

# Calumet College Council Constitution

March 2011

Edition

## **Preamble:**

Whereas the Students of Calumet College have formed the Calumet College Council, this Constitution has been written to illustrate the commitment to democratic and responsible student government. This government commits to providing and promoting opportunities for individual and group initiatives in organizing and implementing athletic, social, and joint club events, and other activities in keeping with the educational purpose of Calumet College and York University, as well as to add to the student experience inherent in University life. Furthermore, as the Calumet College Council is to be held responsible and accountable to the students of the college, it shall provide a forum for each member of the Calumet community to express his or her views.

## **Article 1.0: Name**

### **Article 1.1: CCC Acronym**

The name of the organization herein constituted shall be the Calumet College Council. “CCC” shall be its acronym.

## **Article 2.0: Applicability**

### **Article 2.1: Supremacy of Constitution**

- i. The Constitution of Calumet College Council is the mandating document of the Calumet College Council and that which is within the CCC jurisdiction.
- ii. The authority of the Constitution extends to the Calumet College Council and every person or organization deriving its authority and existence from the Constitution or Council. In addition this includes any person who is directly or indirectly responsible to Council.

### **Article 2.2: Non-Conflict Laws**

Section 2.1 applies only to the extent that it does not conflict with the valid and applicable laws and regulations of York University, the Centre of Student Community and Leadership Development, the Government of Ontario and the Government of Canada.

## **Article 3.0: Definitions**

### **Article 3.1: Definitions**

In this Constitution:

- “Alumni Association”, unless otherwise specified, describes the Calumet College Alumni Association;
- “Annual Term” describes the dissolution and entrance of a council to the dissolution and entrance of a subsequent council, usually from May 1st of one year and ending on April 30th of the following year;
- “CCC” describes the Calumet College Council;
- “CAC” describes the Calumet Athletic Committee;
- “CSC” describes the Calumet Social Committee;
- “CRO” describes the Chief Returning Officer;
- “Censure” describes the council’s written expressed disapproval accompanied by a honorarium penalty, if applicable
- “College” describes Calumet College of York University;
- “Constitution” describes the Constitution of CCC;
- “Council” describes the Calumet College Council;
- “Executive Officer” describes a member of the CCC with specific duties set out in Article 8.2 of this Constitution;
- “Fall term” or “Fall session” means the first day of regular classes of an academic year in undergraduate studies at York University and every day thereafter until the first day of the Winter term;
- “Honorarium” describes the financial remuneration as recognition of the dedication toward Council Activities
- “Impeachment” describes the removal of an individual from office and the complete forfeit of the possible honorarium
- “Mascot” describes the Calumet Council Mascot, a cougar, named Rocky.
- “Master” describes the Master of Calumet College;
- “Council Member(s)” describes a Member of the Calumet College Council as defined in Article 8.0;
- “Community Member(s)” describes members of the Calumet College Community as defined in Article 7.0;
- “Passing the Torch” describes the meeting of the CCC where an outgoing council is dissolved, and immediately turned over to the incoming council, usually held one month after election results are announced;

- “Proxy Votes” describes the transfer of a voting decision, from a voting member who will be absent during a voting meeting. The absentee must submit a written note or email of regret and voting decision to the Calumet Council Speaker before the meeting in order for the vote to be approved. More in article 11.14
- “Representative”, unless context otherwise requires, describes a representative member of the CCC;
- “Rock” describes the symbol of Calumet College;
- “Suspension” describes an honorarium penalty and the retraction of council activities
- “Standing Committee(s)” describes any committee(s) which is (are) created by this Constitution and which continue to exist year to year;
- “Subsidiary regulation” includes any decision, act, bylaw, order regulation, rule, form, commission, proclamation, resolution, directive, or any other instrument used, made or established in the execution of a power conferred by or under the authority of the Constitution;
- “University” describes York University as established by the York University Act, 1965;
- “Winter term” or “Winter session” describes the first day of regular classes of the Winter term at York University and every day after until the last day of exams during the official undergraduate exam period.
- “YFS” describes the York Federation of Students;
- “YODA” describes the York Orientation Directors Association.
- “SC&LD” describes the Student Community and Leadership Development;
- “VP” describes the Vice President.

#### **Article 4.0: Interpretation**

##### Article 4.1: The CCC as the authority for interpretation

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

Interpretations, if any, set out in the most current edition of Robert's Rules of Order (Newly Revised);

Accepted rules of grammatical and lexical construction in Canadian English.

##### Article 4.2: Interpreter of Constitution

The Constitution and all subsidiary regulations shall be interpreted, in the first instance by the Speaker, subject to an appeal to the Council

Where a decision of the Speaker is appealed to the Council, it is the duty of each Member of Council to restrict their vote only to the legal correctness of the decision of the Speaker

A disagreement exists when at least four (4) voting members of Council raise objection to the ruling, procedure and interpretation

In the event of a disagreement, a final decision or ruling of the Speaker may be appealed to either

- i. The Master of the College; or
- ii. SC&LD

#### **Article 5.0: Purpose**

##### Article 5.1: Purpose of the CCC

The purpose of the Council shall be to provide responsible, accountable, and ethical leadership as a student government and:

- a) to ensure marketing and other relevant communications are distributed amongst all community members of the College and any other appropriate organizations;
- b) to ensure the initiation, sponsorship, encouragement and direction of programs and services that will aim to enhance the University experience for the Calumet community and the York University community as a whole;
- c) to ensure the safeguarding and upholding of the rights of individual members without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, gender, sexual orientation, class, age, mental or physical ability, marital status, or receipt of public assistance;
- d) to ensure the organization's regulations while upholding the council's own governance;
- e) to assist the University in organizing its resources in support of student learning;
- f) to consult, represent, and liaise with students, groups, and members to seek out the most favourable initiatives;
- g) to participate as a member of the community outside of York University;
- h) to promote democratic values and involvement so that students might have a meaningful impact upon their educational environment and further their own personal learning;

- i) to maintain critical oversight of the University's obligations and responsibilities as outlined in the York University Act, 1965.

## **Article 6.0: Powers**

### **Article 6.1: Powers of the CCC**

The powers of the Calumet College Council are:

- a) to receive and administer all Council funds;
- b) to engage in all reasonable undertakings necessary to achieve the objectives of the Council, including adopting subsidiary regulations, establishing subcommittees, and hiring individuals as appropriate;
- c) to do all such other things as are incidental or conducive to the attainment of the objectives of the Council.

## **Article 7.0: Membership**

### **Article 7.1: Membership**

The membership of the Calumet Community shall be limited to any one or more of the following:

- a) Students enrolled in at least 3.0 credits at York University during the current academic year and have declared affiliation with Calumet College (the Registrar's or Master's Office shall rule in cases where questions are raised);
- b) Alumni of Calumet College;
- c) Fellows of Calumet College;
- d) Staff and employees of Calumet College or the Calumet College Council.

