

ASSINIBOINE
COMMUNITY COLLEGE
STUDENTS' ASSOCIATION



BY-LAW

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BY-LAW #1

SECTION 1: GENERAL

1.01 Definitions

In this By-law and all official documents of the Assiniboine Community College Students' Association, unless the context requires otherwise:

- (a) "ACCSA" means the Assiniboine Community College Students' Association;
- (b) "Act" means the *Manitoba Corporations Act*, as amended from time to time and every statute enacted to replace that legislation;
- (c) "AGM" means the ACCSA Annual General Meeting;
- (d) "By-election" means any election where the Members have voting rights that is not the General Election or held at the Annual General Meeting;
- (e) "By-laws" means this by-law and all other by-laws of the ACCSA;
- (f) "Chair" means chair of the SAC;
- (g) "College" means the Assiniboine Community College;
- (h) "Committee" means a committee of the SAC;
- (i) "Days" means calendar days;
- (j) "Executive" means the President or Vice Presidents of the ACCSA;
- (k) "General Election" means the principal elections held by the ACCSA in which the Members elect SAC members;
- (l) "General Manager" means the employee hired by and reporting to the SAC to manage the office and staff members of the ACCSA;
- (m) "Member" means an individual who is admitted as a ACCSA Member according to the criteria as set out in section 3.01;
- (n) "Members" or "Membership" means the collective membership of the ACCSA;

- (o) "Officer" means those positions designated as Officers as set out in section 7;
- (p) "Quorum" means the number of individuals who must be present for business to be transacted;
- (q) "SAC" means the Students' Association Council, which shall be the Board of Directors of the ACCSA;
- (r) "Simple majority" means a vote supported by fifty (50) percent plus one of those voting;
- (s) "Semester" means the three (3) academic time periods at the Assiniboine Community College (Fall, Winter and Summer);
- (t) "Student" means those individuals defined as such by the College; and
- (u) "Two-thirds majority" means a vote supported by two-thirds (2/3) of those voting.

1.02 Gender and Case

- (a) Words importing the singular number include the plural and vice versa; and
- (b) Words importing gender include all genders;

1.03 Computation of Time

Where a given number of days' notice is required to be given, the day of posting of the notice shall not, unless it is otherwise provided, be counted in such number of days.

1.04 Severability and Precedence

- (a) The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-laws; and
- (b) If any of the provisions contained in the By-laws are inconsistent with those contained in the articles or the Act, the provisions contained in the articles or the Act, as the case may be, shall prevail.

SECTION 2: PURPOSE

2.01 Mission

The mission of the ACCSA is to encourage student success by being the voice of students while enhancing the student life experience.

2.02 Vision

The vision of the ACCSA is to create an environment for students to excel.

2.03 Goals

In order to achieve these objectives, the ACCSA will strive to:

- (a) Represent the student community with one voice;
- (b) Support student needs and offer guidance;
- (c) Promote student success through teamwork and involvement; and
- (d) Provide a unique student experience.

SECTION 3: MEMBERSHIP

3.01 Criteria

The full Membership of the ACCSA shall be all students registered through in Assiniboine Community College:

- (a) Victoria Avenue East Campus;
- (b) First Street North Campus:
 - a. Base Budget (full & part time); and
 - b. Apprentice
- (c) Parkland Campus;
- (d) Winnipeg Campus;
- (e) Assiniboine Community College Adult Collegiate;
- (f) Distance Education;
- (g) Continuing Education;
- (h) Rotating sites;
- (i) Contract sites; and
- (j) Other new sites as developed by the College, to be reviewed annually.

3.02 Classes of Membership

The ACCSA shall have two (2) classes of Membership:

- (a) Full Members:
 - 1. Full Members shall be Members based on the Victoria Avenue East, Adult Collegiate and North Hill campuses; and
 - 2. Only Full Members shall be eligible to run for election to ACCSA SAC positions.

(b) Associate Members:

1. Associate Members shall be Members based outside of Victoria Avenue East, Adult Collegiate and North Hill campuses; and
2. Associate Members shall be ineligible to run for election to ACCSA SAC positions.

3.03 Student Fee

Each Member shall pay the Student fee charged by the ACCSA for their current period. Any member in arrears of paying her fee shall have her membership right automatically suspended until all outstanding fees are paid in full.

