Association,
- 3.5 No individual shall serve as an officer for more than two terms in the same position, but may switch positions. The exception may be made if no one else is vying for the role;
- 3.6 A previous officer may serve in an advisory role if all officers are in their first term, unless positions will be going unfilled otherwise, in which case one individual may hold up to two officer positions.

BYLAW 4 – EXECUTIVE

- 4.1 The Executive Officers shall:
 - 4.1.1 Act as representatives and advocates of the Association and its Constitution and Bylaws;
 - 4.1.2 Be responsible for the administration of the affairs of the Association; and
 - 4.1.3 Always be accountable to the membership at large
- 4.2 The duty of the President is to:
 - 4.2.1 Act as an advocate for all Active Members of the Association;
 - 4.2.2 Chair Association meetings;
 - 4.2.3 Enforce due observation of the Constitution and By-Laws of the Association;
 - 4.2.4 Be the official representative of the Association, responsible for the official correspondence and coordination of Association to the senior leadership of the School;
 - 4.2.5 Attend School "Faculty Forum" meetings, or delegate another member of the Association Executive, as the student representative;
 - 4.2.6 With the Vice President, meet with the Dean of the School each month to provide updates from students and receive updates from the School;
 - 4.2.7 If eligible, attend GRC meetings, or delegate another member of the Association as their representative;
 - 4.2.8 Oversee the operation of the officers of the Association; and
 - 4.2.9 Act as a signing authority for Association's accounts as per Bylaws 8, 9
- 4.3 The duty of all Vice Presidents is to:
 - 4.3.1 Act as an advocate for all Active Members of the Association;
 - 4.3.2 With the President, meet with the Dean of the School each month to provide updates from students, and receive updates from the School;
 - 4.3.2.1 Only one Vice President must meet with the Dean each month, but multiple may. It is recommended to be primarily the responsibility of the President and VP Academic.
 - 4.3.3 If eligible, attend GRC meetings, or delegate another member of the Association as their representative;
 - 4.3.4 A Vice President shall be responsible for receiving and informing the Executive about written petitions for Referenda as per Article 8 of the Constitution;
 - 4.3.4.1 Any Vice President may take on this responsibility, but must default to the VP Academic if there is no consensus.
 - 4.3.5 May, if designated, act as a signing authority for Association's accounts as per Bylaws 8, 9;
 - 4.3.6 Accommodate the President in Executive duties.
- 4.4 The additional duties of the VP Operations and Finance are to:
 - 4.4.1 Oversee the financial operations of the Association, which includes keeping informed and informing Active Members of the financial state of the Association;
 - 4.4.2 Create and maintain all financial records of the Association;

- 4.4.3 Prepare and monitor expenditures of the approved budget from the prior meetings;
- 4.4.4 If eligible, attend GRC meetings, or delegate another member of the Association as their representative;
- 4.4.5 Compile and submit financial statements with the annual report to the Association; and
- 4.4.6 Act as a signing authority for Association's accounts as per Bylaws 8, 9;
- 4.4.7 Ensure common student spaces are optimized for health, safety, enjoyment, inclusivity, and usefulness
- 4.4.8 Enable the Podcast, Website, and Communications officers to achieve their respective goals
- 4.5 The additional duties of the VP Academic are to:
 - 4.5.1 Attend meetings with the Dean alongside the President, or instead of the President if they are unable to attend,
 - 4.5.2 Support and work with the Academic Program Representatives,
 - 4.5.3 Assist students with matters regarding study abroad,
 - 4.5.4 Be the primary VP to communicate with the faculty on behalf of the student body, and,
 - 4.5.5 Consider establishing a mentorship program to facilitate peer-support between new and returning students
- 4.6 The additional duties of the VP External are to:
 - 4.6.1 If eligible, attend GRC meetings, or delegate another member of the Association as their representative;
 - 4.6.2 Work alongside the External Representatives, the GRC Representatives, and the Networking Co-Chairs; and
 - 4.6.3 Act as a liaison between external members including firms, and industry professionals
 - 4.6.4 Represent our Active Members within national student association bodies,
 - 4.6.5 Represent Architecture students in the Canadian Architecture Student Association (CASA-ACÉA) and the Alberta Association of Architects (AAA)
 - 4.6.6 Represent Planning students on the Alberta Professional Planners Institute (APPI) and the Canadian Planners Institute (CIP)
 - 4.6.7 Represent MLA students on the Alberta Association of Landscape Architects (AALA)
 - 4.6.8 Inform students about the opportunities and advantages of collaborating with other design schools across the country
 - 4.6.9 External bodies may or may not have an official position for a Student Representative, in which case External Representative will communication between both parties in an unofficial manner.
- 4.7 The additional duties of the VP Internal are to:
 - 4.7.1 Enable the Health/Wellness, YES, Gallery, and Events officers to achieve their respective goals

