

**FOUNDERS COLLEGE STUDENT COUNCIL  
CONSTITUTION AND BY-LAWS**

**Adopted December 5, 2018**

**The following are the Official Constitution and By-laws of Founders College Student Council**

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**Rajesh Lachhman  
President**

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**Ridin Zaimi  
Vice-President of Operations**

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**Nakyta Folkes  
Director of Administration**

**Founders College Student Council  
Constitution, By-laws, and Appendices**

**Constitution  
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# **FOUNDERS COLLEGE STUDENT COUNCIL CONSTITUTION**

## **PREAMBLE**

Whereas the students of Founders College expressed their desire to have a student led governmental organization established within York University;

And whereas such a governmental union would promote the best academic, athletic, and social interests of the students of Founders College and York University;

And whereas it is necessary that upon the creation of such an organization by the students and the university, not only that a constitution be provided for, but also that the nature of the governmental organization be established herein;

Therefore, herein is the Constitution of the Founders College Student Council, containing the duties and responsibilities to which the organization is bound.

This, the Constitution of Founders College Student Council, shall have as its custodians the Director of Administration of Founders College Student Council, the Vice-President of Founders College Student Council, and the Master of Founders College.

## **PART I - PURPOSE**

### 1.1 The purpose of the Founders College Student Council shall be:

- (a) To develop and maintain responsible student government to promote the interests of its members, to serve as a representative and a liaison between them and Founders College, York University and its other colleges and students, individuals and organizations beyond the York University community.
- (b) To establish, sponsor, manage and provide facilities for the services, activities and publications in which promote and enhance the interests of the students of Founders College are involved.
- (c) To encourage the interchange of ideas and open dialogue between faculty, staff, and students, and to foster the intellectual growth of the student so as to benefit the individual and the community.
- (d) To safeguard the rights of the individual student regardless of sex, race, color, religion, age, creed, nationality, ancestry, place of origin, sexual orientation, and mental or physical ability.
- (e) To promote, support and safeguard the college system and its position and identity within the framework of York University as it is the intrinsic responsibility of the Founders College Student Council and its Members to maintain the historical context of the founding of the Keele campus.
- (f) To instill in all members of Founders College a sense of family, community and identity within the larger University environment focusing on the intimate nature of a college setting.

## PART II - INTERPRETATION

### a.1 In this Constitution, By-laws, and Appendices:

- (a) 'Council' refers to Founders College Student Council;
- (b) 'FCSC' refers to Founders College Student Council;
- (c) 'Constitution' refers to the Constitution of Founders College Student Council, as is most recently amended;
- (d) 'Member of Council' refers to a member of Founders College Student Council;
- (e) 'Office of the Head' (Masters Office) refers to the Head Office of Founders College;
- (f) 'Academic Year' refers to the period between May 1 and April 30; and
- (g) 'Executive Committee' refers to the body of members aforementioned in
- (h) 'SCLD' refers to Student Community and Leadership Development department of the Student Success Centre (SSC)
- (i) 'SIRC' refers to Student Intramural Recreation Council section 14.1;
- (j) 'Positive Space' refers to the support of growth, freedom, and expression of all members of the York Community who embrace a diverse sexual orientation or gender identity;
- (k) 'Equity' refers to requirement of distributing the benefits and burdens of research participation in such a way that no segment of the population is unduly burdened by the harms of research or denied the benefits of the knowledge generated from it;
- (l) 'YUELI' refers to the program known as York University English Language Institute; and
- (m) 'SAYU' refers to Social Association of York University

2.2 Founders College Student Council shall be the sole authority for the interpretation of the Constitution and all subsidiary regulations. Council shall, however, make all determination of construction and interpretation with due regard to the following, whichever are directly applicable in given circumstances:

- (a) interpretations, and guidelines, if any, set out in the most current edition of Roberts Rules of Order (Newly Revised);
- (b) interpretive precedents set by the Canadian House of Commons, including Director of Administration's rulings;

- (c) Black's Law Dictionary
  - (d) Accepted rules of grammatical and lexical construction in Canadian English.
- 2.3
- (a) The Director of Administration, subject to an appeal to the Council shall interpret the Constitution and all subsidiary regulations, in the first instance.
  - (b) Where a decision of the Director of Administration is appealed to the Council, it is the duty of each Member of Council to restrict their vote only to the legal correctness of the decision of the Director of Administration.
  - (c) Unless and until Council reverses a decision of the Director of Administration, the decision of the Director of Administration shall be final and conclusive.
- 2.4
- (a) The Director of Administration or Council may postpone a decision or ruling for a reasonable period of time, and may make an interim decision and order, to be effective until a final decision or ruling is made.
  - (b) If the Director of Administration decides to postpone a final decision or ruling, Council may:
    - (i) determine the maximum amount of time the Director of Administration may have before such a ruling must be made, or,
    - (ii) determine the question immediately.
  - (c) Council may not refuse the Director of Administration a reasonable period of time to determine a question unless the Council decides the situation requires immediate attention.
- 2.5
- (a) A final decision or ruling of the Director of Administration shall be appealed immediately or, if the Council is not then sitting, at the next meeting of Council.
  - (b) Despite subsection (1), if Council is satisfied that there is sufficient cause or reason for doing so, Council may, by a two-thirds vote of those present and voting, extend the period for considering an appeal from a decision or ruling of the Director of Administration.



## PART III – CONSTITUENTS

### 3.1 Constituent: (Revise for non-affiliates-Frosh)

- (a) A person shall automatically become a constituent of Founders College Student Council at the commencement of the academic year in which he or she is registered in or has completed both fall and winter terms at York University and is officially affiliated with Founders College.
- (b) A person shall no longer be affiliated based on their York residence.
- (c) A person shall no longer be considered a constituent of Founders College Student Council:
  - (i) four months after the end of the academic year;
  - (ii) four months after a constituent graduates; and
  - (iii) immediately upon the constituent changing their college affiliation.

### 3.2 A constituent may:

- (a) vote in the elections, general meetings, and referenda of Founders College Student Council;
- (b) sign petitions created by Founders College Student Council;
- (c) make nominations for positions within Founders College Student Council;
- (d) be elected or appointed as a member of Founders College Student Council; and
- (e) Attend all FCSC meetings and FCSC committee meetings unless they are declared in camera

### 3.3 Founders College Student Council shall be the official representative of its constituents.

## **PART IV – ANNUAL GENERAL MEETINGS OF CONSTITUENTS**

- 4.1 Meetings of the constituents should be held at least once a year in the month of October or more often if necessary in Founders College or at any place that Founders College Student Council may determine and on such day as the members shall appoint. Held at least once in both the fall and winter terms.
- 4.2 At every annual meeting, the members of Founders College Student Council shall report their activities as they relate to the business of Council. The financial statement and the report of the auditors shall be presented to the constituents and they shall appoint the auditors for the ensuing year.
- 4.3 Except where stated otherwise in the Constitution and By-laws of Founders College Student Council, the constituents may consider and transact any business at any meeting of the constituents provided it is on the agenda.
- 4.4 All motions made at meetings of the constituents shall not be valid unless ratified by Founders College Student Council by majority vote.
- 4.5 Founders College Student Council or the President shall have power to call, at any time, a general meeting of the constituents. Founders College Student Council shall call a special general meeting on written requisition of 50 constituents.
- 4.6 A quorum at any meeting of constituents shall be determined by Founders College Student Council prior to the meeting and in any event shall not be fewer than 30 constituents present in person or represented by proxy.
- 4.7 At the commencement of each such meeting the Director of Administration of the meeting will record the names of those persons in attendance in and the Chair will determine whether quorum is present. The Chair of each such meeting shall determine the method of recording votes thereat, provided that any constituent present may require all persons present to declare their votes individually.
- 4.8 Motions will be passed by a majority of the participating constituents by a verbal vote recorded by the Director of Administration.
- 4.9 Initial notice of a meeting of the constituents of Founders College Student Council shall be given no less than 15 days prior to the meeting, by placing such notice on all bulletin boards designated for this purpose by the Founders College Student Council. If notice cannot be given in this manner, notice shall be given in another reasonable and effective manner selected by Founders College Student Council. The notice shall call for the submission of motions or business to be considered at the meeting to the head office of Founders College Student Council within 5 days.

- 4.10 A second notice shall be given in the same manner as the first no less than 6 days prior to the meeting, including the day, time, and location of the meeting. This second notice shall be given by placing such notice on all bulletin boards designated for this purpose by Founders College Student Council. If this second notice cannot be given in this manner, the second notice shall be given in another reasonable and effective manner. The second notice shall list the motions and business to be considered at the meeting.
- 4.11 Any notice of a meeting of constituents must state that a constituent has the right to vote by proxy.
- 4.12 Each constituent present at a meeting shall have the right to exercise one vote. A constituent may, by means of a written proxy appoint a proxy-holder to attend and act at a specific meeting of constituents, which is then given to the Director of Administration prior to the start of the meeting in the manner and to the extent authorized by the proxy. A proxy-holder must be a constituent of Founders College Student Council. The proxy must include the signature, college affiliation, and student number of the voting constituent and the signature and, if applicable, the student number of the proxy-holder in order to be effective. The proxy shall be open to examination by the constituents of Founders College Student Council.
- 4.13 The Director of Administration shall have the discretion to not accept a vote by proxy if he or she has reasonable grounds to do so, such grounds shall be passed on to Founders College Student Council for a final decision.
- 4.14 At all meetings of constituents of Founders College Student Council, every question shall be determined by a majority of votes unless otherwise specifically provided by federal or provincial statute or by the Constitution and By-laws of Founders College Student Council.

## PART V – MEMBERSHIP

- 5.1 The majority of the members of Founders College Student Council shall manage the property and business of Founders College Student Council. A majority of the number of the members in office at any time shall constitute a quorum. Members must be constituents of Founders College Student Council throughout the duration of their term.
- 5.2 The constituents of Founders College Student Council shall democratically elect the members of FCSC as determined by its Constitution, By-laws and the rules and regulations developed by Council. The members of Founders College Student Council elected and appointed shall be:
- (a) the President;
  - (b) the Vice-President of Operations;
  - (c) the Vice-President of Athletic Affairs;
  - (d) the Vice-President of Social Affairs;
  - (e) the Director of Social Affairs;
  - (f) the Director of Athletic Affairs
  - (g) the Director of Academics/External Affairs; and
  - (h) two First-Year Students Representatives, one on each Social and the Athletics committees.
- 5.3 Notwithstanding paragraph [5.2] the Vice-President of Finance and Business Operations shall be a member in such a manner as set down in the By-laws.
- 5.4 The Founders College York Federation of Students Representative shall be given the same access to Founders College Student Council facilities as all other members of the organization.
- 5.5 The voting members of FCSC shall be the following members:
- a) The President;
  - b) the Vice-President of Finance and Business Operations
  - c) the Vice-President of Operations;
  - d) the Vice-President of Athletic Affairs;
  - e) the Vice-President of Social Affairs;
  - f) the Vice-President of Promotions;
  - g) the Vice-President of Academics/External Affairs
  - h) the Director of Social Affairs;
  - i) the Director of Athletics Affairs;
  - j) the Director of Promotions;
  - k) the Director of Finance
  - l) the Director of Academics/External Affairs;

- m) YUELI Representative; and
- n) two First-Year Students Representatives, one on each Social and the Athletics committees

- 5.6 The terms of members shall expire on 31st day of May in the year following that of their election. The terms of ex-officio members and members shall expire on the 31st day of May following their becoming a member. Vice-President of Finance and Business Operations membership shall expire on 31st day of May in the year following that of their hiring.
- 5.7 The term of office for a member who has been appointed by Founders College Student Council before October 15 shall expire with the acceptance of the Chief Returning Officer's report in the annual fall elections. Voting members who are appointed by Founders College Student Council after the annual fall election period shall continue to hold office until May 31<sup>st</sup>.
- 5.7 Notwithstanding paragraph [5.5 and 5.6], the President, or any of the Vice-Presidents shall continue in office if his or her successor is unable to assume the duties of the office concerned until such time as his or her successor is able to assume those duties.
- 5.8 The members may, by a motion passed by two-thirds of the members voting and present at a meeting of the Founders College Student Council, remove any member, before the expiration of his or her term of office. No such motion is valid unless proper notice was given to all members, including the member whose removal is sought, that such a motion would come before the Founders College Student Council at the meeting in question. Such a motion may be done by secret ballot (refer to Appendix B).
- 5.9 The members may by majority vote remove from office a member who is absent and/or more than 30 minutes late for three meetings of Founders College Student Council for which proper notice was not given. Proper notice should be given to The Director of Administration, or equivalent, 24 hours before the meeting, with the exception of extreme circumstances.
- 5.10 When a member's position is terminated pursuant to paragraph [5.9] or [5.10], the Founders College Student Council may appoint an eligible constituent to assume the position of the removed member for the remainder of that member's term of office.
- 5.11 A member who ceases to be a constituent for whatever reason shall cease to be a member Founders College Student Council.
- 5.12 A person shall no longer be considered a member:

- (a) if a member shall resign such office by delivering a written resignation to the Vice President of Operations of Founders College Student Council;
- (b) if the member is found by a court to be of unsound mind; or
- (c) if at a special general meeting of constituents, a motion is passed by two-thirds of the votes cast by the members present at the meeting that the member be removed from office; or
- (d) on death;

Provided that if any vacancy shall occur for any reason contained in this paragraph, the remaining members of Founders College Student Council, may, by appointment, fill the vacancy with a qualified person.

In the event that the President resigns, the Vice-President of Operations shall take the position. In the event that the Vice-President of Operations is not the most suitable candidate, council may appoint another member to the position; if council wishes a Vice-President of Council may be appointed to assist the newly appointed president.

- 5.13 A retiring member shall remain in office until the dissolution or adjournment of the meeting at which such retirement is accepted and a successor is elected or appointed.
- 5.14 The Founders College Student Council shall select a constituent, called the Director of Administration, who shall chair the meetings of the members of Founders College Student Council. The Director of Administration shall be a member of Founders College Student Council but shall not vote unless it is to break a tie.
- 5.15 Meetings of Founders College Student Council may be held at any time and place to be determined by the members provided that 24 hours' notice of such meeting shall be given in writing, by telephone, by facsimile, or by electronic mail to each member. Each member is authorized to exercise 1 vote.
- 5.16 Founders College Student Council may hold meetings by teleconference or by other electronic means that permit all persons participating in the meeting to hear each other. If deemed possible by the Director of Administration, a member may participate in a meeting by means of electronic communication and a member participating in such a meeting by such means is deemed to be present at the meeting.
- 5.17 At the commencement of each such meeting the secretary of the meeting will record the names of those persons in attendance in person or by

electronic communications facilities and the Director of Administration will determine whether quorum is present. The Director of Administration of such meeting shall determine the method of recording votes thereat, provided that any member present may require all persons present to declare their votes individually.

- 5.18 Motions will be passed by a majority of the participating members by a verbal vote recorded by the Director of Administration. The members shall take such reasonable precautions as may be necessary to ensure that such communications facilities are secure from unauthorized interception or monitoring.
- 5.19 Founders College Student Council may motion to conduct any business of a sensitive nature in camera. Members shall not disclose any details of any business discussed in camera; such a discussion shall be considered a violation of the trust bestowed upon members of Founders College Student Council.
- 5.20 The members of Founders College Student Council may determine that they be paid a reasonable honorarium. The amounts of honorariums are to be determined by June 1.
- 5.21 Founders College Student Council may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by Founders College Student Council at the time of such appointment.
- 5.22 Founders College Student Council shall fix a reasonable remuneration of all members, agents, committee members and employees by motion.
- 5.23 The procedure at meetings of Founders College Student Council of members shall be according to "Robert's Rules of Order" newly revised.
- 5.24 A constituent cannot occupy more than one position on Founders College Student Council.
- 5.25 If a position on council is left vacant, another member of council may take on some or all of the responsibilities of that position if approved by a 2/3 majority vote of council.

(i) This person will retain only one title and if applicable only one vote.

- 5.26 If a council member is impeached for any reason(s), they shall not be given the opportunity to run or apply for any hired or elected position for the immediate year.
- 5.27 A constituent may run for election and/or be on council if they are in the Faculty of Education consecutive and/or concurrent program provided they have a Founders college affiliated major.



## PART VI – DUTIES OF MEMBERS

### 6.1 The duties of the President shall be:

- (a) to act as Chief Executive Officer of Founders College Student Council;
- (b) to preside as chairperson at all meetings of constituents, save that the President may at his or her discretion invite another person to do so;
- (c) to serve as the official representative of the students of Founders College in all matters;
- (d) to report decisions of the Executive Committee to Founders College Student Council;
- (e) to meet with the Master of Founders College on a routine basis;
- (f) to post and keep a minimum of eight office hours per week;
- (g) to ensure that an annual report of the activities of Founders College Student Council is prepared and presented to the Founders College Student Council at the final meeting in each academic year;
- (h) to attend Constituency Committee meetings with priority to Founders College Student Council in case of a conflict;
- (i) to have the power to appoint any person to any committee of Founders College Student Council with the exception of the Executive Committee and the Election Committee;
- (j) to assist the Vice-President of Financial Affairs with the planning and implementation of the annual Council Budget Meeting no later than the last week of July;
- (k) to ensure that all Members and Associates of Council have appropriate access to the information of all financial documents as appropriate, while ensuring that the Vice-President of Financial Affairs is the only other person with free access to the safe;
- (l) to be responsible for the FCSC website and to co-ordinate all FCSC website content changes with the Director of Promotions in order to keep the website relevant and current;
- (m) to maintain an accurate system of keeping track of all keys distributed to all Members and Associates of Council, and remind such individuals of their duty to return any aforementioned keys and if keys aren't returned in a reasonable amount of time, council reserves the right to withhold the honorarium to an individual;
- (n) to lead and guide the Social Orientation Chair(s) in the planning and executing of Founders Frosh Week events;

- (o) to support the Vice-President of Operations in the annual FCSC transition;
- (p) to organize council training and visioning with the support of fellow council members;
- (q) to be aware of and communicate with all key Founders College and York University contacts at the beginning of their term of office (i.e. Masters Office, Residence Life, SC&LD, Student Clubs, etc.);
- (r) to be responsible for the usernames and passwords of all FCSC-affiliated electronic mail addresses and/or online portals and to pass them on to the appropriate incoming council members;
- (s) to transfer passwords and online admin positions to the incoming president;
- (t) to assist all Vice- Presidents of FCSC (executive committee) in the initial adjudication process for allegations of wrongdoing;
- (u) to assume the role of Director of Administration in their absence; and
- (v) to assist in the planning and execution of Orientation events.

