



# The Picaro



MOUNT SAINT VINCENT UNIVERSITY

SPECIAL EDITION

NOVEMBER 23, 1978

## CONSTITUTIONAL SPECIAL

Below is the proposed constitution for 1978-79. There will be a referendum on the constitution on November 29, along with elections for the positions of Business Rep., Science Rep., and Executive Vice President.

A general meeting will be held on Wed. Nov. 22 at 12 noon in the Rosaria Lounge, where questions and discussion on the constitution can be raised.

Floor meetings will be held in the residences on Nov. 26 and 27. Please read the constitution through and VOTE on it on November 29, 1978.

### ARTICLE I

#### Name

The name of this organization shall be the Mount Saint Vincent University Student Union hereinafter referred to as the MSVU Student Union.

### ARTICLE II

#### Preamble and Objective

1. The Mount Saint Vincent University Student Union is responsible for the supervision of extra curricular Student Union activities and has the authority over all students who are members of the Student Union and their organizations necessary to discharge that responsibility.
2. The Mount Saint Vincent University Student Union will work in joint effort with the university to ensure that the freedom and policies of both groups are mutually respected.
3. The Student Union will be officially governed by a Student Council comprised of students of the Union. These students will be deemed with the authority by the Union to represent and to be responsible to the students of that Union in any matter delegated to it by the Union, including the matters provided for in the constitution and by-laws of the MSVU Student Union.

### ARTICLE III

#### Membership

1. All the registered students of Mount Saint Vincent University who have paid the required fee shall be members of the Student Union.
2. The President of the University and the members of the Board of Governors shall be honorary members of the Student Union. They shall not have the right to vote.

### ARTICLE IV

#### Officers and Their Election

1. i) The executive of the MSVU Student Union, hereinafter referred to as the Students' Council, shall be composed of the following voting officers:
  - (a) President
  - (b) Executive Vice-President
  - (c) Academic Vice-President
  - (d) External Vice-President
  - (e) New Students' Representative
  - (f) Non-Residents' Representative
  - (g) Residents' Representative
  - (h) Arts Representative
  - (i) Business Representative
  - (j) Child Study Representative
  - (k) Education Representative
  - (l) Home Economics Representative
  - (m) Public Relations Representative
  - (n) Science Representative

- (o) Secretarial Representative
- (p) Part-time Student Representative
- (q) Two Student Senate Representatives
- (r) Student Board of Governors Representative
- (s) Treasurer

- ii) The following shall be non-voting officers of the Students' Council:

- (a) Chairman

2. The executive officers of the Students' Council shall be:

- (a) the President (voting)
- (b) the Executive V.P. (voting)
- (c) the Academic V.P. (voting)
- (d) the External V.P. (voting)
- (e) the Treasurer (voting)
- (f) the Chairman (non-voting)

3. i) Elections for all voting Students' Council positions, with the exception of non-residents' representative, residents' representative, education representative shall be held on any day in February which is an official day of classes.

- ii) Elections for the non-residents' representative, residents' representative, education representative, and any other unfilled voting Students' Council positions, shall be held on any day in the last week of September or the first two weeks of October, that is an official day of classes.

- iii) The positions of Treasurer, Chairman and Board of Governors representatives shall be appointed positions, and shall be filled in accordance with the by-laws of the MSVU Student Union.

4. i) Only members of the Student Union may run for a Students' Council position.

- ii) Only members of the Student Union may vote at any election of the Students' Council.

5. The elections for officers of the MSVU Student Union shall be conducted according to the by-laws and regulations of said union.

### ARTICLE V

#### Meetings

1. The meetings of the Students' Council shall be open meetings. A member of the MSVU Student Union may attend any meeting of the Students' Council, but said council shall retain the right to move in camera for the discussion of a particular matter.

2. i) There shall be a regular, open meeting of the Students' Council at least once every two weeks during each month of the University term, with allowance being made for the Christmas break.

- ii) Special meetings of the Students' Council shall be called by the President and/or Chairman:

- (a) when she/he deems it necessary, or
- (b) when she/he is requested to do so by a simple majority vote of council, or
- (c) upon receiving a petition signed by at least 20% of the membership of the MSVU Student Union

3. A quorum at meetings shall consist of a simple (51%) majority of the total current voting membership of the Students' Council.

