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Definitions

Unless otherwise specifically provided for in these bylaws and to the extent possible, these bylaws shall be interpreted in a manner consistent with the *Post Secondary Learning Act* of Alberta. Words in the singular shall include the plural, and vice-versa. Words of masculine gender shall include the feminine. Person includes individuals and corporate bodies.

Accounting Assistant	The person hired by the SAIT Students' Association whose main responsibilities are assisting the Controller.
Active Member	Students currently registered at SAIT Polytechnic, attending classes in the current term that have paid SAIT Students' Association fees in full as described in the "Fees and Expenses" section of the SAIT Polytechnic Academic Calendar.
Board of Governors Student Member	A SAIT Polytechnic student appointed by Students' Legislative Council to represent SAIT Polytechnic students on the Board of Governors.
Chief Returning Office (CRO)	The person designated by the Students' Executive Council to oversee election and referendum procedures.
Closed Session	A meeting or a portion of a meeting where only those members in attendance and those designated by the Chair, will be eligible to attend.
Clubs	All student organizations registered with and recognized as a club by the SAIT Students' Association.
Controller	The person hired by the SAIT Students' Association whose main responsibilities are implementing and maintaining the Association's accounting system.
Deputy Returning Officer (DRO)	The person designated by the Students' Executive Council to assist the Chief Returning Officer.
Ex-Officio	A non-voting member of a board or committee who is a member by virtue of their office or their position.
Full Time Student	Any student who is considered full-time under the provisions of SAIT Polytechnic's Academic Regulations.

General Manager	The person, hired by the SAIT Students' Association, whose main responsibility is to oversee the day-to-day operations of the SAIT Students' Association's.
Good Standing	An Active Member that has not been placed on academic or non academic probation or academically withdrawn as defined by SAIT Polytechnic.
Honorary Member	Students who are registered at SAIT Polytechnic and/or friends of SAITSA that have not been assessed SAITSA fees for the current term.
Office Manager	The person hired by the SAIT Students' Association who performs all administrative and organizational functions for the SAIT Students' Association.
Resource Person	A person who by virtue of their position or appointment, acts as an information resource for a board, committee or the Students' Legislative Council. This is not a voting position.
Robert's Rules of Order	The rules by which meetings of the SAIT Students' Association will be conducted as contained in <i>Robert's Rules of Order</i> , 1990 edition (9 th Edition), edited by Henry M. Robert III, William J. Evans, and James W. Cleary and published by Harper Perennial, Division of Harper Collins Publishers.
SAITSA	Southern Alberta Institute of Technology Students' Association.
SAITSA Advisor	The person appointed by the SAIT Students' Association, who provides advice and information on the strategic direction of the SAIT Students' Association.
SEC	The Students' Executive Council of the SAIT Students' Association and will act as the administrative body of SAITSA.
SLC	The Students' Legislative Council of the SAIT Students' Association and will act as the highest legislation of SAITSA.
SLC Alumni Representative	The resource person to SLC for one year following their term as a councilor or executive; elected by the outgoing SLC. This person will be considered an honorary SAITSA member.
Special Resolution	A resolution passed at a meeting of the Students' Legislative Council for which the members have been given 21 days notice and which the meeting is

called to specifically address a single or limited number of topics. The members present may waive the notice requirement only by unanimous vote. The resolution must pass with a minimum of 3/4 of those members voting in person.

Student at Large

A fee paying member of the SAIT Students' Association that is appointed to a committee or board.

Student Services Manager

The person hired by the SAIT Students' Association to enhance the student experience by improving and developing the services on campus.

Bylaw 1: Name

- 1.1 In accordance with the *Post Secondary Learning Act of Alberta*, the Students' Association of SAIT Polytechnic exists and is to be referred to as the Southern Alberta Institute of Technology Students' Association (SAITSA).

Bylaw 2: Object

- 2.1 SAITSA will be a representative organization, dedicated to enhancing student life by providing rewarding leadership opportunities and quality services.
- 2.2 SAITSA will develop and enforce a democratic system of student law and work for the protection of the rights of its membership.
- 2.3 SAITSA will promote the general welfare and further educational needs of the student body.
- 2.4 SAITSA will be accountable for the management and development of all its operations and services.
- 2.5 SAITSA will provide leadership and vision for the future of the organization.