### **Article 7.2: Voting Membership**

Voting membership (that is, members of the community who are allowed, under the terms set forth in By-Law 1 to vote in any election or hold office in the Calumet College Council) is restricted to individuals satisfying the criteria of Section 7.1a.

## **Article 8.0: Members of Council and Qualifications**

### **Article 8.1: Number of members**

There are eleven (11) voting members of Council: seven (7) members are Executive Officers, while four (4) are representatives.

### **Article 8.1(a): Multiple membership**

No more than one person shall hold any one position on Council, and no individual can hold more than one elected position.

### **Article 8.2: Executive Officers**

The Executive Officers of Council are:

- i. The President
- ii. The Vice-President Internal
- iii. The Vice-President Finance
- iv. The Vice-Presidents Programming (2)
- v. The Vice-Presidents Athletics (2)

### **Article 8.3: Representative Members**

The Representative Members on Council are:

- i. The Residence Representative
- ii. The Commuter Representative
- iii. The Junior Representative
- iv. The Senior Representative

### **Article 8.4: Non-Voting Members**

The ex-officio, non-voting members of Council are:

- i. The Master of Calumet College
- ii. Calumet Athletics Committee members
- iii. Calumet Social Committee members
- iv. YFS Calumet Councillor
- v. The editor of the Calumet Student Publication
- vi. A member of the Calumet Residence Life Staff or the Residence Life Coordinator/Manager

- vii. The Academic Advisor of Calumet College
- viii. The Administrative Assistant of Calumet College
- ix. The Council Speaker
- x. The Council Secretary
- xi. The Webmaster
- xii. The Orientation Chair(s)

#### Article 8.5: Co-VP Positions

The duties of VP Programming and VP Athletics are divided among two (2) co-candidates.

Both candidates must go through the nomination process listed in By-Law 1 (E) and both be declared before the election process.

If elected, each VP shall constitute one (1) vote.

#### Article 8.6: Calumet College Membership Requirement

Every elected member of the Calumet College Council must be a member of Calumet College, and must comply with Article 7.1a. If at any point during a member's term of office they fail to qualify with section 7.1a, their position shall be declared vacant and filled in accordance with Article 8.12.

#### Article 8.7: Commuter Representative

No Commuter Representative shall reside in any university residence, nor accept a place in any residence at York University during the annual term in which the position is held.

#### Article 8.8: Residence Representative

The Residence Representative shall reside in Calumet Residence for the duration of the academic year.

#### Article 8.9: Lack of Qualifications

If at any time an elected or hired member of Calumet College Council no longer possesses the qualifications set out in these sections, the position of that Member shall be vacated immediately upon a majority vote of the council and filled in accordance with Article 8.12.

#### Article 8.10: Resignation

Any member of Council may resign or give notice of intention to resign, which must be in writing submitted to the President or Speaker. Any written notification shall be addressed in the subsequent general meeting by the Speaker. When it is determined that the written notification is genuine, the Council shall declare such seat vacated (or that it shall become vacant on some future day, as indicated in the written notification), subsequently to be filled in accordance with Article 8.12.

#### Article 8.11: Investigation of Resignation

Despite section 8.10, the Council shall not accept a Member's resignation if the Council has reason to believe that such member's resignation was not completely voluntary, and, in such a case, the Council shall ask the speaker (or if the speaker's impartiality is in question, a member chosen by the CCC) to conduct an investigation into the matter that took place.

#### Article 8.12: Filling Vacancies

- a. If a role other than President becomes vacant before the Fall By-election, then that role will be filled by a By-election in accordance with By-law 1.
- b. In the instance of a role other than President becoming vacant after the Fall By-election, then the runner-up candidate for the same position in the previous election, should one exist, shall be asked to fill the position for the remainder of the annual term.
- c. If no runner up exists or does not meet the requirements set forth in Articles 7.1a, 8.5, or 8.6, then the Hiring Committee shall nominate more than one individual to fill a vacant seat, and a council shall decide by majority vote. After such installation, the incoming member shall hold the position for the remainder of the Annual Term.
- d. In the instance of one of the Social or Athletic co-chair position becomes vacant, the vacant position will be hired immediately by the hiring committee. This person's honorarium will be subject to the CCC's judgement and will not have voting power.
- e. In the instance the role of President become vacant, then the VP Internal will assume the role, and the role of VP Internal shall be filled in accordance with Article 8.12a – 8.12c

## **Article 9.0: Duties of Members and Council**

### **Article 9.1: Duties of the Executive Officers**

#### **President**

The duties of the President are:

- to act as official spokesperson of the Council;
- to sit as a member of the CSC as defined in Article 14.3;
- to sit as a member of the CAC as described in Article 14.4;
- to be an ex-officio member of any council or committee where the President of the CCC may be required, such as the YFS Constituency Committee; The Student Representative Roundtable, The Council of College Communities, in addition to at least two other voluntary representative positions on York-wide committees of councils over the course of the year, and any other Presidential commitments that may arise;
- to be one (1) of three (3) signing authorities for the moneys held by the Council;
- to be a member of the hiring committee as described in Article 14.5;
- to delegate internal/external affairs to other members of council, from time to time as deemed necessary;
- to assist in coordinating the social, academic, and orientation programming through collaborative management of the VP's Programming for the Fall/Winter terms, and the Orientation Chair(s) during the summer term;
- to sit as a member of YODA;
- to assist other members in the execution of their duties where deemed necessary;
- to be the Master's liaison with the Council;
- to maintain four (4) regularly scheduled and publicized office hours weekly to be divided into at least two weekdays, which are to be set and decided upon at the start of each term;
- to create criteria for club funding, and collect, revise, and make recommendations to the council for voting in regard to the distribution of funds to clubs;
- to actively participate in Calumet College's orientation week as a leader;
- to oversee the operations and maintenance of the Mascot
- to chair bi-weekly Executive meetings;
- to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments.

The council also requires the President to have served on CCC for at least one year prior as an executive officer.

