

VCSA BY-LAWS

Fall 2023

Vanier College Students' Association

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SECTION 1: The Association

ARTICLE I NAME

The corporate name of the organization (hereinafter referred to as the “ASSOCIATION”), is found in its French version “L’ASSOCIATION DES ÉTUDIANTS DU COLLÈGE VANIER” as well as in its English version, the “VANIER COLLEGE STUDENTS’ ASSOCIATION”, and in designating the Association, either or both versions may be used.

ARTICLE II GOVERNING STRUCTURE OF THE ORGANIZATION

The General Assembly shall be the official administrative and highest governing body of the Association. It shall determine policy and enact such rules and regulations, as it considers necessary for the proper, orderly, efficient, and legal operations conducted by the Association. No person or group other than the General Assembly itself can overturn a decision of the General Assembly at the exception of a Referendum. The Executive Council (hereinafter referred to sometimes as the “Executive”) shall act as the official representative of the Association. It shall assume governing power of the Association between meetings of the General Assembly, provided that all decisions of the Executive are in accordance with previous decisions taken by the General Assembly or Referendums. The Program Representation Committee shall constitute a branch of the Association whose members work for the representation of the student in particular academic programs within the College alongside the Executive Council.

ARTICLE III CONFIDENTIALITY

Members of the Executive may come into contact with sensitive/personal information belonging to members of the Association. To secure the privacy of said information, representatives that sit on the Executive must sign a confidentiality agreement (hereinafter referred to as the “Contract”), which bars said representatives from divulging the members of the Association’s sensitive/personal information and all problems related thereto beyond the meetings held by the Executive. *For the Contract, see Annex II*

ARTICLE IV REGISTERED OFFICE

The registered office of the Association shall be 821 Sainte-Croix Avenue, in the city of Montreal, and in the Province of Quebec, H4L 3X9.

ARTICLE V CORPORATE SEAL

5.01 Form.

The seal of the Association shall be circular in form and shall bear the name of the Association.

5.02 Conservation and Utilization.

The corporate seal shall be kept at the registered office of the Association and only the signing officers shall have the authority to affix it to documents emanating from the Association, upon prior approval from the Executive.

ARTICLE VI PURPOSE

The purpose of the Association shall be to act as the official representative of the members of the Association. It shall, via the Executive, promote, support, and protect the status, interests, and general well-being of the members of the Association. It shall, to the best of its abilities, execute, promote, support, and protect all decisions rendered and mandates appointed by the General Assembly. It shall consider and discuss all issues of a material, cultural, educational, recreational, political, and social nature that may affect the members of the Association. It shall also initiate, maintain, promote and conclude any business or matters that may affect the members of the Association. Finally, it shall dedicate its best efforts in fostering understanding and fellowship between all sectors of the College community and the community as a whole.

ARTICLE VII PRINCIPLES

The Association is founded upon and must thus, via the Executive, support, defend, respect, and function in accordance with the following principles:

7.01 The Vanier College Students' Association supports the equality of all, regardless of their race, religion, sex, ethnic or national origin, sexuality, gender identity, language, ideology, association, age, and mental or physical disability. Furthermore, the Association upholds the Canadian Charter of Rights and Freedoms for all of its students to ensure the equality of all. The Executive supports the equality of all people in all activities it undertakes, and it shall refuse the promotion or sponsorship of any organization or enterprise that may be in conflict with this position;

7.02 That everyone has the right to an education. The Vanier College Students' Association, therefore, supports the idea of education being accessible to all and rejects any form of hindering a person's right to acquire an education within the province, the country, and world wide.

7.03 The Vanier College Students' Association supports environmentalism and sustainability within the College, as well as within all other forms of Government and/or organizations both within our society and worldwide.

7.04 The Vanier College Students' Association engages within and supports the system of democracy, both within the College as well as all other forms of Government and/or organizations.

For this reason, the decision of the General Assembly, as well as the outcome of Referendums where a larger proportion of students may exercise their vote on an array of issues- always takes priority over the decision(s) or opinion(s) of the Executive, the sub-committees, and/or any individual of the Association.

7.05 Members of the Association's adherence to the policies of Vanier College, specifically the Zero Tolerance policy and Code of Conduct. These policies are put in place to maintain order and safety on the school campus. Any student found in violation of these policies will suffer the consequences determined by the College, which the Association will uphold.

7.06 The Vanier College Students' Association and its corresponding entities' commitment not to endorse, promote, or oppose political parties, candidates, or platforms as it is required to maintain a stance of political neutrality. Furthermore, the Vanier College Students' Association may not attempt to direct its members to which candidate or party they should give their votes to. As a result, the Executive Council, all clubs, committees, subcommittees, and any other affiliated entity within the Vanier College Students' Association are required to act according to the Association's principle on political neutrality.

ARTICLE VIII MEMBERS OF THE ASSOCIATION

Every registered, full-time day division student and full-time Continuing Education student at Vanier College shall be a member of the Association. The members are defined as follows:

8.01 A full-time day student is registered at Vanier College in a minimum of four daytime courses or a minimum of twelve hours of daytime studies per week.

8.02 A student considered a 'Fin-de-DEC' (graduating students who need less than four courses to complete their DEC may be considered "Fin de DEC")

8.03 A student who is registered at Vanier College in a minimum of four courses as defined by the College as a full-time Continuing Education student.

ARTICLE IX AFFILIATION

The Association may affiliate with external organizations should the Executive Council consider useful to further the goals of the Association, provided that such organizations function in accordance with the principles of the Association in *Article VII*.

ARTICLE X ORGANIZATION OF THE EXECUTIVE COUNCIL

10.01 *Structure.*

Subject to the provisions contained herein and particularly to the powers and duties hereinafter conferred upon the Executive Council, the affairs of the Association shall be managed by the Executives of the corporation, which shall be composed of three officers of the Association, eight coordinators of the Association, and between zero and two general members of the Executive of the Association for a total between eleven and thirteen. The eleven to thirteen members will hereinafter be referred to as the "Executives".

10.02 *Officers.*

The officer positions will be held by individuals that hold the following titles within the Association: President, Vice-President and Treasurer.

10.03 *Coordinators.*

The Coordinator positions will be broken down as follows: one (1) Internal Affairs Coordinator, one (1) Academic Affairs Coordinator, two (2) Communications Coordinators, two (2) Clubs Coordinators, and two (2) Community Coordinators.

10.04 *General Executives.*

General Executives must be elected on the first two days of the fourth week of the beginning of each semester. They must take on any task assigned to them by the Executive Council.

10.05 Assistants

Assistants can be appointed by the Executive Council only on recommendation by the concerned member of the Executive. Each officer & Coordinator as described in *Article X Points 02 & 03* can only have one assistant. Assistants cannot assist multiple executive positions at one time. Assistants shall perform any tasks assigned to them by their respective member of the Executive, so long as said tasks were not assigned by Executive vote to the Executive in question. Assistants do not have voting privileges during meetings of the Executive and are not required to attend them or hold office hours. At the start of their term, the assistants must sign a contract governing their rights and obligations with respect to their appointment. Even though they are not entitled to students' confidential information, assistants are required to sign the same confidentiality agreement as the Executives as a precaution to protect students and their confidential information.

For the Contract, see Annex 1.

10.06 Mandate.

The Mandate of the elected Officers and Coordinators shall commence on the first (1st) of June and shall terminate on the thirty-first (31st) day of May of the following year. The Mandate of the general executive positions shall last until two weeks after the end of the semester in which they were elected. Any VCSA members of the Executive shall serve a maximum of three mandates for the VCSA Executive Council **or for the Program Representation Council.**

10.07 Conflict of Interest.

No member of the Executive shall be a member of the Executive of any club and/or organization of the Association but may remain as regular members of that club and/or organization. No member of the Executive may be an employee of the Association. Any member of the Executive found to be conducting business of the Association in conflict with the principles of the Association detailed in *Article VII* or who has acted in an apparent conflict of interest as defined in sections *a* to *e* in *Article XXIX Point 02* may be subject to penalties and impeachment as outlined in section *f* of *Article XXIX Point 03*.

10.08 Responsibilities.

The Executives must perform all duties incidental to their position, and the Executive may assign such other duties to them. However, the priority of tasks assigned to them is dictated by their positions. Any member of the Executive who abuses task prioritization may be penalized, and ultimately, impeached.

ARTICLE XI POWERS, FUNCTIONS AND DUTIES OF THE EXECUTIVE

11.01 Powers of the Executives

- a) Act as the Official representatives of the Association during their term(s) in office.
- b) Assume governing power in between meetings of the General Assembly, provided that all decisions of the Executive are in accordance with previous decisions taken by the General Assembly and referenda.

