

VUSAC

Victoria University Students' Administrative Council

CONSTITUTION

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Mission Statement

We, the students of Victoria College, having associated ourselves as the Victoria College Union (VCU) in the hope of bettering our student experience, hereby adopt this constitution. In so doing, we create a representative body which shall advocate for and advance the interests of the union, and which shall operate openly and democratically to ensure that our needs are met.

The Victoria University Students' Administrative Council (VUSAC) shall be committed to creating a safe, accessible, and inclusive environment for all members of the Victoria College community. In addition to promoting inclusivity, the representative body shall strive to eliminate inequitable practices both within its own institution and with regards to the broader Victoria College community by combating the systems of oppression in which they are rooted. This includes but is not restricted to overt and implicit instances of racism, sexism, homophobia, transphobia, ableism, and classism that affect our community.

General

Article I: General

S1) The student government of Victoria University shall hereinafter be known as the Victoria University Students' Administrative Council.

S2) The fiscal year of the Council shall end on April 30th each year.

Article 2: Interpretation

S1) The following definitions shall apply to the VUSAC Constitution, By-Laws, Policy document, Elections Policy, and other governing documents of the Council.

a) "Council" shall refer to the Victoria University Students' Administrative Council (VUSAC).

b) "Council members" shall refer the members of the VUSAC.

c) "VCU" shall refer the Victoria College Union.

d) "Executive" shall refer to the President and all Vice-Presidents of the Council, as specified in Article 12.

e) "Staff" shall refer to non-voting hired members of the Council.

f) "Assessor" shall refer to the VUSAC levy heads and student leaders who sit on the Council by virtue of their position or status within the Victoria College community.

g) "Ex-officio" shall refer to members who sit on the Council by virtue of their position or status within the larger community of Victoria University.

g) "VCC" shall refer to the Victoria College Council.

h) "VUS" shall refer to the Victoria University Senate.

i) "BoR" shall refer to the Board of Regents.

j) "Levy" shall refer to constituent organizations of the VUSAC that receive a regular portion of the student incidental fee in order to fulfill a distinct and particular role in the Victoria College community.

Membership

Article 3:

S1) All undergraduate students at the University of Toronto who pay VCU fees shall be members of the VCU. This may include students registered as Victoria College students by the Registrar of Victoria College, students who live in Victoria University residences, or students who have chosen to pay into the VCU.

S2) Only members of the VCU may be elected or appointed as members of the VUSAC unless otherwise stated by this Constitution.

Financial Responsibility

Article 4:

S1) The Council shall levy a student incidental fee through the Office of the Bursar of Victoria College and shall administer the cumulated account, according to Article 5.

S2) a) The Council shall be responsible for all debts incurred by itself and by all of its levy receivers. These debts shall be paid from the general reserve fund of the Council, set out by Article 7.

b) For financial resources, funds given to clubs by the Council shall be considered a subsidy to their operations. The Council is not responsible for any expenses incurred by the clubs beyond the expenses ratified at the Council meeting. Clubs do not have the authority to sign contracts in the Council's name.

S3) a) For the period between April 1 and the end of the fiscal year (April 30), those who hold signing rights for the old council shall be bound by the decisions of the new council.

b) Signing rights are granted to the new council on the first day of the fiscal year (May 1).

S4) Once a month, the Finance Chair shall review their books with a representative of the Office of the Bursar to ensure that the books are up to date and that all funds are accounted for. The accounting of levy receivers will be included in this process.

Meetings

Article 5: Meetings

S1) Regular Meetings:

- a) Regular Council meetings shall be held every two weeks, excluding statutory holidays. Meetings shall be held on week nights only. The dates of meetings are to be determined by the Executive in the summer.
- b) The Chair shall call and prepare an agenda for all regular Council meetings, with the advice and approval of the Council.
- c) Attendance and voting by proxy shall be permitted at regular Council meetings provided that the proxy be a student of the VCU.
- d) Quorum shall consist of two thirds of the voting members of the Council.
- e) Minutes taken from each meeting must be posted within one (1) week of said meeting's adjournment.
- f) Motions passed at regular Council meetings are considered in effect on the fourteenth (14th) day from which they are passed, unless an open meeting to challenge the motion is requested by petition as described in Article 6 of this Constitution.
- g) Email voting can occur for the Council if necessary, as outlined in Chapter 4, Section 5 of the VUSAC Council Policies.
- h) An emergency Council meeting can be called if necessary, as outlined in Chapter 4, Section 3 of the VUSAC Council Policies.
- i) In the case that the Chair is unable to attend a meeting, another staff member shall act as the Chair.
- j) Meetings can be held in-camera as necessary, per the procedure outlined in Chapter 4, Section 4 of the VUSAC Council Policies.
- k) Meetings shall have a three (3) hour limit from the call to order, less the time of any recess.
 - i. Any motions to extend meetings beyond the three (3) hour limit must be approved by a $\frac{3}{4}$ majority of Council.

