

# VANIER COLLEGE COUNCIL CONSTITUTION

August 08, 2017

References cited in the Constitution or Acts of Council contained herein, in square brackets, refer to the following documents:

Constitution Act, 1982, is Schedule B of the Canada Act. 1982, c. 11 (U.K.)

Canada Elections Act, R.S.C. 1985, c. E. 2

Dominion Controverted Elections Act, R.S.C. 1985, c. C. 39

Interpretation Act, R.S.C. 1985, c. I-21

Parliament of Canada Act, R.S.C. 1985. c. P-I

Standing Orders of the House of Commons, as amended to December 31, 1989

Corporations Act. R.S.O. 1990. c. C. 38

Election Act. S.O. 1984, c. 54

Interpretation Act. R.S.O. 1980. c. 219

Members' Conflict of Interest Act. 1988, S.O. 1988. c. 17

Standing Orders of the Legislative Assembly of Ontario, as amended to October 9, 1989

Legal & Literary Society (Osgoode). Constitution, as amended to March 23, 1989

Senate of York University. Handbook, as amended to September, 1990

York Federation of Students. By-Laws, as amended to 1991

For the purposes of Article IV. Section 1. of the Constitution:

- (a) the most current edition of Roberts Rules of Order Newly Revised is the Tenth Edition (2000):
- (b) interpretive precedents set by the House of Commons. including Speakers rulings, and other matters concerning Parliamentary procedure in Canada. may best be found in:
  - The Annotated Standing Orders of the House of Commons. 1989. Ottawa: Queen's Printer for Canada, 1989.
  - Beauchesne's Parliamentary Rules and Forms (6th edition). Toronto: The Carswell Co. Ltd., 1989.
  - Sir Erskine May's Treatise on the Law, Privileges, Procedures and Usage of Parliament (19th edition). London: Butterworths, 1976.
  - Rourinot's Parliamentary Procedure and Practice in the Dominion of Canada (4th edition). Toronto: Canada Law Book Co., 1916.
  - Maingot's Parliamentary Privilege in Canada. Toronto: Butterworths. 1982.
- (c) the most current edition of Black's Law Dictionary is the 9th Edition. 2009.

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WHEREAS the primary aim of Vanier College is to enrich the lives and educational experience of our Members through academic, cultural, recreational and social programs;

AND WHEREAS, Vanier College Council recognizes the central position of academic work in university life;

AND WHEREAS, Vanier College Council encourages the continuous interchange of ideas and mutual participation among faculty, staff and students;

AND WHEREAS, Vanier College Council is committed to a democratic system of college government representative of faculty and student Members;

AND WHEREAS, Vanier College Council is committed to provide opportunities for individual and group initiative in organizing and implementing clubs, athletics, projects and other activities in keeping with the educational purpose of the College and the University;

AND WHEREAS, Vanier College Council encourages continuous interaction between the College and the world outside the College;

THEREFORE, We the Members of Vanier College Council, as the representatives of the Members of Vanier College, do hereby establish this Constitution, as follows:

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**ARTICLE I.  
NAME**

Name	1.	The name of the organization herein constituted shall be Vanier College Council.
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**ARTICLE II.  
SUPREMACY**

Supremacy of Constitution	1.	(1) The Constitution of Vanier College Council is the supreme law of Vanier College Council and everything within its jurisdiction. Anything that is inconsistent with the provisions of the Constitution is, to the extent of the inconsistency, of no force or effect. [Adapted from the Constitution Act, 1982, s. 52]
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Application of Constitution	1.	(2) The authority of the Constitution extends to Vanier College Council and every person or organization deriving its authority and existence from the Constitution or Council, or who/which is directly or indirectly responsible to Council.
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Laws of Canada Expected	2.	Section 1 applies only to the extent that it does not conflict with the valid and applicable laws of Canada.
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**ARTICLE III.**  
**DEFINITIONS AND RULES OF CONSTRUCTION**

Definitions

1. (1) In this Constitution, unless a contrary intention appears:

“Act” means an Act of Council or bylaw;

“Constitution” means the Constitution of Vanier College Council, as amended from time to time;

“Council” or “V.C.C” means Vanier College Council;

“L.A.&P.S.” means the Faculty of Liberal Arts and Professional Studies

“Y.F.S.” means the York Federation of Students;

“Residence” means Vanier College Residence;

“V.C.P.” means Vanier College Productions;

“S.C.&L.D” means Student Community and Leadership Development;

“C.R.O.” means Chief Returning Officer;

“Faculty student government” means every other Faculty-based student government which may, from time to time, be established, and recognized by the University;

“Fall Session” or “Fall Term” means the first day of regular classes of an academic year at York University and every day thereafter until the first day of the Winter Session;

“Winter Session” or “Winter Term” means the first day of regular classes of the Winter Term at York University and every day thereafter until the last day of exams during the official exam period of the Faculty of Liberal Arts and Professional Studies for full-year Fall/Winter courses;

“Summer Session” or “Summer Term” means the day following the last day of exams during the Official Exam Period of the Faculty of Liberal Arts and Professional Studies for full-year Fall/Winter courses until the first day of the Fall Session;

“Member” means a Member of Vanier College Council;

“Member of Vanier” or “member” means a Member of Vanier College, as defined in the Constitution; [See Article X for a list of Members, and their duties]

“Regular class” or “regular school day” means a day of the week on which the Faculty of Liberal Arts and Professional Studies at York University holds regular classes, and does not include any day during the Summer Session;

“Student” means any person admitted to York University by the Senate of York University, and who is registered and enrolled in at least one course (or “half” course) at the University in any Session during a particular academic year;

“Student government” means the student government of

- a) Each College at York University (including Osgoode Hall Law School),
- b) The York Federation of Students; and,
- c) The Graduate Students Association;

“Subsidiary regulation” includes an Act of Council, order, regulation, rule, form, commission, proclamation, by-law, resolution, or other instrument issued, made or established in the execution of a power conferred by or under the authority of the Constitution; [Adapted from the Interpretation Act (Canada), s. 2(1)1]

The term “Representative” be replaced with the term "Councillors".

Idem	1.	(2)	The definitions contained in Subsection (1) do not necessarily conform to those commonly used in York University.
Liberal Interpretation	2.		The Constitution, and all subsidiary regulations, shall be given such fair, large and liberal construction and interpretation as best ensures the attainment of its objects according to its true intent, meaning and spirit. [Adapted from the Interpretation Act (Canada), s. 12 and the Interpretation Act (Ontario), s. 10
Marginal Notes	3.		Marginal notes form no part of the Constitution or any subsidiary regulations, but are inserted for convenience of reference only. [Adapted from the Interpretation Act (Canada), s. 14
Square Brackets	4.		Citations and notes in square brackets form no part of the Constitution or any subsidiary regulations, but are inserted for the convenience of reference only.
Majorities	5.		Where the Constitution or a subsidiary regulation requires or authorizes more than two persons to do an Act or thing, a majority of them may do it. [Adapted from the Interpretation Act (Canada), s. 22(1)
Persons hold Office during pleasure	6.		Every person appointed by or under the authority of the Constitution, or any subsidiary regulation or otherwise, is deemed to have been appointed to hold office only during the pleasure of Council, unless it is otherwise expressed in the

		Constitution, subsidiary regulation, or instrument of appointment. [Adapted from the Interpretation Act (Canada), s. 23(1)]
Forms	7.	Where a form is prescribed, deviations from that form not affecting the substance or calculated to mislead, do not invalidate the form used. [Adapted from the Interpretation Act (Canada), s. 32]
Number	8.	Words in the singular include the plural, and words in the plural include the singular. [Adapted from the Interpretation Act (Canada), s. 33(2)]
Reservation of Power to repeal or amend	9.	Every subsidiary regulation shall be so construed as to reserve to Council the power of repealing or amending it, and of revoking, restricting or modifying any power, privilege or advantage thereby vested in or granted to any person. [Adapted from the Interpretation Act (Canada), s. 42(1)]
Application to Subsidiary Regulations	10.	Every definition and rule of construction of this Article applies, unless a contrary intention appears, to every subsidiary regulation. [Adapted from the Interpretation Act (Canada), s. 3(1)]

**ARTICLE IV.  
INTERPRETATION**

Authority	1.	<p>Vanier College Council shall be the sole authority for the interpretation of the Constitution and all subsidiary regulations. Council shall, however, make all determinations of constructions and interpretations with due regard to the following, whichever are directly applicable in given circumstances:</p> <ul style="list-style-type: none"> <li>a) Interpretations, if any, set out in the most current edition of Robert's Rules of Order (Newly Revised);</li> <li>b) Interpretative precedents set by the Canadian House of Commons, including Speakers' rulings;</li> <li>c) Black's Law Dictionary;</li> <li>d) Accepted rules of grammatical and lexical construction in Canadian English. [Adapted from the C.A.S.A. Constitution, Article Four, s. 4.11]</li> </ul>
Speaker to Interpret	2.	(1) The Constitution and all subsidiary regulations shall be interpreted, in the first instance, by the Speaker, subject to an appeal to Council.
Appeal to Council	2.	(2) Where a decision of the Speaker is appealed to Council, it is the duty of each Member of Council to restrict his or her vote only to the legal correctness of the decision of the Speaker.
Effect of Rulings	2.	(3) Unless and until a decision of the Speaker is confirmed, reversed or qualified by Council, the decision of the Speaker shall be final and conclusive.
Interim Decisions	3.	(1) The Speaker or Council may postpone a decision or ruling for a reasonable period of time, and may make an interim decision and order, to be effective until a final decision or ruling is made.