#### **VP Internal**

The duties of the VP Internal are:

- to produce and maintain a budget for office supplies and expenses;
- to procure all office supplies required for the executive council;
- to create a timetable of office hours based on members' schedules at the beginning of each academic term;
- to create and monitor a weekly office cleaning schedule for council office and ensure the schedule is followed
- to ensure the management of all office equipment, including computers, printers, and all hardware and software;
- to be one (1) of three (3) signing authorities for the moneys held by the Council;
- to generally assist the President in overseeing the operations of CAC, CSC, representatives, and the hired members of council;
- to delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed by the Constitution, and any other by-laws
- to distribute email and all other communications as appropriate regarding events, meetings, and information to the Council and to members of the community (Calumet listserv) from the council as necessary, as a central Council communicator;
- to liaise and oversee the responsibilities of the Webmaster, and to ensure minutes are posted to the website within 7 days after a general meeting;
- to liaise and oversee the responsibilities of the Editor of the Calumet student publication;
- to maintain two (2) regularly scheduled and publicized office hours; which are to be set and decided upon at the start of each term;
- to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments;
- to participate actively in Calumet College's orientation week as a leader;

- to be a member of the hiring committee as described in Article 14.5;
- to attend bi-weekly Executive meetings;
- to, in the absence of the President or in a situation of a conflict of interest, act in the place of the President;

The Council will also require the VP Internal to have served on council previously as a representative, speaker, secretary, webmaster, or executive position

### **VP Finance**

The duties of the VP Finance are:

- to maintain accurate, up-to-date, accounts of all receipts and payments of the Council;
- to monitor and report, using Simply Accounting, any inconsistencies in any of the accounts held by the Council;
- to disburse the funds of the Council, under the direction of the Council;
- to be one (1) of three (3) signing authorities for the moneys held by the Council;
- to consult with the Council regarding accounts payable;
- to monitor budgets and provide Council thrice yearly with budget progress in regards to money spent and money allocated;
- to keep up-to-date and accurate financial records as are normally required for the accountable, ethical, and efficient management of the moneys held by the Council;
- to present monthly financial statements to the Council;
- to be available to assist the auditor in the audit processes;
- to arrange for the interim and year-end audit, as required by the University;
- to maintain (2) regularly scheduled and publicized office hours weekly which are to be set and decided upon at the start of each term;
- to present to Council a budget at the start of each semester;
- to be a member of the hiring committee as described in Article 14.5
- to actively participate in Calumet College's orientation week as a leader;
- to attend bi-weekly Executive meetings;
- to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments.

The council also requires the VP Finance to have some previous knowledge of bookkeeping practices, either through accounting courses or previous work experience.

### **VP Athletics -**

The duties of the VP Athletics are:

- to sit as the Co-VP of the Calumet Athletics Committee as specified in article 14.4 and to ensure that the Calumet Athletics Committee runs in an efficient manner;
- to act as liaison with Sport York and provide information to all interested students;
- to co-ordinate Calumet's participation in the Sport York Banquet for athletic awards, and also distribute monthly awards;
- to produce and maintain a budget at the beginning of each term, including breakdowns of incentive programs, equipment, and other spending;
- to maintain an inventory management system to manage all recreational facilities/equipment which are the property of the College;
- to assist the VP Programming with the programming of at least 1 social sporting event in the school year;
- to each maintain (2) regularly scheduled and publicized office hours weekly which are to be set and decided upon at the start of each term;
- to collectively recruit up to a maximum of three (3) committee members to sit as a part of the CAC before the Passing of the Torch meeting, and a maximum of two (2) more committee members (at least one of which must be a 1<sup>st</sup> year student) by the fall by-elections
- to both be members of the hiring committee, as outlined in Article 14.5
- to actively participate in Calumet College's orientation week as a leader;
- to attend bi-weekly Executive meetings;

- to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments.

A candidate must declare a co-candidate before the election, and in the incidence of a win, would share the responsibilities listed above with the declared candidate who shall also assume the same role as VP Athletics. Each candidate will have one vote in the Council

The Council will also require at least 1 of the VP Athletic to have actively participated in Calumet Athletics previously, as a player or a member of the CAC or any external sport experience.

### **VP Programming -**

The duties of the VP Programming are:

- to sit as the Co-VP of the Calumet Social Committee as specified in Article 15.3;
- to collectively recruit up to a maximum of three (3) committee members to sit as a part of the CSC before the Passing of the Torch meeting, and up to a maximum of two (2) more committee members (at least one of which must be a 1<sup>st</sup> year student) by fall by-elections
- to collaboratively organize and execute social and academic events, totalling at least two (2) social and one (1) academic event per month during non-exam and summer periods, of which one (1) event monthly must be done in conjunction with a student organization of an affiliated Faculty, Programme or Calumet Residence;
- to collectively produce and maintain a budget with the assistance of the VP Finance;
- to each maintain two (2) regularly scheduled and publicized office hours which are to be set and decided upon at the start of each term;
- to organize and execute/implement a minimum of one (1) community outreach event per term;
- to liaise with alumni, graduate students, and fellows in order to utilize their membership within the community towards academic event planning;
- to collectively act as liaisons between all clubs where club funding is distributed, with clubs with whom joint events are planned, clubs that occupy Calumet Student Space; the Faculty of Health; and the Schulich School of Business;
- to both actively participate in Calumet College's orientation week as a leader;
- to both be members of the hiring committee, as outlined in Article 14.5;
- to both attend bi-weekly Executive meetings;
- to both attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments.

A candidate must declare a co-candidate before the election, and in the incidence of a win, would share the responsibilities listed above with the declared candidate who shall also assume the same role as a VP Programming. Each candidate will have one vote in the Council.

The Council will also require at least 1 of the VP Programming to have strong previous experience in organizing and programming activities.

### Article 9.2: Duties of the Representative Members:

#### **Commuter Representative**

The duties of the Commuter Representative are:

- to be available for frosh week and to coordinate the commuter sleepover during orientation week
- to create and regularly maintain a communication channel (i.e. facebook group, or listserv) between CCC and Calumet commuter students;
- to regularly update the Calumet commuter board in Central Square bi-weekly;
- to communicate the ideas, concerns and position of the Commuter Students;
- to report the decisions of Council to commuter students
- to encourage commuter students to participate in the Council and its activities;
- to assume such other duties which Council may, from time to time, assign;
- to assist in the organization of at least one social event per academic semester in conjunction with the CSC geared towards commuter students;

- to maintain two (2) regularly scheduled and publicized office hours; which are to be set and decided upon at the start of each term;
- to work with the Webmaster to ensure the posting of updates for students on the status and information of all feeder transit systems;
- to participate actively in Calumet College's orientation week by being a leader;
- to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments.

The Council will also require the Commuter Representative to:  
Not live in any residence at York University for the elected year

### **Residence Representative**

The duties of the Residence Representative are:

- to create and regularly maintain a communication channel (i.e. facebook group, or listserv) between CCC and Calumet residence students;
- to communicate the ideas, progress and position of the residence and individual residence students to the Council;
- to report the decisions of Council to residence students
- to liaise with the Residence Life Staff and Residence Life Council;
- to encourage members of residence to participate in the Council and its activities;
- to assume such other duties which Council may, from time to time, assign;
- to organize and run at least one social event per academic semester geared primarily towards residence students in conjunction with both the CSC and the Residence Life Staff;
- to maintain two (2) regularly scheduled and publicized office hours; which are to be set and decided upon at the start of each term;
- to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments.