Bylaw 3: Membership

- 3.1 Active Members of SAITSA have the following rights:
- a. The right to vote in SAITSA elections and referendums.
 - b. The right to participate in the activities of SAITSA.
 - c. The right to serve as members of any SAITSA committee or board, as well as any SAIT Polytechnic committee or board, as directed.
 - d. The right to make use of SAITSA's facilities within the limits set out by SLC.
 - e. The right to become a member of SLC or SEC, if qualified and properly elected or appointed.
 - f. The right to appear before and speak to SLC on any matter within the authority of SLC.
 - g. The right to participate in the SAITSA Health and Dental plan.
 - h. The right to exercise any other right pursuant to these bylaws.
- 3.2 Honorary Members of SAITSA have the following rights:
- a. The right to participate in the activities of SAITSA.

- b. The right to use the SAITSA facilities within the limits set out by SLC.
 - c. The right to exercise any other right pursuant to these bylaws.
- 3.3 Employees of SAITSA and the SLC Alumni Representative are ex-officio members and have the same rights as Honorary Members.
- 3.4 Members of SAITSA may resign their membership in SAITSA by giving written notice of their intention to do so and delivering that notice to the SAITSA office. There is no provision for the refund of fees in the case of resignation other than that specifically provided for in these bylaws or in the SAIT Polytechnic Academic Calendar.
- 3.5 A member of SAITSA is subject to expulsion if his or her conduct is determined by SLC to be improper, unbecoming or likely to undermine the interests or reputation of SAITSA.
- 3.5.1 SLC may expel any member of SAITSA by means of a three quarter vote of the total voting members of SLC.
 - 3.5.2 The member in question will be given the opportunity to appeal to SLC at the next regular scheduled meeting.
 - 3.5.3 The member in question will be notified of the complaint and the chance to appeal by the President or SLC Chair no less than five days prior to the meeting.
 - 3.5.4 Should the member be removed, all fees will be forfeited to SAITSA.

Bylaw 4: Students' Legislative Council (SLC)

- 4.1 In accordance with the *Post Secondary Learning Act of Alberta*, the business and affairs of SAITSA shall be governed by the Students' Legislative Council, the members of which shall be elected by and from the Active members of SAITSA.
- 4.2 The purpose of the Students' Legislative Council:
- a. SLC shall develop and maintain effective communication with the students, faculty, administration and all other recognized groups on campus.
 - b. SLC shall act to ensure the advancement of the cause of higher education with the administration of SAIT Polytechnic.
 - c. SLC shall provide strategic vision and realistic goals for the future of SAITSA.
 - d. SLC shall review the bylaws annually and amend these documents as needed.

4.3 Students' Legislative Council consists of both voting and non voting members.

4.3.1 Voting members include:

- a. President
- b. Vice President Finance
- c. Vice President Academic
- d. Vice President Student Life
- e. Vice Chair (as the representative of their school)
- f. Each School listed below shall have a percentage of a maximum of 15 seats on SLC (see bylaw 4.4 for the formula):
 - School of Business
 - School of Hospitality and Tourism
 - School of Construction
 - MacPhail School of Energy
 - School of Health and Public Safety
 - School of Information and Communications Technology
 - School of Manufacturing and Automation
 - School of Transportation
 - Centre for Academic Learner Services
- g. Art Smith Aero Centre Representative: Any SAITSA member attending full time classes at the Art Smith Aero Centre Campus.
- h. Mayland Heights Representative: Any SAITSA member attending full time classes at the Mayland Heights campus.
- i. Apprentice Representative: A registered Alberta apprentice that has or will be a SAITSA member in the current academic year, and will serve the full SLC term.

