

**Glendon College Student Union
Association étudiante du Collège Glendon**

Constitution and Bylaws



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Preamble

In accordance with the Glendon College tradition of a bilingual, liberal arts education dedicated to public service; in esteem of the great academic traditions built within York University; cherishing Canada's multicultural identity; and seeking to define the roles and responsibilities invested within the student union, and to facilitate an active role for its members; the students of Glendon College do hereby establish this constitution to govern the affairs of the Glendon College Student Union.

Section 1: Introduction

Part 1: Name

- 1.1 The name of the organisation hereby constituted shall be the Glendon College Student Union, hereinafter referred to as the GCSU.

Part 2: Vision

- 2.1 The vision of the GCSU is as follows:
- i. Foster and support activities and events, both of the GCSU and of clubs, which will enhance the university experience of its members and contribute to the educational and social experience of the College;
 - ii. To safeguard the rights of the individual students regardless of sex, race, colour, creed, nationality, ancestry, place of origin, sexual orientation or ability, and the further promote and encourage social consciousness;
 - iii. Effectively represent the student body and its interests by serving as an advocate and a liaison both within the Glendon College and York University communities and with individuals and organizations beyond them;
 - iv. Encourage student participation and engagement within the Glendon College community;
 - v. Encourage and advocate for academic and intellectual pursuits;
 - vi. Work to enhance the bilingual character of Glendon College by providing services and opportunities to students in both French and English;

Part 3: Official Languages

- 3.1 The official languages of the GCSU shall be French and English.

Part 4: Membership

- 4.1 The membership of the GCSU is constituted by all students of York University taking at least three (3) credits at Glendon College.

Part 5: Rights and Freedoms

- 5.1 The rights and freedoms of the members of the GCSU shall be as follows:
- i. Every member is equal under and before the constitution of the GCSU, and has equal rights to benefits under this constitution without discrimination, based on sex, race, colour, creed, nationality, ancestry, place of origin, sexual orientation or ability.
 - ii. Every member may use either official language at all meetings of the GCSU and may request to read proceedings of such meetings in either language.
 - iii. Every member has the rights to vote in Elections, Referenda and General Meetings held by the GCSU.
 - iv. Every member is eligible to stand for election for any position on the GCSU.
 - v. Every member has the right to participate in events, benefit from services and organizations supported financially by the GCSU.
 - vi. Any member whose rights or freedoms as guaranteed by this constitution have been infringed or denied may apply to the Executive Committee of the GCSU who shall then consult the council in order to obtain such remedy as the council considers appropriate and just in the circumstances.
 - vii. All members have the rights to speak the meetings of the Council and at General Meetings.

Part 6: Authority

- 6.1 The constitution shall be the highest governing document of the GCSU.

Section 2: The Council

Part 7: The Council

- 7.1 The Council of the GCSU, hereinafter referred to as the Council, is the officially constituted administrative body of the GCSU. The Council shall be elected by and shall be directly responsible to its members.
- 7.2 The Council is the highest legislative body of the GCSU but cannot overrule decisions made at a General Meeting or through a Referendum.
- 7.3 The Council shall be comprised of the Executive Committee:
- i. President
 - ii. Vice President Bilingual
 - iii. Vice President Clubs
 - iv. Vice President Communications
 - v. Vice President External
 - vi. Vice President Finance
 - vii. Vice President Services
 - viii. Vice President Social

In addition, the Council shall be comprised of:

- i. Two Glendon College Student Senators
 - ii. Ten Councillors
 - iii. Two First Year Representatives
 - iv. York Federation of Students (YFS) Representative
- 7.4 All members of Council with the exception of the YFS Representative shall have the right to vote at all council meetings.
- 7.5 All members of Council shall have the right to speak at all council meetings.

- 7.6 The executive members of Council, six councillors elected during spring elections shall hold office from the first day of May in that year until the last day of April in the following year.
- 7.7 The four Councillors and two First Year Representatives shall hold office from the first working day following the Fall Election results are declared official until the ratification of the results of the Fall Elections of the subsequent year.
- 7.8 The term of the Glendon College Student Senators shall be determined by the York University Senate.
- 7.9 The term of the YFS Representative shall be determined by the York Federation of Students.

