

TRENT DURHAM STUDENT ASSOCIATION (TDSA)

BYLAWS



TRENT DURHAM
STUDENT ASSOCIATION

Trent Durham Student Association Bylaws

Last Revised/Reviewed: December 2020

Bylaws

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Preamble

Trent in Oshawa Student Association doing business under Trent Durham Student Association (TDSA) is a democratically elected student union representing full-time and part-time undergraduate and postgraduate certificate students at the Trent University Durham-GTA campus. The association is not-for profit Corporation incorporated under the Corporations Act, R.S.O. 1990, c. C. 38 and operating under its own bylaws and policies.

The students of Trent University Durham-GTA, in order to establish rights, freedoms, representation and responsibilities of individual students and groups, promote the basic principles of freedom of expression, and freedom from discrimination, do enact and establish these operating by-laws and policies for the Trent Durham Student Association.

1. BY-LAW I: MISSION AND PRINCIPLES

1.1. Mission

- 1.1.1. To develop and maintain responsible student government which will promote the interests of the membership of the Trent Durham Student Association;
- 1.1.2. To provide a high level of assistance to our members through representation, advocacy and services;
- 1.1.3. To maximize communication of events, issues, and general information to the membership;
- 1.1.4. To ensure the membership can pursue academic excellence and personal growth free from all forms of discrimination, harassment, oppression and persecution;
- 1.1.5. To encourage and support student clubs, organizations, and societies thereby increasing the vitality of student life and the diversity of activities available to its members;
- 1.1.6. To strive for a high level of education for all members of the association;
- 1.1.7. To build and maintain amicable relationships with the membership, faculty, staff, the local community, the institution and all levels of government;
- 1.1.8. To develop and maintain unity and to encourage cooperation among Trent University Durham-GTA students;

1.2. Principles

- 1.2.1. The corporation is committed to the following fundamental principles:
 - 1.2.1.1. The right to establish and maintain a democratic student government in which each student shall have an equal right to participate, and with provision for advisory referenda;
 - 1.2.1.2. To be accountable, dedicated, and available to all members of the association so that they feel comfortable approaching the executives to be their advocate in any matter relating to their education, campus community, or government when pertaining to student affairs;
 - 1.2.1.3. The right in the classroom to full freedom of expression, discussion, and inquiry related to the course while respecting the rights and learning experiences of other students, and the right to be evaluated based solely on academic performance;
 - 1.2.1.4. The right to enjoy the same privileges and opportunities as any other student without discrimination or prejudice as defined by the Ontario Human Rights Code.

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2. BY-LAW II: DEFINITIONS

- 2.1. “In camera” (Closed session): The Board of Directors may elect to move into a closed session in which only voting board members shall be permitted to overhear discussions or attend meetings during closed sessions, unless invited in by majority vote of the board. Minutes for closed sessions will be recorded but will be kept confidential.
- 2.2. General Meeting: Meetings in which all members of the corporation must be extended an invitation.
- 2.3. Teaching Weeks: A regularly scheduled week of classes (Monday-Friday) and excludes reading weeks, holidays, and exam periods.
- 2.4. Member of the Corporation: Any student registered for a full-time or part-time on-campus, online, undergraduate, postgraduate or English as a Second Language (ESL) program at Trent University Durham-GTA who has paid any part of the TDSA membership or peer support fee shall be a member of the Corporation.
- 2.5. General Membership: Referring to the collective body of Members of the Corporation
- 2.6. Nonvoting: A member who has speaking but no voting rights.
- 2.7. Act: means the Corporations Act (Ontario) until such time as the Ontario Not-for-Profit Corporations Act becomes effective and the Ontario Not for Profit Corporations Act, 2010, when effective, and where the context requires, includes the regulations made under it, as amended or re-enacted from time to time.
- 2.8. The Corporation: Shall Refer to Trent Durham Student Association (TDSA) also meaning Trent in Oshawa Student Association.
- 2.9. Trent or Trent University: Shall refer to Trent University its departments and employees.
- 2.10. Academic Year - September 1st to August 31st of the subsequent year.

