



King's University College Students' Council
BY-LAW #3

EFFECTIVE: March 19th, 2017 **SUPERSEDES:** December 6th, 2015

AUTHORITY: Council **RATIFIED BY:** Council March 19th, 2017

- **RELATED DOCUMENTS:** By-Law #1 and By-Law #2

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PREAMBLE:

1. The KUCSC Executive Council forms the leadership core of the KUCSC. The Executive Council and Executive members must act in a manner consistent with this fact: working diligently, transparently, and with accountability.

2. DEFINITIONS/APPLICATION/SCOPE

2.1. In this By-Law and all other By-Laws and resolutions of the Corporation, unless otherwise stated or the context requires otherwise:

- (1) **“Academic Year”** means the period between September 1st of any calendar year until April 30th of the following calendar year;
- (2) **“Administration”** means the permanent administrative staff employed by King's University College at Western University;
- (3) **“Act”** means the Corporations Act, R.S.O 1990, 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 statutes;
- (4) **“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 By-Law #1;
- (5) **“Board”** means the board of directors of the King's University College Students' Council;
- (6) **“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 of any given calendar year.
- (7) **“BOD”** refers to the Board of Directors at King's University College at the University of Western Ontario.
- (8) **“By-Laws”** means the By-Laws relating to the transactions and affairs of the Corporation, including By-Law #1 and By-Law #2 and any other By-Law adopted by the Corporation;



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- (9) “**Club**” means any organization ratified under the KUCSC Clubs Policy;
- (10) “**Corporation**” means the King’s University College Students’ Council (KUCSC), a corporation without share capital incorporated under the Act;
- (11) “**The Council**” means the legislative branch of the King’s University College Students’ Council and includes all of the Members;
- (12) “**day**” shall include any day or days of the week, except for statutory holidays;
- (13) “**Director**” means a voting or non-voting director of the Corporation;
- (14) “**Duly Called Meeting**” means a meeting of Council called pursuant to the notice provisions in this By-Law, regardless of whether or not the meeting meets quorum;
- (15) “**Duly Constituted Meeting**” means a Duly Called Meeting of Council where quorum is met pursuant to the notice provisions in this By-Law;
- (16) “**the Executive**” or “**KUCSC Executive**” means the executive branch of the KUCSC, as described in section 7.00;
- (17) “**ex-officio**” means a member by virtue of her office;
- (18) “**GCOC**” means the Governance and Council Operations Committee
- (19) “**General Meeting**” means a Duly Called Meeting that is not the Annual General Meeting;
- (20) “**Legislative Session**” means the sitting of the Council, which shall be from the ratification of the newly elected Council during the second part of the Annual General Meeting, until the dissolution of that Council during the second part of the Annual General Meeting of the following year;
- (21) “**Letters Patent**” means the letters patent of the Corporation, as amended and supplemented by supplementary letters patent;
- (22) “**Material Change**” means a change that alters the substance of any Policy or Procedure but does not include any grammatical and spelling changes;
- (23) “**Member**” refers to an individual holding any membership class of the Corporation;
 - i. “**Ordinary Member**” or “**Voting Member**” means any individual who holds a position listed in subsection 4.03(2) and who has full voting rights at Council;
 - ii. “**Resource Member**” means any individual who holds a position listed in subsection 4.03(3) and who does not have voting rights at Council.
- (24) “**Observer**” means any individual who is not a Member and who is in attendance at a meeting of Council.



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- (25) **“person”** includes an individual, a body corporate, corporation, company, partnership, syndicate, trust, unincorporated organization and unincorporated association;
- (26) **“Policies and Procedures”, “Policy” and “Procedure”** includes any document approved by the Council or Board of Directors that regulates the transactions and affairs of the Corporation, excluding any By-Laws and Letters Patent;
- (27) **“Residence”** means a habitation, operated by the University, housing a community of students during any particular Academic Year;
- (28) **“Simple Majority”** means more than half of the votes cast, excluding blanks and abstentions;
- (29) **“Standing Committee”** shall be the standing committees of Council or Board of Directors outlined herein;
- (30) **“Strategic Vision”** means the Corporation’s long-term strategic vision, which may also be referred to as a long-term strategic plan;
- (31) **“Student”** means any individual undergraduate student of Western University or an Affiliate, regardless of full, part time, or special status;
- (32) **“Two-Thirds Vote”** means at least Two-Thirds (2/3) of the votes cast, excluding blanks; and,
- (33) **“University”** means King’s University College at Western University.

2.2. Other definitions

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

2.3. 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.

2.4. Interpretation

- (1) Words, phrases, or sentences written in singular form include the plural.
- (2) Words, phrases, or sentences written in feminine 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”.



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3. APPLICATION

- 3.1. This document articulates the rights and responsibilities that come with holding Executive Office within the KUCSC, excluding the Governance Officer.

AMENDMENT OF THE BY-LAW

- 3.2. The By-Law shall be amended in compliance with the procedure provided for in By-Law #1, and not contrary to the Act and the Letters Patent.

4. ELECTION - AUTHORITY

- 4.1. There shall be a President, Vice President Student Affairs, Vice President Student Events, Chief Financial Officer, and Chief Communications Officer, who shall be elected by the undergraduate student body of King's University College, or by the Ordinary Members of the KUCSC in accordance with the policies and procedures outlined in By-Law #2.

(1) Under no circumstance shall Executives be elected as a slate.

- 4.2. The Executive shall be directly responsible to the Council.

- 4.3. The Executive shall hold office consistent with the Corporation's By-Law, contracts, policies, procedures, and legislated requirements.

4.4. Acting President and Vice-President(s)

(1) If the President becomes incapacitated, or the position becomes vacant through any means, the Vice-President Student Affairs shall assume the duties of the President until such time as Council may select a replacement.

- i. Notwithstanding Section 4.04 (1), the President may appoint the Vice-President Student Affairs as Acting President who shall act during absences of the President, and shall have the authority to perform the duties of such office.
 - a. If the Vice-President Student Affairs is unable, or unwilling to serve, the President may appoint the Vice-President Student Events.
 - b. The Executive Council may delegate the duties of the Acting President to the remaining Executives at the request of the Acting President.



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(2) If a Vice-President or Officer, excluding the Governance Officer, becomes incapacitated, or the position becomes vacant, the duties of the Vice-President or Officer shall be divided according to the wishes of the Executive Council.

- i. The Vice-President Student Affairs or the Vice-President Student Events may appoint the other Vice-President, or the President to act on their behalf during absences.

(3) Vacancy

- i. In the event that the position of President, a Vice-President, or an Officer becomes vacant, the position shall be filled in a manner determined by Council and consistent with all by-laws. This may include:
 - a. Running an internal or external by-election, voted on by the Council, or by students-at-large;
 - b. The assuming of the position of President by another Executive; and,
 - c. A refusal to fill the vacant position.

4.5. This by-law does not delegate authority of any Executive as the Head of the Executive Branch, and establishes all Executives as having equal status.

5. ELIGIBILITY OF EXECUTIVES

5.1. All members of the Executive shall abide by any eligibility requirement listed in any of the policies, procedures, and by-laws of the Corporation.

(1) Failure to comply with section 2.01 shall result in the respective member being removed from their position, and any position they obtained as a result of holding it.

- i. The Governance Officer shall seek the advice of the Governance and Council Operations Committee (GCOC), and shall determine whether or not the eligibility requirement has been breached. The GCOC shall be empowered to vacate the respective position, should it be determined that an eligibility requirement has been breached.
- ii. An Executive shall always be afforded a reasonable amount of time, as set by the Governance and Council Operations Committee, to meet the requirement. During this time, the Executive shall be suspended from their position.



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5.2. All members of the Executive shall:

(1) Take a maximum of four (4.0) courses during the term in office;

i. May be overruled with a properly posted motion at a Duly Constituted Meeting that has two-thirds (2/3) support.

a. Notwithstanding Section 1.01 (1), any internally or externally elected Executive shall not be subject to Section 2.02 (1), should the position have been vacated at any point during the same Academic Year. Council may choose to waive this section by a two-thirds (2/3rd) vote conducted prior to the call for nominations.

(2) Consist of members who have achieved a minimum of a seventy percent (70%) grade average either cumulatively or in the last academic year;

i. The General Manager shall verify this upon the Executive winning their own respective election.

(3) Not be comprised of any members who are no less than 18 years of age;

(4) Not be comprised of any members who have a status of a bankrupt.

(5) Not be comprised of any members who have been found to be of unsound mind by a court in Canada or elsewhere.

6. EXECUTIVE COUNCIL

6.1. The Executive Council shall follow the same rules of procedure outlined in the Standing Committee Terms of Reference as if it were a Standing Committee of Council.

(1) Council shall retain the right to overturn any decision made by Executive Council by a Two-Thirds vote.

6.2. The Executive Council shall hold all powers vested to them through the various by-laws, policies and procedures of the KUCSC.

6.3. Unless otherwise specified, all motions for the Executive Council shall require a Two-Thirds vote to succeed.

7. RESPONSIBILITIES – GENERAL



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- 7.1. All members of the Executive shall act in accordance with all KUCSC By-Laws, Policies, Procedures, any other relevant KUCSC document, the King's University College Student Code of Conduct, and all Municipal, Provincial, and Federal laws; and,
- 7.2. Shall act in a manner consistent with the mandate and vision of the KUCSC as outlined in the Long-Term Plan.
- 7.3. All members of the Executive shall:
 - (1) Attend meetings as specified within By-Law #1 and be governed by the KUCSC Attendance Policy;
 - (2) Be a member of the King's College Council;
 - (3) Be responsible to prepare a budget for their position and oversee the preparation of their portfolio budgets;
 - (4) Be responsible to prepare a report to Council which will be due at each Council meeting and will be subject to the approval of the Governance and Council Operations Committee in order to receive a monthly honorarium;
 - i. Prepare a report for August, to be given to the Chair of the Governance and Council Operations Committee
 - (5) Work a maximum of 15 hours per week outside of the KUCSC
 - i. May be overruled with a properly posted motion at a Duly Constituted Meeting that has two-thirds (2/3) support
 - ii. During the Summer months, Executives may work an unlimited number of hours.
 - (6) Shall declare to council any substantial volunteer or philanthropic activities that may impair their ability fulfill their obligations to council.
 - (7) Hold a minimum of ten (10) hours per week in the KUCSC Office. The hours shall be posted at the beginning of the school week both online and in the office. Office hours are subject to change with notice at the discretion of the Executive and will be selected by each individual Executive.
 - i. The Governance and Council Operations Committee shall set all regulations with respect to weekly office hours, including:



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- a. Lowering the amount of hours required in the event of a statutory holiday, or exam period; and,
 - b. Any form of proof of completed hours, such as time sheets.
- (8) Shall, as a team headed by the Vice-President Student Affairs, write an advocacy paper, or White Paper, yearly on an advocacy issue deemed important by the Executives.
- i. Council shall be consulted on topic choices; however, the topic selection rests entirely with the Vice-President Student Affairs. Upon completion of the White Paper, Council shall vote to ratify, or dismiss the recommendations made, including adopting the recommendations as an official stance of the KUCSC.
- (9) Be entitled to an Honourarium to be calculated as at a full-time, fourth-year student's tuition and fees;
- i. The President shall be entitled to receive an honorarium calculated as at a full-time, fourth-year student's tuition and fees, plus 10%.
- (10) Be subject to a performance review and interview at the request of the Governance Officer, and General Manager jointly;
- i. Notwithstanding Section 6.03 (10), the President, Vice-Presidents and Officers shall further be subject to a performance review at the request of the Board of Directors, or Governance and Council Operations Committee.
 - a. The Board of Directors and the GCOC shall select the reviewers at their discretion.
- (11) Maintain a 48-hour e-mail response time
- (12) No Executive shall hold any Executive position on any KUCSC-ratified Club, nor shall any Executive hold a position as a Soph for the duration of their term in office.
- 7.4. 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.
- 8. RESPONSIBILITIES – PRESIDENT**
- 8.1. Mandate:



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- (1) Represent the interests of the King's University College Students' Council and the student body of King's University College and oversee and provide strategic direction for the organization.

8.2. Powers:

- (1) A voting member of both Council and the Executive Council;
- (2) Sign all minutes and legal documents pertaining to the KUCSC;
- (3) Have the authority to co-sign all cheques written by the KUCSC; and,
- (4) Have signing authority on the KUCSC's USC Account;

8.3. Responsibilities to Council

- (1) Be the official voice of the KUCSC;
- (2) Be an ex-officio member of all KUCSC Committees;
 - i. Notwithstanding Section 7.03 (2), the President shall not be a member of the Governance and Council Operations Committee under any circumstances.
- (3) Be responsible for coordinating the efforts and activities of the:
 - i. KCC Representatives;
 - ii. USC Representatives;
 - iii. The General Manager;
 - iv. Executive Assistant to the President;
 - v. Governance Associate;
 - vi. Speaker;
 - vii. Deputy-Speaker.
- (4) Be responsible for coordinating Executive and Portfolio members' mid-year and year-end reports;
- (5) Coordinate executive performance meetings in October and February with each executive member to review yearly responsibilities and to support their success;
- (6) Be responsible for ensuring that all executives successfully manage their respective portfolios;



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- (7) Coordinate and chair by-weekly Executive Council meetings;
- (8) Coordinate one hour a week of overlapping office time for the executive team;
- (9) Coordinate the efforts and activities of the student members of the King's College Council;
- (10) Coordinate the efforts and activities of the student members of the King's College Faculty Council; and,

8.4. Responsibilities to King's University College:

- (1) Be a member of the Board of Directors of King's University College at the University of Western Ontario;
- (2) Be a voting member of the King's College Faculty Council;
- (3) Be a member of the Educational Policy Committee;
- (4) Act as the sole liaison between the KUCSC and the Administration of the King's University College;
- (5) Sit on executive committee and Nominating Subcommittee of College Council and the Board of Directors; and,
- (6) Be a member of the Planning, Campus Development, and Property Planning Committees of King's University College; and,

8.5. Other Duties:

- (1) Shall chair the KUCSC Executive Council;
- (2) Be a voting member of the University Students' Council;
- (3) Train and serve as an assistant to the president-elect for a minimum of two weeks prior to KUCSC turnover and for a minimum of two weeks post-presidential turnover;

8.6. Shall not sit as President for more than two terms.

8.7. Shall be elected by the student body as outlined in By-Law #2.

9. VICE-PRESIDENT STUDENT AFFAIRS

9.1. Mandate:

- (1) Shall be responsible for recognizing and receiving concerns, suggestions, and complaints of the student body.



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- (2) Shall advocate for those issues deemed important by Council, or the student body in general;

9.2. Powers:

- (1) A voting member of both Council and the Executive Council; and,
- (2) Act as the President during the President's absence, or following the President's dismissal or demise.

9.3. Responsibilities to Council:

- (1) Be responsible for coordinating the efforts and activities of the:
 - i. Associate Vice-President Student Affairs
 - ii. Faculty Representatives, as outlined in the Representative TOR;
 - iii. Social Representatives, as outlined in the Representative TOR;
 - iv. Commissioners and Coordinators in her portfolio, as outlined in the Coordinator and Commissioner Terms of Reference.
- (2) Chair the KUCSC Student Affairs Committee;
- (3) Be responsible for the administration of activities of all Clubs and their respective Executive members; and,
- (4) Direct and manage the Executive Council in regard to the annual White Paper.
- (5) Coordinate associate performance meetings in October and February with AVPSA to review yearly responsibilities and to support their success

9.4. Responsibilities to King's University College:

- (1) Be a member of the Student Affairs Committee and the Scholarship and Bursary Committee of College Council; and,
- (2) Be a member of Faculty Council and King's College Council

9.5. Other Duties:

- (1) Train and serve as an assistant to the Vice-President-elect for two weeks prior to KUCSC AGM and for two weeks post-turnover.

9.6. Shall be elected by the student body as outlined in By-Law #2.

10. VICE-PRESIDENT STUDENT EVENTS

10.1. Mandate:



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- (1) Coordinate involvement and facilitate engagement of students in events and programming to enhance the student experience.

10.2. Powers:

- (1) A voting member of both Council and the Executive Council.