Part 8: Roles and Responsibilities of the Council

8.1 The President:

- i. The President shall be the chief spokesperson of the GCSU and shall act as the liaison between the Council and the administration of Glendon College and York University, the governments, and other organizations and institutions outside of the College unless otherwise specified within the constitution;
- ii. Shall act as a liaison between the GCSU and other College councils within York University;
- iii. Shall act, in conjunction with the Vice President External and the YFS Representative, as a liaison between the GCSU and the YFS;
- iv. Shall, with the Vice President Finance, be a member of the GCSU-YFS Activity Fund committee;
- v. Shall, in an unbiased manner, administer and enforce the constitution, all policies and rulings of the Council;
- vi. Shall ensure that all duties and responsibilities of all Council members are properly fulfilled in a timely and co-ordinated fashion as outlined by the constitution;
- vii. Shall carry out, in conjunction with the appropriate Executive members, the hiring process for all officers of Council;
- viii. Shall directly supervise the functions of:
 - (a) The Speaker of the Council

- (b) All hired officers of the Council
- ix. Shall co-sign all financial documents issued by the GCSU;
- x. Shall prepare, in direct consultation with the Council an annual statement of goals and objectives to be presented to the Council in August;
- xi. Shall chair the meetings of the Executive Committee;
- xii. Shall be an ex-officio member of all GCSU Committees;
- xiii. Shall negotiate all contractual agreements for the GCSU, in coordination with the Council;
- xiv. Shall be the Council's representative on the Friends of Glendon Committee and shall be responsible for all dealings with the Friends of Glendon;
- xv. Shall act as a liaison between the GCSU and both on-campus and off-campus media in conjunction with the Vice President Communications and Vice President External;
- xvi. Shall chair the Presidential Committee.

8.2 The Vice President Bilingual

- i. The Vice President Bilingual shall be responsible for representing the needs of students regarding bilingualism on campus;
- ii. Shall be the Council's liaison with the Francophone community of Toronto and Francophone media;
- iii. Shall be the Council's representative within the Francophone and Bilingual Caucus of the Canadian Federation of Students (CFS)-Ontario;
- iv. Shall be responsible for communicating to council all initiatives in regards to post-secondary education from within the Francophone community of Ontario;
- v. Shall be responsible in conjunction with the President and the Vice President External for relations with the provincial and federal governments in regards to bilingual affairs;
- vi. Shall oversee the work of the Translator in conjunction with the President;
- vii. Shall chair the Bilingual Committee.

8.3 The Vice President Clubs

- i. The Vice President Clubs shall be responsible for overseeing all student clubs as defined by the Club Handbook, and shall present to Council the concerns and complaints of all student clubs;

- ii. Shall advise students interested in forming new clubs on campus and shall assist them in establishing the new club;
- iii. Shall advise clubs, in conjunction with the Vice President Finance, on matters regarding expenditures, budget preparations and submission and the general procedure for requesting funding from the GCSU and other bodies on campus;
- iv. Shall advise clubs on writing of their constitutions and shall inform them of the GCSU's procedure for granting club recognition;
- v. Shall maintain up-to date records of all club, including information pertaining to size of membership, sources of funding, expenditures and levels of activity;
- vi. Shall co-ordinate in the month of September, in conjunction with the Office of Student Affairs, the Annual Clubs Conference;
- vii. Shall co-ordinate, in conjunction with all clubs and organisations on campus, a Clubs Day during each semester;
- viii. Shall be responsible for the Clubs room, its maintenance and booking;
- ix. Shall be responsible for assigning lockers to clubs
- x. Shall chair the Clubs Committee.