The Council will also require the Residence Representative to:

- live in Calumet Residence for the elected year;
- be elected in the fall by-election;

### **Senior Representative**

The duties of the Senior Representative are:

- to create and regularly maintain a communication channel (i.e. facebook group, or listserv) between CCC and Calumet students in at least their 3<sup>rd</sup> year;
- to communicate the ideas, concerns and position of the students in at least their 3<sup>rd</sup> year;
- to report the decisions of Council to senior students
- to encourage students in at least their 3<sup>rd</sup> year to participate in the Council and its activities;
- to be a member of the CSC and CAC, raising the concerns of the students in at least their 3<sup>rd</sup> year to the committees and to assist in the organization of programming;
- to assist in the organization of at least one social event per academic semester geared primarily towards students in at least their 3<sup>rd</sup> year in conjunction with the CSC;
- to assume such other duties which Council may, from time to time, assign;
- to seek to engage exchange students in the programming of the college through liaising with clubs geared to exchange students and York International;
- to maintain two (2) regularly scheduled and publicized office hours; which are to be set and decided upon at the start of each term;
- to participate actively in Calumet College's orientation week by being an orientation leader;
- to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments.

The Council will also require the Senior Representative to: Be an undergraduate student in at least their 3<sup>rd</sup> year.

### **Junior Representative**

The duties of the Junior Representative are:

- to create and regularly maintain a communication channel (i.e. facebook group, or listserv) between CCC and 1<sup>st</sup> and 2<sup>nd</sup> year Calumet students;
- to communicate the ideas, concerns and position of the first and second year students;
- to report the decisions of Council to junior students
- to encourage 1<sup>st</sup> and 2<sup>nd</sup> year students to participate in the Council and its activities;
- to be a member of the CSC and CAC, raising the concerns of first and second year students to the committee and to assist in the organization of programming;
- to assume such other duties which Council may, from time to time, assign;
- to assist in the organization of at least one social event per academic semester during the year geared primarily towards first and second year students in conjunction with the CSC;
- to maintain two (2) regularly scheduled and publicized office hours; which are to be set and decided upon at the start of each term;
- to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments.

The Council will also require the Junior Representative to: Be a first or second year undergraduate student, be elected in the fall by-election;

Article 9.3: Duties of the Hired Positions to Council:

**Speaker**

The duties of the speaker are:

- to have sound knowledge of Robert's Rules of Order and the Calumet College Council Constitution;
- to uphold and enforce the Constitution and all subsidiary regulations
- to be impartial and to preside over the meetings of Council, and to preserve order and decorum.
- to monitor absences and invite motions of impeachment, as required by the Constitution
- to chair CCC meetings, keeping order in accordance with Robert's Rules of Order;
- to be available for all meetings of the CCC;
- to distribute the agenda for general meetings at least 48 hours before such meetings after consultation with other members of council
- to review and ensure the minutes recorded by the secretary are correct
- to ensure there is a replacement available to record minutes in the absence of the secretary
- to participate actively in Calumet College's orientation week by being a leader.
- to assume such other duties as Council may, from time to time assign, provided that such additional duties do not compromise the impartiality and integrity of the office of the Speaker

The Council will also require the speaker to be hired by the Council Hiring Committee before the Passing of the Torch meeting.

The speaker will be paid at an hourly rate (negotiated by the Hiring Committee and confirmed at the first Budget Meeting), and will keep a timesheet to record meeting times, and will be paid at the end of each term.

**Secretary**

The duties of the secretary are:

- to take accurate minutes of all meetings of council
- to track attendance of council members at meetings
- to ensure the distribution of minute within 72 hours after a general meeting
- to be available for all meetings of CCC
- to participate actively in Calumet College's orientation week by being a leader
- to assume such other duties as Council may, from time to time, assign

The Council will also require the Secretary to be hired by the Council Hiring Committee before the Passing of the Torch meeting.

The Secretary will be paid at an hourly rate (negotiated by the Hiring Committee and confirmed at the first Budget Meeting), and will keep a timesheet to record meeting times, and will be paid at the end of each term.

### **Webmaster**

The duties of the Webmaster are:

- to manage the CCC website, posting new information, pictures, and any other materials as required by the CCC at a minimum of once per week.
- to design and program one CCC social orientation website
- to manage all Facebook event/group activities;
- to maintain the listserv at the beginning of each term;
- to attend all general meetings;
- to formulate coding facilitating the online sales of orientation kits, clothing, etc;
- to participate actively in Calumet College's orientation week by being a leader
- to liaise with the VP Internal weekly to discuss any updates which may arise.

The Council will also require the Webmaster to:

Have demonstrated outstanding skill in website design and maintenance;

To surrender the intellectual property rights of completed work to the council upon the end of the year;

Be hired by the Council Hiring Committee before the Passing of the Torch meeting.

The Webmaster will be paid at a maximum \$1250 in total over the course of the year: 60% at the end of the summer term upon the successful completion of the website and sales coding, and 20% at the end of the fall and winter terms upon the successful updates and website/electronic upkeep.

### **Orientation Chair(s)**

The duties of the Orientation Chair are:

- to initially create a marketing plan outlining goals, strategies, targets, pricing etc. for consideration by Council;
- to, upon the approval of such plan from council, organize, manage, and lead Calumet Social Orientation for incoming students including arranging all daily activities and procuring goods for the orientation kits;
- to sit as member of YODA and to attend all YODA meetings;
- to create and manage a budget for Orientation;
- to be available on a weekly basis during the Summer session, such that contact with people, offices, constituencies or organizations associated with Orientation can be maintained.
- to prepare weekly reports for the CCC, updating them on all activities, as well as providing copies of all contracts for the President;
- to work with other student governments and faculty-affiliated programs (Faculty of Health, Schulich School of Business) to create joint events and to improve attendance;
- to be responsible for hiring and mobilizing the Calumet Orientation Committee to carry out the promotional strategy outlined in the marketing plan;
- to delegate authority to Members of Council, and anyone else involved in the Orientation Committee
- to attend all summer general meetings;
- to attend all activities during the Calumet Orientation Week
- to be available on a daily basis during Orientation week, and one week prior to Orientation

The Council will also require the Orientation Chair to:

- have previous experience in social programming and outstanding organization skills;
- not make any spending commitments without approval from the Council
- not commit to another full time position
- have previously participated in Calumet Social Orientation week as a leader, froshie or o-chair

The Orientation Chair(s) may be an Executive Officer (excluding the President, VP Finance, VP Internal), but must fulfill all the above requirements, and complete their elected duties simultaneously over the summer term. The Orientation Chair(s) will be paid at a maximum \$3000 (\$1500 each co-chair) and a bonus of \$1000 (\$500 each co-chair) based on evaluation

### Article 9.31: Membership of the Hired Positions to Council:

Hired positions to the council, while preferably Calumet College Constituent, do not necessarily have to be Calumet constituents in order to find the most qualified individuals for the position, with exception to the CAC and CSC.