10.3. Responsibilities to Council:

- (1) Be responsible for coordinating the efforts and activities of the Commissioners and Coordinators in her portfolio, as outlined in the Coordinator and Commissioner Terms of Reference.
- (2) Be responsible for coordinating the efforts and activities of the Associate Vice-President Student Events;
- (3) Chair the Student Events Standing Committee;
- (4) Be responsible for coordinating student events; and,
- (5) Be responsible for coordinating, with the CFO, tickets sales for Council organized events.
- (6) Coordinate associate performance meetings in October and February with AVPSE to review yearly responsibilities and to support their success
- (7) Coordinate Frost Week activities in collaboration with the Soph team and other King's partners

10.4. Other Duties:

- (1) Train and serve as an assistant to the Vice-President-elect for two weeks prior to KUCSC AGM and for two weeks post-turnover.

10.5. Shall be elected by the student body as outlined in By-Law #2

11. CHIEF FINANCIAL OFFICER (CFO)

11.1. Mandate:

- (1) Ensure effective management of the allocation of corporate resources and endeavors of the KUCSC.

11.2. Powers:

- (1) A voting member of the Executive Council.
- (2) Have signing authority on the KUCSC's USC Account;



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(3) Have authority to co-sign all cheques written by the KUCSC;

11.3. Responsibilities to Council:

(1) Oversee the general financial management of the KUCSC;

(2) Be responsible for the activities of the:

i. Commissioners and Coordinators in her portfolio, as outlined in the Coordinator and Commissioner Terms of Reference.

(3) Chair the Finance Standing Committee;

i. Chair the Budget Review Sub Committee;

(4) Be responsible for the collection and review of all budget materials;

(5) Be responsible for the financial management of the King's Connection;

(6) Approve all cheque requisition;

(7) Be responsible for overseeing the financial obligations for all Clubs ratified by the KUCSC.

(8) Be responsible for implementing an effective system for managing and organizing the KUCSC budget, and advising members and clubs on their financial status with regards to the budget.

11.4. Responsibilities to King's University College

(1) Sit on the budget and planning committee of College Council as well as the Board of Directors.

11.5. Other Duties:

(1) Because of the summer requirements, it is highly recommended that the CFO be present in London during the summer months

(2) Train and serve as an assistant to the CFO-elect for two weeks prior to KUCSC AGM and for two weeks post- turnover.



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11.6. Must have successfully passed the KUCSC CFO Candidacy Exam;

(1) Notwithstanding Section 10.06, in the event of a by-election to fill a vacancy in the CFO position, Council may opt to forego this requirement by a motion that receives Two-Thirds support.

11.7. Shall be internally elected as outlined in By-Law #2.

12. CHIEF COMMUNICATIONS OFFICER (CCO)

12.1. Mandate:

(1) Facilitate communication on behalf of the Corporation, including but not limited to the maintenance of the website and all social media platforms, and develop promotional and branding strategies to further the KUCSC mandate.

12.2. Powers:

(1) A voting member of the Executive Council.

12.3. Responsibilities to Council:

(1) Ensure that the KUCSC Website and official social media platforms are regularly updated to ensure that all information is relevant, accessible, and accurate.

(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 coordinating the efforts and activities of the Associate Communications;

(4) Be responsible for advising the Council on media relations;

(5) Be responsible for, in conjunction with the President, establishing and working to improve relationships and partnerships within the King's and Western Community.

(6) 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;

(7) Chair the Communications Committee;

(8) Release press statements regarding any pertinent information that impacts the status of the KUCSC and King's Students;



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- (9) Be responsible for the activities of the:
- i. Commissioners and Coordinators in her portfolio, as outlined in the Coordinator and Commissioner Terms of Reference.
- (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 an Editor to carry out duties over a period of one month; and,
- (11) 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's.

12.4. Shall be internally elected as outlined in By-Law #2

13. PROCEDURAL AUTHORITY

- 13.1. Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Council.
- (1) The scope of such Procedures is limited to the scope of this policy.
 - (2) In the event of any conflict, this Policy supersedes any documents created under it.
 - (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Council before taking effect.
 - (4) Any decision by the Council may be overturned by a two-thirds (2/3) vote of council.