8.4 The Vice President Communications

- i. The Vice President of Communications shall be responsible for all communications of the GCSU;
- ii. Shall be responsible for publicising through all available means of communication of all events, elections, services, initiatives, policies and announcements sponsored by the GCSU;
- iii. Shall assist upon request any student club in its efforts to communicate with the student body;
- iv. Shall be responsible for maintaining all of the GCSU's online media;
- v. Shall, in conjunction with the Office of Student Affairs, maintain the Poster policy;
- vi. Shall act a liaison between the GCSU and both on-campus and off-campus media;
- vii. Shall be responsible for making public the agenda no less than 24 (twenty-four) hours prior to any Council meeting;
- viii. Shall be responsible for making public the time and place of all Council meetings no less than 5 (five) business days prior to the meeting;

- ix. Shall act as a liaison between the GCSU and both on-campus and off-campus media in conjunction with the President and the Vice President External;
- x. Shall chair the Public Relations/Communications Committee.

8.5 The Vice President External

- i. The Vice President External shall act as a liaison between the GCSU and other student unions, associations, organisations and federations outside of York University;
- ii. Shall act, in conjunction with the President and the YFS Representative, as a liaison between the GCSU and the YFS;
- iii. Shall be the GCSU's representative on the executive committee of the Canadian Federation of Students-Ontario;
- iv. Shall be the GCSU's representative in meetings held by the Canadian Federation of Students (National);
- v. Shall endeavour to monitor the function of the Ontario Ministry of Training, Colleges and Universities and inform the Council of developments in post-secondary education;
- vi. Shall advise the Council on which campaigns to initiate and/or support and shall represent the council in such campaigns;
- vii. Shall upon the decision of Council implement campaigns within the Glendon community and strive to ensure student engagement within the organisation of the campaigns at Glendon;
- viii. Shall be responsible for Council's relations with faculty and staff unions within the University and in the province;
- ix. Shall act as a liaison between the GCSU and both on-campus and off-campus media in conjunction with the President and the Vice President Communications;
- x. Shall chair the Campaigns committee.

8.6 The Vice President Finance

- i. The Vice President Finance shall be the chief financial officer of the GCSU;
- ii. Shall act as an advisor to all committees of Council on matters pertaining to finances;
- iii. Shall supervise and keep record of all financial transactions conducted by the union;
- iv. Shall co-sign all financial documents issued by the GCSU;

- v. Shall prepare, in direct consultation with the Finance committee and the Executive committee, a preliminary operating budget by August 1st;
- vi. Shall prepare, in direct consultation with the Finance committee and the Executive committee, a final operating budget no later than by the first meeting of the academic year, no later than September 30th;
- vii. Shall, with the President, be a member of the GCSU-YFS Activity Fund committee;
- viii. Shall present the necessary facts and figures to a reputable chartered accountant or agency upon the advice of Student Community and Leadership Development (SC&LD) of York University for the purposes of conducting a general audit for the fiscal academic year prior to the end of term of council;
- ix. Shall present, when requested, to Council, a detailed list of all financial transactions;
- x. Shall chair the Finance committee.

8.7 The Vice President Services

- i. The Vice President shall be responsible for the internal operations and maintenance of services of the Council.
- ii. Shall be responsible for office management with a view to maintaining efficiency;
- iii. Shall co-ordinate, in conjunction with the YFS, the implementation of the YFS services;
- iv. Shall co-ordinate, in conjunction with the CFS, the implementation of the CFS services;
- v. Shall be responsible for the scheduling of office hours, including the organisation of an up-to date schedule;
- vi. Shall be responsible to oversee the attendance and proper conduct of members during office hours and to report any problems arising thereof to the Executive Committee;
- vii. Shall be the Council's representative on the Food committee as administered by the Glendon Food Services;
- viii. Shall oversee, in conjunction with the President, the work of the Office Manager;
- ix. Shall seek to develop new services for the GCSU, in co-ordination with the Council;
- x. Shall chair the Services committee.

8.8 The Vice President Social

- i. The Vice President Social shall be responsible for the planning, organising and administering of all social activities and events directly sponsored by the Council;
- ii. Shall ensure that a variety of activities and events for the GCSU members are organised during the year;
- iii. Shall create, in conjunction with the Social committee, a preliminary events calendar for the year no later than September 30th;
- iv. Shall hold a position within the Frosh committee;
- v. Shall chair the Social committee.