6.2 The duties of the Vice-President of Operations shall be:

- (a) to assist the President as required in the performance of their duties;
- (b) to be the Chief Administrative Officer of Founders College Student Council;
- (c) to act as an all committee advisor and to present all-committee reports to the Executive;
- (e) to post and keep a minimum of five office hours each week;
- (f) to monitor whether the members of Founders College Student Council are performing their duties as required, and to report the same to Founders College Student Council;
- (g) to be responsible for the scheduling of office hours, including the organization of an up to date schedule which is to be displayed prominently outside the Council office space;
- (h) to oversee the attendance and proper conduct of Members during office hours, and report to Council any problems arising thereof;
- (i) to be responsible for ensuring the FCSC Constitution remains relevant and updated throughout the course of their term of office and if needed, update the constitution after taking office in the spring and a mid-year update in January;
- (j) to be responsible for all student spaces run by Founders College Student Council, with a priority to creating new spaces and ensuring

- the viability of current spaces;
- (k) To handle all necessary room bookings and/or services in regard to council matters;
- (l) to be responsible for the administration and processes regarding the Founders College Student Council Awards in By-Law X – Awards;
- (m) to assist in the planning and execution of Orientation events;
- (n) to attend a minimum of 75% of all FCSC hosted event, and compile a short report on the successes and faults of each event; and
- (o) to coordinate the annual transition of the Founders College Student Council.

6.3 The duties of the Vice-President of Athletic Affairs shall be:

- (a) to ensure that Founders College Student Council is providing programming, facilities, etc. that meet and are in touch with the needs of the constituents;
- (b) to organize FCSC intramural sports teams with the assistance of the Athletic Representative and the first-year rep. - i.e. Attend rules meetings, register teams, ensure adequate attendance of each intramural event, appoint interested Founders College students to be captains of intramural teams;
- (c) to organize, direct and ensure the proper and efficient execution of a minimum of one athletic event per semester held by FCSC with the assistance of the Athletic Representative and Athletic Committee with a priority to directly benefit Founders College Student Council constituents;
- (d) to collect reports from the Athletic Representatives regularly, concerning all matters related to York University Intramural Sport;
- (e) to meet and coordinate as required with all athletic organizations affiliated with Founders College;
- (f) to meet and coordinate as required with athletic organizations within York University including SIRC;
- (g) to be responsible for the maintenance and upkeep of "the Lounge", room 004 in the basement of Founders College;
- (h) to post and keep a minimum of five office hours per week;
- (i) to assist in orientation planning and execution of events;
- (j) Attend FCSC athletic events and must remain engaged for the entirety of the committee's event, with reasonable exception;
- (k) to ensure that Founders College Student Council is kept aware of the needs of constituents at all times; and

- (l) Provide the Vice-President of Operations with a monthly report summarizing all athletic events, programmes and their outcome.

6.4 The duties of the Vice-President of Social Affairs shall be:

- (a) to ensure that Founders College Student Council is providing programming, facilities, etc. that meet and are in touch with the needs of the constituents;
- (b) to chair the FCSC Social Committee that meets on a monthly basis;
- (c) to attend SAYU meetings and report back the details of these meetings to FCSC
- (d) to organize, direct and ensure the proper and efficient execution of a minimum of one social event per month held by FCSC with the assistance of the Social Committee with a priority to directly benefit Founders College Student Council constituents;
- (e) Attend FCSC social events and must remain engaged for the entirety of the committees' event, with reasonable exception;
- (f) to meet and coordinate as required with all social and cultural organizations affiliated with Founders College;
- (g) to meet and coordinate as required with all social and cultural organizations within York University;
- (h) to be responsible for the maintenance and upkeep of "the Lounge", room 004 in the basement of Founders College;
- (i) to post and keep a minimum of five office hours per week;
- (j) to assist in orientation planning and execution of events, meeting with the FCSC Orientation Chair(s) to discuss and finalize the Frosh Week Schedule such that all events are inclusive and promote a safe and positive space;
- (k) to assist the FCSC President in the adjudication of allegations of wrongdoing within Founders College
- (l) to ensure that Founders College Student Council is kept aware of the needs of constituents at all times; and
- (m) Provide the Vice-President of Operations with a monthly report summarizing all social events, programmes and their outcome.

6.5 The duties of the Director of Athletic Affairs shall be:

- (a) to ensure that Founders College Student Council is providing programming, facilities, etc. that meet and are in touch with the needs of the constituents;
- (b) To assist with the organization and delivery of FCSC intramural sports teams – i.e. Attend rules meetings, register teams, ensure adequate attendance of each intramural event, appoint interested Founders College students to be captains of intramural teams;
- (c) to assist with the organization and ensure the proper execution of events held by Founders College Student Council which are deemed by Founders College Student Council to be athletics events employing the appropriate committees;
- (d) to report the V.P. of Athletics regularly, concerning all matters related to York University Intramural Sports;
- (e) to meet and coordinate as required with all athletic organizations affiliated with Founders College;
- (f) to meet and coordinate as required with athletic organizations within York University;
- (g) to post and keep a minimum of three office hours per week;
- (h) to assist in orientation planning and execution of events;
- (i) Attend FCSC athletic events and must remain engaged for the entirety of the committees' event, with reasonable exception; and
- (j) to ensure that Founders College Student Council is kept aware of the needs of constituents at all times.

6.6 The duties of the Director of Social Affairs shall be:

- (a) to organize and ensure the proper and efficient execution of social events held by Founders College Student Council which do not fall within the specified duties of any other member of Founders College Student Council, employing the appropriate committees;
- (b) to assist in the planning and execution of Orientation events;
- (c) to assist with the organization and ensure the proper execution of events held by Founders College Student Council which are deemed by Founders College Student Council to be social or cultural events employing the appropriate committees;
- (d) to post and keep a minimum of three office hours per week;
- (e) to meet with each social and cultural club housed or funded by Founders College a minimum of once each academic term, and to report the activities of such clubs to Founders College Student Council; and

- (f) Attend FCSC social events and must remain engaged for the entirety of the committee's event, with reasonable exception;
- (g) to be responsible for the promotion of FCSC social events;
- (h) Attend all FCSC meetings;
- (i) To attend SAYU meetings and report back the details of these meetings to FCSC
- (j) to assist the Vice President of Social Affairs and work with members of the social committee in the completion of their duties; and
- (k) to act as Social chair in the event that the Vice President of Social Affairs cannot carry out their duties.

6.7 The Duties of the Director of Academics/External Affairs Shall Be:

- a) to assist the VP Academic/External with organizing and ensuring the proper and efficient execution of academic events held by Founders College Student Council;
- b) To be a peer mentor with Founders College;
- c) To coordinate with the Office of the Head in its peer mentorship programme with the intention of providing academic assistance to Founders College Students;
- d) to assist in the planning and execution of Orientation events;
- e) to represent Founders College Student Council before the Founders College Alumni Network alongside the VP Academics/External Affairs;
- f) to assist the VP Academic/External with organizing and ensuring the proper execution of one academic event per semester held by Founders College Student Council which are deemed by Founders College Student Council to be academic events employing the appropriate committees;
- g) to assist the VP of Academics/External in enhancing relations with other College Councils, the YFS, all student governments; York University institutions, entities and/or organizations - in cooperation with the President
- h) to post and keep a minimum of three office hours per week;
- i) to meet with each academic club housed or funded by Founders College a minimum of once each academic term, and to report the activities of such clubs to Founders College Student Council;
- j) Attend FCSC academic events and must remain engaged for the entirety of the committee's event, with reasonable exception;
- k) to be responsible for the promotion of FCSC academic events;

- l) to assist the Vice President of Academics/External Affairs in the completion of their duties;
- m) Attend all FCSC meetings;
- n) To report to the Vice-President of Operations regularly concerning all matters relating to academics and students of Founders College; and
- o) To ensure that FCSC is kept aware of the academic needs of constituents at all times

6.8 The duties of the two First-Year Students Representatives shall be:

- (a) To organize and ensure the proper and efficient execution of two events, one in each of the fall and winter academic terms, focused on the participation of first year students;
- (b) to attend their respective Committee events;
- (c) to post and keep a minimum of three office hours per week; and
- (d) Attend all FCSC meetings;

6.9 It will be the duty of all members of council to:

- (a) submit an annual report describing the activities and duties that they participated in during their term of office, with the exception of the Finance committee and the Director of Administration. These reports will be provided to the VP of Operations who will provide a FCSC Annual Report to the Master's Office and incoming council;
- (b) maintain a high standard of professionalism and civility toward all other Council members while working towards the objectives of FCSC outlined in the Constitution; and
- (c) have a general understanding of the Founders College Student Council Constitution as a whole, with specific knowledge and understanding of any section that corresponds to their given position on council.
- (d) Members of FCSC must play at least 2 league sports and 1 tournament/drop in per semester and must be eligible to participate in playoffs. Exceptions can be made within reasons decided by the President and Vice-President Athletics.

## PART VII – MEMBER’S CONFLICT OF INTEREST

- 7.1 (a) Any member of Founders College Student Council who:
- (i) is a party to a material contract or proposed material contract with Founders College Student Council, or
  - (ii) is a member or officer of or has a material interest in any body corporate or business firm who is a party to a material contract or proposed material contract with Founders College Student Council,
  - (iii) shall disclose in writing or have entered in the minutes, the nature and extent of such member's interest in such material contract or proposed material contract with Founders College Student Council.
- (b) The disclosure required by (a) above, shall be made:
- (i) at the meeting at which a proposed contract is first considered;
  - (ii) if the member was not then interested in a proposed conflict, at the first meeting after such member becomes so interested; or
  - (iii) if the member becomes interested after a contract is made, at the first meeting held after the member becomes so interested.
- (c) If a contract or a proposed contract is one that, in the ordinary course of carrying on Founders College Student Council's non-pecuniary purpose or purposes, would not require approval by the members, a member shall disclose in writing the nature and extent of the member's interest at the first meeting held after the member becomes aware of the contract or proposed contract.
- (d) A member referred to in sub-paragraph (a) above is liable to account for any profit made on the contract by the member or by a corporate entity or business firm in which the member has a material interest, unless
- (i) the member disclosed the member's interest in accordance; with sub-paragraphs (b) or (c) above or (e) or (f) below;
  - (ii) after such disclosure the contract was approved by the members; and
  - (iii) the contract was reasonable and fair to Founders College Student Council at the time it was approved.
  - (iv) Provided that a member who has made a declaration of the



member's interest in a contract or a proposed contract and has not voted in respect of such contract contrary to the prohibition contained in sub-paragraph (e) below, if such prohibition applies, is not accountable to Founders College Student Council or any of its members or creditors by reason only of such member holding that office or of the fiduciary relationship thereby established, for any profit realized by such contract.

- (e) A member referred to in sub-paragraph (a) above shall not vote on any motion to approve the contract, unless the contract is an arrangement by way of security for money lent to or obligations undertaken by the member for the benefit of Founders College Student Council.
- (f) For the purposes of this paragraph, a general notice to the members by a member declaring that the person is a member or officer of or has a material interest in a body corporate or business firm and is to be regarded as interested in any contract made therewith, is a sufficient declaration of interest in relation to any contract so made.
- (g) A contract is not void by reason only of the failure of a member to comply with the provisions of this paragraph.

## **PART VIII - PROTECTION OF MEMBERS**

- 8.1 Any member of Founders College Student Council shall not be liable for any act, receipt, neglect or default of any other member or employee or for any loss, damage or expense happening to Founders College Student Council through any deficiency of title to any property acquired by Founders College Student Council or for any deficiency of any security upon which any moneys of Founders College Student Council shall be invested or for any loss or damage arising from bankruptcy, insolvency or tortious act of any person including any person with whom any moneys, securities or effects shall be deposited or for any loss, conversion, or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to Founders College Student Council or for any other loss, damage or misfortune which may happen in the execution of the duties of such members respective office unless such occurrence is as a result of such member's own willful neglect or default.

## **PART IX – INDEMNITIES TO MEMBERS AND OTHERS**

9.1 Every member of Founders College Student Council or other person who has undertaken or is about to undertake any liability on behalf of Founders College Student Council or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the finds of Founders College Student Council, from and against;

- (a) all costs, charges and expenses which such member or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him or her, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of the duties of his or her office or in respect of any such liability; and
- (b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

## **PART X – HONOURARY MEMBERSHIP**

### 10.1 Honorary membership:

- (a) Honorary memberships are awarded to persons in recognition of outstanding service to Founders College Student Council, Founders College, or York University. A person is eligible to be an honorary member when a motion nominating the person for honorary membership has been passed by at least two-thirds of the voting members of Founders College Student Council present at a meeting of the members held for this purpose.
- (b) Any person who has held office of President of Founders College Student Council through democratic means is eligible to become an honorary member of Founders College Student Council.
- (c) An honorary membership is valid for the existence of the Founders College Student Council.
- (d) An honorary member may participate in social activities of Founders College Student Council.

### 10.2 An honorary member may:

- (a) vote in the general meetings of constituents, and referenda of Founders College Student Council;
- (b) sign petitions created by Founders College Student Council;
- (c) attend meetings of Founders College Student Council of members; and
- (d) not vote at meetings of members.

## PART XI - POWERS

- 11.1 Founders College Student Council shall be empowered to:
- (a) create legislation in the context of this Constitution;
  - (b) receive and administer all funds accruing to Founders College Student Council;
  - (c) engage in any undertaking necessary to achieve the objectives of Council; and
  - (d) to do all such things as are incidental or conducive to the attainment of the objectives of Council.
- 11.2 Founders College Student Council may administer its own affairs in all things and make or cause to be made for Founders College Student Council, in its name, any kind of contract which Founders College Student Council may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as Founders College Student Council is by its purpose or otherwise authorized to exercise and do.
- 11.3 The members shall have power to authorize expenditures on behalf of Founders College Student Council from time to time and may delegate by motion to a member of Founders College Student Council the right to employ and pay salaries to employees on behalf of Founders College Student Council.
- 11.4 The voting members shall take such steps as they may deem requisite to enable Founders College Student Council to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments, and donations of any kind whatsoever for the purpose of furthering the objectives of Founders College Student Council.
- 11.5 Founders College Student Council Executives shall be empowered to represent the interests of Founders College Student Council as a whole and its affiliated constituents and to take any actions deemed appropriate within the confines of the Constitution to ensure the viability of Founders College Student Council and administrate on behalf of the Council.
- 11.6 (a) The Founders College Student Council may appoint committees in the manner provided for in the by-laws of Founders College Student Council.
- (b) The Standing or Special Committees established by Founders College Student Council shall have the right to establish regulations in

addition to, but not in contradiction to, regulations set down by Founders College Student Council.

- 11.7 The employees of Founders College Student Council shall at the pleasure of the Executives be empowered to oversee the daily operations of the enterprises of Founders College Student Council that they were hired to administer.
- 11.8 Founders College Student Council shall administer its own electoral process with due regard for democracy and rule of law.

## PART XII - FINANCES

- 12.1 The Board of Governors of York University is authorized and requested to collect from every undergraduate student of Founders College each year, at their registration, a sum, the amount of which shall be determined by the Board of Governors.
- 12.2 The Founders College Student Council "will administer its own funds, keep adequate records and will provide the University with an audited financial statement at each year end." (From the letter by H.B. Parks, Vice President Finance M. Jackson President Founders College Student Council, dated October 1965.)
- 12.3 All expenditures must conform to the budgetary appropriations as authorized by the Founders College Student Council. No expenditures are to be made until such authorization has been received. No motion regarding monies shall be introduced unless charged against a budget.
- 12.4 (a) The Chair of the Finance Committee must present the annual budget to the Founders College Student Council no later than the first of October of each year.
- (b) Itemized budgets must be received from all Members and the Chairs of all the Committees by the fifteenth of September of each year. First Year Representatives will submit an itemized budget within two weeks after the acceptance of the fall Chief Returning Officers report. These budgets are to be submitted to the Chair of the Finance Committee.
- (c) The Committee's budgets will be reviewed at the Council meeting following the annual elections in March, prior to the fiscal year end.
- (d) Mandatory member reports will be personally submitted and presented to Council on a monthly basis.
- (f) The Finance Committee shall be convened in March to create a budget for the period from May 1 to September 30.
- 12.5 (a) In the event that a budget is not prepared for the current fiscal year, Founders College Student Council is presumed to have adopted the budget from the previous fiscal year.
- (b) Founders College Student Council may not increase the amount in spending to any budget without a new budget being prepared.
- 12.6 (a) All expenditures over two hundred dollars must be approved by the Founders College Student Council before any monies are transferred.

- (b) Monies for items costing less than two hundred dollars, not included in the original budget appropriations must be approved by three-quarters of the Executive members.
- 12.7 (a) Contracts, documents or any instruments in writing requiring the signature of Founders College Student Council, shall be signed by the members as specified in the by-laws of Founders College Student Council, or in the absence or such by-laws, by the following members of FCSC:
  - (i) the President;
  - (ii) the Vice President of Finance and Business Operations;
  - (iii) the Assistant Director of Finance Operations; and
  - (iv) any FCSC executive member designated by the executive committee in the absence of two of the three signing officers stated above.
- (b) All cheques, purchase orders, service orders, etc. require the signature of the President and one of the other two members with signing authority unless they are pre-approved by Council and are charged to a budget.
- 12.8 All contracts, documents and instruments in writing so signed shall be binding upon Founders College Student Council without any further authorization or formality. The members also shall have power from time to time by motion to appoint persons on behalf of Founders College Student Council to sign specific contracts, documents and instruments in writing. The members may give Founders College Student Council's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of Founders College Student Council.
- 12.9 The fiscal year-end of Founders College Student Council shall be the last day of April in each year.
- 12.10 The constituents have the authority to appoint an auditor to audit the accounts of Founders College Student Council for report to the constituents at the next annual meeting. The auditor shall hold office until the next annual meeting, provided that Founders College Student Council may fill any casual vacancy in the office of auditor. The Founders College Student Council shall fix the remuneration of the auditor.