4. All meetings shall be conducted in accordance with the rules of parliamentary procedure as set forth in such authority as is determined by the by-laws of the MSVU Student Union.

5. i) The Annual General Meeting of the MSVU Student Union shall be held on any day in the month of March, which is an official day of classes.



and shall be conducted according to the by laws of said Union.

- ii) The Semi-Annual General Meeting of the MSVU Student Union shall be held on any day in the month of October, which is an official day of classes, and shall be conducted according to the by-laws of said Union.

## ARTICLE VI

### Amendment and Revision

1. Notice of motion of any proposed amendment or revision of the Act of Incorporation of this constitution, must be submitted at an open meeting of council, but shall not be considered by the council at that meeting. The aforesaid motion shall be dealt with by the Students' Council no sooner than two weeks after notice-of-motion, and no later than four weeks after notice-of-motion.
2. i) Any proposed amendment or revision of this constitution or the Act of Incorporation shall require the consent of two-thirds of the voting members present at a meeting of the Students' Council.
- ii) If the Council approves any amendment or revision of these by-laws, the President shall, within three days, file with the President of the University, a copy of the proposed amendment, certified by the Secretary of the Council to be a true copy.
- iii) If notice of disapproval is received the Council shall proceed to negotiate a mutually satisfactory solution to the difficulties, thereafter the amendment or revision as finally agreed upon shall be passed by a vote of two-thirds of the members present at a meeting of Council.
3. i) The Students' Council shall, upon a mutually acceptable revision/amendment, then call within two weeks, a meeting of the members of the MSVU Student Union to consider the proposed amendment or revision.
- ii) Notice of such meeting, and the text of the proposed amendment or revision shall be posted in prominent places on campus and published in the Student Union newspaper, at least one week prior to such meeting.
4. i) Within one week of such meeting on an official day of classes, a referendum shall be held on such amendments or revisions.
- ii) This referendum shall be considered binding only upon 30% of the membership of the MSVU student union casting a vote. The amendments or revisions shall be considered binding if a 2/3 majority of those voting in favour of accepting these amendments or revisions.
5. The By-Laws of the MSVU Student Union shall be amended according to Article VI, Sections 1 through 4 (i) and shall be considered amended if a simple majority (50% plus 1) of those voting in favour of the amendments or revisions. There shall be no quorum of voting.
- (iv) be responsible for the Council input into the administration and tabulation of course evaluations for all regular session courses, in conjunction with the administration, and for the dissemination of this information to the students
- (v) be responsible for ensuring that majors of each department, in their senior year, will be actively present during registration week, to assist any registering students.
- (vi) be responsible for any other duties as designated by the Students' Council

### 5. The External Vice-President shall:

- (i) act as liason officer between the Mount Saint Vincent Student Union and the student unions of other post secondary institutions
- (ii) act as liason officer between the Mount Saint Vincent Student Union and community organizations
- (iii) be responsible for the dissemination of outside news to the students
- (iv) actively participate in provincial/regional and national student organizations in such a way as to benefit the members of the Student Union
- (v) be responsible for other duties as designated by the Students Council

### 6. The Treasurer shall:

- (i) be responsible for the financial administration of the activities of the Union
- (ii) receive and account for all monies of the Student Union
- (iii) be Chairman of the Finance Committee
- (iv) be co-signer, with the President of the Student Union, for all Student Union monies
- (v) pay all expenses authorized under the existing financial system
- (vi) at the request of the Students' Council, report to said council, within one week, on the current financial condition of the Student Union
- (vii) present quarterly statements of the Student Union, to the Students' Council
- (viii) prepare financial reports and statements for the fiscal year and arrange for the auditing of the books within one month after the end of the fiscal year
- (ix) be responsible, with the Finance Committee, for the formulation of the annual budget, and any necessary revisions of said budget throughout her/his term of office
- (x) be responsible for other duties as designated by the Students' Council

### 7. The Chairman shall:

- (i) be versed in the parliamentary rules of order under which council operates
- (ii) chair all meetings of the Students' Council, of the Executive of the Students' Council and of the Student Union
- (iii) in the event that she/he is unable to chair a meeting, at least 18 hours prior to the meeting in question, recommend to the executive of the Students' Council, the name of a person versed in the appropriate rules of order to act as a replacement chairman
- (iv) not have a vote at any time
- (v) be responsible, with the president, for drafting the agenda for Executive Meetings and ensuring that the aexecutive members receive all necessary information for these meetings
- (vi) be responsible for educating her/himself in the areas necessary to allow for proper chairing of meetings
- (vii) be responsible for other duties as designated by the Students' Council