S2) Open Meetings:

- a) Open meetings of the VCU can be called by a petition signed by 35 students of the VCU, submitted to the Chair. The Chair shall call the meeting within five (5) business days of the receipt of the petition. The Vice-President External shall call the open meeting if the Chair fails to do so within five (5) business days.
- b) A new Chair for such a meeting shall be chosen by those present at the meeting by a majority vote. The Chair is then an ex-officio member without a vote.
- c) Any member of the Council may attend open meetings.
- d) Fifty students of the VCU shall constitute a quorum at open meetings.
- e) Open meetings have the power to:
 - i. Vote on resolutions advising the Council of their wishes.
 - ii. Demand the production of any minutes, records, books, or documents of the VUSAC or any of its levy receivers or affiliated organizations.
 - iii. Ask any questions and demand written replies of any member of the Council.

- iv. Appoint such committees as may become necessary to their purpose.
- f) Any actions or motions of an open meeting shall be in complete accord with the provisions of this Constitution.

S3) Joint Council Meetings

- a) The Council shall, in its first week of April in each year, hold a Joint Council Meeting, at which it shall dissolve itself and thereby end its term in office. Incoming Council members elected and ratified at this meeting will take office immediately upon dissolution.
- b) Incoming Council members shall have votes in the Joint Council Meeting after they are ratified.

The Council

Article 6: Council Composition

S1) The Council shall derive policy and administer all matters of concern to the Victoria College student body.

S2) The Council shall consist of the following:

a) The following elected positions, the holders of which shall serve as voting

Executives:

President

Vice-President External

Vice-President Internal

Vice-President Student Organizations

b) The following elected positions, the holders of which shall serve as voting

Commissioners:

Academic & Professional Development Commissioner

Arts & Culture Commissioner

Commuter Commissioner

Equity Commissioner

Scarlet & Gold Commissioner

Sustainability Commissioner

c) The following elected positions, the holders of which shall serve as voting members:

Eight (8) Councillors

d) The following hired positions, the holders of which shall serve as non-voting

Staff members:

The Chair

The Finance Chair

The Secretary

The Communications Coordinator

The Chief Returning Officer (CRO)

e) The following positions, the holders of which shall serve as non-voting assessor members:

Levy Heads

The Orientation Co-Chairs

f) The following positions, the holders of which shall serve as non-voting ex-officio members:

The President of Victoria University

The Victoria University Dean of Students

The Victoria University Campus Life Coordinator

The Victoria College UTSU Representatives

The Student Coordinators of the VCC, VUS, and BoR

Article 7: Term of Office

S1) The Council shall dissolve itself at the annual Joint Council meeting and end its term in office.

S2) The Executives, Commissioners, and Staff shall begin their terms after their ratifications at the annual Joint Council Meeting and shall end at the next Joint Council Meeting.

S3) Council members elected in Councillor positions or in any by-elections held after the Joint Council Meeting shall begin their terms when the Council ratifies their membership and shall end upon dissolution at the next Joint Council Meeting.

S4) No person may hold more than one position on the Council per term, inclusive of voting, non-voting, and ex-officio members.

Article 8: Responsibilities of Council Members

S1) Council members must exercise both skill and diligence in their roles.

S2) Council members are not bound to give continuous attention to the affairs of the Council, but failure to give attention to Council affairs and/or attend meetings on a regular basis may be evidence of a lack of diligence.

