

Trent International Students' Association (TISA) Constitution

By-Law No.1

A by-law relating generally to the transaction of the affairs of the Trent International Students' Association:

BE IT ENACTED as a by-law of the Trent International Students' Association (hereinafter sometimes referred to as TISA).

I. Preamble

The Trent International Students' Association (TISA) is a democratically elected student government representing full-time undergraduate International students at Trent University operating as an Ontario non-profit corporation with its own Bylaw and Operating Policy for its members.

The Trent International Students' Association hereby adopts the following as its Mission and Principles:

1.1 Mission

- To provide a high level of assistance to our members, through advocacy and services, that are dynamic, tangible, relevant and timely;
- To provide a forum to discuss issues of importance to international students and maximise communication of events and issues throughout Trent University;
- To facilitate and provide an environment wherein international students can pursue academic excellence as well as personal and social growth;
- To encourage and financially support international student clubs, organisations, and societies thereby increasing the vitality of student life and the diversity of activities available to international students at Trent University;
- To uphold the definition of "International" in the title of the association as distinct from "Foreign" that is, to include all Canadians and Canadian issues as "International".

1.2 Principles

The TISA is committed to the following fundamental principles:

- Effective democratic and inclusionary mechanisms at all levels including, but not limited to, international government and academic bodies of the university;
- Free speech and effective communication of all opinions in the University community;
- Respect for all cultural backgrounds of international students and, where possible, promote activities that will encourage the participation in experiencing each other's culture.
- The college system, a structure unique to Trent University, is vital to the quality of student life within the University;
- Involvement in student organisations at all levels within the Canadian Society.

1.3 Symbols

The symbol adopted by the Board or any revision thereof, shall act as the visual symbol or logo representing the Association or any part thereof. The authority to affix the logo to any document or classes of documents shall be determined by resolution of the Board.

1.4 Motto

Bridging Boundaries, Connecting Cultures and Breaking Barriers

1.5 Language

1.5.1 The language of operation of the Association is English; however, TISA will provide such services and materials in whatever language is necessary to meet the needs of a significant number of its members, subject always to the financial implications being satisfactorily resolved as determined by the Board.

II Definitions

In this by-law and all other by-laws and resolutions of the TRENT INTERNATIONAL STUDENTS' ASSOCIATION, the following definitions shall apply:

- a. BOARD means the Board of Directors of the Trent International Students' Association acting as such;
- b. UNIVERSITY means Trent University of Peterborough, Ontario;
- c. COLLEGE means a College of the University (Lady Eaton College, Champlain College, Otonabee College, Gzowski College, Traill College);
- d. TISA means the TRENT INTERNATIONAL STUDENTS' ASSOCIATION, and is the authorized symbol of identification therefore;
- e. REFERENDUM means a vote open to all members on any particular issue;
- f. DULY CALLED MEETING means a meeting called pursuant to Section IV whether or not that meeting attains quorum.
- g. DULY CONSTITUTED MEETING means a meeting called pursuant to Section IV at which quorum is attained.
- h. CHIEF ELECTORAL OFFICER refers to the person who serves as the head official during elections and referenda, and who chairs the Election Committee;
- i. Unless the context otherwise required, words importing the singular number only, include the plural and vice versa; words importing the feminine, masculine, or neuter genders include all of these genders;
- j. ACADEMIC YEAR shall refer to a period of time defined by the University, normally consisting of eight (8) months beginning in September and concluding in April of the following calendar year and divided into the Fall and Winter Terms.
- k. SYMONS CAMPUS Includes all areas of both, East and West, banks of Trent University in Peterborough
- l. DIRECTOR means a member, appointed or elected, to the Board of Directors of the Association.
- m. CONSTITUENTS means other international student organisations, representing their geographical locations;
- n. SHADOW EXECUTIVE means the Executive-Elect during the designated transition period.
- o. TISA UMBRELLA means all student groups registered under TISA

III Instruments

3.1 Instruments requiring the signature of TISA may be signed by two persons, to be designated by the TISA Board of Directors from time to time as the occasion demands.

3.2 The President may certify any by-law, resolution, minutes or other documents relating to TISA Instruments so signed shall be binding upon TISA without further authorization or formality.

3.3 The Association's Logo shall be affixed to any instrument on which it is required.

3.4 For the purpose of this section, "instruments" include Official Letters, Contracts, Certificates, and any other documents.

IV. Membership and Fees

4.1: Full-time Undergraduate Students

Any full-time undergraduate student at Trent University is eligible to be a member of the Association, upon payment of the membership fee pursuant to Section 4.3.1 hereof and shall be known as a regular member.

4.2 Other

Any appointed Director who does not meet the requirements for membership as outlined in Section 4.1 hereof is a member of TISA *exofficio*.

4.3 Annual Membership Fee

The annual membership fee shall be set by law. The Association may enter into an agreement or arrangement with the TCSA and Trent University whereby the University shall collect the usual membership from members together with University ancillary fee payments. Remittance of the annual membership fee to TISA must be paid by Trent University in a manner satisfactory to the Directors, according to the membership fee obligations of the members.

4.4 Termination and Transfer

The interest of a member in the Association is not transferable, lapses and ceases to exist upon her or his Transferring to another institution or upon graduation. Membership ceases upon withdrawal, or debarment from the University, or upon ceasing to be qualified for membership pursuant to Section 4.1, or 4.2 of this by-law, or upon failure to pay the annual membership fee. The membership fee is not refundable.

V. Board of Directors

5.1 Definitions

5.1.1 The affairs of the Association shall be managed by a Board of Directors, each member of which, at the time of her/his election or appointment and for the extent of her/his term in office, shall be a member of the Association unless otherwise provided for in the By-law hereof. Directors shall act with diligence, honesty and good faith in the best interest of the membership of TISA. Directors shall report on the activities of the Board of Directors on a regular basis to the general membership and to their respective constituencies.

5.1.2 Subject to the terms and conditions of the by-law hereof, and any resolution of the Board or any revision thereof, all voting Directors shall be responsible to assist in the operation of the Association during the academic year defined by the University.

5.1.3 All voting members of the Board will be responsible for sitting on Standing Committees, as described in Section 8 herein.