### 8. The Faculty Representatives shall:

- (i) act as a liaison between their faculty and the students' council
- (ii) attend faculty meetings and their respective society meetings regularly
- (iii) in the event no active society exists, attempt to form a society suitable for their constituents
- (iv) be responsible for other duties as designated by the Students' Council

### 9. The New Student representative shall:

- (i) be a first year student at the time he/she is elected
- (ii) act as a liason between the new students and the Students' Council
- (iii) actively promote participation in campus events among the new students
- (iv) be responsible, in conjunction with the Entertainment Director, for Orientation week
- (v) be responsible for other duties as designated by the Students' Council

## By-Law 1

### RIGHTS AND PRIVILEGES OF MEMBERS

1. A member in good standing of the MSVU Student Union shall be a member who has paid the required union fee, and who abides by those rules and regulations as set out in the MSVU Student Union constitution, by-laws and regulations.
2. i) All full-time members of the MSVU Student Union (status as determined in By-Law 2) in good standing shall enjoy all the rights and privileges granted under these by-laws, the constitution and the regulations of said Union, including the use of all facilities and services offered by the Students' Council.
- ii) Each full-time member in good standing shall have the right to run and/or vote for any elected council position, and to apply for any appointed union position.
3. i) All part-time members of the MSVU Student Union (status as determined in By-Law 2) in good standing, shall enjoy all the rights and privileges granted under these by-laws, the constitution and the regulations of said union, including the facilities and services offered by the Students' Council, with the exception of the Dal-Mount Student Union agreement and the prescription drug services.
- ii) Each part-time member in good standing shall be eligible to run and/or vote only for the position of Part-time Students' Representative, and the position of Senate Representative. Part-time members may apply for any Union position.

## By-Law II

### DUTIES OF OFFICERS

1. The Executive of the Council shall:
  - (i) meet prior to each council meeting to prepare the agenda for said meeting
  - (ii) review all business before presenting it to Council
  - (iii) ensure Council members receive the agenda and all necessary materials at least 24 hours prior to Council meetings
  - (iv) be responsible for the co-ordination of all union activities
  - (v) be responsible for other duties as designated by the Student Council
2. The President shall:
  - (i) be the liason officer between the Student Union and the University
  - (ii) be an ex-officio member of the Senate
  - (iii) be an ex-officio member of the Board of Governors
  - (iv) call meetings of the Student Union and of the Students' Council
  - (v) be co-signer, with the Union Treasurer, of all Student Union finances
  - (vi) be an ex-officio member of all standing committees of the Students' Council
3. The Executive Vice-President shall:
  - (i) assist the President of the Student Union in the performance of her/his duties, and shall act for the President if the President's absence extends beyond a two-week period
  - (ii) be responsible for the Elections Committee, and the Applications Committee
  - (iii) act as liason between the Students' Council and such clubs, societies and organizations under the jurisdiction of the Student Union, as may exist on campus
  - (iv) be responsible for gathering year end reports from those clubs, societies and organizations falling under section 3 (iii)
  - (v) shall be responsible for other duties as designated by the Students' Council
4. The Academic Vice-President shall:
  - (i) be an ex-officio member of Senate
  - (ii) be an ex-officio member of the Academic Affairs Committee of Senate
  - (iii) promote student participation in academic matters, act as resource person to the Students' Council and students regarding academic matters, and work to ensure the academic welfare of the members of the Student Union



