




Regina Public Interest Research Group

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www.rpirg.org 

REGINA PUBLIC INTEREST RESEARCH GROUP

GENERAL ELECTION 2025

NOMINATION PACKAGE

The Regina Public Interest Research Group (RPIRG) is a student funded resource centre at the University of Regina committed to social and environmental justice. Providing the resources and funding necessary to enable students to organize around issues through research, education, and action.

We are located on the Treaty 4 territory and the homeland of the Métis/ Michif

LETTER FROM THE CHIEF RETURNING OFFICER

I am excited to announce that the 2025 Board Election for the Regina Public Interest Research Group (RPIRG) will be taking place from Thursday, March 20 and Friday, March 21, 2025. On behalf of RPIRG, I thank you for entering into the nomination process and wish you the best of luck during your campaign. RPIRG is a student-run, student funded, and non-profit organization dedicated to education, advocacy and action as it relates to public interests including anti-oppression politics. RPIRG is committed to social change at the University of Regina and the greater community. If social or environmental justice is your passion, RPIRG is the place for you!

As a member of the Board, you will gain skills in non-profit governance, working in a consensus-based organization, and contributing to the important ongoing anti-oppression work through collaborative decision making and taking on responsibility as a director. This is a rare opportunity to support real change in the University and greater community, as well as a chance to meet like-minded people at the University of Regina.

This nomination package contains:

- | | |
|----------------------|--------------------------------|
| A. Overview of RPIRG | D. How to Submit Nominations |
| B. Board Election | E. Nomination Forms |
| C. Election Timeline | F. Related Bylaws and Policies |

To run in the election, please submit a completed nomination package to info@rpirg.org or to URSU front desk (221 Riddell Centre) **before 4:00 pm on Friday, March 07, 2025**. Please note that no nominations will be accepted after this date. If you experience any difficulties completing the nomination package or have any questions or concerns regarding the nomination process or upcoming election, please contact myself at info@rpirg.org. As the Chief Returning Officer, it is my responsibility to ensure all candidates abide by election procedures and bylaws connected to the election, and that the organization fulfills its responsibilities to candidates by ensuring the election is free, fair and transparent. My role is to ensure all those applying for nomination and running in the election comply with bylaws and policies and to provide support and information through the duration of the election.

Thank you for expressing interest in the upcoming Board election, all the best to you and good luck!



Tayef Ahmed
Chief Returning Officer



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OVERVIEW OF RPIRG

WHAT ARE PUBLIC INTEREST RESEARCH GROUPS

The PIRG tradition was formed in the 1970s by political activist Ralph Nader as a resource and platform for students passionate about social justice in their community. A PIRG (Public Interest Research Group) is a membership-based group, usually centered on the local campus, whose student and community volunteers work to expose and confront systemic injustices that have been overlooked or ignored by governing bodies. PIRGs believe that the health of a society is measured by the level of participation of its citizens; therefore, the University of Regina PIRG (RPIRG) aims to provide tangible resources and training to equip Regina's next generation to be strong community leaders.

Because PIRGs are student-run, aside from the focus on social justice, each one is unique. RPIRG's individual identity is determined by the priorities set by our members here at the University of Regina. Having students at the helm of RPIRG will guarantee that the direction will remain squarely in the hands of its student members, which guarantees that our funding will be directed to the projects that most accurately reflect student and public interest. Whether you are committed to protecting Saskatchewan from too much corporate influence, researching discrimination, advocating for more equitable communities, or engaging in mutual aid work, we are the place for you. Talk to someone at RPIRG today about your vision for our community and let us know how we can support your ideas.

ABOUT RPIRG

The Regina Public Interest Research Group (RPIRG) is a student-run, student-funded non-profit organization dedicated to community-based research, education, action and awareness in the public interest. RPIRG exists to provide its members with the resources to be active citizens on the University of Regina campus and in the broader community.

We are one of 7 levy fee student centres on campus. including URSU, the Women's Centre, the Carillon Newspaper, Engineers Without Borders (EWB), World University Service Centre (WUSC) - the refugee student support centre, and UR Pride. As a U of R student, your fees go towards running these centres. RPIRG operates as a resource centre for students interested in social and environmental justice. We exist to provide our members with the resources to be active citizens on the University of Regina campus and in the greater community. We primarily do this work through research, education, and ACTION!

RPIRG is operated by a board of directors. The RPIRG Board of Directors is composed of eight Student Members and makes all major decisions regarding finances, long-term goals, programming, staffing, and funding applications. The Board is elected in March every year, and Board appointments are for up to two years.

RPIRG is committed to the following values in all its work:

- consensus decision making
- non-partisanship
- autonomy/independence
- environmental sustainability
- plurality and diversity
- accountability and transparency to our membership
- social equality and anti-oppression
- public interest over private interest
- fostering participatory democracy and engaged citizenship

What is Anti-Oppression

As RPIRG is deeply committed to anti-oppression, and, therefore, it is important that all those considering running for the Board understands how the organization defines it. Anti-oppression is a process that acknowledges the existence of systemic oppression, including, but not limited to, white supremacy, settlerism, colonialism, male supremacy, imperialism, ableism, racism, ageism, classism, heterosexism, cissexism, Islamophobia, anti-Semitism, Zionism, xenophobia, and misogyny.

Through developing and implementing practices and policies, RPIRG seeks to actively identify, challenge and address oppression wherever it exists, in all its various forms, and to actively encourage opportunities for social awareness and change.

Intersectionality is, for RPIRG, an important aspect of anti-oppression. Intersectionality refers to how different facets of identity interact to produce different individual experiences of privilege and oppression. Simply, RPIRG recognizes that systems of oppression interact in different ways and affect each person differently. Understanding different lived experience of oppression is essential for understanding systems of oppression and creating real social change.

RPIRG'S WORK

We maintain a few major projects as an integral part of our organization and to be aligned to our mission statement.

1. The RPIRG Green Patch is a 5400 sq ft vegetable garden behind the Dr. John Archer Library at the U of R. It's a source of sustainable, locally grown organic food – part of a campus movement for community engagement and sustainable development. Launched on March 28th 2012, it is a response to the need for urban centres to invest in sustainable, locally grown, secure food sources. In May 2019 RPIRG expanded the Green Patch by planting a perennial orchard in an adjacent courtyard, in partnership with the University of Regina.
2. Each year RPIRG also provides funding and support to dozens of community and campus projects and events and sends members to conferences and training — all related to social and



environmental justice. We also provide small amounts of operational funding to several semi-autonomous groups, which we call working groups. We also provide microgrants and emergency bursaries for students in financial needs.

We also organize disorientation week each September and run the Winter Power Up social justice conference each winter semester, and many other workshops throughout the year. RPIRG also sponsors various events and conferences annually. Most recently, we have supported the Reimagining Nonprofit Conference at the Luther College in October 2024 and the First Undergraduate Restorative Justice Conference in February 2025.

RPIRG also serves as a resource hub for students organizing events. We offer rentals for items such as a button maker, portable speaker, banner-making supplies, and other sound equipment—all available to students free of charge.

RPIRG MEMBERSHIP

RPIRG's membership is divided into two categories: Student Members and Associate Members. Student Members include all registered students at the University of Regina, including federated colleges, who pay a membership fee. We also consider students from satellite campuses as our members, even though a levy fee collection mechanism is not currently in place for them. Associate Members are individuals who are not Student Members but can obtain membership by completing the required application and paying an associate membership fee— \$20 a year.

