



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

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

Table of Contents

Table of Contents.....	2
Definitions.....	4
01. Board of Directors Bylaw.....	5
Bylaw Clauses.....	5
1 -(1) Duties & Powers.....	5
1 -(2) Composition & Eligibility.....	5
1 -(3) Responsibilities of Directors.....	6
1 -(4) Officers.....	6
1 -(5) Terms of Office.....	6
1 -(6) Meetings.....	6
1 -(7) Voting.....	6
1 -(8) Committees.....	7
1 -(9) Termination.....	7
1 -(10) Vacancies.....	7
1 -(11) Remuneration.....	8
02. Membership Bylaw.....	9
Bylaw Clauses.....	9
2 -(1) Membership Classes.....	9
2 -(2) Student Levies & Student Member Fees.....	9
2 -(3) Associate Membership Application & Fees.....	9
2 -(4) Termination of Membership.....	10
2 -(5) Opt-Out Process.....	10
2 -(6) General Meetings.....	10
2 -(7) Voting.....	12
2 -(8) Public Notices to Members.....	12
2 -(9) Members Behaviour.....	12
03. Finance, Risk & Audit Bylaw.....	14
Bylaw Clauses.....	14
3 -(1) Fiscal Year & Budget.....	14
3 -(2) Signing Officers.....	14
3 -(3) Financial Audits or Reviews.....	14
3 -(4) Financial Oversight.....	15
3 -(5) Risk Management & Assessment.....	15
3 -(6) Dissolution of RPIRG.....	15
04. Conflict of Interest Bylaw.....	16
Bylaw Clauses.....	16
4 -(1) Responsibilities.....	16

4 -(2) Employment.....	16
4 -(3) Funding.....	16
05. Code of Conduct Bylaw.....	17
Bylaw Clauses.....	17
5 -(1) Code of Conduct Development & Communication.....	17
5 -(2) Core Principles.....	17
5 -(3) Investigation.....	17
5 -(4) Appeals.....	18
06. Elections Bylaw.....	19
Bylaw Clauses.....	19
6 -(1) Election Administrator.....	19
6 -(2) Election Nomination Committee.....	19
6 -(3) Management and Regulations of Elections.....	20
6 -(4) Candidate Eligibility, Compliance & Disqualification.....	20
6 -(5) Nomination Process.....	20
6 -(6) Campaigning and Promotion.....	21
6 -(7) Voting.....	22
6 -(8) Results and Announcement.....	23
6 -(9) Appeal.....	23
6 -(10) Elections Policy.....	23
07. Amendments Bylaw.....	25
Bylaw Clauses.....	25
7 -(1) Amending Bylaws.....	25
7 -(2) Proposed Amendments.....	25
7 -(3) Non-Substantive Amendments.....	25

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. **Election Administrator** - 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 URSA 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. **URSA** - the University of Regina Students' Association

01. Board of Directors Bylaw

Bylaw #: 01

Approved: November 2024

Last Reviewed: April 2026

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 URSA 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 URSA 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 on the day of their appointment is confirmed by the Board if filling vacancies. 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 two standing committees of the Board:
 - i. Governance and Human Resource Committee; and
 - ii. 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

Last Reviewed: April 2026

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 URSA are automatically Student Members of RPIRG.
- b. RPIRG Student Member fees are paid to URSA through the University as a levy.
- c. The amount of this Student Member fee is determined by URSA membership.
- 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

Last Reviewed: April 2026

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 URSA 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

Last Reviewed: April 2026

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

Last Reviewed: April 2026

Review Schedule: Every four years

Date for Next Review: April 2028

Bylaw Clauses

6 -(1) Election Administrator

- a. The Executive Director acts as the Election Administrator (EA), 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 EA , the Board shall engage an external third-party based in Regina, SK to act as EA.
 - 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 URSA or have been a member of URSA in the past three years;
 - c. a staff member of URSA or have been a staff member of URSA in the past three years; or
 - d. a family member or a close friend of a Director.
- b. Decisions made by the EA may only be overruled by the Election Nomination Committee.