3. BY-LAW III: SYMBOLS AND TRANSACTIONS OF BUSINESS

3.1. *Symbols*

3.1.1. The symbol found in Appendix One (Figure One) is hereby adopted as the Symbol of the Corporation:

3.1.2. It is in the best interest of the Corporation to maintain a unified and consistent image to present to its members, the community, the University, and all levels of government. A resolution of the Board of Directors is necessary to make any changes to the Corporate Symbol.

3.2. *Head Office*

3.2.1. The head office for the Corporation shall be the Student Association office(s) located in Durham Region on the Trent University Durham-GTA Campus.

3.3. *Officers*

3.3.1. The Officers of the Corporation shall be the President, Vice President of University Affairs, Vice President of Campus Life, the Executive Director, Chair to the Board of Directors and any other officers determined by the membership or Board of Directors.

3.4. *Execution of Instruments*

3.4.1. For the purpose of this section, “instruments” include contracts, deeds, mortgages, transfers and assignments of any property of the Corporation, obligations, certificates, and any other documents.

3.4.2. Any two of the following persons are required for the signature of instruments: The President, the Vice President University Affairs, the Vice President, Campus Life and/or Executive Director.

4. BY-LAW IV: *Membership and Fees*

- 4.1. A Member is entitled to be a member/executive of clubs or student organizations, attend TDSA events, and may opt into the Health Benefits Plan.
- 4.2. Membership shall be valid for the academic year in which the fees are paid and terminates at the end of the year.

- 4.3. *Fees*
 - 4.3.1. The board shall set the Membership Fees, provided any increase in the Membership Fees exceeding five percent from the current Membership Fee must be approved by the Membership.
 - 4.3.2. The Corporation shall enter into and maintain an agreement with the University whereby the University shall collect membership fees as determined by referendum or the Board of Directors and transfer the collected fees to the Trent Durham Student Association.
 - 4.3.3. The introduction of new fees shall be determined by a referendum of the general membership

- 4.4. *Non-Refundable Student Ancillary Fees*
 - 4.4.1. The following fees are collected from the membership for the purposes of administering external services. Said fees shall only be used towards the intended service and are subject to annual inflationary increases not to exceed five (5) percent.
 - 4.4.1.1. Walksafe Fee
 - 4.4.1.2. Peer Support Group Fee

- 4.5. *Non-Compulsory Fees*
 - 4.5.1. TDSA Membership Fee
 - 4.5.2. Members of the Corporation (excluding online) are automatically covered under The Trent Student Benefits Plan. The member possesses the right to opt-out of the Trent Student Benefit Plan, subject to proof of alternative coverage and a deadline set by the health care provider and associated administrative costs.

- 4.6. *Termination and Transfer*
 - 4.6.1. The interest of a member in the Corporation is not transferable and ceases to exist upon the death of the Member or cancellation of membership, for

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whatever reason. Membership ceases upon withdrawal, suspension, rustication, or debarment from the University, or upon ceasing to be qualified for membership pursuant to the bylaws herein, or upon failure to pay the annual membership fee. The membership fee is non-refundable and non-transferable. Exceptions for the membership fee may be made for an Executive.

4.7. *Refund*

- 4.7.1. Upon the death of a student who is a member of the corporation, the immediate family, or executor of the will of the deceased, may apply for the remainder of their membership and peer support fees to be refunded is determined by the percentage of the term remaining.

5. BY-LAW V: BOARD OF DIRECTORS

5.1. The Board of Directors shall manage the affairs of the Corporation. The directors shall act with diligence, honesty and good faith to serve in the best interest of the membership. Directors shall report on the activities of the Corporation on a regular basis to the general membership and to their respective constituencies.

5.2. Board of Directors composition

5.2.1. The Board of Directors will consist of:

5.2.2. One (1) elected Chairperson (non-voting)

5.2.3. Eight (8) Directors elected to begin their term May 1st

5.2.4. One (1) Director position elected to begin their term October 1st intended for first year students

5.2.5. Executive Officers

5.2.5.1. President

5.2.5.2. Vice President of University Affairs

5.2.5.3. Vice President of Campus Life

5.2.6. Upon the ratification of the elections the persons holding these directorships shall be considered duly appointed officers.