11.02 *General Functions of the Executives.*

- a) Abide by and implement all decisions and resolutions of previous Semester General and/or Special General Assemblies.
- b) Keep a minimum of four office hours per week, over a period of no less than three (3) academic days.
- c) Be accountable for all equipment and supplies in the VCSA Office and common space while fulfilling its mandated office hours.
- d) Attend all weekly meetings of the Executive Council, in accordance with the regulations dictated in *Article XXI*.
- e) Sit in at least on one (1) College Board or Committee as a representative for the Association.
- f) Perform all duties incidental to the Mandate of their respective positions as described in, but not limited to, the following Sub-Articles of *Article XI*, as well as all other duties that may be assigned to them by decision of the Executive Council.
- g) At the end of their Mandate, each member of the Executive, with the exception of the General Executives, has an obligation to disclose information and mentor their successor on a best-efforts basis to provide for a smooth transition;

11.03 *Signing Officers.*

The President, Vice-President, and Treasurer shall be the official signing officers for the Association and shall, acting together, have the exclusive power and authority to sign all contracts, documents, bills of exchange and written instruments requiring two (2) signatures of the Association. All signing officers must be at least eighteen (18) years of age at the time of commencing their mandate.

11.04 *President.*

- a) Be the primary and official overseer of the affairs of the Association.
- b) Be the official spokesperson for the Association.
- c) Ensure that all members of the Executive Council are fulfilling their duties.
- d) Help out any other positions that are in need of assistance.
- f) Must be familiar with the most current edition of Robert's Rules of Order.
- g) Temporarily take on responsibilities of any vacant position within the Executive Council, or temporarily delegate them to another Executive through an Executive Council vote, if a replacement for the vacant position cannot be immediately named and until one is appointed or elected in accordance to Article XXVI.

11.05 *Vice-President.*

- a) Exercise all the powers of the President in the event of his or her absence.
- b) Act as the official External Communications Officer for the Executive and fulfil all the duties set out herein.
- c) Focus on helping and improving the functionality of the Executive Council by facilitating external communication as follows:
 - i. Any transfer of information from outside of the Association to inside of the Executive Council, including but not limited to the Vanier Administration.
 - ii. Maintain, alongside the communication Coordinator(s), a favorable public image for the Association and shall concern itself with the official brand.
 - iii. Be the official representative of the Association in the Coalition of Anglophone CEGEPs (CASAQ).

11.06 *Treasurer.*

- a) Be responsible for the management of the Association's finances.
- b) Deposit all monies and other valuables of the Association in its name and to its credit, in such banks or financial institutions as determined by the Executive on a by-weekly basis.
- c) Render a brief report of the financial situation of the Association, including total at the bank, pending payments, and follow-up payments, at each meeting of the Executive Council.
- d) Render a detailed report of the financial situation of the Association at each Semester General Assembly of the Association.
- e) Prepare, maintain and conserve adequate accounting books and records of finance for the Association.
- f) Keep a record book of policy changes and Council membership changes, or, if needed, delegate this task to another member of the Executive through an official vote process.
- g) Keep such aforementioned documents in safe custody.
- h) Ensure, alongside the Clubs Coordinator(s), that the Association's Clubs maintain correct and up-to-date financial records.

11.07 *Internal Affairs Coordinator.*

- a) Act as the official coordinator of Internal Communications within the Executive Council; and, alongside but secondary to the Communications Coordinator(s), from within the Association into the Executive Council.
- b) Ensure that all members of the Executive Council are fulfilling their duties.
- c) Assist the President, Vice-President, and Treasurer when and if the need arises or if the need cannot be covered by their respective assistant, as stated in *Article X (10) Point 05*.

- d) Help with and improve, alongside but in priority to the President, the internal functionality of the Executive council.
- e) Give notice of all meetings of the Association (Executive meetings and all Semester/ Special General Assemblies), with the exception of Clubs Executive meetings.
- f) Prepare and supply an agenda for all the aforementioned meetings of the Association, as well as other documents that may be required at the meeting for which the agenda is prepared.
- g) Record, publish, and keep minutes for all the aforementioned meetings of the Association.
- h) Schedule the office hours for the Executive council members.
- i) Must be familiar with the most current edition of Robert's Rules of Order.

11.08 *Academic Affairs Coordinator.*

- a) Fill one of the student seats on the Academic Council as the official representative of the Association and be aware of what goes on in all of its sub-committees.
- b) Be the liaison between the Academic Council and the Executive Council.
- c) Remain informed of the activities of the College's administration and relay all important and relevant information back to the Executive Council.
- d) Hear students' academic concerns and refer students to the appropriate person and/or body.
- e) Must be aware and well-versed in Vanier's zero-tolerance policy and all other College policies regarding plagiarism, harassment, the code of conduct, student behavior and academics.
- f) Defend students' rights from the College or its staff, and assist any hearing, appeal or other meetings when requested by a student requiring help .

Give guidance to and assist a student in preparation of a College hearing, appeal or other judicial meeting.

- g) They shall work alongside Student Services' Student Advocate, should one exist.

11.09 *Communications Coordinator.*

- a) Gather, analyze and distribute to the Association any pertinent information from different sources within the College.
- b) Be the primary controller of the Association's social platforms and of the information posted on them, when and as directed by the Executive Council. Such aforementioned information is as follows:
 - i. Any information relating to, but not limited to, Executive Council initiatives and projects, events sponsored by the Association, collaborations with the College Student Life or external sources and independent student, or student groups' initiatives and projects.

- ii. Publicized events organized or sponsored by the Association via the Executive Council
- c) Maintain, alongside the Vice-President, a favorable public image for the Association and concern itself with the official brand.
- d) Engage in active communication with the Association's entities.
- e) Initiate and maintain contact with external organizations such as television stations, newspaper and radio stations.
- f) Be, alongside but in priority to the Internal Affairs Coordinator, responsible for internal communications from the Association to the Executive Council.

11.10 *Clubs Coordinator.*

- a) Assist with and promote the efficient operation of the student clubs that are sponsored financially by the Association.
- b) Engage in active communication with the Association's Clubs and report to the rest of the Executive Council, on a weekly basis, any status, concerns and/or updated information that concerns them.
- c) Assign clubrooms to the Clubs
- d) Ensure that all Clubs abide by the rules and policies set by both the Association and Vanier College.
- e) Review the constitutions of the Association's Clubs.
- f) Be responsible for ensuring, to the best of their abilities, that at least two (2) Executives from each club attend all Semester and Special General Assemblies.
- g) Warn Club Executives when a Club's meeting will take place while providing appropriate notice and overseeing said meeting.
- h) Oversee and/or supervise any and all Club events, unless previously delegated to another Executive member, and accepted, if they cannot do so.
- i) Ensure, alongside but secondary to the Treasurer, that the Association's Clubs maintain correct and up-to-date financial records.

11.11 *Community Coordinator.*

- a) Be responsible for the development and implementation of the Association's community values.
- b) Gather pertinent information from the students within the College concerning various fundamental issues, including but not limited to, social justice, sustainability, and both mental and physical health.
- c) Be the liaison between the Executive Council and all committees and subcommittees of the Association.
- d) Be the liaison between the Executive Council and the Program Representation Council.

- e) Be responsible for ensuring, to the best of their abilities, that at least two members of the Association from each committee and subcommittee attend all Semester and/or Special General Assemblies.

11.12 *Order of Succession.*

In the absence of the President, the Vice-President will carry out the duties of the office of the President. In absence of the President and of the Vice-President, the following shall be the Order of Succession: Treasurer, Internal Affairs Coordinator, Academic Affairs Coordinator, and then the Coordinator with the most experience within the Executive Council.

ARTICLE XII STUDENT REPRESENTATION TO COLLEGE BOARDS AND COMMITTEES

12.01 General.

The Executive Council may from time to time be required to nominate, from amongst the members of the Executive Council or of the Association at large, people to sit on various College boards and committees.

12.02 Duties.

The student representative(s) to College boards and committees shall have the functions and duties allocated to them elsewhere than in the present By-laws, as well as, but not limited to, those duties hereinafter stipulated. They shall act as the official representatives of the members of the Association on the committee upon which they have been appointed. They shall promote, support and protect the status, interest, and general well-being of the members of the Association. They shall respect the views of the Executive. The appointed member must present a detailed report at the next meeting of the Executive.

12.03 Appointment

Any member of the Executive Council may be appointed to College boards and committees by a two-third majority vote of the Executive Council. If no representative of the Executive can sit on a particular board or committee, or if any member of the Executive has more than two boards to which they are appointed to, the seats will be opened to the rest of the association through an application process.

12.04 Application Period.

The application period for all nominations to College boards and committees shall last for at least seven (7) lecture days.

12.05 Qualifications of Candidates.

All candidates must be members of the Association. Candidates must remain enrolled at Vanier College for their entire term in office. Candidates must be in good academic standing, and if candidates are not a member of the Executive, they must provide a letter of intent and two letters of recommendation, which are not from Vanier students or family members .