4.3.2 Non voting members include:

- a. Chair
- b. Office Manager
- c. Board of Governors Student Representative
- d. SLC Alumni Representative

- 4.4 The formula for bylaw 4.3.1g will be calculated as a number of students in a School divided by the total number of students in all schools, multiplied by the 15 seats available. A minimum of one seat will be available to all Schools. The School numbers will be determined by August 31st of each year.
- 4.5 The term of office for all of SLC members excluding the Students' Executive Council will fall between date of ratification and April 30th of the following year.
- 4.6 The Chair of SLC will be appointed by SEC and ratified by SLC at the first meeting of the academic year. The SLC Chair will not be current SAITSA staff. The Chair will be selected according to their extensive knowledge of Robert's Rules of Order. The President will Chair the first SLC meeting and each meeting there on after should there be no Chair to ratify.
- 4.7 The SLC Chair may be removed by a three quarter vote of all eligible voting members of SLC.
- 4.8 The Vice Chair is to be elected from within SLC by the eligible voting members at the first SLC meeting of the year.
- 4.9 SLC members shall be paid honoraria as pursuant to the SAITSA Policies and Procedures.

Bylaw 5: Students' Executive Council (SEC)

- 5.1 Students' Executive Council is responsible for overseeing the management operations of SAITSA, in both administrative and executive functions.
- 5.2 SEC consists of the President, the Vice President Finance, the Vice President Academic and the Vice President Student Life. All members of SEC must be in good academic standing with SAIT Polytechnic and SAITSA.
- 5.3 SEC shall be elected by members of SAITSA for a term of one year plus a transition period to orient the SEC elect.
- 5.4 SEC shall act as a liaison between the students of SAIT Polytechnic, Administration of SAIT Polytechnic, SAIT's Board of Governors and other educational institutions.
- 5.5 SEC shall provide strategic direction for the future of SAITSA.
- 5.6 In the absence of the President, the Vice President Finance shall assume the responsibilities of the President.
- 5.7 In the absence of a Vice President, the responsibilities of that Vice President will be divided among the remaining SEC members in the best interest of the organization.

- 5.8 SEC members shall be paid a salary pursuant to a schedule of salaries determined by the Finance Board approved by SLC and reviewed every two years. In addition, such salaries shall automatically receive annual cost of living increases. Such increases shall be based upon the Provincial Consumer Price Index, adjusted May 1st annually. Increases in salary will take effect May 1st of the following year.
- 5.9 No SEC member may hold office for more than a total of three terms in any position.
- 5.10 Members of SEC must resign their position within five business days if:
- a. The member is no longer a student at SAIT Polytechnic in good standing
 - b. A motion of non-confidence is moved against the member in question and is carried by a three quarter majority vote of SLC
- 5.11 Any member resigning in accordance with these bylaws may appeal to SLC for reinstatement at the next regular scheduled meeting of SLC.
- 5.12 In the event of an SEC member being removed or resigning with more than four months left in the current term, a by-election shall be called to fill the vacancy. Should there be less than four months left in the current term, SLC may, decide to elect a member of SLC to assume the position, to have a by-election, or to leave the position vacant.

Bylaw 6: Removal of Office

- 6.1 Any Students' Legislative Councilor or Students' Executive Councilor will be subject to removal from council under this bylaw:
- a. If their conduct is determined by SLC to be improper, unbecoming or likely to undermine the interests or reputation of the SLC or SAITSA
 - b. If there is a serious breach of these bylaws
 - c. If they fail to perform their duties
 - d. If they breach their fiduciary responsibilities
 - e. In the case of SLC; missing two consecutive meetings without just cause, three meetings over the course of the academic year without just cause, three consecutive meetings with just cause or six meetings over the course of the academic year with just cause
 - f. If SAITSA's Code of Conduct and Ethics is violated

- g. If a petition is brought forward to the SLC Chair or SAITSA President by no less than 1% of the active membership of SAITSA
- 6.2 The motion to remove a Students' Legislative Councilor or Students' Executive Councilor must be put forward and resolved by SLC with three quarters of the total voting members in favor.
- 6.3 The councilor who is subject to the removal motion will be notified via written notice a minimum of ten business days before the meeting.
- 6.4 The councilor in question will be given an opportunity to appeal to SLC.