5.2.7. Nonvoting Ad Hoc Directors

5.2.7.1. TDSA Employee Assigned Secretary

5.2.7.2. Trent Central Student Association Representative

5.2.7.3. Trent University Native Association Representative

5.2.7.4. Trent Graduate Student Association Representative

5.3. Power/Responsibilities of Directors

5.3.1. Subject to the provisions of this by-law, the Act and all other applicable laws and regulations, the Board shall have the final authority on all matters regarding the

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governance of the Corporation. The Board of Directors, without restricting the generality of the forgoing, may make regulations to:

- 5.3.1.1. Governing the practice and procedure to be followed in furthering the purpose of the Corporation;
 - 5.3.1.2. Respecting any matters necessary or advisable to carry out effectively the intent and purpose of this or any other by-law or any revision thereof;
 - 5.3.1.3. Governing the keeping of accounts and records;
 - 5.3.1.4. Governing the payment of accounts and the signing of cheques; and
 - 5.3.1.5. Prescribing the forms for the use of the Corporation.
- 5.3.2. The Board, without restricting the generality of the foregoing, is authorized:
- 5.3.2.1. To develop and pass a budget for the operation of the Corporation;
 - 5.3.2.2. To make regulations governing the granting of recognition and/or financial assistance to student clubs, and/or organizations within the Association;
 - 5.3.2.3. To propose amendments or creation of bylaws, and to enact and amend policies consistent with bylaw X. ;
 - 5.3.2.4. To create new staff positions as it deems necessary for the exercise of its powers; provided that the titles and duties of the new positions are authorized by the Board with a two-thirds (2/3) majority vote;
 - 5.3.2.5. By agreement with the Senate and/or Board of Governors to appoint members of the Association to sit on committees of the Senate and/or Board of Governors and other University-wide student/faculty committees; and
 - 5.3.2.6. To make regulations governing student elections or referenda held at the University.

5.4. *Remuneration and Expenses*

- 5.4.1. Directors or Non-Voting director shall not receive monetary remuneration for acting as a Director. Notwithstanding the forgoing, a Director shall be entitled to have their reasonable expenses reimbursed by the Corporation which they incur in furtherance of their duties. Directors may receive remuneration for serving as officers or employees or in other capacities.

5.5. *Chairperson*

- 5.5.1. The Chairperson shall preside over meetings of the Board of Directors

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5.5.2. The Chairperson shall be a non-voting member of the Executive Committee. In the event of a vacancy, the President shall act as Chairperson until the Board of Directors appoint a suitable member of the Corporation, subject to a majority vote.

5.5.3. In the event of a tied vote the chair of the board will break the draw, by voting during board meetings. It shall be unlawful for the speaker to willfully delay the delivery of any such documents, objects, instruments or other such material to the board required for the conduct of the meeting

5.6. Length of Term and Date of Transition

5.6.1. The official date of transition to the newly elected Board of Directors shall be May 1st of each year. No director shall serve beyond this point with the exception of those re-elected to an additional term by the membership, those whom do not have a replacement elected, and in the case of the necessity to dissolve the corporation as stated in bylaw XV.

5.7. Vacant Director Positions

5.7.1. In the event of a student executive vacancy, the Board of Directors shall appoint a suitable Member to fill the vacant position. The President shall act in the capacity of a vacant Student Executive until the Board of Directors determine a suitable temporary replacement.

5.7.2. Should the position of the President become vacant at anytime, it shall fall to the Vice President of University Affairs to act in the capacity of the President.

5.7.3. In the event of simultaneous vacancies of the President and Vice President of University Affairs, the Vice President of Campus Life shall act in the capacity of the President until the Board of Directors determine temporary replacements.

5.7.4. In the event that all three executive positions become vacant simultaneously, the Board of Directors shall determine temporary replacements.