12.06 Candidate Disqualification.

A candidate may be disqualified based on poor academic standing, involvement in actions that trigger disciplinary measures, dereliction of duty in previously held offices or any other inappropriate or disruptive behavior.

12.07 Interview.

All candidates shall attend a council meeting; at which time they shall be interviewed by the Executive Council. If a candidate is unable to attend, their letter of intent shall stand-alone. Priority will be given to the interviewed applicants over those who only presented the letter of intent. The Executive Council shall then appoint or nominate the number of persons needed to fill any and all student representative vacancies on all existing College committees.

12.08 Notice.

Notice of the interview session shall be deemed to have been properly executed if appropriate notice bills have been posted in conspicuous places throughout the College and published in any newspaper and/or on any social media of the Association, or other student information bulletin at least forty-eight hours prior to the hour fixed for the calling of such meetings.

12.09 Vote.

The Executive Council shall appoint the student representative(s) to any given College committee or board from amongst these candidates. All appointments shall be decided by a two-thirds (2/3) majority vote of the Executive Council.

12.10 Insufficient Number of Candidates.

If an insufficient number of candidates are nominated to fill any College committee student representative position, from amongst the members of the association, the Executive Council must, by a two-thirds (2/3) majority vote, appoint or nominate, from amongst the members of the Executive Council, enough individuals to fill all existing vacancies.

ARTICLE XIII COMMITTEES AND SUBCOMMITTEES OF THE EXECUTIVE

13.01 General.

The Association may, to its discretion, appoint from amongst the members of the Association, individuals to sit on various committees and subcommittees of the Executive, as the need arises.

13.02 Formation of Subcommittees.

The Executive or the General Assembly may form various committees and subcommittees, as the need arises. If a committee or subcommittee is composed and includes at least three members of the Executive, such a committee shall be able to make official decisions on behalf of the Executive including but not limited to certain financial decisions. These financial limitations must be decided upon by a simple majority vote (>50%) of the Executive Council.

If such a committee is created, a budget may be allocated to this committee by the Executive Council. The Executives shall have the official decision-making power of this budget provided that all appointed members unanimously agree on the purchase and that the purchase is in accordance with the financial limitations set forth by the Executive Council's decision. Although the three or more members of the Executive have the official decision-making power, via unanimous vote, the opinion and point of view of all present members of such a committee must be taken into consideration. Minutes must be taken at such a committee's meeting and must follow the procedures of the most recent version of the VCSA By-Laws. These procedures are in accordance with the Companies Act, CQLR c C-38 DIVISION XXIV section 92, and the intention of such a committee's freedom, as well as restrictions, are to offer the possibility for many members of the Association to get involved in the decision making processes without having overwhelming responsibilities imposed on the Executive Council in order to decentralize the Executive Council's financial decisions, and to promote transparency and involvement with regards to the spending of the Association.

13.03 Reports.

All committees and subcommittees must submit a verbal and **written** report at all Executive Council meetings immediately following their committee or subcommittee meeting, as well as documented minutes for any financial expenditures.

13.04 VCSA Student Athlete Committee

a) Purpose: The purpose of the VCSA Student Athlete Committee is to aid the athletic department in the promotion of games, events and all things related to the Vanier College

Cheetahs. The VCSA' S.A.C. will serve as the official liaison between the Association and the athletic department.

b) Structure: The affairs of the VCSA' S.A.C. shall be overseen by four Executives, six student athletes, one representing each sport with the inclusion of at least one athlete from every division, and the Athletic Recreational Technician.

ARTICLE XIV ORGANIZATION OF THE PROGRAM **REPRESENTATION COMMITTEE**

14.01 Structure.

Subject to the provisions contained herein and particularly to the powers and duties hereafter conferred upon the Program Representation Committee. The Program Representation Committee shall be composed of zero to two members for each academic program hereby listed:

Commerce/ Communications, Media and Studio Arts/ Computer Science and Mathematics/ Languages and Cultures (Music Double DCS included)/ Liberal Arts/ Music/ Science (Music Double DCS and Social Science Double DCS included)/ Social Science (Music Double DCS included)/ Animal Health Technology/ Architectural Technology/ Building Systems Engineering Technology/ Business Administration/ Computer Science Technology/ Early Childhood Education/ Environmental and Wildlife Management/ Industrial Electronics/ Nursing/ Office Systems Technology: Micropublishing and Hypermedia/ Professional Music and Song Techniques/ respiratory & Anesthesia Technology/ Special Care Counselling.

The aforementioned members will hereafter be referred to as the "Representatives".

14.02 Mandate.

The Mandate of the elected Representatives shall commence on the start of the second week of September and shall terminate on the last school day of the following Winter semester. Any VCSA Representative shall serve a maximum of three mandates for the VCSA Executive Council or for the VCSA Program Representation Committee.

14.03 Conflict of Interest.

No member of the Program Representation Committee may be an employee of the Association. Any member of the Program Representation Committee found to be conducting business of the Association in conflict with the principles of the Association detailed in

Article VII or who has acted in an apparent conflict of interest as defined in sections *a* to *e* in *Article XXIX Point 02* may be subject to penalties and impeachment as outlined in section *f* of *Article XXIX Point 03*.

14.04 Responsibilities.

The members of the Program Representation Committee must perform all duties incidental to their position, and the Executive Council and the Program Representation Committee may assign such other duties to them. However, the priority of tasks assigned to them is dictated by their positions. Any Representative member who abuses task prioritization may be penalized, and ultimately, impeached.

ARTICLE XV POWERS, FUNCTIONS AND DUTIES OF THE PROGRAM REPRESENTATION COMMITTEE

15.01 Powers

a) Act as the official representatives of their respective academic program in the College and their needs in front of the executive council and act in accordance with them, provided that all decisions taken are in accordance with the VCSA By-Laws.

15.02 General Functions of the Representatives

- a) Attend all meetings of the Program Representation Committee, in accordance with the regulations dictated in *Article XXIII*.
- b) Perform all duties incidental to the mandate of respective positions as described in, but no limited to, the following Sub-Articles of *Article XIII*, as well as all other duties that may be assigned to them by decision of the Program Representation Committee or by decisions of the Executive Council presented by the official liaison.

15.03 Chairperson

- a) Act as the official spokesperson of the Program representation Committee.
- b) Call to order and oversee all of the meetings of the Program Representation Committee.
- c) Keep good communication from and towards the Executive Council through the official liaison.
- d) After a meeting of the Program Representation Committee, the Chair-person must present a detailed report at the following meeting of the Executive (council).

15.04 Vice-Chairperson

- a) Act as Chairperson in absence of the Chairperson.
- b) Assist the Chairperson whenever it is needed for official duties.

- c) Prepare any documents that may be required for the meetings of the Program Representation Committee including, but not limited to, an agenda for the meeting.

15.05 Financial Secretary

- a) Keep track of all expenditures of the Program Representation Committee.
- b) Be the sole responsible for any money allocated by the Executive Council to the Program Representation Committee.

15.06 Other Members

- a) Maintain awareness as to the needs and wants of their program peers.
- b) Execute any official duties assigned to them by the Program Representation Committee by the means of a vote.

15.07 Order of Succession

In the absence of the Chairperson, the Vice-Chairperson will carry out the duties of the office of the Chairperson. In absence of the Chairperson or of the Vice-Chairperson, the Financial Secretary will take over and lastly, in the absence of the aforementioned three positions, whichever members that get voted into the position temporarily by the remainder of the Program Representation Committee will perform said duties until the return of the official members.

SECTION 2: Workings of the Association

ARTICLE XVI ROBERT'S RULES OF ORDER

Where applicable and if the By-Laws do not provide for the same, the conduct of the Association and its members shall be governed by the most current version of "Robert's Rules of Order".

ARTICLE XVII SEMESTER GENERAL ASSEMBLY

17.01 General.

A Semester General Assembly shall be held on a school day, twice during each semester. The President shall be the official organizer of all General Assemblies. The President shall preside over all General Assemblies of the Association if there is no contestation by any member of the Association who is personally present at the Assembly. If there is any objection at the General Assembly, a new chair shall be immediately elected by a simple majority (>50%) of the General Assembly. If there is a contestation by any member of the Association before the meeting of the General Assembly, a new chair may be elected during a meeting of the Executive.

The first Assembly will take place before the fifteenth (15th) of September, the second between the first (1st) and the fifteenth (15th) of December, the third before the fifteenth (15th) of February, and the fourth between the first (1st) and the fifteenth (15th) day of May, which will take place upon the call of the Executive Council, and upon ten days' notice to the members of the Association.

The main purpose of the Assembly shall be for the Executives to present a report on the status and finances of the Association, but any other issues may also be raised. If any member of the Association wishes to have an additional item included in the Agenda of any Semester General Assembly, they must submit a written, motivated request to the Internal Affairs Coordinator at least forty-eight hours in advance of the meeting. The Internal Affairs Coordinator shall then post a detailed proposed agenda twenty-four hours in advance, in conspicuous places in the VCSA office. If any member of the Association wishes to have an item included in the agenda within forty-eight hours of the start of the Semester General Assembly, the item must be approved at the start of the Assembly itself by a simple majority (>50%) of members personally present.