### **PART XIII - MINUTES OF FOUNDERS COLLEGE STUDENT COUNCIL**

- 13.1 The minutes of Founders College Student Council meetings shall be available to the members of Founders College Student Council, each of whom shall receive a copy of such minutes. Constituents shall receive a copy from the Director of Administration within a reasonable time after a written request. Copies of the minutes will be available in the office bi-monthly.

## PART XIV - EXECUTIVE COMMITTEE

- 14.1 There shall be an Executive Committee. The members of the Executive Committee shall be:
- I. the President;
  - II. the Vice-President of Finance and Business Operations;
  - III. the Vice-President of Operations;
  - IV. the Vice-President of Athletic Affairs;
  - V. the Vice-President of Social Affairs;
  - VI. the Vice-President of Promotions; and
  - VII. the Vice-President of Academics/External Affairs
- 14.2 The President shall be the chairperson of the Executive Committee. The President shall have one vote.
- 14.3 The members of the Executive Committee shall be paid such a salary as authorized by Founders College Student Council of members in addition to any other remuneration specified in the by-laws. This salary will not exceed seven thousand dollars per fiscal year.
- 14.4 The Executive Committee shall, in addition to any other powers assigned to it, have the power:
- (a) to exercise all the powers of the Founders College Student Council that the Founders College Student Council may exercise by majority decision, save that the Executive Committee may not alter or act in contradiction to any decision of Founders College Student Council which is effective at the time the Executive Committee seeks to exercise its powers; and
  - (b) to require from any committee of Founders College Student Council such reports as it desires to place before Founders College Student Council.
- 14.5 The duties of the Executive Committee shall be:
- (a) To review, propose, implement, and provide recommendations for improvements relating to the by-laws, policies, and procedures of Founders College Student Council;
  - (b) to review the hiring and termination of employees;
  - (c) To ratify the decisions of the Chief Returning Officer of Founders College Student Council prior to their presentation to Founders College Student Council;
  - (d) the Executive Committee shall see that all necessary books and records of Founders College Student Council required by the Constitution or by-laws of Founders College Student Council or by

- any applicable statute or laws are regularly and properly kept;
  - (e) to formulate and present to council for consideration policies on matters external to the Founders College Student Council; and
  - (f) in the event of a situation deemed to be a "campus-wide crisis" by the Executive committee, to meet within a reasonable time to formulate and present to Founders College Student Council for consideration a plan or plans of action for Founders College Student Council in response to the event.
- 14.6 Any member of the Executive Committee may call a meeting of the Executive Committee with forty-eight [48] hours' notice.
- 14.7 Any two members of the Executive Committee may call an emergency meeting of the Executive Committee with twenty-four [24] hours' notice.
- 14.8 A quorum of the Executive Committee shall exist when the majority of members of the Executive Committee are present.
- 14.9 Unless otherwise provided for by statute or the by-laws, decisions of the Executive Committee shall be decided by majority vote.

## **PART XV - SUPREMECY**

- 15.1 The Constitution, By-laws, and Appendices of Founders College Student Council are the principle rules and regulations governing the activities of the members; any motion made by Founders College Student Council must be in accordance with these rules and regulations or shall be considered of no force and effect.
  
- 15.2 Notwithstanding [15.1] Founders College Student Council shall be empowered in cases of the utmost importance to temporarily suspend any part of its Constitution, By-laws or Appendices and to enact new regulations with a two-thirds majority vote of all members. [Adapted from the Canadian Charter of Rights and Freedoms (1982) Section 33]
  
- 15.3 Cases of the “utmost importance” referred to in [15.2] shall be when Council determines that following its Constitution, By-laws, or Appendices may cause great harm to the integrity, purpose, or other such noble causes embodied in the existence of Founders College Student Council.

## **PART XVI - AMENDATORY PROCEDURE**

- 16.1 Providing quorum exists, a two-thirds majority of all voting members of the Founders College Student Council present at the meeting, shall be required to adopt, rescind, or amend the Constitution of Founders College Student Council or one of its by-laws.
- 16.2 A notice of motion shall be given to the Founders College Student Council at least one regular meeting prior to voting on:
- (a) Proposed amendments to this Constitution.
  - (b) Proposed amendments to a Founders College Student Council by-law.
- 16.3 Amendments to this Constitution must clearly be stated to be such. Only constitutional precedents shall be considered binding on successive councils. Motions thus not prefixed and without a meeting's notice, will not be considered viable amendments.
- 16.4 Appendices may be changed by a two-thirds majority vote.
- 16.5
- (a) A dated master copy of the Constitution must be kept in the Executive office, at all times.
  - (b) The Constitution and any attachments to it approved by Council shall bear the signatures of the President and the Director of Administration attesting to its validity.
  - (c) A new master copy of the Constitution shall be created after an amendment is made within thirty days or the amendment shall be considered expired.
  - (d) An expired amendment may be re-enacted by Council with a 50 percent majority vote at the next meeting.
  - (e) An amendment that has been expired for a period exceeding six months shall be considered null and void.

# **FOUNDERS COLLEGE STUDENT COUNCIL BY-LAWS**

## **BY-LAW I – NON-VOTING MEMBERS OF COUNCIL**

### **Part I – Description of Non-Voting Members**

- 1.1 The Non-Voting members of FCSC shall consist of:
  - (a) the York Federation Students Founders College Director;
  - (b) the Founders College Alumni Chapter Representative;
  - (c) the Director of Administration; (unless PART V – Membership Article 5.14 condition is satisfied)
  - (d) Orientation Chair person(s);
  - (e) Chief Returning Officer
  - (f) Peer Health Educator
- 1.2 The Founders College Residence Life Liaison shall be an ex officio member and a Founders College Residence Life Don selected by the Residence Life team in Founders College Residence.
- 1.3 The York Federation of Students Founders College Director shall be democratically elected or acclaimed in the York Federation of Students annual election and therefore be an ex officio member of FCSC.
- 1.4 The Founders College Alumni Chapter Representative shall be designated or determined by the Founders College Alumni Chapter.

## **Part II – Description and Duties of Non-Voting Members**

2.1 The duties of the York Federation of Students Founders College Director shall be:

- (a) to attend Founders College Student Council meetings;
- (b) to consult FCSC and Founders College constituents on matters pertaining to the York Federation of Students;
- (c) to act as a liaison between Founders College constituents and the York Federation of Students;
- (d) to act in the best interest of the Founders College constituency, in which they represent; and
- (e) to maintain a set number of office hours as prescribed by Council, which shall not be less than 3 hours per week.

2.2 The duties of the Founders College Alumni Chapter Representative shall be:

- (a) to attend Founders College Student Council Meetings;
- (b) to attend Founders College Alumni Chapter Meetings;
- (c) to share with FCSC any Founders College Alumni Chapter news and vice versa;
- (d) to help coordinate FCSC and Alumni Chapter initiatives;
- (e) to act in the best interests of Founders College;

2.3 The duties of the Founders Health Education Representative shall be:

- (a) To promote the health and well-being of Founders College constituents through the Health Education and Promotions at York
- (b) To attend council meetings
- (c) To be responsible for delivering Health Promotion activities; presentations during frosh week, etc.
- (d) To provide resources from Health Education and Promotion at the council office to be accessible for Founders College constituents
- (e) To be hired in collaboration with the President and Health Education and Promotion
- (f) To maintain at least two (2) office hours per week, as prescribed by council
- (g) To carry out the duties assigned to all Members, as prescribed in this By-Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See PART IV – Membership article 6.14]
- (h) To provide resources from Health Education and Promotion to Founders College constituents during off-campus trips and events.



## **BY-LAW II – COMMITTEES**

BE IT ENACTED as a by-law of Founders College Student Council, as follows:

### **PART I – GENERAL**

- 1.1 Founders College Student Council may have standing committees, special committees, and other such committees as provided for in the Constitution and by-laws.
- 1.2 A committee may establish regulations and procedures for the purposes of the committee that do not contradict any motion or regulation made by Founders College Student Council.
- 1.3 Chairpersons of committees are voting members of their committees
- 1.4 Unless otherwise provided for by the Constitution or by-laws of Founders College Student Council, a quorum of a committee shall exist when two-thirds of its members are present.
- 1.5 Unless otherwise provided for by the Constitution or by-laws of Founders College Student Council, the terms of committee members expire on the last day of April following their appointment.
- 1.6 All committees are subordinate and responsible to Founders College Student Council.

## PART II - STANDING COMMITTEES

2.1 The following are the standing committees of Founders College Student Council:

- (a) Finance Committee;
- (b) Social Committee;
- (c) Election Committee;
- (d) Safety and Security Committee;
- (e) Orientation Committee;
- (f) Orientation Review Committee;
- (g) Promotions Committee;
- (h) Athletics Committee;

2.2 Standing committees report through their chairpersons to Founders College Student Council.

2.3 Committee Specifics:

(a) Finance Committee:

(i) The members of the Finance Committee shall be:

- the President;
- the Vice-President of Finance and Business Operations;
- the Assistant Director of Finance;
- the Vice-President of Operations;
- the Vice-President of Social Affairs; and
- one general member of Founders College Student Council

(ii) The Vice-President of Finance and Business Operations shall be the chairperson of the Finance Committee.

(iii) The Finance Committee shall:

- meet a minimum of twice each academic year;
- prepare and present to Founders College Student Council through its chairperson the annual operating budget of Founders College Student Council, no later than the 1<sup>st</sup> day of October.
- conduct a midterm review of the operating budget of Founders College Student Council each January;
- make recommendations to Founders College Student Council concerning the investment of any surpluses, and concerning any other financial matter referred to the committee;
- prepare a report summarizing the financial position of

Founders College Student Council as of the first of April, for the benefit of the newly elected members of Council; and

- assist the Vice-President of Finance with the duties assigned to him or her.

(b) Social Committee:

(i) The members of the Social Committee shall be:

- the Vice-President of Social Affairs;
- the Social Representative;
- any other member of the Founders College community.

(ii) The Vice-President of Social Affairs shall chair the Social Committee.

(iii) The Social Committee shall:

- have as its goal the promotion of community spirit within the Founders College community;
- organize and present ideas for Founders College Student Council events to further this goal;
- prepare and present through its chairperson to the chairperson of the Finance Committee a tentative annual budget for the Social Committee, no later than first day of September;
- stimulate the cultural awareness of the Founders College community by providing the community with activities of a cultural nature; and

(iv) The Social Committee shall elect its members to seven positions:

- (2) Residence Representatives
- (1) Commuter Representative
- (2) Director of Spirit
- (1) Director of Programs
- (1) Secretary

(v) Members of the Social Committee shall attend as much as is practicable social events organized by the Social Committee in order to assist in the execution of such events.

(c) Election Committee:

(i) Founders College Student Council shall, at any time prior to the opening of the nomination period of an election, appoint members to the Elections Committee. Council may continue

- to appoint additional members to the committee up to the opening of the nomination period.
- (ii) The Elections Committee shall be composed of at least five persons.
  - (iii) If at any time the membership of the Committee falls below five, and Council may not appoint additional members by reason of subsection (i), the members on the committee at that time shall appoint enough persons until the membership equals five.
  - (iv) Where Council fails to appoint members to the Elections Committee, an Elections Committee shall be deemed to have been struck, composed of every voting member of Council who is not disqualified by this bylaw, and who does not decline membership.
  - (v) The Director of Administration shall be a voting member, and chairperson, of the Committee, unless disqualified by this by-law. If the Director of Administration is disqualified, the Committee shall choose the chairperson.
  - (vi) Every person is disqualified from membership on the Committee who:
    - a) is a candidate in the applicable election;
    - b) is supporting or aiding a candidate in the applicable election; or
    - c) holds any official position in relation to the applicable election.
  - (vii) The presence of at least a majority of the voting membership shall be necessary to constitute a meeting of the Committee.
  - (viii) During an election, if the Committee deems it necessary, appropriate, fair and just, the Committee may overrule any decision of the C.R.O. (as seen in By-Law IV, Part 1), and may give to the C.R.O. any instructions, provided that such instructions do not conflict with the Constitution or any Council by-laws.
  - (ix) The Committee shall be a final court of appeal for all issues concerning the applicable election.
  - (x) Where it is found by the Committee that any corrupt or illegal practice has been committed by a candidate at an election, or by that candidate's agent(s), whether with or without the

- actual knowledge and consent of the candidate, the election of the candidate, if that candidate has been elected, is void.
- (xi) Where the election of a candidate is declared void, the candidate who has obtained the next largest number of votes shall be declared elected in lieu thereof.
  - (xii) Despite subsection (x), where it is found by the Committee that any act or omission of a candidate at an election, or of that candidate's agents, constitutes an illegal practice, but
    - a) that the act or omission arose from inadvertence or from accidental miscalculation, or from any other reasonable cause of a like nature, and in any case did not arise from any want of good faith,
    - b) that the offense was of a trivial, unimportant and limited character,
    - c) that in all other respects the election was free from any corrupt or illegal practice on the part of the candidate and of the candidate's agent(s), and,
    - d) it seems to the Committee to be fair and just under the circumstances that punitive measures need not be imposed, the election of the candidate is not void by reason of the offense.
  - (xiii) The Committee has the power and authority to declare an election invalid by reason of any irregularity (either an act or omission), but no election shall be declared invalid if it appears to the Committee that the irregularity did not affect the outcome of the election.
  - (xiv) The Committee may investigate and consider any issue concerning the election if requested to do so by a candidate or student affiliated with Founders College.
  - (xv) A request or petition for investigation must be in writing and must be presented to the Chairperson of the Committee within five days after the election.
  - (xvi) Despite subsection (xv), if Council is satisfied that there is sufficient cause or reason for doing so, Council may, by a two-thirds vote, extend the period for presenting a request or petition.
  - (xvii) All investigations and decisions of the Committee shall be concluded within ten days after the election.

(xviii) Despite subsection (xvii), if Council is satisfied that there is sufficient cause or reason for doing so, Council may, by a two-thirds vote, grant to the Committee additional time for the purpose of an investigation and decision.

(d) Safety and Security Committee:

(i) The members of the Safety and Security Committee shall be:

- the Vice-President of Operations;
- the Vice-President of Social Affairs
- the President; and
- any other member of Founders College Student Council jointly appointed by the Vice-President of Operations and the President, to a maximum of 4 such members.

(ii) The chairperson of the Safety and Security Committee shall be the Vice-President of Operations and the President

(iii) The Safety and Security Committee shall:

- coordinate with York University Security, the Office of the Master of Founders College, and other relevant organizations or persons on matters affecting the safety and security of the Constituents of Founders College Student Council;
- collect information affecting the safety and security of the Constituents of Founders College Student Council;
- meet a minimum of twice each academic year
- ensure the safety of all Founders constituents during events run by the Founders College Student Council, which include but are not limited to Founders College Social Orientation; and
- be responsible for informing all incoming first-year students attending Social Orientation on the first day of Frosh Week, about the rules and expectations for safety within Founders College to help maintain a safe and positive atmosphere at all council events, with special regards to the commuter room and other overnight events.

(f) Orientation Committee:

(i) The members of the Orientation Committee shall be:

- the Orientation Chairperson;
- the Vice-President of Social Affairs;

- a member of the Executive Committee appointed by Founders College Student Council on the recommendation of the executive committee;
  - three other members of Founders College Student Council; and
  - any other member of Founders College Student Council appointed by the President upon consultation with the Vice-President of Social Affairs, to a maximum of 4 such members.
- (ii) The chairperson of the Orientation Committee shall be the Orientation Chair.
- (iii) The Orientation Committee shall:
- plan and execute Orientation events, and prepare and present an itinerary and description of such events to council by no later than the last day of June; and
  - prepare and present a report on Orientation to the Orientation Review Committee no later than 21 days after Orientation has concluded.
- (g) Orientation Review Committee:
- (i) The members of the Orientation Review Committee shall be:
- the Vice-President of Social Affairs;
  - the Vice-President of Operations;
  - the two First-Year Students Representatives; and
  - any other member of Founders College Student Council appointed by the President on the recommendation of the Vice-President of Operations, to a maximum of 4 such members.
- (ii) The chairperson of the Orientation Review Committee shall be the Vice-President of Social Affairs.
- (iii) The Orientation Review Committee shall:
- review the report of the Orientation Committee; and
  - make recommendations to council on future Orientation events.
- (h) Promotions Committee:
- (i) The members of the Promotions Committee shall be:
- the Director of Promotions;
  - the Vice-President of Operations;
  - the Vice-President of Social Affairs;
  - the two First-Year Students Representatives; and

- promotion assistant;
- (ii) The chairperson of the Promotions Committee shall be the Director of Promotions.
- (iii) The Promotions Committee shall:
  - facilitate the promotion of Founders College Student Council and its events;
  - market the merchandise of Founders College Student Council; and
  - assist the Director of Promotions with his or her duties.
- (i) Athletics Committee:
  - (i) The members of the Athletics Committee shall be:
    - the Vice-President of Athletics;
    - the Athletics Representative;
    - the First-Year Athletics Representative;
    - any other member of Founders College Student Council appointed by the Vice-President of Athletics, to a maximum of 4 such members.
  - (ii) The chairperson of the Athletic Committee shall be the Vice-President of Athletics.
  - (iii) The Athletics Committee shall:
    - organize events of an athletic nature;
    - promote a healthy lifestyle for members of Founders College;
    - to organize and ensure the proper and efficient operation of a Founders College intramural sports program;
    - to organize and ensure the proper and efficient operation of any sports and exercise facilities provided by Founders College Student Council;
    - to prepare and present through its chairperson to the chairperson of the Finance Committee an annual budget, no later than the first day of September
    - to prepare and present through its chairperson to the Executive committee a policy statement for the operation of sports and athletics facilities provided by Founders College Student Council, and to revise such statement as requested by the Executive committee; and



- to prepare minutes of its meetings for presentation to the Vice-President of Operations.

