



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

EFFECTIVE: January 17, 2021

SUPERSEDES: November 23rd, 2014

**AUTHORITY: King's University
Student Council**

RATIFIED BY: January 17, 2021

1 of 16

RELATED DOCUMENTS: By-Law #1

PAGE | 1 of 16

BY-LAW #3

of

KING'S UNIVERSITY COLLEGE

STUDENTS' COUNCIL

**THE PROCEDURES, POLICIES AND ADMINISTRATION OF THE
EXECUTIVE COUNCIL OF THE KUCSC**



TABLE OF CONTENTS

1. Short Title

2. Invalidity or Unenforceability

3. Definitions and Interpretations

4. Amendments to By-Law #3

5. Jurisdiction

6. Application and Scope

7. Election of Executive Council



8. Composition of the Executive
9. Executive Accountability
10. Vacancies on the Executive Council
11. Eligibility of Executives
12. Ineligibility
13. Rules and Procedures of the Executive Council
14. Responsibilities – Executive Council
15. Responsibilities – General



16. Compensation and Honoraria
17. Powers to Appoint Attorney or Agent
18. Powers and Responsibilities – President
19. Powers and Responsibilities – Vice-President Student Affairs
20. Powers and Responsibilities – Vice-President Student Events
21. Powers and Responsibilities – Chief Financial Officer
22. Powers and Responsibilities – Chief Communications Officer
23. Procedural Authority



1. SHORT TITLE

1. This By-Law may be cited as the *KUCSC Executive By-Law*.

2. INVALIDITY OR UNENFORCEABILITY

1. If any provision or any provisions of this By-Law shall for any reason become to any extent invalid or unenforceable, the remaining provisions of the By-Law shall remain in full force and effect.

3. DEFINITIONS AND INTERPRETATIONS

1. The definitions and interpretations of By-Law #1 shall apply to this By-Law, and in this By-Law and resolutions of the Executive Council.
 1. “**CCO**” means Chief Communications Officer of the Corporation;
 2. “**CFO**” means Chief Financial Officer of the Corporation;
 3. “**King’s College Council**”, “**College Council**” or “**KCC**” means King’s College Council of the King’s University College;
 4. “**King’s College Faculty Council**” or “**KCFC**” means the King’s College Faculty Council of the King’s University College;
 5. “**University Students’ Council**” or “**USC**” means University’s Student Council;
 6. “**VPSA**” means Vice-President Student Affairs of the Corporation, and;
 7. “**VPSE**” means Vice-President Student Events of the Corporation.
2. Other definitions
 1. The terms are defined in the context in which they appear and shall have the meanings therein indicated.
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.



4. Interpretation

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

4. AMENDMENTS TO BY-LAW #3

1. Any amendment or modification to By-Law #3 shall be in compliance with the provisions and procedure of By-Law #1.

5. JURISDICTION

1. The Jurisdiction of this By-Law shall be the Executive Council of the Corporation, and to regulate and manage their activities, affairs and business.

6. APPLICATION AND SCOPE

1. The application and scope of this By-Law shall extend to the Executive Council of the Corporation. The Governance Officer is independent and excluded from this By-Law.

7. ELECTION OF EXECUTIVE COUNCIL

1. The Executive Council shall not be elected as a slate.



2. The Members of the Executive Council shall be elected by the undergraduate student body at-large of the King’s University College, in compliance with the provisions of By-Law #2, except for;

1. The Chief Financial Officer, who shall;

i. Be Elected by the Council at the Annual General Meeting, in compliance with By-Law #2, and;

The Chief Communications Officer, who shall;

. Be Elected by the Council at the Annual

General Meeting, in compliance with By-Law #2.

8. COMPOSITION OF THE EXECUTIVE

1. The Executive Council shall consist of the following elected members;

1. The President;
2. The Vice-President Student Affairs;
3. The Vice-President Student Events;
4. The Chief Financial Officer, and;
5. The Chief Communications Officer.

2. Each Member of the Executive Council shall have one (1) vote on the Executive Council and shall have equal status herein.

3. 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.

9. EXECUTIVE ACCOUNTABILITY

1. The Executive Council shall be accountable to the Council and shall regularly report about their activities and business.

2. The Executive Council shall ensure compliance with;

1. the Strategic Plan and Long-Term Vision of the Corporation;
2. all policies, procedures, guidelines, regulations and By-Laws of the Corporation;



3. all policies and regulations of the College, and;
4. all federal, provincial or municipal laws, regulations or by-laws.

10. VACANCIES ON THE EXECUTIVE COUNCIL

1. All vacancies on the Executive Council shall be filled in compliance with the procedure in By-Law #1 of the Corporation;

11. ELIGIBILITY OF EXECUTIVES

1. All Executives shall be a full-time or part-time student at King's University College.
2. All Executives shall take a maximum of four (4.0) courses during their term in office, except;
 1. In the case of, the Council passing a Resolution to allow the Executive to take more than four (4.0) courses.
3. All Executives shall maintain a minimum academic grade average of seventy (70%) per cent, either cumulatively or in the previous academic year, whichever is higher.