17.02 Notice.

Notice of all Semester General Assemblies shall be deemed to have been properly communicated if appropriate notice bills have been posted in conspicuous places throughout the College and/or published in any newspaper and/or on any social media of the Association, as well as Omnivox, or other student information bulletins within one week prior to the hour fixed for the calling of such Assemblies.

17.03 Quorum.

At least 0.75% of Association members must be personally present, or digitally, to constitute necessary quorum for the transaction of business of any Semester General Assembly.

17.04 Adjournment.

If less than quorum is reached at the time for which any Semester General Assembly may have been called, the meeting shall, after the lapse of thirty minutes from the time appointed for the holding of the Assembly, be adjourned by the Chairperson.

17.05 Vote.

Any question submitted at a Semester General Assembly shall be decided by a simple majority vote (>50%) of members present and voting for or against a motion except where procedures dictate otherwise. Each member may cast one vote and voting shall be by show of hands, unless otherwise requested by a voting member.

17.06 Casting Vote.

The Chairperson may vote when their vote will affect the result. Thus, the Chairperson may vote where their vote in negative will tie the result thus defeating the motion, or when their vote for the affirmative will break the tie.

17.07 Strike

If a motion for a strike is passed at a Semester General Assembly in accordance with *Article XVI*, the Executive Council will endorse and promote it.

ARTICLE XVIII SPECIAL GENERAL ASSEMBLY

18.01 General.

A Special General Assembly shall be called by the Executive council on any school day upon a simple majority vote of the Executive Council, or with a written petition supported by no less than one hundred (100) signatures from members of the Association specifying the nature of the business to be transacted, which must be given to the Executive Council at least seven academic days prior to the hour fixed for the calling of such Assembly.

18.02 Notice.

Notice of any and all Semester General Assemblies shall be deemed to have been properly communicated if appropriate notice bills have been posted in conspicuous places throughout the college and/or published in any newspaper and/or on any social media of the Association and/or student information bulletins, as well as Omnivox, within seventy-two hours prior to the hour fixed for the calling of such Assemblies.

18.03 Quorum.

At least 0.75% of Association members must be personally present, or digitally, to constitute necessary quorum for the transaction of business of any Semester General Assembly.

18.04 Adjournment.

If less than quorum is reached at the time for which any Special General Assembly may have been called, the meeting shall, after the lapse of thirty minutes from the time appointed for the holding of the Assembly, be adjourned by the Chairperson.

18.05 Vote.

Any question submitted at a Special General Assembly shall be decided by a simple majority (>50%) vote of members personally present and voting for or against a motion except when procedures dictate otherwise. Each member may cast one vote and voting shall be by show of hands unless otherwise requested by a voting member.

18.06 Strike

If a motion for a strike is passed at a Special General Assembly in accordance with Article *XVI*, the Executive Council will endorse and promote it.

ARTICLE XIX REFERENDA

19.01 Conditions.

A referendum amongst all members of the Association may be called by majority vote of the Executive Council, or by a petition supported by no less than ten percent of the members of the Association, if a previously, regularly constituted meeting of the Executive Council has been called to consider the intended item to be covered by the referendum.

19.02 Notice.

Notice of the referendum must be given to the members of the Association at least five days prior to the hour fixed for the holding of such referendum in accordance with *Article XIX Point 01*, and shall contain a statement of the issues and purpose for which the referendum is being held.

19.03 Voting.

The voting period shall last for a minimum of one lecture day; from 10:00 a.m. to 4:00 p.m. Voting shall take place at one common and accessible location on campus, or through electronic means, on OmnivoX as a mandatory consultation. Any question submitted at a Referendum shall be decided by a simple majority (>50%), except when procedures dictate otherwise. Each member of the Association is entitled to vote once, in person, upon presentation of a valid student identification card or other proof of membership. However,

for the referendum to be of any effect whatsoever, at least ten percent of the membership of the Association must vote.

19.04 Strike

If a motion for a strike is passed during a Referendum in accordance to Article XVI, the Executive Council will endorse and promote it.

ARTICLE XX AMENDMENTS TO THE BY-LAWS

In order for the By-Laws to be amended, any member of the Association may submit the proposed amendments in writing to the Internal Affairs Coordinator at least five days in advance of a Semester or Special General Assembly. The Internal Affairs Coordinator shall then post the proposed amendments at least seventy-two hours in advance of the Assembly in conspicuous places, such as in any newspaper or on any social media of the Association, as well as Omnivox. All proposed amendments to the By-Laws must be passed by a two-thirds (2/3) majority vote.

By-Law changes may also be made by a simple majority vote of the Executive Council, but must be ratified, by a two-thirds (2/3) vote, at the next scheduled General Assembly. The By-Law change(s) shall proceed to take immediate effect, until becoming a permanent change once ratified. If for any reason at all, the By-Law change is not ratified at the next scheduled General Assembly, the new By-Law shall immediately cease to be legitimate, and its effects shall be suspended until the change is ratified at a General Assembly. If a member wants to propose amendments within 5 days of the General Assembly, they may do so, provided that:

That, unless there is a contestation by any Association member personally present at the Assembly, that they receive permission from the General Assembly to propose the amendment or amendments, which shall take place by a two-thirds (2/3) vote of the people personally present at the Assembly.

ARTICLE XXI MEETINGS OF THE EXECUTIVE

21.01 Frequency of Meetings.

The Executive Council shall meet at least once per week during its term in office. Between the 1st day of their mandate and the first day of the new academic year or between semesters, the council may choose to hold bi-weekly meetings.

21.02 Notice.

Meetings of the Executive shall be called by order of the President or Vice President upon twenty-four (24) hours written notice to be posted in a conspicuous place in the Executive Council office.

Should an interview of a candidate take place at a meeting of the Executive subject to Article 12.07, the proper notice to be communicated with respect to the present article will be forty-eight (48) hours.

21.03 Waiver of Notice.

Meetings of the Executive may be held without prior notice if all members are present, or if all members come to a consensus on the time, place and purpose of such meeting.

21.04 Quorum.

A simple majority (>50%) comprised of members of the Executive Council must be personally present to constitute a quorum at all meetings of the Executive.

21.05 Adjournment.

If a quorum cannot be reached at the time for which any meeting of the Executive may have been called, the chairperson of the meeting may, after the lapse of fifteen minutes from the time appointed for the holding of the meeting, adjourn the meeting. The reconvening of any meeting adjourned will take place after communication of the same notices in *Article XXI Point 02*.

21.06 Vote.

Only members of the Executive Council may propose motions to be voted on or may vote at any Executive Council meeting. Any question submitted to the Executive Council shall be decided by a simple majority vote (>50%) of members present, unless where procedures dictate otherwise. Each member may cast one vote and voting shall be by a show of hands unless otherwise requested by a voting member. Voting needing a two-thirds (2/3) majority shall always be of total Executive members present, including the chairperson.

21.07 E-votes

The Executive may decide on a vote through electronic means. The provided official VCSA email by Vanier College will be the only tolerated platform for E-votes. All voting procedures will apply to E-votes. An E-vote will be open for a maximum of 24 hours. All E-votes must be documented in the minutes of the meeting or always published on a platform accessible to all.

21.08 Agenda.

If any member of the Association wishes to have an item included on the Agenda of any open meeting, they must submit a written, motivated request to the Internal Affairs Officers

at least forty-eight (48) hours in advance of the meeting. The Internal Affairs Officer shall then post a detailed proposed Agenda twenty-four (24) hours in advance in conspicuous places in the VCSA office. If any member of the Association wishes to have an item included on the Agenda within forty-eight 48 hours of the start of the meeting, the item must be approved at the meeting by a simple majority (>50%) of members personally present.

ARTICLE XXII ELECTRONIC MEETINGS OF THE EXECUTIVE

22.01 Notice

In the case of exceptional circumstances that would prevent the Executive Council from holding a meeting, an electronic meeting may be called instead.

The members may be notified personally, through a memorandum, or a notice of meeting by either the President or Vice President . Members must be notified within the time mentioned in Article 21.02.