8.9 Senators

- i. The Senators shall be responsible for attending all meeting as required of the York University Senate and shall be the GCSU's representative on the York University Senate and committees;
- ii. Shall aid and assist the GCSU, or any of its members, in their dealings with the York University Senate or any of its committees;
- iii. Shall be responsible for relations between the Council and the Student Chair of Faculty Council;
- iv. Shall gauge the Council's opinion prior to Senate meetings on agenda items;
- v. Shall chair the Academic Affairs Committee and seek to have representation from each program offered at Glendon College on said committee.

8.10 Councillors & First Year Representatives

- i. The Councillors shall aid and assist the President, Vice Presidents and Senators in the planning, organizing, and administration of all activities sponsored by the Council;
- ii. Shall endeavour to facilitate the flow of information between the Council and the student body;
- iii. Shall endeavour to represent the views of students to the Council;
- iv. Shall be responsible for maintaining their membership on at minimum one Committee of Council.

Section 3: Accountability

Part 9: Impeachment

9.1 Grounds for impeachment:

- a. Mismanagement of GCSU funds;
 - b. Failure to fulfil constitutionally mandated responsibilities;
 - c. Wilful violation of the spirit of the Constitution and bylaws;
 - d. Any reason(s) that the Council considers appropriate.
- i. A motion for impeachment must be passed by a two-thirds majority;
 - ii. A motion of impeachment may be applied against any member of council;
 - iii. Any member must be given at least 10 days written notice of a motion to impeach presented to the President and the Speaker of Council;
 - iv. The written notice of the motion shall be presented to the President and the Speaker of Council;
 - v. In the event that the motion concerns the President, the motion shall be sent to the Speaker of Council;
 - vi. Upon receipt of the motion to be impeached, the Speaker of Council shall notify the council of said motion
 - vii. Impeachment may also be proposed by at least one-tenth Membership of the GCSU in the form of a verifiable petition to the Council;
 - viii. The mover of the motion of impeachment shall present a list of offences to the Speaker who will state the offences to the Council;
 - ix. The member of council to which a motion of impeachment applies may make a statement and thereafter shall withdraw during the time the matter is in debate;
 - x. A vote to impeach a member of council shall be conducted by secret ballot, the member of council to which the vote applies shall not participate in this vote;
 - xi. If any member of council is absent for three consecutive meetings of the Council, it shall be the duty of the Council to consider a motion of impeachment;
 - xii. If any member of council is habitually late for meetings of the Council, habitually misses office hours, or consistently fails to perform his/her duties, it shall be the duty of the Council to consider a motion of impeachment.

Part 10: Resignation

- 10.1 Any member of the Council may resign by informing the President and the Speaker of Council in writing (or by e-mail) of their decision;
- 10.2 The President may resign by informing the Executive Committee and the Speaker of Council in writing (or by e-mail);
- 10.3 The Council shall pass a motion to accept the resignation of any member of the Council;
- 10.4 Any Officer of the Union or employee may resign by informing the President, in writing (or by e-mail) of their decision.

Part 11: Conflict of Interest

- 11.1 No member of council is entitled to vote upon any question in which that member has a conflict of interest;
- 11.2 A member shall not use their position to seek to influence a decision made by another person to further that member's private interest;

Part 12: Honoraria

- 12.1 The President shall be paid an amount as determined by council not exceeding \$4000 for one academic year;
- 12.2 The Vice Presidents shall be paid an amount as determined by council not exceeding \$1500 each for one academic year;
- 12.3 The Senators shall be paid an amount as determined by council not exceeding \$500 for one academic year;
- 12.4 The Councillors and First Year Representatives shall be paid an amount as determined by council not exceeding \$150 for one academic year;
- 12.5 The Council shall not award bonuses to any member of Council receiving an honoraria as outlined in Sections 12(i) - 12(iv);

- 12.6 Officers of the Council can be paid up to a maximum of \$300 at the discretion of the Council unless otherwise specified by this constitution or its bylaws.