3.04 Transfer of Membership

The interest of a Member of the ACCSA shall not be transferable and shall lapse and cease to exist when he ceases to be a Member of the ACCSA.

3.05 Termination of Membership

Any Member shall cease to be a Member upon:

- (a) Withdrawal, suspension or expulsion from the College;
- (b) Expulsion from the ACCSA upon a majority vote of the SAC, for failure to follow ACCSA by-laws and policies; or
- (c) Death.

SECTION 4: MEETINGS OF MEMBERS

4.01 Annual General Meeting

The ACCSA AGM shall be held each year at or in the vicinity of the College on a date and time fixed by the SAC. The purpose of the AGM shall be to:

- (a) Read the minutes of the previous AGM and any subsequent special general meetings;
- (b) Receive the audited financial statements;
- (c) Confirm the auditor for the coming year;
- (d) Receive the budget for the upcoming fiscal year;
- (e) Receive reports from the SAC; and
- (f) Address any special business that the SAC determines may be properly brought before the meeting.

4.02 Member Proposals

Members may propose matters to be raised and discussed during the AGM, and this proposal shall be included in the notice to Members as set out in section 4.05 (a). Proposals must:

- (a) Be submitted to the ACCSA at least sixty (60) days before the AGM; and
- (b) Relate in a significant way to the activities or affairs of the ACCSA.

4.03 Special General Meeting

The SAC may convene a Special General meeting of the Members at any time with proper notice as set out in section 4.05 (b) stating the business to be brought before the meeting.

4.04 Meetings called by Members

- (a) Ten (10) percent of the Members of the ACCSA may by petition request a Special General meeting of the Members;
- (b) The petition shall include the resolutions to be discussed at the Special General meeting;
- (c) Upon receipt and validation of the signatures, the SAC shall within

twenty-one (21) days of receipt of the petition cause such meeting to be held; and

(d) The same notices shall be required as set out in section 4.05.

4.05 Notice to Members

(a) ACCSA Members and the Auditor shall be notified of the date, time, place and special business of the AGM at least ten (10) but not more than fifty (50) days prior to the meeting. Notice shall be provided in the form of public notices posted:

1. In appropriate locations across campuses;
2. On the ACCSA website; and
3. Through other effective mechanisms appropriate in a given year.

(b) ACCSA Members shall be notified of the date, time, place and reason of a Special General meeting at least ten (10) days prior to the meeting. Notice shall be provided in the form of public notices posted:

1. In appropriate locations across campuses;
2. On the ACCSA website; and
3. Through other effective mechanisms appropriate in a given year.

4.06 Error and Omission of Notice

No minor immaterial error or omission in giving the notice of any meetings of the Members shall invalidate such meeting, provided that notice would reasonably come to the attention of most students at the College.

4.07 Chair & Secretary

The Chair for the AGM shall be the Chair of the SAC, and shall not lose his right to vote. The secretary for the AGM shall be the nominated from amongst the SAC, and shall not lose his right to vote.

4.08 Quorum

A quorum for the transaction of business at any meeting of Members shall be twenty (20) Members.

4.09 Right to Vote

At a meeting of Members, each Member of the ACCSA shall be entitled to one (1) vote. The Membership status of an individual shall be established by the presentation of a valid student identity card or by other means as may be determined by the SAC.

4.10 Proxies

- (a) Members may vote by proxy on matters at the AGM or Special General meeting;
- (b) A Member shall be permitted to hold only one (1) proxy vote;
- (c) Voting actions must be taken in the interests of the ACCSA and its Members and consistent with the ACCSA conflict of interest guidelines as set out in section 11;
- (d) A proxy form shall be sent out with the notice of the meeting;
- (e) The proxy form shall provide means whereby the person whose proxy is solicited is afforded an opportunity to specify that the proxy holder shall vote in accordance with such Member's choice in each matter or group of related matters identified in the notice of meeting;
- (f) The proxy may confer discretionary authority with respect to matters as to which a choice is not so specified or with respect to amendments or variations to matters identified in the notice of meeting;
- (g) Proxies must be filed with the AGM Secretary no later than forty-eight (48) hours prior to the meeting for which the proxy has been solicited and shall be filed in such manner as the SAC may determine; and
- (h) Proxy ballots will be counted by the meeting scrutineers.

4.11 Meeting Procedures

The procedures at the AGM and Special General meetings shall be governed by Robert's Rules of Order.