22.02 Meeting Procedure

a) All Electronic meetings of the Executive Council shall be conducted in accordance with *Article*

Robert's Rules of Order.

b) The software to be used, from the start to the end of the meeting, must be identified ahead of time. Electronic meetings may only be done through video calls where both the face and voice of the member are clear. A video call may only be called, as the by-laws allow, by the presiding officer, either the President or Vice President. [IM35] [AL36] [AL37] [AL38]

c) The chair, the minutes-taker, the members, and all other individuals participating in the meeting must speak clearly. If the audio from the person who has obtained the floor is clear, it is unnecessary for that person to write down his motion in the chat. However, if for any reason, the audio is unclear, the member must still speak but is now required to type in the chat what they wish to say.

d) If documents are to be submitted, they must be submitted through a format that is legible. It is recommended that every member has his own copy of said documents before the meeting has started. The minutes of the meeting will be recorded in the same manner as it would be done in physical meetings.

e) To obtain the floor, the individual may show his hand on the camera or may say so. If it is unclear to the chair who wants to be recognized, the individual in question may be asked to type in the chat that he or she wants to be recognized. In any case, the chair must take into

account the delay that comes with electronic meetings. Given this, the chair must always give ample time for members to respond.

f) If electronic meetings are not necessary for said council they must hold at least 1 in-person meeting per semester .

ARTICLE XXIII GENERAL ELECTIONS FOR THE EXECUTIVE COUNCIL

23.01 Chief Electoral Officer.

As soon as the need for an election arises, the Executive Council shall nominate from amongst the members of the Association a Chief Electoral Officer, whose appointment must be ratified by a two-thirds (2/3) majority vote of the Executive Council. Subject to *Article XXIII Point 02*, the Chief Electoral Officer shall be responsible for governing all aspects of the election for which they were appointed. The Chief Electoral Officer must remain accessible to members of the Association throughout the election process. The Chief Electoral Officer must be at least 18 years of age.

23.02 Electoral Committee.

As soon as the need for an election arises, the Executive shall appoint an Electoral Committee, which shall be composed of five people who must be members of the Association, but who shall not be members of the Executive Council, whose appointment must be ratified by a two thirds (2/3) majority vote of the Executive. The Chief Electoral Officer shall be one of the five members of the Electoral Committee.

Any decision of the Chief Electoral Officer to disqualify a candidate for any reason, at any stage of the elections, must be ratified by a unanimous vote of the Electoral Committee.

23.03 Nomination Period.

The nomination period for all elections shall last for ten lecture days, after which time no candidate for any position shall be considered except in accordance with the By-laws. A notice shall be posted through Omnivox at least forty-eight hours in advance notifying all members of the Association of the commencement of nominations. In addition, the Chief Electoral Officer, and the electoral committee, must advertise nominations to advise members of the Association of the upcoming elections.

23.04 Nominees.

All nominees must be current members of the Association who shall be enrolled at Vanier College for both semesters of their term in office (or for one semester in the case of general executives). Candidates running for the positions of President, Vice-President and Treasurer must be at least eighteen (18) years old as of the expected start date of their term in office.

All nominees must be in good academic standing. Nominees must provide two letters of reference that are not written from Vanier Students or family members, and candidates running for an Officer position must provide a third letter of reference from a Vanier teacher. Students with a poor academic standing, involvement in actions requiring disciplinary measures, resigned in previously held offices, or those who have been impeached in previously held offices, will be automatically disqualified to run for an Executive Council position.

If a nominee contests their disqualification, the Executive Council may overturn the decision of the Electoral Committee by a two-thirds (2/3) majority vote if the grounds for disqualification have merit.

23.05 Nomination Forms.

The written instrument nominating a candidate for an Executive or Representative position must contain the following statement:

“We the undersigned, members of the Vanier College Student Association, hereby nominate _____ for the position of _____”.

Each nomination form must contain the name, signature and student identification number of at least fifty members of the Association. The nomination form must be countersigned by the nominee and contain his/her program of study and student identification number. All nomination forms must be submitted to the Chief Electoral Officer before the end of the academic day on the final day of the nomination period.

23.06 Insufficient Number of Nominees.

Notwithstanding an insufficient number of candidates nominated to any or all-Executive positions, the election shall proceed. If the total number of Executive Council members falls below nine, after mandated elections, and after general executive positions have been elected, by-elections shall be held, and shall follow the procedures of general elections described in *Article XXIV*.

23.07 The Election.

The Elections shall be held between April fifteenth (15) and the first day (1st) of May every year. [IM42] [AL43]

23.08 Campaign Period.

The campaign period shall commence at the end of the nomination period and shall last for no more or less than five lecture days.

23.09 Campaign Funds.

The Association shall fund all candidates an equal amount of twenty-five dollars (25\$) maximum, given that they provide proof of purchase.

23.10 Officer and Coordinator Voting Procedures.

The voting period shall commence on the first lecture day following the end of the campaign period and shall last for three lecture days. Voting shall take place at common and accessible locations on campus, where booths shall be set up for students to vote by ballot, or through electronic means on Omnivox as a mandatory consultation. Each member of the Association is entitled to vote once at each election. Team names and nicknames shall not be added beside candidate names on the voting ballots.

In the event of a tie, a new ballot must be sent out to break the tie between the candidates that are tied.

23.11 General Executive Voting.

After application forms have been submitted correctly to the executive in charge of receiving them, candidates are automatically nominated. Proceeding this, they get no more or less than 5 lecture days to campaign. Candidates must respect Vanier's code of conduct and the campaign rules set by the said executive in charge or they risk disqualification. The candidates get a 25\$ budget to campaign. On the following lecture day, voting must take place from 8 am to 6 pm and be accessible to all students. The voting options include a "yes" or "no" option for all candidates. This is a mandatory consultation, all students will either vote or cancel their vote. The student with the most "yes" votes will become general executive 1, and the student with the 2nd most "yes" votes will become general executive 2. In the case of a tie, the voting shall take place again on the soonest available lecture day.

If a certain number of coordinator positions are not filled during the time that general executive positions are being elected, two (2) plus this number of general executives may be voted in, provided that the number of general executives in excess of two (2) are appointed at the next meeting of the executive, to fill the vacant Coordinator position(s).

ARTICLE XXIV VACANCIES/BY-ELECTIONS

If a coordinator position has not been filled following an election process, a general executive may be appointed from among the general executives elected at the beginning of the following semester, by a two-thirds (2/3) majority vote, for a single semester, to assume the responsibilities of the missing coordinator position. For the following semester, an election shall be held for the vacant positions that will become available at the time, as well

as the position(s) that was/were not filled in the previous election, however the mandate of said position will terminate at the end of that one semester, thus preserving the order of elections described in Article XXIII. If a vacant officer position exists, the executive council may appoint from among the coordinators, by a two-thirds (2/3) majority vote, a member to fill the vacant position, provided that this member was elected, and not appointed, as a coordinator. A general executive may not assume the responsibilities of an officer position. A general executive may be appointed to assist an officer position, but if an officer position is vacant, it may only be officially taken over by another officer, or a coordinator.

The Executive Council may host a by-election if its membership falls below 9 members, only with the approval of a $\frac{2}{3}$ majority vote of its incumbent Council members. However, if the Executive Council's membership falls to 6 members, then it becomes compulsory for it to host by-elections. If an officer position has not been elected and the vacant position is being held temporarily by a coordinator, an exceptional by-election can be held only to fill said position.

ARTICLE XXV IMPEACHMENTS

25.01 Procedures for Impeachment Consideration.

The procedure for the Impeachment of an Executive member may begin provided that:

At a regular council meeting, a motion with respect to the calling of a special meeting of the Executive Council passes by simple majority vote. During said vote, the accused Executive member (hereinafter referred as the "Defendant") will not be voting.

At said meeting, the Defendant will be considered for impeachment.

25.02 Notice.

If the impeachment proceeding is carried out in accordance with *Article XXV Point 01*, any member of the Executive Council who neglected their duties shall be subject to an impeachment hearing, upon seven days' written notice by the Executive Council of the day, time and place of the hearing, to be delivered in person, by certified mail, or by MIO. The notice shall also include the allegation(s) being brought against the Defendant.

25.03 Grounds for Impeachment.

For the purposes of this *Article*, a member of the Executive Council may be subject to impeachment proceedings provided that:

- a) They are elected in contravention of the By-laws and/or legally adopted procedures of the Association.

- b) Once elected, they contravene the By-laws and/or legally adopted procedures of the Association.
- c) They fail to fulfill the duties imposed upon them by the By-laws and/or adopted procedures of the Association.
- d) They contravene the Student Association Code of Ethics as stated in *Article XXIX*.
- e) They fail to attend three out of five consecutive meetings of the Executive Council without having given prior acceptable notice of absence or display a repeated and marked tendency to be absent from meetings of the Executive Council.

If the impeachment proceeding is carried out in accordance with *Article XXV Point 01*, the Defendant, as well as the complainant(s), shall each be entitled to present their respective cases before the Executive Council prior to any impeachment vote. The Defendant may only be impeached by a two-thirds (2/3) majority vote of all members of the Executive Council, including the Chairperson of the impeachment proceedings in accordance with *Article XXV Point 06*.

25.04 Suspension of Functions.

After allegations have been made and the Defendant is cited to appear at an impeachment hearing, they shall be suspended from their functions on the Executive Council until a verdict is pronounced.

