**TRENT DURHAM STUDENT ASSOCIATION (TDSA)**

**OPERATING POLICY**

*Created in 2015*

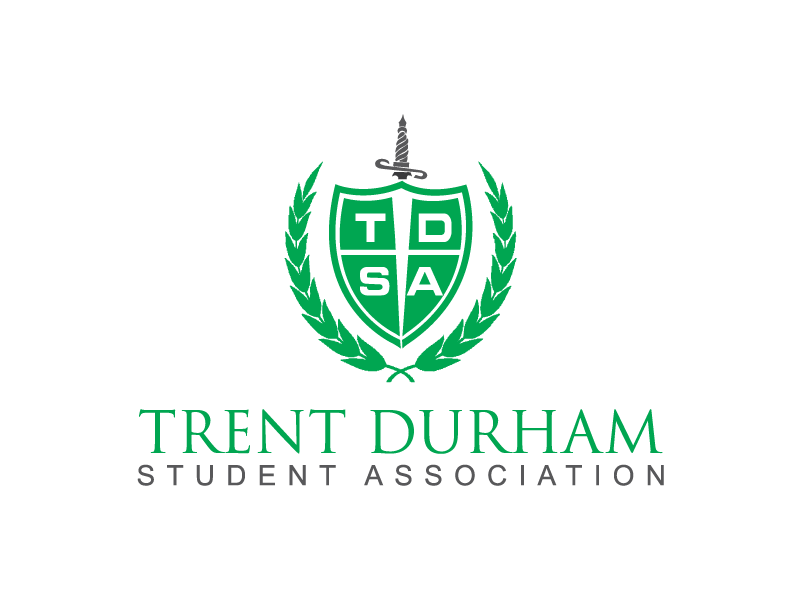
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**Policy No. 1 Ontario Undergraduate Student Alliance (OUSA)**

Policy to apply to By-Law No. XIV – External Organizations and to OUSA’s membership in the Ontario Undergraduate Student Alliance (OUSA):

1.1 Purpose

a. To establish TDSA’s expectations of OUSA;

b. To establish the conditions of TDSA’s OUSA membership;

c. To ensure that appropriate procedures are followed in the selection of delegates representing TDSA at OUSA functions.

1.2 Expectations of OUSA

TDSA shall hold OUSA accountable for:

a. Providing a forum for constructive dialogue between full and part-time undergraduate student governments in Ontario;

b. Striving to represent the views, beliefs, and needs of its member schools on issues directly related to the academic interests of undergraduates, including the quality and availability of post-secondary education in Ontario;

c. Articulate these views, beliefs, and needs to all levels of government, university administrations, members of the university community, and the community at large;

d. Be directly accountable and responsive to the undergraduate students on the campuses of its member schools in all areas of its activities, including the maintenance of a decentralized structure of operations responsible for its function to its members.

1.3 Membership Fee

TDSA shall pay membership fees to OUSA through a per-student fee model, paid out of the TDSA Operating Budget.

1.4 Change of Membership Status

Written notice of intent to change TDSA’s membership status in OUSA must be provided to the OUSA Steering Committee ninety (90) days prior to such a vote occurring. The date of the vote must be included in the notice of intent. Departure from OUSA membership will adhere to By-Law No. XIII concerning Referenda.

1.5 Representation

a. TDSA’s voting member on the OUSA Steering Committee (OUSA SC) shall be the Vice-President of University Affairs. If unable to attend an OUSA SC meeting, the Vice-President of University Affairs may send an alternate Board of Director to attend the meeting;

b. TDSA shall send one (1) delegate per three thousand (3000) students, as well as the Vice-President of University Affairs, to all meetings of OUSA’s General Assembly (GA);

i. One (1) delegate shall be the President, or a designated representative;

ii. The remaining delegates shall be selected from the TDSA membership by the Vice-President of University Affairs, subject to board approval;

e. In the event that an additional delegate(s) is needed for non-GA meetings and functions of OUSA, first consideration shall be given to the President and second consideration to a TDSA board member. In the event they are unable to attend said functions, the Vice-President of University Affairs has the authority to select members from the corporation;

f. Any individual representing TDSA shall act in the best interest of TDSA and shall strive to ensure that fair and effective representation is upheld.

