

## **Adopted Policy of Quest University Students' Association ("QUSA")**

### **Part 1 - Order**

**1.1** The Constitution and Bylaws of Quest University Students Association ("QUSA") always supersede these Policies.

**1.2** The order of superseding documents is as follows:

1. The British Columbia Societies Act
2. The Constitution of the Quest University Students Association
3. The Bylaws of the Quest University Students Association
4. Adopted Policy of the Quest University Students Association
5. The Roles and Responsibilities of the Quest University Students Association
6. Common Procedure of the Quest University Students Association

**1.3** If there is any conflict between any superseding documents, superseding documents always prevail and take effect.

### **Part 2 - Rights of Students**

**2.1** Students have the right to:

1. Participate in the Quest University Students Association
2. File a Complaint with the Chairperson
3. Call for a Review Group
4. Call for a Referendum
5. Call for removal of (a) Representative(s)

**2.2** These rights are outlined in Adopted Policies and expanded upon in Common Procedures.

**2.3** All Board Members and Directors of QUSA have an obligation to uphold and assist students to access these rights.

**2.4** All Board Members and Directors of QUSA must sign and adhere to these policies.

### **Part 3 - Changes to this Document**

**3.1** All Adopted Policies must only be changed through a referendum as outlined in this section.

### **Part 4 - Participation in QUSA**

**Applying for QUSA funding**

**4.1** Members of the Student Association may apply to QUSA for funding. Directors of QUSA must give consideration to the request.

### **Applying for a position with QUSA**

**4.2** Members of the Student Association may apply to QUSA for a position. Directors of QUSA must give consideration to the request.

### **Transparency**

**4.3** All decisions relevant to these policies made by QUSA or related groups must be communicated to all members of the Student Association.

## **Part 5 - Chairperson**

### **Hiring a Chairperson**

**5.1** A Chairperson must be hired each year as a position of QUSA.

### **Powers of the Chairperson**

**5.2** The Chairperson has the power to decide if actions taken by QUSA are in accordance with any legislative documents. This power is removed in cases where a Review Group is formed.

**5.3** The Chairperson has the power to place a representative on probation. Representatives on probation may not participate in any QUSA related business and do not receive pay.

**5.4** The Chairperson must receive and decide upon any complaints about QUSA made by members of the Student Association.

### **Dismissal of the Chairperson**

**5.5** The Chairperson is not to be unjustly dismissed, discriminated against, or internally punished by directors, employees, and members for their interpretations of any legislative documents, the calling of Review Groups, and/or the decisions they make regarding a Complaint Process.

**5.6** In case of termination, QUSA must provide the Chairperson with written justification.

## **Part 6 - Review Groups**

### **When to Call a Review Group**

**6.1** A Review Group decides if actions taken by QUSA are in accordance with any legislative documents. They may suggest appropriate action.

**6.2** A Review Group must be called by either a Director, the Chairperson, or by 2% of the Student Association.

### **Selecting a Review Group**

**6.3** A Review Group must be 5 randomly selected students from the entire student body, except for Directors, Directors-elect or QUSA Employees.

**6.4** The Review Group must maintain anonymity to the student body until their work is completed.

### **Review Group Decisions**

**6.5** Decisions reached by a Review Group supercede all other interpretations of QUSA legislative documents.

**6.6** Decisions reached by a Review Group are final and cannot be challenged, except through a referendum.

**6.7** Review Groups must make decisions by consensus. If consensus can not be reached, four members may make a decision.

**6.8** A Review Group must only interpret the policies, but not change them.

### **Review Group Work and Pay**

**6.9** Review Groups may take up to 8 hours of meeting time to decide an issue.

**6.10** Review Groups must be compensated no less than the provincial minimum wage for their work.

**6.11** A Review Group may determine that an issue has already been decided upon.

**6.12** QUSA must not take or continue the action in review.

**6.13** The Review Group must provide a thorough written decision with a clear justification that is distributed to the Student Association.

## **Part 7 - Referenda**

### **When to Call a Referendum**

**4.1** A referendum must be held to change, remove, add, replace any portion of Section A Policies.

**4.2** A referendum must be held to fund a single initiative which will require more than 25% of QUSA's annual funds.

**4.3** A referendum must be held to change the Student Association Fee.

**4.4** A referendum must be held in order to add, remove, or fundamentally change a Board or Directors position.

**4.5** A referendum may be held to challenge any decision made by QUSA.

### **To Call a Referendum**

**4.6** A referendum to change, remove, add, replace any portion of Section A Policies must be called by ten members of QUSA and the request submitted to the Chairperson.

**4.5** A referendum to fund a single initiative which will require more than 25% of QUSA's annual funds must be submitted by the Directors.

**4.6** A referendum to challenge a decision made by QUSA may be called by 8% of QUSA members.

### **Requirements**

**4.7** A referendum will not be brought to a vote if it is legally unenforceable, discriminatory against marginalized groups, or if it conflicts with the Canadian Charter of Rights and Freedoms.

**4.8** A referendum vote must be open to all Students Association members.

**4.9** A referendum vote must be communicated to the Student Association with at least one all-student email.

### **Voting**

**4.10** For the outcome of the referendum to take effect, at least 30% of all Student Association members must cast a 'yes' vote or affirmative vote for the resolution. Furthermore, 65% of all total votes cast must be 'yes' votes or affirmative votes for the resolution.

## **Part 8 - Removal of (a) Representative(s)**

**8.1** (A) Representative(s) can be removed by a two-thirds majority of QUSA directors or by a referendum.

## **Part 9 - Elections**

### **When to hold an Election**

**9.1** Elections must be held each year and be completed by April 1st

### **Fundamental Election Rules**

**9.2** Elections must be held through instant runoff voting, including a non-confidence option.

**9.3** Elections must be administered by an independent Elections Committee

**9.4** Election rules must not be altered during an election.

### **Elections Committee Work and Pay**

**9.5** The Elections Committee must be compensated no less than the provincial minimum wage for their work.

### **Conflicts of Interest**

**9.6** In order to avoid conflicts of interest, the following members of the Student Association may not run for election,

1. Members of the Residence Council
2. Members of the Mark Masthead
3. Members of the Peer Tutoring program

## **Part 10 - Compensation**

**10.1** Compensation must be received by the following members of the Student Association,

1. Directors of QUSA
2. Employees of QUSA
3. Review Groups
4. Elections Committees