25.05 Automatic Impeachment.

If the Director General or the Director of Student Services approaches the issue that a student has been found conflicting the Vanier College code of conduct then the member will be automatically impeached.

25.06 Impeachment Hearing Procedures.

The impeachment hearing procedures shall be as follows:

- a. All proceedings shall be subject to Article 11 (a to i) of the Canadian Charter of Rights and freedoms (concerning the rights of the Defendant). The proceedings shall be conducted in the English language.
- b. On the appointed day of the hearing, the Chairperson, having followed the guidelines prescribed hereinabove, will follow the procedures as outlined

hereinafter. Each member of the Executive Council should have a copy of *Article XXV*.

- c. If there is no contestation by any Executive member, the President of the Association will chair and the Internal Affairs Coordinator shall take minutes of the proceedings. In the event the President is being impeached, the Vice-President shall Chair. If the Internal Affairs Coordinator is being impeached, then the Chairperson will designate a member of the Executive Council to take minutes.
- d. The allegation(s) against the Defendant shall be read aloud separately by the Chairperson. Each member of the Executive will be given written notice of the accusation. The Defendant will be given the right to enter a plea of “liable” or “not liable” for each allegation. If a “liable” plea is entered for one or more allegations, a vote in favor of the liability of the Defendant towards each accusation will have impeached the Defendant should two-thirds of all Executive council members vote “liable”. If a plea of “not liable” is entered for all allegations, then the Council will proceed with the impeachment hearing as outlined in *Article XXV Point 06*.
- e. Evidence shall be presented to the Executive Council. Anyone testifying as a witness against the Defendant shall be subject to Article 13 of the Canadian Charter of Rights and Freedoms (protection from self-incrimination).
- f. A two-thirds majority vote of all Executive Council members will have to successfully pass in order to remove the Defendant from office and will result in the loss of privileges or benefits for the Defendant.

In the event of non-attendance on the part of the Defendant, a plea of “liable” will be assumed and the hearing will then proceed accordingly.

25.07 Appeal of the Impeachment Decision

The decision of the Executive Council is final but may be appealed or challenged at a General or Special General Assembly.

Article XXV also applies to the Program Representation Committee, with the replacement of “Executive Council” and “Executive member” by “Program Representation Committee” and “Representative members” respectively.

ARTICLE XXVI EMERGENCY POWERS

In the event of an unexpected College closure without a clear return date, the Executive Council holds the power to extend the mandates of its Executives including those who may be graduating or graduated students who will be permitted to remain as members of the Association until a newly elected member is appointed in the following general or by-election.

For this to take place, a motion must be presented to the Executive Council asking for the immediate enactment of the present article. A two-third majority vote of the total present members will successfully pass the motion.

At such time, the following restrictions would apply to the mandates of the incumbent Executive Council:

- a) Any allocation over 1000\$ must pass by unanimity of all voting members present.
- b) The sum of allocations made during this time may not exceed \$30 000.
- c) The extension period may not surpass the date of the following General Executives election.

ARTICLE XXVII MEETINGS OF THE PROGRAM REPRESENTATION COMMITTEE

27.01 Frequency of Meetings.

The Program Representation Committee shall meet at least twice per month during its term in office.

27.02 Notice.

Meetings of the Program Representation Committee shall be called to order by the Chairperson or Vice-Chairperson upon a twenty-four hours written notice to be posted in a conspicuous place to which all representatives have access to.

27.03 Waiver of Notice.

Meetings of the Program Representation Committee may be held without prior notice if all members are present, or if all members come to a consensus on the time, place and purpose of such a meeting.

27.04 Quorum.

A simple majority (>50%) of the whole Program Representation Committee must be personally present to constitute a quorum at all meetings of the Program Representation Committee.

27.05 Adjournment.

If less than quorum is in attendance at the time for which any meeting of the Program Representation Committee may have been called, the chairperson of the meeting may, after the lapse of fifteen minutes from the time appointed for the holding of the meeting, adjourn the meeting. The reconvening of any meeting adjourned will take place with the same notices in *Article XXIII Point 02*.

27.06 Vote.

Only members of the Program Representation Committee may propose motions to be voted on, or may vote at any Program Representation Committee meeting, with the only exception being the official VCSA Executive Council liaison. Any question submitted to the Program Representation Committee shall be decided by a simple majority vote (>50%) of members present, unless procedures dictate otherwise. Each member may cast one vote and voting shall be by a show of hands unless otherwise requested by a voting member. Voting needing a two-thirds (2/3) majority shall always be of total Representative members present, including the chairperson. All motions approved by the Program Representation Committee would then be presented as recommendations to the Executive Council.

27.07 Agenda.

If any member of the Association wishes to have an item included in the Agenda of any open meeting, they must submit a written, motivated request to the Vice-Chairperson at least fortyeight (48) hours in advance of the meeting. Vice-Chairperson shall then post a detailed proposed agenda twenty-four (24) hours in advance in conspicuous places to which all Representative members have access to. If any member of the Association wishes to have an item included in the Agenda within forty-eight 48 hours of the start of the meeting, the item must be approved at the meeting by a simple majority (>50%) of members personally present.

ARTICLE XXVIII APPLICATION FOR THE PROGRAM REPRESENTATION COMMITTEE

28.01 Nomination Period.

The nomination period for all applications shall last for seven lecture days, after which time no candidate for any position shall be considered except in accordance with the By-laws. A notice shall be posted through Omnivox by the Executive Council at least forty-eight hours in advance notifying all members of the Association of the commencement of nominations

for all positions of the Program Representation Committee. Nomination period shall begin on the first day of the Fall semester.

28.02 Nominees.

All nominees must be current members of the Association and of the program for which position they are running who shall be at Vanier College for both semesters of their term in office. All Nominees must be in good academic standing. Nominees must provide one letter of reference which is not from Vanier Students or family members. Students with a poor academic standing, involvement in actions requiring disciplinary measures, or those who have been impeached (specifically, found in dereliction of duty) in previously held offices, will be automatically disqualified to run for a Program Representation Committee position.

28.03 Nomination Forms.

The written instrument nominating a candidate for an Executive or Representative position must contain the following statement:

“We the undersigned, members of the Vanier College Student Association and of the (PROGRAM OF STUDY), hereby nominate _____ for the position of Program Representative”.

Each nomination form must contain the name, signature and student identification number of at least twenty-five members of the Program for which position the nominee is running for. The nomination form must be countersigned by the nominee and contain his/her program of study and student identification number. All nomination forms must be submitted to the Internal Affairs Coordinator before the end of the academic day on the final day of the nomination period.

28.05 The Selection.

In the case that a program receives less application forms than positions available to be filled, the applicants for these positions will be ratified during a special meeting of the Executive council. For all the programs with more applicants than positions open, the applicants will be convoked for an interview at the special meeting of the Executive Council. Said meeting must occur between the first day of the fall semester and the last academic day of the first week of September every year, and its date must be decided before the nomination period starts. After the interview, the Executive Council will decide the members selected and will ratify them. In the case that a program received no applications by the end of the nomination period, the Executive Council must extend its nomination period and ratification until the date of ratification of the Program Representation Committee, and must ensure to divulge that that position is still open. If the position is still open after that, the newly appointed Program Representation Committee will take over the responsibility of filling any empty position that may remain.

SECTION 3: Morals of the Association

ARTICLE XXIX EXECUTIVE COUNCIL CODE OF ETHICS

29.01 Intent and Declaration.

- a. It is essential to the proper conduct and operation of the Association that its officials be independent and impartial. Association Executives and employees hold their positions for the benefit of the Vanier students. Executives and employees are bound to observe, in their official acts, the highest standards of ethics consistent with this code.
- b. It is the intent of this chapter to protect the integrity of the Association by prescribing restrictions against conflicts of interest and unethical practices.

29.02 Definitions.

As used in this chapter, unless the context otherwise specifies:

- a. “Benefit” means gain or advantage, or anything regarded by the person to be benefited as a gain or advantage, including the doing of an act beneficial to any person in whose welfare they are interested.
- b. “Conflict” means done with wrongful intent and for the purpose of obtaining, compensating or receiving compensation for, any benefit resulting from some act or omission of a public servant which is inconsistent with proper performance of their public duties.
- c. “Corruptly” means done with a wrongful intent and for the purpose of obtaining, or compensating or receiving compensation for, any benefit resulting from some act or omission of a public service which is inconsistent with the proper performance of their public duties.
- d. “Student Association Executive or Employee” means any officer, coordinator, agent, or employee of the Association whether elected or appointed.
- e. “Harm” means any verbal, written or printed communication, which directly or by inference is:

- i) Defamatory to another person's reputation or could reasonably cause the denial or termination of membership of another in any campus organization without due process of the law.
- ii) Or, any unlawful interference with the person and/or property of another person.