12. INELIGIBILITY

1. The following persons are disqualified from being Executives of the Corporation;
 1. a person who is less than eighteen (18) years of age;
 2. a person who is of unsound mind and has been so found by a court in Canada or elsewhere, and;
 3. a person who has the status of bankrupt.



13. RULES AND PROCEDURES OF THE EXECUTIVE COUNCIL

1. The rules and procedures for all meetings of the Executive Council shall be determined in order of preference by;
 1. The By-Laws, and;
 2. Robert's Rules of Order.
2. All motions and resolutions of the Executive Council shall require a two-thirds (2/3) of the votes cast to be sanctioned or rejected.
3. The Council may by two-thirds (2/3) majority in favour, among the Voting Members present, overturn any decision of the Executive Council

14. RESPONSIBILITIES – GENERAL

1. Each member of the Executive shall;
 1. Be a Member of the King's College Council;
 2. Report at each meeting of the Council regarding all activities and business of their portfolio.
 3. Execute a budget related to the operation of their office.
 4. Declare to the Council any significant obligation, occurrence, incident, or activity that may impair or otherwise hinder their ability to discharge the powers and responsibilities of their office.
 5. Work a maximum of fifteen (15) hours per week outside of the Corporation, except;
 - i. In the case of, the Council passing a Resolution to allow the Executive to work more than fifteen (15) hours per week.

Hold a minimum of ten (10) office hours per week at that Office of the Corporation. The hours shall;
.Be posted in advance.
- No member of the Executive shall;
 - Hold any Executive position on any ratified Club of the Corporation;



15. COMPENSATION AND HONORARIA

1. All Executives shall be entitled to annual compensation in the amount of the tuition of a full-time, fourth-year undergraduate student at King's University College, except for;
 1. The President, who shall be entitled to annual compensation in the amount of the tuition of a full-time, fourth-year undergraduate student at King's University College, plus ten (10%) per cent.

16. POWER TO APPOINT ATTORNEY OR AGENT

1. The Executive Council shall have the power to appoint attorneys or agents of the Corporation, by resolution of the Executive Council.

17. POWERS AND RESPONSIBILITIES – PRESIDENT

1. Represent the interests of the Corporation and the student body at-large of King's University College and oversee and provide strategic direction and leadership for the organization.
2. The powers of the President include;
 1. One (1) vote on the Council;
 2. One (1) vote on the Executive Council;
 3. As the sole liaison between the Corporation and the College;
 4. As a Financial Signing Officer of the Corporation as appointed the Board of Directors, and;
 5. As Signing Authority of the Corporation's Account at the University Students' Council (USC) at Western University.
3. The responsibilities of the President include:
 1. As the official voice of the Corporation;
 2. Overseeing the efforts and activities of the:
 - i. King's College Council (KCC) Representatives;



- ii. King's College Faculty Council (KCFC) Representatives;
- iii. USC Representatives;
- iv. The General Manager;
- v. Executive Assistant to the President;
- vi. Governance Associate;
- vii. Speaker, and;
- viii. Deputy-Speaker.

Coordination and overseeing of;

- . Executive Council Members mid-year and year-end report;
- i. Bi-annual executive performance meetings, and;
- ii. Members of the Executive Council.

Chairing of;

- . The bi-weekly Executive Council meeting.

Ex-Officio Member at King's University College

The President shall be a member of;

- . The Board of Directors;
 - a. The Nominating Subcommittee.
- i. King's College Faculty Council, Voting;
- ii. Educational Policy Committee;
- iii. King's College Council;
- . Executive Committee;
- iv. Planning, Campus Development and Property Planning Committees.

Ex-Officio Member at Western University

The President shall be a voting member of;

- . The University Students' Council at Western University.

Presidential Transition

The President shall train and transition the President-Elect no later than two (2) weeks prior to President-Elect taking office and shall assist the President for a minimum of (2) weeks following the transition of office.

No individual shall serve in the Office of President for more than two terms.



18. POWERS AND RESPONSIBILITIES – VICE-PRESIDENT STUDENT AFFAIRS (VPSA)

1. Represent the interests of the Corporation and the student body at-large of King's University College and oversee the receiving of, concern, suggestions and complaints and advocating, for the student body at-large.
2. The powers of the Vice-President Student Affairs include;
 1. One (1) vote on the Council;
 2. One (1) vote on the Executive Council;
3. The responsibilities of the Vice-President Student Affairs include:
 1. As the voice of the student body at-large;
 2. Coordination and overseeing of the;

i. All Clubs ratified by the Corporation and their Executives;

ii. Associate Vice-President Student Affairs;

iii. Faculty Representatives, and;

iv. Student Affairs Commissioners and Coordinators.

Chairing of;

.The Advocacy Committee.

Shall annually present to council for ratification an advocacy White Paper on a specific advocacy issue determined to be of high importance.

Ex-Officio Member at King's University College

The Vice-President Student Affairs shall be a member of;

.The Student Affairs Committee;

i. The Bursary Committee;

ii. King's College Faculty Council, and;

iii. King's College Council.

Vice-Presidential Transition

The Vice-President Student Affairs shall train and transition the Vice-President-Elect no later than two (2) weeks prior to Vice-President-Elect taking of office and shall assist the Vice-President for a minimum of (2) weeks following the transition of office.

No individual shall serve in the Office of Vice-President Student Affairs for more than two terms.



19. POWERS AND RESPONSIBILITIES – VICE-PRESIDENT STUDENT EVENTS (VPSE)

1. Represent the interests of the Corporation and the student body at-large of King's University College and coordinate and facilitate the involvement and engagement of students in events and programming
2. The powers of the Vice-President Student Events include;
 1. One (1) vote on the Council;
 2. One (1) vote on the Executive Council;
3. The responsibilities of the Vice-President Student Events include:
 1. As the voice of the student body at-large;
 2. Coordination and overseeing of the;
 - i. Associate Vice-President Student Events;
 - ii. Student Events Commissioners and Coordinators;
 - iii. Student Events;
 - iv. Ticket sales for ticketed events of the Corporation, and;
 - v. Frost Week Events.
 - Chairing of;
 - .The Initiatives Committee, and;

Vice-Presidential Transition

The Vice-President Student Events shall train and transition the Vice-President-Elect no later than two (2) weeks prior to Vice-President-Elect taking of office and shall assist the Vice-President for a minimum of (2) weeks following the transition of office.

No individual shall serve in the Office of Vice-President Student Events for more than two terms.

20. POWERS AND RESPONSIBILITIES – CHIEF FINANCIAL OFFICER (CFO)

1. Represent the interests of the Corporation and ensure effective management and allocation of Corporate resources.



2. The powers of the Chief Financial Officer include;
 1. One (1) vote on the Executive Council;
 2. As a Financial Signing Officer of the Corporation as appointed the Board of Directors, and;
 3. As Signing Authority of the Corporation's Account at the USC at Western University;

3. The responsibilities of the Chief Financial Officer include:

1. Coordination and overseeing of the;
 - i. General financial management of the Corporation;
 - ii. The financial management of the King's Connection;
 - iii. The Annual Budget;
 - iv. Chief Financial Officer Commissioners and Coordinators;
 - v. Ticket sales for ticketed events of the Corporation, and;
 - vi. The financial obligations of all Clubs ratified by the Corporation.

The execution of documents in relation to the signing of cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness on behalf of the Corporation.

Chairing of;

.The Finance Committee.

Ex-Officio Member at King's University College

The Chief Financial Officer shall be a member of;

.The Budget Committee of the College Council, and;

i. The Planning Committee of the Board of Directors.

Chief Financial Officer Transition

The Chief Financial Officer shall train and transition the Chief Financial Officer-Elect no later than two (2) weeks prior to Chief Financial Officer-Elect taking of office and shall assist the Chief Financial Officer for a minimum of (2) weeks following the transition of office.

No individual shall serve in the Office of Chief Financial Officer for more than two terms.

The Chief Financial Officer shall have successfully completed the Corporation's Chief Financial Officer Candidacy Exam or had the requirement waived by Two-Thirds (2/3) resolution of the Council.



21. POWERS AND RESPONSIBILITIES – CHIEF COMMUNICATIONS OFFICER (CCO)

1. Represent the interests of the Corporation and ensure effective communication on behalf of the Corporation.
2. The powers of the Chief Communications Officer include;
 1. One (1) vote on the Executive Council, and;
 2. As the liaison between the; Office of the Registrar, Student Financial Services, Campus Ministry, Office of the Academic Dean at the College, and the Corporation.
3. The responsibilities of the Chief Communications Officer include:

i. Communications Associate;

ii. Communications Commissioners and Coordinators;

iii. All digital platforms of the Corporation, and;

iv. Communications for the Corporation

Chairing of;

.The Communications Committee.

Chief Communications Officer Transition

The Chief Communications Officer shall train and transition the Chief Communications Officer-Elect no later than two (2) weeks prior to Chief Communications Officer-Elect taking of office and shall assist the Chief Communications Officer for a minimum of (2) weeks following the transition of office.

No individual shall serve in the Office of Chief Financial Officer for more than two terms.

22. PROCEDURAL AUTHORITY

1. Further policies and procedures necessary for the effective and efficient implementation of this By-Law shall be established and amended from time to time by the Council;



1. The scope of any subsequent policies or procedures is limited to the scope of this By-Law;
2. To the extent that any conflict or inconsistency between any provision or provisions of this By-Law, and any subsequent policy or procedure exist, the provisions contained in this By-Law, shall prevail.
3. Any new policies or procedures or modification thereof shall be approved by resolution of the Council before coming into force.