5.7.5. Student Executive vacancies shall adhere to the Elections Policy.

5.7.6. In the event of emergency occupancy of more than one role, the director shall only possess one (1) vote at meetings of the membership or the board of directors

5.7.7. The Student Executives and/or the Board of Directors shall be granted the authority to nominate members of the Corporation to be appointed to vacant non-student executive director positions subject to elections policy

6. BY-LAW VI: EXECUTIVE TRANSITION

- 6.1. Moved to policy in 2019

7. BY-LAW VII: TERMINATION FROM OFFICE

7.1. Termination and discontinuation

- 7.1.1. Termination and discontinuation shall be defined as removal from office and loss the associated rights and privileges
- 7.1.2. A Director shall cease to hold office as a Director if the office is discontinued by:
 - 7.1.3. expiry of the term of office;
 - 7.1.4. giving written notice of resignation to an officer of the corporation as defined in bylaw 3.3;
 - 7.1.5. termination;
 - 7.1.6. upon successful completion of a petition, subject to Bylaw VIII: Referenda and Petitions;
 - 7.1.7. upon majority vote of the General Assembly, excluding the director that is the subject for removal.
- 7.1.8. Any terminated director shall be in-eligible for re-election until the conclusion of the next general election.

7.2. Grounds for Termination Removal

- 7.2.1. For the Board of Directors to initiate a recall referendum due cause must be present. Due cause will be considered as:
 - 7.2.1.1. Dereliction of duty where the director or executive is found to have abandoned their duties as outlined in the by-laws or policies;
 - 7.2.1.2. Lack of attendance without reasonable cause provided by notice to the Chair for two (2) or more meetings of the Board;
 - 7.2.1.3. Any act, serious or injurious, to the Corporation or its Mission and Principles;
 - 7.2.1.4. serious violation of policy or bylaw.
- 7.2.2. Pursuant to the by-laws hereof, termination of office shall be defined to mean the removal of the office of director of the Corporation, which includes, but is not limited, to the removal of all rights, obligation and privileges.

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8. BY-LAW VIII: INSURANCE

- 8.2.1. Subject to the provisions of the Act, the Corporation shall purchase and maintain at the very least general liability insurance for the benefit of its directors, officers and/or employees as determined by the Board of Directors.
- 8.2.2. The TDSA shall hold no less than \$2,000,000.00 in general liability insurance.

9. BY-LAW IX: MEETINGS

9.2. *Meetings of the Board of Directors*

9.2.1. There shall be no less than one (1) meeting of the Board of Directors per month in the fall and winter terms of the academic year. A member of the executive committee shall set monthly meetings in accordance to the schedules of the Corporations' members.

9.2.2. Corporation members may attend all director meetings and have the right to speak to any issue on the agenda of any such meeting at the discretion of the chair, except when the Board moves into closed session.

9.2.3. A majority of the directors shall constitute a quorum.

9.3. *Transaction of Business*

9.3.1. 50%+1 will be required for the lawful resolution of a question.

9.3.2. 66%+1 will be required for the lawful resolution of a question requiring a supermajority as indicated by Robert's Rules of Order or these bylaws.

9.4. *Notice*

9.4.1. With the exception of emergency meetings, unless otherwise defined in the by-laws formal notice for meetings of the Board shall be no less than one (1) week.

9.5. *Voting*

9.5.1. All directors of the Board who are duly elected or appointed shall have the right to one vote.

9.6. *Proxy*

9.6.1. General Assembly

9.6.1.1. Any voting member of the corporation may petition other voting members to yield their proxy votes.

9.6.1.2. All proxies must be in the form of a written communication indicating the yielding of the proxy, who the proxy is yielded to, and the direction as to the nature of the vote either for or against.

9.6.1.3. No one person may hold more than 25% of the quorum in total votes.

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9.7. *Emergency Meetings*

- 9.7.1. Any 3 Directors, or the chair or any Student Executive may request an emergency meeting with due cause that any reasonable individual would deem time sensitive. Requests must be submitted to the chair or president, if both individuals are made unavailable by conflict or circumstance requests must go to the next disinterested Student Executive as established in reporting structure. Directors must be given 24 hours notice but have the ability to waive that right via a unanimous motion

9.8. *Meeting Attendance*

- 9.8.1. Directors shall make every effort to attend meetings of the Corporation or the Board. In the event that a director is unable to attend, said director must submit written notice no less than twenty-four (24) hours prior to the meeting to the Chair. Said notice is valid for only one (1) meeting unless otherwise authorized by the Board.