## **Article 10.0: Council Terms of Office and Matters Concerning Secession to New Council**

### **Article 10.1: Terms of Council**

A single year's Council shall exist for approximately one year, the term of which shall begin upon the dissolution of an outgoing Council in one particular year, and shall continue until its own dissolution the following year.

### **Article 10.2: Dissolution of Council**

A Council may be dissolved, at any time following the annual general elections, provided a motion to the effect is passed by a 2/3 vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council);

Where Council has not been dissolved pursuant to the above, Council shall be deemed to be immediately dissolved upon the last day of the Winter academic session (i.e. April 30th).

### **Article 10.3: Sharing of Duties Through the Transition of Councils**

Following the annual general elections, incoming members will share duties with outgoing members in order to assure a smooth transition of government. This transition period will last no longer than one calendar month;

For the final two weeks of transition, voting rights will be held by the newly elected members. It is strongly recommended, however, that the outgoing officers be consulted regarding all matters of government during the transition period;

At the same time, only incoming officers shall be counted at Council meetings during the transition month to determine quorum.

## **Article 11.0: Procedures of Council**

### **Article 11.1: Council Establishes Procedures**

Council shall establish additional rules and regulations concerning the procedures of Council, provided such rules and regulations do not conflict with the requirements of this Article or any other Article of the Constitution.

### **Article 11.2: Roberts' Rules of Orders**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Constitution or other subsidiary regulations, including any special rules or order the Council may adopt. The council shall keep a copy of the Robert's Rules in the main office at all times for consultation.

### **Article 11.3: Nature of Meetings**

The Speaker shall preserve order and decorum, and shall decide questions of order following Robert's Rules. It is strongly recommended, however, that in order to preserve the spirit of free and open discussion that a speaker's list is kept.

### **Article 11.4: Executive Meetings**

Executive officers shall meet at least once every 14 calendar days in the Fall/Winter terms, excluding exam periods.

### **Article 11.5: Meeting Times**

All dates and times for the next Council meeting shall be decided before the CCC adjourns a current meeting, unless otherwise specified. There shall be at least 2 meetings held per calendar month, excluding exam periods;

### **Article 11.6: Emergency Meeting Called for Three Members**

The President shall call a meeting of Council upon the direction, in writing and electronically, of any three Members of Council.

### **Article 11.6 (a): Emergency Meetings**

In the case of an emergency meeting, notice must be given to the President no less than 48 hours in advance of the scheduled meeting. The Webmaster must post electronic notices on the council's website; the executive committee must poster the college and request the Master's Office to send an email through the listerv.

### **Article 11.7: Distribution of Agenda**

The Speaker, or the Secretary in the absence of the Speaker, shall prepare the agenda for each meeting of Council, and distribute to the members of Council not less than 24 hours prior to any general meeting. The agenda of the meeting will be accompanied by any relevant supporting materials sufficiently detailed to inform each Member of the matters to be

discussed at that meeting. The agenda should normally be created by the Speaker under the guidance of the VP Internal and the President.

#### Article 11.8: Items on the Agenda

Members may submit items to be placed on the agenda to the Speaker, not less than 48 hours prior to the meeting, unless amendments are moved and passed by the CCC at the current meeting.

#### Article 11.9: Adoption of Minutes

The minutes of each meeting shall be reviewed by the Members and adopted, with or without amendments, at the next meeting of the Council. The minutes, being a statement of the facts and events which occurred at such meeting, may be amended only to reflect those facts and events better. Upon adoption by the Council, the minutes shall be signed by the Secretary, or other person who took the minutes for that meeting, and the President. The minutes of any meeting of Council, upon being signed, shall be prima facie evidence of the facts therein stated.

#### Article 11.10: Meetings shall have an Agenda

The Council shall, at the beginning of a meeting, formally adopt the prepared agenda and thereafter, any changes to the agenda shall require a majority vote.

#### Article 11.11: Meetings in Camera

Council may, from time to time, hold all or part of a meeting of the Council in camera. This means that no minutes will be taken. What is discussed in Camera cannot be repeated with the exception of the final decision.

#### Article 11.12: Attempt for Consensus

For voting purposes, the speaker shall at all times attempt to see if consensus has been reached by Council. Failing consensus, all motions shall be passed by a simple majority vote of those Members present and voting (except in situations specifically called for in this Constitution).

#### Article 11.13: Proxy Votes

Each voting member of council will be allowed only 2 proxy votes per Academic Term. Proxy Votes must be submitted to the speaker no less than 24 hours prior to a meeting. Proxy votes will be recorded in the minutes as being used. Proxies will only be allowed for situations not needing members present and voting.

#### Article 11.14: Public Nature of Meetings

Except when the Council is meeting in camera all meetings are open to every member of York University. At the same time, while only Members of Council are permitted to vote, it is inherent to the spirit of Calumet that any person present at the Meeting of Council is permitted to speak on any issue.

#### Article 11.15: Quorum

During the Fall and Winter academic sessions, the presence of at least 6 voting members of Council (of which a minimum 3 shall be Executive Members) shall be necessary to constitute a meeting of Council. During the summer, the presence of at least 5 voting members of Council (of which a minimum 3 shall be Executive Members) shall be necessary to constitute a meeting of Council.

#### Article 11.16: Referenda

The speaker shall call an issue-oriented College referendum, to be held under the University regulations governing said referendum, upon receipt of a petition of Calumet students (which must list printed names and student numbers). In order for this subsection to take effect, the petition must be signed by 15% of all registered Calumet undergraduate students. This regulation allows students to voice their concerns regarding specific issues before the Council.

### **Article 12.0: Temporary/Permanent Removal of Authority**

#### **Article 12.1: Censure, Suspension and Impeachment procedures**

Council may, for any reason(s) consider appropriate censure, suspend or impeach a Member of Council. A motion of censure, suspension, and impeachment must be passed by two-thirds majority vote of these present and voting (and where those on the prevailing side represent at least a majority of the total number of the voting Members then on council)

It is the duties of Council Members to consider motioning for censure, suspension or impeachment of a Council Members due to the following reasons:

1. Incompetence

2. Misappropriation of funds
3. Flagrant abuse of powers and responsibilities of the position
4. Evident inability of the Member to work with their committee/services
5. Acting in any manner detrimental to the intent, image, and direction of CCC
6. Failure to attend three (3) or more consecutive meetings in the Fall or Winter semester without advance notice

In the case of the hired positions of Council, a motion of impeachment, suspension, or censure may be passed by a simple majority of those present and voting

Any Member must be given at least fourteen (14) days notice of a motion to censure, suspend, or impeach.

Any voting Member of council to which a motion of censure, suspend, or impeach applies shall not have a vote in relation to such motion

When, by general consensus, Council is of the opinion that a motion of censure, suspension, or impeachment should be considered, a formal motion need not be moved by any particular Member, but shall be deemed to have been moved and seconded.