### **PART III - SPECIAL COMMITTEES**

- 3.1 Founders College Student Council may establish and dissolve special committees by formal motion. A special committee must be established for a stated purpose.
- 3.2 A special committee shall have such powers and adopt such procedures as Founders College Student Council may determine.
- 3.3 Founders College Student Council shall determine the membership of a special committee. Founders College Student Council shall appoint the chairperson of a special committee.

## **BY-LAW III - EMPLOYEES**

BE IT ENACTED as a by-law of Founders College Student Council, as follows:

### **PART 1 – Descriptions of Employees**

1.1 Founders College Student Council shall hire persons to fill the following positions:

- a) the Vice-President of Finance and Business Operations
- b) the Vice-President of Academics/External Affairs;
- c) the Vice-President of Promotions;
- d) the Director of Promotions;
- e) the Director of Finance;
- f) the Director of Administration;
- g) the Orientation Chairperson(s)
- h) YUELI Representative; and
- i) Chief Returning Officer

1.2 Founders College Student Council shall hire and terminate the above employees. A decision to hire or terminate an employee must receive the votes of at least two-thirds of the members present to be effective.

1.3 Founders College Student Council shall determine the duties and salaries of the above employees by majority vote.

1.4 No contract for employment shall extend beyond the last day of April following the date that the employee will commence his or her duties under the contract.

1.5 Unless Founders College Student Council expressly states otherwise, all employees of Founders College Student Council shall be Constituents.

1.6 No Founders College student may be employed in more than one Founders College Student Council enterprises without the consent of the Executive Committee.

- 1.7 Founders College Student Council should consider all applications for employment commencing May 1 after the annual Spring Elections.
- 1.8 All employees of Founders College Student Council shall sign a contract of employment found in the appendices.
- 1.9 All employees of Founders College Student Council shall be paid according to their signed employment contract.
- 1.10 The Orientation Chairperson(s) must be hired immediately after the conclusion of the March election and the acceptance of the CRO's March election report with the purpose of the Orientation Chair(s) to be able to hire their own frosh bosses for the upcoming Orientation Week.

## **PART II – Duties of Employees**

The duties of the Vice-President of Finance and Business Operations shall be:

- (a) to act as the Chief Financial Officer of Founders College Student Council;
- (b) to post and keep a minimum of five office hours per week;
- (c) once each semester, to prepare and present a financial report to Founders College Student Council;
- (d) to co-ordinate the bookkeeping of Founders College Student Council with the Assistant Director of Finance;
- (e) to be responsible for and complete the summer audit, with the assistance of the incoming Vice- President of Finance and Business Operations;
- (f) to monitor and report any inconsistencies in the Council bank accounts and Courtesy Accounts;
- (g) to manage the cash floats of any ticket sales run by Founders College Student Council;
- (h) to reconcile bank accounts monthly;
- (i) to hold a supervisory role over all business ventures and transactions of Founders College Student Council;
- (j) to attend all roundtable meetings with SCLD;
- (k) all final paperwork for the audit must be completed by March 31 and be presented at the final honorarium meeting; council has the right to withhold honorarium if the interim or year-end audit is not submitted.
- (l) to hold the position until May 31<sup>st</sup> to ensure proper transition into the next academic year and create a reference book to aid with this transition.

The Duties of the Vice-President of Academic/External Affairs shall be:

- (a) to organize and ensure the proper and efficient execution of academic events held by Founders College Student Council;
- (b) To be a peer mentor with Founders College;
- (c) To coordinate with the Office of the Head in its peer mentorship programme with the intention of providing academic assistance to Founders College Students;
- (d) to assist in the planning and execution of Orientation events;
- (e) to represent Founders College Student Council before the Founders

- College Alumni Network;
- (f) to organize and ensure the proper execution of one academic event per semester held by Founders College Student Council which are deemed by Founders College Student Council to be academic events employing the appropriate committees;
- (g) To enhance relations with other College Councils, the YFS, all student governments; York University institutions, entities and/or organizations in cooperation with the President
- (h) to post and keep a minimum of five office hours per week;
- (i) to meet with each academic club housed or funded by Founders College a minimum of once each academic term, and to report the activities of such clubs to Founders College Student Council;
- (j) Attend FCSC academic events and must remain engaged for the entirety of the committee's event, with reasonable exception;
- (k) to be responsible for the promotion of FCSC academic events;
- (l) Attend all FCSC meetings;
- (m) To report to the Vice-President of Operations regularly concerning all matters relating to academics and students of Founders College; and
- (n) To ensure that FCSC is kept aware of the academic needs of constituents at all times

The Duties of the Vice-President of Promotions shall be:

- (a) to act as the Chief Marketing Officer;
- (b) to coordinate advertising for all Council operations and events including the responsibility for the printing of posters and tickets for all Council operations and events;
- (c) to coordinate with other Members to ensure all relevant promotion material is up at least two weeks prior to a small event (eg. Skating Trip, Raptors Trip, Coffee House, etc.) and a month prior to a large event (eg. Formal, Semi-Formal, Ski Trip, Niagara, etc.);
- (d) to design and create posters and tickets for all Council operations and events;
- (e) to be responsible for the maintenance and appearance of any official notice sites of Council including, but not limited to, the Council bulletin board outside the Council office, and the display cabinet in Central Square;
- (f) to help with the update of the FCSC website;

- (g) to coordinate with other Members to ensure that relevant information is included to the upcoming issue of "The Phoenix", or any other relevant student publication;
- (h) creating designs for FCSC clothing and contacting companies to ensure those designs and clothing will be available for FCSC constituents to purchase
- (i) to attend all FCSC meetings; and  
to assist in the promotion of all FCSC events.

The Duties of the Director of Promotions shall be:

- a) to work alongside the Vice President of Promotions with the following:
- b) to coordinate advertising for all Council operations and events including the responsibility for the printing of posters and tickets for all Council operations and events;
- c) to coordinate with other Council members to ensure all relevant promotion material is up at least two weeks prior to a small event (eg. Skating Trip, Raptors Trip, Coffee House, etc.) and a month prior to a large event (eg. Formal, Semi-Formal, Ski Trip, Niagara, etc.);
- d) to assist with the VP Promotions to design posters, tickets and creating videos for all Council operations and events;
- e) to work alongside the VP Promotions to ensure the maintenance and appearance of any official notice sites of Council including, but not limited to, the Council bulletin board outside the Council office, and the display cabinet in Central Square;
- f) to help with the update of the FCSC website;
- g) assist the VP Promotions in creating designs for FCSC clothing and contacting companies to ensure those designs and clothing will be available for FCSC constituents to purchase
- h) to attend all FCSC meetings; and
- i) to assist in the promotion of all FCSC events.

The duties of the Director of Finance Operations shall be:

- (a) To assist the Vice-President of Finance with the financial activities of FCSC;
- (b) to assist with the summer audit in the following year if deemed necessary by FCSC;
- (c) to assist in the planning and execution of Orientation events;
- (d) to post and keep a minimum of three office hours per week;

- (e) to manage the cash floats of any ticket sales run by Founders College Student Council;
- (f) to be responsible for counting any monies/receipts and disbursements in the presence of the President and/or Vice President of Finance;
- (g) to report to the Vice President of Finance periodically, concerning financial matters;
- (h) to maintain accurate, up-to-date, accounts of all receipts and payments of the Council;
- (i) to assist the monitoring and reporting any inconsistencies in the Council bank accounts and Courtesy Accounts;
- (j) all final paperwork for the audit must be completed by March 31, and be presented at the final honorarium meeting;
- (k) to reconcile bank accounts monthly; and
- (l) to co-ordinate the bookkeeping of Founders College Student Council with the Vice-President of Financial Affairs.

The duties of the Director of Administration shall be:

- (a) to be the chairperson at meetings of Founders College Student Council;
- (b) to maintain a high level of familiarity with Founders College Student Council's governing documents, including its Constitution and by-laws, and with the motions of Founders College Student Council and of the members of the Founders College Student Council;
- (c) taking and organizing meeting minutes, as well as distributing them within 48 hours of the meeting. Minutes should be printed every 2 months and stored in the office;
- (d) to prepare and distribute the agenda and minutes of Founders College Student Council's meetings; and
- (e) to collect, prepare and distribute the agenda for that week's coming meeting. Agenda must be collected 48 hours before the meeting and distributed no less than 24 hours before the meeting.

The duties of the Orientation Chairperson(s)

- (a) Abide by the rules instilled by the College Life at York employment contract;
- (b) Co-chair the Orientation Committee with the President;



- (c) Be responsible for coordinating the marketing, promotion, and corporate sponsorships for Orientation Week events, including the development of a website, and the creation of a "Founders College Frosh Week" Facebook group;
- (d) Ensure safety and security during all Orientation events;
- (e) Ensure all events ensure inclusively of Founders students;
- (f) Be a member of the Frosh Boss/Leader Hiring Committee;
- (g) Be responsible for all advertising of events and mail-outs;
- (h) Be a liaison with other orientations committees on campus;
- (i) Attend all YODA meetings and help plan "Orient the Leader";
- (j) Work closely with the President and the Vice-President of Finance on the development of a FROSH Budget to be approved by council;
- (k) Organize to have a FROSH registration booth at all Academic Orientation sessions;
- (l) Check e-mails and respond to all e-mail and online (i.e. Facebook) correspondence on a regular basis;
- (m) Plan a FROSH Leader social event at some point in the summer before Social Orientation begins;
- (n) Responsible for co-coordinating a safe space talk at the Opening Ceremonies of Frosh Week and in writing when first-year students pick up their Frosh Kit;
- (o) Consult the Vice-President of Social before finalizing the Frosh Week schedule in regard to ensuring that all Frosh Week events are inclusive and promote a safe space;
- (p) Prepare the Orientation report up to two months after Orientation Week;
- (q) Chair the Orientation Review Committee;

The Duties of the YUELI Representative Shall Be:

- (a) To act as a representative for YUELI students in FCSC;
- (b) To ensure that FCSC is providing programming, facilities, etc. that meet and that are in touch with the needs of constituents with a focus on YUELI students;
- (c) To assist with the organization and delivery of intramural sports and social events to benefit YUELI students;
- (d) To coordinate one event per semester to connect YUELI and Founders College Constituents
- (e) To report to the Vice-President of Operations and the President regularly concerning all matters related to YUELI;

- (f) To meet and coordinate as required with all relevant organizations to YUELI in respect to Founders College;
- (g) To post and keep a minimum of four office hours per week;
- (h) To promote and poster for FCSC events within Founders Residence;
- (i) To attend all FCSC meetings;
- (j) To attend FCSC athletics and social events and must remain engaged for the entirety of the committee's event, with reasonable exception; and
- (k) To ensure that FCSC is kept aware of the needs of constituents at all times

The duties of the CRO shall be:

- a) To follow the FCSC Constitution with regards to Elections and maintain a high level of familiarity with the aforementioned section of the Constitution;
- b) Hold two (2) office hours per day during the campaign period and post said hours in an area of high visibility outside the FCSC office one week before the start of the campaign period;
- c) The CRO must respond in writing within 24 hours to all complaints, questions, appeals and concerns presented to them;
- d) When the campaign period ends, walk around to check posters and facebook events have been taken down;
- e) The CRO must address with all campaign infractions and complaints within 24 hours;
- f) The CRO is responsible for assigning demerit points as well as disqualifying candidates if need be, after a complete and full investigation and notifying the concerning candidate in writing of such actions immediately;
- g) Organize and promote the All-Candidates Meeting and Election Debate;
- h) The CRO shall post the election results no later than 24 hours after the conclusion of the voting period outside the FCSC Offices;
- i) The CRO shall submit, within seven (7) days of posting the final elections results, a written report containing the results of the ballots, recommendations for election procedures, a copy of any protests. This report shall also include the depositions of such protest and reasons, as well as any other material deemed relevant;
- j) Outline that all violations should be directed to the CRO at the All-Candidates Meeting

## **BY-LAW IV - BORROWING**

BE IT ENACTED as a by-law of Founders College Student Council, as follows:

- 1.1 Founders College Student Council may and is hereby authorized from time to time to:
  - (a) borrow money upon the credit of Founders College Student Council;
  - (b) limit or increase the amount to be borrowed;
  - (c) issue bonds, debentures or other securities of Founders College Student Council;
  - (d) pledge or sell such bonds, debentures or other securities for such sums and at such prices as may be deemed expedient;
  - (e) mortgage, hypothecate, charge or pledge all or any of the real and personal property, undertaking and rights of Founders College Student Council to secure any such bonds, debentures or other securities or any money borrowed or any other liability of Founders College Student Council.
- 1.2 Founders College Student Council may from time to time by motion delegate to the President together with the Vice-President of Finance and Business Operations or to any other members of Council all or any of the powers conferred Founders College Student Council by paragraph 1 of this by-law to the full extent thereof or such lesser extent as Council may in any such motion provide.
- 1.3 The powers hereby conferred shall be deemed to be in supplement of and not in substitution for any powers to borrow money for the purposes of Founders College Student Council possessed by its members independently of a borrowing by-law.
- 1.4 In the event a Council member of Founders College Student Council requests of borrow property/belongings of FCSC and should such a request be approved by the President and Vice-President of Operations, the member must complete, sign, and return an Acceptance of Full Responsibility Waiver to the Vice-President Operations. Only after the President and Vice-President of Operations signs the returned waver may property/belongings of FCSC be borrowed.

## **BY-LAW V - ELECTIONS**

BE IT ENACTED as a by-law of Founders College Student Council, as follows:

### **PART I – CHIEF RETURNING OFFICER**

- 1.1 Founders College Student Council, shall no later than fourteen calendar days before nominations open, appoint a Chief Returning Officer (C.R.O.) who shall be responsible to the Founders College Student Council for proper administration of all elections held to fill positions within the Founders College Student Council.

## PART II – GENERAL

- 2.1 Elections will be held annually in March:
  - a) the President;
  - b) the Vice-President of Operations;
  - c) the Vice-President of Social Affairs;
  - d) the Vice-President of Athletic Affairs;
  - e) the Director of Athletics Affairs;
  - f) the Director of Social Affairs; and
  - g) the Director of Academics/External Affairs
- 2.2 Elections shall be held during the fall term during the month of October for the following:
  - (a) Two First Year Representatives
  - (b) Any vacant positions
- 2.3 Founders College Student Council shall set the election dates no later than fourteen days before the start of the nomination period.
- 2.4 All Constituents of Founders College Student Council are entitled to vote for all applicable positions.
- 2.5 The Vice-President of Finance and Business Operations position is to be hired by the incoming Founders College Student Council following the ratification of the CRO's report following the spring elections.

### **PART III – CANDIDATE ELIGIBILITY**

- 3.1 All candidates for any elected position must be Constituents of Founders College Student Council who plan to complete the next fall and winter terms as Constituents of Founders College Student Council.
- 3.2 Candidates for the office of President must be or have been attending York University for a minimum of one full academic year and must have completed 18 credits at the time of election, or appointment. Also, candidates for the office of the President must be/must have been voting members of FCSC or has been hired as the Director of Administration of FCSC.
- 3.3 Members of Council are not eligible candidates for any position during a by-election unless they resign their position prior to the opening of nomination period.

## PART IV - NOMINATIONS

- 4.1 The C.R.O. shall by public notice declare nominations open for seven-day period fourteen days prior to the dates of polling.
- 4.2 Nominations for any office shall be submitted upon an official nomination form bearing the signatures of twenty nominators, and the signature of the nominee to indicate their concurrence. All nominators must be Constituents of Founders College Student Council. The nomination for any office shall be submitted to the C.R.O.
- 4.3 All applicants receiving nominations for Student Council will need a set list of votes from Founders constituents before running, the list is broken down as: 25 Votes for Representatives, 35 for Executive positions, and 45 for the President's position. Any constituent looking to apply for the President's position must have one full school year on FCSC before applying.
- 4.4 Nominators may sign for multiple candidates for the position of:
  - (j) the President;
  - (k) the Vice-President of Operations;
  - (l) the Vice-President of Athletic Affairs;
  - (m) the Vice-President of Social Affairs;
  - (n) the Director of Social Affairs;
  - (o) the Director of Athletics Affairs; and
  - (p) the Director of Academics/External Affairs
- 4.5 Nominators may sign for multiple candidates for the position of:
  - (a) First-Year Social Representative; and
  - (b) First-Year Athletics Representative.
- 4.6 Incomplete or late nomination forms shall not be accepted by the C.R.O. except upon direction of the Election Committee.
- 4.7 No copies of facsimiles of any part of the completed or partially completed nomination form(s) may be made or kept without the permission of the CRO or the Election Committee. All information contained upon these forms will be considered private information for the sole use of the CRO for the election period.

## PART V - RULES

### 5.1 Residence

- (a) No campaigning is allowed in residence.

### 5.2 Social Media

- (a) No social media groups (Instagram, Snapchat, Twitter, Facebook, etc.) can be made for the purpose of campaigning;
- (b) Facebook events, Tweets, Instagram and Snapchat stories or the equivalent of the aforementioned subjects can be made to promote the candidate on Social Media;
- (c) Events and stories relating to campaign material must be taken down by the end of the campaign period;
- (d) Status updates, stories, tweets or the equivalent of the aforementioned subjects on social media are allowed to tell people to vote during the campaign period;
- (e) All campaign material must be taken down at the end of the campaign period; and
- (f) No mass messages can be sent after the campaigning period telling people to vote.

### 5.3 Campaigning

- (a) No slates are permitted;
- (b) A Candidate may only campaign for him/herself;
- (c) It is the candidates' responsibility to ensure that nobody else campaigns for them;
- (d) No pre-campaigning shall take place before the nomination period and before the start of the campaigning period; and
- (e) No campaigning shall take place after the conclusion of the campaign period.

### 5.4 Posters

- (a) A maximum of twenty (20) posters are allowed;
- (b) Standard letter format (8 1/2" x 11") can only be used for posters;
- (c) All posters must be approved by the CRO before being posted;
- (d) All posters must promote the election with all relevant information (URL & Dates/Times of the Voting Period);
- (e) SC&LD guidelines regarding elections must be followed (cannot poster on fire stairwells, exit doors, glass, drywall, official university or college bulletin boards or any other areas that may restrict or confuse access to any university building);



- (f) Masking tape must be the only tape used to attach posters to the walls; and
- (g) It is the responsibility of the candidate to follow these guidelines.