Bylaw 7: Committees and Boards

7.1 SEC and SLC may appoint boards or committees, including sub-committees, standing committees, and ad-hoc committees, as the need arises.

7.2 Political Election Committee

This will be a standing committee of SAITSA and will be responsible for upholding the Elections Policies and Procedures and the lawfulness of all SAITSA elections and by-elections.

7.2.1 The members of this committee will be the CRO, DRO, Student-at-large and the SAITSA Student Services Manager (or delegate).

7.3 Operational Election Committee

This will be a standing committee of SAITSA and will be responsible for planning and organizing SAITSA elections and referendums and updating the Elections Policies and Procedures.

7.3.1 The members of this committee will be the Student Services Manager (or delegate), President, Events and Programming Manager, Marketing and Graphic Design Coordinator, Assistant Student Services Manager and the General Manager.

7.4 Finance Board

The purpose of this board is to adopt the audited financial statements, approve the operating budget, and approve capital asset requests from \$20,000 to \$60,000.

7.4.1 The members of this board will consist of the Vice President Finance; chair of the board, Vice Chair; to be elected within the committee, Office Manager; recording secretary, Controller; as a resource, and a minimum of five active members of SAITSA.

7.5 Clubs Board

The purpose of this board is to approve funding provided by SAITSA, be an open forum of club problems and aid clubs in event and fundraising planning.

7.5.1 The members of this board will consist of the Vice President Student Life; chair of the board, Vice President Finance; vice chair of the board, Office Manager; recording secretary, Alumni and Development representative, and an executive of each club.

Bylaw 8: Elections

- 8.1 SAITSA will hold General Elections for the executive positions annually, in the winter semester. This election shall be held between the second week of February and the third week of March.
- 8.2 An election shall be held in the fall semester between the second week of September and the third week of October to elect SLC positions.
- 8.3 The SEC and SLC campaign period is to last no more than ten business days. The nomination period is to be no more than two weeks but no less than one week long.
- 8.4 Any candidate for SEC or SLC must be in Good Standing.
- 8.5 In the event of only one nomination for a position of Councilor on SLC or SEC, the candidate shall be subject to a ratification vote in the form of a yes/no ballot. The candidate must be ratified by a majority of votes cast.
- 8.6 In the event there is an open position or seat on the SLC it may be filled through an application process as outlined in the Policies and Procedures. The ratification of applicants must be carried by a three quarter majority in a meeting where at least half of the voting members present are not currently SEC.

Bylaw 9: Quorum

- 9.1 Quorum at any regular meeting of SLC will be three quarters of voting members.
- 9.2 Quorum for a special meeting of SLC will be a minimum of 50% plus one of voting members.
- 9.3 Quorum at any SAITSA committee or board meeting will consist of two thirds voting members with a minimum of three members in attendance.
- 9.4 Quorum for SEC meetings will consist of three voting members.

9.5 Quorum for a SAITSA General Meeting will be 50 voting members.

Bylaw 10: Meetings

- 10.1 All regular and special meetings of SAITSA, SLC, and SEC and its committees, work teams, and clubs shall be conducted in accordance with Robert's Rules of Order.
- 10.2 SLC shall hold regular meetings and the meetings of SLC shall be open to the public. Reasonable efforts will be made to accommodate all who may wish to attend.
- 10.3 SEC may act as SLC during the summer period and up to the point in which SLC is elected and ratified. SEC is responsible to bring detailed minutes of any decisions made during this period to the first SLC meeting in the fall.
- 10.4 No information discussed during a committee or board meeting may be released to the public without the consent of the chair.
- 10.5 Special meetings of SLC will be called by the Chair in consultation with the President or upon written request of one third of SLC members
- 10.6 During the first SLC meeting of the year a fixed and organized schedule of all SLC meetings for the semester will be created then published on the SAITSA website within three business days of the meeting. During the last meeting of the first semester a fixed and organized schedule of the following semester's meetings will be created and published on the SAITSA website.
- 10.7 SLC shall direct the Office Manager to act as recording secretary at all meetings of SLC and SEC to record minutes, maintain records and the correspondence of SAITSA.
- 10.8 The Chair and President (or delegate) must sign all approved SLC meeting minutes.
- 10.9 The Chair of an SLC meeting may expel any member of the public or SLC for improper conduct, in accordance with Robert's Rules of Order.
- 10.10 The SEC meetings shall be chaired by the President. The President will have a regular vote and no additional vote in the case of a tie.
- 10.11 Resolutions passed at SEC meetings will be by majority. Tie votes will be deemed to be defeated.
- 10.12 SLC, its committees and boards may hold portions of meetings in closed session and proceed by way of committee of the whole or as otherwise agreed when the subject matter concerns:
- a. Security of SAITSA property;

