



## **Constitution of the Glendon College Student Union**

York Hall B126 - 2275 Bayview Avenue M4N 3M6, Toronto ON

*L'association Étudiante Collège Glendon | Glendon College Student Union*

**LOCAL 93 - CANADIAN FEDERATION OF STUDENTS**

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## Preamble

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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.

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## **Section 1: Introduction**

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### **Part 1: Name**

1.1 The name of the organization 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 age, sex, gender expression, race, nationality, ancestry, citizenship, marital status, illness or results from medical tests, sexual orientation or preference, place of residence, school of thought, beliefs, religious affiliations or activities, criminal record, any physical handicap or invalidity, or participation or non-participation within the student union, and to 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;

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- 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 at York University taking at least three credits at Glendon College. The membership of the GCSU shall be further defined as:

- I. Any student living in residence at Glendon College;
- II. Any student with the college affiliation of Glendon College;
- III. Any student with the faculty affiliation of 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 related to age, gender expression, race, nationality, ancestry, citizenship, marital status, illness or results from medical tests, sexual orientation or preference, place of residence, school of thought, beliefs, religious affiliations or activities, criminal record, any physical handicap or invalidity, or participation or non-participation within the student union;

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- II. Every member may use either official language at all meetings of the GCSU and request to read proceedings of such meetings in either language;
- III. Every member has the right 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 as long as they meet qualifications as specified in Section 2;
- 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 right to speak at 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.

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## **Section 2: The Council**

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### **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 Twelve Executive Members

- I. President
- II. Vice Presidents of Academic Affairs (two positions)
- III. Vice President of Bilingual Affairs
- IV. Vice President of Campaigns and Advocacy
- V. Vice President of Communications
- VI. Vice President of Operations
- VII. Vice President of Social Affairs
- VIII. Vice President of Student Organizations
- IX. Vice President of Student Wellness and Athletics
- X. Chief Equity Officer

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XI. Chief Financial Officer

The Council shall be comprised of Nine General Members:

- I. Bilingual Affairs Director
- II. Campaigns and Advocacy Director
- III. Council Director
- IV. Services Director
- V. Social Affairs Director
- VI. Student Organizations Director
- VII. Student Wellness and Athletics Director
- VIII. First-Year Representatives (two positions)

In addition, the Council shall be comprised of the following Officers of the Union:

- I. Chief Equity Officer
- II. Chief Financial Officer
- III. Chief Returning Officer
- IV. Deputy Returning Officer
- V. French Translators (two positions)
- VI. Officers of Promotions (two positions)

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- VII. Orientation Chairperson (two positions)
- VIII. Secretary
- IX. Spanish Translator
- X. Speaker of the Council
- XI. York Federation of Students (YFS) Representative

7.4 All members of the Council with the exception of the YFS Representative shall have the right to vote at all Council meetings.

7.5 All members of the Council shall have the right to speak at all Council meetings.

7.6 The term of the Glendon College Student Senators shall be determined by the York University Senate.

7.7 The term of the YFS Representative shall be determined by the York Federation of Students.

7.8 To facilitate the participation of a broad and diverse number of union members in the work of the Council, each member of the Council shall be allowed to hold only one position on the Council, inclusive of positions as Officers of the Union, outlined in the Bylaws.

7.9 Members of the Council shall hold office hours in the GCSU as follows:

- I. Executive members of the Council shall complete six hours of office hours per week.
- II. Directors and First-Year Representatives shall complete three hours of office hours per week.
- III. The YFS Representative's office hours shall be set in consultation with the YFS Board of Directors.

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IV. Officers of the Union with the exception of the Speaker of the Council shall complete three office hours if they so choose at the discretion of the Vice President of Operations.

7.10 The qualifications to be on the Council shall be as follows:

- I. Be a member of the GCSU constituency as outlined in Section 1, Part 4.
- II. First-Year Representatives shall be in their first year of study.

7.11 The Chief Equity Officer and the Chief Financial Officer shall serve in advisory capacities as Officers of the Union on the Executive Committee.

## **Part 8: Roles and Responsibilities of the Council**

### **8.1 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 YFS Representative, as a liaison between the GCSU and the YFS;
- IV. Shall, with the Chief Financial Officer, 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 according to the interpretation of the Speaker of the Council;

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- VI. Shall support the efforts of the Vice President of Operations whose mandate it is to ensure that all duties and responsibilities of all Council members are properly fulfilled in a timely and coordinated fashion as outlined by the Constitution, and shall perform such tasks as are requested to ensure this is done efficiently;
- VII. Shall carry out, in conjunction with the appropriate Executive members, the hiring process for all Officers of the Union;
- VIII. Shall directly supervise the functions of all Officers of the Union;
- 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 Executive Committee;
- XIV. Shall act as a liaison with the Friends of Glendon Board of Directors;
- XV. Shall act as a liaison between the GCSU and both on-campus and off-campus media in conjunction with the Vice President of Communications and Vice President of Campaigns and Advocacy;
- XVI. Shall convene and chair the Officers of the Union Committee and Directors Committee a minimum of once each month of the academic year, except during months with an exam period;
- XVII. Shall be a member of the Student Representative Roundtable;
- XVIII. Shall appoint a Council member to serve on the Community Safety Council;

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- XIX. Shall be the GCSU representative member on the student organization roundtable;
- XX. The President will be the primary person responsible for, in conjunction with the Vice President of Communications, maintaining the privacy of all information contained in the listserv or any other conditions otherwise stipulated by York University;
- XXI. Shall act as a liaison between the GCSU and other student unions, associations, organizations, and federations outside of York University;
- XXII. Shall be responsible for Council's relations with faculty and staff unions within the University and in the province;
- XXIII. Shall foster a presence on the Keele campus among student organizations, college councils, and other relevant York University partners in conjunction with the Vice President of Campaigns and Advocacy.

## **8.2 Vice Presidents of Academic Affairs/Senators**

- I. The Vice Presidents of Academic Affairs shall be responsible for attending all meetings as required of the York University Senate and shall be the GCSU's representatives 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 Chair of Student Caucus of the Glendon College Faculty Council;
- IV. Shall gauge the Council's opinion prior to Senate meetings on agenda items;
- V. Shall convene and chair the Academic Affairs Committee a minimum of once each month of the academic year, except during months with an exam period, and seek to have representation from each program offered at Glendon College on said committee;

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- VI. Shall advocate and represent students in all areas of academic governance to ensure student voices are heard;
- VII. Shall promote opportunities of leadership in academics for students to pursue and get engaged in Academics at Glendon;
- VIII. Shall be responsible for being up to date on academics at Glendon College and the related services provided;
- IX. Shall work on and execute plans on any academic campaigns through means of polls, research, surveys, etc. to help improve Glendon and the lives of its students via Senate, Faculty Council, and/or Student Caucus and/or in conjunction with Vice President of Campaigns & Advocacy;
- X. Shall spearhead Program of Recognition and abide by the rules set out in the relevant Bylaw;
- XI. Shall promote scholarship, bursary, internship, and/or work/study opportunities that are available to students;
- XII. Shall work with Vice President of Operations to act as a liaison with Glendon College Faculty Council;
- XIII. Shall hold Academic Orientated Events throughout the year;
- XIV. Shall be responsible for overseeing, assisting, and representing Glendon academic student associations and any student organization bearing comparable responsibilities;
- XV. Shall work on and execute plans on any academic campaigns through means of polls, research, surveys, etc. to help improve Glendon and the lives of its students via Senate, Faculty Council, and/or Student Caucus;
- XVI. Shall act as a liaison with the Glendon College Faculty Council;

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- XVII. Shall update Glendon students on changes at all three levels of government - federal, provincial, and municipal - in addition to any changes made at the university or faculty level, that impact or may impact academics at Glendon;
- XVIII. All agendas and motions presented at Senate and Faculty Council must be made public to students, and key points within them shall be flagged and summarized;
- XIX. Prior to voting at Faculty Council and Senate, both Vice Presidents of Academic Affairs/Senators must hold a joint plebiscite that engages the entirety of the GCUS' membership, such that they may make an informed decision on how to vote at the respective meetings of these assemblies;
- XX. Both Vice Presidents of Academic Affairs/Senators must uphold the result of the plebiscite at the meeting of the assembly to which it applies - Faculty Council or Senate respectively.

### **8.3 Vice President of Bilingual Affairs**

- I. The Vice President of Bilingual Affairs shall be responsible for representing the needs of students regarding bilingualism on campus;
- II. Shall be the Council's representative within the Francophone and Bilingual Caucus of the Canadian Federation of Students (CFS)-Ontario;
- III. Shall be responsible for communicating to the Council all initiatives in regards to post-secondary education from notable government agencies and ministries like the Ontario Ministry of Francophone Affairs;
- IV. Shall be responsible in conjunction with the President and the Vice President of Campaigns and Advocacy for relations with the provincial and federal governments in regards to bilingual affairs;
- V. Shall oversee the work of the French and Spanish Translators;

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- VI. Shall be the Council's liaison with the Francophone community of Toronto and Francophone media;
- VII. Shall convene and chair the Bilingual Affairs Committee a minimum of once each month of the academic year, except during months with an exam period;
- VIII. Shall work as an advocate for bilingualism within the GCSU as well as within York University as a whole;
- IX. Shall plan, organize, and administer all activities to promote Bilingualism;
- X. Should a French Translator not be hired, shall oversee the translation of all GCSU documents and materials, upon request;
- XI. Shall work actively with the Bilingual Affairs Director on all matters pertaining to bilingualism on campus, and shall delegate and supervise work accordingly, in conjunction with the President and the Vice President of Operations.

#### **8.4 Vice President of Campaigns and Advocacy**

- I. The Vice President of Campaigns and Advocacy shall be the GCSU's representative on the executive committee of the Canadian Federation of Students-Ontario;
- II. Shall be the GCSU's representative in meetings held by the Canadian Federation of Students (National);
- III. Shall endeavor to monitor the function of the Ontario Ministry of Training, Colleges, and Universities and inform the Council of developments in postsecondary education;
- IV. Shall advise the Council on which campaigns to initiate and/or support and shall represent the Council in such campaigns;

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- V. Shall act upon the decision of the Council to implement campaigns within the Glendon community and strive to ensure student engagement within the organization of the campaigns at Glendon;
- VI. 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 of Communications;
- VII. Shall convene and chair the Campaigns and Advocacy Committee a minimum of once each month of the academic year, except during months with an exam period;
- VIII. Shall foster a presence on the Keele campus among student organizations, college councils, and other relevant York University partners in conjunction with the President;
- IX. Shall work actively with the Campaigns and Advocacy Director on all matters pertaining to campaigns and advocacy work on campus, and shall delegate and supervise work accordingly, in conjunction with the President and the Vice President of Operations.

### **8.5 Vice President of Communications**

- I. The Vice President of Communications shall be responsible for all communications of the GCSU;
- II. Shall be responsible for publicizing 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;

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- VI. Shall be responsible for making public the agenda no less than twenty-four (24) hours prior to any Council meeting;
- VII. Shall be responsible for making public the time and place of all Council meetings no less three business days prior to the meeting;
- VIII. 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 of Campaigns and Advocacy;
- IX. Shall convene and chair the Communications Committee a minimum of once each month of the academic year, except during months with an exam period;
- X. All information must be available to the student body in both French and English;
- XI. Shall be responsible for the revision and upholding of the GCSU Communications Policy subject to approval by the Council;
- XII. Shall oversee in conjunction with the President all Officers of Promotions.

### **8.6 Vice President of Operations**

- I. The Vice President of Operations 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 and report to the Council any problems arising thereof;
- III. Shall coordinate, in conjunction with the YFS, the implementation of the YFS services;
- IV. Shall coordinate, in conjunction with the CFS, the implementation of the CFS Services;
- V. Shall be responsible for overseeing the attendance and proper conduct of members during office hours and to report any problems arising thereof to the Executive Committee;

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- VI. Shall act as an advisor to all committees of the Council and to present all committee reports to the Council when requested;
- VII. Shall oversee, in conjunction with the President, the work of all Officers of the Union;
- VIII. Shall seek to develop new services for the GCSU, in coordination with the Council;
- IX. Shall coordinate the annual transition of the Council;
- X. Shall act as President if the President is absent and unable to fulfill their duties;
- XI. Shall be responsible for ensuring that the Constitution of the GCSU remains relevant and updated throughout the course of their term of office and if needed, shall propose amendments to the Constitution;
- XII. Shall assist any other member of the Executive Committee in the performance of their duties, as requested;
- XIII. Shall convene and chair the Services Committee a minimum of once each month, except during months with an exam period;
- XIV. Shall coordinate in conjunction with the President the D-House Hilliard Space;
- XV. Shall coordinate in conjunction with the President the booking, maintenance, and inventory of the Den, Breezeway and A300;
- XVI. Shall be the Council's representative on the Food committee as administered by the Glendon Food Services;
- XVII. Shall ensure that all duties and responsibilities of all Council members are properly fulfilled in a timely and coordinated fashion as outlined by the Constitution, in conjunction with the President where appropriate and necessary;
- XVIII. Shall work actively with the Services Director on all matters pertaining to services offered on campus, and shall delegate and supervise work accordingly, in conjunction with the President.

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### **8.7 Vice President of Social Affairs**

- I. The Vice President of Social Affairs shall be responsible for the planning, organizing 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 organized during the year;
- III. Shall create, in conjunction with the Social Affairs Committee, a preliminary events calendar for the year no later than September 30th;
- IV. Shall convene and chair the Social Affairs Committee a minimum of once each month of the academic year, except during months with an exam period;
- V. Shall act as a liaison between the GCSU and other college councils at York University in regards to social activities;
- VI. Events with a budget exceeding \$5,000 shall have all logistic details confirmed a month prior to the date of the event;
- VII. Shall work actively with the Social Affairs Director on all matters pertaining to social events offered by the Council, and shall delegate and supervise work accordingly, in conjunction with the President and the Vice President of Operations.

### **8.8 Vice President of Student Organizations**

- I. The Vice President of Student Organizations shall be responsible for supporting all student organizations on campus, including levy organizations, academic associations and general recreational clubs in matters pertaining to financing, storage, mail collection and general support;

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- II. Shall advocate to the Council and relevant campus partners the concerns and complaints of all student organizations;
- III. Shall maintain up-to-date records on all student organizations, including information pertaining to the leadership of the student organization and their contact information;
- IV. Shall coordinate in conjunction with the Office of Student Affairs and the Chief Equity Officer, Clubs 101 Training;
- V. Shall coordinate in conjunction with the Office of Student Affairs, a Clubs Day during the Fall and Winter semesters;
- VI. Shall advise student organizations on matters regarding expenditures, budget preparations and submission and the general procedure for requesting funding from the GCSU and other bodies on campus, in conjunction with the Chief Financial Officer;
- VII. Shall collaborate with the Vice President of Operations to supervise the Den and the Breezeway when pertaining to matters relating to student organizations;
- VIII. Shall, as deemed necessary, work in conjunction with the Vice President of Academic Affairs to support academic related student organizations on campus;
- IX. Shall convene and chair the Student Organization Committee a minimum of once each month of the academic year, except during months with an exam period;
- X. Shall advise students interested in forming new student organizations on campus, in conjunction with the Office of Student Affairs;
- XI. Shall work actively with the Student Organizations Director on all matters pertaining to student organizations campus, and shall delegate and supervise work accordingly, in conjunction with the President and the Vice President of Operations.

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## **8.9 Vice President of Student Wellness and Athletics**

- I. The Vice President of Student Wellness and Athletics shall oversee the organizing of recreational and inter/intra college sports activities;
- II. Shall ensure that entrance bonds and other fees are paid to the Intramural office in order to enter sports teams;
- III. Shall represent the Glendon College Student Union as a voting member of the Students Intramural Recreation Council (SIRC) of York University;
- IV. Shall appoint the Student Wellness and Athletics Director to attend Student Intramural Recreation Council (SIRC) meetings in the case of absence;
- V. Shall endeavor to study the SIRC Constitution and the SIRC Handbook as well as make it available to all members of the Council;
- VI. Shall keep track of and enforce any suspensions or penalties incurred by a Glendon student in intramural sports;
- VII. Shall be the Council's liaison with the Glendon Athletic Center;
- VIII. Shall oversee the IM leagues accounts;
- IX. Shall be the de facto team captain should no captain be chosen, and shall oversee team captains as required;
- X. Shall convene and chair the Student Wellness and Athletics Committee a minimum of once each month of the academic year, except during months with an exam period;
- XI. To maintain and update the Student Wellness and Athletics board;
- XII. Maintain and ensure the well-being of any GCSU sports equipment;

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- XIII. Maintain a record of all teams submitted as the year progresses;
- XIV. Shall be responsible to develop and maintain a steady relationship with the Glendon Accessibility, Well-Being and Counselling Centre, in order to aid in the contribution of mental health and wellness promotion;
- XV. Shall consult with the Vice Presidents of Academic Affairs and Vice President of Campaigns and Advocacy to discuss, organize and administer wellness initiatives;
- XVI. Shall work actively with the Student Wellness and Athletics Director on all matters pertaining to student wellness and athletics on campus, and shall delegate and supervise work accordingly, in conjunction with the President and the Vice President of Operations.

#### **8.10 Directors**

- I. The complement of Directors shall be composed of: one Bilingual Affairs Director, one Campaigns and Advocacy Director, one Council Director, one Services Director, one Social Affairs Director, one Student Organizations Director, and one Student Wellness and Athletics Director;
- II. All Directors shall aid and assist the Executive Committee in the planning, organizing, and administration of all activities sponsored by the Council;
- III. The Bilingual Affairs Director shall support the mandate of the Vice President of Bilingual Affairs in the planning, organizing, and administration of all activities to promote Bilingualism as well as advocacy efforts around issues of bilingualism on campus;
- IV. The Campaigns and Advocacy Director shall support the mandate of the Vice President of Campaigns and Advocacy in implementing campaigns that are relevant to the student

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- body within the Glendon community and strive to ensure student engagement within the organization of the campaigns at Glendon;
- V. The Council Director shall endeavor to facilitate the flow of information between the Council and the student body and endeavor to represent the views of constituents to the Council;
  - VI. The Services Director shall work with the Vice President of Operations to find new student services, as well as help coordinate the provision of these services out of the GCSU Office;
  - VII. The Social Director shall support the mandate of the Vice President of Social Affairs in the planning, organizing, and administering of all social activities and events directly sponsored by the Council;
  - VIII. The Student Organizations Director shall support the mandate of the Vice President of Student Organizations in maintaining direct communication with student organizations on campus and providing them with all relevant information with regards to services and support of the Council;
  - IX. The Student Wellness and Athletics Director shall support the mandate of the Vice President of Student Wellness and Athletics in the planning, organizing, and administration of all recreational and inter/intra college sports activities and help with any student wellness initiatives;
  - X. All Directors shall be responsible for maintaining their membership on the committee of their titled position, the Directors Committee, and at least one other committee;
  - XI. The President and Vice President of Operations shall oversee the work of the Directors and shall be responsible for assigning additional tasks and duties as may be requested by the Executive Committee, in conjunction with the relevant mandates.

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### **8.11 First-Year Representatives**

- I. The First-Year Representatives 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 endeavor to facilitate the flow of information between the Council and the first-year students;
- III. Shall endeavor to represent the views of students to the Council;
- IV. Shall be responsible for maintaining their membership on the committee of their titled position, the Directors Committee, and at least one other committee;
- V. Shall work in conjunction with the Orientation Chairpersons to support first years.

### **8.12 Transition Binder**

- I. All Executive members shall build and maintain a transition binder to be completed by April 1st.

### **8.13 Hiring the Speaker of the Council**

- I. The Executive Committee must hire a Speaker within fifteen (15) business days after May 1st.

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## Section 3: Accountability

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### Part 9: Impeachment

#### 9.1 Grounds for Impeachment:

- I. Mismanagement of GCSU funds;
- II. Failure to fulfill constitutionally mandated responsibilities;
- III. Wilful violation of the spirit of the Constitution and Bylaws;
- IV. Any reason(s) that the Council considers appropriate.

#### 9.2 Procedures for Impeachment

- I. A motion for impeachment must be passed by a two-thirds majority of the Council;
- II. A motion of impeachment may be applied against any member of the Council;
- III. Any member must be given at least ten days written notice of the motion to impeach them, as presented to the President and to the Speaker of the Council;
- IV. The written notice of the motion shall be presented to the President and the Speaker of the Council;
- V. In the event that the motion concerns the President, the motion shall be sent to the Speaker of the Council;
- VI. Upon receipt of the motion to be impeached, the Speaker of the Council shall notify the Council of said motion;

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- VII. Impeachment may also be proposed by at least one-tenth of the 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 offenses to the Speaker of the Council who will state the offenses to the Council;
- IX. The member of the 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 the Council shall be conducted by secret ballot, the member of the Council to which the vote applies shall not participate in this vote;
- XI. If any member of the Council is absent for three consecutive meetings of the Council, an automatic motion of impeachment will be put before the Council;
- XII. If any member of the Council is habitually late for meetings of the Council, habitually misses office hours, or consistently fails to perform their 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 the Council in writing of their decision;

10.2 Should the President resign, the Executive Committee is required to appoint an interim President in consultation with the Council no later than twenty (20) business days following the resignation;

10.3 The President may resign by informing the Executive Committee and the Speaker of the Council in writing;

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10.4 The resignation shall be in immediate effect once the President and Speaker of the Council have been informed in writing of their decision. The resignation of the Council member and the individual appointed shall be recorded in the proceeding meeting minutes;

10.5 Should a Vice President resign, the Executive Committee is required to appoint an interim Vice President in consultation with the Council no later than twenty (20) business days following the resignation;

10.6 Any Officer of the Union or employee may resign by informing the President, in writing (or by email) of their decision.

### **Part 11: Conflict of Interest**

11.1 No member of the 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 the Council not exceeding \$4000 for one academic year;

12.2 The Vice Presidents shall each be paid an amount as determined by the Council not exceeding \$1200 each for one academic year, except for the Vice President of Operations;

12.3 The Vice President of Operations shall be paid an amount as determined by the Council not exceeding \$3600 for one academic year;

12.4 The Directors shall each be paid an amount as determined by the Council not exceeding \$600 each for one academic year;

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12.5 The First Year Representatives shall each be paid an amount as determined by the Council not exceeding \$400 for one academic year;

12.6 The Council shall not award bonuses to any member of the Council receiving an honorarium as outlined in Sections 12.1 - 12.5;

12.7 Officers of the Union can be paid up to a maximum of \$300 at the discretion of the Council unless otherwise specified by this Constitution or its Bylaws;

12.8 It is up to the discretion of the Council the amount to which an interim appointed member of the Council shall be paid. This amount must not exceed the amount as outlined for the position in Sections 12.1 - 12.5;

12.9 The Chief Financial Officer shall receive the final installment of their honoraria upon the successful completion of the general audit for the fiscal academic year of their term.

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## **Section 4: Elections**

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### **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 term of the members of the Council elected in the Fall Elections will commence after the Fall Election ratification meeting and end at the following year's Fall Election Ratification Meeting;

13.4 The Spring Elections shall take place at the end of the academic year, no later than the last day of the month of March;

13.5 The term of members of the Council, with the exception of the Vice Presidents of Academic Affairs/Senators and YFS Representative, elected in the Spring Elections is May 1st of the year of the election to April 30th of the following year;

13.6 The term of the Senators is two academic years, as defined by the York University Senate;

13.7 The Vice Presidents of Academic Affairs/Senators will be elected at the Spring Elections when there is a position available.

### **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 GCSU, under direct supervision of the President;

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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:

- I. First-Year Representatives (two positions)

14.5 The positions elected during the Spring elections shall be the following:

- I. President
- II. Vice Presidents of Academic Affairs/Senators (two positions)
- III. Vice President of Bilingual Affairs
- IV. Vice President of Campaigns and Advocacy
- V. Vice President of Communications
- VI. Vice President of Operations
- VII. Vice President of Social Affairs
- VIII. Vice President of Student Wellness and Athletics
- IX. Directors (seven positions)

### **Part 15: Disciplinary Actions**

15.1 The CRO shall follow the Elections Bylaw to outline rules and regulations that the candidates have to follow during elections;

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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 the Council and in consultation with the Council shall determine the appropriate course of action.

### **Part 16: Appointments**

16.1 If a Council member is impeached or resigns, an interim Council member shall be appointed no later than twenty (20) business days after the official resignation or impeachment;

16.2 Candidates for an interim Council member position must be passed by a two-thirds majority vote by the Executive Committee before being brought to the Council;

16.3 There must be a two-thirds majority vote, by the Council, in order for a candidate to be appointed into an interim Council member position;

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 unless specified by the Elections Bylaw;

16.6 GCSU members shall be informed of an appointment to the Council no later than five business days after the appointment has been passed by the Council.

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## Section 5: Council Operations

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### Part 17: Council Meetings

17.1 Meetings of the Council shall take place no less than once every month, except during months with an exam period;

17.2 All members of the Council are required to attend all meetings of the Council;

17.3 Quorum is constituted by fifty percent plus one member of the Council as computed by the Speaker of the Council with at least one third members of the Executive Committee present;

17.4 The Council will run its meetings in accordance with Robert's Rules of Order;

17.5 The Speaker of the Council shall be appointed by the Executive Committee and shall have a demonstrated knowledge of Robert's Rules of Order and the GCSU's Constitution and associated Bylaws;

17.6 All members of the Council have the right to vote on all business conducted during any meeting of the Council with the exception of the YFS Representative;

17.7 The Speaker of the Council and the Officers of the Council shall always remain neutral, and shall not be called upon to vote;

17.8 Members of the Council not in attendance at meetings of the Council may designate a proxy to another member of the Council in attendance at such meetings;

17.9 There shall be no more than two proxies in attendance at any 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 (24) hours prior to the start of a

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meeting, should the Speaker of the Council not be available, the President shall take on this responsibility.

### **Part 18: Executive Meetings**

18.1 Meetings of the Executive Committee shall take place no less than once every month, except during months with an exam period;

18.2 Executive Meetings shall be called by the President;

18.3 Executive Meeting shall be chaired by the President or an Executive designated by the President in their absence;

18.4 Executive Members are required to attend all meetings of the Executive Committee;

18.5 Quorum is constituted as two-thirds of the Executive Committee.

### **Part 19: General Meetings**

#### **19.1 Conduct of General Meetings**

- I. The General Meeting shall be held no later than the last day of the month of November;
- II. The meeting shall be chaired by the Speaker of the Council;
- 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;

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- VI. It is the President's responsibility, in conjunction with the Executive Committee to present a progress report of the union's accomplishments, plans and goals for the year at the General Meeting;
- VII. General Meetings have the same authority as Referenda but cannot overrule a Referendum;
- VIII. The agenda of a General Meeting, along with the meeting minutes from the previous General Meeting shall be distributed no later than 5 business days prior to the General Meeting;
- IX. It is mandatory that a final operating budget be presented in a General Meeting.

### **19.2 Quorum**

- I. Quorum at a General Meeting shall be constituted by 2% of the members of the GCSU.

### **19.3 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.

### **19.4 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 at the following General Meeting;

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- III. Minutes shall be made available no later than ten business days after a General Meeting has closed.

### **19.5 Referenda**

- I. 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.
- II. In order to be effective, referendums must be passed by 51% majority of GCSU members voting in the referendum.

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## **Section 6: Equity, Diversity, and Inclusion**

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### **Part 20: Equity, Diversity, and Inclusion**

20.1 In its decision making, activities, and representation of the student body to the institution as well as externally, the Council shall strive to eliminate oppression and grow awareness around issues of equity, diversity, and inclusion.

### **Part 21: Chief Equity Officer**

21.1 The Chief Equity Officer shall be responsible for ensuring that campaigns, activities, and programming of the Council reflect the anti-oppressive mandate of the Glendon College Student Union;

21.2 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;

21.3 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;

21.4 Shall work in direct consultation with the President, Vice President of Campaigns and Advocacy to develop political and equity-based campaigns;

21.5 Shall work in direct consultation with the Office of Student Affairs to ensure that Clubs and Student Organizations at Glendon College are equipped with training and resources that reflect the anti-oppressive mandate of the Glendon College Student Union;

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21.6 The Chief Equity Officer shall serve as an Officer of the Union on the Executive Committee;

21.7 The selection of the Chief Equity Officer shall be governed by Bylaw 04: Officers of the Union and Bylaw: 07 Vacancies and Appointments.

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## **Section 7: Finance**

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### **Part 22: Signing Authority**

22.1 The signing authority for all financial documents when these positions are both filled lies solely with the President and the Chief Financial Officer;

22.2 In the circumstance that there is a vacancy in the President or the Chief Financial Officer an authorized signing authority voted by the Council will fill the vacancy in the capacity of Section 7, Part 22.1;

22.3 All sensitive documentation or information related to finance is to have its confidentiality protected by the President, the Chief Financial Officer, or authorized signing authority as per Section 7, Part 22.2.