BYLAW 5 – NON-EXECUTIVE OFFICERS

- 5.1 The Academic Program Representatives will:
 - 5.1.1 Act as an advocate for all Active Members of their program year;

- 5.1.2 Be the official representative of their program year to the Association and Associate Dean
- 5.1.3 Meet with the Associate Dean of their relevant program each month to provide updates from students, and receive updates from the School;
- 5.1.4 Provide meeting minutes or summaries to the President and Vice President; and
- 5.1.5 Correspond with students in their program the actions of the Association and updates from the Associate Dean
- 5.2 The Events Chair will:
 - 5.2.1 Promote and serve the intellectual, academic, cultural, social and recreational interests of the students of the School;
 - 5.2.2 Foster interaction between students of the School by organizing social events for the students of the School each month;
 - 5.2.2.1 Organized events will be open and accessible to all students of the School and will adhere to the regulations and policies outlined by the Association, School, and the University of Calgary
 - 5.2.2.2 Be provided a budget by the Executive Officers for events and will compile and submit financial statements and reports for each event held to the Executive Officers.
- 5.3 The Networking Chairs will:
 - 5.3.1 Foster interaction between students of the School and external professional industries by organizing a networking event in both Fall and Winter semesters;
 - 5.3.1.1 Organized events will be open and accessible to all students of the School and will adhere to the regulations and policies outlined by the Association, School, and University of Calgary;
 - 5.3.2 Chairs will ensure that there is an equitable distribution of industry representatives for each program offered by the School
 - 5.3.3 Be provided a budget by Executive Officers and will compile and submit financial statements and reports for each event held to the Executive Officers
- 5.4 The Health & Wellness Chairs will:
 - 5.4.1 Promote and serve the physical and mental health interests of the students of the School;
 - 5.4.2 Organize physical and mental health events and activities that foster positive experiences and outcomes for students
 - 5.4.2.1 Organized events will be open and accessible to all students of the School and will adhere to the regulations and policies outlined by the Association, School, and the University of Calgary
 - 5.4.2.2 Be provided a budget by the Executive Officers for events and will compile and submit financial statements and reports for each event held to the Executive Officers.
- 5.5 The Facilities Chair will:
 - 5.5.1 Maintain the cleanliness and care of furniture and appliances within the SA' student spaces
 - 5.5.2 Communicate with School and UCalgary staff to re-mediate any issues within the facility that

may put a staff or students' safety at risk while using student environments

5.6 The Gallery Chairs will:

- 5.6.1** Promote the work of students in the department by organizing displays and gallery shows in the SAPL SA gallery;
- 5.6.2** All students of the School must have the opportunity to submit work for each gallery show;
- 5.6.3** Selection of work to be displayed will be unbiased, non-discriminatory, and will represent all students of the School;
- 5.6.4** All work displayed in the gallery will be respectful and will adhere to the regulations and policies outlined by the Association, School, and University of Calgary;
- 5.6.5** Organize design initiatives to promote creativity outside of the classroom and to foster interaction with the community.

5.7 The Communication Chairs will:

- 5.7.1** Foster an interaction between the students of the School by promoting initiatives, events, and activities of the SAPLSA through means that are not limited to, newsletters, emails, graphics etc.;
- 5.7.2** All communication will be respectful and will adhere to the regulations and policies outlined by the Association, School, and University of Calgary;
- 5.7.3** Document Association activities and events and providing copies to the School's communication representative.
- 5.7.4** Post regularly on Social Media to keep Active Members informed of activities and news of the Association
- 5.7.5** Take meeting minutes at the GCMs; and
- 5.7.6** Monitor and Respond to email correspondence through SAPLSA@UCalgary.ca and SAPL.orientation@gmail.com

BYLAW 6 – GRADUATE COUNCIL (GC)

- 6.1** The Graduate Council is open to all Active Members of the Association
- 6.2** The GC shall have the authority to remove any member of the Executive or any committee of the Association by a two-thirds (2/3) majority vote at any formally announced GCM at which at least ten (10) Active Members of the GC are present. In such event, the VPs shall be notified forthwith; the position shall be filled by the GC at its earliest possible convenience via a by-election (Bylaw 6)
- 6.3** The GC shall host Graduate council meetings at least once a month.