- b. Personal information concerning an individual, including all employees of SAITSA;
- c. Proposed or pending acquisition, sale or use as security of real property for or by SAITSA;
- d. Labour relations or employee negotiations including all matters relating to salaries, conditions of employment and collective bargaining or human resource issues including appointments, transfers, resignations, promotions, demotions, conduct, and discipline;
- e. Any legal matter including litigation or mediation or when dealing with legal opinions concerning the liability, protection or legal interests of SAITSA;
- f. Any request for access to information under any privacy legislation, in this event SEC is designated as the head of SAITSA;
- g. Budgets and projections;
- h. Contractual matters that require confidentiality; and
- i. Any other matter determined by SEC to require confidentiality.

- 10.13 Closed sessions will require a motion to move in to closed session and a motion to move out of closed session. All main motions will be made out of closed session. Any member shall be entitled to question the need for closed session. The motion to go in to closed session will require a majority vote.
- 10.14 Anyone in attendance during a closed session portion of a meeting shall be bound by this bylaw, to respect the confidentiality of SAITSA proceedings and shall not communicate to any third party in any manner, other than to another member that was also present at the meeting or as required by law
- 10.15 At the beginning of every closed session portion of a meeting, the Chair shall remind all those present of the requirement for confidentiality before any business is discussed. Any member not willing to abide by this bylaw shall be excused from the closed session. No further business will be conducted while this person remains present.
- 10.16 Any employee of SAITSA that is in attendance during a closed session portion of a meeting as a resource person shall by their presence be deemed to have consented to be bound by the provisions of Bylaw 10.4 as if they were a member of SAITSA.
- 10.17 Minutes of any closed session shall be kept separately and made available for members that attended the closed session in question.
- 10.18 The President of SAITSA or anyone designated by the President shall disclose any resolution passed at an SLC or SEC meeting should the circumstance warrant disclosure.

Bylaw 11: Voting Procedure

- 11.1 Every resolution, unless otherwise provided in this bylaw, shall be decided by a majority vote.
- 11.2 The Chair of a meeting (excluding SEC and SLC) will vote only to break or force a tie or, to cast the deciding vote when a three quarter, two thirds or majority vote is required.
- 11.3 Every voting Member present must vote for, against, or abstain from voting.
- 11.4 At meetings of SLC and SEC, any voting member may request their vote be recorded on any resolution.

Bylaw 12: Amendments to Bylaws

- 12.1 These bylaws shall come into force on April 20, 2009 and shall supersede and replace any existing bylaws.
- 12.2 Any voting member of SLC may propose changes to the bylaws by providing the President, Chair and Office Manager written notice, setting out in full, of the proposed repeal, amendment or addition. The member must provide notice of at least five business days before the meeting at which the amendment is to be discussed.
- 12.3 Any changes to the bylaws must be done during the term of SLC as described in bylaw 4.5. Notice of the meetings is to be posted in public via the SAITSA website giving all members of SAITSA information about any proposed amendment.
- 12.4 The bylaws may be repealed or amended by a Special Resolution of SLC. The bylaws must have three consecutive readings with no more than two readings occurring at any one meeting.
- 12.5 If the members of SAITSA hold a referendum in accordance with these bylaws, SLC shall pass a Special Resolution to amend the bylaws in accordance with the terms of the Referendum. The amendment must include the wording pursuant to a referendum of SAITSA. Any amendment to the bylaws, which is the result of a referendum, may only be altered or removed by another referendum.
- 12.6 The Special Resolution to amend the bylaws shall be effective immediately upon the third passing by SLC, and shall be incorporated into the Master Copy of the bylaws within five business days.
- 12.7 All amendments shall be logged within a ledger specified for this purpose and shall be stored with the master copy of the bylaws. All of the amendments shall be listed, dated and signed by the SAITSA President and the Chair of SLC.