9.9. *Parliamentary Authority*

- 9.9.1. Director meetings shall be governed by the most recent version of Robert's Rules of Order enforced at the discretion of the chair. Any conflict between the adopted rules of order and this By-law shall be resolved in favour of the provisions of the By-law.

9.10. *General Meetings*

- 9.10.1. There shall be at least two (2) General Meetings of the Corporation in each academic year: one shall be held in each of the fall and winter terms of each academic year.
- 9.10.2. At a minimum the business to be considered at the Meeting shall be to present audit reports and/or financial statements and consider proposed by-law amendments. The membership may amend the by-laws provided a fifty (50) percent plus one (1) vote is reached.
- 9.10.3. All meeting documents will be made available seven (7) days prior to an GM.
- 9.10.4. Attendance of a GM is open to all members of the Corporation.
- 9.10.5. The President shall act as chair for the General Meetings. The President may delegate the AGM chair responsibilities to another member of the Corporation, subject to the approval of said member. Should the president be unavailable the vice president of university affairs shall chair.
- 9.10.6. Attendance of the GM's is open to all members of the Corporation. Quorum for the General Meetings shall consist of twenty (20) members of the Corporation.
- 9.10.7. Members may hold no more than 5 proxies for a meeting and shall count for quorum
- 9.10.8. Proxies must in writing and presented at the commencement of the meeting Emergency GMs

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9.10.9. Emergency General Meetings

9.10.9.1. An Emergency General Meeting may be called by a majority vote of the Executive Committee with a minimum of 5 days notice given to the general membership

9.10.9.2. Emergency General Meetings, with the exception of the timeline, will be subject to the same regulations as other General Meetings.

9.11. Records

9.11.1. The Records of the Corporation shall be under the care and supervision of the Executive Committee, as designated and authorized by the Board of Directors. Said records may be deposited in the Archives of the Trent Durham Student Association as authorized by the Executive Committee or by the Board.

9.11.2. All records must be kept for a minimum of 7 years from the date they were created.

10. BY-LAW X: POLICY & BYLAW RESOLUTIONS, ENACTMENTS AND AMENDMENTS

- 10.2. There shall be three (3) classes of resolutions recognized by the Corporation.
- 10.2.1. By-laws concern issues that affect the general membership and require approval at an Annual General Meeting.
- 10.2.2. Policy concern issues of administrative and governance affairs. Policies are intended primarily for reference by the Board of Directors, committees, and the staff of the Corporation. Policy may have limited or unlimited temporal reference but may not contravene the by-laws.
- 10.2.3. Procedures Concern the basic functioning of corporation and may be amended at the committee level.

- 10.3. Amendments
- 10.3.1. The Board of Directors, by a majority vote, may propose amendments to the by-laws to be approved at GA.
- 10.3.2. The board may act on the proposed amendments until consideration at a GM only if the changes are to comply with changes in laws, regulations or changes in the operation of Trent University.
- 10.3.3. Policy amendments in order to be undertaken must first obtain approval at a meeting of the board of directors. The final document must be then approved at a subsequent meeting of the board. Once approved the policy shall be considered enforceable.
- 10.3.4. Any Operating Policy, Governance Policy, and By-law of the Corporation may be reviewed at the request of a member of the Board.
- 10.4. Bylaws of the Corporation shall be subject to a five-year cyclical review by the Organizational Review and Development Committee. Said reviews shall be conducted with the purpose of scrutinizing the language, intent, authority, and necessity of new policies and/or by-laws.
- 10.5. Should the BoD wish to amend these By-laws, they must seek the appropriate level of legal representation as decided by the BoD.

11. BY-LAW XI: FINANCIAL MANAGEMENT

11.2. *Annual Operating Budget*

- 11.2.1. The President, in consultation with the Executive Committee, and where possible, other directors, shall develop an annual operating budget for the Corporation to submit to the Board of Directors for approval no later than June 30th of each year
- 11.2.2. The budget may be amended by a two-thirds majority vote of the board.