S3) To fulfill their VUSAC responsibilities, members should:

- a) Fulfill their specific roles on the Council.
- b) Participate actively and fully in the activities of the Council, including but not limited to attending VUSAC events, completing equity training, and completing office hours as assigned by the Vice-President Internal, and
- c) Keep informed as to the business and affairs of the Council, including but not limited to attending Council meetings and regularly reviewing meeting minutes.

Article 9: Conflicts of Interest

S1) A conflict of interest would arise when an individual, their family member(s), employer, or an organization to which they belong stands to gain a financial benefit by the decision being made by the Council. Members in a conflict-of-interest situation will declare a conflict and will not be present while the decision is being made.

S2) Members who knowingly participate in decision-making in the affairs of the Council while in a conflict-of-interest may be subject to dismissal in accordance with Chapter 6, Section 4b of the VUSAC Council Policies.

S3) Members should not be in receipt of financial rewards (other than nominal) and/or gifts as a result of their position as a Council member. Any "gifts" in excess of a total of \$25.00 should be declared to the Executive within seven (7) days of receiving such a gift. The list of gifts will be made available to members upon written request.

Article 10: Accountability

S1) All concerns regarding the performance of the President shall be directed to the Dean of Students. The Dean of Students shall take appropriate action regarding all

complaints in an effort to inform the President of the concerns in a private and unattributed manner and shall receive, from the President, written notice as to how the concerns shall be addressed and/or rectified.

S2) All concerns regarding the performance of Council members other than the President shall be directed to the Vice-President Internal or the President. The Vice-President or the President shall speak in a private and unattributed manner with the member in question and shall decide upon a resolution with the member, should one be needed.

S3) Any Council member and all members of the VCU may initiate or participate in the recall of a Council member without penalty or judgment in accordance with Article 11.

Article 11: Recall Procedures

S1) Any elected Council member may be recalled by a petition signed by at least fifteen (15) percent of the VCU, as determined by the January enrollment of the current year. Signees must have their names and student numbers on said petitions.

S2) The Office of the Dean of Students shall receive all recall petitions and shall:

- a) Notify the Executive upon receipt of the petition.
- b) Verify that at least the minimum number of students have signed said petition.
- c) Secure said petition as a confidential document.
- d) Ensure that said petition is kept in the Office of the Dean of Students.
- e) Notify the Council member in question of the pending recall immediately upon verification.
- f) Notify the Council member in question of their right to nominate one (1) member of Council to examine said petition on their behalf.

S3) Recall petitions shall not be removed from the Office of the Dean of Students, nor shall they be reproduced in any way.

S4) The names and student numbers on recall petitions shall all be verified by the Dean of Students as belonging to Victoria University students.

S5) The names and student numbers on recall petitions shall be verified randomly by one Council member who may be the representative chosen by the member in question.

S6) In order to ensure the privacy of the signees, no one shall have access to a recall petition with the exception of:

- a) The Dean of Students and their assistance
- b) The Executive
- c) The Council member chosen (either by the member in question or, failing that, by the Executive) to verify the petition

S7) The Executive shall, upon the completion of the necessary steps and upon acceptance of a recall petition as true and complete, notify the Council member in question of their recall. The Executive shall also announce the recall to the Council at a meeting.

S8) Upon notification of recall by the Executive, the member in question shall cease to be a Council member.

S9) If the Council member in question is an Executive member, the remaining members of the Executive will appoint a replacement to serve on the Executive for recall matters pertaining to that member.

The Executive

Article 12: Membership

S1) The Executive shall consist of the President, the Vice-President External, the Vice-President Internal, and the Vice-President Student Organizations.

Article 13: Authority

S1) The Executive shall take on a leadership role within the Council.

S2) The Executive shall, with the assistance and advice of the Chair, ensure that the operations and activities of the Council are in accordance with the Constitution.

S3) The Executive shall manage the Council's relations with external groups and within the University, except in areas specifically delegated in the Constitution and its policies to other Council members.

S4) The Executive shall oversee all activities of the Council and assist in their successful execution.

Article 14: Roles and Responsibilities

S1) The President:

- a) Shall act as the official spokesperson of the Council.
- b) Shall serve as a voting member of the Executive.
- c) Shall serve as a signing authority alongside the Finance Chair.
- d) Shall liaise with other student societies on campus.
- e) Shall sit on the Board of Regents for a one-year term during their presidency.
- f) Shall serve as the voting Chair of the Standing Committee on Development and Student Space.
- g) Shall be a voting member of the Internal Review Committee.
- h) Shall be a voting member of the Victoria College Orientation executive team.
- i) Shall be hired by the Council as the Summer Office Manager.
- j) Shall, with the Vice-President Internal, be responsible for the upkeep of the Council's internal memory system.