Our members are able to:

- Access to RPIRG's Funding Programs
- Attend and participate in our programs and events for free
- Run in our elections and become a Board member.
- Attend, speak, and vote in general meetings of members.

HOW RPIRG IS FUNDED

RPIRG is entirely funded and directed by the students at the University of Regina. In March of 2007, students voted in a campus-wide referendum to establish a new fee to the "URSU Related Fees" at the University of Regina. This fee is the membership fee for RPIRG. Any student who pays fees at the U of R and hasn't opted out of the RPIRG fee during the designated opt-out period, then they are a member of RPIRG. Our current fee is \$7.44 per winter/fall semester, we do not collect any fees during spring/summer.

BOARD OF DIRECTORS

The RPIRG Board of Directors is composed of 8 Student Members of RPIRG. It is the decision-making body of RPIRG, which makes all major decisions regarding finances, long-term goals, long-term viability of the organization, staffing, and funding application approval – all using consensus-based decision-making principles. The Board of Directors also develop necessary policies and bylaws for the organization.

BOARD MEMBER TESTIMONIALS

“

I have learned so much from being on the board! This experience teaches me the role of being a board member for a small and local nonprofit. I have learned how to discuss and approve funding applications, collaborate with other student centres, perform workshops and handle the financials of a nonprofit. I highly recommend a position on the board to any student passionate about social and environmental issues in the community! One of the perks for members is the board development fund. This provides board members money to attend training and professional development opportunities to help grow your knowledge during your academic career.

🗣️ **Chiara Wolfe, Indigenous Social Work, Board Member 2019-2020**

“

I'm passionate about environmental issues and joined the RPIRG board to connect with other like-minded individuals. Board members help ensure that the organization is staying true to its mission of community-based research, education, action and awareness in the public interest. One way we do this is by evaluating proposals for RPIRG funds, and it's been inspiring to see the diversity of projects and issues that U of R students and community members are passionate about. It's rewarding to support projects that have positive impacts in our community, and I like engaging with students and spreading awareness about the work that RPIRG does. If you are considering getting involved with RPIRG as a board member or as a volunteer, I would highly recommend it. Since joining, I have a better awareness of social issues and have a better understanding of how non-profits and student centers operate.

🗣️ **Nicole Lerminiaux, PhD in Biology, Board Member 2019-2020**



Joining a student-run board is a great start to greater community involvement. I've really enjoyed my short time on the board and it's really empowering to be a part of an organization that does a lot of good for U of R students and the community of Regina. I have no doubt in my mind that the skills I'm building and honing while on the RPIRG board of directors will continue to benefit me throughout life and have provided me with a great foundational knowledge of board governance and non-profits.

👤 **Ben Schneider, Bachelor of Arts in English, Board Member 2020-2021**

BOARD ELECTION

POSITION OVERVIEW

RPIRG Board Members are elected in March, with their term running from the beginning of May to the end of April the following year. The Board members are elected for a two-year term. They play a critical role in the governance and strategic direction of the organization, contributing to decision-making, event planning, and community engagement.

Board Members are required to commit an average of 7–10 volunteer hours per month from September to April and 3–5 hours per month from May to August. This time includes participation in one monthly board meeting, which lasts approximately two hours, and involvement in at least one committee meeting per month, requiring an additional two to three hours during the academic year and one to two hours during the spring/summer. All Board Members are expected to serve on two committees, choosing from Communication and Strategic Planning, Governance and HR, the Election Committee, and the Audit and Finance Committee.

In addition to governance responsibilities, Board Members actively contribute to RPIRG events and promotional activities. They assist in the planning and execution of events, averaging three to five hours per month in event-related duties, and are expected to attend as many RPIRG events as their academic and professional commitments allow. As Board members of the organization, they also play a key role in promoting RPIRG's initiatives and activities within their networks and the broader campus community.

Serving on the RPIRG Board provides members with valuable experience in governance, leadership, and community engagement. It offers opportunities for skill development in decision-making, teamwork, and strategic planning while allowing members to contribute meaningfully to social and environmental justice initiatives. Board Members are expected to fulfill their responsibilities with professionalism and dedication, ensuring the continued success and impact of RPIRG.

POSITION BENEFITS

Being on the RPIRG Board of Directors has its perks! Networking with other like-minded people on the U of R campus; becoming a change-maker for social and environmental justice; gaining experience in your areas of interest through committee involvement; building your experience as a community leader; and accessing training opportunities and funds to help you gain the skills you need to be an effective global citizen!

CANDIDATE ELIGIBILITY

To be eligible to run in the RPIRG Board of Directors election, candidates must meet the following criteria:

- Candidates must be current Student Members in good standing of RPIRG.
- Candidates must be at least 18 years old.
- Employees of RPIRG are not eligible to serve as Directors to prevent conflicts of interest.
- Individuals holding positions as Board members, managerial employees, or executives of the University of Regina Students' Union (URSU) are not eligible to serve as Directors.
- Individuals serving as Board members or managerial employees of other organizations that operate as student centres under URSU are also ineligible.

Candidates who do not meet these eligibility requirements will not be permitted to run for election.

ELECTION TIMELINE

Nomination Deadline	4 pm March 07, 2025
All Candidate Meeting	5 pm March 07, 2025
Campaign Period	March 10, 2025 – March 21, 2025
Election Period	March 20, 2025 – March 21, 2025
Unofficial Election Results Announced	March 22, 2025
Campaign Expense Claim Deadline	4 pm, March 28, 2025

NOMINATION SUBMISSION

To submit your nomination, please follow these steps:

1. **Review the Nomination Package** – Carefully read the nomination package, which includes candidate eligibility, election timeline, roles & responsibilities, time commitment, and an overview of RPIRG, to determine if this opportunity is the right fit for you.
2. **Read Relevant Policies and Bylaws** – Familiarize yourself with RPIRG’s policies and bylaws, which can be found on the Elections page of the RPIRG website and in the appendix of the nomination package.
3. **Download the Nomination Forms** – The nomination forms are available in the nomination package and on the Elections page of the RPIRG website. A hard copy can also be obtained from the URSU front desk.
4. **Complete the Forms** – Carefully fill out the nomination forms, either electronically or physically. When collecting nominations, ensure that your nominators willingly support your candidacy.
5. **Submit Your Nomination** – Once completed, submit the forms either:
 - Electronically via email to info@rpirg.org; or
 - Physically at the URSU front desk

You must also submit the following **via email** along with your nomination:

- A recent headshot
 - A short bio (up to 100 words), including details such as your program of study, why you want to join RPIRG, and why you believe you should be elected
6. **Attend the Mandatory Meeting**— Attend the mandatory all candidates meeting at **5 pm on March 07, 2025**, at the URSU Boardroom.

Incomplete nominations will not be accepted, and you will not be eligible to run.

If you have any accommodation requests and need assistance with submitting your nomination, please email us at info@rpirg.org or call 306-337-2420



NOMINATION FORMS

CANDIDATE INFORMATION

Legal Name:	DOB:
Student Number:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
Faculty:	Year of Study:
Email Address:	Phone:
Address:	
Name to appear on the ballot:	
List of Clubs, Groups, Associations and Organizations you are involved in:	

I hereby acknowledge and accept this nomination for the position named above, and declare that, to the best of my knowledge, information and belief, I am eligible to contest this election and, if elected, to hold office.