The Speaker, or the President if the Speaker is the Member in question, shall present a list of offences against the Member to which a motion of censure, suspension, or impeachment applies or, if the person is absent, shall state the offences to Council.

The Member of Council to which a motion of censure, suspension, or impeachment applies may make a statement and thereafter shall withdraw during the time the matter is in debate.

A vote to censure, suspend, or impeach a Member of Council shall be conducted by secret ballot.

Every motion of censure, suspension, or impeachment shall be considered in camera unless Council, by a two-thirds vote, determines that consideration should be public.

If removal from office occurs, the position shall be filled according to Article 8.8 of this Constitution if the position is elected or according to the hiring procedure for any employed position.

A council member is immediately removed from their position if they are charged with any criminal offences under the Canadian Legal System.

#### Article 12.2: Censure

Violation of offense #6, "Failure to attend three (3) or more consecutive meetings in the Fall or Winter semester without advance notice"

If a member of council is censured, then the potential honorarium for that member as outlined in Article 17 of the constitution shall be reduced by one third (1/3).

Any motion of censure may, by a two-thirds vote, be amended to be a motion of impeachment or suspension.

Honorarium penalties due to censure are cumulative.

#### Article 12.3: Suspension

Any ONE violation of offense #1-5 listed above will lead to a suspension

If a member of council is suspended, then the potential honorarium for that member as outlined in Article 17 of the constitution shall be reduced by two thirds (2/3).

Any motion of suspension may, by a two-thirds vote, be amended to be a motion of impeachment or censure.

Any Member who is suspended more than once shall immediately be considered for impeachment.

All CCC benefits (i.e. subsidization to events) will be rescinded

Honorarium penalties due to suspension are cumulative

#### Article 12.4: Impeachment

Violation of two (2) or more offenses as listed above will lead to an impeachment

If a member of council is impeached, then the potential honorarium for that member as outlined in Article 17 of the constitution shall be forfeit.

Any motion of impeachment may, by a two-thirds vote, be amended to be a motion of suspension or censure.

Member will be relieved of all council duties and privileges. All access codes must be change; impeached member must return keys to the Master's office within 24 hours.

### **Article 13.0: Finances of the Council; Contract Auditors:**

#### Article 13.1: Procedures to Spend Money

Council shall, by Act of Council, establish additional rules and regulations concerning the financial procedures of Council, provided those rules do not conflict with any part of this Constitution.

#### Article 13.2: Right of Council to Spend Money

All moneys authorized, allocated and spent by the Council shall be done so responsibly, acting on behalf of the students of Calumet College, and it is the right of the Council to direct the distribution and purposes of these moneys.

#### Article 13.3: Powers of Council to Spend Money

Council may:

- i. increase or decrease the amount of;
- ii. enact, amend or repeal conditions or regulations governing the spending of, or;
- iii. Revoke, suspend or re-allocate any or all moneys budgeted or allocated.

#### Article 13.4: Individual Spending Limit

No member of Council may authorize the spending of non-approved budgeted amounts over \$100.00 without the permission of Council.

#### Article 13.5: Signatories for Cheques

All cheques must be signed by any two of the following:

- i. The President
- ii. The VP Internal
- iii. The VP Finance

#### Article 13.6: Bookkeeper

Council may, from time to time, appoint a bookkeeper in order to maintain proper financial records. The process will go through the hiring committee which will also decide the salary.

#### Article 13.7: Appointment of Auditor

Each year, during the Winter session, the Council shall appoint an auditor. If no appointment is made, the auditor from the previous year will be selected.

#### Article 13.8: Auditor's Report

The auditor's report shall be submitted to the earliest possible council meeting for approval. Upon approval, copies shall be sent to the Master's office, the Centre of Student Community and Leadership Development, and shall be published in the Calumet Student Publications or in any other campus publication as soon as possible.

#### Article 13.9: Fiscal Year End

The fiscal year of the Council shall terminate on April 30th of each year.

#### Article 13.10: Budget Meeting

The VP Finance will ensure that all budgets for the upcoming academic year will be discussed at one of the May Meetings of Council. The CSC and the Webmaster will ensure that this meeting will be well publicized. Final budgets may be published in the Calumet student publication.

### **Article 14.0: Committees**

#### Article 14.1: Standing Committees

All Standing Committees of the CCC shall continue in existence from year to year and the membership for each committee is reconstituted each year.

#### Article 14.2: Council Standing Committees

There shall be three Standing Committees of the CCC:

1. The Calumet Social Committee
2. The Calumet Athletic Committee
3. The Hiring Committee

#### Article 14.3: Calumet Social Committee (CSC)

The CSC will consist of:

- a. President
- b. (Both) Vice Presidents Programming
- c. Maximum of 5 general members of the CSC
- d. Junior Representative

- e. Senior Representative
- f. Residence Representative
- g. Commuter Representative

The purpose of this committee will be to organize, plan, and implement a social program for the CCC. It will also assist in the creation, monitoring, and maintenance of a budget. It is the primary responsibility of the VP's Programming to carry out the programming of the Council; however, the President will provide leadership insights, while the Junior and Senior Representatives will provide insights into the interests of students. The intent of hired committee members will be to advertise and publicize all events, and to ensure that the efforts of the CSC are effectively marketed and communicated to all members of the college and the university.

#### Article 14.4: The Calumet Athletic Committee (CAC)

The CAC will consist of:

- a. President
- b. (Both) Vice President Athletics
- c. Maximum of 5 general members of the CAC
- d. Junior Representative
- e. Senior Representative
- f. Residence Representative
- g. Commuter Representative

The purpose of this committee will be to organize, plan, and implement the athletics program for the CCC. It will also assist in the creation, monitoring, and maintenance of a budget. It is the primary responsibility of the VP Athletics to carry out the athletic programming of the Council; however, the general members of the CAC and other volunteers will assist wherever necessary to ensure that the athletics program is effectively marketed and communicated to all members of the college and the university.

#### Article 14.5: The Hiring Committee

The hiring committee will consist of:

- a) President
- b) VP Internal
- c) VP Finance
- d) VP's Programming
- e) VP's Athletics

The purpose of this committee will be to interview and review applicants for the hired positions of council as well as make recommendations to council as per Article 8.12. A minimum of 4 members must be present upon interview. Decisions will be made on a majority basis of the hiring committee present and voting. For the roles of Speaker and Webmaster the hiring committee will meet during the period of transition between governments, and both the incoming and outgoing members of the council will interview, while incoming members will have voting privileges; (for selecting a Student Publication Editor, the outgoing editor will sit on the committee). The hiring committee will also act as a review board when determining a member's future with the council.