4.12 Voting

- (a) Unless otherwise required by this By-law, ACCSA policies or by law, all questions proposed for the consideration of Members at a meeting shall be determined by a Simple majority of the votes cast;

- (b) In the event of a tie, the motion is lost;
- (c) Any question at a meeting of Members shall be decided by a show of hands unless a secret ballot is required or demanded;
- (d) Any Member present at a meeting may request a matter be dealt with by a secret ballot. The Members present will, by a show of hands, decide whether voting shall be done by secret ballot; and
- (e) The SAC shall ensure that the secret ballot is conducted in a manner that ensures confidentiality while still maintaining the integrity of the voting process.

SECTION 5: SAC

5.01 Role

The SAC shall serve as the ACCSA Board of Directors and shall supervise the management of all the activities and affairs of the ACCSA, and be accountable in this duty to its Members.

5.02 Directors

The SAC shall consist of a minimum of thirteen (13) members:

(a) Three (3) executives:

1. President;
2. Vice President Events & Marketing; and
3. Vice President Finance.

(b) A total of ten (10) Representatives comprising the following areas:

1. Mature students;
2. Multicultural;
3. Activities; and
4. Academic School.

5.03 Academic Representatives

Each academic area shall receive one representative.

5.04 Qualifications

All SAC members shall be:

- (a) Members of the ACCSA;
- (b) In good standing with the College and the ACCSA;

5.05 Election

The Members shall elect the SAC.

5.06 Term of Office

- (a) SAC members shall be elected to hold office for one (1) term, except in circumstances as set out in section 9.03;
- (b) Term of office for Executives shall run from May 1 to April 30; and
- (c) Term of office for other SAC members shall run from the date of their official election into office (in the fall semester) to April 30.

5.07 SAC Honoraria

- (a) SAC members shall receive honoraria for their services as set out in the SAC operations policy; and
- (b) SAC members may be reimbursed for expenses properly incurred by them in performing their duties on behalf of the SAC.

SECTION 6: MEETINGS OF THE SAC

6.01 Location

SAC meetings shall be held at the head office of the ACCSA or any other place at the College or elsewhere in the Province of Manitoba upon resolution of the SAC.

6.02 Frequency

The SAC shall meet at least two (2) times every month.

6.03 Calling of Meetings

The President of the SAC shall chair and call meetings of the SAC.

6.04 Notice

- (a) Notice of SAC meetings shall be provided at least seven (7) days in advance of the meeting;
- (b) Notice shall be provided via email or orally if necessary;
- (c) An official meeting agenda shall be forwarded to all SAC members at least three (3) days in advance of the meeting; and
- (d) An official meeting agenda shall be forwarded to all SAC ex-officio members as set out in section 6.09 at least three (3) days in advance of the meeting.

6.05 Chair

- (a) The Chair of the SAC shall preside at SAC meetings; and
- (b) In the absence of the Chair, the VP Events & Marketing shall preside at SAC meetings.

6.06 Voting

- (a) Each SAC member has one vote;
- (b) Questions arising at any SAC meeting shall be decided by a Simple majority of votes;
- (c) Items determined to be special resolutions by the SAC shall require seventy-five percent (75%) majority vote in order to pass; and

- (d) In case of an equality of votes, the Chair shall not have a second or casting vote.

6.07 Quorum

A quorum of the SAC for the purpose of transacting business shall be a Simple majority of SAC members.

6.08 Recording Secretary

- (a) An ACCSA staff member shall serve as the Recording Secretary; and
- (b) The Recording Secretary shall be responsible for recording the minutes of all SAC Meetings.

6.09 SAC Ex-Officio Members

SAC ex-officio members are individuals who regularly attend SAC Meetings, receive materials distributed to SAC members, participate in SAC discussions, but do not have the ability to vote at SAC meetings. SAC ex-officio members include:

- (a) The General Manager or designate;
- (b) The ACCSA legal counsel; and
- (c) One (1) College representative.

6.10 Open Meetings

- (a) All meetings of the SAC shall be open to Members of the ACCSA; and
- (b) Guests may be invited to SAC meetings at the discretion of the SAC.

6.11 In Camera

Where a matter is determined by the SAC to be confidential, discussion and voting on the matter may be held in camera and attended by SAC members only.

