



Updated: April 30, 2022

Bylaw 4: Officers of the Union

L'Association Étudiante du Collège Glendon
Glendon College Student Union

L'association Étudiante Collège Glendon | Glendon College Student Union

LOCAL 93 - CANADIAN FEDERATION OF STUDENTS

2275 BAYVIEW AVE, NORTH YORK, ON M4N 3M6 | AECGCSU.COM | 416.736.2100 EX. 88230

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1. Officers of the Union

- I. The Officers of the Union shall be the Chief Financial Officer, the Chief Equity Officer, the Chief Returning Officer (CRO), the Deputy Returning Officer (DRO), the French Translators, the Orientation Chairpersons, the Spanish Translation, the Secretary, the Speaker of the Council and the Officers of Promotion.
- II. The Officers of the Union Committee shall comprise of these individuals and be chaired by the President.
- III. All Officers of the Union will be expected to do 3 hours of office hours per week with the exception of the Speaker of the Council.
- IV. All Officers of the Union shall remain neutral in all internal and external matters at all times.

2. Terms in Office

- I. All Officers of the Union, except for the Chief Financial Officer, shall have a term in office from May 1st to April 30th of the following year.
- II. The Chief Financial Officer shall have a term in office from June 1st to May 31st of the following year.

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3. Firing Officers of the Union

- I. Officers may be fired by a two-thirds majority of the Executive Committee.

4. Executive Officers of the Union

I. Chief Equity Officer

- i. The Chief Equity Officer shall be responsible for ensuring that campaigns, activities, and programming of the Council reflects the anti-oppressive mandate of the GCSU;
- ii. Shall be responsible for ensuring that members of the Council receive anti-oppression and any other relevant training within three months of their elected term in conjunction with the President, Vice President of Operations who are in charge of Council training;
- iii. Shall in collaboration with the pertinent members of the Executive Committee act as a liaison between the Council and relevant University organizations, offices, and departments dedicated to the awareness and elimination of oppressive socio-cultural & economic structures, discrimination, and sexual violence;
- iv. Shall work in direct consultation with the President, Vice President of Campaigns and Advocacy to develop political and equity-based campaigns;

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- v. Shall work to ensure that Clubs and Student Organizations at Glendon College are equipped with training and resources that reflect the anti-oppressive mandate of the GCSU;
- vi. The Chief Equity Officer shall serve as an Officer of the Union on the Executive Committee;
- vii. The selection of the Chief Equity Officer shall be governed by Bylaw 04: Officers of the Union and Bylaw: 07 Vacancies and Appointments.

II. Chief Financial Officer

- i. Shall act as an advisor to all Committees of the Council on matters pertaining to finances;
- ii. Shall supervise and keep record of all financial transactions conducted by the union;
- iii. Shall co-sign all financial documents issued by the GCSU;
- iv. Shall prepare in direct consultation with the Finance committee and the Executive committee by August 1st, a preliminary operating budget;
- v. Shall prepare, in direct consultation with the Finance Committee and the Executive Committee, a final operating budget, no later than September 30th;

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- vi. Shall, with the President, be a member of the GCSU-YFS Activity Fund Committee;
- vii. 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 the Council;
- viii. Shall present to the Council, when requested, a detailed list of all financial transactions;
- ix. Shall convene and chair the Finance Committee a minimum of once each month of the academic year;
- x. Shall be an active member of the Vice President Finance Roundtable;
- xi. Shall be responsible for the revision and upholding of the GCSU Finances Policy subject to approval by the Council;
- xii. The selection of the Chief Financial Officer shall be governed by Bylaw 04: Officers of the Union and Bylaw: 07 Vacancies and Appointments.

5. Chief Returning Officer and Deputy Returning Officer

- I. The duties of the CRO and the DRO are further outlined in Bylaw 1.

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6. French Translators

- I. The French Translators shall be responsible for translating and maintaining the bilingual integrity of all the official GCSU Governing Documents;
- II. Shall be responsible for translating the General Meeting Agenda and Annual General Meeting Agenda of the GCSU;
- III. Shall work jointly with the Secretary to send the meeting minutes to the Vice President of Operations in French and English within 5 business days of the Council meeting;
- IV. Shall translate materials at the request of members of the Council, having been given reasonable notice prior to the Executive Committee;
- V. Shall work jointly with the Vice President of Operations, the Secretary and the Spanish Translator in the editing and updating of the GCSU's governing documents;
- VI. Additional tasks assigned to the French Translators are at the discretion of the Vice President of Bilingual Affairs on behalf of the Council.

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7. Officers of Promotion

- I. The Officers of Promotion shall create graphical content at the discretion of the Vice President of Communications to engage the student body. This will include the events, initiatives, and campaigns of the GCSU;
- II. Provide relevant updates on information to be shared on the GCSU social platforms;
- III. Shall assist the Vice President of Communications in the maintenance and upholding of the Poster and Communications Policies.

8. Orientation Chairpersons

- I. The duties of the Orientation Chairpersons are further outlined in Bylaw 6.

9. Secretary

- I. The Secretary shall record the proceedings of the Council as they unfold in both English and French;
- II. Shall attend all General Council Meetings and maintain a detailed, impartial report of the meeting's proceedings;
 - i. This shall include a record of all the votes cast by voting members of the GCSU General Council. This record is to be included in every motion.

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The only votes that will not be listed on the record are votes cast in camera.

- III. Shall work jointly with the French Translators to send the meeting minutes to the Vice President of Operations in English and French within 5 business days of the Council meeting;
- IV. Shall work jointly with the Vice President of Operations, the French Translators and the Spanish Translator in the editing and updating of the GCSU's governing documents;
- V. Additional tasks assigned to the Secretary are at the discretion of Vice President of Operations on behalf of the Council.

10. Spanish Translator

- I. The Spanish Translator shall be responsible for translating and maintaining the trilingual integrity of all official GCSU Governing Documents;
- II. Shall work jointly with the Vice President of Operations, the Secretary and the French Translators in the editing and updating of the GCSU's governing documents;
- III. Additional tasks assigned to the Spanish Translator are at the discretion of the Vice President of Bilingual Affairs on behalf of the Council.

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11. Speaker of the Council

- I. The Speaker of the Council shall chair all of the General Council Meetings;
- II. Shall facilitate the Annual General Meeting;
- III. Shall alternate between French and English for every agenda item that is discussed, the agenda must be sent out in both French and English.

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