6 -(2) Election Nomination Committee

- a. An Election Nomination Committee is appointed by the EA and ratified by the Board to oversee the election nomination process.
 - i. The Election Nomination Committee shall include no more than two (2) current Directors of the Board. In some instances, the EA may choose not to appoint any Directors of the Board due to actual, potential, or perceived conflict of interest.
 - ii. The Election Nomination Committee shall include, at minimum, one (1) Student Member.
 - iii. When possible, the EA 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 EA shall report to the Election Nomination Committee.
- c. Unless it would place RPIRG in a precarious financial position, all members of the Election Nomination 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 shall hold elections of Directors each year during winter semester at a General Meeting or conjunction with URSA elections.
- b. The Board shall direct the EA to begin the election process at least four months before the URSA General Election or the General Meeting at which the elections will take place
- c. RPIRG's Election Policy shall govern the RPIRG election process and regulations.
- d. The Election Nomination Committee shall be responsible for preparing a slate of prospective board members representing a diverse range of skills, experience, and constituencies, with shared values, for election by the Members.

6 -(4) Candidate Eligibility, Compliance & Disqualification

- a. Candidates must meet eligibility criteria per the Board of Directors bylaw and the Elections Policy.
- b. Candidates for election must comply with Election Policy requirements.
- c. In the case of non-compliance, a candidate may not be nominated for the election, or in the case where nomination has been granted, the candidate may be disqualified from winning the election, according to the process set out in the Elections Policy.
- d. The Election Nomination Committee 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) Application & Nomination Process

- a. The application process follows set timelines communicated to Student Members.
- b. Student members interested in becoming a board member may submit a complete application to EA by appropriate deadline.
- c. The EA has the authority to accept applications past the deadline based on individual circumstances.
- d. The EA shall reject any application, which is found to contain factual errors or misrepresent any facts. Additionally, if an application form is incomplete, the applicant is a non-student member, it shall not be accepted for consideration.
- e. The EA shall provide a screened list of applicants that have been primarily accepted as qualified applicants to the Election Nomination Committee.
- f. The Nomination Committee shall follow the criteria, priorities, and assessment matrix set out in the Election Policy to finalize nominations of candidates.

6 -(6) Campaigning and Promotion

- a. When applicable, successful nominees may campaign and promote their candidacy
- b. Campaign guidelines prohibit unethical behavior such as defamation or bribery.

- c. Regulations govern use of campaign materials, fundraising, and expenditure limits.
- d. 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.
- e. Volunteers may not be compensated by the candidate or any third party. The work of volunteers does not count towards the total spend.
- f. Candidates may campaign by any means except they may not:
 - i. Campaign at URSA businesses and other premises except as permitted by the EA;
 - 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 EA;
 - 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.

- g. Campaigning on voting days by any means shall not be permitted except for tabling.
- h. The EA 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, including affiliated colleges, is eligible to vote in the election.
- b. The voting mechanism shall be determined by RPIRG, and may be facilitated with support from URSA.
- c. Candidates are elected by ordinary resolution or when they receive 50% + 1 of the total votes cast in support of their candidacy. Where there are more candidates than available vacancies, the candidates receiving the highest number of votes will be elected.
- d. 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.
- e. 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. When applicable, election results are ratified by the Election Nomination Committee for legitimacy.
- b. Once ratified, results are publicly announced in a manner determined by the EA.
- 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. At least two members of the Elections Nomination Committee and any Candidates directly involved shall attend the recount.

6 -(9) Appeal

- a. When applicable, a candidate may appeal a decision made by the EA or the Election Nomination Committee by submitting a written appeal to the Election Nomination 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 Election Nomination Committee shall review any appeal, and shall duly consider the candidate's request.
 - i. The Election Nomination Committee may choose to investigate the matters identified or discussed in the appeal.
- c. The Election Nomination Committee may decide to overturn the decision, to alter the decision, or to stay the decision.
- d. The Election Nomination Committee's decision regarding an appeal shall be final.
 - i. The Election Nomination 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 special resolution during a general meeting.

07. Amendments Bylaw

Bylaw #: 07

Approved: November 2024

Last Reviewed: April 2026

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.