10. The Non-Residents' Representative shall:
  - (i) be a non-resident student (i.e. live off campus)
  - (ii) act as a liason between non-resident students and the Students' Council
  - (iii) attend meetings of the non-residents' society regularly, in the event no active society exists, he/she shall attempt to form one
  - (iv) promote campus participation among his/her constituents
  - (v) be responsible for other duties as designated by the Students' Council
11. The Residents' representative shall:
  - (i) be a resident student (i.e. live on campus)
  - (ii) act as a liason between resident students and the Students' Council
  - (iii) attend the residents' society meetings regularly; in the event no active society exists, he/she shall attempt to form one.
  - (iv) promote campus participation among his/her constituents
  - (v) attend food committee meetings regularly
  - (vi) be responsible for other duties as designated by the Students' Council
12. The Part-time Students' Representative shall:
  - (i) be a part-time student
  - (ii) act as a liason between the part-time students and the Students' Council
  - (iii) shall attend meetings of the Campus association of part-time university students regularly; in the event there is no part-time student association, he/she shall attempt to organize one.
13. The Senate Representatives shall:
  - (i) sit on the university senate and actively represent the concerns of students
  - (ii) be responsible for reporting senate activities regularly to the Students' Council and the students
  - (iii) be responsible for other duties as designated by the Students' Council
14. The Board of Governors Representative
  - (i) A communication link between the MSVU Student Union and the MSVU Board of Governors. In this capacity, the representative will present to the Board a student council report and all proposals deemed necessary by Council to go to the Board. He/she shall also report monthly to the Council on the Board's activities and reactions to Council proposals.
  - (ii) The representative will be a voting officer of the MSVU Student Union and will be subject to regulations of these officers as stated in the by-laws of the MSVU Student Union.
  - (iii) The representative will also be a voting member of the aforesaid Board and will comply with the duties of that position.
  - (iv) This representative must try to keep informed of events affecting MSVU and in particular, should focus on those events most important to students.
  - (v) He/she must represent the Student Union in their best interest in Board decisions.

### By-Law III

#### ELECTIONS

1. Elections shall be held for the members of the Executive of the Student Council and for all other members of the Council, with the exception of the Non-Residents' Representative, the Residents' Representative, and the Education Representative, on any day in February which is an official day of classes.
2. Candidates for all positions shall be nominated by submission to the Elections Committee of individual nomination forms containing the number of signatures required by the Nominations Regulations, the written consent of each nominee, and such other materials as may be required by the Nominations Regulations.
3. The candidates for the positions of President and Executive Vice-President of the Student Union shall run on separate ballots, but may campaign as a slate, and shall not represent any particular department or faculty of the University.

4. The candidates for President and Executive Vice-President receiving the highest number of YES votes shall be declared elected.
5. In the case of a tie between the candidates either for President or for Executive Vice-President, the vote shall be taken to the Student Union within two official days of classes following the initial day of voting. In the case of a repeated tie, the outcome shall be decided by a majority vote of the incoming Council.

### By-Law IV

#### ELECTIONS COMMITTEE

1. There shall be an Elections Committee which shall consist of:
  - i) the Chairman who shall be an appointee of the Student Council and who shall be known as the Chief Returning Officer
  - ii) a minimum of four members who shall be known as Deputy Returning Officers
 The above members of the Elections Committee shall be appointed by the Council within one month of the Council taking office. These members shall serve for the entire academic year and shall not be candidates for any election taking place under their jurisdiction.
2. The Committee shall administer all elections of officers of the Union and members of Council as well as such other elections or referenda as are necessary during the course of the year.
3. Council may from time to time, by Regulation, make rules governing the conduct of elections.
4. The Committee shall decide all disputes regarding the administration of the Election, subject to any provision of the Regulations.
5. The Committee shall report in writing to Council on the conduct and administration of any election being conducted by the Committee four weeks before that election is to be held.
6. The Committee, within two weeks of the close of any election under their jurisdiction, shall submit a written report to Council of any and all recommendations arising from that election.
  - (a) Within twenty-four hours of the close of voting in any election, the Chief Returning Officer shall prepare the official list of results, which shall show opposite the name of each candidate, the total number of votes cast for that candidate.
  - (b) Within twenty-four hours of the close of voting in any referendum, the Chief Returning Officer shall prepare the official list of results.
  - (c) The official list of results shall be posted in prominent places on campus and published in the Student newspaper.

