

BYLAW 7

MEETINGS

7.1 The business of the SAOC shall be conducted at meetings of the SBOD, Executive Council, and at General Meetings of the SAOC.

7.2 Executive Council Meetings

7.2.1 All Executive Council meetings shall be open to SAOC members and the public.

7.2.2 Executive Council shall hold a regular meeting every week during the school year or as provided in other sections of the bylaws. Meetings may be suspended or moved based on a majority vote.

7.3 Student Board of Directors Meetings

7.3.1 The SBOD shall hold a regular meeting once every two weeks during the school year or as provided in other sections of the bylaws. Meetings may be suspended or moved based on a majority vote.

7.3.2 A meeting of the SBOD may be called by any member of the SBOD to the President and shall be deemed a special meeting. There must be notice of this meeting given to all SBOD members. At least 48 hours' notice must be given for a special meeting:

(a) Notification of change in regular meetings shall be given by the Office Assistant to SBOD members at least five days in advance;

(b) The President shall preside over all meetings. If the President is absent or chooses to pass the chair, the Internal Vice President shall preside;

7.3.3 All meetings of the SBOD shall be open to all SAOC members and the public.

7.4 General Meetings

7.4.1 An Annual General Meeting will be conducted after the completion of the financial audit.

7.4.2 The following information will be presented at the AGM:

(a) The current audited financial statement including income, disbursements, assets, and liabilities, which shall be dated and signed by the SAOC's auditor;

(b) Introduction of the SAOC Executive Council and staff;

7.4.3 The Annual General Meeting shall be held each year after the Directors have been appointed. All members of SAOC shall be invited to this meeting.

7.4.4 General Meetings of the SAOC may be called from time to time by a majority vote of SBOD.

7.4.5 General meetings of the SAOC shall be called by the President if and when a petition representing 10% of the membership of the SAOC is presented to SBOD in an open meeting.

7.4.6 General meetings shall be used for the purpose of informing the SAOC membership of any issues or activities of interest that pertain to student affairs. They will also be used to inform students of any upcoming referendum issues.

7.4.7 Members shall be given 14 days' notice of all General Meetings. Notification shall include all pertinent documents to be presented at the meeting. Notification shall be made by email.

7.5 Emergency Meetings

7.5.1 Any member of Executive Council has the authority to call an emergency meeting of the Executive Council. The President and/or Internal Vice President have the authority to call an emergency meeting of the SBOD in addition to regular meetings should the situation warrant it. There must be a valid attempt to notify all SBOD and/or Executive Council members of this meeting.

7.6 Closed Sessions

7.6.1 Closed sessions may be used at the discretion of the SBOD and/or Executive Council.

7.7 Quorum for Meetings

7.7.1 Meetings of the SBOD and/or Executive Council require quorum.

7.7.2 At meetings of the Executive Council, a quorum shall consist of one more than half of the voting members of the Executive Council excluding the Chairperson.

7.7.3 At meetings of the SBOD, quorum shall consist of one more than half of the voting members of SBOD, including one more than half of the Executive Council excluding the Chairperson.

7.7.4 At general meetings of the Association, quorum shall consist of 50% plus one of the membership of SBOD.

7.8 Voting at Meetings

7.8.1 At meetings of the Executive Council, SBOD and/or general meetings of the SAOC, all members shall have one vote, with the following limitations:

- (a) There shall be no voting by proxy at any meeting of the SAOC;
- (b) Manner of voting at SAOC meetings shall be at the discretion of the Chair and shall remain consistent throughout the year.
- (c) Secret ballot shall be used if requested by a simple majority of voting members present at any meeting, or at the discretion of the Chair;
- (d) In the event of a tie vote, the Chair shall cast the deciding vote;
- (e) The Chair shall have the right to pass the chair in his/her absence to the Internal Vice President or to another voting member of the Executive Council in order to present business for consideration. For the duration of that item of business/meeting, the delegated officer shall have all powers of the Chair, and shall not vote. The chair shall be returned after action is taken on that item of business/meeting.

7.8.2 All other meetings of the SAOC, i.e. committee meetings, shall be chaired by a member of Executive Council. Voting at these meetings shall be by the same method as all other meetings of the SAOC.

7.8.3 During executive meetings, all business shall be carried by a majority vote of Executive members present when quorum is met.

7.8.4 During SBOD meetings, all business shall be carried by a majority vote of SBOD and Executive members present when quorum is met.

7.9 Minutes of the Meetings

7.9.1 The SAOC shall keep up to date and accurate minutes of its meetings to be made available to SAOC members.

7.9.2 It shall be the duty of the President in conjunction with the Internal Vice President to ensure that each set of minutes accurately reflects the content of any meeting. In the absence of either one, the Academic Vice President can sign off on the minutes.

7.9.3 Executive Council minutes shall be amended and/or approved at each subsequent Executive Council meeting.

7.9.4 SBOD minutes shall be amended and/or approved at each subsequent SBOD meeting.

7.9.5 Executive Council minutes shall be submitted at each SBOD meeting as information.

7.9.6 All original Executive Council and SBOD minutes shall be kept in the SAOC office on record for auditing purposes.

7.9.7 A copy of all Executive Council and SBOD minutes shall be made available for view on request by any member of the SAOC. See above.

7.10 Robert's Rules of Order

7.10.1 Unless otherwise specified in the Bylaws, all business of the SBOD and the SAOC in general shall be conducted in accordance with Robert's Rules of Order and Robert's Parliamentary Law as outlined in SAOC's Policy and Procedure Manual.