1.6 Interpretation

If there is a conflict between the TDSA Bylaws, and/or Operating Policies and OUSA policy, TDSA policy shall take precedence.

**Policy No. 2 Workplace Environment**

a. All individuals shall endeavour to keep their personal work area clean and professional looking;

b. All individuals shall respect all common areas and respect the rights of others to use said areas by ensuring that common areas are left in a clean and usable state;

c. All individuals shall respect the workspaces of others and refrain, wherever possible, from the use of others' belongings without permission, explicit or otherwise;

d. All staff and volunteers shall endeavour to utilize the workplace environment for professional purposes only;

e. All staff and volunteers shall endeavour to avoid using their personal workspace or a common workspace in a manner that may be disruptive to others.

**Policy No. 3 Interpersonal Interactions**

a. All TDSA employees shall have an obligation to ensure that all individuals dealt with are treated with dignity and respect, and are not exposed to harassment or discrimination as prohibited by the policies described by Trent University concerning Human Rights, Equity, and Accessibility;

b. Individuals shall maintain a respectful tone and use respectful language in all interpersonal interactions regardless of the subject matter being discussed;

c. All employees and volunteers shall endeavour, wherever possible, to avoid the use of language or gestures that may be construed as offensive;

d. Individuals shall refrain from the use of personal insults and other derogatory language;

e. Any interactions, conduct, communications, or gestures that would constitute violence or the threat of violence as defined by Trent University’s policies concerning Human Rights, Equity, and Accessibility shall be avoided at all times.

**Policy No. 4 Employee Guidelines**

4.1 Employees shall strive to maintain consistent office hours and all employees shall log in the start and end time of a daily shift. Any staff member wishing to modify a workweek shall seek approval by the President.

4.2 Flex Time

The Trent Durham Student Association shall permit staff members to select alternative work hours and offer a limited opportunity to work outside of office. Flex time is defined as working out of office for no more than 25% of the weekly required hours as outlined in the Job Descriptions Policy. Approval of all flex-time requests remains with the executives, subject to 2/3-majority vote. Employees working outside of office are expected to fulfil the duties and responsibilities outlined in the Job Descriptions Policy, be available by phone and email, and provide written notification to the Operations Coordinator. Written notice submitted to the Operations Coordinator shall include the intended amount of hours planned to work outside of office.

4.3 Additional Time Commitment

All employees are expected to make allowance for activities that require an additional time commitment, including member campus visits, meetings, conferences, etc. This is considered a normal part of fulfilling the work and responsibilities of the position within the organization and may require the employee to work evenings and weekends. Employees are required to meet these situations with the same commitment, enthusiasm and professionalism expected in the fulfilment of their responsibilities.

4.4 Banked Hours

Overtime hours are not permitted in excess of regular office hours, subject to the job descriptions. The Trent Durham Student Association is committed to allowing TDSA employees to bank hours on a weekly basis. Approval of banked time in excess of five hours and the use of banked hours shall fall to the President and one other executive.

4.5 Accountability

a. Elected representatives, staff, volunteers, and other members of TDSA are committed to the following principles:

1. Act with honesty and integrity in accordance with any professional standards, governing laws, and legislation that have application to the responsibilities performed for the Trent Durham Student Association;

2. Comply with any training or orientation provided by the Trent Durham Student Association;

3. Adhere to the policies, by-laws and procedures of Trent Durham Student Association;

4. Support the positions and decisions of the Board of Directors;

5. Take responsibility for actions and decisions and follow reporting lines to facilitate the effective resolution of issues;

6. Ensure the authorities of executive roles are not exceeded;

7. Respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation;

8. Promote the mission and objectives of Trent Durham Student Association;

9. Provide a positive and valued experience for those receiving service within and outside the Trent Durham Student Association.