11.3. *Expenditure of Funds*

- 11.3.1. The Corporation funds shall be administered by the Executives and expended only pursuant to the approved budget and in accordance with the by-laws and policies of the Association.
- 11.3.2. Any expenses that exceed a budget line by more than \$1000 must be approved by the Board of Directors.

11.4. *Borrowing*

- 11.4.1. The Board of Directors possess the right to:
 - 11.4.1.1. Borrow money on the credit of the Corporation;
 - 11.4.1.2. Charge, mortgage, hypothecation or pledge all or any of the real or personal property of the Corporation including book debts, rights, powers, franchises and undertaking to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.
- 11.4.2. Notwithstanding the foregoing, the Corporation shall not:
 - 11.4.2.1. Borrow money other than from chartered banks, trust companies, credit unions or the University, provided that such restrictions shall not apply to purchase-money obligations;
 - 11.4.2.2. Borrow money that is not fully repayable during a term of one (1) year or less, unless approved by a resolution passed by a two-thirds (2/3) majority vote of the directors.

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11.5. *Lending*

11.5.1. The Board of Directors may lend money to other organizations, upon request. The conditions of loans made, including length of term and interest rate, shall be at the discretion of the Board of Directors. Notwithstanding the foregoing, the Corporation shall not lend money to individuals for any reason or purpose.

11.5.2. Upon approval by the Board of Directors for the lending of money, the President and Vice President of University Affairs shall prepare a written contract outlining the terms and conditions of the loan as approved, to be signed by officers of both parties.

11.6. *Banking Arrangements*

11.6.1. The banking business of the Board of Directors, or any part thereof, shall be transacted with such chartered financial institutions or credit unions as the Board may designate. All executives shall be signing officers for all of the banking business of the Board of Directors, or any part thereof.

11.7. *Fiscal Year*

11.7.1. The fiscal year of the Corporation shall end on the 30th day of April each year.

11.8. *Financial Statements*

11.8.1. Each fiscal year, the Corporation shall require the President to prepare or supervise the preparation of the following financial statements:

11.8.1.1. Balance Sheet;

11.8.1.2. Statement of income and expenses;

11.8.1.3. Statement of Change in Financial Position.

11.8.2. The financial statements of the Corporation shall be prepared in draft format for presentation in accordance with the by-laws herein. The final document and the review engagement report shall be presented to the Board of Directors and at an Annual General Meeting.

11.9. *Accountant*

11.9.1. The accountant and/or auditor shall present the findings of the financial audit to the membership at a minimum of one (1) Annual General Meeting.

12. BY-LAW XII: ELECTIONS

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- 12.2. The Trent Durham Student Association shall provide a democratic election process and adhere to Election Policy. The membership reserves the right to amend the Elections Policy at an Annual General Meeting (AGM).
- 12.3. The TDSA will hold one General Election in the winter term of each academic year where all members who meet the eligibility criteria established by bylaw 12.4 or elections policy have the right to run for all elected rolls in the corporation.
- 12.4.
- 12.5. Candidates for election must:
 - 12.5.1. Be a member of the corporation at the time of the election;
 - 12.5.2. Be at least 18 years of age;
 - 12.5.3. A person who has not been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property
 - 12.5.4. A person who has not been found to be incapable by any court in Canada or elsewhere.
 - 12.5.5. Does not have the status of bankrupt.
 - 12.5.6.
- 12.6. Voting
 - 12.6.1. Validation of the results is dependent on the participation of no less than Ten (10) percent of the Corporation members that are deemed on-campus students.
 - 12.6.2. All members of the corporation, with the exception of full-time staff and those who are not students, have the right to vote in the General Election.