### By-Law V

#### RESIGNATIONS, VACANCIES AND REMOVAL FROM OFFICE

1. All resignations of officers of the Union, members of the Council, or any Council appointees shall be made in writing, addressed to the President, to be submitted at the regular meeting of the Student Council for action thereon.
2. Should a vacancy occur in a Students' Council position, a by-election shall be held to fill that position within 6 weeks of the position becoming vacant. This by-election shall be held in accordance with the regulations governing elections.
3.
  - i) When any member of the Council has failed to attend three consecutive meetings of the Council without prior reasonable excuse, the Council shall declare her/his position vacant.
  - ii) Such members shall not be eligible for re-election during that term.
4. i) If the Students' Council is presented with a

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document bearing the bonafide signatures of 40% of the full-time members of the MSVU Student Union, requesting the resignation of the Council, a new election shall be called within two weeks. During the two week period, the current officers shall remain in office. Officers thus removed from office shall be eligible to run for re-election.

- ii) If the Students' Council is presented with a document bearing the bonafide signatures of 40% of the constituents of a given officer, requesting the resignation of that officer, the council shall, upon verification of the validity of the document, declare that position vacant. The position shall be filled in accordance with Section 2.

- i) Subject to (ii) a Council appointee may be removed from office by a two-thirds majority vote of Council members.

- ii) A Council member who moves to remove a Council appointee from office shall have given the appointee three days written notice of his/her intention to so move.

- i) Subject to (ii) the Students' Council may impeach an elected officer of the Student Union for gross dereliction of duty by a two-thirds majority vote of Council members.

- ii) Two weeks notice of intention to move that council impeach an elected officer must be given i) at a council meeting, and (ii) in writing to the elected officer.

#### By-Law VI

#### FINANCES

1. The university is requested and authorized to collect from every student each year, at his/her initial payment of university fees, a sum, the amount of which shall be fixed by the Council of the preceding year. This fee shall require the sanction of a simple majority of a referendum of the membership of the Student Union.

- a) The fee referred to in Section 1 shall be collected only from those students who are taking three or more courses. Said students shall be full-time members of the Student Union.

- (b) Students taking less than 3 courses shall pay a separate fee of \$5.00 per semester. Said students shall be part-time members of the Student Union.

- (c) Any student taking less than 3 courses who pays the full union fee, shall be a full time member of the Student Union.

3. Fees collected by the Administration will be placed under the treasurer within two weeks of receipt.

- a) The Council shall be responsible for the allotment of monies collected pursuant to this by-law and any other revenues of the Union for the promotion of student activities.

- (b) Council each year shall:

- (i) receive from the Treasurer quarterly statements on the financial situation of the Union

- (ii) receive from the Treasurer a complete and detailed set of budgetary estimates prepared by him/her with the assistance of the Finance Committee as provided for in the following by-law

- (iii) consider such budgetary estimates and may, before approving thereof, make such changes as Council may consider necessary

5. All liabilities incurred by the Student Union or any of its authorized agencies shall be paid by cheque from the general fund of the Union signed by the duly authorized officers of the Union, and any expenditures by any club, society, or organization in excess of the budgetary estimates shall be the personal responsibility of the person or persons making the unauthorized expenditure, unless Council subsequently agrees by resolution to accept the liability and pay it.

6. Council may, by regulation, set forth standards to which clubs, societies or organizations applying for funds shall adhere, but Council may at any time exempt from the effect of any such regulations any project, group of persons whose activities it deems worthy of support.

7. Council shall provide fidelity bonds for the duly authorized signing officers for the sum of Ten Thousand Dollars (\$10,000) each, the premium to be paid by the Council.

8. Council shall have the right to withdraw any grant or appropriation of funds made to any club, society,

or organization under its jurisdiction, if in the opinion of Council, steps are being taken to spend the monies granted or appropriated in support of any activity or activities which Council does not consider to be in the best interests of the Student Union and its members.

- a) The Council shall pay only those liabilities of the Union or its agencies which have been incurred in accordance with the business and accounting procedures which may from time to time be laid down by the Treasurer and the Finance Committee.

- b) All expenditures must conform to the budgetary appropriations as authorized by Council.

#### By-Law VII

#### FINANCE COMMITTEE

1. There shall be a Finance Committee which shall be composed of the Treasurer of the Student Union who shall be Chairman, the President of the Student Union, and two other persons appointed by Council.

2. The Finance Committee shall be responsible for annually reviewing the budget of the Student Union, maintaining the records of budgetary appropriations, revenues, and expenditures of any organization under the jurisdiction of the Student Union that the Council may require, and preparing recommendations on all financial matters referred to it by the Council.

3. The Committee shall establish and maintain such systems and accounting procedures as it may deem necessary or as Council may from time to time require, to assure adequate financial control over the budgeting, recording, reporting, and examination of the financial transactions of the Student Union or any of its agencies.

#### By-Law VIII

#### FINANCIAL PUBLICATION

1. The Council each year, before the end of October, shall publish in the student union newspaper, or otherwise as may be necessary:

- i) a summary of the audited accounts for the preceding financial year, and

- ii) a summary of the budget of the Council and the agencies under its jurisdiction for the current year

- iii) these financial statements are to be published showing the actual figures for expenditures and the figures for projected expenditures

#### By-Law IX

#### AUDIT

1. Council shall, within one month of the fiscal year-end, appoint competent auditors to conduct an examination of the books for the preceding financial year and to prepare and present a report to Council. This is to supplement the financial summary left by the outgoing Treasurer.

#### By-Law X

#### REFERENDA

1. All matters requiring a vote of the student union membership, not already covered under these by-laws and/or the constitution, shall be conducted by a referendum.

2. Subject to (ii) such a referendum shall be held on an official day of classes in the regular academic year.

- ii) At least two weeks prior to the scheduled day of voting, the items(s) under consideration shall be made known to the Student Union members via

- (a) publication in the Student Union newspaper, or otherwise as deemed necessary

- (b) posting in prominent areas on campus and

- (c) other means as necessary

3. A quorum of 30% of the eligible voting membership must be met in order for a referendum to be considered valid, and if a simple majority (51%) of those voting vote in favour of the referendum, it shall be considered binding upon the membership.

4. Only full-time members of the Student Union shall be eligible to vote in a referendum whose outcome

will affect only full-time members of the Union.

- ii) Only part-time members of the Student Union shall vote in a referendum whose outcome affects only part-time members of the Union.

- iii) All members of the Union shall vote in a referendum whose outcome affects the entire Union membership.

#### By-Law XI

#### OTHER ORGANIZATIONS

1. No student, club, society, or organization shall:
  - i) operate on campus
- ii) solicit for funds, membership, or clientele from among members of the Student Union or any part thereof, or
- iii) use the facilities of the Student Union for the operation of such club, society or organization using the name of the Student Union unless it possesses a charter granted it in accordance with this by-law.

2. Council may grant a charter to any club, society, or organization which makes application for a charter
- ii) Council may revoke or suspend the operation of such a charter by a 2/3 majority vote

- iii) Two weeks notice of motion must be given at a Council meeting and then given in writing to the society, club, or organization in question.

3. The application for charter shall contain such information as Council requires, eg. the aims, function and purpose of the club, society or organization.

4. Any club, society, or organization with such a charter shall be required to present to the Council:

- i) A list of the current executive as soon as that executive is selected. Such a list should contain both an address and a telephone number where that executive member can be usually contacted. Such a list shall be kept in the Council office.

- ii) a written report of the activities and the financial condition of such club, society, or organization if, in the opinion of Council, there is reason to so require. Such information shall be filed in the Council office.

5. The Executive Vice-President of the Union shall oversee all the clubs, societies and organizations granted a charter by the Council, and shall have the right, if so instructed by the Council, to examine the records, reports and minutes of any such club, society, or organization. The Executive Vice-President of the Union shall report the results of such examination to the Council.

#### By-Law XII

#### BOARDS OF DISCIPLINE AND APPEAL

1. A disciplinary board consisting of the Student Union President, Executive Vice-President of the Union and three other persons selected by council shall be set up within one month of the Council taking office. This board shall take disciplinary action where necessary against any member of the Union who has committed any infraction of the regulations laid out in these by laws. Any complaints made by any member of the Union against a councillor shall also be considered by this board.

2. An appeal board consisting of the Student Union President, the Director of Student Services and one other student shall also be set up within one month of the Council taking office. This board shall consider any appeal against a decision made by the disciplinary board, and shall make a final ruling thereon.

3. The same person, other than the Student Union President, shall not be a member of both of the above-mentioned boards at the same time.

#### By-Law XIII

#### REGULATIONS

1. Subject to (2) the regulations of the Student Union may be amended or revised by a two-thirds majority vote of the members of the Students' Council.

2. Two weeks notice of intention to move amendments or revisions to these regulations shall be given in writing to the Student Union Chairman, and announced at a Council meeting.