b. The executive directors are committed to the following:

1. Report to the board of directors on a monthly basis or as requested by a 50% plus one vote of the Board of Directors;

2. Accept assigned duties by the board of directors as determined by 2/3-majority vote of the board of directors in compliance with the job descriptions;

3. Be administered and regulated by the board of directors;

4. Documenting daily activities to the board of directors.

c. It shall be the responsibility of the President to observe the day-to-day affairs of the Vice Presidents to ensure responsibilities and obligations are fulfilled, pursuant to the job descriptions. Similarly, the Vice President(s) shall hold the President accountable pursuant to the job description. In the event an executive is not fulfilling the responsibilities outlined within the job descriptions, the observing executive shall adhere to Policy No. 4.6 concerning Employee Discipline.

4.6 Employee Discipline

a. The Trent Durham Student Association shall follow consistent practices in assessing, correcting and managing unacceptable job performance, absenteeism, unprofessional actions/activities or other employee related actions or problems. Disciplinary steps are established to provide guidelines for fair, consistent, and predictable management of unsatisfactory actions by employees;

b. The President will regularly counsel and offer assistance to employees with performance or activity issues warranting disciplinary actions. The objective and goals of this assistance is the correction of minor performance issues. If performance does not improve through this informal, verbal effort, then formal disciplinary action will take place, subject to board approval. Initial disciplinary action may take the form of a verbal warning documented in an employee’s file (copy provided to the employee) up to an including termination of the employee depending on the severity of the incident or performance deficiency. In the event any executive is deemed to be inadequately fulfilling the duties outlined in the job descriptions, a member of the corporation may submit a written report to the board of directors for review. The Board of Directors shall decide all appropriate forms of disciplinary action, subject to 2/3-majority vote;

c. Termination of employment is warranted for serious misconduct. Serious misconduct includes, but is not limited to, actions by the offending employee, which involve theft, violence, fraud, misrepresentation regarding credentials and/or previous employment experience, that put others at risk, intimidate or belittle others, or actions that severely damage Trent Durham Student Association’s reputation. Termination of the Operations Coordinator is subject 2/3-majority vote by the board. Termination of any other staff or volunteer members is subject to approval by the President and one other executive. Terminations of executives and elected board members are subject to By-Law No. VII concerning Termination from Office.

4.7 Confidentiality

All employees and elected representatives shall:

1. Respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, the Trent Durham Student Association business documents and printouts, and all volunteer, employee membership, donor and supporter records;

b. Respect and maintain the confidentiality of individual personal information.

c) Respect the confidentiality of non-TDSA members. Non-TDSA members shall sign and submit a confidentiality agreement in the event sensitive information is discussed.

4.8 Public Relations

Elected representatives, staff, volunteers, and other members of TDSA shall be committed to accurately conveying the positions, stances, and/or opinions of the board of directors. Public endorsements and/or comments by the Trent Durham Student Association shall reflect the positions, stances, and/or opinions of the Board of Directors determined by 50% plus one vote. The executive directors are committed to obtaining board approval before publically providing comment on any issues, concerns, and/or recommendations, except when the positions, stances, and/or opinions reflect current policy of TDSA and/or any subscribed external representative groups. If there is a conflict between the board of directors and the policies of subscribed external representative groups, the will of the board of directors shall take precedence.

4.9 All TDSA employees and volunteers shall refrain from making comments or performing actions that compromises the political impartiality of TDSA as a corporation.

**Policy No. 5 Work Term & Wages**

5.1 Pay Period

All employees are to be paid bi-weekly by cheque.

5.2 Hourly Rate

Employees shall receive an hourly rate subject to the board of directors.

5.3 Probationary Period

All non-elect employees are subject to a three (3) month probationary period with the Trent Durham Student Association. Non-elect employees may be terminated without due cause within the three month period, subject to 2/3-majority vote of the board.