S2) The Vice-President External:

- a) Shall serve as a voting member of the Executive.
- b) Shall represent the Council and act as the principal point of contact to entities external to Council but internal to Victoria College. The Vice-President External shall maintain relations with these external bodies in the areas of negotiation and coordination of efforts with the Council.
- c) Shall be empowered to represent the Council in its interaction with the Office of the Dean of Students, and in those interactions be empowered to negotiate on behalf of the Council.
- d) Shall coordinate between the Council and other student organizations in the areas of sharing best practices and improving campus life.
- e) Shall liaise with the student representatives of the VCC, VUS, and BoR.

- f) Shall communicate regularly with the Victoria College UTSU representatives.
- g) Shall hold a minimum of two (2) caucus meetings per term of office.
- h) Shall maintain open communication with Victoria University's various building presidents.

S3) The Vice-President Internal:

- a) Shall serve as a voting member of the Executive.
- b) Shall be responsible for the organization and administration of VUSAC services.
- c) Shall serve as the voting Chair of the Internal Review Committee.
- d) Shall serve as the Chair of the Orientation Chair Selection Committee and the Orientation Executive Selection Committee.
- e) Shall be responsible for assigning Councillors their initiatives in coordination with the Commissioners and the Executive.
- f) Shall be responsible for the maintenance of internal policy of the Council, as well as familiarizing other Council members with the aforementioned internal policy.
- g) Shall, with the President, be responsible for the upkeep of the Council's internal memory system.
- h) Shall be responsible for the management of the Council's internal communications and the upkeep of acceptable internal relations in the Council.
- i) Shall be responsible for ensuring the fulfillment of fiduciary duties and the maintenance of the standard of care on the Council.

S4) The Vice-President Student Organizations:

- a) Shall serve as a voting member of the Executive.
- b) Shall be an official working liaison between the Council and its levy receivers.
- c) Shall be an official working liaison with all Victoria College clubs.
- d) Shall be a voting member of the Budget Steering Committee.
- e) Shall be the Chair of the Cat's Eye Advisory Board, as per the Cat's Eye Operating Policy.
- f) Shall organize at least two meetings a year (one per term) with the clubs executive.
- g) Shall organize and chair a minimum of one meeting for all club heads per academic year.

The Commissioners

Article 15: Membership

S1) The Commissioners shall consist of the Academic & Professional Development Commissioner, the Arts & Culture Commissioner, the Commuter Commissioner, the Equity Commissioner, the Scarlet & Gold Commissioner, and the Sustainability Commissioner.

Article 16: Roles and Responsibilities

- S1) The Academic & Professional Development Commissioner:
- a) Shall be a liaison between the Victoria University Office of Alumni Affairs, the Victoria University Registrar's Office, and the VUSAC, including regularly updating the VUSAC on the events and services offered by these student academic support networks.
 - b) Shall serve as chair of the Academic & Professional Development Committee.
 - c) Shall collaborate with other student clubs and organizations in developing academic and career success programming for current and former Victoria College students.
 - d) Shall chair the Graduation Banquet Chair Selection Committee.
- S2) The Arts & Culture Commissioner:
- a) Shall be responsible for all theatrical productions, such as the Bob Revue, financed by the VUSAC.
 - b) Shall organize and promote group trips that enable Vic students to access artistic and cultural events.
 - c) Shall be responsible for keeping the Council informed about Victoria University productions.
 - d) Shall be a co-chair of the Bob Director Selection Committee, along with the outgoing Arts & Culture Commissioner. Both shall have voting status.
 - e) Shall be responsible for the production of open mic and talent shows at Victoria College, with a minimum of four (4) shows per year, with two (2) per semester recommended.
 - f) Shall assist the Campus Life Coordinator in the planning of the Gardiner Gala and attempt to promote the relationship between the Gardiner Museum and the VCU.
- S3) The Commuter Commissioner:
- a) Shall be responsible for encouraging the maximum participation of commuter students in the extra-curricular life of Victoria College and shall ensure that the Council is aware of the particular concerns of commuter students.
 - b) Shall promote integration of commuter and residence life.
 - c) Shall hire a Victoria Off-Campus Association (VOCA) Co-Chair.
 - d) Shall serve as co-chair of VOCA with the VOCA Co-Chair.
 - e) Shall be a commuter student for the entire term of office.
- S4) The Equity Commissioner:

- a) Shall represent Victoria College students' concerns and social justice issues regarding, but not limited to age, ethnicity, gender, sexual orientation, socioeconomic background, ability, citizenship, nationality, ancestry, and personal, political or religious beliefs. This includes listening, responding to, and interacting with the voices of the Victoria College community.
- b) Shall hire an Equity Co-Chair.
- c) Shall serve as co-chair of the Equity Committee with the Equity Co-Chair as outlined in Chapter 8, Section 6 of the VUSAC Council Policies.
- d) Shall advise the Victoria College community of inclusiveness and equitable representation, and keep up to date with current social justice issues.
- e) Shall be responsible for providing the Victoria College community with educational programs, services and events.
- f) Shall organize at least one social justice event per semester.
- g) Shall be responsible for working with the President and the Campus Life Coordinator to organize and facilitate Equity training for the Council and the Equity Commission.

S5) The Scarlet & Gold Commissioner:

- a) Shall be responsible for establishing a program of social events for all Victoria College students financed by the VUSAC.
- b) Shall be the chair of the Winterfest Chair Selection Committee.
- c) Shall be the chair of the Victoria Highball Committee.
- d) Shall be responsible for regular social programming in conjunction with Victoria student clubs, levies, residence councils, and/or external groups to Victoria College.
- e) Shall be responsible for planning and hosting a semi-formal event for all Victoria students to take place in first semester.

S6) The Sustainability Commissioner:

- a) Shall represent Victoria College student concerns regarding, but not limited to, climate change initiatives, behavioural modification, energy consumption, sustainable water and food practices, community gardens, and building codes. This includes listening, responding to, and interacting with the voices of the Victoria College community.
- b) Shall chair the Sustainability Committee as per Chapter 8, Section 10 of the VUSAC Council Policies.
- c) Shall be co-chair of the Victoria Working Group on Sustainability with the Director of Physical Plant Services.
- d) Shall be responsible for the annual review of VUSAC's sustainability policy.
- e) Shall collaborate with other student clubs and organizations on campus and off-campus to promote environmental stewardship and sustainability.
- f) Shall promote sustainable behaviours and practices within the Victoria College community.

Councillors

Article 17: Councillors

- S1) As voting members of Council, Councillors:
- a) Shall assist with Council events throughout the year.
 - b) Shall serve on various committees as defined in the Council Policies document.
 - c) Shall be responsible for helping with Commission and Executive portfolios as assigned by the Vice-President Internal.
 - d) Councillors are encouraged to create their own initiatives throughout the year.

Staff Members

Article 18: Membership

- S1) Staff members shall refer to the Chair, the Finance Chair, the Secretary, the Communications Coordinator, and the Chief Returning Officer.
- S2) Staff members shall be appointed by the Council upon the recommendation of the Hiring Committee, as outlined in Chapter 18, Section 1 of the VUSAC Council Policies.
- S3) Staff members shall receive an honorarium of \$500 from the budget of the Vice-President Internal.

Article 19: Roles and Responsibilities

- S1) The Chair:
- a) Shall assist the Executive with the enforcement and interpretation of this Constitution.
 - b) Shall call and prepare an agenda for all regular meetings.
 - c) Shall run meetings according to Robert's Rules, this Constitution, and its Council Policies.
 - d) Shall ensure meetings remain civil and professional.
 - e) Shall manage email votes.
- S2) The Finance Chair:
- a) Shall serve as a signing authority alongside the President.
 - b) Shall be responsible for drawing up and preparing the master budget for the Council.
 - c) Shall be responsible for the allocation of the financial resources of the Council in conjunction with the Executive and subject to the approval of Council.
 - d) Shall organize a financial review of the VUSAC financial operations for the fiscal year.
 - e) Shall designate one office hour a week for cheque writing that will be made aware to all necessary groups.
 - f) Shall be the non-voting Chair of the Budget Steering Committee.
 - g) Shall be responsible for maintaining an on-going liaison with constituent organizations concerning financial matters.
- S3) The Secretary:
- a) Shall take accurate, detailed, and concise minutes of each VUSAC meeting.
 - b) Shall send a draft of each set of minutes to all VUSAC members, including staff members, with at least 72 hours following the end of each VUSAC meeting.
 - c) Shall finalize the draft of each set of minutes, following distribution to all VUSAC and assessor members and reception of feedback.
 - d) Shall be responsible for binding the year's minutes, allocating one copy to the VUSAC and another to the Archives at E.J. Pratt Library.
 - e) Shall be responsible for the management of the VUSAC Office space.