5.2 Number of Directors

5.2.1 The Board of Directors shall be composed of:

5.2.1.1 Six (6) Directors to be elected by the general membership of the TISA; who constitutes the Executive Committee, who shall hold the following titles:

- a. President

- b. Vice President
- c. Director of Finance
- d. Director of Publicity
- e. Secretary
- f. First Year Representative



5.2.1.2 International student organizations' heads or an individual elected or appointed from these organizations for that purpose, that include and is limited to the following who shall hold the following title:

- a. The Trent African Caribbean Students' Union Representative
- b. The South Asians' Association at Trent's Representative
- c. The Trent South East-Asian Organisation Representative
- d. The Organisation for Latin Awareness Representative
- e. World Affairs Colloquium Representative
- f. Trent University Chinese Students' Association Representative

5.2.1.3 The International Student's Commissioner from the Board of TCSA; who shall also sit on the TISA Board committee shall have a vote and also have the responsibility to represent the interest of students not covered by Point 3 of Section 5.2.1

5.2.1.4 The Speaker, elected by or from the Board of Directors, who shall have a vote, in the event of a tie.

5.2.1.5 The Board Secretary, elected by or from the Board of Directors, will be a non-voting member of the Board of Directors

5.2.2 A position on the Board shall be held by no more than one person at any given period of time.

5.2.3 A Director shall hold no more than one office on the Board at any one time except as an emergency replacement as authorized by the Board and until such time as a replacement is elected. Such a Director shall only have one vote, regardless of the number of offices held.

5.2.4 All student organizations under the TISA umbrella must attend one hundred percent (100%) of scheduled meetings (monthly board meetings), excluding emergency meetings, per semester. Failure to do so will result in the dismissal of voting privileges until the end of the current academic year. Exceptions can be made at the unanimous agreement of the board.

5.2.5 In the event that a student organization wishes to join the TISA Board of Directors, they must submit a written application at the beginning of the academic year. The application will constitute of a request to join the Board accompanied by a copy of their updated and functional constitution. The Student Government Review Committee will include it under their annual agenda and make appropriate recommendations to the TISA Board at the end of the first semester of the current academic year. Applications to join the TISA Board of Directors will only be accepted in the first semester of the academic year.

5.2.5.1 Once an application has been submitted the group under consideration must attend 100% of the board meetings as applied to other groups under TISA in By-Law 5.2.4. Failure to attend 100% of the meetings will result in the rejection of the application and the said group can re-apply in the next academic year.

5.2.5.2 Once accepted as a group under TISA, all new groups will have the opportunity to apply for TISA funding in the second semester of the current academic year and have the eligibility to vote on all matters which is inclusive of the Board Meetings, Emergency Meetings and anything else that requires the input of all groups under the TISA Umbrella

5.3 Shadow Executive

5.3.1 Upon ratification of the Spring Election results, the Shadow Executive shall begin transition with the current Executive.

5.3.2 The Shadow Executive shall work with the current Executive member holding the same portfolio to acquire the knowledge needed for said position.

5.3.3 Until the date of turnover, as per By-Law 5.8.2, no member of the Shadow Executive shall have a vote at meetings of the Board of Directors unless he or she is currently a voting director.

5.4 Powers of Directors

Subject to the provisions of this and other by-laws, the Board shall have the final authority on all matters regarding the governance of the Association outside of the Annual General Meeting.

5.4.1 The Board of Directors, without restricting the generality of the forgoing, may make regulations:

- a) governing the practice and procedure to be followed in furthering the purpose of TISA;
- b) respecting any matter(s) necessary or advisable to carry out effectively the intent and purpose of this or any other by-law or any revision thereof;
- c) governing the keeping of accounts and records;
- d) governing the payment of accounts and the signing of cheques;
- e) prescribing the forms for the use of TISA;
- f) generally for the better administration of TISA;

5.4.2 The Board, without restricting the generality of the foregoing, is authorized:

- a) To decide on a budget for the operations of TISA
- b) To make regulations governing the granting of recognition and/or financial assistance to international student clubs, organizations and societies within the University registered with TISA;
- c) To make by-laws and other such regulations for the conduct of its affairs subject only to any terms and conditions contained herein relating to the amendment of such;
- d) To choose from among its members such officers, not provided for in this by-law, as it deems necessary for the exercise of its powers; provided that the titles and duties of new officers are authorized by the Board with a two-thirds majority vote and provided that said officers shall not vote unless authorized by the by-law hereof or any revision thereof;
- e) To appoint external delegations for inter-university meetings and conferences emphasizing the diversity of the membership of the Association and recognizing the subject matter of the event. Delegation of two (2) or three (3) individuals must consist of a least 1- female delegate and delegations of more than three (3) individuals must consist of at least 40% female.
- f) To make regulations governing student elections or referenda held at the University.
- g) To permit student groups to join the Board of Directors as a voting power.

5.5 Remuneration and Expenses

5.5.1 Any Director may, with the previous approval of the Board, be reimbursed for traveling and other expenses properly incurred by them in connection with their duties as Directors.

5.6 Conflict of Interest

5.6.1 A conflict of interests occurs when a director or someone, whom a director has a close personal relationship with, is or could be perceived to benefit, materially or otherwise, from the outcome of the decision on the item under discussion. The size or significance of such a conflict is irrelevant.

5.6.2 Should even the potential of a state of conflict of interest occur, as defined **above**, the Director is required to rise on a point of order and declare such at a meeting of the Board.

5.6.3 A Director who is found to have a conflict of interest shall refrain from voting on any matter that furthers the conflict.

5.6.4 A state of a conflict of interest shall not exist for a Director should the matter under consideration directly involve the constituency which they have specifically elected to represent.

5.6.5 A TISA Executive is not permitted to hold any other Executive Office in any said organization under the TISA Umbrella, unless specified by the TISA Constitution.

5.7 Speaker

5.7.1 It shall be the duty of the Board to appoint a Speaker to act as Chair of the Meetings of the Board, or other such meetings provided by the By-law herein, or other such meetings as determined by the Board.

5.7.2 The person appointed as Speaker needs to be a member of TISA at the time of appointment but by the act of appointment becomes a member of the **Board** pursuant to Section 4.2 hereof.

5.7.3 The Speaker is required to provide no public comment of personal belief while serving as same. He or she must remain impartial at all times while acting as Speaker of the Board.

5.7.4 It shall be unlawful for the Speaker to willfully delay the delivery of any such documents, classes of documents, instruments or other such material to the Board required under the provisions of the By-law hereof or any resolution of the Board, or any revision thereof.

5.7.5 The Speaker, subject to the authorization of the Board, may appoint any person or persons jointly or severally to be his or her Deputy or Deputies, but the appointment of such a Deputy or Deputies shall not affect the exercise, by the Speaker of any power, authority or function.