Signature of applicant _____ Date _____

For office use only

Date Received _____ Received By _____

NOMINATION ENDORSEMENT FORM

Please collect endorsement from at least (10) RPIRG members in good standing. Members in good standing are any U of R student who has not chosen to opt out of the RPIRG fee. We will audit the endorsement list, and candidates will not be allowed to run in the election if we receive incomplete or illegitimate endorsement list.

	Full Name	Faculty	Year	Student ID	Phone Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

I hereby affirm that I have collected the required endorsements legitimately, and that all nominators are fully aware of my candidacy. I confirm that my nominators can verify their endorsement of my candidacy if required.

Signature: _____

Date: _____



PICTURE AND BIOGRAPHY

In order to complete your nomination, you must submit a short (50-100 word) biography and a picture. Your biography can include things such as: what program and year you are in, your interests, why you are interested in RPIRG and social and environmental issues, etc. This bio and picture will be posted on our website to advertise the candidates who are running for the RPIRG board.

You must **email** your bio and picture to info@rpirg.org by **Friday, March 7th at 4pm.**

I hereby consent to RPIRG using my picture and bio on any publications (online or in print).

Signature: _____

Date: _____

CANDIDATE ATTESTATION

I hereby affirm that I have read and understood the RPIRG Elections Policy and Elections Bylaw. I acknowledge and align with RPIRG's values and advocacy priorities.

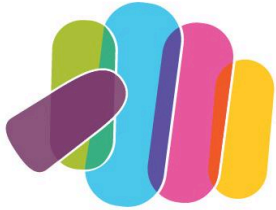
Signature: _____

Date: _____



CONTACT

For any questions or concerns regarding the RPIRG Board of Directors election, please contact the Chief Returning Officer (CRO), Tayef Ahmed. Tayef is available to assist with any election-related inquiries, including candidate eligibility, election procedures, and any concerns that may arise during the election process. You can reach Tayef via email at info@rpirg.org or by phone at 306-337-2420. The CRO is also open to meeting outside of office hours and can be reached at 639-999-5025 for more flexible communication.



Regina Public Interest Research Group Inc. By-Laws (11-24)

In accordance with *The Non-Profit Corporations Act, 2022*

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Definitions

1. **Act** - the Non-Profit Corporations Act, 2022
2. **Articles**- means the articles attached to the certificate of incorporation of the Corporation as from time to time amended or restated
3. **Board** - the Board of Directors of RPIRG
4. **Chief Returning Officer** - Person tasked with overseeing elections process
5. **Directors** - Board members of RPIRG
6. **Executive Director** - the senior employed employee of RPIRG
7. **Gender Based Analysis Plus** - an analytical process, developed by the Government of Canada, used to assess how different people may experience policies, programs and initiatives.
8. **General Meeting** - a meeting of membership, such as an Annual General Meeting (AGM) or Special General Meeting (SGM)
9. **Levy** - funds that are collected each semester from University students and paid to URSU that act as Student Member fees
10. **Meeting** - a meeting of the Board
11. **Members** - members of RPIRG, as determined by the Membership Bylaw
12. **Officers** - Individuals appointed as officers, as described by the Act
13. **Resolution** - any motion that has been moved and seconded, whether during a meeting or through electronic means
14. **Special Resolution**- means a resolution passed by a majority of not less than two-thirds of the votes cast by the Members or Directors who voted in respect of that resolution or signed by all the Members or Directors entitled to vote on that resolution.
15. **RPIRG** - the Regina Public Interest Research Group
16. **Signing Officers** - individuals who hold the authority to bind RPIRG to contracts or agreements, including cheques
17. **University** - the University of Regina, including its federated colleges
18. **URSU** - the University of Regina Students' Union

01. Board of Directors Bylaw

Bylaw #: 01

Approved: November 2024

Ratified:

Last Reviewed: December 2024

Review Schedule: Every four years

Date for Next Review: April 2028

Bylaw Clauses

1 -(1) Duties & Powers

- a. The management, administration and control of the property, revenue, business and affairs of RPIRG are vested in the Board subject to this bylaw. Without diminishing the generality of the foregoing, the Board:
 - i. May make such rules and regulations as it considers advisable for the conduct of the affairs of RPIRG, provided they are consistent with the Constitution and Articles of the Corporation, and the Act;
 - ii. May enter into agreements on behalf of RPIRG in compliance with the **Finance, Risk & Audit Bylaw**;
 - iii. May acquire and deal with a trademark, trade name, copyright, patent or proprietary interest therein;
 - iv. Shall represent RPIRG as the employers of the Executive Director of RPIRG, and ensure that the activities of the Executive Director are appropriate to the purposes of RPIRG;
 - v. Shall ensure the proper keeping of financial records of RPIRG;
 - vi. Shall ensure the proper recording of minutes which shall be stored in RPIRG's files;
 - vii. Shall perform such other duties as directed by the Members of RPIRG, or as necessarily incidental to the Board's legitimate function; and
 - viii. May delegate or designate such duties and powers as they may determine and for such a time as they may determine at a meeting of the Board.

1 -(2) Composition & Eligibility

- a. The Board shall consist of between three (3) and eight (8) Student Members of RPIRG who have been elected or appointed to fill vacancies in accordance with the **Election Bylaw**.
- b. Directors must either:
 - i. be current Student Members in good standing of RPIRG, or;
 - ii. have been Student Members in good standing of RPIRG upon the end of their student status, either through graduation or academic leave.
 1. Following three months after the end of their student status, the Director is no longer eligible to serve on the Board.
- c. A director must be at least 18 years old.

- d. To avoid conflict of interest, employees of RPIRG are not eligible to serve as Directors.
- e. To avoid conflict of interest, Board members, managerial employees, and executives of URSU are not eligible to serve as Directors.
- f. To avoid conflict of interest, Board members and managerial employees of other organizations acting as student centres at URSU are not eligible to serve as Directors.

1 -(3) Responsibilities of Directors

- a. Directors shall:
 - i. uphold the Constitution, Articles and policies of RPIRG;
 - ii. actively and honestly represent the best interests of RPIRG members;
 - iii. conduct themselves in a manner fitting of the professionalism and good reputation of RPIRG.

1 -(4) Officers

- a. The Board may, upon $\frac{3}{4}$ majority vote, pass a resolution to appoint, amongst themselves, Officers of RPIRG, if it is deemed necessary.
- b. The term of office for any individual Officer shall be equal to the term of office they hold..
- c. The Executive Director shall serve as an Officer of RPIRG.

1 -(5) Terms of Office

- a. The term of office for Director shall normally be two (2) years.
 - i. After a training period, new Directors shall take office before or by the start of the academic year (May 1st) following their election, or as soon as possible afterwards. Where elections do not coincide with URSU General Elections, the new Board shall take office within two (2) weeks of Board of Directors elections.
 - ii. After serving their term, Directors shall retire upon entry of the new Directors into office.
- b. A partial term of an Interim Director shall be considered as a term per this clause.

1 -(6) Meetings

- a. Board meetings shall take place using a relaxed Roberts' Rules of Order.
 - i. Directors, upon a $\frac{3}{4}$ majority vote, may pass a resolution to suspend the rules of order for a portion or the entirety of a meeting.
- b. Quorum for meetings shall be at least 51% of Directors.
 - i. If quorum is met at the beginning of a meeting, quorum shall be considered to have been reached throughout the entirety of the meeting.
 - ii. If quorum is not reached, the meeting shall be rescheduled for a later time or date, within the following week.