29.03 Standard of Conduct.

- a) **Conflict of Interest:** No Executive or employee of the Association shall participate in any private business or professional activity or have any direct or indirect financial interest which would place that person in a position where there is a conflict between that private interest and the best interests of the Vanier students.
- b) **Misuse of Association Property:** No Executive or employee shall use or allow the use of Association property, facilities, or personnel of any kind for anything other than officially approved Association business.
- c) **Unlawful Compensation or Regard for Official Behavior:** No person shall corruptly give, offer, or promise to any Association Executive or agree to accept, any pecuniary or other benefit not authorized by the Association, for the past, present, or future performance or non-performance of any act which the person believes to have been, or the officer, or employee represents as have been, within the official capacity of the officer or employee
- d) **Intentional Wrongful Harm:** No Executive or employee of the Association shall intentionally and wrongfully harm or threaten to intentionally and wrongfully harm any person by the performance or omission of any act.
- e) **Inducing to Act:** No Executive or employee of the Association shall aid, advise, procure, or in any way induce another to act in violation of this chapter.
- f) **Penalties:** A violation under this chapter may be a cause for impeachment, suspension, or removal from office, suspension or dismissal from employment or public censure and reprimand by any individual or body having lawful authority to take such action.

Section 4: Financial Year and Signing Officers

ARTICLE XXX FINANCIAL YEAR

The financial year of the Association shall begin on the first (1st) of June and end on the thirty-first (31st) day of May in each year.

ARTICLE XXXI POWER OF THE SIGNING OFFICERS

31.01 Signing Officer Power.

Any two (2) of the three (3) signing officers may sign on behalf of the Association, provided that the amount of the written instrument is less than one thousand (\$1,000.00). For amounts equal to or exceeding one thousand dollars (\$1,000.00) all three (3) signing officers must sign on behalf of the Association.

Anything under 100\$ must be notified to the treasurer in writing with proper documentation retained. Furthermore, and in addition to the foregoing, any motion with an allocation of finances between one hundred dollars (\$100.00) and five hundred dollars (\$500.00) must be approved by a simple majority (more than half) vote of the Executive. All amounts equal to or exceeding five hundred dollars (\$500.00) must be approved by a two-thirds (2/3) majority vote of the Executive.

31.02 General Assembly Power

Any purchases made by the Vanier College Students' Association greater than \$30,000 must be motioned at a general assembly, and must be passed by a two thirds (2/3) majority vote. This includes single purchases paid in two installments, or two transactions. Any attempted contravention of this by-law must be considered grounds for impeachment. \$30 000 must be restricted to one single event/ theme.

ARTICLE XXXI BANKING

32.01 Banking Operations.

Banking operations of the Association shall be carried on with the banks or other financial institutions designated by the Executive. The Executive shall have the power to manage, transact and settle the banking business of the Association's banker and subject to *Article XXXIII*, to conclude, sign and execute on behalf and in the name of the Association and any and all undertakings, documents and instruments as may be required in connection with the Association's banking business. The Executive shall also designate one or more of its officers to carry out the banking operations on behalf of the Association. The designated officer(s) shall make deposits at the discretion of the Executive. Copies of any documents pertaining to the above operations must be deposited with the Association's auditors.

32.02 Financial Limitations.

The Executive council may not make financial decisions that will financially bind the association for more than its current financial year in which the decision is made. This decision can only be overturned by another Special/General Assembly^[IM48]^[AL49]. Any motions made for after that time period will be invalid.

The general assembly may not make financial decisions that will financially bind the association for more than three financial years excluding its current year when the general assembly was held^[IM50]^[AL51]. The subject will be brought up in each of the following financial years as an update of progress to all members of the association in which the decision is made. This decision can only be overturned by another Special/General Assembly.

ARTICLE XXXIII FINANCE

33.01 Budget.

All clubs shall ratify and submit to the Executive Council's Treasurer, a detailed budget when requested by the Executive Council. The budget may be amended given proper notice to the executive council.

33.02 Expenditures.

The Student Council must approve club budget requests to be valid. Prior approval for expenditures is also required; expenditures not previously approved by the Council will not be reimbursed.

33.03 Check Requests.

Check requests and/or fund-raising request forms^[IM52] must be submitted to the Executive Council's Clubs Coordinator at least forty-eight (48) hours in advance. Money will not be paid out or refunded unless a member of the Executive Council has approved the request form.

33.04 Club Fees.

Clubs are not allowed to charge membership fees but may charge for club outings and other events.

33.05 Banking.

Clubs or entities of the Association are not permitted to maintain their own bank accounts. Any money received by the club or entity as a result of fundraising or other activities shall be handed over to the Association and deposited in the name of the club or entity in the account of the Association.

33.06 Event Budget.

A detailed budget of all incurred expenses and/or profits, along with all receipts and documentation, must be submitted to the Treasurer within one week following the event. Failure to do so will result in a loss of privileges for the club or entity and a freezing of the remainder of their budget.

33.07 Reimbursements

The following will be general instructions for spending & reimbursement in accordance to the ByLaws & Treasurer deemed terms. Proper Request(s) and if needed, forms/documents attached, shall be sent with notice to council for discussion & motion. The executive council will then discuss & motion with a vote. The Association members, in regard to the submitted budget, will get notified through proper channels of communication **in writing**. Spending is decided by the person responsible, either through ordering at VCSA or through personal means with proper documentation. If the member or person does not have the funds or is uncomfortable with spending, the [official] invoice can be sent to VCSA office for us to pay, in accords that the motion passes and is approved. Following, *Article XXXIX, Point 02*. The main method of reimbursement is by check unless in small amounts, as per the established petty cash through Treasurer, in agreeance to the steps established above. See *Article XXXIX Point 08* in regards to petty cash.

33.08 Petty Cash

Petty cash may be established on the basis of the executive councils needs. Responsibility of the petty cash will solely be on the treasurer. The access is not limit to only the treasurer but signing officers. Petty cash must abide by the following conditions:

- a) Dates, amounts, descriptions, proper documentation, the payee's and signing officers name and signature must be documented in writing along with the petty cash.
- b) Treasurer must do accounts once a month
- c) The maximum limit of cash available for petty cash is 1000\$ at all times, unless overturned by a council decision of a $\frac{2}{3}$ majority vote.

Section 5: Executive, Clubs and Entities

ARTICLE XXXIV POWER OF THE EXECUTIVE

34.01 Purchases.

The Executive shall have the power to purchase or otherwise acquire for the Association, any moveable property, bonds or other risk-free securities for such consideration and generally on such terms and conditions as it may think fit, with proper documentation. Steps for reimbursement should be taken following *Article XXXIX Point 07*.

34.02 Sale.

The Executive Signing Officers shall have the power to sell or otherwise dispose of moveable property, assets, or effects of the Association, for such consideration and generally on such terms and conditions as it may think fit.

ARTICLE XXXV RIGHTS OF THE EXECUTIVE COUNCIL

35.01 General.

The Executive Council may, by a simple majority vote, recognize any student club or society whose constitution is consistent with the By-laws of the Association. Any club or society officially recognized shall be accorded advertising and posting privileges in accordance with the Association policies. All clubs must respect and abide by the legal requirements specified in the Associations' By-laws and its club policy.

35.02 Penalties.

Any club that does not adhere to regulations, policies, directives and/or resolutions of the Association or of the College, may be barred from operating on campus, and will lose all privileges previously accorded by the Association. The Executive Council may also impose fines for violations of the College or Association policies and/or for the defacing of College or Association property.

35.03 Club Coordinator.

The Club Coordinator has the authority to rule on any point not covered by the club policy or the by-laws of the Association they deem necessary, unless otherwise contested by an Executive member.

ARTICLE XXXVI CLUBS

36.01 Ratification.

Each club must submit a written constitution, which must be ratified by the Executive Council in order for the club to exist.

36.02 Committee Meetings.

All clubs recognized by the Association must attend club committee meetings, unless otherwise discussed prior to the meeting in question. Each club must be represented by at least one executive at the club committee meetings. The clubs must be given notice of a meeting five academic days in advance.

ARTICLE XVII CLUB OFFICES

37.01 Sharing Space.

Clubs may be expected to share their allocated office.

37.02 Upkeep.

All clubs are expected to maintain their space in a clean and orderly fashion.

37.03 Electronic Locks.

The president of the club must submit a list of the executive club members who may have access to the club office to the Clubs Coordinator. Only the members on the list will be allowed to access the club office. The club office must remain closed if no executive member is present at all times.

37.04 Damage.

Damage to club offices may result in suspension of club privileges, including, but not limited to, the use of the club office. Members may be held personally liable for damages.

37.05 Zero Tolerance.

Drugs, alcohol, smoking and/or sexual activities will not be tolerated in any club office. The penalty is automatic suspension of club operations and closure of the club's office. Individuals may be brought before the College's Disciplinary Board.

37.06 After Hours.

Use of club facilities after 6:00PM on lecture days or anytime on weekends, must be approved of in writing, at least twenty-four hours in advance by the Club Coordinator.