5.8 Tenure and Date of Transition

5.8.1 Directors shall serve for terms not exceeding 365 days from the point at which they take office or until their successors are elected.

5.8.2 The official date of transition to the newly elected Board of Directors shall be **the first Monday after the final day of classes in April.**

5.9 Vacant Positions

5.9.1 Should the position or positions of President become vacant at anytime, it shall fall to the Vice President to act in the capacity of President until such time as a new President be elected.

5.9.2 Should any of the positions of Vice President become vacant at anytime, it shall be at the discretion of the Board of Directors to appoint a current director to act in that capacity until such time as a new Vice President can be elected.

5.9.3 Should any other at large position of the Board of Directors become vacant at anytime, it shall be at the discretion of the Board to call a by-election to be concluded no later than November 30th or the end of classes in the fall term or whichever comes first. After this date the said position shall remain vacant for the duration of the Board's term in office unless a non-voting member is appointed to this portfolio.

5.10 Miscellaneous

5.10.1 Each voting director's right to vote is granted on the condition that he/she has been duly elected or appointed to the office that he or she holds.

5.10.2 Directors shall perform their duties prescribed by the by-law hereof and by the parliamentary authority designated in Article 7.4 hereof, by any policy or operating resolution, or by any other such lawful resolution or any revision thereof that is adopted by the Board.

VI. Termination From Office

6.1 Resignation of Office

Directors resign their office by writing under their hand and addressing same to the Speaker, and thereupon the said offices shall be vacant. The resignation shall take effect at such time as the Board has received the written notification from the Speaker. Until such time, the Director remains responsible for all duties, obligations and tasks resulting there from.

6.2 Termination of Office

6.2.1 Any Director, either elected or appointed, may be removed from office for due cause provided that a fair hearing is conducted by the Board pursuant to the terms and conditions outlined in the parliamentary authority as designated in Section 7.4 hereof. Said Director shall be notified 72 hours prior to the meeting in which the fair hearing is to be conducted; should this meeting be a special or emergency meeting said Director should be notified when scheduling in order to accommodate both parties of the hearing.

6.2.2 Due cause for termination may include, but is not limited to:

- a) Dereliction of duty where the Director is found to have abandoned his or her duties as outlined in the Letters Patent, the Bylaw hereof or any policy or lawful resolution of the Board, or any revision thereof;
- b) Lack of attendance without notice for more than three meetings of the Board pursuant to the terms and conditions of Section 8.2 hereof;
- c) Any other serious act or actions injurious to the Association or its Mission and Principles.

6.2.3 Full termination of office shall be restricted to those officers and directors of TISA who hold said office by virtue of being elected or appointed.

6.2.4 International student representatives may only have the office they hold terminated by the terms and provisions of the by-law the Organization or Association, which they represent.

6.2.5 Procedures relating to termination are initiated according to the terms outlined in the Association's parliamentary authority designated in Section 7.4 hereof or by a petition from the regular membership.

6.2.6 Petitions requesting the initiation of termination procedures against a Director from the regular membership are subject to the rules, terms and conditions for petitions initiating referenda outlined in Section 12.9 hereof excepting section 12.9.9. Instead, this specific kind of petition shall become triggerable if it contains the valid signature of no less than fifty one percent (51%) of the number of voters in the election from which said Director was elected.

6.2.7 Any Director who has been removed from office under the terms and conditions herein will be eligible to serve again as a Director of the Association in the next duly called election provided herein.

VII. Meetings

7.1 Meetings of the Board of Directors

7.1.1 Speaking

Members of the Association may attend all meetings of the Board and have the right to speak to any issue on the agenda of any such meeting except when the Board moves into executive session, (as defined by the Association's parliamentary authority as designated in Section 8.4 hereof).

7.1.2 Voting

All Directors of the Board shall have the right to vote except where removed in the by-law hereof.

7.1.3 Meetings

There shall be no less than one (1) meetings of the Board of Directors per month in the Fall and Winter terms of the academic year. The President shall set these meetings no later than August 30th of each year.

7.1.4 Special Meetings

- a) The President and the Vice President in consultation with the Speaker may call special meetings of the Board of Directors, provided that forty eight (48) hours notice is given in order to supplement the regular meeting schedule.
- b) It shall be unlawful for the President and the Vice President or the Speaker, either jointly or severally act to prevent the calling of a Special Meeting of the Board where there exists a genuine need or will for said meeting.
- c) It shall be unlawful for any Director or Directors to request a Special Meeting where the calling of said meeting would be dilatory.

7.1.5 Emergency Meetings

- a) The President and the Vice President in consultation with the Speaker may call emergency meetings of the Board of Directors provided that twenty-four (24) hours notice is given. No business shall be transacted except that which was included in the Notice of Emergency Meeting provided to each Director.
- b) It shall be unlawful for the President or the Vice President or Speaker, either jointly or severally act to prevent the calling of a Emergency Meeting of the Board where there exists a genuine need or will for said meeting.
- c) It shall be unlawful for any Director or Directors to request an Emergency Meeting where the calling of said meeting would be dilatory.

7.2 Attendance

7.2.1 Directors will make every effort to attend meetings of the Association or the Board. In the event that a Director is unable to attend, said Director will submit written notice of such, no less than twenty-four (24) hours prior to the meeting to the Speaker or of the President or the Vice President. Said notice is valid for only one meeting unless otherwise authorized by the Board.

7.2.2 Organization representatives are authorized to send a replacement person to meetings of the Board or the Association in the event that the Organization representative is unable to attend provided that no less than twenty-four (24) hours written notice is given to either the Speaker or the President or the Vice President. Said notice is valid for only one meeting unless otherwise authorized by the Board.

7.3 The Transaction of Business

7.3.1 A majority (fifty percent plus one) of the Directors, excluding non-voting members, shall constitute a quorum for the transaction of the business of the Board of Directors.

7.3.2 There shall be no voting by proxy at any meeting of TISA.

7.3.3 There shall be an annual review of quorum requirements

7.4 Parliamentary Authority

In all matters of procedure not provided for in this or any other by-law or resolution, the Board of Directors and all other meetings of TISA shall acknowledge and be governed by the rules and forms contained in the most recent revision of *Robert's Rules of Order, Revised*.

7.5 Meetings of the Membership

7.5.1 The President and the Vice President in consultation with the Speaker may call general meetings of the membership provided that there is seventy-two (72) hours notice given.

7.5.2 All members of TISA have the right to speak and vote at a meeting of the membership.

7.5.4 Decisions made at a meeting of the general membership are non-binding on the Board but shall be taken as an indicator of the will of the membership.