1 -(7) Voting

- a. A resolution shall be passed when 70% or more of Directors present vote in favour of the resolution, unless otherwise prescribed in the Act, Articles or Bylaws.
- b. Voting shall occur during the Board meeting through an open vote, unless upon a $\frac{3}{4}$ majority vote, Directors pass a resolution to hold a private vote.

- c. Voting may occur through electronic means using an online voting system or via email. Any electronic resolution must include a mover and seconder.
 - i. Voting during electronic resolutions shall be open for a minimum of 48 hours. The notice of electronic resolution must include the time and date of the end of the voting period.
 - ii. Quorum for an electronic resolution shall be reached if 51% of Directors provide notice of their vote during the established voting period.
- d. A voting member may abstain from voting on a specific matter if they have a conflict of interest, lack sufficient information, or for any other valid reason as determined by the Board of Directors.

1 -(8) Committees

- a. There shall be three standing committees of the Board:
 - i. Governance Committee;
 - ii. Human Resources Committee; and
 - iii. Finance, Risk and Audit Committee
- b. The Board may establish ad-hoc committees from time to time as required to conduct the business of RPIRG, per the Board of Directors Policy.
- c. The responsibilities and obligations of all committees shall be determined by the committee Terms of Reference, ratified by the Board.
 - i. Committees, if determined in the Terms of Reference, may include non-Directors or non-staff of RPIRG.

1 -(9) Termination

- a. Directors who have two consecutive unexcused absences shall be automatically removed from the Board, per the Board of Directors policy.
- b. Directors who have missed four meetings, even upon submission of their regrets, may be removed from the Board, per the Board of Directors policy.
- c. As per 1-(2).b.ii), Directors shall be terminated following three months after the end of their student status.
- d. Directors may be terminated in the following manner:
 - i. Upon determination that the Director has breached the Code of Conduct Bylaw, the Board may pass a resolution to terminate the Director via a simple majority in favour of removing the Director.
 - ii. Upon determination that the Director has breached their fiduciary duty or duty of care to RPIRG through a legal opinion from RPIRG's lawyer, the Board shall pass a resolution to terminate the Director via a simple majority in favour of removing the Director.
 - iii. By membership, per section 9-9 of the Act.
- e. A terminated Director who believes that they were unjustly terminated may appeal their termination by proposing a resolution at a general meeting for a reinstatement of their position.
 - i. Membership may vote to reinstate the Director through a $\frac{3}{4}$ majority vote at a general meeting.
 - ii. Reinstatement of a Director does not preclude a future termination due to a different reason.

1 -(10) Vacancies

- a. A Director's position may be declared vacant by the Board when they resign, is removed, or recalled.
- b. Vacancies of Directors occurring in the year may be filled by Board appointment through an open nomination process, after exhausting, in order, any remaining nominees who were not elected in the most recent election.
 - i. Any Director so appointed shall be considered an Interim Director and hold office only until the next annual election and will be eligible for re-election.

1 -(11) Remuneration

- a. No remuneration shall be paid to Directors for being or acting as Directors.
- b. Directors shall be reimbursed by RPIRG for all expenses incurred by them while engaged in the affairs of RPIRG, subject to authorization by the Board and according to the financial guidelines of RPIRG determined by the Board.
- c. RPIRG shall maintain an annual Board professional development fund of no more than 8% of the annual budget, for Directors to use individually or to pool together, in a manner outlined in the Board Policy.

02. Membership Bylaw

Bylaw #: 02

Approved: November 2024

Ratified:

Last Reviewed: December 2024

Review Schedule: Every two years

Date for Next Review: April 2026

Bylaw Clauses

2 -(1) Membership Classes

- a. As per the Articles, there shall be the following classes of members:
 - i. Student Member: any registered student at the University of Regina, including its federated colleges, who pays a membership fee to the Corporation shall be a Student Member.
 - 1. University of Regina satellite campus students may opt in as a student member by paying a membership fee equal to the levy fee collected from University of Regina students.
 - ii. Associate Member: any person who is not a Student Member who completes the appropriate application and pays an associate membership fee to the Corporation shall be an Associate Member.
- b. The rights of members are those described in the Articles, and the following:
 - i. Student Members shall have the right to be nominated to the Board of Directors, according to the Election Bylaw.
 - ii. Associate Members may have access to initiatives and programs of RPIRG, depending on the capacity of the organization, as per the discretion of the Board or its delegate.

2 -(2) Student Levies & Student Member Fees

- a. As described in 2.1.1.1., members of URSU are automatically Student Members of RPIRG.
- b. RPIRG Student Member fees are paid to URSU through the University as a levy.
- c. The amount of this Student Member fee is determined by URSU.
- d. Student Members may request a refund of fees in exchange for providing at least two hours of volunteer service to RPIRG, upon the discretion of the Executive Director or their delegate. A Student Member who does so may maintain their membership.

2 -(3) Associate Membership Application & Fees

- a. The Board or its delegate shall be wholly responsible for approving or rejecting Associate Membership applications.
- b. The Board or its delegate shall set the Associate Membership Fees, but may not be less than the amount equal to two multiplied by the Student Member fee.

- c. Associate Members may provide at least four hours of volunteer service to RPIRG in lieu of paying a membership fee, upon the discretion of the Executive Director or their delegate.

2 -(4) Termination of Membership

- a. Memberships shall be terminated when:
 - i. a Student Member ceases to be a student of the University.
 - ii. a Student Member completes the opt-out process as described in 2.5.
 - iii. an Associate Member terminates their own membership.
 - iv. the Board passes a resolution, with $\frac{3}{4}$ majority vote, for the membership to be terminated due to behaviour or speech that the Board deems to contradict the values, mission or mandate of RPIRG, due to a breach of the Code of Conduct, or another reason as reasonably determined by the Board.
- b. When a membership has been terminated by the Board, RPIRG shall communicate the termination in writing to the terminated member with a reason for termination via email or other electronic or physical means, as determined by the Board.
- c. A member who believes that their membership has been unjustly terminated may appeal their termination by proposing a resolution at a general meeting for a reinstatement of their membership.
 - i. Membership may vote to reinstate the member through a $\frac{3}{4}$ majority vote at a general meeting.
 - ii. Reinstatement of a member does not preclude a future termination due to a different reason.

2 -(5) Opt-Out Process

- a. A Student Member may opt-out as a member by completing an opt-out form, as made available by the Board or its delegate.
- b. A Student Member must opt-out every semester in which they are a student of the University.
- c. When opting-out, a Student Member must provide:
 - i. the name registered with the University;
 - ii. their student ID card or proof of levy payment; and
 - iii. a rationale regarding their choice in opting-out.
- d. When a Student opts-out, they immediately cease to be a member of RPIRG, and forfeit all rights afforded to them.
- e. Upon opting-out, RPIRG shall refund the membership fee to the member. This fee shall be provided in a manner suiting RPIRG.

2 -(6) General Meetings

- a. There shall be the following classes of General Meetings:
 - i. Annual General Meeting; and
 - ii. Special General Meeting.
- b. The Board shall choose a Chair to preside over a general meeting, and remunerated by RPIRG.