6.12 Remote Participation

- (a) If a Simple majority of SAC members consent, a SAC member may participate in a meeting of the SAC by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting; and
- (b) A SAC member participating by such means is deemed to be present at that meeting.

SECTION 7: OFFICERS

7.01 The Chair

- (a) The Chair position shall be filled by a SAC member – with the exception of the President – elected through a vote of the SAC; and
- (b) The Chair shall be responsible for facilitating highly effective performance by the SAC;

7.02 The President

- (a) The President position shall be filled by a Member of the ACCSA elected through a vote of the College population;
- (b) The President shall serve as the Chief Executive Officer and lead the Executives in the day-to-day tasks of student representation, advocacy and service; and
- (c) The President shall serve as the primary spokesperson for the ACCSA.

7.03 The Vice Presidents

- (a) The Vice President positions shall be filled by Members of the ACCSA elected through a vote of the College population; and
- (b) The Vice Presidents shall work closely with the President in the task of student representation, advocacy and service.

SECTION 8: COMMITTEES

8.01 Committee Guidelines

- (a) The SAC may establish any Committee it determines necessary for the execution of the SAC's responsibilities;
- (b) The SAC may dissolve any Committee by resolution at any time;
- (c) All Committees shall comprise of a:
 - 1. Committee Speaker, elected by Committee members to lead the committee, call Committee meetings, determine meeting agenda, chair Committee meetings and ensure that the Committee achieves its mandate;
 - 2. Committee Secretary, elected by Committee members to document resolutions of the Committee, record meeting minutes and provide any additional administrative support; and
 - 3. Committee members at large.
- (d) All Committees shall include at least one (1) Executive member;
- (e) Quorum for Committee meetings shall be three (3) Committee members;
- (f) All Committees shall select issues within their mandate and identify potential resolutions that will better serve the Members;
- (g) Notice of Committee meetings shall be given seven (7) days in advance of the meeting; and
- (h) An official Committee meeting agenda shall be forwarded to Committee members at least three (3) days in advance of the meeting.

8.02 Executive Committee

- (a) The Executive Committee shall be comprised of:
 - 1. The Executives; and
 - 2. The General Manager.

- (b) The Executive Committee shall be responsible for the day-to-day delivery of the ACCSA mandate.

SECTION 9: ELECTIONS

9.01 General Election

- (a) Two General Elections shall be held, with one in the Winter Semester and one in the Fall Semester; and
- (b) The general Membership shall elect all SAC members, with the exception of positions contested by a single individual, which shall be acclaimed.

9.02 By-election

- (a) If necessary, a By-election shall be held in the Winter or Fall Semester; and
- (b) All contestable positions in the General Election that remain vacant following the General Election shall be contested in a By-election, with the exception of circumstances as set out in section 9.03;

9.03 Filling Vacancies

- (a) If there is a failure to elect a single SAC member during the General Election, at least three (3) SAC members holding office immediately before the General Election may continue in their office until successors are elected in the By-election; and
- (b) If there is a failure to elect enough SAC members to meet quorum, the elected SAC members may appoint one (1) or more additional SAC Members in order to reach quorum, who shall hold office for one (1) term.

9.04 Election Chair

- (a) The General Manager or designate staff member shall serve as the Election Chair, overseeing the General Election, By-election and referenda in accordance with the ACCSA election policies; and
- (b) The Election Chair shall provide the SAC with a post-election report summarizing key events and lessons from each election.

9.05 Election Assistant

The General Manager shall appoint one (1) Election Assistant to assist the Election Chair in overseeing the General Election and By-election.

SECTION 10: DIRECTOR AND EXECUTIVE ACCOUNTABILITY

10.01 Disciplinary Measures

Upon discovery of disciplinary issues including poor performance, insubordination and conduct unbecoming of the SAC office, three (3) types of disciplinary actions are available to the SAC:

- (a) A verbal warning outlining the disciplinary issue;
- (b) A written reprimand outlining a disciplinary issue where a verbal warning does not suffice; and
- (c) A suspension from office for a disciplinary issue where a written warning does not suffice;

10.02 Disciplinary Process

- (a) A report of disciplinary issues shall be made to the Chair;
- (b) In cases where the disciplinary issues to be reported involve the Chair, a report shall be made to the President;
- (c) In a meeting of the SAC, a SAC member may be disciplined, for cause, on a two-thirds (2/3) vote of the SAC members present; and
- (d) Notice of intention to pass such a motion at a meeting of the SAC must be given as set out in section 6.04.