13. BY-LAW XIII: REFERENDA

13.2. *Purposes of Referenda*

- 13.2.1. Referendum of the members may be called for the following purposes:
 - 13.2.1.1. To determine the stance of the membership on issues of major importance;
 - 13.2.1.2. To determine membership in, and commitment of fees and other organizations;
 - 13.2.1.3. To overturn decisions of the Board of Directors;
 - 13.2.1.4. To enact or amend the by-laws of the Corporation;
 - 13.2.1.5. To amend fees set in the by-laws herein.
 - 13.2.1.6. To recall an elected person for their office (i.e Impeachment/removal)

13.3. *Initiation of Referenda*

- 13.3.1. The membership may initiate a referendum through the presentation of a completed petition to the Board of Directors. Such petition must be signed by not less than ten percent (10%) of the membership to be deemed valid. A petition may state the reason and suggest wording of the question. The format of a petition shall adhere to Operating Policy.
- 13.3.2. The Board of Directors may, at any time, initiate a referendum by a two-thirds (2/3) majority vote of the Board of Directors.

13.4. *Supervision of Referenda*

- 13.4.1. It shall be the duty of the Board of Directors to supervise referenda subject to the general rights, terms and conditions of the by-laws hereof.
- 13.4.2. The board will establish a referenda committee to directly oversee the referenda and report back to the board.

13.5. *Notice of Referenda*

- 13.5.1. Public notice must be issued no less than one (1) teaching week prior to the registration of referendum committees.

13.6. *Debate of Question*

- 13.6.1. If a referendum is called pursuant to the by-laws hereof, whether initiated by the Board of Directors or the membership petition, the Board of Directors shall hold at least one (1) meeting, open to the general membership, for the purpose of debate and discussion of the opposing sides of the issue to be decided by referendum.

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13.7. *Interpretation of Results*

- 13.7.1. A majority decision of those votes cast in the referendum shall be binding upon the Board of Directors, provided that the total number of votes cast represents at least ten percent (10%) of the total membership of the Corporation.

13.8. *Ratification of Results*

- 13.8.1. Results of all referenda remain unofficial until such a time that the Board of Directors has by majority vote determine the results are not fraudulent.

13.9. *Referenda Disputes*

- 13.9.1. Any member who believes there may have been an infraction of voting rules may inform the Board of Directors
- 13.9.2. The Board of Directors shall investigate the charge or designate an appropriate third party to investigate and take such action deemed appropriate. In the event of complaint against the Board of Directors or any member thereof, the infraction shall be referred to the Executives.
- 13.9.3. It is the right of any referendum committee whose position has been determined to have lost by less than five percent (5%), and without specific charge, to request an official recount within two (2) weekdays of the notification of results.

13.10. *External Organizations Referenda and Petitions*

- 13.10.1. If an external organization wishes to run a referendum in conjunction with a TDSA initiative, the referendum question must be approved by the TDSA Board of Directors by a 2/3rds majority. Such a vote is not a show of support for the question but approves the referendum.
- 13.10.2. The Board of Directors then assume responsibility for making the student body aware of the question. Advertising in support or opposition is the responsibility of the external organization.

14. BY-LAW XIV: EXTERNAL ORGANIZATIONS

14.2. *Membership in External Organizations and United Student Movements*

- 14.2.1. The Board of Directors may seek, maintain, or withdraw from membership in external organizations on behalf of the Corporation subject to this by-law and the by-laws of the external organization of which the Corporation is a member.
- 14.2.2. The Corporation may be a member of such provincial and/or federal student organizations as determined by the membership through referenda, or as the by-laws of the organization determine. Withdrawal from external Unified Student Movements requires approval at the AGM or referenda.
- 14.2.3. The TDSA shall not be permitted to be a part of on external organization whose bylaws supersede its own.

15. BY-LAW XV: Permanent Discontinuation of Business

15.2. *Time Frame*

- 15.2.1. The President and all applicable TDSA staff will have their contracts extended for 30 days and will be appointed the liquidating officers of the cooperation ensuring The Act is followed and the assets of the corporation are distributed in accordance with The Act, and these bylaws.

15.3. *Responsibilities*

- 15.3.1. All TDSA assets shall be donated to one or more non-profit organization that represents similar TDSA views/goals.
- 15.3.2. The liquidating officers will work with the university to ensure that the essential services of the TDSA are replaced by the non-profit mentioned above or Trent University.
- 15.3.3. All documents containing personal student information will be turned over to the appropriate entity or destroyed.