5.4 Outside Employment/Responsibilities

a. Employees may take on additional employment outside of Trent Durham Student Association provided such activity does not interfere with the performance of their responsibilities to Trent Durham Student Association, including additional requests for the employee’s time such as member visits, conferences, travel, etc. All employees that possess additional employment must make the details known to the executives;

b. Any interference from additional employment outside Trent Durham Student Association will result in disciplinary action, subject to Operating Policy No. 4.4 and/or a request that the employee change the details of their additional employment.

5.5 Benefits

All non-student full-time employees shall be provided access to the applicable student health and dental plan free of charge. Employees may opt in dependents subject to the approval of the President.

5.6 Sick Days

All fulltime employees will be allowed a number of sick days as outlined in the employee contract. There is no financial compensation for sick days not used and no accumulation of sick days. Additional vacation time will not be granted for sick days not used in the year.

5.7 Short Term Disability/Illness

In the event a full time employee is absent due to illness or injury the employee shall be granted up to an additional five (5) days paid within the benefit year. A doctor’s report and recommendation shall be submitted to the executives for authorization of additional paid sick leave. The executives shall authorize additional sick time subject to 2/3-majority vote. There will be no accumulation of unused additional sick days, no addition to vacation time, and no financial compensation shall be given.

5.8 Professional Development

The Trent Durham Student Association is committed to enhancing the learning and professional development of its employees by exposing them to opportunities outside of the work environment, for the purpose of enhancing and improving job performance, subject to the approval of the President and one other executive.

5.9 Vacation Time

a. All employees shall be provided vacation days each year in addition to statutory holidays. The number of vacation days will be outlined in the job descriptions and/or employee contract.

b. Vacation carryover is not permitted. Employees are expected to utilize allotted vacation time within the prescribed year.

5.10 Personal Leave without Pay

Leave of absences without pay may be granted by the President and one other executive for personal reasons of the employee.

5.11 Pregnancy and Parental Leave

Leave of absences for pregnancy and parental leave shall be in accordance with the Employment Standards Act (Ontario) and Human Resources Canada-Employment Insurance regulations. All group benefits that the employee is entitled to at the time of the pregnancy or parental leave shall continue during the leave period unless the employee indicates in writing their intention not to return to work.

5.12 General Student Bereavement

Upon notification of the death of a student, where appropriate, the President of the Trent Durham Student Association shall prepare a letter of condolence to the surviving family. The letter shall be sent to the spouse, the parent(s), or the immediate family of the deceased, depending on the situation.

5.13 Employee Bereavement

a. Any employee shall be granted a minimum of three (3) days of paid bereavement leave to attend the funeral of an immediate family member or close friend(s).

Immediate family and close friend(s) includes:

* spouse which includes same sex or common law partner/fiancé́;
* mother or father, stepmother, stepfather;
* children or step children;
* brother or sister, stepbrother or stepsister;
* mother-in-law or father-in-law;
* aunt or uncle;
* grandmother or grandfather;
* close friend(s)

b. Where the funeral occurs outside of the province, bereavement leave shall also include reasonable traveling time, not to exceed seven (7) days. Additional leave may be with or without pay as may be determined by the board of directors. Employees will not be paid for bereavement leave it if falls on a vacation day,

5.14 Court Leave

If an employee is required to serve as a juror or attend as a witness in a legal proceeding, the Trent Durham Student Association will grant the necessary leave of absence. TDSA will pay such employee the difference between normal earnings and the payment received for jury service or a witness/attendance fee, excluding travel, meals and other expenses. If said employee is required to participate as a party, witness or juror in a private matter, the employee may take up to one day with pay, additional days will be subject to Policy 5.10. All TDSA employees shall notify the President and Operations Coordinator of an issued subpoena or summons, to ensure appropriate accommodations are arranged. TDSA employees will be required to provide proof of absence, including a copy of the subpoena or summons.