BYLAW 7 – GRADUATE COUNCIL MEETINGS (GCM)

- 7.1** All meetings of the GC shall run in accordance with Robert's Rules of Order unless provisions of the Bylaws, resolutions of Annual General Meeting (see Bylaw 8), Referendum (see Bylaw 9), or by vote of the GC otherwise. A minimum two-thirds (2/3) vote by those present shall be required

in the GC to pass a resolution modifying the roles of order for the duration of that meeting.

- 7.2 The Speaker of the GC shall be the President of the executive, or another member of the Executive appointed by the GC as Speaker pro tem by majority (Greater than 50%) vote should the President not be available. While fulfilling the role of Speaker, the President (or other Executive) will continue to hold a vote on any motions or resolutions and shall hold an additional tie-breaking vote in the event of a tie vote of the GC.
- 7.3 All Active Members of the Association may attend GC meetings, participate in discussions and vote. The GC may resolve by majority (greater than 50%) vote to discuss any matter in camera as necessary.
- 7.4 The GC shall meet at least once per year at the Annual General Meeting (AGM). The Executives may call additional AGMs by a majority vote.
- 7.5 The business of each meeting of the GC shall include the following:
 - 7.5.1 The reading, considering, and approval of the minutes of the previous meeting of the GC.
 - 7.5.2 Reports by the officers of the Executive, including a financial report by the Treasurer;
 - 7.5.3 Committee reports and reports by any other representative of the Association;
 - 7.5.4 A report by the Speaker, including presentations by visiting speakers/presenters; and
 - 7.5.5 Other business as the GC deem appropriate.
- 7.6 Quorum for GC meetings:
 - 7.6.1 Shall be satisfied by the attendance of at least ten (10) Active Members, excluding officers of the Executive. Active Members may be represented in person or virtually if the meeting is also being conducted online in real-time.
 - 7.6.2 If quorum is not achieved at a meeting of the GC, the quorum for the next meeting shall be met by five (5) Active Members, excluding officers of the Executive.

- 7.7 A motion passed at a meeting of the GC may be rescinded as per Robert's Rules of Order, by a motion at a General Meeting, or by Referendum.
- 7.8 The Communications Chairs shall ensure that notice of all GC meetings and agendas thereof is given by appropriate means to all Active Members not less than three (3) days prior to the scheduled meeting.

BYLAW 8 – ELECTION OF OFFICERS

- 8.1 The Executive and Non-Executive Officers shall be elected by ballot by a majority of the votes cast for that office
 - 8.1.1 The elections for Executive and Non-Executive Officers, except for 1st year Academic Program Representatives, shall be held March of year. However, positions that are unfilled in March may be filled through election in September.
 - 8.1.1.1 Elections for 1st year Academic Program Representatives shall be held in September of each year;
 - 8.1.2 A transition meeting between the incoming and the outgoing teams should take place within the same academic term of the election at the discretion of the Executives and no later than the start of the new officer's term;
- 8.2 If no students are interested in running for the Association Executive Officer positions, or other positions, the positions may be appointed;
 - 8.2.1 In such case for executive positions and GRC Representatives, they should be appointed in March. In such case for other non-executive positions, they may be appointed if they remain unfilled after the 2nd round of elections in September.
- 8.3 Term
 - 8.3.1 Officers shall serve for one year and their term of office shall begin on May 1st if voted in in March, or immediately if voted in in September.
 - 8.3.2 The fiscal year shall begin September 1.
- 8.4 Vacancy
 - 8.4.1 If a vacancy occurs in the office of President, the Vice President Academic shall assume the office for the remainder of the Term and vacancies in any office shall be filled in a by-election.

BYLAW 9 – RESIGNATION AND REMOVAL OF OFFICERS

- 9.1 Any officer may resign at any time by submitting a letter or resignation either in person or by electronic means to the President or a Vice President. Resigning Officers shall fulfill their duties for a duration of two weeks after submitting the resignation letter to allow for a period of re-adjustment.
- 9.2 An officer must resign from office upon termination of his / her resignation at the University of Calgary;
- 9.3 If the President resigns or is no longer able to fulfill their duties, order of succession is as follows: Vice President, Treasurer;
- 9.4 An officer who behaves in a manner unbefitting of their position, including but not limited to missing two consecutive meetings or functions at which their attendance is required according to their position description, without communicating the intent to be or the reason for being absent, may be immediately removed from office by either;
 - 9.4.1 Unanimous vote in favour of removal by all other officers; or
 - 9.4.2 Two-thirds majority vote for removal by the membership at a general meeting open to all members of the Association.
- 9.5 If an officer position becomes vacant, the remaining officer must;
 - 9.5.1 Appoint an interim non-voting replacement officer to fill the vacant position, if possible, until such a time as a by-election can be held.