Section 4: Elections

Part 13: Frequency of Elections

- 13.1 The GCSU shall hold two elections during each academic year.
- 13.2 The Fall elections shall take place at the beginning of the academic year, no later than the last day of the month of October.
- 13.3 The Spring elections shall take place at the end of the academic year, no later than the last day of the month of March.

Part 14: General Proceedings

- 14.1 The Fall and Spring GCSU elections shall be organized and run by the Chief Returning Officer (CRO) of the student union, under direct supervision by the President.
- 14.2 Each of the elections shall be comprised of a nomination period, a campaign period and a voting period.
- 14.3 The CRO shall be responsible for communicating with all candidates and with the Council.
- 14.4 The positions elected during the Fall elections shall be the following:
 - ii. First Year Representative (2 positions)
 - iii. Councillor (4 positions)
- 14.5 The positions elected during the Spring elections shall be the following:
 - i. President
 - ii. Vice President Bilingual
 - iii. Vice President Clubs
 - iv. Vice President Communications
 - v. Vice President External
 - vi. Vice President Finance
 - vii. Vice President Services
 - viii. Vice President Social

- ix. Glendon College Student Senator (2 positions)
- x. Councillor (6 positions)

Part 15: Disciplinary Actions

- 15.1 The CRO shall follow the Elections by-law to outline rules and regulations that the candidates have to follow during elections.
- 15.2 In the event of a candidate or member of the union reporting an incident directly related to the elections, the CRO shall communicate with council and, in consultation with council, shall determine the appropriate course of action.

Part 16: By-Elections

- 16.1 If a council member is impeached or resigns, an interim council member shall be appointed, no later than two weeks after the official resignation or impeachment.
- 16.2 The interim council members shall be appointed by the President, in consultation with the council.
- 16.3 In the event of the Presidential position being vacant, the Executive, in consultation with the council, shall appoint an interim President.
- 16.4 All interim council members shall have the same powers and responsibilities as elected council members.
- 16.5 All positions occupied by interim council members shall be up for election during the next available election.

Section 5: Council Operations

Part 17: Council Meetings

- 17.1 Meetings of the Council shall take place no less than once every three weeks;
- 17.2 Quorum is constituted by two-thirds of the membership of the Council as computed by the Speaker with at least four members of the Executive Committee present;
- 17.3 The Council will run its meetings in accordance with Roberts Rules of Order;
- 17.4 All members of Council have the right to vote on all business conducted during any meeting of the Council;
- 17.5 The Speaker of Council or Officers of the Council shall always remain neutral, and shall not be called upon to vote;
- 17.6 Members of Council not in attendance at meetings of the Council may designate a proxy to another member of Council in attends at such meetings;
- 17.7 Members of Council shall not have more than two proxies at a meeting of the Council;
- 17.8 The Speaker of the Council shall be appointed by the Council and shall have a demonstrated knowledge of Roberts Rules of Order and the GCSU's constitution and associated bylaws;
- 17.9 All members of the Council are required to attend all meetings of the Council;
- 17.10 The agenda of meetings of the Council shall be prepared and distributed to members of the Council by the Speaker of the Council at least twenty

four hours prior to the start of a meeting, should the Speaker of the Council not be available, the President shall take on this responsibility.

Part 18: General Meetings

18.1 Conduct of General Meetings

- i. The GCSU is required to hold a minimum of one General Meeting per academic year in order to assemble and consult members pertaining to the union's business.
- ii. The General Meeting shall be held no later than the last day of the month of November.
- iii. All members of the GCSU shall be permitted to attend a General Meeting.
- iv. All members shall have the right to speak, to vote and to introduce motions at a General Meeting.
- v. There shall be no voting by proxy.
- vi. The meeting shall be chaired by the Speaker of the GCSU.
- vii. It is mandatory for all Executive Members of the GCSU to present a report of their accomplishments at a General Meeting.
- viii. Motions for consideration as a general meeting must be presented 10 business days in advance of said meeting.