Appeal of Interim Decisions	3.	(2)	If the Speaker decides to postpone a final decision or ruling, Council may: <ul style="list-style-type: none"> <li>a) Determine the maximum amount of time the Speaker may have before such ruling must be made, or;</li> <li>b) Determine the question itself, immediately.</li> </ul>
When Appeal not Allowed	3.	(3)	Council may not refuse the Speaker a reasonable period of time to determine a question unless Council decides the question immediately.
Maximum Time for Appeal	4.	(1)	A final decision or ruling of the Speaker shall be appealed immediately or, if Council is not then sitting, at the next meeting of Council.
Extension	4.	(2)	Despite Subsection (1), if Council is satisfied that there is sufficient cause of reason for doing so, Council may, by two-thirds (2/3) vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council), extend the period for considering an appeal from a decision or ruling of the Speaker.

**ARTICLE V.  
OBJECTIVES**

Objectives	1.		The objectives of Vanier College Council are: <ul style="list-style-type: none"> <li>a) To promote the welfare and interests of the students of Vanier College, and to provide services, activities, publications and facilities which address student needs or objectives;</li> <li>b) To enrich the lives and educational experience of the members through academic, cultural, recreational and social programs;</li> <li>c) To encourage the continuous interchange of ideas and mutual participation among faculty, staff, and students;</li> <li>d) To maintain a democratic system of College government representative of faculty and student members;</li> <li>e) To provide opportunities for individual and group initiative in organizing and implementing clubs, athletics, projects and other activities in keeping with the educational purpose of the College and the University;</li> <li>f) To encourage continuous interaction between the College and the world outside the College;</li> <li>g) To promote and safeguard the right of all Members of Vanier College to equal treatment without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, sexual orientation, class, age, and/or mental or physical ability.</li> </ul>
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## ARTICLE VI.

### COLLEGE MEMBERSHIP

- Definition
1. The Members of the College shall be:
    - a) Every undergraduate student at York University whose official current college affiliation is Vanier College, and who is registered and enrolled in at least one course (or “half” course) at the University in any Session during a particular academic year and, therefore, is charged and pays to Council, for that academic year, a per-credit fee, or other fees as may be determined from time to time, such payment being made to the University for subsequent transfer to Council;
    - b) Every graduate, special, or other student admitted to York University by the Senate of York University, including any undergraduate student not covered in Clause (a), and who is registered and enrolled in at least one course (or “half” course) at the University in any Session during a particular academic year, and who is charged and pays to Council, for that academic year, the equivalent fee paid by undergraduate students, such payment being made either:
      - (i) To the University, for subsequent transfer to Council; or
      - (ii) Directly to the College Council;
    - c) Every student admitted to, and residing in, Vanier College Residence during that particular academic year;
    - d) The Master of Vanier College;
    - e) Every Fellow of Vanier College;
    - f) Every employee of the University employed in, or associated with, Vanier College for at least thirty (30) calendar days; or,
    - g) Such other persons as Council may from time to time, by two-thirds (2/3) vote, declare to be honorary members, such membership expiring at the dissolution of the determining Council’s office term.

## ARTICLE VII.

### MEMBERS OF COUNCIL AND QUALIFICATIONS

- Voting Members
1. (1) The fifteen (15) voting Members of Council are:
    - a) The President;
    - b) The Vice President - Academic & External Affairs
    - c) The Vice President – Media & Promotions
    - d) The Vice President - Finance;
    - e) The Vice President - Social/Cultural; & O-Chair

f) The Director - Academic & External Affairs

g) The Director - Media & Promotions;

h) The Director – Finance;

i) The Director - Social/Cultural;

j) The Director of Campaigns and Advocacy;

k) The Chief of Administration

l) The Commuter Representative;

m) The Residence Representative; and,

n) The Two (2) First Year Representatives;

Non-voting  
Members

1. (2) The seven (7) non-voting Members of Council are:

a) The Master of Vanier College;

b) The Administrative Assistant of Vanier College;

c) The Athletics Chair and Vice-Chair;

d) The Vanier College Council Speaker

e) The C.R.O; and

f) The Vanier Councillor to the Y.F.S.

Qualifications -  
All Members of  
Council

2. (1) Every Member of Council, other than the Speaker, shall be a Member of Vanier, and every elected or appointed student Member of Council, other than the Speaker, shall be:

a) An eligible elector;

b) A Member of Vanier College; and,

c) An undergraduate or graduate student at York University, and registered and enrolled in at least one course (or "half" course) in each of the Fall and Winter Sessions, or in at least one course spanning both Sessions.

Qualifications -  
The Speaker

2. (2) The Speaker shall be a student at York University, and may be a Member of Vanier College.

Qualifications -  
The Commuter  
Representative

2. (3) No Commuter Representative shall reside in any University residence, nor accept a place in any residence at York University; nor shall such person have resided in any residence at York University during the Session in which the election is held.

Qualifications -  
The Residence  
Representative

2. (4) The Residence Representative shall reside in Vanier College Residence.

Qualifications –  
The Two (2)  
First Year  
Representatives

2. (5) No person may be a First Year Students' Representatives unless it is that person's first Session attending York University, or unless the only other Session that person has attended at York is the Summer Session immediately prior to the Fall election.

Disqualification	2.	(6)	If, at any time, a Member of Council no longer possesses any or all of the qualifications set out in this Section, the position of that Member is vacated immediately.
Special Qualifications	2.	(7)	<p>a) The President shall have at least one (1) year (three terms) experience on Council. In extraordinary circumstances, Council shall fill this vacancy as they see fit.</p> <p>b) The Vice President – Finance and Vice President Academic &amp; External Affairs and Vice President Social/Cultural (O-Chair) and Vice President Media &amp; Promotions shall have at least two (2) terms experience on Council. In extraordinary circumstances, Council shall fill these vacancies as they see fit.</p>
Ineligibility of Member of Another Student Government	3.	(1)	A person who is a Member of any student government, and who is elected or appointed to Council, may not vote or enjoy any of the privileges reserved exclusively for Members of Council, including the right to be present during any meeting of Council held <u>in camera</u> .
Ineligibility Removed	3.	(2)	Subsection (1) applies only until such Member resigns their position on all other student governments. Such resignation must take place within ten (10) days or, in the case of a Member elected during the Spring elections, not later than the end of the Winter Session.
Member elected to another Student Government	4.		If any Member of Council is elected or appointed to any other student government, and accepts the position, the position of that Member on Council is vacated immediately. [Adapted from the Parliament of Canada Act, s. 23(1)]
YFS Councillor	5.		Sections 3. and 4. do not apply to the Vanier Councillor to the Y.F.S. who is an ex officio Member of Vanier College Council, provided that the only other student government on which they are a Member is the Y.F.S.
Resignations	6.	(1)	Any Member of Council may resign, or give notice of intention to resign, either personally in a meeting of Council or in writing. Any written notification shall be deemed to be addressed to the Speaker. When determined that the written notification is genuine, Council shall declare such seat vacated (or that it shall become vacant on some future day, as indicated in the written notification).
Resignation Rejected – Motion or Investigation Pending	6.	(2)	Despite Subsection (1), Council need not accept a Member's resignation while a Motion of impeachment, suspension or censure is pending, or while any investigation concerning that Member's conduct is pending.
Resignation Rejected – Coercion	6.	(3)	Despite Subsection (1), Council shall not accept a Member's resignation if Council has reason to believe that such Member was coerced into resigning and, in such a case, Council shall immediately commence an investigation of the matter.



**ARTICLE VIII.**  
**ELECTION TO PORTFOLIOS**

- |                               |    |  |
|-------------------------------|----|--|
| Election to Portfolios        | 1. | (1) Following the Spring general elections (held during the Winter Session), and before the end of the Winter Session, Council shall elect a person to each Portfolio.   |
| Exceptions                    | 1. | (2) Subsection (1) does not apply to the following four (4) Portfolios, which are directly elected:<br><br>a) The Commuter Representative;<br><br>b) The Two (2) First Year Representatives; and,<br><br>c) The Residence Representative.  |
| In Camera                     | 2. | All considerations, debates and elections concerning Portfolios shall be <u>in camera</u> .  |
| Candidates                    | 3. | Every voting student Member of Council shall be a candidate for a Portfolio who:<br><br>a) Announces their candidacy either personally or through another Member by message to the C.R.O. or Speaker; or<br><br>b) Accepts a nomination, communicated personally or through message to the C.R.O or Speaker by another Member of Council, to be a candidate. |
| List of Candidates            | 4. | (1) The Speaker shall inform Council as to the list of names of the candidates for a Portfolio, and shall allow a reasonable amount of time, determined by the Speaker, for candidates to make a statement.  |
| Absent Candidates             | 4. | (2) If a candidate for a Portfolio is absent, the Speaker shall allow the designate of the candidate, if any, to speak in the place of that candidate.   |
| Message from Absent Candidate | 4. | (3) If the Speaker receives a written message from an absent candidate, either personally or otherwise, before or during the meeting to elect a person to a Portfolio, and the candidate requests such message to be read to Council, the Speaker shall read the message to Council.   |
| Statements to be Alphabetical | 5. | Statements by candidates or their designates, and messages to be read by the Speaker, shall be heard in alphabetical order by surname.   |
| Candidates to Leave Room      | 6. | (1) After all candidates, or their designates, have spoken, and after all messages, if any, have been read to Council, all candidates shall leave the room until Council has completed debate and elected a person to a Portfolio.   |
| Quorum Not Affected           | 6. | (2) Every Member of Council who has left the room in which Council is meeting as required by Subsection (1), shall be deemed to be present for the purpose of determining the presence of quorum.  |
| Election by Secret Ballot     | 7. | (1) The election to each Portfolio shall be made by secret ballot.   |
| Procedure                     | 7. | (2) The election by secret ballot shall proceed as follows:<br><br>a) Members present shall be provided with one (1) ballot paper by the Speaker.  |

b) When only two (2) Members are contesting a Portfolio, the election shall be conducted as follows:

(i) Each Member shall deposit in a ballot box one (1) ballot paper on which is printed the name of the candidate for whom the Member votes or 'Abstain' should the Member choose not to vote.