- c. RPIRG shall hold one Annual General Meeting each year at a time and place determined by the Board, as is required by the Non-Profit Corporations Act.
 - i. The following business shall be conducted at the Annual General Meeting:
 - 1. presentation of a financial statement for the preceding fiscal year setting out its income, disbursements, assets and liabilities;
 - 2. presentation from the Board of the Annual Report of RPIRG with respect to RPIRG's activities of the preceding year;
 - 3. appointment of a financial auditor or reviewer for the following year; and
 - 4. any other matters concerning RPIRG's activities should be brought, in writing, to the attention of the Board for consideration at least fourteen (14) days prior to the date of the Annual General Meeting.
- d. Special General Meetings shall be called by the Board upon either:
 - i. A majority resolution passed by the Board; or
 - ii. A receipt by the Board of a petition stating the purpose or purposes of the meeting and duly signed by at least 100 Student Members of RPIRG.
 - 1. A petition can be submitted by:
 - a. providing a digital copy of the petition submitted over email to the email address listed on the RPIRG website;
 - b. providing a physical copy of the petition delivered to the RPIRG office or mailed to RPIRG's registered address.
 - 2. Any petition must include the full text of the petition on each page, and the names registered with the University, their signatures, their email address, and the student ID numbers of each student.
 - 3. RPIRG reserves the right to contact individuals who have signed the petition to confirm their signature.
- e. General meetings may take place in person or virtually.
 - i. Proof of membership may be required before an individual can attend a general meeting.
- f. Members may submit a proposed resolution to RPIRG for inclusion on the agenda at a general meeting by providing a copy of the written resolution at least 30 days before the anniversary of the previous Annual General Meeting.
 - i. RPIRG may reject the proposed resolution according to section 11-6 of the Act.
- g. Notice shall be given to the general membership of RPIRG by the Board at least fourteen (14) days prior to a General Meeting by:
 - i. Notices posted conspicuously around the Regina campus of the University and other community areas when campus is open.
 - ii. A digital and/or printed notice published in a University student newspaper for at least the fourteen (14) consecutive days prior to the general meeting;

- iii. Notice given at least fourteen (14) consecutive days prior to the general meeting in an all student email sent through the University Student Affairs or similar department; and
- iv. posted on appropriate RPIRG social media channels, as determined by the Board or its delegate, at least fourteen (14) days prior to the general meeting.
- h. Notices of General Meetings shall clearly state the date, time, place, and proposed agenda of the meeting.
- i. Student Members shall be provided the right to vote according to the process set out in 2.7.
- j. Quorum for general meetings shall be fifteen (15) Student Members of RPIRG.
 - i. If quorum is met at the beginning of a general meeting, quorum shall be considered to have been reached throughout the entirety of the meeting.
 - ii. If quorum is not reached, the meeting shall be rescheduled for a later time or date by the Board, no less than fourteen (14) days later.

2 -(7) Voting

- a. The Chair of a general meeting must provide instructions to members before any resolution is proposed about how to vote during a general meeting.
 - i. Methods of voting shall be determined by the Chair, however may not include proxy voting.
- b. The Chair of a general meeting may change the method of voting for all subsequent resolutions or for a particular resolution.
- c. Membership may, upon a majority vote, pass a resolution that overrides the Chair's decision related to the method of voting, as long as the resolution does not allow for proxy voting.

2 -(8) Public Notices to Members

- a. All public notices must be:
 - i. posted on the RPIRG website fourteen (14) days in advance of the event or deadline;
 - ii. promoted via posters, as described in 2.8.2;
 - iii. published in a digital and/or printed notice published in a University student newspaper for at least the fourteen (14) consecutive days prior to event or deadline;
 - iv. posted on appropriate RPIRG social media channels, as determined by the Board or its delegate.
- b. A minimum of fifteen (15) posters containing the information of the public notice must be posted conspicuously throughout the University campus, including at least one poster in each federated college.

2 -(9) Members Behaviour

- a. All members shall be expected to behave according to the Code of Conduct Bylaw.
- b. Members attending or participating in RPIRG activities or events shall behave according to any guidelines or expectations communicated leading up to or during the activity or event.

- c. Any member who breaches this Code of Conduct or other documented expectations or guidelines may be subject to termination of their membership.

03. Finance, Risk & Audit Bylaw

Bylaw #: 03

Approved: November 2024

Ratified:

Last Reviewed: December 2024

Review Schedule: Every two years

Date for Next Review: April 2026

Bylaw Clauses

3 -(1) Fiscal Year & Budget

- a. The fiscal year of RPIRG shall be from May 1st to April 30th.
- b. The Board shall aim to adopt a budget, prepared by the Board or the Executive Director, at least one month prior to the start of each fiscal year.
 - i. The Board must adopt a budget no later than three months following the start of a fiscal year.

3 -(2) Signing Officers

- a. The Board shall appoint signing officers of RPIRG through resolutions during a meeting.
 - i. The Executive Director shall be appointed as a signing officer.
 - ii. Any individuals appointed by RPIRG as signing officers must either be employed by RPIRG, must be currently serving as Board members, or must be contracted by RPIRG.
 1. Any individual contracted by RPIRG in a role that allows for their involvement as a signing officer must sign an agreement that accepts shared liability associated with acting as a signing officer.
- b. A minimum of two signing officers are required to bind RPIRG to contracts or agreements.

3 -(3) Financial Audits or Reviews

- a. RPIRG shall undertake a financial audit or financial review on an annual basis.
 - i. Membership may not waive a financial audit for more than five (5) years in a row.
- b. The Board shall be responsible for overseeing the recruitment of a financial auditor or financial reviewer, and for making recommendations to membership regarding the appointment of the auditor or reviewer at the annual general meeting.
 - i. The Board may delegate this responsibility to the Executive Director.
 - ii. RPIRG may not recommend the appointment of the same auditor or reviewer for more than five (5) years without undertaking a renewed procurement process that includes seeking quotes or proposals from at least one (1) additional potential auditor or reviewer.
- c. The financial auditor or financial reviewer shall present statements at the annual general meeting.

- i. In lieu of the financial auditor or financial reviewer, the Executive Director or their delegate may present statements.

3 -(4) Financial Oversight

- a. The Board shall be responsible for providing financial oversight to its delegates, including but not limited to the Executive Director of RPIRG.
- b. The Board shall be required to review the financial standing of RPIRG at least once quarterly.
 - i. This review shall include, at minimum, a statement of financial position (balance sheet) and an income statement (profit and loss).

3 -(5) Risk Management & Assessment

- a. RPIRG may not take on more than \$100,000 in debt from the University or URSU without a resolution adopted by membership at a general meeting.
 - i. RPIRG may not take on more than \$50,000 in debt from any other entity or party without a resolution adopted by membership at a general meeting.
- b. The Board or its delegate shall maintain a risk register that is reviewed and updated at least once annually.
 - i. This risk register shall include, at minimum:
 - 1. a description of the potential, perceived or actual risk;
 - 2. the likelihood of the risk occurring;
 - 3. the severity of the impact on RPIRG.
- c. The Board shall consider the contents of the risk register in making decisions for RPIRG.

3 -(6) Dissolution of RPIRG

- a. As per the Articles, in the event of dissolution of RPIRG, funds and assets remaining after the satisfaction of its debts and liabilities shall be provided in trust to an entity determined by the Board for the creation of a similar organization serving the University.
 - i. As per the Articles, upon five (5) years following the dissolution of RPIRG, the trusted entity may transfer the funds and assets of RPIRG to the University for the establishment and maintenance of a scholarship and bursary fund to provide assistance to students enrolled at the University.
 - 1. Criteria for awarding such scholarships and bursaries shall be determined by the Board of RPIRG at the time of dissolution, and communicated to the trusted entity in a legal agreement.