5.15 Religious Leave

TDSA will make every attempt to accommodate requests for religious leave. The employee must inform the President and Operations Coordinator of a request for religious leave as early as possible, to ensure adequate staff can act as a temporarily suitable replacement. Requests for religious leave must be made in writing to the President and Operations Coordinator and must include a reason for the request. TDSA employees may take up to two (2) days paid personal leave for the purpose of religious leave. If the TDSA employee requires more than two (2) days, said employee may use vacation leave or unpaid leave for the purpose of religious leave.

5.16 Transitional Executive Training

Transitional executive training shall take place between the announcement of the election results and April 30th. Incoming executives shall receive an honorarium in the amount of $100.00, provided fifteen hours of transitional training is completed. Current executives shall be permitted to use office hours to conduct training of the incoming executives.

5.17 Annual Institutional Document Transfer

The executives, with the assistance of the Operations Coordinator shall ensure that incoming executives are to be provided with sufficient TDSA materials upon transition. TDSA materials include, but are not limited to, updated TDSA By-Laws, policies, and other TDSA related documents that provide sufficient transfer of institutional knowledge. Digital or physical copies are permitted.

**Policy No. 6 Expense Guidelines**

6.1 Travel

All travel shall be authorized by the President and one other executive. Employees requesting travel reimbursement must complete Mileage, Parking, and Hotel Expense Form.

a. Own Vehicle: Employees using their own vehicle on Trent Durham Student Association related activity shall be compensated at a rate of $0.40 per kilometre. Travel shall be authorized by the President and one other executive. Use of an online mileage calculator, such as “Google Maps” is preferred when justifying mileage claims.

b. Rental Vehicle: Employees that are required to secure a rental vehicle will attempt to select a suitable form of vehicle at an economical rate.

c. Air: Employees that are required to secure airfare will attempt to select a suitable form of airfare at an economical rate.

d.Accommodation: Employees that are required to secure accommodation will attempt to select a suitable form of accommodation at an economical rate.Consideration must also be given to proximity to the destination of the employee. Employees requesting accommodation reimbursement must complete the Mileage, Parking, and Hotel Expense Form.

e. Meals: Employees shall be allotted $60 on a daily basis for all meals during a travel period.

**Policy No. 7 Payment Methods**

For all Trent Durham Student Association related expenditures, employees will use the Trent Durham Student Association Credit Card and retain all receipts for submission to the President and Operations Coordinator. Any charges made on the credit card that are not approved will be the sole responsibility of the employee. Employees are permitted to appeal the decision of the President and involved Vice President to the board of directors. Said employee wishing to appeal a decision shall inform the board of directors in writing. The board of directors will decide by 50% plus one vote the most appropriate action.

7.1 Expense Submissions

All TDSA employees incurringnon credit card expenses must submit a Trent Durham Student Association requisition form with all supporting expense receipts and adequate description in the appropriate space to support the reason for the expense. In the event the required receipt is misplaced, approval of the expense form shall fall to the President and one other executive.

7.2Authorization of External Expenses:

Any expenditure undertaken by an employee outside the normal process of carrying out their work should first be authorized by the President and one other executive.

**Policy No. 8 Board Member Appointments**

Policy to apply to By-Law No. V.10.3 & V.10.4 concerning vacant positions.

8.1 Vacant Board Member Appointment Process

In the event a board of director position is vacant, the executive directors possess the right to appoint any member of the corporation, provided said member is majoring or minoring in the discipline of the vacant board position, subject to By-Law No. V.10.3 and V.10.4. All vacant board positions must be conspicuously advertised to the student body before May 30th, for the exception of the First-Year Director and the Human Resource Management Director. Interested candidates shall apply for the position and be provided an interview. Candidates shall be informed of the results no later than two weeks after the date of the interview. An external advisor must be present during all interviews.

**Policy No. 9 Human Rights, Equity, and Accessibility**

9.1 Purpose

To educate, inform, and provide the parameters for the Trent Durham Student Association, including, elected representatives, staff, volunteers, and contracted services to provide an atmosphere free of harassment and discrimination.