(ii) Once all members have deposited their ballot papers, the votes shall be counted by the Speaker in the presence of at least one (1) Member or other person designated by Council.

(iii) The Speaker shall declare elected the Member who has received the greater number of votes.

(iv) In the event of an equality of votes, the Speaker shall cause a further ballot to be taken.

c) When more than two (2) Members are contesting a Portfolio, the votes shall be conducted in the manner prescribed in Clauses a) and b), and the Member who has received a majority of the votes cast shall be declared elected to that Portfolio.

d) In the event of no Member having received a majority of the votes cast, the name of the candidate having the smallest number of votes shall be excluded from subsequent ballots and a further ballot shall take place. This balloting shall continue until one (1) candidate is declared to be elected to that Portfolio by such majority.

(i) Candidates dropped from the list of candidates shall be allowed to participate in any further debate and subsequent ballots.

[Adapted from Standing Order 3 of the Legislative Assembly of Ontario]

Members Prohibited from Voting	8.	No Councillor-at-large may vote on any Motion concerning the election, nor may a Councillor-at-large vote on any subsidiary or privilege Motion connected with such election. [See Article XII, Section 4]
Vacancy - President	9.	(1) If the position of the President becomes vacant for any reason, Council shall, within ten (10) regular business days elect a Member of Council to the position of President for the remainder of the term of office.
Vice President - Social to Act	9.	(2) Until a person is elected, the Vice President – Social/Cultural & O-Chair shall be Acting President and shall carry out the duties of the President as far as The Board declares no conflict of interest.
Vacancy- other Portfolios	10.	(1) If any Portfolio other than the President becomes vacant for any reason, Council shall, within ten (10) regular school days, elect a Member of Council to that Portfolio, either on a temporary basis or for the remainder of the term of office.
When President Appoints	10.	(2) Until a person is elected by Council to a Portfolio, the President may appoint a Member of Council to carry out the duties of that Portfolio.
Number of Portfolios Held	11.	Notwithstanding Section 10, no Member of Council may hold more than two (2) Portfolios at any time. More than one (1) Portfolio shall be held only under urgent circumstances.
Duty to Accept Portfolio	12.	It is the duty of every Member of Council to accept a Portfolio when requested to do so by Council unless a reasonable excuse is provided.

Eligibility	13.	(1)	No person shall be elected to a Portfolio unless that person is a voting student Member of Council.
Other Qualifications	13.	(2)	No person shall be appointed by Council to the position of Commuter Representative, Residence Representative or First Year Representative unless that person meets the qualifications for that Portfolio as set out in the Constitution. [Article VII, Section 2.(3)–2.(4)] & Article VII S.2 (5)
Vice President Assumes duties of Portfolio	13.	(3)	If no person assumes a vacant Portfolio listed in Subsection (2), by reason of the fact that no one possesses the required qualifications, sany or all the Executives shall assume such duties until a Member of Council is appointed who meets the qualifications.

**ARTICLE IX.**  
**APPOINTMENT OF SPEAKER**

Speaker Pro Term	1.		In the absence of the Speaker, Council may appoint from its own Members, a Speaker <u>pro tem</u> to preside for that meeting.
Council Shall appoint Speaker	2.		When there is, or is to be, a vacancy in the office of Speaker, whether following the Spring elections, or because the incumbent of the office has indicated an intention to resign the office of Speaker, or for any other reason, Council shall appoint a new Speaker. [Adapted from the House of Commons, Standing Order 2(2)]
Posting Notice of Vacancy	3.	(1)	Prior to the appointment of a new Speaker, Council shall post notice for at least one (1) week, of which at least five (5) days must be regular school days, that the office of Speaker is vacant, or is to become vacant, and that interested persons may apply for the position.
Council Shall appoint Speaker	3.	(2)	Council shall, after fully satisfying Subsection (1), appoint a Speaker.
When posting Notice is unnecessary	4.		Despite Section 3. Council may, by unanimous consent, appoint a person Speaker without the posting of notice.
Tenure of Speaker	5.		The term of office of the Speaker expires at the end of the first meeting of Council following the Spring elections unless the term of office is extended beyond this date, but such term may not be extended beyond September 30, unless the incumbent is re-appointed Speaker.

**ARTICLE X.**  
**DUTIES OF MEMBERS OF COUNCIL**

Duties - President	1.		Duties shall include:
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- a) To be available on a daily basis and active over the Summer Session in the planning, coordinating and overseeing of V.C.C events;
- b) To be the official spokesperson for Council in all matters pertaining to the business of Council;
- c) To assume the role of Speaker in the absence thereof, or for the whole year should Council be unable to fill the position of Speaker;
- d) To maintain weekly contact, aside from Council meetings, with all Members and associates of Council, and address any comments or concerns they have;
- e) To maintain, in cooperation with the Chief of Administration an accurate list of all Members and associates of Council, including telephone, email addresses, and any other information deemed appropriate by Council, and to ensure that the aforementioned list is available and distributed to all Members and associates of Council, the Vanier College Office of the Master, Student Community and Leadership Development (S.C.&L.D), and the Y.F.S.;
- f) To advertise and promote to all incoming First Year students the merits of being affiliated with Vanier College, through the use of an Orientation letter mailed to and used for First Year students and their Summer advising sessions;
- g) To initiate the planning of election dates and times, and to inform the C.R.O. of any Council decisions regarding the same;
- h) To delegate duties to Members and associates of Council;
- i) To ensure that all Members and associates of Council are following their individual elected or appointed portfolios;
- j) To schedule weekly meetings of Council and to provide a verbal and/or written report for every regular meeting;
- k) To Chair the Constitution Committee;
- l) To Chair the Selections Committee;
- m) To be an ex-officio Member of any Committee that comes out of V.C.C, including, but not limited to, the Formal Committee and the Publications Board;
- n) To represent V.C.C., and Vanier College itself as:
  - (i) A voting Member of the 'College Presidents' Association' (C.P.A)
  - (ii) A voting Member of the 'York Orientation Directors' Association' (Y.O.D.A),
  - (iii) A non-voting Member of the Y.F.S.,
  - (iv) A voting Member of the 'Student Representative Roundtable' (S.R.R),
  - (v) A voting Member on at least one Committee that is formed out of the S.R.R.,
  - (vi) A Member of any other Committees that may be required during the year;

- o) To meet with representatives of the Vanier College Office of the Master on a weekly basis, or as required;
- p) To liaise between V.C.C. and the other student governments in conjunction with the Vice President Academic & External Affairs;
- q) To maintain a record, in conjunction with the Chief of Administration, of phone numbers, locations and names of relevant executives, faculty and staff of York University offices, organizations, and student governments;
- r) To learn and be familiar with the financial procedures of Council, and to have coincidental authority with the Vice President - Finance to sign cheques on behalf of Council;
- s) To be familiar with the financial procedures of Council, and to have coincidental authority with the Treasurer and/or the Vanier College Administrative Assistant to sign or requisition cheques for Council funds;
- t) To ensure that all Members of Council and other persons and associates are working on Council projects in an efficient manner;
- u) To assist the outgoing President, the outgoing Vice President - Finance and the current Vice President - Finance in completing a budget by the end of May for that current year;
- v) To ensure that the following criteria are met and reconciled with S.C.&L.D. such that Council can complete its annual audit, and receive funding:
  - (i) One (1) copy of the completed audit which should be completed by August,
  - (ii) One (1) copy of the campus publication in which the audit must be published, and
  - (iii) One (1) copy of the minutes of the regular Council meeting in which the audit was passed by simple majority;

[See Article XV]

- w) To oversee the proper handling and storage of all recorded minutes of Council, and to ensure that all appendices, reports, letters and other applicable or related documents are physically attached or can be electronically referred to in relation to their respective minutes;
- x) To retain and make available to all Members and associates of Council, all correspondence of previous Council's minutes and financial statements;
- y) To ensure that both copies and safely stored back up copies of the Constitution, in both paper and electronic form, are retained in a discernable and accessible manner, and to ensure that it is available to all Members and associates of Council, and all members of the Vanier College community;
- z) To accurately record and track, in cooperation with the Chief of Administration, all keys distributed to Members and remind such individuals of their duty to return any aforementioned keys;

- aa) To liaise with the Master's Office and advise Council of their upcoming events in conjunction with the Vice President - Academic & External Affairs;
- bb) To be responsible for, with the Vice President – Finance, Vice President - Academic & External Affairs, Vice President - Social/Cultural, and Vice President - Media & Promotions, the collection of monies of any event and merchandise;
- cc) To maintain a set number of office hours, as prescribed by Council, which shall not be less than four (4) hours per week; and
- dd) To dedicate a minimum of 1 hour of transitioning with the incoming President on portfolio duties and other relevant information;
- ee) To conduct a minimum of 1 progress report meeting with each member of council, Vandoo Editor-in-Chief and Vanier Athletics Chair during the Fall term and Winter term; and,
- ff) To carry out the duties assigned to all Members, as prescribed in this Article, and as required in the Vanier College Council Constitution.