7.5.5 Quorum for a Meeting of the Membership shall be 10 members of the Association.

7.7 Notice

7.7.1 Unless otherwise defined in the By-law hereof or any lawful resolution adopted by the Board or any revision thereof, formal notice for the Board shall be not less than one week.

7.8 Records

7.8.1 Unless otherwise provided for by the By-law hereof, or by any operating or policy resolution of the Board, or by ordinary resolution of the Board or any revision thereof, the Records of TISA shall be under the care and supervision of the Secretary. From time to time, said records may be deposited in the Archives of Trent University as authorized by the Executive Committee or by the Board.



VIII. Committees

8.1 Standing Committees

8.1.1 There shall be Four Standing Committees of the Board of Directors.

b) Finance

e) Student Government Review

f) Elections

h) Bursary Committee

The terms of reference for these committees shall be determined by operating resolutions that the Board may, from time to time, adopt or revise.

8.1.2 Membership Appointments

Each voting member of the Board shall be encouraged to be a member of a standing Committee. Committee members shall serve until the end of their current term in office. One of the Executives of TISA shall fill vacancies as soon as possible after the vacancies occur.

8.1.3 Meetings

- a) Meetings will normally be open to the members, but may be closed by a resolution of the Committee.
- b) Five days notice of meetings, including a tentative agenda, will normally be given to committee members. Only in an emergency situation will a formal meeting be held without due notice. The Chair of the committee shall make a reasonable effort to contact all members of a standing committee prior to the start of an emergency meeting. The agenda of an emergency meeting should be limited to the emergency at hand.
- c) Quorum for the conduct of business shall be 50%, plus one, of the voting members of the committee.
- d) Committee decisions shall be made by a simple majority unless otherwise stipulated in an Operating Resolution. The chair of a committee shall vote only in the event of a tie, in which case a deciding vote may be cast.
- e) A committee member absent for three duly called meetings without prior reasonable excuse to the Chair of the committee shall have her or his position on the Board of Directors reviewed in accordance with Section 6.

8.1.4 Reporting

The chair of each Standing Committee shall report to the Board of Directors at each meeting of the Board, if the Committee has met since the previous meeting of the Board. A written report, to be distributed to the Board of Directors, must be submitted 2 weekdays before the meeting of the Board of TISA office. Minutes will be recorded by one member of the committee and will be available in the TISA office.

8.1.5 Authority

- a) Standing Committees will make recommendations for action to the Board of Directors. A simple majority may pass recommendations of a committee.
- b) The Board of Directors may from time-to-time, delegate a share of its own authority, including, but not limited to, the authority to approve expenditures within an approved budget allocation, to a Standing Committee. A motion to delegate authority should specify the parameters within which the committee must operate, and the length of time for which the delegation shall apply.
- c) A decision made by a Standing Committee in accordance with **8.1.5 b** above is subject to reconsideration by the Board of Directors.

8.2 Special Committees

From time to time The Board of Directors may choose to establish Special Committees. These committees shall exist for a fixed term and a specific purpose. These committees may be termed "Task Forces" as determined by the Board.

8.2.1 Definition

Committees of the Board and of TISA may exist, and may be created by a simple resolution of the Board.

8.2.2 Membership Appointments

Membership on a Special Committee of the Board shall consist of a minimum of three members of the Board in addition to the Chairperson of the Committee. The Chair of the Committee will appoint members. Membership on Special Committee of TISA is not limited to Directors of the Board. Directors of the Board may sit on any or all Special Committees if they are appointed. The entire Board of Directors will choose the Chairperson of a Special Committee.

8.2.3 Meetings

Meetings will follow the same procedure as those for Standing Committees with the following exceptions:

a) Committee decisions will be made by a process decided by that committee.

8.2.4 Reporting

The Chairperson of each Special Committee shall report to the Board of Directors when there is business of interest to the Board. If a committee has ended its operation period a final report to the Board is required to be distributed two weekdays before the meeting of the Board.

8.2.5 Authority

a) Special Committees will make recommendations for action to the Board of Directors. Such recommendations are normally contained within a written report of the committee. A simple majority of the Board of Directors will be required for passage for recommendations of a committee.

b) The Board of Directors may from time-to-time delegate a share of its own authority, including, but not limited to, the authority to approve expenditures within an approved budget allocation, to a Special Committee. A motion to delegate authority should specify the parameters within which the committee must operate, and the length of time for which the delegation shall apply.

c) A decision made by a Special Committee in accordance with 8.2.5 b above is subject to reconsideration by the Board of Directors. By a two-thirds majority the Board of Directors may reconsider such a decision made by a Special Committee.

IX. Policy

9.1 Definition of Terms

There shall be three (3) classes of resolutions recognized by TISA.

9.2 Operating Resolutions

9.2.1 Operating Resolutions concern issues which the Board of Directors deem to be issues of administrative policy. Operating Resolutions are intended primarily for reference by the Board of Directors, its committees, and the staff of TISA.

Operating Resolutions may have limited or unlimited temporal reference.

9.2.2 Operating Resolutions require at least one meeting's notice of motion. An Operating Resolution passed by a simple majority after proper notice shall be considered Operating Policy of TISA.

9.2.3 A resolution meant to establish Operating Policy must state explicitly that the resolution is Operating Policy of TISA.

9.2.4 Operating Resolutions may not contravene the by-laws of TISA.

9.2.5 Operating Resolutions shall be available for reference through email request and an electronic copy shall be distributed to each member of the Board.

9.3 Policy Resolutions

9.3.1 Policy Resolutions shall present the considered or general view of the Association with respect to any issue not covered by section 9.2 and may have limited or unlimited temporal reference.

9.3.2 Policy Resolutions require at least one meeting's notice of motion. A Policy Resolution passed by a 2/3 majority after proper notice shall be considered Policy of TISA.

9.3.3 A resolution meant to establish Policy must state explicitly that it is a Policy Resolution.

9.3.4 Policy Resolutions may not contravene the by-laws of the corporation.

9.3.5 Policy Resolutions shall be available for reference through email request and a copy shall be distributed to each member of the Board.

9.4 Simple Resolutions

9.4.1 A simple resolution shall be a resolution which is not defined by section 9.2 or 9.3.

9.4.2 A simple resolution of the Association shall expire upon the end of the term of the Board which passed said resolution.