18.2 Quorum

- i. Quorum at a General Meeting shall be constituted by 3% of the members.
- ii. General Meetings have the same authority as Referenda but cannot overrule a Referendum.
- iii. The agenda of a General Meeting shall be distributed no later than 5 business days prior to the General Meeting.

18.3 Notice

- i. Notice shall be given no later than one month prior to the General Meeting.
- ii. The GCSU shall be responsible for the advertisement of the General Meeting by means of online and print media available on campus.

18.4 Minutes

- i. A record of the proceedings of all General Meetings shall be kept by the GCSU.
- ii. Adoption of the minutes shall be voted on the following General Meeting.
- iii. Minutes shall be made available no later than 10 business days after a General Meeting has closed.

18.5 Referenda

- i. General Meetings shall have the same authority as Referenda but cannot overrule a Referendum.
- ii. A referendum shall be posed to the general membership of the GCSU on matters relating to:
 - a. The levy;
 - b. An agreement that the GCSU holds which requires such;
 - c. Any matters which the Council deems appropriate.
- iii. In order to be effective, referenda must be passed by 51% majority of GCSU members voting in the referendum.

Section 6: Finance

Part 19: Signing Authority

- 19.1** The signing authority for all financial documents lies solely with the President and the Vice President Finance.

Part 20: Money Matters

- 20.1 All GCSU initiatives requesting funds shall pass through council, unless otherwise specified by this constitution.
- 20.3 No request for over \$150 shall be considered outside of a council meeting unless otherwise specified by this constitution.
- 20.4 Funding requests from clubs with official recognition which are under \$300 shall be considered by the Clubs and Services committee
- 20.5 A general office fund shall be established at the amount of \$100 per month and shall be used for office administration.

Section 7: Clauses

Indemnity Clause

The Council shall not be held responsible for an contract signed by a club or organisation or person without the written consent of the Council.

The Council shall not be held responsible for any contact signed by any of its members without the pre-approval of the Council.

Any member of the Council signing a contract on behalf of, and with the pre-approval of, the Council shall not be held personally responsible for that contract.

Date Clause

This constitution shall be effective as of the announcement of the results of the referendum. The changes affected to the structure of the GCSU's council shall occur within the next available elections.

Binding Clause

This constitution and all association bylaws are the governing document of the GCSU. It is binding to all members of the GCSU council. All other documents existing prior to its creation are null and void.

Section 8: Amending Formula

Part 21: Amending the Constitution

- 21.1 Any member of Council or of its general membership may propose an amendment to the Constitution;
- 21.2 Amendments to the Constitution shall be presented at a General Meeting;
- 21.3 Amendments to the Constitution require a two-thirds majority of those in attendance at a General Meeting;

Part 22: Amending the Bylaws

- 22.1 The Council at a council meeting or of its general membership at a general meeting may propose an amendment to the Bylaws as defined by this Constitution;
- 22.2 Amendments to the Bylaws require a two-thirds majority vote of the Council;
- 22.3 The two-thirds majority must include three members of the executive;
- 22.4 Amendments to the bylaws may also be made at a General Meeting;
- 22.5 Amendments made at General Meetings require a two-thirds majority of those in attendance at a General Meeting.

Section 9: Definitions

General Meeting: Deliberative meetings of all GCSU Members. Unless otherwise specified, quorum shall be three percent of the membership. General meeting votes are binding on the Council and its membership.

The Council: Refers to the members of the GCSU elected through general election as referenced in Section 4: Elections.

The GCSU: Refers to all members of the Glendon College Student Union as outlined in Section 1, Part 4: Membership.

Certifies a true and correct copy of the Constitution and Bylaws of the Glendon College Student Union, enacted by the Glendon College Student Union on the ____ day of _____ , ____ .

_____, President, Glendon College Student Union

Name:

_____, Speaker, Glendon College Student Union

Name:

_____, Witness

Name: