



King's University College Students' Council
BY-LAW #1

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BY-LAW #1
of
KING'S UNIVERSITY COLLEGE
STUDENTS' COUNCIL

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MISSION STATEMENT

“In the spirit of Catholic values, we the students strive to enhance the university experience for all students of King’s University College by providing opportunities for growth and development outside of the classroom and in the King’s, Western and London communities.”

PREAMBLE

The King's University College Students' Council is the representative body of the student community at King's University College. The King's University College Students' Council derives its duties, responsibilities, and powers from these By-Laws. It is the purpose and duty of the King's University College Students' Council to secure and promote the interests and welfare of the student community at King's University College at Western University, and the principles established by the Western University and by King's University College, and any Act that may be substituted therefore, as from time to time amended. The statements contained herein take precedence over all other King's University College Students' Council governing documents.

1.0 DEFINITIONS AND INTERPRETATIONS

In this By-Law and all other By-Laws and Special Resolutions of the Council, unless the context otherwise requires, the following definitions will be used in the interpretation of the Constitutions:

“Academic Year” means the period between September 1st of any calendar year until August 31st of the following calendar year;

“Administration” means the permanent staff employed by King's University College;

“Act” means the Corporations Act, as amended from time to time, and every statute that may be substituted for it and, in the case of such substitution, any references in the By-Law to provisions of the Act shall be read as references to the substituted provision in the new statute;

“Annual General Meeting” means the annual meeting of the members, that is not a General Meeting and that follows the guidelines as set out in this By-Law;

“Board” means the board of directors of King's University College Students' Council Inc.;

“Board Term” means the annual term of the Board, which shall coincide with the corporation's fiscal year, commencing May 1st and ending April 30th;

“BOD” means the Board of Directors of King's University College at the University of Western Ontario;

“By-Law” means this By-law and all other By-laws of the Council from time to time in force and effect;

“Club” means any organization ratified under the KUCSC Clubs Policy;

“Corporation” means King's University College Students' Council, a corporation without share capital incorporated under the Act;

“Coordinator” means a paid, non-voting member of the KUCSC;

“Community” means the students, staff, and faculty of the King's University College and the University of Western Ontario;

“Commissioners” means a non-paid, non-voting member of the KUCSC;

“Council” means the KUCSC acting as a representation of the student body of King's University College;

“Director” means a voting director of the Corporation;

“Event Commissioners” means a non-voting, non-paid member who coordinates a specific event on behalf of the KUCSC;

“Executive” means collectively or singularly one of the President and/or Vice Presidents of the KUCSC;

“Ex-Officio” means a member by virtue of office, who has a voice and whose attendance is not mandatory;

“KCC” means the King’s University College Council, of the King’s University College at the University of Western Ontario;

“King’s Student” means any person who is registered as a full-time or part-time student at King’s University College, or any person who lives in Residence at King’s University College;

“KUCSC” means the King’s University College Students’ Council;

“Members” means both voting and non-voting members;

“Non-Voting Members” means both coordinators and commissioners;

“Observer” means a non-member of the KUCSC who can speak after being yielded to by a member of the KUCSC;

“Office Manager” means the employee hired by both the KUCSC and the King’s University College Administration;

“Plebiscite” means a vote open to the entire student body of KUC in which the popular vote results in a decision that will show Council the opinion of students, but is not binding;

“Policy” refers to any policy statements or documents or principles as ratified and amended by the KUCSC;

“Referendum” means a vote open to the entire student body of KUC in which the popular vote results in a decision that Council must abide by;

“Regis” means the official KUCSC publication titled as such;

“Representatives” means voting members of the KUCSC but not the Executive;

“Senator” means a student member of U.W.O. Senate;

“Student” means any person who is registered as a full-time or part-time student at the University of Western Ontario or its Affiliate Colleges;

“Turnover” means the meeting where the outgoing Council ratifies the incoming Council;

“USC” means the University Students’ Council at the University of Western Ontario;

“UWO” means the Western University;

“Voting Members” means any member who has voting rights on the KUCSC;

1.1 Other definitions

- (1) The terms are defined in the context in which they appear and shall have the meanings therein indicated.

1.2 Headings

- (1) The headings used throughout the By-Laws are inserted for reference purposes only and are not to be considered in construing the terms and provisions or to be deemed in any way to clarify, modify or explain the effect of such terms or provisions.

1.3 Interpretation

- (1) Words, phrases, or sentences written in singular form include the plural.
- (2) Words, phrases, or sentences written in feminine form include the masculine.
- (3) Wherever the terms “includes”, “include” or “including” are written in the By-Laws, the Policies or the Procedures, they shall be deemed to be followed by the words: “without limitation”.

2.0 PROTECTION OF COUNCIL

2.1 Limitation of Liability

- (1) No mention of the Executive of the Council, nor any member of a committee shall be liable for the acts, receipts, neglects or defaults of any other member or for joining in any receipt or other act of conformity, or for any other loss, damage or misfortune whatever which will happen in the execution of the duties of his/her office, unless the same the same are occasioned by his/her wilful neglect or default by his/her own dishonest or fraudulent act.

2.2 Indemnity

- (1) Every member of the Council or member of a Committee and his/her heirs, executors and administrators, respectively, shall at all reasonable times be indemnified and saved harmless out of funds of the Council from and against:
 - i. All costs, charges and expenses whatsoever that such member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her for in respect to any act, deed, matter of thing whatsoever made, done or permitted by him/her in or about the execution of his/her duties office; and,
 - ii. All other costs, charges and expenses that s/he sustains or incurs in or about in relation to the affairs of the Council except such costs, charges or expenses as are occasioned by his/her own wilful neglect or default of his/ her own dishonest or fraudulent acts.

2.3 Validity of Actions

- (1) No act or proceeding of member of the Executive of the Council, nor any member of a committee shall be deemed invalid or ineffective by reason of the subsequent ascertainment of any irregularity in regard to such act or proceeding or the qualifications of such members of the Executive of the Council, nor any member of a Committee.

2.4 Member's Reliance

- (1) No member of the Executive of the Council, nor any member of a Committee may rely on the accuracy of any statement or report prepared by the Council Accountant and shall not be responsible or held liable for any loss or damage resulting for acting upon such statement or report.

3.0 THE CORPORATION

3.1 Head Office

- (1) The head office of the Corporation shall be in the City of London, in the Province of Ontario, and at such a place therein as the Board of Directors may determine.

3.2 Financial Year

- (1) The financial year of the Council shall end the last day of April, in each and every year.

3.3 Execution of Instruments

- (1) The Executive shall appoint three (3) trustees of the Council who may sign deeds, transfers, assignments, contracts, cheques, certificates and other instruments on behalf of Council. In addition, the Executive may from time to time direct the manner in which any particular instrument or class of instrument may be signed.

3.4 Banking Arrangements

- (1) The banking of Council shall be transacted with such banks, trust companies or other firms or corporations as may from time to time be designated by the Executive.

3.5 Corporate Seal

- (1) The seal, and impression of which is stamped in the margin hereof, shall be the seal of the Corporation.

4.0 TERMS OF OFFICE

4.1 Each Executive, Representative, Coordinator and Commissioner, having been duly elected or appointed in a manner consistent with these by-laws, shall hold office from the latter of:

- (1) The turnover date of Council stipulated by the outgoing speaker and president, which will occur in April in the Council calendar year in which s/he was appointed and elected respectively;
- (2) The day on which s/he was elected or appointed; until the earlier of:

- (3) At the time of dissolution taking place on the stipulated Council turnover date of the following date of the following Council year; and,
- (4) The day upon which his/her term of office shall be terminated by dismissal or resignation by way of consistent with these by-laws and policies.

4.2 Notwithstanding section (4.1), the person elected as the First Year Off-Campus Representative shall hold office during the incoming Council until the following remaining duties have been accomplished:

- (1) Attend budget weekend on behalf of the incoming Off-Campus Caucus to seek funding for the opening budget of the Off-Campus Caucus; and,
- (2) Assist in elections of the First Year Off-Campus Representatives.

5.0 STRUCTURE

5.1 The KUCSC consists of several main groupings: the Executive, The Representatives, The Commissioners and the Coordinators.

5.2 The Executive shall consist of:

- (1) The President;
- (2) The Vice President Events;
- (3) The Vice President Finance;
- (4) The Vice President Student Issues; and,
- (5) The Vice President Communications.

5.3 The Representatives shall consist of:

- (1) Five (5) Representatives – University Students’ Council;
- (2) Two (2) Representative – University Students’ Council First Year Residence;
 - i. The KUCRC President may hold one of these positions if when the KUCSC President makes an offer of a vote, they accept. If the voting position is accepted then the KUCRC President will be granted a voting position on the KUCSC and will be held liable to all aspects of the KUCSC attendance policy.
- (3) Three (3) Representatives – King’s College Council;
- (4) One (1) Representative – Saint Peter’s Seminary;
- (5) Two (2) Representative – First Year Off Campus Students;
- (6) One (1) Representative – Social Work;
- (7) One (1) Representative – Mature Students;
- (8) One (1) Representative – Graduating Class Representative;
- (9) Two (2) Representatives – Modern Language Faculties; (1 enrolled in Honours French, 1 enrolled in Honours English)
- (10) Two (2) Representatives – Business, Math, Economics Faculties; (1 enrolled in Honours Economics program, 1 enrolled in Honours MOS program)
- (11) One (1) Representative – History Faculty;
- (12) One (1) Representative – Philosophy Faculty;
- (13) One (1) Representative – Political Science Faculty;
- (14) One (1) Representative – Psychology Faculty;
- (15) One (1) Representative – Religious Studies Faculty;

- (16) One (1) Representative – Sociology Faculty;
- (17) One (1) Representative – Childhood and Social Institutions Faculty; and,
- (18) One (1) Representative – Social Justice and Peace Faculty; and,
- (19) Two (2) Representatives – Affiliate Colleges Senators,
- (20) One (1) Representatives – Accessibilities,
- (21) One (1) Representatives – International Students

5.4 The Commissioners shall consist of:

- (1) The Advertising Commissioner(s);
- (2) The Athletics Commissioner(s);
- (3) The Charity Commissioner(s);
- (4) The Clubs Commissioner(s);
- (5) The Clubs Finance Commissioner;
- (6) The Dry Events Commissioner(s);
- (7) The Environmental Commissioner(s);
- (8) The Fashion Show Commissioner(s);
- (9) The Games Room Commissioner(s);
- (10) The King’s Ball Commissioner(s);
- (11) The King’s Wheels Commissioner(s)
- (12) The Media Commissioner(s)
- (13) The Off-Campus Commissioner(s);
- (14) The Orientation Commissioner(s);
- (15) The Promo-Team Commissioner(s);
- (16) The Regis Commissioner(s);
- (17) The Special Events Commissioner(s);
- (18) The Concert Commissioner(s); and,
- (19) The Student Outreach Commissioner(s)
- (20) The Treasurer;
- (21) The Volunteer Commissioners(s)
- (22) The Website Commissioner(s);

5.5 The Coordinators shall consist of;

- (1) The Athletics Facilities Coordinator(s);
- (2) The King’s Connection Coordinator(s); and,
- (3) The Event Staff Coordinator(s).

6.0 QUALIFICATIONS

6.1 Membership of the KUCSC is open to any student subject to election or appointment as outlined in these By-laws.

6.2 Any voting member who ceases to be a Student of King’s University College also ceases to be a voting member of the KUCSC;

- (1) If the student in question has been a King’s University College student for at least one year, this can be overruled by an affirmative vote of Council.

1.0 Any member who ceases to be a student at the University of Western Ontario will cease to be a member.

2.0 No KUCSC member may seek or hold another position that shares the same term of office on the KUCSC.

7.0 DUTIES, EXECUTIVE MEMBERS

7.1 The Executive will:

- (1) Perform his/her duties as specified in these By-laws;
- (2) Be a member of the King's College Council;
- (3) Attend meetings as specified by this Constitution;
- (4) As a single body, act upon its own authority in the months of May, June, July and August if Council cannot meet, provided that the action is of an urgent and pressing nature, and further provided that the action is reported to Council as soon as possible;
- (5) Call meetings with their portfolio as a whole during the academic year as needed;
- (6) Be responsible to prepare a budget for their position and oversee the preparation of their portfolio budgets;
- (7) Be responsible to prepare a report to Council which will be due each meeting and will be subject to the approval of Honorarium Committee in order to receive a monthly honorarium;
 - i. The total annual honoraria per Executive member will be calculated as at a full-time student's tuition and fees;
 - ii. The President will receive an additional 5% bonus;
- (8) Take a maximum of three and a half (3.5) courses during the term in office;
- (9) Consist of members who have achieved a minimum of a sixty-five percent (65%) grade average either cumulatively or in the last academic year;
 - i. An appeal process will be conducted if necessary by the Administrative Student Council Advisor;
- (10) Not be comprised of any member who is enrolled in the Richard Ivey School of Business;
- (11) Not be comprised of any members who are no less than 18 years of age;
- (12) Not be comprised of any members who have been found to be of unsound mind by a court in Canada or elsewhere;
- (13) Not be comprised of any members who have a status of a bankrupt;
- (15) Have a voice and vote at KUCSC meetings;
 - i. Only the Presidents and Vice-Presidents will have a vote at meetings of the BOD;
- (16) The Executive may add duties to any other officer and may vary or limit such additional duties;
- (17) The Executive shall have the power to appoint agents or attorneys for the Council with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit; and,
- (18) The duties of all other members of the Council shall be such as the terms of their engagement call for or as the Executive may prescribe. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Executive otherwise directs.

7.2 The President:

- (1) Chair the KUCSC Executive;
- (2) Be the official voice of the KUCSC;
- (3) Be a voting member of the BOD;
- (4) Be a voting member of the King's College Faculty Council;

- (5) Be a voting member of the University Students' Council;
- (6) Be a member of the Educational Policy Committee;
- (7) Be an ex-officio member of all KUCSC Committees;
 - i. With the exception of the Honorarium Committee
- (8) Be a liaison with the Vice Presidents of Council;
- (9) Be a liaison with the Principal;
- (10) Act as a liaison with the Administration of the King's University College;
- (11) Be responsible for the duties of the:
 - i. Speaker;
 - ii. KCC Representatives;
 - iii. USC Representatives;
 - iv. First Year Residence Representative; and,
 - v. King's University College Residence Council President; and,
- (12) Be responsible for the Office Manager;
- (13) Be responsible for holding Executive and Board of Directors meetings;
- (14) Sign all minutes and legal documents pertaining to the KUCSC;
- (15) Have the authority to co-sign all cheques written by the KUCSC;
- (16) Have signing authority on the KUCSC's USC Account;
- (17) Be responsible for coordinating mid-year and year-end reports;
- (18) Train and serve as an assistant to the president-elect for two weeks prior to KUCSC turnover and for two weeks post-presidential turnover;
- (19) Coordinate the efforts and activities of the student members of the King's College Council;
- (20) Coordinate the efforts and activities of the student members of the King's College Faculty Council;
- (21) Sit on executive committee and Nominating Subcommittee of College Council and the Board of Directors;
- (22) Be a member of the Planning, Campus Development, and Property Planning Committees of King's University College; and,
- (23) Sit as President for a maximum of two terms.

7.3 Vice President Events:

- (1) Be responsible for coordinating student events;
- (2) Be responsible for coordinating, with the VP Finance, tickets sales for Council organized events;
- (3) Be a member of the Events Standing Committee (ex-officio);
- (4) Be responsible for the activities of the:
 - i. King's Ball Commissioner(s);
 - ii. Special Events Commissioner(s);
 - iii. Orientation Event Commissioner(s);
 - iv. Event Staff Coordinator(s);
 - v. Dry Events Commissioner(s);
 - vi. Fashion Show Commissioner(s);
 - vii. Charity Commissioner(s);
 - viii. Concert Commissioner(s);
 - ix. Off-Campus Students' Commissioner(s);
 - x. Student Outreach Commissioner(s); and
 - xi. Commissioner At Large

7.4 Vice President Finance:

- (1) Oversee the general financial management of the KUCSC;
- (2) Act as the President during the President's absence, or following the President's dismissal or demise;
- (3) Must have successfully passed the KUCSC VP Finance Candidacy Exam;
- (4) Have authority to co-sign all cheques written by the KUCSC;
- (5) Have signing authority on the KUCSC's USC Account;
- (6) Be responsible for the activities of the:
 - i. Treasurer
 - ii. King's Connection Coordinator(s)
 - iii. Athletics Facilities Coordinator(s)
 - iv. Games Room Commissioner
 - v. Clubs Finance Commissioner
 - vi. King's Wheels Commissioner
 - vii. Athletics Commissioner(s)
- (7) Be responsible for the duties of all members of the finance portfolio in their absence;
- (8) Be responsible for the financial management of the King's Connection;
- (9) Be responsible for overseeing the financial obligations for all Clubs ratified by the KUCSC;
- (10) Be responsible for the collection and review of all budget materials;
- (11) Approve all cheque requisition;
- (12) Be a member of the Finance Standing Committee (ex-officio);
- (13) Chair the Budget Review Sub Committee;
- (14) Sit on the budget and planning committee of College Council as well as the Board of Directors;

7.5 Vice President Student Issues:

- (1) Be responsible for recognizing and receiving concerns of the student body;
- (2) Be responsible for the administration of activities of all Clubs and their respective Executive members;
- (3) Be responsible for the activities of the:
 - i. Environmental Commissioner(s);
 - ii. Clubs Commissioner(s);
 - iii. Volunteer Commissioners(s)
- (4) Coordinate the efforts and activities of the:
 - i. First Year Off Campus Students' Representative;
 - ii. Faculty Representatives;
 - iii. Graduating Class Representative;
 - iv. Mature Students' Representative;
 - v. Seminary Representative;
 - vi. Social Work Representative;
 - vii. International Students' Representative
 - viii. Accessibilities Representative
- (5) Be a member of the Student Issues Standing Committee (ex-officio);
- (6) Be a member of the Student Issues Committee and the Scholarship and Bursary Committee of College Council;
- (7) Be a member of Faculty Council and King's College Council; and,

7.6 Vice President Communications:

- (1) Be an internally elected Vice President of the KUCSC.
- (2) Be responsible for implementing an effective communications program for the KUCSC and for advising members on their communications associated with their positions on the KUCSC;
- (3) Be responsible for advising the Council and the KUCSC Board of Directors on media relations;
- (4) Be responsible for, in conjunction with the President, establishing and working to improve relationships and partnerships within the King's and Western Community
- (5) Be responsible for informing the media outlets of King's, Western and London of events, initiatives, and successes related to the KUCSC, and the student body;
- (6) Act as the Chief Returning Officer (CRO) during times of King's elections and act as Chair of the Elections Sub Committee;
- (7) Be a member of the Communications Committee (ex-officio);
- (8) Release press statements, in conjunction with the President, regarding any pertinent information that impacts the status of the KUCSC and King's Students;
- (9) Be responsible for the activities of the:
 - i. Media Commissioner(s);
 - ii. Regis Editor(s);
 - iii. Website Commissioner(s);
 - iv. Advertising Commissioner(s);
 - v. Promo Team Commissioner(s);
 - vi. Yearbook Commissioner(s);
- (10) Chair the Regis Advisory Board and have the official ability with the Board's authority to appoint or temporarily appoint Editor and Assistant Editor in the absence of Editor to carry out duties over a period of one month;
- (11) Be ineligible to run for any elected KUCSC position during their term;
- (12) Act as liaison among the KUCSC, the Office of the Registrar, Student Financial Services, Campus Ministry and the Office of the Academic Dean to support the KUCSC's goal of ensuring effective dissemination of information to all students of King';
- (13) Keep abreast of municipal, provincial and federal issues, focusing on student related news, and advise the Council on the effects of such development;
- (14) Be aware of and report to the Executive and Council, on the activities of the London City Council.

7.8 The duties of all other members of the Council shall be such as the terms of their engagement call for or as the Executive may prescribe. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Executive otherwise directs.

8.0 DUTIES, OFFICE MANAGER:

- 8.1 Serve as recording secretary and office manager.
- 8.2 Liaise between Council and the King's University College Technology Services Department;
- 8.3 Maintain all official records and files for KUCSC.
- 8.4 Be responsible for the administrative matters relating to the King's University College's Administration, including the booking of rooms and events;

- 8.5 Be responsible for maintaining financial records, regular reporting of financial position of KUCSC and handle financial matters particular to the orientation program and King's Connection.
- 8.6 Develop, institute and administrate an asset control program for all KUCSC property, resources, and information;
- 8.7 Assist the Vice President Finance with the budgeting and reviewing of the monthly Activity Fee account.
- 8.8 Maintain information technology, and information, and office equipment.
- 8.9 Record, distribute, and file minutes of all KUCSC meetings (general meetings, executive committee meetings, committee and sub-committee meetings and emergency meetings as necessary).
- 8.10 Ensure all documents (including constitution, amendments, policy manuals, position manuals) and reports are updated and filed.
- 8.11 Maintain files of all legal and insurance documentation.
- 8.12 Ensure copies of documents and reports are filed with Dean of Students.
- 8.13 In conjunction with the Vice President Finance:
 - (1) Responsible for maintenance of KUCSC financial records
 - (2) Preparation of all cheques for authorization and distribution of same;
 - (3) Responsible for financial matters pertaining to the Orientation Program and management of financial activities throughout Orientation (including Soph Weekend);
 - (4) Responsible (with the VP Finance) for all finances relating to the King's Connection daily sales records.

9.0 DUTIES, REPRESENTATIVES

- 9.1 Each representative will:
 - (1) Attend meetings as specified in this By-law;
 - (2) Represent and advocate on behalf of the students;
 - (3) Seek areas in which his/her portfolio can be expanded, and take appropriate action to improve his/her effectiveness as a Representative;
 - (4) Prepare a budget pertaining to his/her portfolio at the request of the Vice President Finance;
 - (5) Have a vote and voice at KUCSC meetings;
 - (6) Be responsible for joining at least one KUCSC Standing Committee; and,
 - (7) Be responsible for meeting with the incoming Representative at least once before and after Turnover.
- 9.2 KCC Representatives:
 - (1) Be responsible to the President;
 - (2) Be a voting member of the King's College Council as well as the KUCSC and be the voice of Kings' Students;
 - (3) Perform his/her duties as specified by the KCC;

- (4) Act as a liaison between the KUCSC and the KCC and the King's Students and the KCC; and,
- (5) Be a liaison for the King's United Way Campaign for the Council.

9.3 Faculty Representatives:

- (1) Be responsible to the Vice President Student Issues;
- (2) Be a voting member of the King's University College Faculty Council;
- (3) Consist of one or more (at the discretion of the faculty) representatives from each and every faculty of King's University College;
- (4) Be responsible for attending Faculty Council meetings;
- (5) Be responsible for attending Faculty department meetings;
- (6) Be responsible for assisting students in their faculty with questions, concerns, or complaints about the faculty, assist students in seeking proper channels regarding academic assistance;
- (7) Coordinate faculty events with their respective faculty and/or club;
- (8) Must be a third or fourth year student at King's; and,
- (9) Must be enrolled in an Honours program that corresponds to their position on the KUCSC.

9.4 First Year Off Campus Students' Representatives:

- (1) Be responsible to the Vice-President Student Issues;
- (2) Be a voting member of the KCC as well as the KUCSC;
- (3) Perform his/her duties as outlined by the KCC as well as the KUCSC;
- (4) Be a liaison between first year off campus students and the KUCSC;
- (5) Be an off campus student; and,
- (6) Work with the Off Campus Commissioner(s) on projects directly relating to first year off campus students.
- (7) Be a member of and fulfill all of the responsibilities associated with the Off Campus Society.

9.5 Graduating Class Representative:

- (1) Be responsible to the Vice-President Student Issues;
- (2) Organize activities relate to the graduating class including but not limited to class rings and portraits;
- (3) Organize election for Class Valedictorian and the Graduating Class Banquet in consultation with the Vice President Events, Vice President Student Issues, and the Vice President Finance;
- (4) Be responsible for attending meetings of the Student Issues Standing Committee for the purposes of matters relating to Graduation Banquet Awards; and,
- (5) Award citations to graduating students as recommended by the Student Issues Standing Committee.

9.6 Mature Students' Representative:

- (1) Be responsible to the Vice President Student Issues;
- (2) Be a member of the as well as the KUCSC;
- (3) Coordinate with the Vice President Events, functions aimed at mature students;
- (4) Act as a liaison between the Mature Students of King's and the KUCSC; and,

- (5) Sit on the Student Issues Committee and the Discipline Appeal Subcommittee of KCC.

9.7 Social Work Representative:

- (1) Be responsible to the Vice President Student Issues;
- (2) Liaise between the Social Work Department, the KUCSC, SWSA, and the Social Work Students at King's University College; and,
- (3) Be responsible for organizing awareness week(s) in conjunction with the Social Work Department, SWSA and the KUCSC.

9.8 St. Peter's Seminary Representative:

- (1) Be responsible to the Vice-President Student Issues;
- (2) Be a voting member of the KCC as well as the KUCSC;
- (3) Liaise between the seminarians of St. Peter's Seminary and the KUCSC;
- (4) Establish and manage a charity fund budget and report to Vice-President Finance regarding such; and,
- (5) Sit on the Religious Life Committee of the KCC.

9.9 The Affiliate Colleges Senator:

- (1) Be responsible to the President; and,
- (2) Immediately following the election the Affiliate Colleges Senator, the KUCSC President will make a mandatory offer of a vote to the Affiliate Colleges Senator. If the voting position is accepted then the Senator will be granted a voting position on the KUCSC and will be held liable to all aspects of the KUCSC attendance policy.

9.10 First Year Residence Representative:

- (1) Be responsible to the President;
- (2) Be a voting member of the KUCSC and be the voice of First Year Residence Students at King's
- (3) Be a member of the King's University College Residents' Council (KUCRC) and the University Students Council (USC);
 - i. The First Year Residence Representative who sits on the USC will be determined by an internal election by the KUCSC voting Members;
- (4) Be a first year residence student;
- (5) Perform his/her duties as defined by the KUCRC; and, the USC; and
 - i. Only pertaining to the First Year Residence Representative who sits on the USC
- (6) Act as a liaison between the KUCSC and the KUCRC and USC.
 - i. Only pertaining to the First Year Residence Representative who sits on the USC.

9.11 King's University College Residence Council President:

- (1) Immediately following the election the KUCRC President, the KUCSC President will make a mandatory offer of a vote to the KUCRC President. If the voting position is accepted then the KUCRC President will be granted a voting position on the KUCSC and will be held liable to all aspects of the KUCSC attendance policy;
- (2) Be responsible to the President;

- (3) Be a member of the King's University College Residence Council University Students' Council and be the voice of King's students in residence;
- (4) Perform his/her duties as specified by the KUCRC; and,
- (5) Act as a liaison between the KUCSC and the KUCRC

9.12 USC Representatives:

- (1) Be responsible to the President;
- (2) Be a member of the University Students' Council and be the voice of King's students;
- (3) Perform his/her duties as specified by the USC; and,
- (4) Act as a liaison between the KUCSC and the USC, and King's students and the USC

9.13 International Students' Representative:

- (1) Be responsible to the Vice President Student Issues;
- (2) Act as a liaison between the International Students, the KUCSC and Administration of King's University College;
- (3) Be an International Student as defined by the King's University College Registrar's Office;
- (4) Assist in the transition of the incoming students in coordination with the Academic Peer Guide Program, the Orientation Event Commissioner(s) and the Off-Campus Commissioner(s); and,
- (5) Be an active member of the International Students' Peer Guide Program.

9.14 Accessibilities Representative:

- (1) Be Responsible to the Vice President Student Issues;
- (2) Act as a liaison between students with disabilities/exceptionalities and the KUCSC;
- (3) Sit on the Campus Issues committee;
- (4) Sit on the King's University College Accessibility committee;
- (5) Be a Student who has been enrolled at King's for a minimum of one (1) year;
- (6) Be responsible for the promotion of Accessibility services offered at King's University College;
- (7) Be responsible for coordinating one (1) awareness week; and,
- (8) Be responsible for coordinating one (1) spotlight event
- (9) Be responsible for meeting with a member from the Services for Students with Disabilities department at King's University College
 - i. Must complete the Accessibility for Ontarians with Disabilities Act (AODA) training program within one month of being elected.

10.0 DUTIES, COMMISSIONERS

10.1 Each Commissioner will:

- (1) Be fully responsible to Council for his/her activities;
- (2) Prepare a budget pertaining to his/her portfolio at the request of the Vice President Finance;
- (3) Attend meetings as directed by the Executive and the KUCSC Attendance Policy;
- (4) Seek assistance, where necessary from Council or from students;

- (5) Be responsible for meeting with the incoming Commissioner at least once before and once after Turnover;
- (6) Establish, as necessary, assistants or committees to aid in performance of his/her duties;
 - i. Assistants or committees will not be exclusive to members of Council or committees of Council, respectively and hence all responsibility for the Commissioner's portfolio will lie with the Commissioner, not any assistant or committee;
- (7) Be responsible for joining at least one KUCSC Standing Committee;
 - i. Unless their position already requires them to sit on another committee.
- (8) Present a report at a Council meeting following the occurrence of their affiliated event or at the discretion of the Portfolio Head; and,
- (9) Have a voice at Council meetings, but no vote.

10.2 Speaker:

- (1) Be responsible to the President;
- (2) Be responsible for reviewing all posted motions for grammatical and structural errors prior to General Council Meetings;
- (3) Conduct meetings in accordance with Robert's Rules of Order and this By-law;
- (4) Chair the Honourarium Sub Committee;
- (5) Ensure order is maintained and enforce disciplinary action when necessary;
- (6) Remain neutral when conducting meetings;
- (7) Be responsible for the conduct of committee elections;
- (8) Be responsible for creating placards for all KUCSC and ex-officio members; and,
- (9) Be responsible for advertising the KUCSC meetings and open forums to the public;
- (10) Be responsible for coordinating Ally Western training for all council members; and,
- (11) Be responsible for training council members and creating awareness with respect to:
 - i. Western Support Services:
 - a. Ally Western
 - b. Pride Western
 - c. EnviroWestern
 - d. Women's Issues Network
 - e. I Know Someone Campaign
 - f. EthnoCultural Support
 - g. Food Support
 - ii. King's Counselling and Student Development Services:
 - a. Counselling Services
 - b. Academic Support Learning Skills Services
 - c. Career Services
 - d. Services for Students with Disabilities

10.3 Deputy Speaker:

- (1) Be responsible to the President;
- (2) Work in conjunction with the Speaker of Council to complete their roles and responsibilities;
- (3) Act as Speaker of Council in the absence of the Speaker;
- (4) Enforcing the sign in/out rules, and provide assistance as required to the Speaker of Council; and,

- (5) Be familiar with and have knowledge of Robert's Rules.

10.4 Advertising Commissioner(s):

- (1) Be responsible to the Vice President Communications; Create and distribute posters to advertise KUCSC activities as requested by members; KUCSC Clubs and Affiliate Organizations; and
- (2) Post a monthly calendar of events and activities of the KUCSC, Clubs and Affiliate organizations on the Student Council Bulletin Board in the Cafeteria.

10.5 Athletics Commissioner(s):

- (1) Be responsible to the Vice President Finance;
- (2) Be responsible for the athletic activities provided to male and female students;
- (3) Be responsible for co-educational athletic activities;
- (4) Be responsible for the formation of teams, team captains and team coaches;
- (5) Be responsible for distribution and retention of all athletic equipment. and;
- (6) Be responsible for the collection of monies from the distribution of team materials, including, but not limited to, team sweaters and other sports equipment, in conjunction with the Vice President Finance.

10.6 Clubs Commissioner(s):

- (1) Be responsible to the Vice President Student Issues
- (2) Be responsible for attending meetings of the Student Issues Standing Committee for the purposes of matters relating to Clubs;
- (3) Liaise between the Clubs Executives and the KUCSC Executives;
- (4) Work with the Advertising Commissioner(s) of the KUCSC and the advertising representatives of clubs regarding advertising initiatives;
- (5) Organize Clubs Week of the KUCSC along with the Vice President of Student Issues
 - i. Clubs Week One shall be held at the beginning of the academic year, no later than the last week in September;
 - ii. Clubs Week Two shall be held at the beginning of the second academic term, no later than the first week in February;
- (6) Coordinate services available to clubs according to the KUCSC Clubs Policy;
- (7) Attend at least one (1) meeting for his/her respective clubs per semester; and,
- (8) May not hold any executive position on any KUCSC ratified Club.

10.7 Clubs Finance Commissioner:

- (1) Be responsible to the Vice President Finance;
- (2) Work as a liaison between Clubs finance representatives and the Vice President Finance of the KUCSC;
- (3) Supervise the budgets of the Clubs and coordinate the services available to clubs according to the KUCSC Clubs Policy;
- (4) May not hold any executive position on any KUCSC ratified Club;
- (5) Be responsible for attending meetings of the Student Issues Standing Committee for the purposes of matters relating to Clubs; and,

10.8 Dry Events Commissioner(s):

- (1) Be responsible to the Vice President Events;
- (2) Be responsible for the creation and execution of at least one (1) dry event per semester with the Vice President Events;
- (3) Assist in the promotion of dry events; and,
- (4) Be responsible for the ticket sales of Dry Events.

10.9 Environmental Commissioner(s):

- (1) Be responsible to the Vice President Student Issues;
- (2) Organize activities and/or fundraising events for environmental issues;
- (3) Will assist in coordinating recycling programs within the King's University College Residence and College; and,
- (4) Coordinate with the Director of Physical Plant, EnviroWestern, the King's Green Team and The Dean of Students on addressing environmental issues concerning King's University College.
- (5) Be members of EnviroWestern's Campus Sustainability Coalition as outlined by EnviroWestern's Constitution.

10.11 Games Room Commissioner(s):

- (1) Be responsible to the Vice President Finance;
- (2) Handle all finances relating to the Games Room in conjunction with the Vice President Finance;
- (3) Be responsible for the operation and upkeep of the KUCSC Games Room; and,
- (4) Be responsible for organizing extra activities and tournaments to be held in the Games Room.

10.12 Off Campus Commissioner(s):

- (1) Be responsible to the Vice President Events;
- (2) Be responsible for the OC Don Team and chair of the Off Campus Society
- (3) Work with the Off Campus Society and Don Team to determine the needs of King's Off Campus Students.
- (4) Act as a liaison between the OC Don Team, the Off Campus Society and the KUCSC
- (5) Must be a King's University College student or have lived on King's University College campus for at least a year;
- (6) Must have lived off campus as a member of the London community or a King's student for at least a year;
- (7) Must Select an OC Don Team consisting of eight (8) members, not including the OC Commissioner(s);
- (8) Be responsible for providing one (1) training sessions for the OC Don Team in cooperation with a designate from the King's University College Dean of Students Office;
- (9) Be responsible for organizing the Off-Campus Barbeque no later than one (1) week prior to Orientation Week, and a minimum of two (2) additional events per semester
 - i. One (1) event per year must be academically based
- (10) Be a voting member of the O.C.C.S.C. (Off-Campus Commissioner Selection Committee).

10.13 Treasurer:

- (1) Be responsible to the Vice President Finance;

- (2) Count, record and deposit all monies received by the KUCSC;
- (3) Forward said records to the Office Manager; and,
- (4) Have signing authority for KUCSC cheques.

10.14 Charity Commissioner(s):

- (1) Be responsible to the Vice President Events;
- (2) Be responsible for organizing the King's Relay for Life; and,
- (3) Assist with other charity events held by the KUCSC.

10.15 Promo Team Commissioner(s):

- (1) Be responsible to the Vice President Communications
- (2) Be responsible for the organization and leading King's Promo Team;
- (3) Be responsible, along with the VP Communications, and Vice President Events, to select the Promo Team at the start of each academic year;
- (4) Be responsible for Promo Team members; and,
- (5) Assist in the promotion of all KUCSC events, Awareness Weeks and other KUCSC initiatives.

10.16 Regis Commissioner(s):

- (1) Be responsible to the Vice President Communications;
- (2) Be responsible for the coordination and dissemination of the Regis;
- (3) Be responsible for the selection and implementation of the Regis staff to contribute to the publication of the Regis;
- (4) Oversee the Regis budget; and,
- (5) Act as Regis Ad Officer.

10.17 Website Commissioner:

- (1) Be responsible to the Vice President Communications;
- (2) Be responsible, in collaboration with the VP Communications, for writing a minimum of two (2) articles per week to be posted in the News Section on the KUCSC Website, pertaining to issues or concern to the Council and the King's student body.
- (3) Be responsible for collecting information from all KUCSC members pertaining to their respective functions, positions and events and posting them on the website not later than one (1) week in advance of these events.

10.18 King's Wheels Commissioner(s):

- (1) Be responsible to the Vice-President Finance;
- (2) Coordinate the operations of the King's Wheels bike program;
- (3) Oversee the King's Wheels budget; and,
- (4) Assemble a team of volunteers for the year to help with maintenance of bikes.

10.19 Media Commissioner:

- (1) Be responsible to the Vice President Communications;
- (2) Be responsible for taking photos and/or video recordings of KUCSC events that include but are not limited to:

- i. Club events;
- ii. Awareness Weeks;
- iii. General Council Meetings;
- iv. Speaker Events; and,
- v. Major KUCSC Events;
- (3) Be responsible for archiving photos and videos in editable formats
- (4) Be responsible for submitting photos and videos to the Advertising, Regis and Website Commissioners; and,
- (5) Be responsible for creating promotional videos for KUCSC Events and Initiatives in conjunction with the VP Communications.

10.20 Volunteer Commissioner:

- (1) Be responsible to the Vice President Student Issues;
- (2) Be responsible for organizing a Volunteer Fair during first semester;
- (3) Liaise with the volunteer agencies within the London Community;
- (4) Work in conjunction with the Vice President Events and Charity Commissioners to organize a bi-semester volunteer program
 - i. Be responsible for recording the volunteer hours
- (5) Aid in the facilitation of student volunteer placements within the King's and London communities.

10.21 Yearbook Commissioner:

- (1) Be Responsible to Vice President Communications;
- (2) Work in collaboration with Vice President Communications with the design and content of yearbook;
- (3) Ensure that photos and content that are printed in the yearbook are appropriate for print;
- (4) Edit all material for typos and grammatical errors;
- (5) Communicate with Clubs, Sophs, Faculties and other members of the King's Community to ensure that content is diverse and reflects many areas of student life;
- (6) Collaborate with the Grad Class Representative and Media Commissioners to ensure that the best photos and content make the yearbook;
- (7) Liaise with the representative of Lifetouch to ensure that all deadlines are met and that proper publishing procedures are being followed;
- (8) At turnover, train the incoming Yearbook Commissioner with all software and answer any questions that may arise in the process.

11.0 DUTIES, EVENTS COMMISSIONERS

11.1 Each Commissioner will:

- (1) Be fully responsible to Council for his/her activities;
- (2) Prepare a budget pertaining to his/her portfolio at the request of the Vice President Finance;
- (3) Attend meetings as directed by the Executive and the KUCSC Attendance Policy;
- (4) Seek assistance, where necessary, from Council or from students;
- (5) Establish, as necessary, assistants or committees to aid in the performance of his/her duties:

- i. These assistants or committees will not be exclusive to members of Council or committees of Council, respectively, and hence all responsibility for the Commissioners' portfolio will lie with the Commissioner, and not any assistants or committees;
- (6) Be responsible for meeting with the incoming Event Commissioner at least once before and once after Turnover ;
- (7) Be responsible for joining at least one KUCSC Standing Committee;
 - i. Unless their position already requires them to sit on another committee.
- (8) Be responsible for attending two (2) KUCSC meetings prior to their event's debut and a minimum of two (2) meetings after their event's closing while still performing their other duties to the KUCSC throughout the their term;
- (9) Attend all meetings after the event until the resolution of all business pertaining to the event is resolved, as approved by the Executive; and,
- (10) Have a voice at meetings, but no vote.

11.2 Special Events Commissioner(s):

- (1) Be responsible to the Vice President Events;
- (2) Organize the construction and entry of a float in the annual Homecoming Parade;
- (3) In conjunction with the Director of Alumni Affairs, Event Staff Commissioner and Vice President Events, organize the events of Homecoming; and,
- (4) Be responsible for holding various holiday themed events throughout the year, including, but not limited to Halloween and Valentine's Day.

11.3 King's Ball Commissioner(s):

- (1) Be responsible to the Vice President Events;
- (2) Organize and execute the annual KUCSC King's Ball in coordination with the Vice President Events and the Vice President Finance; and,
- (3) Be responsible for the ticket sales of King's Ball.

11.4 Fashion Show Commissioner(s):

- (1) Be responsible to the Vice President Events;
- (2) Organize the annual KUCSC Fashion Show in consultation with the Vice President Events and the Vice President Finance;
- (3) Be responsible for staging, recruiting models, procuring clothing contracts, and other necessities for the Fashion Show; and,
- (4) Be responsible for the ticket sales for the Fashion Show.

11.5 Orientation Week Event Commissioner(s):

- (1) Be responsible to the Vice President Events; and the Vice President Finance;
- (2) Be responsible for organizing a program to ease the transition of all First Year Students to University life while enhancing the educational experiences for all First Year Students at King's University College;
- (3) Be responsible for selecting at least one (1) Assistant Head Soph from the Orientation Assistant Head Soph Selection Policy;
- (4) Be responsible for the actions and duties of the Assistant Head Sophs;
- (5) Organize the running of Orientation Week in conjunction with the USC and the King's University College Administration; and,

- (6) Organize and facilitate the Orientation feedback sessions with Administration, First Year Students, and Sophs.

11.6 Concert Commissioner:

- (1) Be responsible to the Vice President Events;
- (2) Help organize the annual KUCSC Concert in consultation with the Vice President Events and the Vice President Finance;
- (3) Be responsible for staging, planning, assisting the day of, and other necessities for the Concert; and,
- (4) Be responsible for the ticket sales of the annual KUCSC concert.

11.7 Student Outreach Commissioner(s):

- (1) Be responsible to the Vice President Events;
- (2) Be responsible for coordinating at least two (2) Awareness Weeks throughout the academic year; and,
- (3) Be responsible for coordinating spotlight events and specific campaigns with other portfolios.

12.0 DUTIES, COORDINATORS

12.1 Each Coordinator will:

- (1) Be fully responsible to the KUCSC for his/ her actions;
- (2) Prepare a budget pertaining to his/her portfolio at the request of the Vice President Finance;
- (3) Seek assistance, where necessary, from Council and from Students;
- (4) Be responsible for meeting with the incoming Commissioner at least once before and once after Turnover, and attach a form as record to the Incoming Vice President Events; and,
- (5) Be responsible for joining at least one KUCSC Standing Committee;
 - i. Unless their position already requires to sit on another committee.
- (6) Establish, as necessary assistants or committees to aid in the performance of his/her duties, but these assistants or committees will not be exclusive to members of Council or committees of Council, respectively, and hence all responsibility for the Coordinators' portfolio will lie with the Coordinators and not with any assistants or committees.

12.2 The Event Staff Coordinator:

- (1) Be responsible to the Vice President Events and the Dean of Students;
- (2) Carry out his/her duties under the jurisdiction of the LLBO and the King's University College Administration;
- (3) Be responsible for the management of Event Staff;
 - i. Be responsible of ensuring that all members of Events Staff are trained in CPI;
- (4) Act as a liaison between his/her staff, Vice President Events the KUCSC and the Administration;
- (5) Manage the procuring, sticking, maintenance and distribution of all alcoholic beverages and their accessories for the KUCSC; and,
- (6) Be paid an hourly wage as set by the KUCSC.

12.3 The Athletics Facilities Coordinator(s):

- (1) Be responsible to the Vice President Finance;
- (2) Be fully responsible to the KUCSC for his/her actions;
- (3) Be responsible for the proper upkeep of the KUCSC rink, soccer pitch, and beach volleyball court;
- (4) Be assisted by Event Staff, as directed by the Vice President Events;
- (5) Be paid an hourly wage as set by the KUCSC; and,
- (6) Be responsible for the KUCSC Athletics Staff as outlined in the KUCSC Athletics Staff policy.

12.4 The King's Connection Coordinators(s):

- (1) Be responsible to the Vice President Finance;
- (2) Be responsible for the KUCSC King's Connection;
- (3) Be responsible for the management of staff to operate the KUCSC King's Connection;
- (4) Act as a liaison between his/her staff and the KUCSC;
- (5) Be responsible for the implementation and maintenance of any inventory, which will be recorded and filed at least three (3) times during his/her term in conjunction with the Office Manager; and,
- (6) Will receive a yearly honorarium as dictated in the KUCSC Honorarium Policy.

13.0 DISMISSALS

13.1 A motion to dismiss any member of the KUCSC must secure the support of at least two thirds (2/3) of the voting members present at a general meeting of which there has been notice of the intention to pass the resolution.

13.2 A motion to dismiss a member may occur when any other of the following conditions occur;

- (1) A member fails to perform his/her duties and responsibilities as outlined in the KUCSC by-law.

13.3 The dismissal of a member will occur when any of the following conditions occur;

- (1) A member is in violation of the Attendance Policy.

14.0 APPOINTMENTS

14.1 The Executive, as a whole, will be responsible for appointing all positions except the Orientation Week Commissioner.

14.2 The following positions will be appointed:

- (1) The Vice President Communications
- (2) The Vice President Finance
- (3) The Speaker
- (4) The Athletics Commissioner(s)
- (5) The Advertising) Commissioner(s)
- (6) The Clubs Commissioner

- (7) The Clubs Finance Commissioner
- (8) The Communications Commissioner(s)
- (9) The Dry Events Commissioner(s)
- (10) The Environmental Commissioner(s)
- (11) The Event Staff Coordinator
- (12) The Fashion Show Commissioner(s)
- (13) The Games Room Commissioner(s)
- (14) The Special Events Commissioner(s)
- (15) The International Students' Commissioner(s)
- (16) The King's Ball Commissioner(s)
- (17) The Off Campus Commissioner(s)
- (18) The Orientation Week Commissioner(s)
- (19) The King's Connection Commissioner(s)
- (20) The Promo Team Commissioner(s)
- (21) The Athletic Facilities Coordinator(s);
- (22) The Treasurer;
- (23) The Website Commissioner(s);
- (24) The Concert Commissioner(s); and,
- (25) The Student Outreach Commissioner(s).

14.3 The Council will set requirements for each position as necessary on a yearly basis.

14.4 Applications for appointments will open no earlier than 1 March and last at least one (1) week.

15.0 VACANCIES

15.1 The office of a member will become vacant after the resignation, dismissal or demise of the member.

15.2 If the office of the President should become vacant, the Vice President Finance will act as the President until the vacancy is filled.

15.3 The vacancy of any elected position will be filled by election:

- (1) Nominations for the vacant position will open at the very latest four (4) weeks after the creation of the vacancy and last at least one (1) week;
- (2) Notwithstanding subsection 2, if the position becomes vacant after March 15, the nomination period will not open before September 15 and last at least one (1) week;
- (3) The campaign period will follow the nomination period, last one (1) week and will include an All Candidates' Forum, which will be set by the C.R.O., with consultation of the President for information purposes only;
- (4) The election will be held on two (2) consecutive days following the campaign period; and,
- (5) In any case, the election will be held within six (6) weeks of the opening of nominations.

15.4 The vacancy of any appointed position will be filled by appointment:

- (1) Applications for the vacant position will be opened within four (4) weeks after the creation of the vacancy and last at least one (1) week;
- (2) Notwithstanding subsection 2, if the position becomes vacant after 15 March, the nomination period will not open before 15 September and last at least one (1) week; and,
- (3) In any case, all appointments will be made within six (6) weeks of the opening of the application period.

16.0 NOTICES

16.1 Method of Giving Notices:

- (1) Any notices (which term in this Article 16.0 includes any communication or document) to be given pursuant to the Act, the letters patent, the by-laws or otherwise to a member, trustee, officer or auditor shall be sufficiently given if delivered personally, mailed by prepaid ordinary post, or electronically transmitted;
- (2) The Recording Secretary may change the address on the Council books of any member of the KUCSC or auditor in accordance with any information believed to be reliable. A notice so delivered shall be deemed to have been given when it is personally or electronically transmitted; a notice mailed shall be deemed to have been given four (4) days after deposit in a post office or public letterbox.

16.2 Computation of Time:

- (1) In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.

16.3 Omissions and Errors:

- (1) The accidental omission to give any notice to any member of the KUCSC or auditor or the non- receipt of any notice by any member, trustee, officer or auditor or any error in notices not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

16.4 Waiver of Notices:

- (1) Any member, trustee, officer or auditor may waive in writing any notice required to be given.

17.0 MEETINGS

17.1 The Executive will meet at the discretion of the President, but not less than bi-weekly:

- (1) The President will chair the Executive Meetings.

17.2 The President, upon advice from Council and the Speaker will establish a schedule for KUCSC General meetings;

- (1) The President may call other meetings at his/her discretion;
- (2) The Speaker will preside at all meetings, if the Speaker is unable to attend based on extenuating circumstances, the Deputy Speaker will act his/her stead;
 - i. If both the Speaker and Deputy Speaker are unable to attend, the President shall conduct the election of a member to serve as Speaker for that meeting;
- (3) The Office Manager will record the minutes as outlined in these;

- (4) Attendance is mandatory for all meetings for all members in accordance with the Attendance Policy;
- (5) All meetings are open to the community, and will include a section title “Presentations to Council” at the start of each, with the exception of Turnover meetings and the meetings held in the Seminary;
- (6) Notwithstanding subsection 2.6, any voting member may make a Privileged Motion to hold a meeting, or a part thereof, in camera; and,
- (7) The following shall be held as the order of precedence for conducting meetings and operations of the KUCSC: The By-laws, KUCSC Policies, Robert’s Rules of Order;
 - i. The parliamentary authority of all meetings will be Robert’s Rules of Order. If, in any case, this is contrary to Robert’s Rules of Order, this By-law or policies will govern.

17.3 Each Standing Committee will meet at least once prior to all Council meetings during the Academic year;

- (1) Additional meetings will be held at the discretion of the Chair.
- (2) If a Standing Committee is not able to meet the week before council, the Chair must communicate with the committee members via email or other means.

17.4 No member shall be entitled to vote by proxy at any time.

18.0 COMMITTEES AND TEAMS OF COUNCIL

18.1 The Council Standing Committees shall consist of:

- (1) The Finance Committee;
- (2) The Communications Committee;
- (3) The Student Issues Committee;
- (4) The Events Committee.

18.2 The Council Standing Sub Committees shall consist of:

- (1) The Elections Committee;
- (2) The Budget Review Committee;
- (3) The Honourarium Committee.

18.3 Membership of Each Standing Committee shall consist of:

- (1) No more than eight (8), and no less than four (4) Representatives of Council;
- (2) A maximum of twelve (12) Coordinators or Commissioners of Council;
- (3) The President and corresponding Vice President or Officer (Chair);
- (4) Members who have a voice and a vote on matters relating to the committee.

18.4 The Chair shall:

- (1) Be responsible for:
 - i. Calling meetings for the Committee;
 - ii. Setting the agenda for meetings;
 - iii. Reporting to Council on the business of the Committee at KUCSC General meetings;

- iv. Taking attendance as outlined in the KUCSC Attendance Policy;
- v. Arbitrating all disputes with regards to procedures and business to be conducted by the Committee;
 - a. Any decision by the Committee Chair may be overturned by Members by a two-thirds majority vote.
- vi. Be responsible for creating comprehensive committee reports to be posted on the KUCSC website within one week of their meeting.

18.5 The rules of procedure for Committee meetings shall be determined by Robert’s Rules of Order.

18.6 Quorum shall:

- (1) Be constituted as half (1/2) of the Committee Members.
 - i. If written notice of a meeting is provided to all committee members at least four (4) days in advance then quorum shall be constituted as one-third (1/3).
- (2) Be calculated based on the number of Members appointed to the Committee at any given time.

18.7 Committee By-Laws

- (1) The Chair of the Committee will be responsible for the time, date, and attendance of meetings.
- (2) The committee must meet no less than once a month for the duration of the year.
 - i. Ad Hoc committees must meet no less than bi-weekly
- (3) The committee must present a report to Council after a solution or resolution is met at the next General Council meeting

18.8 Attendance Point System

- (1) Missed general meeting with no regrets or declined regrets.....1.5
- (2) Missed general meeting, with approved regrets.....0.5
- (3) Missed committee meeting with no regrets or declined regrets.....1.0
- (4) Missed committee meeting, with approved regrets..... 0.5
- (5) Leaving a general meeting early, with no regrets or declined regrets0.75
- (6) Leaving a general meeting early with approved regrets.....0.25
- (7) Points accumulated through both general and Committee meetings will count as the same
- (8) Any reconsideration of points shall be conducted at the discretion of the KUCSC Attendance Committee

18.9 Attendance Committee

- (1) The Attendance Committee will consist of the Speaker (chair), the Office Manager and three (3) KUCSC members elected by Council.
- (2) KUCSC members must attend all official KUCSC meetings.
- (3) Points will be incurred through infractions of the Attendance Policy.
- (4) Attendance will be taken at the beginning and end of each official KUCSC meeting.

- i. Each member must be present for two (2) hours to be considered present.
- ii. Members who either arrive late or leave meetings early must sign in/out with the provided form.

18.10 Regrets

- (1) Regrets must be submitted, by email, by 12:00 noon the day prior to the meeting.
- (2) The attendance committee will deem regrets valid or invalid for general KUCSC meetings.
 - i. The Chair of each Committee will deem regrets valid or invalid for Committee meetings.
 - ii. The Chair of each committee will forward all records of regrets and demerit points to the Speaker on a bi-weekly basis.
- (3) Any voting KUCSC member who has accumulated a total of 6.5 points will be brought before Council at an official KUCSC meeting.
- (4) Any non-voting KUCSC member who has incurred 7.5 points during their KUCSC term will be brought before council at an official KUCSC meeting.
- (5) Warnings must be issued to the delinquent member by the executive as following:
 - i. First warning.....4.5
 - ii. Second warning.....5.5
 - a. The first warning will consist of an email sent asking for a reason as to why they have not attended
 - b. The second warning will consist of a meeting with at least 2 of the exec members asking for a reason why they have not attended as well as informing them that they are close to being dismissed
- (6) A list will be posted bi-weekly of the Council members and their accumulated points.
- (7) Once a member has reached the maximum amount of allowed demerit points per year, a motion will be put forth to have them removed from Council and if the majority of voting members agree with the motion, the position will become vacant
 - i. The decision of Council to remove a member is final

18.11 The Finance Committee shall:

- (1) Meet no less than once per month during the Academic year;
- (2) Be responsible for:
 - i. Reviewing and making recommendations to council on student fee amounts collected by the KUCSC;
 - ii. Reviewing and approving all unbudgeted expenses up to five hundred (500) dollars;
 - a. Will make a recommendation to Council for all expenses deemed worthy of pursuit that total more than five hundred (500) dollars
 - b. It is at the discretion of the Finance Committee to decline proposals
 - iii. Reviewing and making recommendations to Council on all matters that relate to the finances of the KUCSC;

- iv. Reviewing the activities of all KUCSC positions in the Finance portfolio;
- (3) For any monetary funding requested beyond the ratified budget as passed on budget weekend;
 - (4) Budget Reallocation Form and a written proposal must be filled out entirely;
 - (5) The Finance Committee will review the application in a meeting in which the applicant is to attend;
 - i. The Finance Committee will meet no less than once per month;
 - ii. The Finance Committee can approve and deny funds up to \$500, following with a required report to council;
 - iii. The Finance Committee must report all activities to council at the next possible meeting;
 - iv. For amounts over \$500, the committee will make recommendations to the:
 - a. Maximum amount affordable by the KUCSC financial constraints;
 - b. Recommendations for conditions of approval by Council;
 - c. Or recommendations stating reasons for the denial of the request.
 - (6) Amounts over \$500 must then be approved by Council after the committee recommendations are made;
 - i. Any and all requests for monies over five hundred (\$500) dollars must be presented as a posted motion as per the KUCSC Advance Notice Policy.
 - (7) In the situation that posted motions have closed for the following KUCSC General Meeting, requests to council for monies greater than five hundred (500) dollars can be put forward in New Business under the conditions that:
 - i. A proposal and written motion has received signed approval from no less than three (3) KUCSC Executive members;
 - ii. Once a written proposal has received approval, it must be distributed to all members of the General Council;
 - iv. A presentation is made to Council outlining the purpose and implications of said proposal.
 - (8) Any Council monies beyond the ratified budget cannot be approved without going through the Finance Committee first;
 - (9) Council cannot approve monies more than the maximum affordable amount as notified by the Finance Committee;
 - (10) Finance Committee decisions may be appealed before Council only as a posted motion, signed by an executive member, and requires 2/3 of the vote to pass;
 - (11) Section 9.0 in this policy supersedes section 10.0.

18.12 The Communications Committee shall;

- (1) Meet no less than once per month during the Academic year;
- (2) Be responsible for:

- i. Making policy and procedure recommendations to Council on the following:
 - a. Effective communication and promotion of KUCSC activities and initiatives;
 - b. Media relations;
 - c. Volunteer recruitment and recognition.
- ii. Reviewing and making recommendations to Council on all matters that relate to the Communications portfolio;
- iii. Reviewing the activities of all KUCSC positions in the Communications portfolio;

18.13 The Student Issues Committee shall:

- (1) Meet no less than once per month during the Academic year;
- (2) Be responsible for:
 - i. Developing an awareness among the student body of social and cultural issues;
 - ii. Advocate on behalf of King’s Students for matters pertaining but not limited to: academics, accessibility, cultural, and social issues;
 - iii. Conducting the Student Awards process:
 - a. The committee will be responsible for receiving nominations for the KUCSC Golden “K” Award, the KUCSC Service Award, the KUCSC TA Award for Excellence, the KUCSC International Student Award ~~as~~
 - b. Will be responsible for facilitating the selection process of said awards.
 - iv. All club related matters as outlined in the KUCSC Clubs Policy;
 - v. Reviewing and making recommendations to Council on all matters that relate to the Student Issues portfolio;
 - vi. Reviewing the activities of all KUCSC positions in the Student Issues portfolio;

18.14 The Events Committee shall:

- (1) Meet no less than once per month during the Academic year;
- (2) Be responsible for:
 - i. Making policy and procedure recommendations to Council on the following:
 - a. Implementation of programs, services, and opportunities that engage students;
 - b. Risk management of KUCSC events;
 - c. Orientation Week;
 - d. Sponsorship for charitable events;
 - ii. Reviewing past events and reporting on what improvements can be made;
 - iii. Reviewing the logistics of upcoming major events to ensure safety, accessibility, and efficiency;
 - iv. Reviewing and making recommendations to Council on all matters that relate to the Events portfolio;
 - v. Reviewing the activities of all KUCSC positions in the Events portfolio;

18.15 The Elections Committee shall:

- (1) Be an Ad-Hoc Committee of the Communications Committee;
- (2) Consist of:
 - i. The VP Communications as Chair;
 - ii. At least six (6) and a maximum of twelve (12) members of the KUCSC;

- a. Either voting or non-voting members are eligible.
- (3) All members will be entitled to a vote;
- (4) The membership of the committee will be renewed at the discretion of the Chair;
 - i. The decision to renew membership may be overturned by Voting Members by a two-thirds majority vote.
- (5) Meetings will be either confidential or open to the public at the discretion of the Chair.
- (6) Be responsible for:
 - i. Assisting in the supervision and holding of KUCSC Elections;
 - ii. Removing from the committee any Council members seeking a position in an election;
 - iii. Making recommendations to Council regarding policy and procedures of KUCSC elections; and,
 - iv. Recording and archiving all decisions made with regards to policy and procedures of KUCSC elections:
 - a. Decisions regarding Elections Policy infractions must be released immediately following a final decision made by the Elections Committee and the C.R.O.;
 - b. The decision may be released to the student body by the KUCSC through the following means:
 - The KUCSC Website;
 - The Regis magazine;
 - Statements through Council; and,
 - Any other means that the committee deems feasible; and,
 - Archives are privy to the Elections Committee, the C.R.O, and Office Manager.

18.16 The Budget Review Sub Committee shall:

- (1) Consist of:
 - i. The Vice President Finance as Chair;
 - ii. A minimum of four (4) members of the Finance Committee;
 - a. The maximum will be determined by the Vice President of Finance.
- (2) All members will be entitled to a vote;
- (3) Meetings will be either confidential or open to the public at the discretion of the Chair.
- (4) Be responsible for:
 - i. The collection of all proposed budgets for the upcoming Council year;
 - ii. Reviewing and analyzing all proposed budgets;
 - iii. Drafting a proposed budget for Council to review at the Summer Meeting.

18.17 The Honourarium Committee shall:

- (1) Consist of:
 - i. The Speaker as Chair;
 - ii. Two (2) members from each Standing Committee of Council;
- (2) The membership of the committee will be renewed at the discretion of the Chair;
 - i. The decision to renew membership may be overturned by Voting Members by a two-thirds majority vote.
- (3) The Chair will be responsible for:
 - i. Receiving comments from Council members and presenting them to the committee;

- ii. Maintaining the anonymity of said Council members;
 - iii. Bringing feedback to the attention of the corresponding member of Council prior to the next Committee meeting.
- (4) Be responsible for:
- i. Deciding if there is due cause in withholding some or all of an individual's honoraria;
 - ii. Giving a presentation to Council when honoraria has been withheld;
 - iii. Meeting no less than three (3) times per academic year:
 - a. The meetings must take place at the end of each semester as well as after the summer period;
 - b. Any additional meetings can be at the discretion of the Chair.

18.18 Athletics Committee

- (1) A Players Code of Conduct has been established by the Athletics Committee to insure that all participants of KUCSC sponsored sports teams conduct themselves in a fair and responsible manner. Any disciplinary issues which arise under the references created by the temporary athletics subcommittee shall be dealt with by the Events Committee.

18.19 The Off Campus Society shall:

- (1) Be responsible for connecting the general population of King's off Campus students to events and initiatives that take place during the academic school year.
- (2) The OC Society will be comprised of :
- i. Two (2) Off Campus Commissioners
 - ii. The Vice President Events
 - iii. Two (2) first year Off Campus Representatives
 - iv. One (1) or more Soph Team Off Campus Committee Heads and Committee Members
 - a. Act as a liaison between the King's Soph Team and the OC Don Team and,
 - b. Provide input on issues that pertain to the King's Off Campus population
 - c. Not official members of the King's Off Campus Don Team
 - v. Two (2) International Dons
 - a. Will be selected by the off campus commissioners through an interview process
 - b. Act as liaison between international off campus King's students and the Off Campus Society.
 - c. Work in collaboration with the KUCSC International Representative
 - vi. Two (2) Resource Dons
 - a. Will be selected by the Off Campus Commissioners through an interview process
 - b. Responsible for advertizing and providing off campus student specific information to the King's population.
 - c. Examples of resources to advertise include but are not limited to: shuttle buses, house rental information, parking laws, locker rentals and support services on campus and in the London Community.
 - vii. Four (4) Event Planning Dons
 - a. Will be selected by the Off Campus Commissioners through an interview process
 - b. Responsible for working with the Off Campus Commissioners to execute a minimum of two (2) events per semester and the Off Campus Barbeque

to take place no later than one week prior to the first day of Orientation Week.

- b.1. One (1) event per year must be academic based
- (3) The OC Society is responsible for having a booth during King's Club Week to educate off campus students about events and the resources available to them.
 - i. The OC Society must meet a minimum of one time per semester to discuss issues pertaining to OC Students and to plan events.

18.20 Orientation Commissioner Selection Committee

- (1) The Orientation Commissioner Selections Committee (O.C.S.C) will consist of:
 - i. The outgoing Orientation Commissioner (chair);
 - ii. The President;
 - iii. The USC Orientation Commissioner, a member of Orientation Staff or a member of the Orientation Planning Committee;
 - iv. The Vice President Events;
 - v. The Dean of Students or a designate;
 - vi. A first year student representative on the KUCSC (as determined by the President) that is not applying for a position on the King's Program Assistant Team for the following year.
- (2) If there is a conflict of interest with any member of the O.C.S.C, then a non-conflicted outgoing member of the executive may attend to be determined by the President;
- (3) Applications and a job description will be made available through the USC Website. The application and interview timeline will be determined by the USC;
- (4) All members of the selections board must sign a confidentiality agreement, prior to the commencement of selections;
- (5) Should confidentiality be broken by any member of the O.C.S.C, the Chair and the Dean of Students will determine the appropriate consequence beyond removal from the O.C.S.C. and future involvement in the King's Orientation Program;
- (6) In the event of a vote of non-confidence towards the candidates, the O.C.S.C can re-open the applications;
- (7) No KUCSC Executive member may hold their position and an Orientation Commissioner simultaneously for the same term.

18.21 Program Assistants Selections Committee

- (1) The Orientation Program Assistant Selections Committee (O.P.A.S.S.C) will consist of:
 - i. The New Orientation Commissioner(s) (chair)
 - ii. The outgoing Orientation Commissioner (nonvoting)
 - iii. The Vice President Events
 - iv. The outgoing President
 - v. The USC Orientation Commissioner, a member of Orientation Staff, or a member of the Orientation Planning Committee
 - vi. The Dean of Students or a designate
- (2) Applications and a job description will be made available through the USC Website. The application and interview timeline will be determined by the USC.

- (3) The committee will select four (4) Program Assistants.
- (4) The Chair will be responsible for the O.P.A.S.S.C; its members and duties.
- (5) All members of the selections board must sign a confidentiality agreement, prior to the commencement of selections.
 - i. Should confidentiality be broken by any member of the O.P.A.S.S.C, the Chair and the Dean of Students will determine the appropriate consequence beyond removal from the O.P.A.S.S.C, and future involvement in the King's Orientation Program.
- (6) In the event of a vote of non-confidence towards the candidates, the O.P.A.S.S.C can re-open the applications.
- (7) No KUCSC Executive member may hold their position and a Program Assistant position simultaneously for the same term.

18.22 Soph Team

- (1) King's Sophs must act in a responsible manner when representing the KUCSC and King's University College;
- (2) King's Sophs must attend USC Soph Training unless extenuating circumstances prevent them from doing so; this is at the discretion of main campus Orientation Staff;
- (3) King's Sophs must abide by the rules and regulations outlined in the USC Orientation Soph Contract;
- (4) King's Sophs will be responsible for paying a Soph fee that is set by main campus and King's University College;
- (5) King's Sophs must act in a respectful and responsive manner carrying out directions given to them from the King's Head Soph Team, the KUCSC President, and the Vice-President Events and all other designates;
- (6) King's Sophs should be welcoming and supportive of all first year students during Orientation Week and throughout the year;
- (7) King's Sophs cannot take on the role of Off-Campus Commissioner on the KUCSC, be a member of the OC Don Team, or be a member of the RA Team;
- (8) King's Sophs should work in conjunction with the OC Don Team and the RA Team in providing the best experience for first year King's students during Orientation Week and throughout the year.

18.23 The King's Cobras

- (1) The KUCSC football team (The King's Cobras), must act in a responsible manner when representing the KUCSC and King's University College;
- (2) The King's Cobra's Head Coach(es) will be responsible to the Athletics Commissioner(s);
- (3) The King's Cobras coach will be selected for the following year prior to the end of the previous academic school year;
 - i. No more than 2 head coaches may be selected for any year.
- (4) The coaches will be selected by a committee of the previous year's head coach(es), 2 players, and, if available, any non-returning assistant coaches.

- i. If there are no applicants that the committee deems qualified, the head coach position will be selected by 2 players and the VP Events before the first full week of classes.
- (5) Once the head coach is selected, s/he may choose a minimum of 4 assistant coaches. The Head Coach must choose an: Offensive Coach, Defensive Coach, Manager and a Trainer.
 - i. The Head Coach and the designated Trainer must receive Emergency First Aid training prior to the beginning of the season. This training will be paid for by council.
 - ii. The Manager will be responsible for collecting all funds and ordering uniforms.
- (6) The King's Cobras will have open membership to any student that qualifies under the USC's tournament rules.
- (7) While the King's Cobras will receive funding from Council, players will be charged a membership fee to offset uniform costs
- (8) The King's Cobras will be given a table at clubs week for recruitment purposes.

19.0 AMENDMENTS OF BY-LAWS AND POLICIES

- 21.1 The KUCSC may amend these By-laws and any Policies from time to time as it is deemed necessary. A motion to amend these By-laws must secure the support of at least two-thirds (2/3) of the voting members at the meeting at which the motion is brought forward.
- 21.2 Any voting member may make a motion to amend these By-laws or Policies.
- 21.3 All motions to amend these By-laws or Policies must be reviewed and the appropriate Standing Committee according to the following must make recommendations:
 - (1) Before the motion is brought to Council, the Member making the motion shall submit the proposed amendments to the Speaker and Deputy Speaker
 - (2) The Speaker will then defer it to the appropriate Standing Committee; and,
 - (3) If the motion is brought to Council either as a posted motion or as new business without having been reviewed by a Standing Committee, the Speaker shall refer it to the Committee except as otherwise provided herein;
 - i. Any proposed amendments submitted to the Committee after the summer meeting and before the first.
- 21.4 Standing Committees shall review all proposed amendments and as deemed necessary make recommendations to the mover on the following:
 - (1) The wording or grammar of the proposed amendments;
 - (2) Modifications to other sections of these By-laws or Policies which will be affected by the proposed amendments; and,
 - (3) Any comments or concerns about the merits or ramifications of the proposed amendments.
- 21.5 Nothing in subsection 4.0 is to be taken to mean that the Standing Committees have the power to confirm, reject, amend, or otherwise deal with a proposed change to these By-laws or Policies. The Standing Committees shall recommend modifications to the proposed change to the By-laws or Policies for the sole purpose of giving effect to the proposed change and not to defeat the proposed change. However, in the event that the Standing Committees views the proposed change

to be contrary to best interests of the Council, the Standing Committees shall inform Council of this.

21.6 All By-law or Policy amendments must be posted four (4) days in advance of the meeting where it is to be considered;

(1) By-law or Policy amendments may be brought forward during “New Business” at the discretion of the Speaker.