9.5 Policy Review

9.5.1 Any Operating Resolution or Policy Resolution of TISA may be reviewed at the request of a member of the Board. The request for review must pass by a simple majority vote. The Board of Directors will establish procedures for the policy review. One Board Meeting's notice of motion is required to commence a policy review.

9.5.2 The rescindment of an Operating Resolution of TISA shall require a one meeting notice of motion and must be rescinded by a simple majority of the Board of Directors. The rescindment of a Policy Resolution of TISA shall require a one meeting notice of motion and must be rescinded by a 2/3 majority of the Board of Directors.

9.5.3 All Policy Resolutions and Operating Resolutions shall be reviewed three years after their last passage, and unless re-ratified by the Board, by a simple majority, will expire.

X. Financial Management

10.1 Annual Operating Budget

10.1.1 The Director of Finance, in consultation with the Finance Committee, shall develop an annual operating budget for TISA.

10.1.2 The Director of Finance shall present a draft copy of the operating budget to Executive Committee no later than the first week of October.

10.1.3 The Director of Finance shall present a revised budget to the Board of Directors, in consultation with the Finance Committee, no later than January of each year.

10.2 Expenditure of Funds

10.2.1 The funds of TISA to be administered by the TISA Board of Directors shall be expended only pursuant to a budget approved by the Directors and in accordance with the by-laws and policies of the TISA.

10.2.2 No organization funded by the TISA Board of Directors shall use their monies for any purposes other than those for which the monies were allocated, without the prior approval of the Board of Directors.

10.2.3 No person shall, in the name of or on behalf of the TISA Board of Directors, make any purchase or incur any debt or liability whatsoever, without the prior approval of the TISA Board of Directors

10.2.4 Each year the Board is obliged to ensure that sufficient funds are carried forward to the next academic year in the amount of two thousand five hundred dollars (2500.00) or any minimum amount that would enable to the incoming Board in its housekeeping duties.

10.2.5 Each year the Board is obliged to ensure that sufficient funds are set aside for the purposes of Bursaries to be award in the month of January, of each year. The bursary amount is subject to review by the Board on a yearly basis and shall not exceed the 40 % on TISA funds received from student levies.

10.2.6 Each year the Board is obliged to ensure that funds in the amount of one (thousand dollars (1000.00) be place in an emergence fund to facilitate international students in times of emergency and is specific to this use. If funds are not drawn down from the emergency fund in the fiscal year it shall be brought forward to the next year and shall form part of the accumulated balance.

10.3 Banking Arrangements

10.3.1 The Banking business of the TISA Board of Directors, or any part thereof, shall be transacted with such chartered financial institutions or credit unions as the Directors may designate from time to time.

10.3.2 The TISA Person and the Director of Finance shall be the signing officers for all the banking business of the TISA Board of Directors, or any part thereof.

10.4 Fiscal Year

The fiscal year of the Association shall end on the 30th day of April each year.

10.5 Financial Statements

10.5.1 Each fiscal year, the Association shall require the Director of Finance to prepare or supervise the preparation of the following financial statements:

- a) Balance Sheet;
- b) Statement of income and expenses;
- c) Statement of Change in Financial Position.

10.5.2 The financial statements of the Association shall be prepared in draft format for presentation in accordance with Section 7.6.3 herein. The final document and the review engagement report shall be presented to the Board of Directors at a duly constituted meeting no later than six months following the end of the Association's fiscal year.

10.6 Donations

In the event of that TISA decides to make any donation to a charity or any other cause deemed worthy of donation the TISA executive have the right to make a unanimous donation of up to \$250. Donations in excess of \$250 can only be made with approval of 75% of the TISA Board... All student organizations and board of directors must be notified through email within 48 hours of any donations made.

XI. Elections

11.1 Elections Committee

11.1.1 Membership

An Elections Committee is comprised of three Directors, in addition to the Chief Electoral Officer who shall act as Chair of the Committee, appointed for a term coinciding with that of the Board, subject to revision as required.

11.1.2 Powers of the Elections Committee

The Elections Committee is authorized to:

- a) Set guidelines and approve campaign materials;
- b) Select elections staff;
- c) Impose disciplinary actions to be taken against candidates, in the event of election infractions;

d) Determine polling procedures.

11.1.3 Responsibilities of the Elections Committee

- a) Ensure that elections are conducted in accordance with the By-law and any Resolutions;
- b) Recommend an election schedule to the Board of Directors;
- c) Consider complaints from and against candidates;
- d) Produce a report on each set of elections that must include all decisions made as Section 11.1.2 requires.

11.1.4 Misconduct by the Committee or a committee member therein shall be investigated by a Special Committee called for that purpose by the Board.

11.1.4.1 Members of the Elections committee are not permitted to vote and campaign for any candidate running for any said position

11.1.4.2 Members of the Elections committee by default are not permitted to contest for any said position being contested during the said elections

11.1.5 The Board reserves the right to review all decisions of the Elections Committee or the Chief Electoral Officer as it may, from time to time, decide.

11.2 Timing of Elections

11.2.1 Spring Elections

An election shall be held in the second half of March for the purpose of electing all at-large positions.

11.2.3 Fall Elections

An election shall be held in the first half of October for any vacant positions created by resignation, or removal or not otherwise provided for in the Spring Elections.

11.2.4 By-Elections

The office of any Director, where said office is held by and for TISA, that becomes vacant pursuant to the terms of the Bylaw hereof shall be filled by the call of a By-election to be held at a time and place as determined by the Board.

11.2.5 Notice of Election

Public notice must be issued not less than one teaching week prior to the acceptance of nominations.

11.3 Nomination Period

Nominations shall be accepted for a period not less than seven business days that does not coincide with active campaigning as defined in Section 11.4 of the By-law hereof.

Member may nominate themselves and/or others.

11.4 Campaigning

Those members who have been nominated pursuant to Section 11.3 of the Bylaw hereof shall only actively campaign from the point at which the Nomination closes until midnight of the day before the opening of the voting period unless otherwise agreed upon by the Elections Committee when establishing campaigning bylaws according to section 11.1.2a.

11.5 Voting

Voting will be conducted at polls as determined by the Elections Committee for a period of no less than two (2) days and for a period not exceeding five (5) days.

11.6 Interpretation of Results

A candidate achieving a majority of votes cast will be determined to be the winner of that election. In the event of a sole candidate, a majority yes votes would entitle victory.

11.7 Ratification of Results

Results of all elections remain unofficial until such a time that the Board of Directors has, upon reviewing the report of the Elections Committee and finding acceptable adherence to the By-laws and Resolutions, ratified the results. Such consideration should occur at the next meeting of the Board of Directors.