### **Article 15.0: Clubs**

#### Article 15.1: Club Funding and Clubs

Council shall, by enacting either a by-law or an Act of Council, establish rules and regulations concerning the recognition or other aid to clubs, provided such rules and regulations do not conflict with this Constitution the Centre of Student Community and Leadership Development or the YFS.

### **Article 16.0: Constitution**

#### Article 16.1: Amendments

Amendments to the Constitution must be passed by a 2/3 majority vote of the voting members present.

#### Article 16.2: Proposed Amendments Reading 14 Days Prior to Vote

All amendments to the Constitution shall be considered and voted upon after receiving a reading at a regularly scheduled meeting to be held no less than 14 days prior to it being called to a vote.

#### Article 16.3: Constitution Meetings

All Constitutional amendments which are being proposed at a meeting must be made public at least 10 days in advance (of which at least 5 days must be regular school days). The CCC must post notice of Constitution Meeting around the College. The webmaster must post notice about the meeting on the College's website.

## **Article 17.0: Miscellaneous**

### **Article 17.1: Repeal**

Every Constitution, Act of Council and by-law of Calumet College enacted before September 2010, is hereby repealed.

### **Article 17.2: Honorarium**

Honorarium payments for council members shall be no more than following percentages/amounts of budgeted honorarium:

President 24%

VP Internal 16%

VP Finance 16%

VP Athletics 22% (11% each)

VP Programming 22% (11% each)

The budgeted honorarium amount for non-hourly, non-hired members annually is the lower of \$18500 or 15% of current year council levy. Such amounts are subject to a performance evaluation determined by each incoming council.

Addition honorarium will need to include payments at a maximum of:

Orientation Chair(s) \$4000 (\$2000 for two co-chairs)

Webmaster \$1250

## **Calumet College By-Laws**

**Updated March 2011**

### **By-Law 1: Elections**

#### **A: Interpretation**

The CCC shall hold an annual general election and shall set a date for that election by February 1st which is not earlier than the first of March or later than the thirty-first of March of each year, following the guidance of the Student Community and Leadership Development office.

The CCC shall also hold a by-election in the fall for any vacant seats and to elect a Junior Representative and Residence Representative.

#### **B: Definitions**

Use of the term "election" in this By-Law shall include in its meaning any by-election.

- A "student" is any person duly admitted as a student member of York University by the University Senate and who has been a member of a Calumet College. Any person who has withdrawn from the University or has withdrawn from Calumet College before the date of the election shall not be considered a student. See section 7.1.a.
- An "Executive" shall mean specifically an individual who sits as an Executive Officer and is a student who belongs to Calumet College.
- A "Chief Returning Officer" (CRO) in this By-Law will imply "Chief Returning Officer or the Deputy Returning Officer in the absence of the Chief Returning Officer."

#### **C: Chief Returning Officer**

The CCC shall appoint a Chief Returning Officer (CRO) by no later than the 30<sup>th</sup> day of August for fall by-elections and no later than the 30<sup>th</sup> day of November for winter elections, whose responsibilities shall be to administer this By-Law, and to supervise any election.

- Should a CRO be required before that date, one may be appointed by the CCC on the advice of the Executive Officers at least two weeks before the election. This temporary CRO must re-apply for the permanent position of CRO as outlined by section (1) should they wish to fill that position permanently.
- The CRO, with the approval of the Executive Officers shall appoint Calumet students to provide assistance on the administration of the election.
- The CCC shall provide the CRO with notice of any election at least seven (7) calendar days prior to the opening of the nomination period.
- Upon the date that CCC advises the CRO that an election has been called, the full authority of its administration, unless otherwise specified herein, shall lie with the CRO. The CRO shall then be responsible to ensure that this By-Law is following the letter of the law as it exists at the date of declaration.
- The CRO, upon receipt of notice of the authorization of an election, shall cause it to be publicized in such a manner as to reasonably notify members of the electorate. Such publicity shall include the dates of the election, the dates of

the nomination period, and the positions to be contested. The CRO shall also publicize office location, and shall invite and receive nominations at that office. The CRO shall ensure that nomination forms and copies of the CCC Constitution are available at the Office of the CRO.

- The CCC shall advise the CRO in its Declaration for Election of the offices of the CCC that are open to be contested for elections.
- The CRO shall be empowered to make any additional regulations as the need arises (e.g. poster rules that may change from year-to-year).
- The CRO will need to confirm (either by discussion with the candidate or by seeking supplementary documentation) with each candidate seeking nomination that they in fact meet the prerequisite for each position if applicable.

#### D: Rules of Eligibility – Executives and Representatives

Every nominee and nominator of the former must be a student of York University and a member of Calumet College.

- In the case of the Annual General Elections, no student shall be nominated for an Executive position unless that student has been a York University student and a member of Calumet College since November 1st of the same fall-winter academic session in which that general election is held.
- In the case of the position of President, no student shall be nominated unless that student has previously held an Executive Officer position on the CCC for at least one year prior.
- In the case of the VP Internal, no student shall be nominated unless that student has served on council previously as a representative, executive, secretary, speaker or webmaster.
- In the case of the VP Finance, no student shall be nominated unless that student has some previous knowledge of bookkeeping practices, either through accounting courses or previous work experience.
- In the case of the VP Athletics, students seeking nomination must declare a running mate/co-VP Athletics before the end of the nomination period. In the incidence of a win, the winning individual shall share the responsibilities with the declared candidate who shall also assume the same role as VP Athletics. In addition, at least one of the two VP must have actively participated in Calumet Athletics previously, as a player or a member of the CAC.
- In the case of the VP's Programming, students seeking nomination must declare a running mate/co-VP Programming before the end of the nomination period. In the incidence of a win, the winning individual shall share the responsibilities with the declared candidate who shall also assume the same role as a VP Programming. In addition, at least one of the two VP must have strong previous experience in organizing and programming activities.
- In the case of the Residence Representative, no student shall be nominated unless he or she is currently residing in Calumet Residence for the elected year; and must be elected in the fall by-election.
- In the case of the Commuter Representative, no student shall be nominated unless he or she does not live in Calumet residence or any other residence at York University for the elected year.
- In the case of the Junior Representative, no student shall be nominated unless he or she is a first or second year student year undergraduate student, and must be elected in the fall by-election.
- In the case of the Senior Representative, no student shall be nominated unless he or she is at least a third year undergraduate student.

#### E: Nomination Forms

During the nomination period, nomination forms may be obtained from the Calumet College Main (Master's) Office, the CCC common room, as well as online via the CCC website. Properly completed nomination forms shall be filed, either by the nominee or her/his appointee with the Calumet College Main (Master's) Office by the specified deadline. The names of the nominees shall only become public information directly after the close of the nomination period. The CRO may relieve against the strict application of the deadline for filing of nominations where she/he reasonably believes circumstances warrant the exercise of this discretionary power.