Duties - Vice  
President -  
Academic &  
External Affairs

2. Duties shall include:

- a) To be available on a weekly basis and active over the Summer Session in the planning, coordinating and overseeing of V.C.C events;
- b) To liaise with the Vanier College Office of the Master and advise Council of their upcoming programming events in conjunction with the President;
- c) To collaborate with the Master’s office in reviewing clubs applications and assignments of clubs' office space in addition to monitoring their progress and policies;
- d) To work with the VP – Finance and the Master's Office to establish a yearly funding envelope for clubs and associations, hence review and approve the funding of Vanier College’s Academic Clubs, student organizations and affiliated organizations;
- e) To collaborate with the Master's Office monthly to oversee spending from this funding envelope;
- f) To coordinate a minimum of one (1) Academic-based event in collaboration with the student academic clubs;
- g) To organize and chair at least one (1) Annual General Meeting (AGM), preferably in advance of the general elections;
- h) To enact the laws and bylaws which will govern the AGM with the assistance of Director Academic & External Affairs;
- i) To enhance relations with other College Councils, the YFS, all student governments; York University institutions, entities and/or organizations - in cooperation with the President;
- j) To assume the role of *top diplomat* of Vanier College Council by developing and advising Council on all important external decisions, policies, contracts, strategic cooperation and/or agreements;
- k) To collaborate with the Peer Mentor Office to provide support for Council Members (collectively or individually) who may need help and/ or support with their academic achievement;

- l) To be a voting Member of the Formal Committee and chair the Vanier College's "Club of the Year" Awards committee;
- m) To maintain a set number of office hours as prescribed by Council, which shall not be less than three (3) hours per week;
- n) To be responsible with the President and Vice President - Finance for the collection of monies for events and merchandise;
- o) To attend meetings as required, in the instance that the President is unable to do so;
- p) To assign duties to Director - Academic and External Affairs as required;
- q) To dedicate a minimum of 1 hour of transitioning with the incoming Vice-President – Academic and External Affairs on portfolio duties and other relevant information; and,
- r) To carry out the duties assigned to all Members as prescribed in this Article and as required in any Act or other subsidiary regulation.

Duties - Vice  
President -  
Finance

3.

Duties shall include:

- a) To be available on a daily basis and active over the Summer Session in the planning, coordinating and overseeing of V.C.C events;
- b) To maintain accurate accounts of all receipts and disbursements of the monies of Council, and to maintain all financial records;
- c) To monitor and report any inconsistencies in Council bank accounts and Courtesy Account(s);
- d) To oversee the disbursements of Council funds under the direction of Council and therefore shall have coincidental authority with the President to sign cheques on behalf of Council;
- e) To consult with Council concerning any accounts payable, which do not pertain to a specific budget;
- f) To be accountable to Council for all transactions carried out or authorized by them in their role as Vice President - Finance;
- g) To present a monthly financial statement to Council or upon request of any member of Council
- h) To oversee the financial procedures of Council, and to ensure that they are carried out in accordance with Constitution and every Act or other subsidiary regulation concerning such financial procedures;
- i) To be responsible for preparing Council's budget for the upcoming year in conjunction with the outgoing Vice President - Finance, the outgoing President and the current President;

- j) To provide Council with a written or verbal report for every regular meeting of Council, or as requested;
- k) To be a voting Member of the Formal Committee;
- l) To be responsible for, with the President, and Vice President - Academic & External Affairs, and Vice President - Social/Cultural, and Vice President - Media & Promotions the collection of monies of any event and merchandise;
- m) To maintain a set number of office hours, as prescribed by Council, which shall not be less than three (3) hours per week;
- n) To attend meetings as required in the instance that the President is unable to do so;
- o) To assign duties to the Director - Finance as required;
- p) To dedicate a minimum of 1 hour of transitioning with the incoming Vice President Finance on portfolio duties and other relevant information; and,
- q) To carry out the duties assigned to all members, as prescribed in this Article, and as required in any Act or subsidiary regulation.

Duties - Vice President - Social/Cultural & O-Chair?

4.

Duties shall include:

- a) To be available on a daily basis and active over the Summer Session in the planning, coordinating and overseeing of V.C.C events;
- b) To initiate and aid in the planning of events for Orientation Week and to be responsible for the successful implementation of the same;
- c) To present to Council a portfolio of events and records with respect to social orientation;
- d) To be a voting Member of the 'York Orientation Directors' Association' (Y.O.D.A);
- e) To respond to requests for and to promote all activities and events deemed to be culturally and socially enriching to a broad range of Vanier College members;
- f) To ensure monthly events are being organized and executed;
- g) To present monthly report as well as a year-end report to Council on all events organized and, in conjunction with Vice President - Finance, the financial status of the same;
- h) To oversee, investigate, and report to Council on all aspects of all events including, but not limited to, finances, event reconciliations, ticket prices, and delegated Member's responsibilities;
- i) To be responsible, with the President and Vice President - Finance, for the collection of monies for events;



- j) To Chair the Formal Committee and to present to Council an outline of all details for the event including, but not limited to, all estimated costs;
- k) To maintain a set amount of office hours, as prescribed by Council, which shall not be less than three (3) hours per week;
- l) To provide Council with verbal or written reports at every regular meeting of Council or as requested;
- m) To discharge the duties of the President in the absence thereof, and when the portfolio of President is vacant, to assume the duties of the President until Council can fill such vacancy;
- n) To assign duties to the Director–Social/Cultural as required; and,
- o) To dedicate a minimum of 1 hour of transitioning with the incoming Vice President Social/Cultural on portfolio duties and other relevant information; and,
- p) To carry out the duties assigned to all Members, as prescribed in this Article, and as required in any Act or other subsidiary regulation.

Duties – Vice President - Media & Promotions 5.

Duties shall include:

- a) To be available on a weekly basis and active over the Summer Session in the planning, coordinating and overseeing of V.C.C events;
- b) To coordinate, develop and present marketing strategy by the end of the summer term that will ensure that the greatest amounts of Vanier College affiliates are aware of V.C.C services and events;
- c) To ensure that promotional materials such as, but not limited to, posters, newspaper advertisements, and electronic promotion/social networking are organized and maintained for all Vanier College and/or Council events, in conjunction with the Director - Media & Promotions;
- d) To be responsible for designing, printing and ensuring that posters/flyers are exposed to the greatest amount of Vanier College affiliated students, in conjunction with the Director - Media & Promotions;
- e) To work within reasonable timelines such as to ensure proper student exposure to events in order to maximize participation;
- f) To coordinate the designing, manufacturing and selling of Vanier related apparel and/or any other promotional material, in conjunction with the Director - Media & Promotions;
- g) To ensure that the Council website and social medias are being maintained and updated at least weekly, in conjunction with the Director -Media & Promotions;
- h) To be responsible, with the President and Vice President - Finance, for the collection of monies for events and merchandise;

- i) Shall communicate with VP - Academic & External Affairs and assist in the promotion of Academic-orientated and club events through the utilization of V.C.C. social media channels and available resources;
- j) Shall be responsible for the distribution of information and Council activities through promotion on V.C.C websites and broad distribution to other communication channels to reach a wider Vanier audience;
- k) To maintain a set amount of office hours, as prescribed by Council, which shall not be less than three (3) hours per week;
- l) To provide Council with verbal or written reports at every regular meeting of Council or as requested;
- m) To work within reasonable timelines so as to ensure proper student exposure to events in order to meet the constitutional goals of event participation to a wider and diverse group of Vanier students;
- n) To regularly monitor the work of the Vandoo and Existere, and oversee their Editors-in-chief progress to ensure that they meet Council's expectations and constitutional objectives;
- o) To assign duties to the Director–Communications as required;
- p) To dedicate a minimum of one (1) hour of transitioning with the incoming Vice President Social/Cultural on portfolio duties and other relevant information; and,
- q) To carry out the duties assigned to all Members, as prescribed in this Article, and as required in any Act or other subsidiary regulation.

Duties - Director 6.  
Academic &  
External Affairs

Duties shall include:

- a) To be available on a weekly basis and active over the Summer Session in the planning, coordinating and overseeing of V.C.C events;
- b) To assist VP - Academic and External Affairs in their duties;
- c) To liaise with Academic Clubs and Associations, and all Vanier College Affiliates – in conjunction with the VP – Academic and External Affairs;
- d) To ensure that Members are familiar with the various academic resources available throughout York University, and the related contact information, such as names, office locations, emails, and phone numbers, which is made available in the office physically and electronically with the assistance of Chief of Administration;
- e) To promote student participation in academic-related events and activities in and/or around York University by working closely with Vanier Clubs & Associations, Peer Mentors - in conjunction with Vice President and Director of Media & Promotions;
- f) To regularly attend, coordinate and oversee academic-related events and Club activities, workshops, and lecture series thus, relaying the important information to VP Academic & External Affairs and then to Council and students at large;

- g) To table as Vanier College Council, during Fall/Winter Open House and during Orientation in coordination with the VP – Academic and External Affairs;
- h) To be a voting Member of the Formal Committee and Vanier College’s “Club of the Year” Awards Committee;
- i) To present written or verbal reports at all regular meetings or as requested;
- j) To maintain a set number of office hours as prescribed by Council, which shall not be less than two (2) hours;
- k) To dedicate a minimum of 1 hour of transitioning with the incoming Director - Academic and External Affairs on portfolio duties and other relevant information;and,
- l) To carry out the duties assigned to all Members as prescribed in this Article and as required in any Act or other subsidiary regulation.

Duties -  
Director of  
Finance

7.

Duties shall include:

- a) To assist the Vice President - Finance in performing their duties;
- b) To help monitor the financial budgets from the Vanier College Athletics;
- c) Director of Finance will, in conjunction with the Athletics Chair, establish the yearly budget for Vanier Athletics under the direction of the Vice President Finance of Vanier College Council;
- d) Director of Finance will manage the finances of the Vandoo and the Existere Journal of Arts and Literature in consultation with the Council;
- e) To ensure, in consultation with their respective Editors, the maintenance of financial and historical records for The Vandoo Website and the Existere Journal of Arts and Literature;
- f) All money from VCC members, Vanier College Athletics and all complimentary individuals will be collected and monitored by the Director of Finance who will coordinate with the Vice President Finance of Vanier College Council

- g) To assist in the completion of the auditing in cooperation with the President and Vice President -Finance
- h) To present written or verbal reports at all regular meetings or as requested;
- i) To maintain a set number of office hours as prescribed by Council, which shall not be less than two (2) hours; and,
- j) To dedicate a minimum of 1 hour of transitioning with the incoming Director of Finance on portfolio duties and other relevant information; and,
- k) To carry out the duties assigned to all Members as prescribed in this Article and as required in any Act or other subsidiary regulation.

Duties -  
Director -  
Social/Cultural

8.

Duties shall include:

- a) To assist the Vice-President Social/Cultural in performing their duties;
- b) To plan and execute events for a Winter Semester social orientation;
- c) To present Council with monthly reports on the activities proposed during the upcoming months as well as an evaluation of any event since completed;
- d) To be responsible for organizing and chairing the Social-Sub Committee, and to report all activities and progress back to Council;
- e) To work with the Director of Campaigns and Advocacy to coordinate events incorporating the work done through campaigns and advocacy;
- f) To maintain a set number of office hours as prescribed by Council, which shall not be less than two (2) hours per week;
- g) To assist the Vice President and Director of Academic & External Affairs in organizing Vanier Affiliated Organizations' Forums for all Vanier Colleges Affiliates;
- h) To dedicate a minimum of 1 hour of transitioning with the incoming Director Social/Cultural on portfolio duties and other relevant information; and,
- i) To carry out the duties assigned to all Members as prescribed in this Article and as required in any Act or other subsidiary regulation.

Duties - Director 9.  
-Media &  
Promotions

Duties shall include:

- a) To assist the Vice-President – Media & Promotions in performing their duties;

- b) To contribute to the planning, execution and promotion of the Fall and Winter marketing strategy.
- c) To maintain all Vanier affiliated boards ensuring that they are up to date, including but not limited to the board outside the office, in central square, and the residence lobby;
- d) To ensure that the Residence Representative receives appropriate promotional material to be placed in Vanier Residence;
- e) To regularly document Vanier affiliated events and activities through photos and videos for promotional purposes;
- f) To ensure that the Council website and social medias are being maintained and updated at least weekly, in conjunction with the Vice President -Media & Promotions;
- g) To coordinate and oversee all events organized by Vanier Athletics;
- h) To oversee all events organized by Vanier College Productions (VCP) and encourage the Council to participate, collaborate and/or coordinate with VCP;
- i) In conjunction with the VP - Media & Promotions, shall oversee all publications of the Vandoo, Existere Journal of Arts and Literature and VCP;
- j) To be responsible for sharing information on upcoming major events with the Master's Office (mass email) as frequently as needed;
- k) To provide Council with written or verbal reports for every regular meeting of Council, or as requested;
- l) To maintain a set number of office hours as prescribed by Council, which shall not be less than two (2) hours per week;
- m) To dedicate a minimum of 1 hour of transitioning with the incoming Director of Media & Promotions on portfolio duties and other relevant information; and,
- n) To carry out the duties assigned to all members as prescribed in this Article and as required in any Act or other subsidiary regulation.

Duties -  
Director of  
Campaigns and  
Advocacy

10.

Duties shall include:

- a) To liaise with and lobby the University Administration on issues that affect the Vanier and undergraduate student population;
- b) To be responsible for working with the Director of Social and Cultural Affairs and the Social Sub-Committee to develop political and equity-based campaigns;
- c) To represent Vanier College Council in community coalitions and external organizations in consultation with VP - Academic & External Affairs;

- d) To liaise between Council and the Y.F.S. regarding campaigns and other initiatives in consultation with VP Academic & External Affairs;
- e) To be responsible for making recommendations to Vanier College Council executives regarding educational and related policies;
- f) To be responsible for chairing and assisting the Director of Social and Cultural Affairs in regards to campaigns and fundraising events run by the Social Sub-Committee;
- g) To liaise between Council and external organizations on the basis of campaign initiatives and charity initiatives
- h) To work with the Director of Social and Cultural Affairs to coordinate events that incorporate campaign initiatives and charity initiatives;
- i) To work with the Commuter Representative, Residence Representative and the First Year Representatives to coordinate a minimum of one (1) community outreach program left to the choosing of the above mentioned council members.
- j) To be part of and participate in the Social Sub-Committee;
- k) To maintain a set number of office hours, as prescribed by Council, which shall not be less than two (2) hours per week;
- l) To dedicate a minimum of 1 hour of transitioning with the incoming Director of Campaigns and Advocacy on portfolio duties and other relevant information; and,
- m) To carry out the duties assigned to all members as prescribed in this Article and as required in any Act or other subsidiary regulation.

Duties -  
Chief of  
Administration

11.

Duties shall include:

- a) To maintain, in cooperation with the President, an accurate list of all Members and associates of Council, including telephone, email addresses, and any other information deemed appropriate by Council, and to ensure that the aforementioned list is available and distributed to all Members and associates of Council, the Vanier College Office of the Master, Student Community and Leadership Development (S.C.&.L.D), and the Y.F.S.;
- b) To maintain a record, in conjunction with the President, of phone numbers, locations and names of relevant executives, faculty and staff of York University offices, organizations, and student governments;
- c) To be responsible for Council email account and to ensure that it is checked at least weekly and that questions arising are answered in a timely fashion or passed on to the appropriate Member(s);
- d) To be responsible for working with the Director - Media & Promotions and ensuring that the V.C.C. website is updated with current information regarding Council and its events;

- e) To communicate with those who oversee the College and Residence listserv for the purposes of College/Residence wide electronic information distribution;
- f) To accurately record and track, in cooperation with the President, all keys distributed to Members and to remind such individuals of their duty to return any aforementioned keys;
- g) To assist the Vice President – Media & Promotions and Director – Media & Promotions with any distribution of materials pertaining to Council Events as needed;
- h) To assist the executive branch of Council with checking voice messages (telephone) and mail, and thus relaying messages to the appropriate people in a timely manner;
- i) To initiate the hiring of lounge monitors and to be responsible for scheduling and overseeing hours and maintenance;
- j) To attend all meetings of Council and take complete and accurate minutes of the same;
- k) To ensure minutes, and all other notices, are given to Members in a timely manner. Minutes should be sent to Council members no later than seventy-two (72) hours prior to the following meeting;
- l) To maintain and be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to Council;
- m) To ensure that all public documents belonging to Council are maintained in such a way as to be open to inspection by any member of York University;
- n) To send to the York University Archives a copy of each set of the minutes of Council, and to keep and maintain a copy of the same in the Council Office for Council archives;
- o) To make, or cause to be made, purchases of supplies for Council, making every effort to obtain the best price, value and terms possible, and to keep an inventory of these supplies;
- p) To type Council-related correspondence;
- q) To maintain a set number of office hours, as prescribed by Council, which shall not be less than three (3) hours per week
- r) To dedicate a minimum of 1 hour of transitioning with the incoming Chief of Administration on portfolio duties and other relevant information; and,
- s) To carry out the duties assigned to all members as prescribed in this Article and as required in any Act or other subsidiary regulation.

Duties - First  
Year  
Representative(s)

12.

Duties shall include:

- a) To Act as the liaison between First Year students and Council;
- b) To represent the interests of First Year students;
- c) To provide assistance in the promotion of College and/or Council events according to the discretion of the Director of Media & Promotions;
- d) To work with the Director of Campaigns and Advocacy, the Commuter Representative, and the Residence Representative to coordinate a minimum of one (1) community outreach program in consultation with the above mentioned council members;
- e) To coordinate a minimum of one (1) First Year event;
- f) To work with the Academic, Athletic and Social/Cultural VP and Directors, hence shall be part of all their committees;
- g) To provide any assistance required by Vanier College Council Executives;
- h) To maintain a set number of office hours, as prescribed by Council, which shall not be less than one (1) hour per week;
- i) To dedicate a minimum of 1 hour of transitioning with the incoming First Year Representative (s) on portfolio duties and other relevant information; and,
- j) To carry out the duties assigned to all Members as prescribed in this Article and as required in any Act or other subsidiary regulation.

Duties -  
Residence  
Representative

13.

Duties shall include:

- a) To Act as a liaison between Residence Life Staff (Dons, RLC, Programmers and Porters) and Vanier College Council;
- b) To represent the interests of students residing in Vanier College Residence;
- c) To meet bi-weekly with the Senior Residence Don and/or the Residence Life Coordinator;
- d) To sit on Residence Council in order to liaison between VCC and Residence;
- e) To work with the Director of Campaigns and Advocacy, the Commuter Representative, and the First Year Representatives to coordinate a minimum of one (1) community outreach program left to the choosing of the above mentioned council members.
- f) To maintain a set number of office hours, as prescribed by Council, which shall not be less than one (1) hour per week;
- g) To dedicate a minimum of 1 hour of transitioning with the incoming Residence Representative on portfolio duties and other relevant information; and,
- h) To carry out the duties assigned to all members as prescribed in this Article and as required in any Act or other subsidiary regulation.



i) Attend all don meetings unless it conflicts with Vanier College Council meetings

Duties -  
Commuter  
Representative

14.

Duties shall include:

- a) To represent the interests of commuter students;
- b) To work with the Director of Campaigns and Advocacy, the Residence Representative and the First Year Representatives to coordinate a minimum of one (1) community outreach program left to the choosing of the above mentioned council members.
- c) To develop commuter sleep over program for VCC events as required;
- d) To liaise with Parking and Transportation keeping an up-to-date schedule of fees, service interruptions, etc; and post the aforementioned information publicly
- e) To be responsible for supervising the commuter room(s);
- f) To maintain a set number of office hours, as prescribed by Council, which shall be no less than one (1) hour per week; and,
- g) To dedicate a minimum of 1 hour of transitioning with the incoming Commuter Representative on portfolio duties and other relevant information; and,
- h) To carry out the duties assigned to all members as prescribed in this Article and as required in any Act or other subsidiary regulations.

Duties - Vanier  
College Y.F.S.  
Councillor

16.

Duties shall include:

- a) To attend all meetings of the Y.F.S.;
- b) To attend all meeting of Vanier College Council which do not conflict with Y.F.S. meetings;
- c) To facilitate communications between Vanier College Council and the Y.F.S. in consultation with VP Academic & External Affairs;
- d) To report to Vanier College Council on the proceedings and activities of the Y.F.S. and to seek the direction of Vanier College Council concerning the same;
- e) To carry out the duties assigned to all Members as prescribed in this Article and as required in any Act or other subsidiary regulation;
- f) To represent the best interest of Vanier College and Vanier College Council at all meetings; and,
- g) To encourage and lobby Y.F.S support for all V.C.C initiatives, activities and events.

Duties -  
Speaker

16

Duties shall include:

- a) Uphold and enforce the Vanier College Council Constitution and all subsidiary regulations;
- b) To be impartial and to maintain order and decorum during the meetings of Council;
- c) The speaker in conjunction with the President must be notified 24 hours prior to the start of meeting to be considered absent with regrets. This notification is to be made in a formal manner that is not limited to a statement with a brief description of the circumstance. If the notification is not made, it will count as a demerit where if 3 demerits are accumulated over a semester, the necessary disciplinary actions will take place under direction of Vanier College Council.
- d) To ensure that responsibility in relation to motions and policies approved by Council is delegated, and such motions and policies are implemented;
- e) To monitor Member absences and to invite Motions of impeachment, as required by the Constitution;
- f) To assume the duties of the C.R.O. in the absence of the C.R.O.;
- g) To notify the President of Council at least twenty-four (24) hours in advance, if possible, of an intention to be absent from, or late for, a meeting of Council;
- h) To assume such other duties as Council may, from time to time, assign, provided that such additional duties do not compromise the impartiality and integrity of the Office of the Speaker;
- i) To dedicate a minimum of 1 hour of transitioning with the incoming Speaker on portfolio duties and other relevant information;

Duties - All  
Members of  
Council

17.

Duties shall include:

- a) To notify the Speaker at least twenty-four (24) hours in advance, if possible, of an intention to be absent from, or late for, a meeting of Council, if such notification is possible. This notification is to be made in a formal manner that is not limited to a statement with a brief description of the circumstance. If the notification is not made, it will count as a demerit where if 3 demerits are accumulated over a semester, the necessary disciplinary actions will take place after under direction of Vanier College Council.
- b) To comply with the provisions of the Constitution and every subsidiary regulation; and,
- c) To assume such other duties as Council may, from time to time, assign.
- d) To participate in a minimum of 3 York intramural sports for Vanier College.
- e) To dedicate a minimum of 1 hour of transitioning with the incoming member of council who assumes their position with regards portfolio duties and other relevant information

**ARTICLE XI.  
ELECTIONS**

- |                               |        |  |
|-------------------------------|--------|--|
| Definitions                   | 1.     | <p>In this Article,</p> <p>"C.R.O." means Chief Returning Officer;</p> <p>"Elections" means a general election or by-election;</p> <p>"Elector" means a person who is entitled to vote at an election to Vanier College Council; [Adapted from the Election Act (Ontario), s. 1(1)(g)]</p> <p>"Voter" means an elector who:</p> <ul style="list-style-type: none"> <li>a) Has appeared at a polling place and has accepted a ballot for marking which has been placed in the ballot box or has declined their ballot and so declared; [Adapted from the Election Act (Ontario), s. 1(1)(p)] or,</li> <li>b) Has verified their identification through a York University sanctioned electronic authority and has submitted their vote through the same or has abstained their vote and so declared through the same.</li> </ul> |
| Additional Rules              | 2.     | <p>Council shall, by Act of Council, establish additional rules and regulations concerning general elections and by-elections, provided such rules and regulations do not conflict with the requirements of this Article or any other Article of the Constitution.</p>   |
| When Amendment does not apply | 3.     | <p>Where an Amendment to this Article (Elections) is proclaimed less than two weeks before the date of an election, such Amendment shall not apply to the election unless so authorized by Council by two-thirds (2/3) vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council).</p>  |
| Qualifications of Electors    | 4.     | <p>Every person is qualified to vote at an election of a student to Council who, on the days(s) fixed for voting, is:</p> <ul style="list-style-type: none"> <li>a) A Member of Vanier College; and,</li> <li>b) An undergraduate student at York University, and is registered and enrolled in at least one course (or "half" course).</li> </ul>   |
| When Spring Elections Held    | 5. (1) | <p>There shall be a general election every Spring for eleven (11) Members, which shall be held after the Reading Week (or Co-Curricular Week) of the Faculty of Liberal Arts and Professional Studies, and not later than two (2) weeks before the last day of regular classes during the Winter Session.</p>  |
| Who is to be Elected          | 5. (2) | <p>The eleven (11) student Members elected shall be the eleven (11) General Representatives to fill the positions outlined in Article VII 1(1) a)-i) by Internal Election.</p>   |
| When Fall Elections Held      | 6. (1) | <p>There shall be an election every Fall for four (4) student Members, which shall not be held before the completion of at least two (2) weeks of regular school</p>   |

days, and not later than the end of September; provided that Council may, by unanimous consent, postpone the holding of such election until October.

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| Who is to be Elected                           | 6.  | (2) | The student Members elected shall be:<br><br>a) The two (2) First Year Representatives;<br><br>b) The Residence Representative; and,<br><br>c) The Commuter Representative.<br>[see Article VII.1.(1).k-m)]  |
| Vacancies - Summer Session                     | 7.  |     | Whenever a vacancy occurs on Council during the Summer Session, the position shall be filled during, the Fall elections.   |
| Vacancies - Fall Session                       | 8.  |     | Whenever a vacancy occurs on Council during the Fall Session, a by-election shall be held within Thirty (30) days. If the thirtieth day occurs after the last day of classes in the Fall Session, the election may be held during the month of January.  |
| Vacancies - Winter Session                     | 9.  |     | Whenever a vacancy occurs on Council during the Winter Session, a by-election shall be held within Thirty (30) days; provided that Council may, by two-thirds (2/3) vote, dispense with the requirement of holding a by-election, and fill the position by appointment.  |
| Who may be a candidate                         | 10. | (1) | Subject to Article VII.2.(1) every person is qualified to be a candidate in an election to Council who, at the close of the nomination period, would be eligible to be a Member of Council in accordance with the Constitution.  |
| Who may not be a candidate                     | 10. | (2) | No person is eligible as a candidate who, on or after the beginning of the nomination period of a particular election, has been engaged as an election official.   |
| Coalition                                      | 10. | (3) | Candidates must run independently; that is, the formation of a coalition (two or more people running on a "slate") is prohibited.  |
| All-Candidates Meeting                         | 10. | (4) | All candidates in the Vanier College elections (Spring, Fall and by-elections) must attend the scheduled all-candidates meeting and prepare a short speech outlining their campaign intentions.  |
| Not to be Nominated for More Than One Position | 11. |     | No person shall be nominated and consent to be nominated so as to be a candidate for election as a Member of Council for more than one position at the same time and, if any person is nominated contrary to this Section and consents thereto, all the nominations are void. [Adapted from the Parliament of Canada Act, s. 21] |
| Nominating Period                              | 12. |     | For a general election or by-election, a nominating period of not less than three (3) regular school days nor more than fourteen (14) consecutive calendar days shall be allowed for each position.  |
| Campaign Period                                | 13. | (1) | For a general election or by-election, a minimum campaign period of not less than seven (7) consecutive days, of which at least five (5) days shall be regular school days, shall be allowed for each position.  |