#### 5.5 Election Spending

- (a) No more than twenty dollars (\$20.00) can be spent on the campaign; and
- (b) Receipts must be submitted at the close of the campaigning period.

#### 5.6 FCSC Spaces

- (a) No candidates are allowed to be in the FCSC Offices unless they are conducting official council business;
- (b) The CRO will put up one campaign poster in the Lounge and on the Founders Corkboard;
- (c) Verbal campaigning is allowed in the Lounge;
- (d) Postering is not allowed in the lounge; and
- (e) No one may use any business of anything controlled by FCSC with the purpose to campaign, either by e-mail, Facebook, or other means of communication.

#### 5.7 All-Candidates Meeting

- (a) All nominees, or an authorized representative of each nominee, must attend the All-Candidates Meeting in its entirety or arrange to meet with the CRO in person within twenty-four (24) hours of the meeting.
- (b) For an authorized representative to be valid, they must possess a signed statement from the nominee that the representative has the authority to act on their behalf for the duration of the meeting.
- (c) Any candidate who fails to attend or send an authorized representative to the All-Candidates meeting, or fails to meet with the CRO, shall be disqualified from the election.
- (d) Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates s/he understands the rules and regulations governing the Election, including the Code.
- (e) It is the responsibility of each candidate to understand all information provided at the All-Candidates meeting.

#### 5.8 Candidates shall not poster or canvas in the following areas:

- (a) any place clearly and expressly identified to the Candidates by the C.R.O.; and
- (b) any enterprise of Founders College Student Council.

#### 5.9 Fair Play

- (a) Candidates shall campaign in accordance with the rules of fair play.

- (b) Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact.

#### 5.10 Candidates Responsibility

- (a) It is the responsibility of each individual candidate to be aware of and know the rules governing FCSC elections and to follow them.

## PART VI - DEMERIT POINTS

### 6.1 - Campaign Material

<u>Violation</u>	<u>Demerit Point</u>
Unintentional Misrepresentation of Facts	2
Multiple violation in the same location/building	3
Unapproved material	5
Displayed in an unauthorized area	3
Pre/post campaign materials	5
Intentional misrepresentation of facts	5

### 6.2 - Campaigning

<u>Violation</u>	<u>Demerit Point</u>
Unintentional Misrepresentation of Facts	2
Failure to submit campaign receipts and/or signed statement of having no expenses	3
Improper distribution of campaign materials	5
Intentional misrepresentation of facts	5
Campaigning in an unauthorized area	5
Pre/post campaigning	5
Breaking University, municipal, provincial, and/or federal law/regulation while campaigning	5

### 6.3 - Fair Play

<u>Violation</u>	<u>Demerit Point</u>
Unsanctioned use of FCSC resources	5
Gross misrepresentation of facts	5
Malicious or intentional violation of Elections Code or Policy	8
Abuse of position or status	5

### 6.4 - Disqualification

- (a) Violations of the following nature will result in an automatic disqualification of a candidate:
- i) Anyone improperly declared an eligible candidate.
  - ii) Failure to attend the All-Candidates meeting.
  - iii) Any candidate spending over the maximum spending limit as set by the Committee.
  - iv) Intentional misrepresentation of campaign expenditures.
  - v) A candidate accruing greater than one-hundred (100%) per cent of

- their allowable demerit point limit of 10 demerit points.
- vi) Any attempted interference in the Election process as regulated in this Code.
- (b) Disqualification of Winning Candidate
- In the event a winning candidate in any election is disqualified, the second-place candidate shall take the place of the disqualified winner.

## **PART VII - BALLOTS**

- 7.1 Each position shall have a separate ballot.
- 7.2 The ballot box shall remain in the possession of the Election Committee or its designate.
- 7.3 Ballots are to be counted immediately after the close of the last day of polling with the chair of the Election Committee presiding.
- 7.4 A recount must be called for within 48 hours of election results.
- 7.5 In the event that the number of missing ballots for any position could have changed the outcome of the election, a new election for the position in question shall be held within 14 days.
- 7.6 The results of any election held by the Founders College Student Council must be made public within 24 hours after the voting period and must be posted outside the FCSC Offices by the CRO.
- 7.7 The results of any election held by the Founders College Student Council must be archived.

## **PART VIII – VACANT POSITIONS**

- 8.1 In the event that a position remains vacant, Founders College Student Council shall appoint qualified persons as instructed in the by-laws.
- 8.2 If for any reason there is a failure of the electoral process, and there is not sufficient time to repeat the process before the end of the term, Founders College Student Council shall appoint qualified persons to assume the positions until a by-election can be held.

## **PART IX – APPEALS AND COMPLAINTS**

- 9.1 The Election Committee shall be the final avenue of all appeals regarding any aspect of the Founders College Student Council electoral process.
- 9.2 Candidates who commit serious infractions or a series of minor ones may be disqualified after a hearing conducted by the Election Committee if the maximum amount of demerit points has been reached.

## **PART X - REPORT OF THE CHIEF RETURNING OFFICER**

- 10.1 The CRO shall submit, within seven (7) days of posting the final elections results, a written report containing the results of the ballots, recommendations for election procedures and a copy of any protests. This report shall also include the depositions of such protest and reasons, as well as any other material deemed relevant.
- 10.2 FCSC shall validate the election by approving the Report of the CRO.

## **PART XI – TRANSITION PERIOD**

- 11.1 At the acceptance of the C.R.O report, the Founders College Student Council should train the incoming Members through a transition period.

## **BY-LAW VI – CONDUCT/DISCIPLINING OF MEMBERS**

BE IT ENACTED as a by-law of Founders College Student Council, as follows:

### **PART I – ABSENCES**

- 1.1 In the event that a member is repeatedly absent for Founders College Student Council regular meetings, the Director of Administration shall inform the President or another member of the Executive Committee of the member's absence. A letter shall be sent to the individual requesting an explanation of the absence, or their resignation before the next council meeting.

### **PART II - PRIVILEGES**

- 2.1 Anything that may be perceived to be a privilege granted to the members of the Founders College Student Council shall be reported clearly in the minutes such as reduced admission, free admission, etc.

### **PART III - DUTIES**

- 3.1 Every councilor is responsible for the knowledge and performance of all duties and responsibilities pertaining to their position.
- 3.2 It is the right of any council member to request an account of any councilor's neglect to fulfill their duties as outlined in the Constitution. The Procedure for such a request shall be as follows:
  - (a) Approach the Director of Administration or a member of the Executive with the request.
  - (b) If the Director of Administration or a member of the Executive deems the request valid, they shall approach the councilor in question and ask for an accounting of their negligence in private. If a valid attempt has been made to contact the person in private without success, then the matter may be brought up in council.
  - (c) In the event that the complaint is regarding the Director of Administration, the point in question should be directed towards a member of the Executive Committee who will follow the procedure outlined above.

### **PART IV - COMPLAINTS**

- 4.1 Formal complaints must be submitted in writing to the Executive Committee, who will notify the councilor in question of the charges made against them and attempt to resolve the conflict.

## **PART V - IMPEACHMENT, SUSPENSION, CENSURE**

- 5.1 Council may, for any reason(s) it considers appropriate, impeach, suspend, or censure a Member of Council. A motion of impeachment must be passed by a two-thirds majority vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council). A motion of suspension must be passed by a two-thirds majority vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council). A motion of censure must be passed by a two-thirds majority vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council).
- 5.2 In the case of the Director of Administration, a motion of impeachment, suspension, or censure may be passed by a simple majority of those present and voting.
- 5.3 A Member of Council may not be suspended for longer than fourteen days.
- 5.4 Unless Council otherwise declares, where a Member is suspended from Council, that Member is also suspended for the same period of time from all Council duties, including the right to vote and take part in the proceedings of any applicable committees, boards, or otherwise.
- 5.5
  - (a) The President may issue a temporary suspension lasting until the next scheduled meeting of Council if the situation is of the utmost importance.
  - (b) At the next scheduled meeting, the Council must determine the punishment of the member in question.
  - (c) A temporary suspension will have no automatic impact on the member's honoraria, unless ratified by the Council.
- 5.6
  - (a) A motion of impeachment, suspension, or censure may be applied against any Member of Council.
  - (b) Any Member must be given at least one meeting notice of a motion to impeach, suspend, or censure.
  - (c) A motion of impeachment must be tabled until the next meeting of Council before it may be passed.
- 5.7 When, by general consensus, Council is of the opinion that a motion of impeachment, suspension, or censure should be considered, a formal



- motion need not be moved by any particular Member but shall be deemed to have been moved and seconded.
- 5.8 Every motion of impeachment, suspension, or censure shall be considered in camera unless Council, by a two-thirds vote, determines that consideration should be public.
- 5.9 The Director of Administration shall present a list of offences against the Member to which a motion of impeachment, suspension, or censure applies or, if the person is absent, shall state the offences to Council.
- 5.10 The Member of Council to which a motion of impeachment, suspension, or censure applies may make a statement and thereafter shall withdraw during the time the matter is in debate. [Adapted from the House of Commons, Standing Order 20]
- 5.11 (a) Any motion of impeachment may, by a two-thirds vote, be amended to be a motion of suspension or censure.  
(b) Any motion of suspension may, by a two-thirds vote, be amended to be a motion of impeachment or censure.  
(c) Any motion of censure may, by a two-thirds vote, be amended to be a motion of impeachment or suspension.
- 5.12 A vote to impeach, suspend, or censure a Member of Council shall be conducted by secret ballot.
- 5.13 Any elected voting member of council to which a motion of impeachment, suspension, or censure applies shall not have a vote in relation to such motion.
- 5.14 (a) If any Member of Council is absent and/or late by more than 30 minutes without reason for a total of three meetings of Council in either the Fall session and the Winter session, it shall be the duty of the Members of Council to consider a motion of censure/suspension/impeachment.  
(b) If any Member of Council is habitually late for meetings of Council, consistently misses office hours, or consistently fails to perform his/her duties, it shall be the duty of the Members of Council to consider a motion of censure/suspension/impeachment.  
(c) Any Member who is suspended more than once shall immediately be considered for impeachment.  
(d) The members may by majority vote censure/suspend/impeach a member who is absent and/or more than 30 minutes late for three meetings of Founders College Student Council for which proper notice was not given.
- 5.15 (a) If a member of council is censured, then the potential honoraria for that member as outlined in the constitution shall be reduced by one quarter (1/4).

(b) If a member of council is suspended, then the potential honoraria for that member as outlined in the constitution shall be reduced by one half (1/2).

(c) If a member of council is impeached, then the potential honoraria for that member as outlined in the constitution shall be forfeited.

7.16 Honoraria penalties are cumulative.

## **BY-LAW VII – PRO TEM APPOINTMENTS**

BE IT ENACTED as a by-law of Founders College Student Council, as follows:

### **PREAMBLE**

Due to the inherent nature of the scholastic environment, provision is hereby made to fill any vacant positions on the Founders College Student Council that may arise between elections.

### **PART I - PROTEM POSITIONS**

- 1.1 Should any Founders College Student Council position become vacant due to the resignation or impeachment of a Founders College Student Council councilor, the failure to fill a position in either the October or March election or for any other reason, the Founders College Student Council empowers itself to appoint any Founders student to fill the vacancy.
- 1.2 Any position thus filled will be referred to as a “pro tem” position and will be subject to the following terms:
  - (a) Any person appointed to the Founders College Student Council pro tem shall have full privileges, rights and responsibilities of the position including the right to vote, should the position be a voting position as defined by Part VI of the Founders College Student Council Constitution.
  - (b) The term of office of any pro tem position will end with the acceptance of the C.R.O report of the October election or on April 30 of the academic year, whichever comes first. Hence, any person appointed pro tem must become a candidate in the subsequent election should they decide to continue in office.

### **PART II - PROCEDURE**

- 2.1 Founders College Student Council shall post that a position is available for a minimum one week during the period between September 1 and April 30. From the period between May 1 and August 31 a minimum two-week period for posting the position shall be required.
- 2.2 The minimum notice shall be deemed to be postings on all official bulletin boards and if possible, the list-serv and website belonging to Founders College Student Council.

- 2.3 The individual being considered shall be appointed pro tem upon two-thirds majority vote of members present at a meeting of Founders College Student Council. The vote must be conducted by secret ballot.
- 2.4 The Founders College Student Council may request that the applicant leave the room for discussion of and/or the vote on a pro tem applicant.

## **BY-LAW VIII - REFERENDUM**

BE IT ENACTED as a by-law of Founders College Student Council, as follows:

- 1.1 Founders College Student Council shall be empowered to hold referendums.
- 1.2 Founders College Student Council shall hold a referendum on a motion passed by two-thirds of the members.
- 1.3 The referendum question must be phrased in a format to be answered by a vote of "Yes" or "No". It must be a neutral question without bias for either response.
- 1.4 The issue to be questioned in a referendum must fall within the constitutional mandate of the Founders College Student Council and must be of importance to the constituents of Founders.
- 1.5 The referendum question must be advertised two weeks prior to voting.
- 1.6 Founders College Student Council shall appoint a C.R.O. to monitor the referendum.
- 1.7 The C.R.O. shall follow the basic provisions for the position described for elections.
- 1.8 The C.R.O. must make the result of the referendum public within 24 hours of the close of ballots and a full report must be given to the Founders College Student Council the following week.
- 1.9 The C.R.O. may request that a fellow of Founders College to act as arbiter in the instance that any infractions or other problems arise.
- 1.10 The results of any referendum held by the Founders College Student Council must be made public and provided to any individual who requests it.

## BYLAW IX – AWARDS

FCSC shall be responsible for the selection and distribution of the following awards to members of the Founders College Community:

- (i) **Malcolm Jackson Award:** given to one or two students in recognition of outstanding contribution to Founders College life.
  - (ii) **Outstanding Contribution to Founders College Life by a First Year Student:** given to two first year students based on outstanding contribution to Founders College life.
  - (iii) **Robert Thompson Award:** presented to a graduating student for their participation and commitment to Founders College in their undergraduate years.
  - (iv) **Joanne Huy Award:** awarded for an Outstanding Contribution to the Founders College Community by a Founders College Alumni.
  - (v) **Marlon Gullusci Award:** awarded for an Outstanding Contribution to the York University Community by a Founders College Student.
  - (vi) **Athletes of the Year:** awarded to two students in recognition of participation and excellence in intramural sport.
  - (vii) **Rookie Athletes of the Year:** awarded to two first-year students in recognition of participation and excellence in intramural sport.
  - (viii) **Justin Moutier Award:** awarded to a graduating student in recognition of participation and excellence in intramural sport throughout their undergraduate career.
  - (ix) **Outstanding Contribution to Founders College Life by a Founders College Student Club:** Presented to one or two clubs within Founders College for their outstanding contribution to Founders College life.
  - (x) Any other award that Council may from time to time deem to be important.
1. The President of the Council shall select the recipient(s) of the **President's Award in recognition of dedication to Founders College**.
  2. Each winner is to receive a plaque with their name engraved on it, with the year and name of award clearly visible.
  3. All of the above awards are to be presented at the Founders College Year End Formal.

4. Members of the Founders College Community must be given an opportunity to submit their input into the selection of the awards listed above (except subsection 1 and the Athletics Awards), for the consideration of Council, however the FCSC shall ultimately be responsible for selecting the winners, by a simple majority, and with the use of a closed ballot.
  
5. The athletics awards must be selected by the three elected Athletic members on FCSC.

# **FOUNDERS COLLEGE STUDENT COUNCIL APPENDICES**



## **APPENDIX A - MEETINGS AND PROCEDURES**

### **PART I - PRESIDING OFFICER**

- 1.1 The presiding officer at the meetings of the Founders College Student Council shall be the Director of Administration.
- 1.2 The Director of Administration shall:
  - (a) Call the meetings to order.
  - (b) Keep the meeting to the Order of Business
  - (c) Handle the discussion in an orderly way in that they shall:
    - (i) Give every member a chance to speak.
    - (ii) Keep all speakers to the rules of order and to the question.
    - (iii) In the case of multiple speakers, use affirmative action.
  - (d) Not enter into the discussion except to contribute relevant objective information
  - (e) State each motion before it is discussed and before voting.
  - (f) Put motions to vote and announce the outcome of voting.
  - (g) Be familiar with parliamentary procedure to inform the Founders College Student Council on proper procedure.
  - (h) Appoint Committees when authorized by the Founders College Student Council to do so.
  - (i) Suggest procedural motions as to adjournment and so forth to the Founders College Student Council but may not make them.
  - (j) Adjourn the meeting.
  - (k) Declare a motion defeated or carried in the event of a tie vote.

### **PART II - ORDER OF BUSINESS**

- 2.1 For each meeting of the Founders College Student Council the order of business called on the Agenda, shall be drawn up by the Director of Administration with the President's advice as to the time, date, place and order of the meeting.
- 2.2 The preliminary and Final Agenda shall be available for inspection at all times in the Founders College Student Council office.
- 2.3 All items to be discussed at the Founders College Student Council meeting shall be written in moderate detail with the mover's name on the proper Agenda Form and be submitted 24 hours prior to the Founders College Student Council meeting.
- 2.4 Reports to be discussed must be submitted to the Secretary.

- 2.5 Quorum must be met in order for a meeting to be conducted which will follow the guideline below:

15 FCSC voting members present	8 to meet quorum
14 FCSC voting members present	8 to meet quorum
13 FCSC voting members present	7 to meet quorum
12 FCSC voting members present	7 to meet quorum
11 FCSC voting members present	6 to meet quorum
10 FCSC voting members present	6 to meet quorum

- 2.6 Should a meeting have less than the number of members mentioned above in the chart, quorum has not been met thus a meeting will not commence

### **PART III - RULES OF ORDER**

- 3.1 All members and guests of the Founders College Student Council present at the meetings of the Founders College Student Council shall abide by the Rules of Order set down by the Director of Administration.
- 3.2 Questions will be decided on the existing rules, and after the question has been decided, a motion may be made to change the rule(s).
- 3.3 Rules may be suspended only on rare occasions by the consent of two-thirds of the members of Founders College Student Council.
- 3.4 Whenever the Director of Administration has given a ruling on a question of order of privilege, any member may rise in their place and state to the Director of Administration "I respectfully appeal to the Council from your ruling." Director of Administration will then put the question to the Council, "Shall the ruling of the Director of Administration be sustained?" Upon the voting the Director of Administration shall declare their ruling sustained or not sustained.