11.8 Electoral Disputes

Any member who believes there may have been an infraction of voting rules may inform the Elections Committee of this alleged infraction. The Committee shall investigate the charge and take such action deemed appropriate. In the event a complaint against the Committee or any member thereof, the infraction shall be referred to the Board of Directors. It is the right of any candidate determined to have lost by less than 5%, and without specific charge, to request an official recount within 2 weekdays of the notification of results.

XII. Referenda and Petitions

12.1 Purposes of Referenda

A referendum of the members may be called for the following purposes:

- a) Determine the stance of the membership on issues of major importance;
- b) Determine membership in, and commitment to pay any corollary fees;
- c) Overturn decisions of the Board of Directors; and
- d) Enact or amend the by-laws of the Association.

12.2 Initiation of Referenda

12.2.1 The membership may initiate a referendum through the presentation of a completed petition to the Board of Directors. Such a petition must be signed by not less than 10% (ten percent) of the membership to be deemed valid. A petition may state the reason and suggest wording of the question.

12.2.2 The Board of Directors may initiate a referendum by a two-thirds majority vote.

12.3 Supervision of Referenda

12.3.1 It shall be the duty of the Elections Committee to supervise Referenda subject to the general rights, terms and conditions of Section 12.1 of the By-law hereof.

12.4 Notice of Referenda

Public notice must be issued not less than one teaching week prior to the registration of Referendum Committees.

12.5 If a referendum is called pursuant to Section 12.1, whether initiated by the Board of Directors or by membership petition, the Board of Directors shall hold at least two meetings, for the purpose of debate and discussion of the opposing sides of the issue to be decided by the referendum.

12.6 Interpretation of Results

A majority decision of those votes cast in the referendum shall be binding upon the Board of Directors, provided that the total number of votes cast represents at least seven percent (7%) of the total membership of the corporation.

12.7 Ratification of Results

Results of all referenda remain unofficial until such a time that the Board of Directors has, upon reviewing the report of the Elections Committee and finding acceptable adherence to the By-laws and Resolutions, ratified the results. Such consideration should occur at the next meeting of the Board of Directors.

12.8 Referenda Disputes

Any member who believes there may have been an infraction of voting rules may inform the Elections Committee of this alleged infraction. The Elections Committee shall investigate the charge and take such action deemed appropriate. In the event a complaint against the Elections Committee or any member thereof, the infraction shall be referred to the Board of Directors. It is the right of any referendum committee whose position has been determined to lose by less than 5%, and without specific charge, to request an official recount within 2 weekdays of the notification of results.

12.9 Petitions

12.9.1 Petitions are written requests by the membership for the Board to take action on a particular problem. They may be binding or nonbinding on the Board according to the terms and conditions of the bylaw hereof.

12.9.2 It is the responsibility of the instigator(s) of the petition to insure the following:

- a) That the petition is undertaken in good faith for a legitimate reason;
- b) That each person filling out the petition is clearly informed of what he or she is signing, individually, by the instigator(s) of the petition;
- c) That, to the best of the knowledge of the instigator(s) of the petition, each signatory appears to be of sound mind and that said signatory appears capable of understanding that which they are signing;
- d) That, when gathering signatures, the instigator(s) avoid such places or establishments where it is reasonable to assume that individuals who may choose to sign the petition are intoxicated or have consumed other forms of mind-altering substances, including, but not limited to alcohol, or where it is reasonable to assume that such persons have been in the presence of such substances;
- e) That the instigator(s) ensure that each signatory is a full-time student of the University and therefore a member of TISA as verified by a valid student photo card issued by the University, or other such proof of membership issued by the University or by lists of names and student numbers generated by the Registrar's office of the University and that the student number on said card or other such identification of membership matches the number which the student has written on the petition;
- f) That each signatory has written clearly and legibly under all required headings, with the exception of those entries under the signature heading as outlined in Section 12.9.6 hereof.
- g) That no dilatory entries are made on the petition

12.9.3 Instigators of the petition are responsible for the conditions as detailed in Section 12.9.2 hereof. Failure to comply with any of these conditions shall invalidate the entire petition.

12.9.4 The Format of the petition must comply with the following format:

- a) All petitions must be addressed to the Board of Directors
- b) Petitions must be written in clear language, have the subject matter indicated on every sheet and be either typewritten or printed.
- c) Petitions must contain original signatures and addresses

12.9.5 Petitions must be within the jurisdiction of the Board

12.9.6 Petitions must contain the following headings

- h) "NAME (printed)"
- i) "SIGNATURE"
- j) "STUDENT NUMBER"
- k) "ADDRESS (POSTAL OR EMAIL) OR PHONE NUMBER"

12.9.7 Petitions must be sent to the Speaker who will certify that the conditions required herein are met and will present the petition to the Board for its consideration or action.

12.9.8 The Speaker will direct the petition to the appropriate Director for action.

12.9.9 Unless otherwise defined in the by-law hereof, a triggerable petition must contain the valid signatures of no less than ten percent (10%) of the members of TISA as of the date of submission.

XIII. External Organizations

13.1 Membership in External Organizations

The Board of Directors may seek, maintain or withdraw from membership in external organizations on behalf of TISA subject to this by-law and the by-laws of the external organizations of which TISA is a member.

XIV. Amendment/Enactment of By-Laws

14.1 The management of amendments of TISA's by-law is the responsibility of the Student Government Review Committee (SGRC)

14.2 The SGRC will develop its own by-law amendments for the consideration of TISA. It will also accept by-law amendment proposals from the following sources:

- a) The membership may initiate an amendment through the presentation of a completed petition according to the terms of Section 13.9 of the By-law hereof. Said petition must be signed by not less than seventy five percent (75%) of the TISA Board. Said petition may state the reason and suggest wording for the amendment.
- b) The Directors may initiate an amendment through the presentation of a completed amendment request signed by not less than five (5) Directors. Said request may state the reason and suggest wording for the amendment.

14.3 The SGRC shall gather these amendments into a package for the information of the Board and the general membership. This package must be available not less than three (3) weeks prior to any meeting where by-law amendments may be properly considered. The delivery of this package to TISA shall serve as due notice of amendment. For the purposes of debate, the presentation of this package will be considered, by the Speaker, to have been duly moved and seconded by the SGRC.

14.4 Amendments to the by-laws of TISA will be adopted at the Annual Meeting or at a Special Meeting called for that purpose by a two-thirds (2/3) majority vote by the voting delegates.