BYLAW 10 – ADDITION OF NEW OFFICER POSITIONS

- 10.1 A request for a new officer position, Executive or Non-Executive, may be submitted to the VP by any Active Member
 - 10.1.1 A request must be submitted with an explanation of the necessity and duties of the role
 - 10.1.2 A new officer position may only be approved by a majority vote of the Association membership in attendance at a General Meeting.

BYLAW 11 – ANNUAL GENERAL MEETINGS

- 11.1 The Communications Chair shall ensure that all Annual General Meetings, AGM are announced by appropriate means no later than seven (7) days prior to the date of the AGM. This announcement shall include:
 - 11.1.1 A proposed agenda;
 - 11.1.2 A summary of the proposed amendments to the standing resolutions, policies, constitution or Bylaws received in accordance with Article 11 of the Constitution and
 - 11.1.3 A description of where the complete text or such proposed amendments may be viewed by the membership.

- 11.2 Special Annual General Meetings may be called by either a decision of Executives, or upon receipt by the President of a petition signed by at least 5% of the Active Members requesting such a meeting.
- 11.3 A referendum result (see Bylaws 9) may be reversed at an AGM only if the Percentage of all Active Members who cast a vote on the reversal at the AGM exceeds the percentage of all Active Members who cast a ballot on the relevant Referendum question.
- 11.4 The business of each AGM shall include the following:
 - 11.4.1 The reading, consideration and approval of the minutes of the previous AGM;
 - 11.4.2 The consideration of each proposed amendments to the By-Laws, standing Resolutions, Policies, or Constitution, when due notice of such proposed amendments has been received in accordance with Article 11 of the constitution;
 - 11.4.3 Any business not requiring notice that the AGM wishes to consider; and
 - 11.4.4 Reports of Executives officers including the financial report by the VP Operations and Finance.
- 11.5 The Communications Chair shall ensure that, when a vote is cast, the minutes include the number of votes for and against and any abstentions of any motions considered at an AGM.
- 11.6 The President of the Executive shall chair all AGM as Speaker. In the absence of the President, another member of the Executive shall be appointed by a majority (greater than 50%) vote of the GC as Speaker pro tem in accordance with Bylaw 5, Section 2.

BYLAW 12 – SIGNING AUTHORITY

- 12.1 A minimum of two (2) signing authorities, including the VP Operations/Finance, must be identified;
- 12.2 Any withdrawal of funds from an Association account shall be signed by the VP Operations/Finance and countersigned by the President or a Vice President with signing authority;

BYLAW 13 – FINANCES

- 13.1 All signing authorities must have current and ongoing access to the Association's bank records.
- 13.2 Financial records of the Association shall open to examination by the GSA, the Department, or and Active Member after due notice has been given to the VP Operations/Finance. The VP Operations/Finance, with the President, shall establish a suitable time and place, with the examination taking place on the University of Calgary campus in the presence of at least one member of the Executive.

BYLAW 14 – GRADUATE REPRESENTATIVE COUNCIL

- 14.1 The number of GRC representatives shall be determined according to the GSA.
- 14.2 GRC representatives may be officers of the Association or appointed from City Council members.

BYLAW 15 – ANNUAL REPORT

- 15.1 The President and Communications Chairs shall be responsible for submitting an annual report to the Association by May 1st of each year.
- 15.2 The report shall contain the following: officer contact information, membership list, outgoing and incoming officers, list of activities, financial statements, and sanctioned agreement forms for the upcoming year. Refer to Association DGA policy manual for detailed information.

BYLAW 16 – FACILITIES

- 16.1 The Officers of the SAPL SA shall maintain the equipment in the following DGA student spaces:
 - 16.1.1 The SAPLSA Office
 - 16.1.2 The SAPL student lounge and kitchen
 - 16.1.3 The SAPLSA Model Photo Room
- 16.2 Where maintenance of the equipment in the student spaces may put student safety at risk, SAPL SA Officers will seek assistance from the Schools Operations Manager or UCalgary Facilities staff.