9.2 Preamble

In order to meet the purpose of this policy in the most effective manner possible within the Trent University community, the Trent Durham Student Association will utilize the services of the office of Human Rights, Equity, & Accessibility to assist in the education, training, and support of the elected representatives, staff, volunteers, and other members of TDSA. In addition to said services, the organization will adopt the Discrimination and Harassment Policy, the Employment Equity Policy and the Policies and Procedures on Accessibility as approved by the Board of Governors at Trent University.

9.3 Education and Training

a. TDSA will educate all new members of the organization of their rights & responsibilities in their role as it relates to Discrimination and Sexual Harassment;

b. TDSA will utilize the services of Human Rights, Equity, and Accessibility to provide training and resources;

c. TDSA members will be able to utilize the support of Human Rights, Equity, and Accessibility Services to clarify their rights, responsibilities, and be available for counselling;

d. For complete versions of the Trent University Polices and Procedures on Human Rights, Equity, and Accessibility please visit: <https://www.trentu.ca/ohrea/overview.php>.

**Policy No. 10 Standing Committees**

a) Organizational Review and Development: The ORD Standing Committee shall be responsible for the review of any TDSA By-Laws, policies, and shall recommend to the board all titles and job descriptions for the executive and directors, pursuant to the By-Laws. This standing committee shall be chaired by the VPUA.

b) Finance: The Finance Standing Committee shall be responsible for the review of all budgetary and fiscal affairs. This standing committee shall be chaired by…

c) Membership Issues and Services: The MIS Standing Committee shall be responsible for the review of TDSA related membership issues and TDSA services offered to the membership. Membership issues include, but are not limited to, issues surrounding classifications of memberships to the corporation.

d) Executive: The Executive Standing Committee shall be responsible for the day-to-day affairs of the Trent Durham Student Association. The executive directors and the Speaker shall comprise the Executive Standing Committee and shall meet on a minimum of a biweekly basis. The executives shall disclose all actions performed from the previous executive meeting and indicate weekly priorities.

e) TDSA CARES (Campaigns, Advocacy, outReach, Equity, Support): TDSA CARES shall be responsible for overseeing political and community-based campaigns, offering TDSA opportunities to further engage with the community, and providing Trent Durham students a meaningful platform to become involved. TDSA CARES involvement will be offered to the Board of Directors before being advertised to the general student body. This standing committee shall be chaired by the VPUA.

**Policy No. 11 Director Discontinuation**

11.1 Resignation from Office

Directors resign their office by the submission of a signed letter written to the President. The resignation shall take effect at such time as the Board of Directors has received the letter from the President at a duly constituted meeting of the Board of Directors, whereupon the office shall become vacant. Until such time, the director remains responsible for all duties, obligations and tasks resulting therefrom.

11.2 Termination from Office

Any director, either elected or appointed, may be removed from office for due cause provided that a fair hearing is conducted by the Board pursuant to the terms and conditions outlined in the by-laws.

Procedures relating to termination are initiated according to the terms outlined in the by-laws or by a petition from the general membership.

Petitions requesting the initiation of termination procedures against a director from regular membership are subject to the rules, terms and conditions for petitions initiating referenda outlined in the by-laws.

Any director who has been removed from office under the terms and conditions herein will be eligible to serve again as director of the Corporation in the election held for the next fiscal year. If a director or executive is impeached or steps down from office due to conflict with the Trent’s Harassment and Workplace Violence Policy and Sexual Violence Policy, then they are subject to a term of suspension of one (1) fiscal year for serving TDSA.

11.3 Process for Termination of Office

Any director may, at a meeting of the Board of Directors, request that the item of impeachment be included on the agenda of the subsequent meeting of the Board. A request by motion to have the Board of Directors consider the removal of a director must be provided by a simple majority vote.