04. Conflict of Interest Bylaw

Bylaw #: 04

Approved: November 2024

Ratified:

Last Reviewed: December 2024

Review Schedule: Every four years

Date for Next Review: April 2028

Bylaw Clauses

4 -(1) Responsibilities

- a. Directors shall disclose perceived, potential, or actual conflicts of interest immediately to the Board.
 - i. In the case where a Director believes or has reasonable suspicion that another Director has failed to disclose a conflict of interest, they shall notify the Board and/or the Executive Director immediately.
- b. Directors shall follow the Conflict of Interest Policy.

4 -(2) Employment

- a. Directors may not submit their candidacy for employment at RPIRG.
 - i. Individuals who have served as Directors, including as Interim Directors, less than six (6) months ago, may not submit their candidacy for employment at RPIRG.
- b. If a Director is made aware of a candidacy for an employment role at RPIRG of someone with whom they have a personal, familial or professional relationship with, either through information gained in their role as a Director or outside of their role as a Director, they shall disclose the nature of this relationship immediately.
 - i. Directors who have a relationship with a candidate for employment shall cease participation in discussion or debate about the employment role.
 - 1. In the case where more than 50% of the Directors have a personal relationship with a candidate, the Board may, upon $\frac{3}{4}$ majority vote, pass a resolution allowing for the participation of particular Directors in discussion or debate.
 - 2. Alternatively, the Board may appoint one or more external parties to assess candidates and/or determine successful candidates.

4 -(3) Funding

- a. A Director of RPIRG shall refrain from participating in decision making for any application for RPIRG funds in which they have a financial interest.
- b. RPIRG Directors may not apply for RPIRG funding.
 - i. For clarity, professional development funds for Board members, as described in the Board of Directors Bylaw, is not considered RPIRG funding.

05. Code of Conduct Bylaw

Bylaw #: 05

Approved:

Ratified:

Last Reviewed:

Review Schedule: Every year

Date for Next Review: April 2025

Bylaw Clauses

5 -(1) Code of Conduct Development & Communication

- a. A Code of Conduct shall be established and maintained by the Board to guide the conduct of Directors and Members.
- b. This Code of Conduct may be amended only by a resolution passed with $\frac{3}{4}$ majority vote of membership at a general meeting.
- c. The Code of Conduct shall be made available to all Members and Directors of RPIRG.
 - i. RPIRG shall provide ongoing training and resources to Members and Directors to ensure awareness and understanding of the Code of Conduct.

5 -(2) Core Principles

- a. The core principles of the Code of Conduct shall include:
 - i. **Integrity:** Directors and Members shall act honestly and ethically in all matters related to RPIRG.
 - ii. **Respect & Care:** Directors and Members shall treat each other, staff, and volunteers with respect and dignity.
 - iii. **Accountability:** Directors and Members shall take responsibility for their actions, speech, and decisions.
 - iv. **Justice & Liberation:** Directors and Members shall support the quest for justice and liberation from oppressive systems, including, but not limited to: white supremacy, settlerism, colonialism, male supremacy, imperialism, ableism, racism, ageism, classism, heterosexism, cissexism, Islamophobia, anti-Semitism, Zionism, xenophobia, and misogyny.

5 -(3) Investigation

- a. Any individual who believes that a breach of the Code of Conduct has occurred may submit a formal complaint to the Board, outlining the details of the alleged breach.
 - i. RPIRG is not obligated to communicate with individuals who submit formal complaints about the outcomes of their complaints.
- b. If a Director is named in a formal complaint, they shall not be permitted to participate in discussion or debate about the complaint.

- c. Upon receipt of a formal complaint, the Board or its delegate shall undertake a discussion at an in-camera meeting whereby a decision must take place that determines either:
 - i. that the formal complaint was made in bad faith;
 - ii. that the Board or its delegate shall conduct an investigation regarding the breach of conduct; or
 - iii. that the Board or its delegate procures an external third party to conduct an investigation regarding the breach of conduct.
- d. In the case where the Board determines that a formal complaint was made in bad faith, the Board shall communicate this determination with the individual who submitted the formal complaint.
- e. In the case of an external third party investigation, the entity or individual contracted to perform the investigation must have a proven ability or expertise in applying a Gender Based Analysis Plus lens in their work.
- f. The investigation shall take place according to the Code of Conduct Policy.
- g. If a breach is determined to have occurred, according to the investigation, the Board shall take appropriate disciplinary action, which may include but is not limited to:
 - i. Verbal or written warnings;
 - ii. Removal from specific duties or responsibilities;
 - iii. Loss of access to RPIRG services, programs, events, or initiatives;
 - iv. Suspension or termination of Membership or Director position;
 - v. Reporting to the University about the investigation and resulting disciplinary actions; and
 - vi. Other actions as determined by the investigator.

5 -(4) Appeals

- a. Individuals who are found to be in breach of the Code of Conduct shall have the right to appeal any consequences of an investigation by providing a written request to the Board for a reconsideration of the consequences.
- b. The Board shall duly consider the appeal request, and shall pass a resolution, with a $\frac{3}{4}$ majority vote, that determines if the consequences shall be maintained or repealed.
 - i. In the case where the Board has not repealed the consequences of an investigation, the individual(s) who are found to be in breach of the Code of Conduct may appeal the consequences to the Membership during a general meeting.
 - 1. Membership may elect to propose a resolution that affirms or repeals the consequences of the investigation.
 - 2. Repealing of consequences of an investigation does not preclude future consequences of other investigations of other behaviour.

06. Elections Bylaw

Bylaw #: 06

Approved: November 2024

Ratified:

Last Reviewed: December 2024

Review Schedule: Every four years

Date for Next Review: April 2028

Bylaw Clauses

6 -(1) Chief Returning Officer

- a. The Executive Director acts as the Chief Returning Officer (CRO), overseeing the election process and ensuring fairness and impartiality.
 - i. In the case where there is no Executive Director or the Board determines that the Executive Director is unsuitable to act as CRO, the Board shall engage an external third-party based in Regina, SK to act as CRO.
 - ii. The external third-party may not be:
 - a. a student of the University of Regina or have been a student of the University of Regina in the past three years;
 - b. a member of URSU or have been a member of URSU in the past three years;
 - c. a staff member of URSU or have been a staff member of URSU in the past three years; or
 - d. a family member or a close friend of a Director.
- b. Decisions made by the CRO may only be overruled by the Elections Committee.
 - i. Decisions related to discipline or disqualification of a nominee must be ratified by the Elections Committee.

6 -(2) Elections Committee

- a. An Elections Committee is appointed by the CRO to oversee elections.
 - i. The Elections Committee shall include no more than two (2) current Directors of the Board. In some instances, the CRO may choose not to appoint any Directors of the Board due to actual, potential, or perceived conflict of interest.
 - ii. The Elections Committee shall include, at minimum, one (1) Student Member.
 - iii. When possible, the CRO shall aim to include the organization's lawyer and one (1) Faculty member from the University of Regina who has volunteered or collaborated with RPIRG.
- b. The CRO shall report to the Elections Committee.
- c. Unless it would place RPIRG in a precarious financial position, all members of the Elections Committee who are not Directors of the Board shall receive an honorarium to be determined by the Executive Director.