The onus is on the person nominated to file a properly completed nomination form, according to the procedure described in the rest of this article. Errors or irregularities in the nomination form may be corrected by the nominee or her/his appointee authorized in writing who shall initial the correction in the presence of the CRO; or in the absence of the CRO, in the presence of a Calumet College staff member. Correction of these errors or irregularities shall occur before the close of the nomination period.

Any error or irregularity discovered after the close of the nomination period shall only be corrected if the CRO determines that it is of an insignificant nature. The CRO shall attempt to notify a nominee before the close of the

nominating period of any errors in her/his nomination form which has come to the attention of the CRO but this shall not change the onus on the nominee to submit a properly completed nomination form.

A nominee or her/his duly authorized appointee, who does not withdraw her/his nomination by submitting a written request to the office of the CRO within two (2) business days after the close of the nominations shall be deemed a candidate for election.

A nomination form for the President position must bear the signatures of no less than sixty (60) students of Calumet College while a nomination form for all positions must bear the signatures of no less than forty (40) students of Calumet College.

#### F: Nominations and Campaigns

For an annual general election, a minimum campaigning period of seven (7) consecutive calendar days commencing immediately on the close of the nomination period shall be allowed for all positions.

For a by-election, a minimum campaign period of four (4) consecutive calendar days commencing immediately on the close of the nominating period shall be allowed.

All candidates must abide by the campaigning regulations set out in by-law 3. Failure to comply will result in removal from the election.

#### G: Polling

The poll times will be set and posted by the CRO no less than 48 hours prior to the first elections day, unless E-VOTE has been established through Student Community and Leadership Development office. In that case, it will be the CRO's responsibility to liaise with SCLD about the CCC's elections prior to the election period.

In the event that circumstances arise that would adversely affect students' ability to vote on the day specified for an election or by-election, and the CRO considers that in the interest of a fair election that the constitutional provision appointing the number of voting days as inadequate, the CRO may increase the number of days the polls will be open for voting. The aforesaid decision to extend the voting period must be made in advance of the originally scheduled closing times for the polls and every reasonable attempt must be made to notify candidates and the electorate.

#### H: Acclamation

The CRO shall declare elected any candidate for a position for which there are fewer nominees than, or the same number of nominees, as there are available positions. The CRO will make public those positions which will be contested no later than forty eight (48) hours after the close of the nomination period.

#### I: Voting

Each member of a Calumet College (a voter) shall be entitled to each vote once per position, as outlined by the E-VOTE program.

The CRO and Deputy Returning Officer shall not vote in any election or by-election.

The CRO will work with the SCLD in order to ensure that online voting takes place as set out in the nomination packages. Upon the completion of the voting period, the CRO will contact the SCLD to obtain the results of the election and release them no more than two (2) days after close of polls.

#### J: Equal Number of Votes

In any election in which two or more candidates receive an equal number of votes, and when the addition of one vote would entitle one of those candidates to be elected, the successful candidate shall be determined immediately by a "run-off election" to be held within fourteen (14) consecutive calendar days from the original voting day.

#### K: Report of the CRO

The CRO shall submit within seven (7) days of posting the final election results a written report containing the results of the election and recommending changes in procedure for the conduct of future elections, a copy of any protest, submitted along with the dispositions of such protests and reasons therefore, as well as any other matters deemed necessary or relevant.

The election shall be validated by a majority vote or CCC approving the report of the CRO.

### **By-Law 3: Campaigning Policy**

#### A: Posting in Calumet

Posting within Calumet College must follow these guidelines:

Posting rules must be consulted with the Calumet RLC

Posting is not permitted on painted walls.

All posters must be hung in designated areas ONLY.

No posters are to be placed on Council designated boards by non-council members. During the elections members may not place campaign material on these boards.

During the general elections or by-elections, candidates are allowed to place up to TWENTY-FIVE 8 ½ x 11 (or smaller) pieces of campaign material and up to TWO 1m by 1m (or smaller) poster in the Calumet Building.

Postering in the residence is limited to SIX 8 ½ x 11 (or smaller) pieces per stairwell. Again, no postering on windows, painted walls or bulletin boards is permitted.

Event postering in Calumet College, for non Council organized events, is limited to the designated boards located throughout the college. There is a limit of one poster per event per designated area.

After two infringements, a specified person/group will lose postering privileges within Calumet College.

Any persons/groups not adhering to this restriction will have all their posters removed. The Calumet College Council may also conduct follow-up action in regards to non-compliance with this policy.

#### B: Facebook Policy

1. Candidates are only allow to create 1 election event (no groups allowed)
2. The CRO must be added as an admin
3. Candidates are allowed to create 1 message (during campaigning period) to all members in the event page, however only the CRO can send out the message on the candidate's behalf
4. No messages can be sent during e-vote period
5. Candidates may not send out any public messages regarding elections on walls and status updates
6. Candidates may not "like" or "dislike" status or wall messages regarding elections
7. Once in e-vote period, candidates must remove admin status from event page

Violation of any Facebook rules will result in a review by the CRO. If the violation is severe, giving advantage to a particular candidate, then the CRO has the right to remove candidate from the election. Should any violation occur during e-vote period, the candidate will automatically be disqualified.

#### C: Enforcement

All candidates must sign an agreement contract acknowledging the Campaign policy. The signature must be witnessed by the CRO.

All members of the CCC will participate in a clean-up day where ALL posters shall be removed from the walls, bulletin boards, and posts.

During elections the CRO in conjunction with the CCC will enforce the campaigning requirements, provided there is no conflict of interest.

All members of council will actively enforce the policy at all times.

#### **By-Law 4: Agreement between the CCC and the Calumet Student Publication**

The CCC can recognize one Calumet Student publication as the official Student publication of Calumet College.

While historically this has always been the Pipe, any student run publication by members of the Calumet Community that will draw interest to the community may be chosen. This publication though, must have the editor hired by the Hiring Committee as outlined in Article 14.5.

The hiring of an editor for the publication means that council will provide a certain amount of financial assistance as deemed appropriate at the first budget meeting each term.

Council has the right to suspend the financial support if financial or publication mismanagement, poor quality, or lack of community representation can be shown.

The student publication will report on a monthly basis to the Council with a draft of the coming issue for approval.

Otherwise, the Vice-President Internal will act as a liaison between the publication and council on all matters.

The Calumet student publication, when chosen each year will be allocated office space. Previous publications do not have a claim on such space, as an office can only be delegated for the current Calumet Student Publication.

#### **By-Law 5: Agreement Between the CCC and Calumet Residence**

The CCC recognizes that the Calumet Residence is an integral part of the Calumet Community

The CCC also recognizes the valuable input of the Residence Life Coordinator/Manager, and will seek to gain insight from said coordinator/manager through monthly meetings between the President, Residence Representative, and the RLM/RLC.

If the Residence Representative were to be removed from council, a replacement would be found in accordance with Article 8.12