### **PART IV - PROPOSAL OF MOTIONS**

- 4.1 Questions shall be submitted to a meeting in the form of a motion.
- 4.2 The Director of Administration shall write the motion.
- 4.3 The motion is the property of the Council only after it is read to the Council by the Director of Administration.

- 4.4 The mover of the motion may speak first on the motion or reserve the right to speak later. The motion must be seconded, the seconder may elect to speak second on the motion or reserve the right to speak later.
- 4.5 The motion once proposed becomes subject to debate (if debatable).
- 4.6 Until such time as the Director of Administration reads it the motion may be withdrawn or amended by the mover. The seconder must agree upon an amendment.
- 4.7 The motion once read by the Director of Administration is still subject to debate and may be accepted, amended or negated subject to approval of majority of Council.
- 4.8 As per implementation of a new rule: All votes are final unless voted for a re-vote by Student Council in the form of a For, Against or Abstain vote.
- 4.9 All votes must be separate there are no more joint motions or re-votes unless it is a united front from FCSC.

## **PART V - PRECEDENCE OF MOTIONS**

In the course of debate on a debatable motion, several subsidiaries, procedural and privileged motions may arise and need to be decided. To have close reference, the order of precedence is listed and followed with explanations of special motions.

- 5.1 Motions, that may not be made if any other motion is pending:
  - (a) Main Motions: presentation of any proposal to the Council that has been seconded.
  - (b) Unclassified Motions:
    - (i) To reconsider and vote on a previously decided motion.
    - (ii) To rescind a previously decided motion.
- 5.2 Motions that have precedence rule over the motion to which they pertain:
  - (a) Procedural Motions:
    - (i) To withdraw or modify a motion.
    - (ii) To rise to a point of order.
    - (iii) To appeal from a decision of the Director of Administration.
- 5.3 Motions that have no definite precedence rule:
  - (a) Procedural Motions:
    - (i) To suspend a rule temporarily.
    - (ii) To close nominations.
    - (iii) To open nominations.
- 5.4 Motions that have precedence over all motions in points 1, 2, and 3. These motions have precedence over all motions that precede it.

- (a) Subsidiary Motions:
  - (i) To postpone action on a motion indefinitely.
  - (ii) To amend a main motion.
  - (iii) To refer a main motion to Committee for special consideration.
  - (iv) To limit discussion to a certain time (2/3 vote required).
  - (v) To the Previous Question -- a call for the end of debate and immediate vote on the motion. Previous Question requires 2/3 majority, it is non-debatable non-amendable and requires a seconder. If this motion is defeated, discussion on the main motion continues.
- (b) Privileged Motions:
  - (i) To table a motion.
  - (ii) To call for order of the day.
  - (iii) Questions of Privilege -- These refer to all members affecting the rights and immunities of the Council collectively, or to the position and conduct of the members in their representative character, members who raise on a so-called question of privilege to correct reports of speeches and so on, are personal explanations only allowed by the indulgence of the Council. The Director of Administration will decide if there has been a breach of privilege. Genuine questions of privilege should be presented at the beginning of the meetings before the order of business is started. When a motion is to be made concerning the conduct, election or right to hold a seat for a councilor, due notice, of at least a week, will be given to the member to prepare his defense. On making their statement, the member withdraws from the Council room.
  - (iv) To take a recess.
  - (v) To adjourn.
  - (vi) To set down the time for the next meeting.

## **PART VI - DEBATE ON A MOTION**

In modern assemblies, the principle of freedom of speech must be limited to ensure that all the business at hand is covered. Accordingly, some motions must be dealt with or without debate or amendment.

6.1 The following motions are debatable. Any motion:

- (a) standing on the order of preceding for the day.

- (b) for the concurrence in a report of a standing Committee or special Committee.
- (c) for the adjournment of council to discuss a definite urgent matter.
- (d) to proceed to another order of business.
- (e) for the appointment of a Committee.
- (f) for the observations of the properties of the Founders College Student Council, the maintenance of its authority, the appointment and conduct of its officers, the management of its business, the arrangements of its business, the correctness of its records and the fixing of the times for meetings.

6.2 The following motions are not debatable. Any motion:

- (a) to adjourn a debate.
- (b) to adjourn a meeting.
- (c) to read the Order of Business.
- (d) for suspension of a standing rule.
- (e) to appoint a question for consideration at a subsequent meeting.
- (f) to restore any question or motion to the order paper.
- (g) that the decision of the Director of Administration be confirmed.
- (h) that any member now be heard.
- (i) to change a rule temporarily.
- (j) to limit discussion.
- (k) for the Previous Question.

## **PART VII – MINUTES**

- 7.1 All items for the Agenda submitted after 24 hours, prior to the Founders College Student Council meeting must be approved by the President or Director of Administration before being added to the Agenda.
- 7.2 The Agenda will be either stapled to the front of the corresponding minutes or be included on the first page immediately following the list of persons present.
- 7.3 Votes will be recorded in either the following manner:
  - (a) In Favor, Opposed, Abstentions
  - (b) Unanimous
- 7.4 Items on the Agenda (with or without motion) may be included in the minutes with a summary of the discussion on the topic.
- 7.5 Any member may make a specific request to have all the discussion placed in the minutes or to speak off the record.

- 7.6 Any reports given to the Council must be recorded in the minutes and a written copy of the report submitted to the Secretary after the meeting.
- 7.7 New groups (i.e. just recently started) who are requesting funds from the Council will have a little description of the function of their group included in the minutes.
- 7.8 New Business will be recorded as a heading with subheadings or points listed with ideas or a brief summary of the discussion put forward.
- 7.9 The President and the secretary sign the minutes after the final copy has been processed.
- 7.10 Guest names will appear listed under Council members present.
- 7.11 Guest speakers will appear before business arising from the minutes on the Agenda.
- 7.12 The President's weekly report shall be given under the President Remarks on the Agenda immediately following acceptance of the minutes.

#### **PART VIII – RATIFICATION VOTES**

- 8.1 Any motion passed giving Founders College Students Council's support to any non-council organization or agency will be given a thirty-day moratorium at which time a ratification vote will be held to confirm council support. Any further discussion regarding the support of any specified organization can be motioned to be re-opened on a bi-monthly basis with a 2/3 majority support from council.

## APPENDIX B - Secret Ballot Vote

The secret ballot vote will consist of two meetings in order for it to be carried out fairly. The first meeting, Council, will have the opportunity to discuss the issue or dilemma in camera, which shall be mediated by the Director of Administration. The second meeting shall occur the week after where council will vote on the issue or dilemma discussed the previous week. The second meeting will only consist of the vote in camera and there will be no discussion. There may be questions asked where only the Director of Administration has the power to answer.

The majority for any secret ballot vote to pass depending on council members present must be as following:

15 FCSC voting members present	8 for motion to pass
14 FCSC voting members present	8 for motion to pass
13 FCSC voting members present	7 for motion to pass
12 FCSC voting members present	7 for motion to pass
11 FCSC voting members present	6 for motion to pass
10 FCSC voting members present	6 for motion to pass

The following meetings shall happen such as:

### **1<sup>st</sup> Meeting**

2. An FCSC member shall motion to go into to camera; majority must be in favor in order to pass motion.
3. The Director of Administration shall bring up the topic and allow council to speak.
4. There shall be a speaker's list which the Director of Administration will be responsible for.
5. When the Director of Administration feels that the discussion is no longer leading anywhere after being discussed, the Director of Administration has the power to end the discussion.
6. An FCSC member shall motion to go out of camera; majority must be in favor in order to pass motion.

## **2nd Meeting**

1. FCSC Vice-President of Operations to prepare 48 ballots that shall look such as;

In Favor
Abstain
Opposed

2. An FCSC member shall motion to go into camera; majority must be in favor in order to pass the motion.
3. The Director of Administration is responsible to hand out 1 secret ballot to every voting member at a time.
4. Once each voting council member has a secret ballot, the Director of Administration shall state what is being motioned.
5. Council members shall vote, fold their ballot, and hand the ballot to the Director of Administration. (Votes will be made with pens of the same color)
6. The Director of Administration shall be responsible for counting the ballots in front of the council members so that there is no exploitation of the ballots.
7. If the secret ballot vote did not pass, council shall continue until a motion is passed.
8. If a motion is not passed after the 48 ballots, council shall re-discuss the issue or dilemma, and must wait until the next meeting where the process of voting will be repeated once again.
9. Council shall also determine whether the issue or dilemma will remain private and kept between all council members or shall go public to let the constituents of Founders College know what is occurring. (Refer to PART V section 5.8)
10. Council to motion out of camera; majority must be in favor in order to pass the motion.
11. FCSC President shall be responsible for the letter that needs to be written and to share the information based on who council has decided to share the information with.



## **APPENDIX C - FINANCIAL SUPPORT AND CONTROL**

The Vice President of Finance and Business Operations will comply with the following policies and regulations concerning financial matters.

### **I. POLICY STATEMENT ON STUDENT GOVERNMENT AND THEIR FINANCIAL SUPPORT**

1. The University supports Student Governments as one of its educational functions believing that significant educational benefits are available to both the active participants of Council and to those who enjoy the program options offered by student governments.
2. Because it is educationally important that these options be available to student members of the University, financial support of student governments is guaranteed by the University.
3. The level of financial support is a University decision and may be altered from time to time depending on the needs of the student governments and other considerations affecting the tuition fee charged to students. Discussion regarding changes in the level of support should always commence prior to December 1st to take effect the following September.
4. Student governments receiving operating grants from the University which are drawn from general University revenues. A student is not paying a compulsory membership fee to the University which is passed onto a society legally separate from the University which, in turn, supports a wide range of departments, agencies, and activities furthering the University's educational goals.
5. The University may promulgate regulations from time to time concerning relations between itself and student governments particularly in the area of financial reporting and the openness of a society's records and minutes.
6. Membership in a College or a Faculty is not affected by a refund of such monies to an individual member. For a number of administrative reasons, undergraduate students remain members of a College regardless of their participation in a College Council. Similarly, colleges may extend membership to students of other Faculties (Graduate Studies, Osgoode Hall) without requiring the payment of a student activities fee. This latter form of College membership most frequently prevails in relation to a residence accommodation.

J.A. Becker, Assistant Vice President, Approved by the President on May 9, 1973.

## **II. REGULATIONS REGARDING FINANCIAL REPORTING ON STUDENT GOVERNMENTS**

1. These regulations should be read in conjunction with the Policy statement on student governments and their Financial support issued on the 9th of May 1973.
2. Each student government is required to appoint a qualified auditor each year at the time the previous year's audit financial statements report is received.
3. This auditor is to be instructed to complete an audit within 90 days of the fiscal year end, covering all financial transactions, including a review of minute book authorities on all of the student government operations.
4. The audited financial reports are to be received by the Council or the appropriate legislative body of the student government and formally accepted by motion. In addition, the Council is responsible for bringing these reports to the attention of and making them available to the general membership of the society.
5. A copy of the audited Financial report is to be forwarded within a month of receipt to the Office of the Assistant Vice President (Student Affairs). This office is responsible for maintaining a public file of such audited reports for all student governments.
6. The University may withhold all or part of operating grants normally available to a student government that does not comply with these regulations.

Student Relations Committee, Jan. 26, 1978, approved by the Board of Governors on Feb. 13, 1978.

### III. POLICY FOR BETTER FINANCIAL CONTROL

#### 1. Books and Accounting Records

- (a) A proper set of accounting records including a general ledger of accounts must be maintained. It shall be maintained by the Vice President of Finance and Business Operations. It is the responsibility of the President and the Vice President of Operations to be aware of all financial information of the Founders College Student Council
- (b) The Vice President of Finance and Business Operations shall maintain bookkeeping. A full set of accounting records including a general ledger of accounts, a cash receipts journal, a cash disbursements journal and a payroll journal should be maintained.
- (c) The Vice President of Finance and Business Operations should be able to produce a balanced trial balance or financial statement as well as bank reconciliations on a monthly basis by the end of the following month or as required. The Vice President of Finance and Business Operations should review the financial information on a regular basis and report to the Founders College Student Council monthly.

#### 2. Cheque Disbursements

Cheques must be supported by a cheque requisition, and a photocopy of the cheque should be made. The supplier's invoice must then be attached accordingly to prevent the invoice from being paid twice. Cheque requisitions should be filed in a numerical sequence. Voided cheques should be clearly defaced as a voided cheque then attached to the appropriate cheque requisition and filed in numerical sequence.

#### 3. Cash Disbursements

Cash is taken out of proceeds from various events and used to purchase supplies for that event, resulting in weak controls over cash. All proceeds must be deposited. If cash is required to purchase supplies a cheque should be recorded as receivable. The receivable will eventually be cleared in exchange for the receipts obtained when supplies were purchased, plus the return of any excess funds.

#### 4. Cash Deposits

Avoid loss by depositing on a timely basis. Cash not deposited cannot earn interest as well has a possibility of being stolen. Separate deposit slips should be prepared each week for Addiction cash receipts. The money should be deposited in the bank as soon as possible, preferably the same day.

5. Ticket Sales

All tickets for events should be sold out of the Addiction and recorded in the cash register. Accurate records of the number sold and number of attendees should be supplied at the next meeting of the Founders College Student Council or as soon as possible.

Only the President and the Vice President of Finance and Business Operations have the authority to sign out tickets or merchandise and proper records must be maintained when this should occur.

**APPENDIX D - EMPLOYMENT CONTRACT FOR THE VICE PRESIDENT OF FINANCE  
AND BUSINESS OPERATIONS**

**BETWEEN**

**FOUNDERS COLLEGE STUDENT COUNCIL**

**AND**

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**Print Name**

**THE DUTIES OF THE VICE PRESIDENT OF FINANCE AND BUSINESS OPERATIONS SHALL  
BE:**

- (a) to act as the Chief Financial Officer of Founders College Student Council;
- (b) to post and keep a minimum of five office hours per week;
- (c) once each semester, to prepare and present a financial report to Founders College Student Council;
- (d) to co-ordinate the bookkeeping of Founders College Student Council with the Assistant Director of Finance;
- (e) to be responsible for and complete the summer audit, with the assistance of the incoming Vice- President of Finance and Business Operations;
- (f) to monitor and report any inconsistencies in the Council bank accounts and Courtesy Accounts;
- (g) to manage the cash floats of any ticket sales run by Founders College Student Council;
- (h) to reconcile bank accounts monthly;
- (i) to hold a supervisory role over all business ventures and transactions of Founders College Student Council;
- (j) to attend all roundtable meetings with SCLD;
- (k) all final paperwork for the audit must be completed by March 31 and be presented at the final honorarium meeting; council has the right to withhold honorarium if the interim or year-end audit is not submitted.
- (l) to hold the position until May 31<sup>st</sup> to ensure proper transition into the next academic year and create a reference book to aid with this transition.

**Compensation**

As the Vice President of Finance and Business Operations, the employee shall be paid upon the completion of their duties an amount up to \$2000.00 as determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

**Dissolution of Contract**

This contract for employment shall expire on May 31. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract the employee shall be responsible for training a training period of no less than two (2) weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Vice President of Operation's Signature

**APPENDIX E - EMPLOYMENT CONTRACT FOR THE VICE PRESIDENT OF  
ACADEMICS/EXTERNAL AFFAIRS**

**BETWEEN**

**FOUNDERS COLLEGE STUDENT COUNCIL**

**AND**

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**Print Name**

**THE DUTIES OF THE VICE PRESIDENT OF ACADEMICS/EXTERNAL AFFAIRS SHALL BE:**

- (a) to organize and ensure the proper and efficient execution of academic events held by Founders College Student Council;
- (b) To be a peer mentor with Founders College;
- (c) To coordinate with the Office of the Head in its peer mentorship programme with the intention of providing academic assistance to Founders College Students;
- (d) to assist in the planning and execution of Orientation events;
- (e) to represent Founders College Student Council before the Founders College Alumni Network;
- (f) to organize and ensure the proper execution of one academic event per semester held by Founders College Student Council which are deemed by Founders College Student Council to be academic events employing the appropriate committees;
- (g) To enhance relations with other College Councils, the YFS, all student governments; York University institutions, entities and/or organizations in cooperation with the President
- (h) to post and keep a minimum of five office hours per week;
- (i) to meet with each academic club housed or funded by Founders College a minimum of once each academic term, and to report the activities of such clubs to Founders College Student Council;
- (j) Attend FCSC academic events and must remain engaged for the entirety of the committee's event, with reasonable exception;
- (k) to be responsible for the promotion of FCSC academic events;
- (l) Attend all FCSC meetings;
- (m) To report to the Vice-President of Operations regularly concerning all matters relating to academics and students of Founders College; and

- (n) To ensure that FCSC is kept aware of the academic needs of constituents at all times

**Compensation**

As the Vice President of Academics/External Affairs, the employee shall be paid upon the completion of their duties an amount up to \$800.00 if the position is filled from the date of hire until April 30. The amount is to be determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

**Dissolution of Contract**

This contract for employment shall expire on April 30. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract the employee shall be responsible for training a training period of no less than two (2) weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Vice President of Finance's Signature



**APPENDIX F - EMPLOYMENT CONTRACT FOR THE VICE PRESIDENT OF PROMOTIONS**

**BETWEEN**

**FOUNDERS COLLEGE STUDENT COUNCIL  
AND**

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**Print Name**

**THE DUTIES OF THE VICE PRESIDENT OF PROMOTIONS SHALL BE:**

- (a) to act as the Chief Marketing Officer;
- (b) to coordinate advertising for all Council operations and events including the responsibility for the printing of posters and tickets for all Council operations and events;
- (c) to coordinate with other Members to ensure all relevant promotion material is up at least two weeks prior to a small event (eg. Skating Trip, Raptors Trip, Coffee House, etc.) and a month prior to a large event (eg. Formal, Semi-Formal, Ski Trip, Niagara, etc.);
- (d) to design and create posters and tickets for all Council operations and events;
- (e) to be responsible for the maintenance and appearance of any official notice sites of Council including, but not limited to, the Council bulletin board outside the Council office, and the display cabinet in Central Square;
- (f) to help with the update of the FCSC website;
- (g) to coordinate with other Members to ensure that relevant information is included to the upcoming issue of "The Phoenix", or any other relevant student publication;
- (h) to attend all FCSC meetings; and
- (i) to assist in the promotion of all FCSC events.