Length of Campaign	13.	(2)	A campaign period shall not last longer than fourteen (14) calendar days.
Council shall appoint C.R.O.	14.	(1)	When there is, or is to be, a vacancy in the office of C.R.O., whether following the Spring elections, or because the incumbent of the office has indicated an intention to resign the office of C.R.O., or for any other reason, Council shall appoint a new C.R.O., who shall hold office at the pleasure of Council.
Provision when no C.R.O.	14.	(2)	Unless otherwise provided by Council, when the office of C.R.O. is vacant, the Speaker shall be the Acting C.R.O.
Posting notice of vacancy	15.	(1)	Prior to the appointment of a new C.R.O., Council shall post notice for at least one (1) week of which at least five (5) days must be regular school days, that the office of C.R.O. is vacant, or is to become vacant, and that interested persons may apply for the position.
Council shall appoint C.R.O.	15.	(2)	Following the posting of notice, and as soon after as Council is ready, Council shall appoint a C.R.O.
When posting notice is not necessary	15.	(3)	Despite Subsection (1), Council may, by unanimous consent, appoint a person C.R.O. without the posting of notice.
Tenure of C.R.O.	16.		The term of office of the C.R.O. expires at the end of the Winter Session.
Who many not be C.R.O.	17.		No person shall be C.R.O. who is: <ul style="list-style-type: none"> <li>a) A Member of Council;</li> <li>b) A candidate in an election to Vanier College Council; or</li> <li>c) Is a candidate in an election to any student government.</li> </ul>
C.R.O. to be impartial	18.		The C.R.O. shall Act in an impartial manner in every respect concerning an election to Council. The C.R.O. shall in no way support any candidate, except when exercising the right to vote.
Interim Decisions	19.		The C.R.O. may make any interim decisions, rulings or orders deemed appropriate, fair and just, provided such decisions, rulings or orders do not conflict with <ul style="list-style-type: none"> <li>a) The Constitution or any subsidiary regulation;</li> <li>b) Any instructions of Council issued prior to the opening of nominations; or,</li> <li>c) Any instructions issued by an Elections Tribunal.</li> </ul>
Right to vote - C.R.O.	20.		The C.R.O., if a qualified elector, may vote in any election. The C.R.O. shall arrange a procedure to permit this [Adapted from the Y.F.S Constitution, By-law Four Article 12 Section (22)] and shall be deemed a legitimate procedure by Council through a simple majority vote.

Nomination and election information	21.	(1)	The C.R.O. shall ensure that nomination and election information is placed at each of the following places at least three (3) regular school days prior to the opening of the nomination period:  a) Outside the office of Council;  b) Within the Vanier College Residence front lobby;  c) In the Vanier bulletin Board located in Central Square;  d) Outside the Office of the Master; and,  e) In any other location(s) the C.R.O. deems appropriate, or which Council directs.
Idem	21.	(2)	Nomination and election information shall include the date(s) of the election, the dates of the nomination period, the dates of the campaign period, the position(s) to be consented, and the location of Council office.
Information to remain intact	21.	(3)	The C.R.O. shall ensure daily that the information is intact and up-to-date, and shall do so until a respective election is over.
Nomination	22.	(1)	During the nomination period, the C.R.O. shall ensure that nomination forms are prepared and easily available during the business hours of Council.
Idem	22.	(2)	The form used for nominations shall require:  a) The name of the candidate, and their student number, address, telephone number and signature;  b) The position for which the candidate is being nominated; and  c) The names, signatures and student numbers of at least twenty (20) students of Vanier College who are eligible to vote in Council elections.
Acclamations	23.		The C.R.O. shall forthwith declare elected any candidate for a position for which there are fewer nominees than, or the same number of nominees as, there are available positions. [Adapted from the Y.F.S. Constitution, By-law Four, Article 10]
Informing candidates of rights, etc.	24.		The C.R.O. shall be responsible for informing all candidates of their rights and responsibilities concerning election conduct as provided for in the Constitution and any Acts of Council concerning elections.
Availability of Constitution	25.		The C.R.O. shall ensure that copies of the Constitution and all subsidiary regulations are available to each candidate.
List of Candidates to be Posted	26.		The C.R.O. shall ensure that a complete list of candidates, including those who have been acclaimed, is posted immediately following the close of the nominating period. Such list shall be posted outside the office of Council and in any other locations(s) the C.R.O. deems appropriate.
All Candidates Meeting	27.		The C.R.O. shall organize, advertise, promote and Chair at least one (1) "All Candidates Meeting" for the purpose of allowing candidates to make speeches

and present platforms to the electorate, and to allow the electorate the opportunity to direct questions to the candidates.

- Declaration of C.R.O. 28. Following the counting of the ballots be they physical, electronic, or otherwise, the C.R.O. shall forthwith declare elected the candidate who has obtained the largest number of votes. [Adapted from the Canada Elections Act (Ontario), s. 189]
- Tie Votes 29. If an equal number of votes are found to have been cast for two (2) or more candidates and an additional vote would entitle one (1) of them to be declared to be elected, the C.R.O. shall conduct another election within seven (7) days via ballot or electronically, between the candidates with equal votes to determine the candidate to be elected to Council.
- Election Results 30. Following the counting of the ballots, the C.R.O. shall post the results outside the office of Council and in any other location(s) the C.R.O. deems appropriate. The results shall include:
- a) The phrase "Election Results";
  - b) The names of all candidates, including those who have been acclaimed;
  - c) The total number of ballots cast;
  - d) The number of ballots cast for each candidate;
  - e) The name(s) of the elected person(s); and,
  - f) The signature of the C.R.O.
- C.R.O.'s Report 31. The C.R.O. shall submit a written report to Council or the Speaker within seven days following an election. The report shall include:
- a) The information set out in Section 31;
  - b) The C.R.O.'s recommendation as to who should be deemed to have been fairly and justly elected; and,
  - c) Details of any irregularities in the election procedure (if any) and whether or not such irregularities affected (in the C.R.O.'s opinion) the election results.
- C.R.O. to Retain Election Materials 32. The C.R.O. shall retain in their possession all election materials for a period of at least Thirty (30) days, unless directed to hand over such documents to the Speaker, Council, or an elections tribunal. Election materials shall include each candidate's nomination form, all ballots cast, and the voters' list.
- Ratification of C.R.O.'s Report 33. (1) Upon presentation of the C.R.O.'s report, Council shall ratify the report and, therefore, validate the election of the candidates who have been declared elected by the C.R.O. Council shall not validate the election of any candidate whose position is being contested before an elections tribunal.

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| When no Report                               | 33. | (2) | Where, for any reason, the C.R.O.'s report is not presented, but there is sufficient reasonable evidence to indicate who was fairly and justly elected, Council shall immediately validate the election of such candidates.   |
| Matters before Elections Tribunal unaffected | 33. | (3) | The ratification and validation by Council of the election of candidates under Subsections (1) or (2) shall not in any way be construed as preventing a person from pursuing, or continuing to pursue, an election matter before an elections tribunal, nor shall it be construed as preventing an Elections Tribunal from exercising any of the powers it may lawfully exercise including, but not limited to, the power to invalidate the election of a candidate and the power to declare an election invalid. |
| Time of Assuming Office                      | 33. | (4) | No candidate may assume office until Council has ratified the C.R.O.'s report. Every candidate, upon such ratification, shall, unless an Elections Tribunal otherwise declares, with cause, be deemed to have been lawfully and validly elected and may assume their position immediately, with all accompanying rights and privileges, unless the Constitution or an Act of Council provides that such position shall not be assumed until a later time.   |
| Elections Tribunal                           | 34. |     | Council may, by Act of Council, establish, from time to time, an Elections Tribunal (including Council itself), which shall Act as a final court of appeal for all issues concerning an election.   |
| Instructions to C.R.O.                       | 35. |     | Notwithstanding the duties and responsibilities of the C.R.O. as set out in the Constitution or in any subsidiary regulations, an elections tribunal may overrule any decision of the C.R.O. and may give to the C.R.O. any instructions which in any way relate to an election, and such instructions shall be binding on the C.R.O. provided that no instruction may be contrary to the provisions of the Constitution or any subsidiary regulations.   |

## ARTICLE XII.

### COUNCIL TERM OF OFFICE

#### AND MATTERS CONCERNING SUCCESSION OF A NEW COUNCIL

- |                                     |    |     |   |
|-------------------------------------|----|-----|---|
| When a Council Term Begins and Ends | 1. |     | A single year's Council shall exist for approximately one (1) year, the term of which shall begin upon the dissolution of an outgoing Council in one (1) particular year, and shall continue until its own dissolution the following year.  |
| Dissolution of Council              | 2. | (1) | A Council may be dissolved, at any time following the annual general elections, provided a Motion to such effect is passed by two-thirds (2/3) vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council). |
| Automatic Dissolution               | 2. | (2) | Where Council has not been dissolved pursuant to Subsection (1), Council shall be deemed to be immediately dissolved upon the expiration of the last day of the Winter Session.   |
| New Members                         | 3. | (1) | Following the annual general elections, every person elected to Council shall assume office immediately, subject to any provisions to the contrary which may be set out in Article XI concerning elections.   |



Councillors-at-Large	3.	(2)	Every voting Member of Council who was not re-elected during the annual general elections shall continue in office as a Councillor-at-large, and every such Member is in duty bound to continue to execute all of their duties until Council is dissolved.
Idem	3.	(3)	Every person who has been declared elected during the annual general elections, and whose election is subsequently declared void, shall be a Councillor-at-large if such person was a Member of Council immediately prior to the election.
Prohibited Voting	4.		Councillors-at-large may not vote on any Motion concerning the election to portfolios of new and continuing Members, nor may Councillors-at-large vote on any subsidiary or privileged Motion connected with such election. [See Article VIII, Section 8]
Quorum Unaffected	5.		For greater certainty, nothing herein shall be construed as changing or affecting the requirements as to quorum and, therefore, every voting Member of Council (including Councillors-at-large) may be counted in quorum.