- S4) The Communications Coordinator:
- a) Shall be responsible for the execution of the VUSAC's policy regarding communications as defined by the current council, with a constant emphasis on the principles of approachability, accessibility, and accountability.
 - b) Shall be responsible for the maintenance and upkeep of the VUSAC website.
 - c) Shall promote VUSAC events primarily through all available mediums.
 - d) Shall be responsible for publishing the VUSAC Semi-Annual Report, a report on past and upcoming VUSAC activities.
- S5) The Chief Returning Officer (CRO):
- a) Shall act as the voting chair of the Elections and Appeals Committee (EAC), and the liaison between the EAC and the Council.
 - b) Shall act in a supervisory capacity throughout the election. The CRO shall not act as a polling officer. The CRO is bound by all rules under Article 21.
 - c) Shall not be permitted to be a candidate in the elections in question. Once hired, the CRO is no longer eligible for candidacy in the upcoming elections, but is eligible in all other elections thereafter.
 - d) Shall be responsible for conducting any referenda that the VUSAC and its constituent organizations may choose to hold for the duration of the semester.
 - e) Shall disseminate important information pertaining to the elections in a timely manner through all possible Victoria University and VUSAC channels, including electronic communications and posting of all Victoria University spaces. The CRO shall also be responsible for informational events, including, but not limited to, the Elections Town Hall, to be organized in conjunction with the Executive.
 - f) Shall make any decisions pertaining to the elections process, including, but not limited to, elections rules, campaigning rules, and violation of election rules, in conjunction with the Executive and the EAC.
 - g) Has the ultimate responsibility for ensuring that elections are conducted in a fair and democratic manner, This includes supervising and monitoring candidates and poll clerks, and ensuring that all information pertain to elections is available and accessible.
 - h) The CRO may resign between election periods. In such circumstances, a new CRO shall be hired for the remainder of the academic year. Resignations shall be referred to the Executive. No resignation shall be considered as tendered between the commencement of the elections and the official release of results.
 - i) Shall be advised by the VUSAC Elections Policy Document.
 - j) May appoint an Assistant Chief Returning Officer (ACRO) to assist in the administration of the elections. The ACRO:
 - i. May be appointed at the discretion of the CRO, in consultation with the Elections Hiring Committee.
 - ii. Shall be appointed for the duration of the election period in question.
 - iii. Shall not be permitted to be a candidate, poll clerk, or member of the EAC for the elections in question.
 - iv. Shall assist the CRO in their duties as laid out in Article 19 Section 4.

Levy Receivers

Article 20: Levy Receivers

- S1) VUSAC levy receivers receive a dedicated student levy to fulfill a distinct and particular role in the Victoria College community.
- S2) The constitution of a levy receiver must define its executive leadership and active membership, which are responsible for pursuing the organization's mandate in keeping with the principles of openness, inclusivity, accountability, and financial responsibility.
- S3) The Council is empowered and required to hold levy receivers responsible for fulfilling their mandates, adhering to their constitutions, and adhering to the operating principles described in Article 20 Section 2.
- S4) The Council must respect the operational autonomy of its levy receivers. The Council will consult with the executive leadership and active membership of levy receivers when taking actions that will affect their organizations.
- S5) The levy receivers must work with the Council to ensure that they are serving the Victoria College community as a whole.