**Compensation**

As the Vice President of Promotions, the employee shall be paid upon the completion of their duties an amount up to \$800.00 if the position is filled from the date of hire until April 30. The amount is to be determined by Founders College Student Council. Founders College Student Council will determine how much the

employee receives based on the effort, attitude and amount of determination put forth by the employee.

**Dissolution of Contract**

This contract for employment shall expire with the acceptance of the Fall CRO Report. This contract may be renewed until April 30 if approved by a two-thirds majority at a following meeting of Founders College Student Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks written notice. Both parties agree to waive all rights and entitlements to severance. Upon the expiry of this contract the employee shall be responsible for training a training period of no less than two (2) weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee. I accept the terms and conditions of this contract on:

Date: \_\_\_\_\_

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Employee's Signature

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President's Signature

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Vice President of Finance's Signature

## APPENDIX G - EMPLOYMENT CONTRACT FOR THE DIRECTOR OF PROMOTIONS

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

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Print Name

### **THE DUTIES OF THE DIRECTOR OF PROMOTIONS SHALL BE:**

- a) to work alongside the Vice President of Promotions with the following:
- b) to coordinate advertising for all Council operations and events including the responsibility for the printing of posters and tickets for all Council operations and events;
- c) to coordinate with other Council members to ensure all relevant promotion material is up at least two weeks prior to a small event (eg. Skating Trip, Raptors Trip, Coffee House, etc.) and a month prior to a large event (eg. Formal, Semi-Formal, Ski Trip, Niagara, etc.);
- d) to assist with the VP Promotions to design posters, tickets and creating videos for all Council operations and events;
- e) to work alongside the VP Promotions to ensure the maintenance and appearance of any official notice sites of Council including, but not limited to, the Council bulletin board outside the Council office, and the display cabinet in Central Square;
- f) to help with the update of the FCSC website;
- g) assist the VP Promotions in creating designs for FCSC clothing and contacting companies to ensure those designs and clothing will be available for FCSC constituents to purchase
- h) to attend all FCSC meetings; and
- i) to assist in the promotion of all FCSC events.

### **Compensation**

As the Promotion Assistant, the employee shall be paid upon the completion of their duties an amount up to \$400.00 if the position is filled from the date of hire until April 30. The amount is to be determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

**Dissolution of Contract**

This contract for employment shall expire on April 30. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract the employee shall be responsible for training a training period of no less than two (2) weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: \_\_\_\_\_

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Employee's Signature

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President's Signature

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Vice President of Finance's Signature

## APPENDIX H - EMPLOYMENT CONTRACT FOR THE DIRECTOR OF FINANCE

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

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Print Name

### **THE DUTIES OF THE DIRECTOR OF FINANCE SHALL BE:**

- (a) To assist the Vice-President of Finance with the financial activities of FCSC;
- (b) to assist with the summer audit in the following year if deemed necessary by FCSC;
- (c) to assist in the planning and execution of Orientation events;
- (d) to post and keep a minimum of three office hours per week;
- (e) to manage the cash floats of any ticket sales run by Founders College Student Council;
- (f) to be responsible for counting any monies/receipts and disbursements in the presence of the President and/or Vice President of Finance;
- (g) to report to the Vice President of Finance periodically, concerning financial matters;
- (h) to maintain accurate, up-to-date, accounts of all receipts and payments of the Council;
- (i) to assist the monitoring and reporting any inconsistencies in the Council bank accounts and Courtesy Accounts;
- (j) all final paperwork for the audit must be completed by March 31, and be presented at the final honorarium meeting;
- (k) to reconcile bank accounts monthly; and
- (l) to co-ordinate the bookkeeping of Founders College Student Council with the Vice-President of Financial Affairs.

### **Compensation**

As the Director of Finance, the employee shall be paid upon the completion of their duties an amount up to \$700.00 as determined by Founders College Student Council. Founders College Student Council will determine how much

the employee receives based on the effort, attitude and amount of determination put forth by the employee.

### **Dissolution of Contract**

This contract for employment shall expire on April 30. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract the employee shall be responsible for training a training period of no less than two (2) weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: \_\_\_\_\_

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Employee's Signature

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President's Signature

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Vice President of Finance's Signature

**APPENDIX I - EMPLOYMENT CONTRACT FOR THE DIRECTOR OF ADMINISTRATION**

**BETWEEN**

**FOUNDERS COLLEGE STUDENT COUNCIL**

**AND**

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**Print Name**

**THE DUTIES OF THE DIRECTOR OF ADMINISTRATION SHALL BE:**

- (a) to be the chairperson at meetings of Founders College Student Council;
- (b) to maintain a high level of familiarity with Founders College Student Council's governing documents; including its Constitution and by-laws, and with the motions of Founders College Student Council and of the members of Founders College Student Council;
- (c) to take and organize meeting minutes, as well as distribute them within 48 hours of the meeting. Minutes should be printed every 2 months and stored in the office;
- (d) to prepare and distribute the agenda and minutes of Founders College Student Council's meetings;
- (e) to collect, prepare and distribute the agenda for that week's coming meeting. Agenda must be collected 48 hours before the meeting and distributed no less than 24 hours before the meeting.

**Compensation**

As the Director of Administration, the employee shall be paid upon the completion of their duties an amount up to \$400.00 as determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

**DISSOLUTION OF CONTRACT**

This contract for employment shall expire on April 30. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other

with two weeks written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract the employee shall be responsible for training a training period of no less than two (2) weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: \_\_\_\_\_

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Employee's Signature

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President's Signature

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Vice President of Finance's Signature



## APPENDIX J – EMPLOYMENT CONTRACT FOR THE ORIENTATION CHAIRPERSON

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

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Print Name

As the **Orientation Chairperson(s)**, the employee agrees to:

- (a) Abide by the rules instilled by the College Life at York employment contract;
- (b) Co-chair the Orientation Committee with the President;
- (c) Be responsible for coordinating the marketing, promotion, and corporate sponsorships for Orientation Week events, including the development of a website, and the creation of a “Founders College Frosh Week” Facebook group;
- (d) Ensure safety and security during all Orientation events;
- (e) Ensure all events ensure inclusively of Founders students;
- (f) Be a member of the Frosh Boss/Leader Hiring Committee;
- (g) Be responsible for all advertising of events and mail-outs;
- (h) Be a liaison with other orientations committees on campus;
- (i) Attend all YODA meetings and help plan “Orient the Leader”;
- (j) Work closely with the President and the Vice-President of Finance on the development of a FROSH Budget to be approved by council;
- (k) Organize to have a FROSH registration booth at all Academic Orientation sessions;
- (l) Check e-mails and respond to all e-mail and online (i.e. Facebook) correspondence on a regular basis;
- (m) Plan a FROSH Leader social event at some point in the summer before Social Orientation begins;
- (n) Responsible for co-coordinating a safe space talk at the Opening Ceremonies of Frosh Week and in writing when first-year students pick up their Frosh Kit;
- (o) Consult the Vice-President of Social before finalizing the Frosh Week schedule in regard to ensuring that all Frosh Week events are inclusive and promote a safe space;
- (p) Prepare the Orientation report up to two months after Orientation Week;

(q) Chair the Orientation Review Committee;

**Compensation**

As the Orientation Chairperson, the employee shall be paid upon the completion of their duties an amount up to \$1500 as determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

**Dissolution of Contract**

This contract for employment shall expire after Orientation (Frosh) Week is complete. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract the employee shall be responsible for hosting a training period of no less than two (2) weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: \_\_\_\_\_

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Employee's Signature

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President's Signature

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Vice President of Finance's Signature

**APPENDIX K - EMPLOYMENT CONTRACT FOR THE YUELI REPRESENTATIVE**

**BETWEEN**

**FOUNDERS COLLEGE STUDENT COUNCIL**

**AND**

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**Print Name**

**THE DUTIES OF THE YUELI REPRESENTATIVE SHALL BE:**

- (a) To act as a representative for YUELI students in FCSC;
- (b) To ensure that FCSC is providing programming, facilities, etc. that meet and that are in touch with the needs of constituents with a focus on YUELI students;
- (c) To assist with the organization and delivery of intramural sports and social events to benefit YUELI students;
- (d) To coordinate one event per semester to connect YUELI and Founders College Constituents
- (e) To report to the Vice-President of Operations and the President regularly concerning all matters related to YUELI;
- (f) To meet and coordinate as required with all relevant organizations to YUELI in respect to Founders College;
- (g) To post and keep a minimum of four office hours per week;
- (h) To promote and poster for FCSC events within Founders Residence;
- (i) To attend all FCSC meetings;
- (j) To attend FCSC athletics and social events and must remain engaged for the entirety of the committee's event, with reasonable exception; and
- (k) To ensure that FCSC is kept aware of the needs of constituents at all times

**Compensation**

As the YUELI Representative, the employee shall be paid upon the completion of their duties an amount up to \$200.00 as determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

**DISSOLUTION OF CONTRACT**

This contract for employment shall expire on April 30. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract the employee shall be responsible for training a training period of no less than two (2) weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: \_\_\_\_\_

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Employee's Signature

---

President's Signature

---

Vice President of Finance's Signature

## APPENDIX L - Employment Contract for the Chief Returning Officer

**BETWEEN**

**Founders College Student Council**

**AND**

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**Print Name**

The duties of the CRO shall be:

- (a) To follow the FCSC Constitution with regards to Elections and maintain a high level of familiarity with the aforementioned section of the Constitution;
- (b) Hold two (2) office hours per day during the campaign period and post said hours in an area of high visibility outside the FCSC office one week before the start of the campaign period;
- (c) The CRO must respond in writing within 24 hours to all complaints, questions, appeals and concerns presented to them;
- (d) When the campaign period ends, walk around to check posters and facebook events have been taken down;
- (e) The CRO must address with all campaign infractions and complaints within 24 hours;
- (f) The CRO is responsible for assigning demerit points as well as disqualifying candidates if need be, after a complete and full investigation and notifying the concerning candidate in writing of such actions immediately;
- (g) Organize and promote the All-Candidates Meeting and Election Debate;
- (h) The CRO shall post the election results no later than 24 hours after the conclusion of the voting period outside the FCSC Offices;
- (i) The CRO shall submit, within seven (7) days of posting the final elections results, a written report containing the results of the ballots, recommendations for election procedures, a copy of any protests. This report shall also include the depositions of such protest and reasons, as well as any other material deemed relevant;
- (j) Outline that all violations should be directed to the CRO at the All-Candidates Meeting

### **Compensation**

As the Chief Returning Officer, the employee shall be paid upon the completion of their duties an amount no greater than \$200, with regards to budget restrictions. If the employee meets all requirements as set out by the Constitution, he/she will be entitled to the full amount.

### **Dissolution of Contract**

This contract for employment shall expire after the conclusion of the Fall Elections. This contract may be renewed for the Spring Elections upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks written notice. Both parties agree to waive all rights and entitlements to severance.

I accept the terms and conditions of this contract on:

Date: \_\_\_\_\_

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Employee's Signature

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President's Signature

---

Vice President of Finance's Signature

## **APPENDIX M – MEMBER’S SALARIES**

The President shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$4000 for the regular term of May 1 to April 30.

The Vice President of Finance and Business Operations shall receive a set salary for the purpose of bookkeeping responsibilities. The salary shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$2000 for the regular term of May 1 to May 30 of the following year.

OR

The Vice President of Finance and Business Operations may at the direction of Council forfeit their set salary and appoint a bookkeeper that shall receive a salary determined by Council. In this event the Vice-President of Finance and Business Operations shall be eligible to be paid for the number office hours held.

The Vice President of Operations shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$2000 for the regular term of May 1 to April 30.

The Vice President of Social shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$2000 for the regular term of May 1 to April 30.

The Vice President of Athletics shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$2000 for the regular term of May 1 to April 30.

The Vice President of Promotions shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to hiring and may be negotiated through the course of their term depending on the workload but no greater than \$800 for the regular term of May 1 to April 30.

The Vice President of Academic/External Affairs shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$800 for the regular term of May 1 to April 30.

The Director of Social Affairs shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$600 for the regular term of May 1 to April 30.

The Director of Athletic Affairs shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$800 for the regular term of May 1 to April 30.

The Director of Finance shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$700 for the regular term of May 1 to April 30.

The Director of Academic/External Affairs shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$400 for the regular term of May 1 to April 30.

The Director of Promotions shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term



depending on the workload but no greater than \$400 for the regular term of May 1 to April 30.

The Director of Administration shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$400 for the regular term of May 1 to April 30.

The YUELI Representative shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$200 for the regular term of May 1 to April 30.

The Chief Returning Officer shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$200 for the regular term of May 1 to April 30.

The Orientation Chair(s) shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$1500 for the regular term of May 1 to September 30.

The two First-Year Representatives shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than \$100 for the regular term of May 1 to April 30.

OR

The President and Vice Presidents of FCSC may at the direction of Council forfeit 2/3rds of their set salary and appoint an Administrative Assistant that shall receive the balance of the honorariums as a salary to be negotiated and determined with the Council. In this event the President and Vice Presidents of FCSC would receive honorariums no larger than \$5000 and \$1000 respectfully. The

Administrative Assistant would oversee the day to day activities of the Council, on a full-time basis or as negotiated, including all responsibilities and duties outlines in “Appendix C – Employment Contract for the Administrative Assistant”.

## APPENDIX N – PRESIDENTIAL REGULATION NUMBER 4

The following is for reference purposes only:

### White Paper on Student Government & Presidential Regulation Number 4

Description: Regulations regarding student governments/organizations and principles for their activities and finances. With Section A. "Governing Principles" Section

C. "Draft Regulations to be Proposed to the Student Relations Committee of the Board of Governors" and Section D. "Joint Statement. . .", this document is known as "The White Paper on Student Government." The "Introduction" [below] by President Arthurs provides more detail on the jurisdictional aspects of the "White Paper." The current version has appended a list of Constitutional Guidelines for student governments, developed by the office of the Vice President (Campus Relations & Student Affairs). The Guidelines and Procedures for the Conduct of Student Referenda are also developed under this legislation.

Notes: Approved by President: 1988/25/10; Approved by Board 1988/12/05; Sections A, C & D Approved by Board Student Relations Committee: 1988/11/07; Date Effective:1989/01/01.

Approval Authority: President & Board of Governors

Signature: "H.W. Arthurs"

### Introduction

For many years, indeed almost from the earliest days of the university, the question of how student government and activities at York should be configured and financed has been a matter of concern and controversy. Recently, under the leadership of Provost T.A. Meininger, the issue has been addressed in three forums, each of which has made an important contribution to its resolution. An expert, outside opinion was received from Prof. Gilmor, Provost of Guelph University; the Student Relations Committee of the Board of Governors has considered the matter at length; the student governments themselves have been giving reform anxious consideration.

In addition student views, developed through internal processes and conveyed in open discussions with the administration, have been given careful consideration. It now falls to me as President to exercise my statutory responsibilities under the York University Act to bring matters to a definitive solution. That solution comprises four elements:

A. Governing principles which define the essential elements of the new arrangements.

B. Presidential regulations concerning student government and activities at York. These regulations will have full force and effect from January 1, 1989.

C. Draft regulations concerning the financing of student government. These draft regulations will be presented as soon as possible to the Student Relations Committee of the Board of Governors and, if approved, to the Board itself for formal enactment. It is anticipated that they will have full force and effect from January 1, 1989.

D. A draft statement concerning the activities and financial affairs of student governments and student organizations. This statement will be issued jointly (if approved) by the Student Relations Committee on behalf of the Board of Governors, and the President.

#### A. GOVERNING PRINCIPLES FOR THE REFORM OF STUDENT GOVERNMENTS AND ORGANIZATIONS AND THEIR ACTIVITIES AND FINANCIAL AFFAIRS

The following governing principles are now established as the basis of student government, organizations activities and financial affairs at York University.

1. York University believes that independent student governments and student organizations promote learning, growth and responsibility amongst those who conduct these activities and serve the interests of their fellow students. Conversely it believes that the quality and diversity of life on campus can be enriched by the activities of student governments and organizations. It therefore formally recognizes and supports such duly constituted governments and organizations.

2. Student governments, student organizations and the financing of student activities must be conducted on a democratic, orderly, and responsible basis. The possibility of orderly and democratic change must also be guaranteed.

3. Legal powers and responsibilities conferred by the York University Act on the President and the Board of Governors in relation to student government, organizations, activities and finances prevent the full devolution of authority by them. However, their respective powers and responsibilities should be exercised so far as is legally and practically possible in a manner consistent with the principles described above. The Provost, acting on behalf of the Board and the President, will support and advance these principles.

4. Activities affecting all students occur at three levels: central, faculty and local. Students should have the right to form student governments at the level of the University as a whole, at the faculty level, and--in accordance with York tradition--at the college level. A constitutional framework must exist to ensure that the formation, operation and funding of student governments at all levels conform to proper standards of democratic practice and financial responsibility. In addition, students have the right to come together in non-governmental organizations at all levels for activities or projects of interest to more specialized constituencies.

5. Student governments should also have the right, subject to the constitutional framework, to fix the amount for the levy to be paid by their constituents, and to receive and disburse such funds. The University administration and the Board of Governors should facilitate the collection of the levy, subject only to compliance with regulations governing the approval of levies, and requirements related to financial reporting.

6. All students should be represented by a central student government which can effectively advocate their common and collective interests vis-a-vis the University and outside bodies. While a single government would be most appropriate to represent the common and collective interests of all students, in deference to existing sentiment two central student governments should be established: one for undergraduates and one for graduate and professional students.

7. The internal structure of each central government will be determined by students, in accordance with constitutional procedures. Provision can and should be made to accommodate anomalous groups of students, without depriving them of representation by a central government. Cooperation between the two central student governments should be encouraged, and the possibility of formal linkages should be explored.