14.5 A Special Meeting called for the purpose of amending the by-law of TISA shall conform to the general provisions under Section 7.4.1 of the by-law hereof with the exception of Section 8.6.1.

14.6 A Special Meeting for the purpose of amending the by-law of TISA may be called according to the provisions of Section 7.5 of the by-law hereof with the exception that notice shall be not less than three (3) weeks.

14.7 The Board of Directors may chose to endorse any or all proposed amendments at the last regularly scheduled meeting of the Board. Said endorsement shall not be binding but shall act as an indicator of the will of the Board.

14.8 The amendment package, or each amendment proposal, as the case may be, shall be considered adopted by TISA at such time as two thirds (2/3) majority vote is cast in favor of the amendment(s) by the voting delegates.

14.9 Unless otherwise provided for in the by-law hereof, or any resolution of the Board or any revision thereof, any amendment proposal approved pursuant to Section 15.8 hereof, shall come into force at the beginning of the term of the next Board of Directors.

14.10 It shall be lawful for the SGRC to make grammatical and other such minor technical changes to the By-law hereof at such times as may be deemed necessary by the committee provided that such alterations do not change the intent, explicit or implicit, of any passage herein. Such changes shall be subject to the confirmation of the Board and shall not come into effect until such confirmation is acquired.

XV. Extraordinary Measures

15.1 On a matter of extreme importance to the membership of TISA, where immediate action is required, and where delay may be injurious to TISA, a declaration of a state of emergency may be enacted to enable one or more Executive Member(s) to act in the best interest of TISA.

15.2 The Member(s) who declared the State of Emergency shall prepare or order the preparation of a written declaration of the State of Emergency on the letterhead of TISA to which will be added the signature of the Member(s). The declaration shall include the reason for the action; that the action conforms to the bylaw of TISA. The said declaration shall be posted conspicuously throughout the University and communicated directly to all the directors immediately upon declaration.

15.3 Any decision made by the Executive Committee while acting under a declaration of a State of Emergency is subject to the review of the Board and may be overturned by a majority vote of the voting Directors of the Board at its next regularly scheduled meeting or a Special Meeting called for that purpose.

15.4 A state of emergency shall exist for no more than thirteen (13) calendar days unless the Board grants an extension on a two-thirds (2/3) majority vote at either a regularly scheduled meeting of the Board, or a Special Meeting called for said purpose.

15.5 A declaration of a State of Emergency cannot be used to deprive any member of the Board or TISA of any rights or privileges.

XVI. TISA Executives Honorarium

16.1 TISA Executives shall be entitled to an honorarium of \$50 (Fifty Canadian Dollars) per academic semester upon the review of the TISA Board of Directors in the December and March Board Meeting

16.2 TISA Executives shall have no voting power when the board approves their honorarium

16.3 The Board shall review each of the executives and approve honorarium every semester if deemed that the executives have been fulfilling their duties according to the constitution.

16.4 Honorarium cannot be issued if the Bank Balance of the TISA Account holds less than Six Thousand Canadian Dollars (\$6000.00) for both semesters

XVII TISA Office Hours

17.1 TISA Office Hours shall be maintained at least 3 business days every week

17.2 TISA Executives are responsible for evenly maintaining the office hours to ensure that no executives alone bear the burden of maintaining the office hours

17.3 The Office Hour Schedule shall be made every semester to accommodate the class schedule of the TISA Executives and this schedule must be posted on the TISA Website and outside the Office by the second week of September and January of the current academic year

17.4 There shall be no changes made to the Office Hour schedule once it has been posted unless changes are necessary to accommodate any changes in the academic schedule of an executive

XVIII. Vendors Policy

18.1. The decision to have vendors present at an official TISA Event is at the discretion of the Co-Chairs for the said event.

18.2 The type of vendor allowed at an official TISA Event is at the discretion of the Co-Chairs for the said event.

TRENT INTERNATIONAL STUDENTS' ASSOCIATION

Duties of the Executives

President:

- a) Act as the chief spokesperson and the Chief Executive Officer of the Trent International Students' Association.
- b) Attend all meetings of the Board and of the General Body. In the event that the President is unable to be present, this duty shall fall to the Vice President.
- c) Consult, through available channels on matters of mutual concern to international students. Endeavor to gain International Student representation on committees at the university where it is non-existent.
- d) Represent TISA at the Orientation CASSC subcommittee. Work closely with the International Students' Commissioner.
- e) Co-sign all financial documents.
- f) Also be responsible for matters of internal affairs concerning the membership, Executive and Board of Directors Notwithstanding any clause in the bylaws, call emergency meetings of TISA's Board of Directors.
- g) Head the electoral committee for the Spring Elections.

- h) In co-operation with the Vice President, the President shall have residual powers to call mandatory TISA Executives meeting Act in accordance with the TISA's policy as determined by the Board of Director.
- i) During any said TISA Elections one cannot campaign for any of the candidates in the elections. Exception can only be made if the current holder of the position is re-contesting for any position in TISA.

Vice President:

- a) Act as Speaker of the Board if that position is vacant and in the absence of the individual holding the position.
- b) Attend all meetings of the Board and of the General Body. In the event that the President is unable to be present, this duty to represent TISA shall fall to the Vice President.
- c) Serve as the "Acting President" in the absence of the President.
- d) Notwithstanding any clause in the bylaws, call emergency meetings of TISA's Board of Directors.
- e) Co-ordinate the regional groups events' calendar in the first Board Meeting, and update it regularly.
- f) Be responsible for communications at various levels of Student Government at Trent University, such as Colleges and Student Services Committee
- g) Represent the Trent International Students' Association to external organizations, including but not limited to universities in Ontario (examples: One World Dinner, the Film Festival, etc.)
- h) Be responsible for the creation and implementation of programs of interest to students where possible in conjunction with the President; including but not limited to issues of a political nature
- i) Chair the committee on External affairs
- j) Be a member on the WAC board
- k) In co-operation with the President, the Vice President shall have residual powers to call mandatory TISA Executives meeting
- l) Act in accordance with the TISA's policy as determined by the Board of Directors
- m) During any said TISA Elections one cannot campaign for any of the candidate in the elections. Exception can only be made if the current holder of the position is re-contesting for any position in TISA.