6 -(3) Management and Regulations of Elections

- a. RPIRG may partner with URSU to facilitate the online election process through a written agreement between the two parties.
- b. Only RPIRG's Election Policy shall govern the RPIRG election process and regulations.
- c. The top eight (8) candidates with the highest number of votes shall be elected to the Board.
 - i. In the event that there are less than eight (8) candidates:
 - a. Voters shall be provided with the option of voting "Yes", "No" or "Abstain" in favour of the election of each candidate.
 - b. A candidate must receive more "Yes" votes than "No" votes to be elected to the Board. In the case of a tie, the candidate shall not be elected.
 - ii. In the event that any ties of candidates lead to more than eight (8) candidates top place candidates, the CRO shall identify one of the following measures to break the tie:
 - a. A second run-off election may take place between any of the candidates who are tied, or
 - b. In the case where managing such an election would be too lengthy, difficult or expensive for the organization, the CRO shall arrange a random draw for the successful candidate(s).

6 -(4) Candidate Eligibility, Compliance & Disqualification

- a. Candidates must meet eligibility criteria per the Board of Directors bylaw and Elections Policy.
- b. Candidates for election must comply with Election Policy requirements.
- c. In the case of non-compliance, a candidate may be disqualified from the election, or in the case where voting has already begun, the candidate may be disqualified from winning the election, according to the process set out in the Elections Policy.
- d. The CRO shall make decisions regarding the disqualification or discipline of a candidate.
- e. The disqualification of a candidate shall prohibit the candidate from running again in a future RPIRG election.

6 -(5) Nomination Process

- a. Nominations follow set timelines communicated to potential candidates.
- b. Student members interested in acting as candidates may submit a nomination package for eligibility verification.
 - i. The CRO has the authority to accept nominations based on individual circumstances.
 - ii. The CRO shall reject any nomination form, which is found to contain factual errors or misrepresent the member nominated. Additionally, if a nomination form is incomplete, nominates a non-member, or is filled out incorrectly it may be rejected by CRO.

- c. Nominees must submit to the CRO their name, telephone number, and the signatures and information of ten (10) student members in good standing supporting their nomination.
 - i. The information of members must include:
 - a. The name of the member;
 - b. The student ID number of the member; and
 - c. The telephone number or University of Regina email address of the member.
- d. All nominees must attend an all-nominee meeting to be accepted as candidates.
 - i. In the case of unavailability for the all-nominee meeting, a nominee must meet with the CRO independently.
 - ii. In the event of non-participation, a nominee shall not be accepted as a candidate.
- e. The CRO shall provide a list of all nominees that have been accepted as candidates to the Elections Committee.

6 -(6) Campaigning and Promotion

- a. Campaign guidelines prohibit unethical behavior such as defamation or bribery.
- b. Regulations govern use of campaign materials, fundraising, and expenditure limits.
- c. Candidates may spend up to \$200 during their campaign. Materials that are donated that have a financial value must be counted towards that total.
 - i. Any material used by volunteers shall be counted towards the total allowable spend.
 - ii. Candidates may not pool campaign finances. Each individual candidate must individually report campaign spending.
- d. Volunteers may not be compensated by the candidate or any third party. Work of volunteers does not count towards the total spend.
- e. Candidates may campaign by any means except they may not:
 - i. Campaign at URSU businesses and other premises except as permitted by the CRO;
 - ii. Campaign in any University classroom during or immediately before a class without obtaining the prior permission of an instructor;
 - iii. Campaign within the proximity of polling location as designated by the CRO;
 - iv. Have another candidate's name or picture in the same graphic, poster, or video;
 - v. Slate with any other candidates;
 - vi. Receive or encourage sponsorship from an outside body, including corporations or organizations;
 - vii. Put up posters or advertisements anywhere that is outside of campus boundaries;
 - viii. Manipulate their preferred name in any way that suggests that candidates are affiliated on the ballot;
 - ix. Have campaign managers or volunteers that are not members of RPIRG;

- x. Solicit endorsements from professors or administrators from the University of Regina;
 - xi. Use profanity on any election material. This includes any statement or imagery that suggests hatred or intolerance towards any group;
 - xii. Make discriminatory or defamatory statements against another candidate;
 - xiii. Be present within a 50 meter radius of a polling station on voting days;
 - xiv. Harass or display aggressive, violent, or threatening behaviour;
 - xv. Interfere, or attempt to interfere, with the administration of the Election;
 - xvi. Jeopardize, or take any action which could reasonably be expected jeopardize, the integrity of the Election;
 - xvii. Impede or interfere with the ability of another Candidate to campaign;
 - xviii. Remove, replace, modify, or damage the materials of, or cause similar harm to, another Candidate;
 - xix. Provide money or items of monetary value as an incentive or any form of consideration to a Member in exchange for their support; and
 - xx. otherwise act in a manner inconsistent with the University policies related to student conduct.
- f. Campaigning on voting days by any means shall not be permitted except for tabling.
- g. The CRO shall have the authority to enforce provisions of this bylaw, and to investigate any alleged or perceived offenses.

6 -(7) Voting

- a. Any student who pays the RPIRG levy fee and is registered through University of Regina is eligible to vote in the election.
- b. The voting mechanism shall be determined by RPIRG, and may be facilitated with support from URSU.
- c. An offense is committed when a person:
 - i. votes at an election knowing that they are not entitled to vote;
 - ii. induces another person to vote knowing that such person is not entitled to vote;
 - iii. votes more than once using a real or fictitious name;
 - iv. fraudulently alters, defaces or destroys a ballot paper;
 - v. supplies a ballot paper to any person without the permission of the CRO;
 - vi. destroys, takes, opens or otherwise interferes with a ballot box or ballot papers of any kind without the permission of the CRO;
 - vii. fraudulently prints a ballot paper;
 - viii. prints ballot papers that they are not authorized to print;
 - ix. attempts to alter or access a secure electronic method of voting;
 - x. induces another person to vote a certain way or threatens another person to vote a certain way;
 - xi. publishes a false statement in relation to the personal character or conduct of a candidate;
 - xii. defaces any document required by this bylaw;

- xiii. defaces or removes any promotional material of a candidate;
 - xiv. bribes or offers a bribe that could affect a person's vote;
 - xv. acts as a member of a team or slate; or
 - xvi. knowingly publishes a false statement of the withdrawal of a candidate;
 - xvii. another activity as determined by the CRO to be an offense.
- d. A member who has reason to believe that any offense or violation has been committed shall forward details regarding the offense to the CRO.

6 -(8) Results and Announcement

- a. Election results are ratified by the Committee for legitimacy.
- b. Once ratified, results are publicly announced in a manner determined by the Executive Director.
- c. In the event a winning candidate in any election is disqualified, the runner-up will take the place of the disqualified winner.
- d. A recount may be requested by candidate(s) only where paper ballots have been used. The recount must take place within two working days of when the vote was originally counted.
 - i. Two members of the Elections Committee and any Candidates directly involved shall attend the recount.

6 -(9) Appeal

- a. A candidate may appeal a decision made by the CRO or Elections Committee by submitting a written appeal to the Elections Committee that includes, at minimum, the following information:
 - i. the candidate's name;
 - ii. the candidate's contact information;
 - iii. the decision the candidate is appealing; and
 - iv. details as to why the decision should be repealed or altered.
- b. The Elections Committee shall review any appeal, and shall duly consider the candidate's request.
 - i. The Elections Committee may choose to investigate the matters identified or discussed in the appeal.
- c. The Elections Committee may decide to overturn the decision, to alter the decision, or to stay the decision.
- d. The Elections Committee's decision regarding an appeal shall be final.
 - i. The Elections Committee's decision shall be communicated to the candidate and all other parties involved.