Elections

Article 21: Elections

- S1) Dates of elections shall be specified by the CRO subject to the approval of Council.
- S2) In the Spring, the following members shall be elected:
- a) President
 - b) Vice-President External
 - c) Vice-President Internal
 - d) Vice-President Student Organizations
 - e) Academic & Professional Development Commissioner
 - f) Arts & Culture Commissioner
 - g) Commuter Commissioner
 - h) Equity Commissioner
 - i) Scarlet & Gold Commissioner
 - j) Sustainability Commissioner
 - k) All members of the VCC
 - l) All members of the VUS
 - m) All members of the BoR
- S3) There shall be a Joint Council Meeting of the outgoing and incoming Councils, as outlined in Article 5 Section 3.
- S4) In the Fall, before the fourth Friday in the academic year, the following members shall be elected:
- a) Eight (8) Councillors (at least two of whom must be in the first year at Victoria College)
 - b) All vacant offices of the VUSAC, if any
 - c) The remaining student representatives of the VCC, if any
 - d) The remaining student representatives of the VUS, if any
 - e) The remaining student representatives of the BoR, if any
- S5) Nominations:
- a) All nominations shall be made on the form of nomination supplied by the CRO.
 - b) Nominations shall be signed by the nominee and by a minimum of ten (10) nominators who are members of the VCU.
 - c) Nominations for fall elections are to open in the first week of classes and close at the end of the second week, with elections held prior to the fourth Friday in the academic year.
 - d) Nominations for spring elections are to open in the last week of February and close at the end of the first week in March, with elections held prior to the third Friday in March.
- S6) By-Elections:
- a) All By-Election rules and procedures shall be the same as those for any regular election, insofar as such rules and procedures are applicable.

- b) By-Elections shall be held following the recalls of Council members, and can be held following resignations. If a position remains vacant, that position shall be filled by Council appointment.

S7) Referenda:

- a) Any student group wishing to raise their student levy, or to create a new student levy, must hold a referendum open to all members of the VCU.
- b) The VUSAC may hold a referendum in order to seek the direct advice of the VCU regarding any important issues.
- c) The VUSAC must hold a referendum upon the receipt of a petition signed by at least 15% of the VCU calling for said referendum, according to the petition guidelines outlined in Article 11.
- d) Referendum results shall be considered binding by the Council for results in favour of said referendum question by a two-thirds majority of at least 10% of the VCU. Results in favour of said referendum question by a simple majority (but less than 10% of the VCU) may not necessarily be considered binding by the VUSAC, upon the discretion of the Council.

Amendments

Article 22:

S1) Constitutional Amendments:

- a) Shall be classified either as technical amendments or amendments in principle.
 - a. Technical amendments are those and only those which are amendments to clarify working definitions or ambiguities in this Constitution.
 - b. All other amendments to this Constitution shall be classified as amendments in principle.
- b) Must receive a $\frac{3}{4}$ majority of Council in order to pass.
- c) Technical amendments may be voted upon in slates, with the slate being set by an Executive member. Any Council member may separate amendments from a slate prior to voting. This separation can be made by creating a slate, so as to create two sets of 2 amendments, or by removing individual amendments. A slate of amendments must also receive a $\frac{3}{4}$ majority of Council in order to pass.
- d) All amendments must follow the approval regulations outlined in Chapter 7, Section 1h of the VUSAC Council Policies.
- e) An amendment shall be considered in effect in this Constitution on the fourteenth (14th) day following the Council meeting at which it was passed, unless a petition is received signed by at least fifty (50) students of Victoria University before said day, requesting an open meeting for the purpose of questioning the same amendment, as described in Article 5 Section 2.

S2) Amendments to the Council Policies:

- a) All amendments to the Council Policies shall be considered only as policy amendments, with no distinction between technicality and principle.
- b) All amendments to the Policies must receive a $\frac{2}{3}$ majority of Council in order to pass.
- c) All amendments must follow the approval regulations outlined in Chapter 7, Section 1h of the VUSAC Council Policies.
- d) An amendment shall be considered in effect into the Council Policies on the fourteenth (14th) day following the Council meeting at which it was passed.

S3) Amendments to the Electoral Policy shall follow the same guidelines as amendments to the Council Policies.

S4) When the Constitution and the Council Policies do not apply, the Council shall adopt the procedure outlined in Robert's Rules of Order.

S5) Amendments to this Constitution, the Council Policies, and the Electoral Policy shall be recorded and posted on the website as appendices to the Constitution.