BYLAW 17 – COMMITTEES

- 17.1 Committees of the Association are affiliated with the Association according to this Bylaw
 - 17.1.1 The Association Bylaws and DGA Policy of the Association shall supersede any contravening Committee Bylaw herein.
- 17.2 Special Committees – The President shall have the authority to appoint any special committees with the approval of the officers.
 - 17.3.1 The Year End Show Committee:
 - 17.3.1.1 One (1) President who will coordinate and manage the YES Committee, ensuring all roles are filled and responsibilities met and completed to execute event. Additionally, President will find and secure the venue and will assist in securing additional monetary sponsorships.
 - 17.3.1.2 One (1) Vice President Finance who will Assist in the coordination and management of the YES committee, including the expenses and finances for executing the event on budget. Additional responsibilities include securing food and drinks for the venue.
 - 17.3.1.3 One (1) Display Team-Lead who leads the Display team to plan and design presentation of projects within the venue and constructs the display day of and tear down after the event. The team lead is responsible for ensuring the display is complete and ready for public viewing 30 minutes prior to doors opening to the public.
 - 17.3.1.4 One (1) Display Team-Project Submission Coordinator who assists the Display Team Lead to plan and design presentation of projects within the venue. This individual is responsible

for allocating space per project, (knowing the size of deliverables etc.) and is the main point of contact for all students wishing to display anything in the Year End Show. This role is critical to the display team to enable proper allocation of space within the venue.

17.3.1.5 Two (2) Display Team-Layout Design who assists the Display Team Lead to plan and design presentation of projects within the venue and construct the display day of and takes the display down after the event.

17.3.1.6 One (1) Marketing Coordinator who is responsible for the graphic promotion of the event. The creation of posters, invitations, etc.

17.3.1.7 At least one (1), maximum two (2), Cohort Representative for each program offered by the Department who provide information to the committee planning team for project deliverables. Ensure that their cohort is aware of the event and act as the main source of communication from committee to students and vice versa. Will make sure that people communicate and get their submissions to the submission coordinator.

17.3.1.8 Operational volunteers who assist on the day of for set up, tear down and supervision throughout the day

17.3.2 The budget for YES is separate from that of the Association and will be established with assistance from the School.

17.3.3 The YES committee will adhere to all rules, procedures and By-Laws of the Association, especially those relating to Finance procedures and reimbursements.

BYLAW 18 – REFERENDUM

18.1 Once a referendum has been initiated under Article 14 of the Constitution, the Executive shall, at its first subsequent meeting, set the date of the Referendum. If the Referendum was initiated by petition, the Referendum date must be no more than thirty (30) days later.

18.2 A member of the Executive (excluding the President) shall act as Chief Returning Officer for the Referendum, shall have the rights responsibilities, and liabilities in the Referendum equivalent to those described under Bylaw 8 for the General Election, and shall not have a vote on the Referendum question,

18.3 The CRO, in consultation with the Executive, shall ensure the wording of the Referendum is clear and unambiguous and that it does not seek to unfairly influence the result of the Referendum. Final wording of the Referendum questions shall be approved by the Executive.

18.4 The CRO shall announce the Referendum at least fourteen (14) days prior to when it will be held. The announcement must include the question being considered and the procedure and date for voting

18.5 Active Members shall have a period of up to three (3) business days on which to vote on the Referendum question in a secret ballot. Ballots received after this prescribed time shall be invalid.

- 18.5.1** Executives officers (excluding the CRO) shall retain rights to advocate or endorse any position as individual Active Members. However, no member of the Executive, as an officer may advocate or endorse any position on a question submitted for Referendum unless a majority (greater than 50%) of the body is in favour of that position as indicative by vote.
- 18.5.2** Any published statements advocating or endorsing a position or positions on a question or questions submitted for referendum or any such statement by a member of the executive in any publication shall
- 18.5.2.1** Clearly state that the statement or statement represent the views of the author or authors only and not the views of the association or the Executive and
- 18.5.2.2** Shall in the case of Association sponsored publications seek and publish representatives' views in an impartial manner.
- 18.5.3** Benefits may be offered through the Association to all sides of a referendum question including but not unlimited to equal access to association facility funds and for publications where such benefits are made available they will be made available in an equal and unbiased distribution
- 18.6** At the end of the voting period the ballots shall be counted by the CRO. Each side of the question shall be permitted to appoint one scrutineer to witness the counting. The CRO shall make public the results of the referendum and shall submit written reports at the earliest opportunity, including the number of yes votes the number of no votes and then number of spoiled ballots and any irregularities that may have taken place to the president and the GC.
- 18.7** Referendum shall establish Association policies by majority (greater than 50%) vote or constitution or by-law amendments by two -thirds (2/3) majority vote. Subject to the Provisions of the Bylaws.
- 18.8** A referendum may reverse an AGM decision only if the percentage of all Active Members who cast a ballot on the relevant referendum question exceeds the percentage of All Active Members who cast a vote on the Relevant AGM Motion.
- 18.9** For interpreting this Bylaw, the Date of the Referendum shall mean the last day on which voting may occur in accordance with Section 4.

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