37.07 Eviction.

The Executive may evict any club(s) from their office(s) without prior notification to the club(s) at any point in time. [IM53] [AL54]

ARTICLE XXXVIII LIAISON WITH THE EXECUTIVE COUNCIL

38.01 Club Representative.

A representative from each club shall attend monthly meetings with the Clubs Coordinators and Clubs Executives Committee.

38.02 Club Executives.

It is mandatory that at least two club executives attend all of the Association's General Assemblies.

38.03 Events.

All clubs are expected to submit a calendar of club events to the Executive Council's Clubs Coordinator.

ARTICLE XXXIX GENERAL GUIDELINES

39.01 General.

All clubs shall respect all decisions made by the Executive Council or General Assembly.

39.02 External Events.

Any use of the Association's name by a club or entity for an external event must be approved of, in writing, by the Executive Council prior to the event. Failure to obtain approval will result in suspension of club activities.

39.03 Club Equipment.

All clubs shall be responsible for all the equipment that the Association may provide. Club members or club executives borrowing an item(s) purchased by the vcsa must sign a waiver form. The item (s) must be returned by the end of the lecture day. If lost or damaged the individual is liable to pay for said damages or lost item (s). Items kept in the club room must remain in club rooms. If any items go missing the executive at the time of supervision is liable. For waiver from consult *Annex III*.

39.04 Advertisements.

The Club Officer must approve all advertisements before being stamped by Student Services. Any and all advertisements that do not have this stamp may be automatically taken down, and the person(s) and/or club responsible will be fined. The Executive Council reserves the right to suspend or terminate the club for such an infraction.

39.05 Contract.

Only the signing officers of the Association shall have the exclusive power and authority to sign all contracts.

ARTICLE XL ENTITIES

All Entities of the Association may be subjected to any and/or all of the same rules and regulations associated with the “Clubs” stipulated here in the By-Laws at the discretion of the Executive. All entities of the Association which may include the *VCSA DJs*, the *VCSA Insider* and the *Vanier First Aid Team* shall have a respective VCSA Liaison Officer. This individual from amongst the Executives shall be appointed by the Executives Council by a two-thirds majority vote. They shall oversee all matters related to said entity and ensure to the best of their ability that the most recent version of the VCSA By-Laws are being respected and followed, as well as their respective constitutions and contracts.

ARTICLE XLI CHANGES TO THE CLUB’S CONSTITUTION

The proposed amendment(s) to the club’s constitution must be passed by a majority vote of the club members before it can be submitted to the Club Coordinator, who will present it to the Executive Council for ratification.

ARTICLE XLII CONTENT OF A CLUB CONSTITUTION

42.01 Preamble

- a) State the official name of the club or organization.
- b) State that this constitution will be the set of rules and procedures which the club or organization must follow.
- c) State that this constitution is valid for only one academic year, ending on the last day of exams of the Winter Semester.

42.02 Statement of Purposes

- a. Why the Club exists.
- b. What it intends to do.
- c. Its obligations to the students of Vanier College.
- d. What it will not do (e.g. discriminate based on sex, race, etc.).
- e. How will the club serve the Vanier community?

42.03 Members

- a) State that all full-time day students registered at Vanier College may be a member of the club.
- b) State obligations of members (if any).
- c) State how membership can be revoked, and for what reasons.

42.04 Meeting of Members

- a) State that the club will inform the Clubs Coordinator of the Association in writing forty-eight hours prior to a meeting, of the date, location and of the topics to be discussed.
- b) State any other rules for calling and holding club meetings.
- c) State the fact that all executive and/or planning meetings must be documented and the minutes must be taken.
- d) State that all Executive Council members may attend any and all meetings of the club (including closed meetings and in camera discussions).

42.05 Election of Executives

- a) State what positions may be elected.
- b) How and when they are to be elected (elections must be held at least once each semester).
- c) State that no student may be on the executive of the same club for more than three (3) semesters unless decided by a two-thirds (2/3) majority of all club members and approved by the Clubs Coordinators.

42.06 Duties of Elected Personnel

- a) State the duties and the responsibilities of each executive.
- b) State that at least two executives are required to attend each Semester and Special General Assembly.

42.07 Removal from Office of Elected Personnel

- a) State under what circumstances an elected executive may be removed from office
- b) State the procedures for this removal.

42.08 Relationship with the Association

- a) State that the club operates under the direction of the Vanier College Students' Association and must thus respect the by-laws of the Association.
- b) State that the Club will respect all guidelines, policies or directives, which the Association has established.
- c) State whether the club will depend on the Students' Association for funding.
- d) State that a representative from the club will attend monthly meetings with the Student Council Clubs Coordinator and Club Committee.

- e) State that the club will ratify and submit to the Financial Secretary a detailed budget when required by the Executive Council.
- f) State that any money received by the club as a result of fund raising or other activities will be handed over to the Association, within seventy- two hours of the conclusion of the activity, and deposited in the name of the club in the account of the Executive Association.
- g) State that the club will respect the decisions made by the Executive Council and the General Assembly.
- h) State that the club will respect the decisions of the Association's Financial Secretary regarding the control and maintenance of a ledger sheet.

42.09 Stocks and Inventory

- a) State that the club is responsible for the equipment that the Association may provide for it.
- b) State that a complete inventory of all equipment, furniture, and other items in the club offices or in club possession, which belongs either to, the College or the Association must be taken and submitted to the Association.
- c) State that all Association property and/or College property must stay on Vanier property unless, for Association property only, permission is obtained from the Association's Clubs Coordinator and a responsibility waiver is signed.

42.10 Changes to the Club Constitution

The proposed amendment(s) must be passed by a two-thirds (2/3) majority vote of all club members before it can be submitted to the Clubs Coordinator of the Association.

Section 6: ANNEXES

ANNEX I ASSISTANT CONTRACT

Assistant Contract with the Vanier College Students' Association (VCSA)

This contract is to serve as a legal agreement for the Fall/Winter (YEAR) semester with regards to the services of:

(NAME) as a VCSA Assistant for the (POSITION) of the Executive Council.

By signing below, the aforementioned member agrees to the following terms and conditions:

- This contract is valid from **DD/MM/YYYY** until **DD/MM/YYYY**.
- The member consents to follow the VCSA by-laws regulating the assistant position and behaving in accordance to the code of conduct also stipulated in the VCSA bylaws.
- The member agrees to carry out minor tasks assigned to its person by its supervising Executive members.
- The member agrees to accommodate a meeting time with its assisted Executives as soon as the need for one arises, whether it be called by the VCSA Executive Council as a whole or by its assisted Executives.
- The member will get a compensation of their volunteering hours towards an application in the S.T.A.R program, or unless their tasks are not completed and/or deemed unsatisfactory by a majority vote of the VCSA Executive Council.
- Assistants must attend the General Assemblies of the Association.

Signature: _____

VCSA EXECUTIVE NAME

VCSA (POSITION 1)

Signature: _____

STUDENT NAME

ANNEX II CONFIDENTIALITY AGREEMENT**CONFIDENTIALITY AGREEMENT**

THIS CONFIDENTIALITY AGREEMENT (the “Agreement”) dated this _____ day of _____, _____

BETWEEN:

Vanier College Student Association of 821 Sainte Croix Ave,
Saint-Laurent, Quebec H4L 3X9 (the “Members of the Vanier
College Student Association”)

OF THE FIRST
PART

Vanier College Student Association of 821 Sainte Croix Ave,
Saint-Laurent, Quebec H4L 3X9 (the “Vanier College Student
Association Executive”)

OF THE
SECOND PART

BACKGROUND:

- A) The Executive is currently elected as an Executive of the Vanier College Student Association with the position of: _____, and the legal name of _____, this Agreement also covers any position or responsibility now or later held by the members of the Association.
- B) The Executive will receive from the members of the Association or on behalf of the members of the Association,
Confidential Information as a result of their mandate (the “Permitted Purpose”)

Confidential Information

1. “Confidential Information” means all data and information relating to the personal, non-published information but is not limited to, the following:
 - a. **Student's Information** which includes names of students forming part of the Association, their student identification numbers and birthdays.
 - b. **Business Operations** which include personnel and financial information of the members of the association.
 - c. **Confidential Information** will also include any information that has been disclosed by or to a third party to the Executive and is protected by a non-disclosure agreement entered between the third party and the Executive.

IN WITNESS WHEREOF Vanier College Student Association and the and the Vanier Student College Association Executive have duly affixed their signature under hand and seal on this ___ day of, _____, _____.

Signature: _____

VCSA EXECUTIVE NAME

Signature: _____

WITNESS NAME

ANNEX III EQUIPMENT WARRANTY**Equipment Warranty**

Date	Student Name	Student ID	Item number	Date of return	Signature

Any lost or damaged items will be liable on the individual who borrowed them.