Once a request to have the Board of Directors consider the removal of a director from office has been received and adopted, it shall be the responsibility of the President to take all reasonable and necessary actions to contact the director in question, in writing, to inform him or her of the request, the time and place at which the Board of Directors will consider the question, and that he or she may be present to argue the question in their own defense.

Impeachment of any director can also be requested by the general membership. A petition signed by no less than ten percent (10%) of the members can be presented to the Executive Committee requesting the removal of a specific director. The membership may also request the removal of a director at the Annual General Meeting. If the Annual General Meeting fails to meet quorum the proceedings will cease. Once the Board of Directors has received the request from the members the following proceedings will occur.

At the time of the hearing the following process will be followed:

i)   A resolution shall be tabled to remove the director. This resolution shall be duly  moved and seconded. In the event that the resolution fails to achieve a seconder, the item of impeachment will be considered resolved, the director shall remain in office, and no further hearing will be required.

ii)   The director moving the resolution for removal from office shall have the opportunity to state his or her arguments in support of the removal of the director. In the event that the impeachment proceedings have been initiated by a petition of the membership the instigator of said petition shall have the opportunity to state his or her arguments in support of the removal at the meeting of the Board of Directors.

iii)   The director in question shall have the opportunity to speak against the question of removal from office as defined by the motion brought forth.

iv)  The Director in question, after defending their case, will remove themselves from the Board meeting so as to encourage free, honest, and open debate among Directors.

v)  The floor shall be opened up to other directors to debate the resolution, subject to the parliamentary authority designated herein.

vi)  The question of removal from office must obtain a two-thirds (2/3) majority vote in favour in order for the director to be considered impeached and removed from office.

**Policy No. 12 Petitions**

Petitions are written requests by the membership for the Board to take action on a particular problem. They may be binding or non-binding on the Board according to the terms and conditions of the by-laws. Failure to comply with any of these conditions shall invalidate the entire petition.

The format of the petition must comply with the following format resolutions:

a) All petitions must be addressed to the board of directors;

b) Petitions must be written in clear language, have subject matter indicated on every sheet and be either typewritten or printed;

c) Petitions must contain original signatures, student numbers, and addresses (emails) and phone numbers.

Action called for within petitions must be within the jurisdiction of the Board of Directors. It is the responsibility of the instigator(s) of the petition to insure the following: That the petition is undertaken in good faith for a legitimate reason;  that each person filling out the petition is clearly informed of what he or she is signing individually, by the instigator(s) of the petition;

That, to the best of the knowledge of the instigator(s) of the petition, each signatory appears to be of sound mind and that said signatory appears capable of understanding that which they are signing;  that, when gathering signatures, the instigator(s) avoid such places or establishments where it is reasonable to assume that individuals who may choose to sign the petition are not intoxicated or have consumed other forms of mind-altering substances, including, but not limited to alcohol, or where it is reasonable to assume that such persons have been in the presence of such substances.

That the instigator(s) ensure that each signatory is full-time or part-time undergraduate student at Trent Durham and therefore a member of the Corporation as verified by a valid student photo card issued by the University, or other such proof of membership as issues by the Association or by the University or by list of names and student numbers generated by the Registrar’s Office of the University and that the student number on said card or other such identification of membership matches the number which the student has written on the petition; That each signatory has written clearly and legibly under all required headings, with the exception of those entries under the signature heading as outlined in the by-laws;  That no false, incomplete, or duplicate entries are made on the petition. Instigator(s) of the petition are responsible for the conditions as detailed in the by-laws

Petitions must contain the following headings: a) “NAME (printed)” b) “SIGNATURE”  c) “STUDENT NUMBER”  d) “ADDRESS (EMAIL) AND PHONE NUMBER”

Petitions must be sent to the Speaker who will certify that the conditions required herein are met and will present the petition to the Board for its consideration or action.

The Speaker will direct the petition to the appropriate director for action.

Unless otherwise defined in the by-laws a binding petition must contain the  valid signatures of no less than ten percent (10%) of the members of the Corporation as of the date of submission.