Bylaw 13: Policies and Procedures

- 13.1 SAITSA Policies and Procedures shall be governed by SLC.
- 13.2 SAITSA Policy changes must be approved by SLC.
- 13.3 SAITSA Procedure changes must be approved by SEC.

Bylaw 14: Protection of SAITSA Officers

- 14.1 SAITSA shall indemnify the members of SLC and SEC and their heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by them in respect of any civil, criminal or administrative action or proceeding to which they are made a party by reason of being an SLC or SEC member of SAITSA, if:
 - a. they were acting in their capacity as a member of SLC or SEC and they acted honestly and in good faith with a view to the best interest of SAITSA; and
 - b. in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable grounds for believing that their conduct was lawful.

Bylaw 15: Conflict of Interest

- 15.1 No person may use a position they hold on SLC, SEC or as staff to further personal business interests.
- 15.2 No member of SLC may vote on motions relating to a student group or organization in which they have membership. They may however act as a resource or otherwise participate in the discussion of such motions at the discretion of the Chair.
- 15.3 No member of SEC may accept any other paid position with SAITSA during his or her term in office.
- 15.4 In the event that a member of SLC or SEC believes that they have a potential conflict of interest concerning resolutions of SLC or SEC, the member shall either announce this to SLC or SEC publicly or mention it discreetly to the Chair and shall in any event abstain from voting on the resolution.
- 15.5 If a councilor is in conflict of interest with a resolution of SLC or SEC and does not voice this to SLC or SEC or the Chair, the councilor will be suspended from further SAITSA involvement, pending a special meeting of SLC to deal with the matter.

Bylaw 16: Registered Office

16.1 SAITSA shall have a registered office within the Province of Alberta and this office shall be registered in accordance with the *Post Secondary Learning Act* of Alberta. The office of SAITSA is V204, 1301 – 16th Avenue NW, Calgary, Alberta, T2M 0L4.

Bylaw 17: Records

- 17.1 A Master Copy of the Bylaws and the Policies and Procedures are to be kept in the SAITSA main office and the content of this copy shall be registered in accordance with the *Post Secondary Learning Act* of Alberta. This copy shall have the signatures of the President and the SLC Chair and shall be known as the Master Copy.
- 17.2 All financial books and corporate records of SAITSA except those deemed, by SEC, to be restricted are available for inspection by any member of SAITSA upon request. Diligent efforts shall be made to have this information available within a reasonable period of time from the original request.
- 17.3 Restricted information will only be made available to those persons charged with the operation, administration and governance of SAITSA. In the event of any dispute with respect to confidentiality or restriction, the President of SAITSA shall resolve the issue and the decision of the President is final and binding. Restricted information includes but is not limited to:
- a. personnel files and evaluations;
 - b. volunteer files and evaluations;
 - c. personal communications;
 - d. business operating records;
 - e. research and survey results;
 - f. matters in contemplation of litigation;
 - g. contracts with third parties;
 - h. minutes of any closed session meetings of any SAITSA body; and
 - i. any information governed by any relevant legislation.
- 17.4 The SAITSA Controller and Accounting Assistant are responsible for maintaining all information compiled to create SAITSA's financial statements. This is to allow for continuity from year to year.

- 17.5 SAITSA shall produce an Annual Report for its General Membership; this report will be presented to SLC at a regular SLC meeting no later than February 15th.

Bylaw 18: Corporate Seal

- 18.1 The corporate seal of SAITSA is to be used only by the President, the Vice President Finance, or any one instructed by the President or the Vice President Finance..
- 18.2 The Seal is to be kept in the safe inside the Accounting office.