10.03 Immediate Office Vacancies

The office of a SAC member shall be vacated immediately:

- (a) If the SAC member resigns office by written notice to the Chair;
- (b) If the SAC member dies or becomes bankrupt;
- (c) If the SAC member is found to be incapable of managing property by a court under Manitoba law;
- (d) If an Executive fails to maintain a G.P.A. of 2.0 or higher;
- (e) If a SAC member is absent from three (3) consecutive SAC meetings; or

- (f) If a SAC member is absent from a total of five (5) SAC meetings.

10.04 Removal of SAC members by ACCSA Members

- (a) In a meeting of the Members, a SAC member may be removed before the expiration of the term of office, for cause, on a Two-thirds (2/3) majority vote of Members present; and
- (b) Notice of intention to pass such a motion at a meeting of the Members must be given as set out in section 4.05.

10.05 Removal of SAC members by the SAC

- (a) In a meeting of the SAC, a SAC member may be removed before the expiration of the term of office for violation of the ACCSA or College Code of Conduct, on a Two-thirds (2/3) vote of SAC members present; and
- (b) Notice of intention to pass such a motion at a meeting of the Board must be given as set out in section 6.04.

10.06 Appeals

- (a) All appeals to accountability decisions made by the SAC shall be made to an ad-hoc Committee of non-SAC members set up by the SAC;
- (b) The Committee hearing appeals shall be made up of at least three (3) members;
- (c) The Committee hearing appeals may order a new proceeding before the SAC or dismiss the appeal; and
- (d) Appeals must be filed within thirty (30) days of the day the SAC decision is made.

SECTION 11: CONFLICT OF INTEREST

11.01 Interpretation

A conflict of interest refers to a situation in which private interests or personal considerations may affect the judgment of a SAC member in acting in the best interests of the ACCSA.

11.02 Guidelines

A SAC member shall disclose a conflict of interest where that SAC member:

- (a) Is party to a material contract or transaction, or proposed material contract or transaction with the ACCSA;
- (b) Has a material interest in any person who is a party to a material contract or transaction, or proposed material contract or transaction with the ACCSA; or
- (c) Holds an office in a separate organization such that their capacity to perform duties in the best interests of the ACCSA may be called into question.

11.03 Disclosure

A SAC member shall disclose a conflict of interest to the SAC at the soonest moment possible after becoming interested in the contract or transaction or proposed contract or transaction. The SAC member:

- (a) Shall not attend any part of a meeting of the SAC during which the contract or transaction is discussed and shall not vote on any resolution in respect to the matter of interest, unless required by the Act; and
- (b) Shall not attempt in any way before or during the meeting to influence the voting on the matter of interest.

11.04 Quorum

If no quorum exists for the purpose of voting on a resolution due to a SAC member's absence in accordance with section 11.03 (a), the remaining SAC members are deemed to constitute a quorum for the purposes of voting on the resolution.

SECTION 12: PROTECTION OF DIRECTORS AND OFFICERS

12.01 Duty

Every SAC member is expected to:

- (a) Act honestly and in good faith with a view to the best interests of the ACCSA;
- (b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances; and
- (c) Comply with ACCSA articles, By-laws, the Act and the law.

12.02 Liability

Provided that he has carried out his duties as outlined in section 12.01, no SAC member shall be held liable for:

- (a) Acts, receipts, neglects or defaults of any other SAC member of the ACCSA; and
- (b) Loss, damage or expense incurred through insufficiency or deficiency of any security into which any monies or belongings of the ACCSA have been invested.

12.03 Indemnification

To the maximum extent permitted by the law and subject to the Act, the ACCSA shall indemnify and save harmless every current and former SAC member, and their respective heirs, administrators and legal representatives, from and against:

- (a) All costs, charges and expenses, including any amount paid to settle an action to satisfy a judgment, reasonably incurred by the SAC member in respect to any civil, criminal or administrative action or proceeding to which the SAC member is made a party by reason of having been a SAC member.

12.04 Insurance

The ACCSA may purchase and maintain SAC member liability insurance.