Director of Finance:

- a) Recommend TISA's operating Budget for the Trent International Students' Association
- b) In cooperation with the President ensure that all money controlled or allocated by the board or the executive is used for the purposes, which it is intended.
- c) Ensure that no money is spent outside of the budget allocations without prior approval of the executives
- d) Be given the power to request papers, receipts and any other necessary documents to execute his or her duties.
- e) Present twice yearly to the Board of Directors a financial statement of the Trent International Students' Association, the first being made at the end of the fall term and the second at the end of the spring semester.
- f) Be responsible for the control and administration of revenue generation efforts
- g) In conjunction / co-operation with the President and the Vice President, control and allocate the student bursaries and group funding. The group funding application should

be distributed among all student organization under the TISA umbrella by **no later than 1st of October** of the current year and the application deadline must be set by no later than the end of **October** of the current year. Regional Groups that apply for official status under TISA during the month of September and are recognized under the TISA in the current academic year during the month of January will be given an opportunity to apply for funding during the month of January.

- h) The student bursary application should be made available online and in a printed copy at TIP/TISA office by the 1st of February. The application deadline shall be set for the last week prior to the reading week. The Director of Finance shall cooperate closely with the TIP office representatives on attaining information on who already receives financial help from the Trent University and who has pressing financial needs.
- i) The Director of Finance shall chair the TISA Bursary Committee.
- j) Be Responsible for “TISA Clothing” that must be held for at least 5 business days, during the first week of October and the first week of February
- k) Act in accordance with the TISA’s policy as determined by the Board of Directors
- l) During any said TISA Elections one cannot campaign for any of the candidate in the elections. Exception can only be made if the current holder of the position is re-contesting for any position in TISA.

Director of Publicity:

- a) Assist in encouraging international students to participate in all activities on campus.
- b) **Chair the Introductory Seminar Week.**
- c) Be responsible for the maintenance of an image expressed in the motto of the Trent International Students’ Association.
- d) Coordinate the advertisement of TISA events; creating advertising material for TISA events in any form, such as posters, tickets, flyers, Facebook events, **mass e-mails,** MyTrent communication, community groups, newspapers, etc.
- e) Ensure that the TISA website is updated regularly, coordinating where necessary with the Information Technology center (IT) of the university.
- f) Ensure that password restriction to upload information to the Trent server is limited to him/her holding the position.
- g) **Host and maintain a radio show at Trent Radio together with, but not limited to, the First Year Representative with its intended purpose to promote the international students cultures and any other areas deemed appropriate by the Trent Radio administration.**
- h) Be responsible for promoting TISA, regional groups and other student services on campus in such activities as the Winter Orientation sessions.
- i) Act in accordance with the TISA’s policy as determined by the Board of Directors
- j) During any said TISA Elections one cannot campaign for any of the candidate in the elections. Exception can only be made if the current holder of the position is re-contesting for any position in TISA.

First Year Representative:

- a) Shall assist the President and the Vice President in caring out tasks in the association.
- b) Create, maintain and enhance ties between TISA and all first year students.
- c) Be responsible for the co-ordination and implementation of all intramural sports of TISA.
- d) Assist the Director of Publicity to co-host TISA’s radio program at Trent Radio Station.

- e) Assist where necessary with the promotion of the activities of international student organizations,
- f) Act in accordance with the TISA's policy as determined by the Board of Directors.
- g) During any said TISA Elections one cannot campaign for any of the candidate in the elections. Exception can only be made if the current holder of the position is re-contesting for any position in TISA.

Secretary:

- a) Shall be required to record minutes of all meetings of the Executive Committee, General meetings; and the Board in the absence of the Board secretary.
- b) Shall be required to post the notices and minutes of all meetings via email.
- c) Be responsible for the supervision of incoming and outgoing TISA correspondence, pertaining to the operation of the organization as a whole.
- d) In consultation with the President and the Vice President develop the agendas for meetings of the Executive Committee, General Meetings and the Board Meetings.
- e) Be responsible for keeping the past records of TISA,
- f) Head the Electoral Committee of the fall elections.
- g) Act in accordance with the TISA's policy as determined by the Board of Directors
- h) During any said TISA Elections one cannot campaign for any of the candidate in the elections. Exception can only be made if the current holder of the position is re-contesting for any position in TISA.

Speaker:

The Speaker, who will be appointed by the Board of Directors and will hold no power of a vote, shall:

- a. Chair meeting of the Board of Directors.
- b. Monitor the attendance and Participation of the Board members, in accordance with section of 6.1 of the By-laws.

TRENT INTERNATIONAL STUDENT ASSOCIATION

Draft Operating resolution for the operations of Committees

Standing Committee: Finance

Mandate:

The standing Committee on Finance is primarily responsible for the ensuring financial accountability and efficiency. The committee shall:

- a. Review the budget forwarded by the Director of Finance in consultation with the executive members in order to made recommendation to the Board for adoption.
- b. Review as required all request for funding made by international student groups and make the necessary recommendation to the board of directors.
- c. Explore and administer revenue generating programs and activities.

Membership:

Shall include:

- a. The Director of Finance.
- b. The President
- c. One (1) Member from the TISA Board of Director

Meetings:

Shall Meet once every month or meet as the committee sees it is necessary. Decision shall be made by consensus, in the case where consensus is not possible; decision shall be made by a simple majority vote of voting member present.

Standing Committee: Student Government

Mandate:

The Committee shall seek to execute an on going review of the international student governments to ensure accountability and efficiency. The Standing Committee shall:

- a. Evaluate the structures, policies, procedures and operations of the Trent International Students Association and its Standing Committees
- b. Make recommendation for changes to the operating policies or By laws, if deemed necessary at least once a year to Board of Director, to occur within due notice of an annual General Meeting. The Standing Committee shall operate in accordance with section 8.6 of the By Laws if the Trent International Students Association.

Membership:

Shall include but not limited to;

- a. Three members from TISA's general body outside of the Board of Directors
- b. Two other Directors
- c. The President

Meetings:

Shall have a term limit coinciding with the executive committee and shall meet at least on a bi-monthly basis during the fall and winter semesters. The meeting shall operate in accordance with the bylaws of TISA and shall pick from among themselves a chair of the committee.

Standing Committee: TISA Student Bursary

Mandate:

The Committee shall seek to ensure that TISA student bursaries are fairly distributed. The Standing Committee shall:

- a. Operate in accordance with sections "h" and "i" of the Director of Finance responsibilities.

Membership:

Shall include:

- a. The TISA Director of Finance, President and or Vice President
- b. A representative appointed from each of the TISA regional groups
- c. Bursary applicants cannot sit in this committee due to conflict of interest

Meetings:

Shall meet in the week following the winter reading break.