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**By-laws and Policies v1.3**

**May 2018**

**Accounting & Finance Student Association**

**University of Waterloo**

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# Elections Procedures

All below guidance in the by-laws shall be superseded by the AFSA constitution.

AFSA and AFEF Elections are held jointly during the first month of Spring term each year. The AFSA year runs from September 1 – Aug. 31 of each year.

## Elections Committee

The Elections Committee shall be formed at the latest by May 1 of each year. The Committee shall be comprised of 3-5 members. The chair of the Committee is referred to as the Chief Returning Officer. The Elections Committee shall be comprised of Executive members or AFSA/AFEF Board of Directors members; any members on the Elections Committee cannot be running for any positions in the election.

If there is a requirement for a replacement of members outside of the Spring election period, or there are empty positions after one by-election, the Board of Directors can appoint that position as per the AFSA Constitution.

* 1. Election Schedule

An election shall consist of the followings:

* The application period (typically at least one week)
* The campaign period (typically one week)
* The voting period (typically three days)

The Elections Committee shall set the exact schedule of an election and advertise the dates.

* 1. Applications

All candidates must submit an application to be eligible for election. The Election Committee shall provide an online application. All candidates must be 2A or above and registered as a student in the School of Accounting and Finance as of the Fall term of the year that the candidate is applying for. The applicants for President specifically must plan to be on a study term for 8 of the 12 months in the upcoming year. Each candidate can only apply to one position during the election; if there is a by-election, any unsuccessful candidate can apply again for any one position.

The Elections Committee shall validate each application and publicize the candidates as per the elections schedule. An application may be withdrawn by written submission to a member of the Election Committee at any point during the Elections process.

* 1. Campaigning

Campaigning shall be done purely online. No physical campaigns on campus are allowed. There is a spending limit of $250.

There will be opportunities for the general student body to ask questions for all of the candidates on an online forum.

Detailed campaigning rules and guidelines are determined by the Elections Committee.

* 1. Voting

All Accounting and Finance Student Society members are allowed to vote. The voting process occurs online.

If the position is acclaimed (i.e. only one candidate for the position), that candidate must receive greater or equal to 50% approval from votes. If the position is not acclaimed, the candidate with the highest number of votes wins.

For details see AFSA constitution.

* 1. Referendum Procedures

For details see AFSA constitution.

# Bookings – Student Lounge and Equipment

**SAF Student Lounge – HH**

Bookings of the SAF Student lounge shall be arranged through the VP Admin & KM.

The study rooms in the SAF lounge can be booked by students through the online website.

**Equipment**

Equipment owned by AFSA (such as projector, cash box, etc.) can be borrowed by SAF students and clubs. This can be arranged through contacting the VP Admin & KM. Priority goes to AFSA Committees and events.

# External Funding Proposals

The AFSA Board of Directors shall consider external funding requests from other AFSA umbrella clubs and other clubs at least once a year, up to three times a year as required (once every term).

The organizations which apply for funding must follow AFSA and Feds club policies, and shall provide details of the proposal including but not limited to how the proposal will benefit AFSA students.

# Signing Authority

There shall be a minimum of three (3) signing authorities on campus – President, VP Finance, and one other as designated, or their proxies.

# Appropriate Use of Funds

## 5.1 Purpose

All funds, including those collected from the students as a part of the $30 term fee shall be used for the purposes of benefiting the student population of AFSA.

This includes the use of funds for social, educational, and professional events, available for all students in the School of Accounting of Finance, and leadership development events for AFSA executives as approved by the Board of Directors. Any alcohol beverages at an event must be served by licensed establishments, and must abide by University of Waterloo policies (<https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-21>) as well as general event policies. Any reimbursements for alcohol must provide proof that:

1. It was for an event available for all students within the School of Accounting and Finance, the purpose of which is primarily to consume alcohol, and approved by the AFSA Board of Directors
2. If it was a gift for external parties, there must be a record of the name, contact information, and event it was for, and the total gift must not exceed $50 per person.

## 5.2 Budget process

**Committee Budget**

A budget for each committee should be completed at the beginning of the year and updated at the beginning of each term. The committee budget should break down specific items for each event or service, and should include projected revenues and expenses. The events for each term should be organized by term to ensure that there are sufficient events and services for each of the three terms according to the number of students on campus.

The committee budgets should be reviewed by the Committee VP, VP Finance, and President.

The Committee VP is responsible to oversee the committee budget to ensure that costs on within budget.

**AFSA Budget**

The President and VP Finance shall present the full budget to the Board of Directors, and the Board of Directors will approve the annual budget at the beginning of each year. Modifications can be made at the beginning of each term to adjust for previous actual spending and any other reason.

The update budgets and budget to actual results should be presented to the Board of Directors at the end of each term.

# Procedures for Reimbursements and Funding

**If a cheque made directly out to a vendor is required:**

1. If the cheque is for an AFSA event or service, the Feds society events form must be previously sent in and approved.
2. The cheque request form must be filled in and signed by the President and VP Finance, and attached with the invoice from vendor and any other supporting documents. Finance Committee will send both to Feds society accountant (can send over email if necessary).
3. Feds accountant will write the cheque details.
4. AFSA signing authorities will sign off on the cheques.
5. Cheque sent to the vendor.

**If a reimbursement of an expense already paid for is required:**

1. The cheque request form must be filled in and signed by the President and VP Finance, and attached with the original itemized receipt from vendor and any other supporting documents. Finance Committee will send both to Feds society accountant.
2. Feds accountant will write the cheques details.
3. AFSA signing authorities will sign off on the cheque.
4. Finance committee will distribute the cheque.

This process will normally take at least one week – however, express cheques can be done in emergency circumstances. If this is known beforehand, the organizer should email the Feds accountant ahead of time to give her warning, and ensure that she is available.