6 -(10) Elections Policy

- a. The Elections Policy shall be adopted by the Board of Directors.
- b. Any changes to the Elections Policy must be adopted through a resolution of the Board of Directors.
- c. Changes made to the Elections Policy must be communicated to student members through:
 - i. a notice posted on the RPIRG website;
 - ii. RPIRG social media; and
 - iii. an article or advertisement in the University student newspaper.

- d. Student members may require the Board of Directors to make or repeal amendments to the Elections Policy through a resolution during a general meeting.

07. Amendments Bylaw

Bylaw #: 07

Approved: November 2024

Ratified:

Last Reviewed: December 2024

Review Schedule: Every two years

Date for Next Review: April 2026

Bylaw Clauses

7 -(1) Amending Bylaws

- a. All amendments to any bylaws require a $\frac{2}{3}$ majority vote of the Board, ensuring significant support for changes.
- b. Bylaw amendments shall require ratification of membership at a general meeting, through an ordinary resolution, where membership may confirm, reject or amend the bylaw, amendment or repeal.
- c. Amendments cannot come into effect retroactively.

7 -(2) Proposed Amendments

- a. Members in good standing with RPIRG may propose an amendment to a bylaw by submitting proposals in accordance with the Act.

7 -(3) Non-Substantive Amendments

- a. Non-substantive amendments such as formatting, layout, or grammatical changes may be made at any time by the Board or Executive Director.

Elections Policy

Policy #: 03

Approved:

Ratified:

Last Reviewed:

Review Schedule: Every three years

Date for Next Review: April 2027

Definitions

- **RPIRG** - the Regina Public Interest Research Group
- **Board** - the Board of Directors of RPIRG
- **Executive Director** - the senior employed employee of RPIRG
- **Directors** - Board members of RPIRG
- **Nominee** - an individual who has been nominated to run as a candidate for the RPIRG election
- **Candidate** - an individual who has been accepted as a nominee for the RPIRG election
- **Member** - a member of RPIRG

Purpose

3 -(1) Purpose of Policy

- a. The purpose of this policy is to provide regulations and expectations regarding how elections are managed at RPIRG.

Applies to

3 -(2) Application of Policy

- a. This policies applies to:
 - i. RPIRG Directors
 - ii. RPIRG Members
 - iii. RPIRG employees
 - iv. Nominees
 - v. Candidates

Policy Clauses

3 -(3) Chief Returning Officer

- a. As described in the Elections Bylaw, the Executive Director acts as the Chief Returning Officer (CRO).
 - i. As described in the Elections Bylaw, in the case where there is no Executive Director or the Board determines that the Executive Director is unsuitable to act as CRO, the Board shall engage an external third-party based in Regina, SK to act as CRO.
- b. When engaging an external CRO, RPIRG must ensure that requirements laid out in the Elections Bylaw are followed.
- c. RPIRG shall procure an external CRO through the following process:
 - i. determine a fee for the CRO that does not contribute to a financial deficit of RPIRG that may be no more than \$3,500;
 - ii. issuing a contract posting that includes information about the role;
 - iii. interviewing appropriate candidates for the role; and
 - iv. engaging a successful candidate through a contract agreement.
- d. The CRO shall report to the Elections Committee, and is expected to have a comprehensive understanding of the Elections Bylaw and Elections Policy.

3 -(4) Elections Committee

- a. The Elections Committee shall be governed by a Terms of Reference. The Terms of Reference must follow all requirements set out in the Elections Bylaw.
- b. The Elections Committee shall meet a minimum of twice over the course of the election period.
- c. All decisions made by the Elections Committee shall be final.
- d. All meetings of the Elections Committee must be documented through meeting minutes. These minutes must be made available to any RPIRG Member, including Nominees and Candidates, upon request

3 -(5) Management and Regulations of Elections

- a. As described in the Elections Bylaw, RPIRG may partner with URSU to facilitate the online election process through a written agreement between the two parties.
- b. In the case where RPIRG chooses to manage an election process independently, the election process shall be communicated transparently to all Members on the RPIRG website and in a physical document that can be provided to any Member upon request.
 - i. This election process must include a system to ensure that all voters are Members.
- c. In the case of a run-off election, as determined by the Elections Bylaw, RPIRG may choose to facilitate an election process in partnership with URSU or independently.
- d. If the CRO arranges a random draw for a successful candidate in the event of a tie, the draw must take place with at least two members of the Elections Committee present.

3 -(6) Candidate Eligibility, Compliance & Disqualification

- a. Individuals shall be determined to meet eligibility criteria for nomination when:
 - i. they meet all criteria outlined in the Board of Directors Bylaw;
 - ii. they have never been found to have engaged in fraudulent activity with RPIRG or other on-campus groups;
 - iii. they have never been disqualified from an on-campus election, including RPIRG's elections;
 - iv. they have never been found to have breached the Code of Conduct Policy; and
 - v. they have completed a satisfactory Nomination Package.
- b. The CRO shall develop a Nomination Package that requests, at minimum but is not limited to, the following information from Candidates:
 - i. Nominee name;
 - ii. Nominee student number;
 - iii. Nominee phone number and email address;
 - iv. a list of groups, associations, and organizations the Nominee is involved in;
 - v. a biography of the Nominee;
 - vi. a photo of the Nominee;
 - vii. a signed nomination form;
 - viii. a list of at least 10 Student Members who have supported the nomination, with the information outlined in the Elections Bylaw; and
 - ix. a signed attestation that the Nominee has read and understood the Elections Policy, has read and understood the Elections Bylaw, and is aligned with RPIRG values and advocacy priorities.
- c. The CRO shall determine the deadline for the submission of a Nomination Package that shall be no less than one (1) week following the Nomination Package being made available on the RPIRG website.
- d. Upon receipt of Candidate Application Packages, the CRO may audit endorsements listed by contacting Student Members who have provided their endorsement.
 - i. If a Nominee has been found to include fraudulent endorsements, they shall not be accepted as a Candidate.
- e. As described in the Elections Bylaw, all nominees must attend an all-nominee meeting or one-on-one meeting with the CRO to be accepted as Candidates.
- f. If a Nominee has not been accepted as a Candidate, they may appeal this decision to the Elections Committee by notifying the CRO of their intention to do so.

3 -(7) Campaigning and Promotion

- a. Candidates must follow all requirements set out in the Elections Bylaw.
- b. Candidates are expected to document their campaigning activities, including a complete list of volunteers, and may be required to submit information about these activities to the CRO upon request.

- c. Campaigning regulations include:
 - i. Candidates must not engage in activities that undermine the fairness of the election process.
 - ii. Candidates and their teams must avoid defamation, harassment, or discriminatory behavior towards others.
 - iii. Campaign materials and statements must be truthful, accurate, and not misleading.
 - iv. The financial value of donated items must be included in the campaign budget.
 - v. Candidates are responsible for removing all campaign materials within 48 hours of the election's conclusion.

3 -(8) Results and Announcement

- a. After the voting period has ended, the CRO shall provide a report to the Elections Committee regarding the election process that includes the results of the election.
- b. The Elections Committee shall meet to discuss this report.
 - i. In the event that the CRO's report includes any recommendations or findings that the Committee does not agree with, the Committee shall provide a written document to be made available to Members with their responses to the CRO's report.
- c. The CRO's report and a written response from the Elections Committee (if applicable) will be made available on the RPIRG website.
- d. The Elections Committee must ratify the results of the election in order for the results to be posted publicly.