8. Student government constituencies at the faculty and college levels will normally be congruent with the membership of the faculties and colleges, as defined by the University.

9. Students may wish to establish voluntary organizations to pursue social, cultural or other activities, or to reflect the academic and extracurricular interests of student members of departments, programs or other academic units. The formation and operation of such organizations should be facilitated by both student governments and the relevant academic units.

10. The central administration, faculties, and other units including the colleges, should all provide significant programs of extra-curricular and co-curricular student activities to complement academic programs. Such activities may be provided directly, or in cooperation with or with direct support from student governments or organizations.

11. In the context of York's financial situation, the continuity and quality of such programming can only be ensured by appropriate financial allocations from student activity fees. Assurances must be given that (i) student governments or organizations, where they exist, will be consulted concerning such programs and (ii) funds allocated for student activities will not be spent for other academic or administrative purposes.

12. Implementation of the new constitutional regime for student government and finances, and of the new arrangements concerning the college system, require the establishment of transitional financial arrangements. These transitional arrangements must not operate so as to prevent existing governments from receiving less support than they received in the 1987-88 fiscal year.

## B. PRESIDENTIAL REGULATION NUMBER 4

### Student Governments and Organizations, and their Activities and Finances

#### Definitions

1 (a). A "student government" is a body formally recognized as representing all the students enrolled in one of the following constituencies: a college, a faculty, or a major segment of the University embracing several faculties. A student government is normally concerned with a broad array of activities, including

representation of the interests of those students in discussions with the academic and administrative authorities of the university, a faculty or a college.

1(b). A "student organization" is a voluntary association of students with common interests, which may or may not be associated with a particular academic discipline or unit. They include organizations formed for purposes of carrying forward a particular activity, cause or project. Examples of such organizations include the Student Centre Corporation, ethno-cultural or religious organizations, and departmental or program organizations (which may also serve as constituencies within recognized student governments).

1(c). The "Student Relations Committee" is a Committee of the Board of Governors of York University charged with exercising its statutory powers and responsibilities in matters relating to student government and finances. It also exercises powers over student finances and activities assigned to it by Presidential Regulations.

#### Central Student Government

2. Every student must be represented by, and pay a fee to, a central student government.

3. The Council of York Federation of Students (CYFS) is recognized as the central government for all undergraduate students. It represents:

(i) as full members, all students in the Faculties of Arts, Education, Environmental Studies, Fine Arts, Pure and Applied Science, and undergraduate students in the Faculty of Administrative Studies, and

(ii) as associate members, on terms agreed between CYFS and their respective faculty governments, students in Osgoode Hall Law School, Glendon College, and Atkinson College.

4. The Graduate Students' Association is recognized as the central government for all graduate students. It represents:

(i) as full members, all students enrolled in the Faculty of Graduate Studies, and

(ii) as associate members, on terms agreed between the GSA and the GBC and ESSA respectively, students in the Faculties of Administrative Studies and Environmental Studies.

## Faculty Level Student Government

5(a). Every student registered in a faculty will be represented by the student government of that faculty, provided it has been recognized by the Student Relations Committee.

5(b). The following existing student governments are herewith recognized: the Atkinson College Student Association, the Glendon College Student Union, the Environmental Studies Student Association, the Graduate Business Council, the Graduate Students' Association, and the Legal and Literary Society.

5(c). Students in any faculty for which there is not an existing recognized government may establish one, and seek recognition by:

- (i) presenting a petition signed by 10% of the students registered in the faculty, or
- (ii) conducting a referendum, in accordance with standards established by the Board of Referendum Commissioners and approved by the Student Relations Committee.

5(d). The Student Relations Committee will extend recognition to a faculty level government which:

- (i) files a constitution which complies with the principles set forth above, and
- (ii) provides proof that approval for recognition has been demonstrated by either a petition or a referendum, as indicated above.

5(e). Only one faculty level student government shall be recognized for each faculty.

5(f). Where there is a recognized faculty level student government, each student registered in that faculty will pay to it a membership fee determined and approved in accordance with the regulations.

## Associate Membership

6(a). Subject to the principles governing these regulations, a central or faculty student government may make constitutional provision for associate membership for categories of students (in addition to the those specified above) who are the



beneficiaries of some of its activities, but are unable to participate in its affairs because of the location of their studies or other anomalous conditions.

6(b). Provision for associate membership must be approved by the Student Relations Committee.

### College Level Governments

7. Every student who is a member of a college will be represented by the recognized college government.

(Note: Under the new arrangements, college membership is proposed to be compulsory for all first year undergraduate students in the Faculties of Administrative Studies, Arts, Environmental Studies, Fine Arts, and Pure and Applied Science. Following first year, all undergraduate students will retain their college membership unless they either transfer or terminate it. All resident undergraduates must maintain college membership.)

8. All existing college governments are automatically recognized.

9(a). Every member of a college shall pay a membership fee.

9(b). Every undergraduate students who opts not to maintain membership in a college shall pay in lieu of a college membership fee an equivalent special activities fee. Such equivalent fees will be used to support the Faculty Student Activities Fund described below.

### Student Activities

10(a). Students may form organizations to promote activities, causes or projects in which they are interested.

10(b). Upon approval or authorization by the relevant body, such organizations are eligible to

- (i) receive grants from a sponsor, including a student government or a faculty, college, department or other academic unit, and
- (ii) receive funds generated by a levy approved in accordance with these regulations.

10(c). All such organizations must, prior to receiving funds, provide the Provost with

- (i) a copy of their constitution or equivalent written statement of purposes and goals,
- (ii) a current listing of the names and addresses of executive officers, including the treasurer or equivalent, and
- (iii) an undertaking to observe the general regulations and policies of the university and the regulations and procedures governing financial accountability.

10(d). If a student organization fails to observe these requirements, the Provost may suspend the payment of funds to them and draw the situation to the attention of the sponsor or (in the case of an organization receiving a levy) of the Student Relations Committee for appropriate action.

#### Student Activities Funds

11. In order to promote programs of co-curricular and extra-curricular activities at the level of the faculty, college, department or other academic unit, a portion of the aggregate student activities fees collected from undergraduate students in the Faculties of Arts, Fine Arts, Science, and Administrative Studies, and students enrolled in the concurrent program of the Faculty of Education, will be used to establish

- (i) A Faculty Student Activities Fund shall be established, for which the Dean of the faculty will be responsible and
- (ii) a College Student Activities Fund, for which the Master of the college will be responsible.

12. The total amount of Student Activities Funds allocated for these purposes will be equally divided between

- (i) the undergraduate faculties in proportion to their course enrolments, and
- (ii) the colleges in proportion to the number of their full time equivalent members, provided however that in order to ensure the stability of funding all allocations will be made within a range stipulated from time to time, by the Provost, following consultation with the Council of Masters.

13(a). The responsible Dean or Master shall:

- (i) expend the Student Activities Fund only for the purposes for which they are intended, and not for other academic or administrative purposes,
- (ii) publish annually and provide to the Provost and the relevant faculty-level student government, a year-end statement showing how funds have been expended,
- (iii) consult at least once each year with the relevant student government, on the basis of a proposed budget and program statement, concerning the activities to be supported by the Student Activities Fund, or
- (iv) in the absence of a student government in a faculty, publish the proposed budget and program statement and invite and seriously consider any written suggestions or proposals from students concerning such expenditure.

13(b). The Dean or Master may either make direct expenditures for student activities or make grants to a student government or organization, for purposes of specific co-curricular or extra-curricular programs.

#### Financial Arrangements for Student Governments

14. Financial arrangements for student governments and the funding of student activities will be organized on a new basis, following a transition period from 1988-89 to 1990-91 inclusive.

15(a). The following student government fees will be levied:

- (i) college student government fees, or equivalent fees, payable by all eligible undergraduate students,
- (ii) faculty student government fees payable by all students, as full or associate members, in faculties with student governments recognized under present or new procedures, and
- (iii) central student government fees payable by all students as full or associate members.

15(b). The amount of such fees shall be the amount levied in 1988-89 or such other amount as may in the future be authorized by the Student Relations Committee under these regulations.

15(c). Subject to the provisions governing the transition period, each student government will receive as of right a Base Financial Allocation (BFA) equal to [the

amount of its authorized levy] times [the number of full time equivalent students it represents].

16. During the transition period,

16(a). The university will remit to each previously recognized student government a BFA, which is not less than its 1987-88 grant.

16(b). The BFA of a newly recognized student government will be calculated according to a formula authorized by the Student Relations Committee.

16(c). Should financial circumstance permit, after establishing the Student Activities Funds and remitting a BFA to each student government, the university may distribute additional funds to the relevant student governments to assist them in responding to significant changes in revenues and obligations, if any, which may occur during the transition period.

(Note: The Provost will promptly review with all student governments the financial consequences of these transitional measures.)

## C. DRAFT REGULATIONS TO BE PROPOSED TO THE STUDENT RELATIONS COMMITTEE OF THE BOARD OF GOVERNORS

### Definitions and Powers

1(a). In these regulations the terms "student government" and "student organization" shall have the same meaning as they do under the relevant Presidential Regulations.

1(b). A "levy" is a requirement imposed on a student to pay a certain sum by way of a nonacademic fee. Payment of a levy is mandatory. By way of example, a student government membership fee or an annual amount for the support of the student centre is a levy.

2. In exercising its powers under these regulations, the Student Relations Committee is exercising powers delegated to it by the Board of Governors and by the President.

### Approval And Termination Of Levies

3. The Student Relations Committee and Board of Governors will authorize a levy:

3(a). by or on behalf of a new or existing student government if it is approved in a referendum;

3(b). by or on behalf of a student organization

(i) if the levy is approved in a referendum; and

(ii) if the organization meets the reasonable financial and legal criteria set by the Student Relations Committee in order to safeguard the interests of students eligible to pay the levy.

4(a). In the event that a student government is dissolved, or that a student organization ceases to be viable, the Student Relations Committee may

(i) suspend collection of the levy,

(ii) continue to collect the levy for a period not exceeding one year, to permit the student government to be reconstituted, or student organization to regain viability, and then remit the funds on hand as originally contemplated, or

(iii) in the event that after one year the government is not reconstituted, or the organization has not regained viability, remit any funds on hand to another appropriate student government or organization.

4(b). The Student Relations Committee shall afford a reasonable opportunity to make submissions to representatives of any student government or student organization and, in its discretion, to other affected persons or groups, before taking any action under the provisions described above.

4(c). Upon application by a student government or student organization to vary the amount of, or to terminate its existing levy, the Student Relations Committee shall apply the same procedures as in the case of an application to institute a levy.

4(d). Nothing in these regulations is intended to alter the terms of explicit agreements between the University and student organizations or corporations concerning certain student activities or projects. (Note: Such agreements presently exist with regard to CHRY Community Radio and the Student Centre Corporation of York University.)

## Referenda

5(a). Referenda concerning the recognition or dissolution of student governments or the imposition, alteration or termination of levies, shall be conducted fairly and efficiently so as to ensure that the students affected have a reasonable opportunity to indicate their wishes, and that the University, in acting on the results of the referenda, will in fact be responding to student opinion.

5(b). The Student Relations Committee may approve standards for the conduct of referenda on the recommendation of a Committee comprised of the Provost and the heads of the central student governments. [See Guidelines and Procedures for the Conduct of Student Referenda .]

## Trust Funds

6. The trust funds, comprising the portion of the central student government levy collected from student constituencies, previously not affiliated with CYSF, will be discontinued forthwith.

## D. DRAFT JOINT STATEMENT BY THE PRESIDENT AND THE BOARD OF GOVERNORS CONCERNING THE ACTIVITIES OF STUDENT GOVERNMENTS AND ORGANIZATIONS AND THEIR FINANCIAL AFFAIRS

1. By virtue of the York University Act, the Board of Governors and the President possess and have exercised in concert their respective powers to enact regulations concerning student governments and student organizations, including their activities and financial affairs. It is the intention of the Board and the President that all such regulations should be administered by the Provost and the Student Relations Committee on behalf of both of them.

2. The Provost acting under the authority delegated by the President and the Board, has issued regulations concerning minimum standards of accountability in the handling of funds by, or on behalf of student governments and student organizations, and has established procedures for ensuring compliance with these regulations. These regulations and procedures shall have full force and effect as if made by the President and the Board. [A copy of these requirements is appended as "Constitutional Guidelines" below]

3. Compliance with the regulations and procedures is a condition of the right to receive a levy, or other funds such as those derived from facilities, activities, or solicitations operated or sponsored by student governments or student organizations.

4. To assist both student governments and student organizations, on the one hand, and the university administration on the other, in the proper management of student financial affairs, and acting under the authority of the President and the Student Relations Committee, the Provost has appointed a Financial Liaison Officer (Student Affairs).

#### APPENDIX A: CONSTITUTIONAL GUIDELINES

In keeping with Presidential Regulation Number 4, which underlines the basic standards of democracy, order, responsibility and financial accountability that all student governments and student organizations must adhere to, the following constitutional guidelines have been developed:

1. Interpretation: The Constitution should clearly describe the method for its interpretation. (Example: The Council of \_\_\_\_\_ shall be the sole authority for the interpretation of the Constitution. The Council shall, however, make all determinations of construction and interpretation with due regard to accepted rules of procedure, i.e. Robert's Rules of Order, etc. The Director of Administration of the organization, subject to an appeal to the Council, is generally the first source for interpretation of the Constitution.)

2. Objectives: The Constitution should clearly state the objectives of the organization. These must be consistent with University policies, federal and provincial laws, as well as the Ontario Human Rights Code.

3. Powers: The Constitution should clearly state the powers accorded to the organization and to all members and/or to elected representatives, i.e. members of the Council, members of the Executive, etc.

4. Membership-Constituency: The Constitution should clearly define constituency membership.

5. Membership-Council/Executive: The Constitution should clearly define Council Membership, Executive membership, and/or membership on a Board of Directors,

including qualification for membership, terms of office, procedures to deal with vacancies and the responsibilities and privileges associated with membership. Definitions of full vs. associate memberships should be included if applicable. (Example: the voting members of Council are: the President, the Vice-President of Finance, ..., etc.)

6. Duties of Members: The Constitution should clearly describe the duties of all members of Council and/or of elected representatives. Job descriptions should also be included. (See Number 11). (Example: The duties of the President are ..., the duties of the Secretary are ..., the duties of the Senators are..., etc.)

7. Conflict of Interest: The Constitution should address the issue of conflict of interest for members of the executive, council, and/or members of advisory/management boards.

8. Election Procedures: The Constitution should include election procedures to deal with any/all elected positions. These procedures should clearly assign responsibility for calling elections, advertising elections in a manner which ensures that new members of the relevant constituency will have ample opportunity to participate, appointing a Chief Returning Officer(CRO), approving election results and dealing with challenges to election procedures and/or results. A job description for the CRO should also be provided. Descriptions of nomination procedures, definitions of eligibility to vote, to run for office, campaign guidelines (expenses), ballot and polling procedures, etc. should also be stipulated. Some organizations may wish to specify annual dates for elections within their Constitution, nevertheless they must ensure that elections are well advertised.

9. Procedures of Council: The Constitution should include provisions for all Procedures of Council. This may include provisions on how often meetings take place, who has responsibility for calling meetings, chairing meetings (i.e. will a Director of Administration be appointed?), setting the agenda, how notice for meetings will be given, how much notice is required for meetings, who has voting privileges at meetings, procedures for proxy voting (if desired), a procedure to deal with a tie vote, quorum requirements, etc. (NOTE: The Constitution should contain a clear and concise statement on quorum requirements for all orders of business. Example: Quorum for meetings of Council, Quorum for meetings of the Elected Officials, etc.)



10. Financial Responsibility: The Constitution should clearly delineate financial responsibility. This should include who is to have signing authority, who is to strike the budget, approve the budget, maintain the financial records of the organization, who will prepare financial reports and make them available to members, who is responsible for financial reporting to the Vice-President, (CR/SA), etc.

11. Committees: The Constitution should include descriptions of all Committees, including how they are created, who may serve as members, terms of reference for all standing committees, quorum requirements, responsibilities, reporting requirements, etc.

12. Allegations of Wrongdoing & Disciplinary Action: The Constitution should include provisions for dealing with allegations against any member of the Council or an elected representative. Provisions should include the circumstances which might dictate disciplinary action: censure, suspension, impeachment and should indicate whose responsibility it will be to hear allegations and/or dictate sanctions. Constitutions which include job descriptions for elected officials will prove useful in determining breach of responsibility should this become necessary. Provisions for replacing elected officials (by-elections) if and when vacancies occur should also be included. Conflict of interest guidelines with regard to procedures of Council, serving as an elected official and/or as an employee of the organization may also prove useful.

13. Amendment Procedures: The Constitution should include Amendment Procedures. Specifics should state how much notice is required to introduce changes to the Constitution and/or by-laws, voting procedures to approve changes, quorum, etc.

14. External Affiliations: If necessary, the Constitution should include descriptions of any affiliations and/or jurisdictional relationships. (Example: memberships in outside organizations, i.e. OFS/CFS.)

15. Employees: The Constitution should include job descriptions for employees of the organization. Descriptions should indicate employees' responsibilities, hours of work, etc., as well as who has responsibility for hiring, supervising and disciplining employees.

16. Employment Standards All funded organizations with paid employees must conform to the Employment Standards Act.

17. Custodian of the Constitution Each funded group must designate an official "custodian of the constitution" for purposes of continuity between elected officials and for ensuring timely review and reporting regarding the Constitution. Where appropriate, a member of the Dean's or Master's staff could fulfill this role. If the group has permanent employees, one of their own staff members may be charged with this custodial role.

18. Advisory/Management Boards Organizations who own and operate small businesses such as pubs, coffee shops, newspapers, games rooms, etc. should establish advisory/management boards to oversee these operations. Advisory/management boards provide student governments with an opportunity to manage their businesses in an appropriate arms-length relationship from the businesses. Advisory/management boards should ideally be composed of students, staff, faculty and alumni who can lend their expertise to the organization. Conflict of interest guidelines should be adhered to when selecting membership for these advisory/management boards.