Bylaw 19: Banking and Borrowing

- 19.1 The banking affairs of SAITSA shall be carried out under the supervision of the Vice President Finance and/or the President when deemed necessary, at financial institutions designated by SEC. Various persons, including the accounting staff may be instructed from time to time to conduct banking transactions on behalf of SAITSA.
- 19.2 In accordance with the *Post Secondary Learning Act* SAITSA may, with the approval of the Board of Governors of SAIT Polytechnic, acquire real property by purchase, lease or otherwise may hold and dispose of it.
- 19.3 SEC shall generally manage, transact, and settle the disposition of real property and the borrowing of money by SAITSA.
- 19.4 Subject to the bylaws, SEC may:
- a. Borrow money on the credit of SAITSA; or
 - b. Issue, pledge or sell securities of SAITSA; or
 - c. Charge, mortgage or pledge any of the real or personal property of the corporation, including book debts, rights, powers, franchises and undertakings to obtain securities or any money borrowed, pay off debtors or any other obligation or liability of SAITSA.
- 19.5 SEC shall specifically authorize an SEC member or an employee of SAITSA to negotiate and execute contracts with respect to borrowing. Specific authority must be given to increase or provide additional security in connection with any debt or increase to debt.

Bylaw 20: Auditors

- 20.1 A recognized firm of Chartered Accountants shall be appointed by SEC to audit the financial records of SAITSA at least annually. SLC may determine to audit any accounts or records at any other interval.
- 20.2 Audited financial statements shall be made available to all members of SAITSA on or before November 30th of the current year.
- 20.3 In accordance with the *Post Secondary Learning Act of Alberta 97(1)*, SAITSA shall provide audited financial statements to the Board of Governors annually and shall make the audited financial statements available to students on request.

Bylaw 21: Board of Governors

- 21.1 In accordance with the *Post Secondary Learning Act*, the Minister of Advanced Education and Technology shall appoint two students to sit on the SAIT Polytechnic Board of Governors.
- 21.2 One of the Board of Governors representatives shall be the President. The other Board of Governors representative shall be an active member of SAITSA as referenced in bylaw 3.1, in good standing, and not a present member of SEC. An ad hoc committee comprised of SEC and SLC members shall select this representative.
- 21.3 A letter from the President, nominating the student representatives to the SAIT Polytechnic Board of Governors is to be delivered to the Chair of the SAIT Polytechnic Board of Governors.

Bylaw 22: Fees

- 22.1 SAITSA is committed to setting general student fees pursuant to the fee schedule as follows:

2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
\$161.25	\$199.31	\$239.28	\$281.24	\$325.30

- 22.2 A minimum contribution from the general fees will be allocated to the Restricted SA Building Fund pursuant to the contribution schedule:

2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
\$30	\$60	\$90	\$120	\$150

- 22.3 Following the 2013/2014 fiscal year, general student fees will revert to a maximum increase of 5% annually.
- 22.4 Any amendment involving incremental increases of the SAITSA fee schedule over and above 5% must be passed by the membership of SAITSA in the form of a referendum.

Bylaw 23: Referenda

- 23.1 Any expenditure from the Restricted SA Building Fund must be approved by referendum pursuant to the bylaw.
- 23.2 A special meeting of SLC shall be called to address and discuss any proposed referendum questions. SLC may agree to hold a referendum on any questions by passing a special resolution in favor of doing so.
- 23.3 If SLC resolves to hold a referendum, there must be a minimum period of two weeks between the date of the resolution of SLC and the date of the vote. During this time the question is open to discussion and campaigning. Notice of a referendum must be given to the campus media.
- 23.4 SEC shall appoint the CRO and DRO. SLC and the CRO shall conduct the referendum.
- 23.5 Referenda can only be held on campus between the dates of August 30th and April 1st.
- 23.6 The President of SAITSA, with the Board of Governors and SAIT Polytechnic's Senior Executive, must discuss any proposed referendum question that may affect a related SAITSA fee increase.
- 23.7 Referenda shall be binding if at least 5% of the members of SAITSA voted and the vote was carried by a margin of two thirds in favor.