SECTION 13: BY-LAW AMENDMENTS

13.01 SAC-Facilitated Amendments

Any SAC member may propose an addition, amendment or abolishment of a section of the By-law to the SAC. The process shall be as follows:

- (a) A document containing the proposal of a By-law amendment, including any supporting materials, shall be forwarded to the Chair of the SAC;
- (b) The proposed amendment, along with comments from the ACCSA legal counsel, shall be forwarded to the SAC at least one (1) regular meeting prior to voting on the proposal;
- (c) The SAC shall vote on the proposed change at its next regularly scheduled meeting following notification, with a Two-thirds (2/3) majority vote of the SAC required to affirm the motion;
- (d) Upon affirmation of the proposed amendment by the SAC, Members shall vote on the proposed change at the next scheduled AGM;
- (e) The By-law addition, amendment or abolishment shall come into effect upon receiving a Simple majority vote of the Members at the AGM; and
- (f) The vote must be on a motion to amend the By-law, worded in the affirmative.

13.02 Amendment by Referendum

Addition, amendment or abolishment of a By-law may occur through a referendum. The process shall be as follows:

- (a) A petition of the Members shall be presented to the Chair of the SAC;
- (b) The petition must be clearly worded, stating the proposed By-law change;
- (c) The petition must contain the printed names, valid student numbers and signatures of ten (10) percent of the Members, as validated by the Chair of the SAC;

- (d) A referendum shall be conducted by the Election Chair in accordance with the rules set out in the ACCSA election policy;
- (e) The referendum shall be considered valid if a Two-thirds (2/3) vote of the Members affirms the proposed change, where at least ten (10) percent of the Members vote; and
- (f) Upon affirmation by referendum, the proposed amendment shall be read into the minutes of the next SAC meeting and shall come into effect upon adjournment of that meeting, or on the date specified in the amendment.

SECTION 14: CORPORATE OFFICE AND SEAL

14.01 Head Office

The Head office of the ACCSA shall be in the City of Brandon, in the Province of Manitoba.

14.02 Corporate Seal

The seal of the ACCSA shall be in such form as the SAC may determine and shall contain the words, "Assiniboine Community College Students' Association".

SECTION 15: FINANCIAL MATTERS

15.01 Execution of Contracts

- (a) Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the ACCSA must be signed by one (1) executive and one (1) staff member;
- (b) In the absence of sufficient SAC members, the ACCSA General Manager or designate may be granted signing authority;
- (c) Any person authorized to sign any document may affix the corporate seal to the document; and
- (d) Any SAC member or the General Manager may certify a copy of any instrument, resolution, by-law or other document of the ACCSA to be a true copy thereof.

15.02 Auditor

- (a) An auditor shall be confirmed at each AGM;
- (b) The auditor shall conduct an audit of the ACCSA accounting records following the end of each fiscal year, and at other times if so directed by the ACCSA; and
- (c) The auditor shall make a report of the annual audit to the Members and the SAC at each AGM.

15.03 Banking

The SAC shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

15.04 Purchasing Powers

- (a) The SAC shall have the power to borrow any amount of money up to and including the sum of ten thousand dollars (\$10,000) and shall have the power to pledge or encumber any of the assets of the ACCSA for this purpose;
- (b) The SAC shall not have the power to borrow any sum in excess of ten thousand dollars (\$10,000) unless approved by a majority of both SAC and the members of the ACCSA in attendance at the Special or General meetings of the ACCSA;

- (c) As per the agreement signed between the ACCSA and the College, approval from the College may also be required;
- (d) Any ACCSA purchases under five hundred dollars (\$500) must be approved by an ACCSA staff member (or an ACCSA Executive if ACCSA staff members are not present);
- (e) Any ACCSA purchases between five hundred dollars (\$500) and three thousands dollars (\$3000) must be approved by the Executive Council or an ACCSA staff member; and
- (f) Any ACCSA purchases over three thousand dollars (\$3000) must be approved by the full SAC. If the full SAC has not yet been elected, the Executive Council may approve these purchases.

15.05 Fiscal Year

The ACCSA's fiscal year shall be from July 1 to June 30.

SECTION 16: POLICIES

16.01 Policy Guidelines

- (a) The ACCSA may establish policy from time to time;
- (b) Policy shall be established by the SAC;
- (c) All policies shall be adopted, amended or rescinded by a Simply majority vote of the SAC; and
- (d) All policies of the ACCSA shall be maintained in the ACCSA Policy Manual.