### **Part 23: Money Matters**

23.1 All GCSU initiatives requesting funds shall pass through the Council unless otherwise specified by this Constitution;

23.2 No request for over \$150 shall be considered outside of a Council meeting unless otherwise specified by this Constitution;

23.3 A general office fund shall be established in the amount of \$100 per month and shall be used, under the supervision of the Vice President of Operations and Chief Financial Officer, for office administration;

23.4 Funding requests from clubs with official recognition shall be considered by the Chief Financial Officer, the Vice President of Student Organizations and the President, with the

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optional attendance of the Student Organizations Director, in accordance with the Club Funding Policy;

23.5 All the work done in the capacity of a member of the Council for the Glendon College Student Union is the property of the Glendon College Student Union, this is inclusive of physical and intellectual properties and notwithstanding impeachment, termination, or the ending of one's term.

#### **Part 24: Chief Financial Officer**

24.1 The Chief Financial Officer shall act as an advisor to all committees of the Council on matters pertaining to finances;

24.2 Shall supervise and keep record of all financial transactions conducted by the union;

24.3 Shall co-sign all financial documents issued by the GCSU;

24.4 Shall prepare in direct consultation with the Finance Committee and the Executive Committee by August 1st, a preliminary operating budget;

24.5 Shall prepare, in direct consultation with the Finance Committee and the Executive Committee, a final operating budget, no later than September 30th;

24.6 Shall, with the President, be a member of the GCSU-YFS Activity Fund committee;

24.7 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;

24.8 Shall present to the Council when requested, a detailed list of all financial transactions;

24.9 Shall convene and chair the Finance Committee a minimum of once each month of the academic year, except during months with an exam period;

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24.10 Shall be an active member of the Vice President Finance Roundtable;

24.11 Shall be responsible for the revision and upholding of the GCSU Finances Policy subject to approval by the Council;

24.12 The selection of the Chief Financial Officer shall be governed by Bylaw 04: Officers of the Union and Bylaw: 07 Vacancies and Appointments.

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## **Section 8: Clauses**

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### **Part 25: Indemnity Clause**

25.1 The Council shall not be held responsible for a contract signed by a club or organization or person without the written consent of the Council;

25.2 The Council shall not be held responsible for any contract signed by any of its members without the pre-approval of the Council;

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

### **Part 26: Date Clause**

26.1 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 election cycle.

### **Part 27: Binding Clause**

27.1 This Constitution and all associated by-laws are the governing documents of the GCSU. It is binding on all members of the GCSU and the Council. All other documents existing prior to its creation are null and void.

*L'association Étudiante Collège Glendon | Glendon College Student Union*

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## **Section 9: Amending Formula**

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### **Part 28: Amending the Constitution**

28.1 Any member of the Council or of its general membership may propose an amendment to the Constitution;

28.2 Amendments to the Constitution shall be presented at a General Meeting;

28.3 Amendments to the Constitution require a two-thirds majority of those in attendance at a General Meeting;

28.4 It shall be the responsibility of the President and Vice President of Operations to renumber the sections, parts, and clauses of the Constitution to accommodate the amendments made, correct grammatical, numbering, and spelling errors, and replace gendered language with gender-neutral language, without need for a formal vote.

### **Part 29: Amending the Bylaws**

29.1 The Council at a Council Meeting or GCSU members at a General Meeting may propose amendment to the Bylaws as defined by this Constitution;

29.2 Amendments to the Bylaws require a two-thirds majority vote of the Council;

29.3 Amendments to Bylaws made at General Meetings require a vote of a two-thirds majority by those in attendance at a General Meeting.

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### **Part 30: Introducing Bylaws**

30.1 Bylaws may be introduced at a General Meeting or at a meeting of the Council.

30.2 Bylaws require a two-thirds majority vote of the Council or those in attendance at a General Meeting to pass.

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## Section 10: Definitions

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

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

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

**Quorum:** The minimum number of members of the Council that must be present at any meetings of the Council to make the proceedings of that meeting valid.

**Office Hours:** Refers to the shifts of work completed during operational hours of the office, which will be set by the Vice President of Operations.

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**This certifies a true and correct copy of the Glendon College Student Union Constitution and Bylaws, enacted on the 24th day of November 2021, by the Glendon College Student Union.**

**Stephen Teong**

President

Glendon College Student Union

L'Association Étudiante du Collège Glendon

2021-2022

**Sophia Tracey**

Vice President of Operations

Glendon College Student Union

L'Association Étudiante du Collège Glendon

2021-2022

**Meera Bheenick**

Speaker of the Council

Glendon College Student Union

L'Association Étudiante du Collège Glendon

2021-2022

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