**ARTICLE XIII.**  
**PROCEDURES OF COUNCIL**

Additional Rules	1.		Council shall, by Act of Council, establish additional rules and regulations concerning the procedures of Council, provided such rules and regulations do not conflict with the requirements of the Article or any other Article of the Constitution.
Unproved Cases	2.		The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Council in all cases to which they are applicable and in which they are not inconsistent with the Constitution or other subsidiary regulations, including any special rules of order Council may adopt. [Adapted from Robert's Rules of Order Newly Revised, Tenth Edition]
Order and Decorum	3.	(1)	The Speaker shall preserve order and decorum, and shall decide Questions of Order. [Adapted from the House of Commons, Standing Order 10]
Appeals	3.	(2)	No debate shall be permitted on any decision. A decision of the Speaker may be appealed to Council in accordance with the Constitution. [See Article IV]
Speaker Silent in Debate	4.		The Speaker shall not take part in any debate before Council. [Adapted from House of Commons, Standing Order 9]
Meetings of Council	5.	(1)	During the Fall and Winter Sessions, meetings of Council shall be held every week unless otherwise decided by Council
Idem	5.	(2)	During the Summer Session, meetings of Council shall be held at least once in every month.
Maximum Time Between Meetings	5.	(3)	Despite Subsections (1) and (2), not more than thirty (30) days shall intervene between two (2) meetings of Council.

Meetings Called By Council	6.		Council shall, by Act of Council, Standing or special order, or by Motion, establish the time and day of the week, or specific dates, for regular meetings of Council.
Notice of Regular Meetings	7.	(1)	Where Council has established when regular meetings are to be held, no notice need be given to Members after the first meeting.
Idem	7.	(2)	Every Member of Council shall promptly be informed by the Speaker in the absence thereof, of when regular meetings of Council are to be held, if such Member was absent from the meeting at which such decision was made.
Meeting Called by Speaker or President	8.	(1)	In addition to regular meetings of Council, either the President or the Speaker may call meeting of Council at their discretion.
Meetings Called by Members of Council	8.	(2)	The Speaker shall call a meeting upon the direction of any three (3) Members of Council by verbal, written or emailed request.
Notice	8.	(3)	Notice of meetings called pursuant to Subsections (1) or (2) shall be delivered, telephoned or emailed to each Member not less than Forty-Eight (48) hours before the meeting is to take place. Such notice shall be communicated by the Speaker or the President in the absence thereof, and shall indicate the time and the place of the meeting.
Waiving Notice	8.	(4)	No notice of a meeting shall be necessary if all Members are present or if those Members absent have signified, in writing or email, their consent to the meeting being held in their absence. Such signification, whether given before or after the meeting of which notice is required to be given, shall resolve any default in giving such notice.
Accidental Error or Omission	8.	(5)	No error or omission in giving notice to any Member of a meeting of Council shall invalidate such meeting or make void any proceedings taken thereat, provided that the error or submission was purely accidental and not so unreasonable that it substantially affected the Member(s) concerned.
Who Prepares Agenda	9.	(1)	The Speaker, or the President in the absence thereof, shall prepare the agenda for each meeting of Council, and shall ensure that it is delivered to each Member not less than forty-eight (48) hours before the meeting is to take place
Supporting Materials	9.	(2)	The agenda of each meeting shall be accompanied by any relevant supporting materials sufficiently detailed to inform each Member of the matters to be considered at the meeting.
Additional Agenda Items	9.	(3)	A Member may require the addition of one (1) or more matters to the agenda of the meeting by written notice to the Speaker, or the President in the absence thereof. Such notice shall be accompanied by any relevant supporting materials sufficiently detailed to inform each Member of the material(s) to be added to the agenda of the meeting. Such notice and materials shall be delivered in sufficient time to enable Speaker, or the President in the absence thereof, to comply with the obligations set out in Subsection (1).

Adoption of Agenda	9.	(4)	Council shall, at the beginning of a meeting, formally adopt the prepared agenda and, thereafter, any changes to the agenda shall require a two-thirds (2/3) vote of Council. Where Council fails to adopt the agenda, it shall be deemed to have been adopted when the first Member making a report at that meeting has begun such report.
New Business	9.	(5)	Items to be discussed under New Business shall be indicated prior to the adoption of the agenda, and may not be voted upon at that meeting unless consented to by Council, by two-thirds (2/3) vote.
When not to Vote	9.	(6)	Council shall take no vote on any item, which has not been included on the agenda.
Minutes	10.	(1)	The minutes of each meeting shall be reviewed by the Members and adopted, with or without amendment, at the next meeting of Council, unless Council postpones such adoption. The minutes, being a statement of the facts and events that occurred at such meeting, may be amended only to better reflect those facts and events.
Minutes to be Signed	10.	(2)	The minutes of each meeting upon adoption by Council shall be signed by the Chief of Administration or other person who took the minutes for that meeting and the President. The minutes of any meeting of Council, upon being signed shall be <i>prima facie</i> evidence of the facts therein stated.
Archiving the Minutes	10.	(3)	After being adopted and signed a copy of the minutes of Council shall be sent to the York University archives by the Chief of Administration or in the absence thereof by the Speaker.
In Camera	11.	(1)	Council may, from time to time, hold all or part of a meeting of Council <u>in camera</u> .
Admission of non-members	11.	(2)	Any person may be admitted to an <u>in camera</u> meeting of Council, provided the Motion to that effect indicates the name(s) of every individual to be admitted.
Voting to be by Majority	12.	(1)	Unless otherwise provided for, all Motions shall be passed by a simple majority vote of those Members present and voting.
Tie Votes	12.	(2)	When the numbers of votes both for and against a Motion are equal, the decision shall be deemed to be in the negative.
Recorded Vote	13.		Any Member of Council may demand a recorded roll call vote (a vote in which the names of those voting for and against a Motion may be recorded).
Proxies	14.		For greater certainty, no proxy votes of any kind may be exercised or employed by Council or Member of Council.
Dividing a Motion	15.		The Speaker or Council may divide any Motion into more than one Motion or question for consideration by Council.
Meetings to be Public	16.		Except when Council is meeting <u>in camera</u> , all meetings are open to every member of York University.
Non-members May Address Council	17.		Any person who is not a Member of Council may be permitted to address Council, or be permitted to participate in debate, at the discretion of the Speaker or if a Motion to that effect is passed by Council.

Time Limit on Speaking	18.	No person shall speak for more than Ten (10) minutes to any one (1) question, including when delivering a report, unless with the consent of Council. [Adapted from the Senate of York University Handbook, Sept., 1990, pg. 6, s. 7 ©]
Quorum	19.	The presence of a majority of the voting Members of Council then in office shall be necessary to constitute a meeting of Council.
When no Quorum names are to be Recorded in Minutes	20.	If a meeting of Council is not convened by reason of the lack of quorum, the Speaker shall, after being satisfied that quorum will not be obtained within a respectable time, adjourn Council, and the time of adjournment and the names of the Members present shall be recorded in the minutes. [Adapted from House of Commons, Standing Order 29(4)]
Meetings by Telephone or Other Communication Means	21.	When all Members present or participating in a meeting have consented, any Member may participate in a meeting of Council by means of conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other, and a Member participating in a meeting in such manner shall be deemed to be present in person at the meeting.
Invalid Council Meeting	22.	No vote or meeting of Council shall be declared void or invalid by the Speaker or Council by reason of the participation of any person whose election to Council is subsequently declared void by an Elections Tribunal.

**ARTICLE XIV.**  
**CONFLICT OF INTEREST**

Definition	1.	In this Act, “The Board” means the panel that oversees and decides on conflict of interest(s) including potential conflict of Vanier College Council.
Conflict of Interest	1.	A conflict of interest arises when a current Member of Council or any Committee of the Council has or could be seen to have an opportunity to use the authority, knowledge, or influence derived from his or her position to benefit improperly the member or another person. Such situations include, but are not limited to, the following:
Management Capacity	2.	a. Participating as a Director, Officer, or in any other capacity as a manager in the management of a firm which is a supplier of materials or services to the Council; or
Financial Dealings	3.	b. Having personal financial dealings with an individual or company whose business with the Council involves the member’s sphere of influence or responsibility; or
Participation in the Selections Committee	4.	c. Participating in the hiring or contract review process affecting an immediate relative (i.e. a spouse, parent, in-law, sibling, child, or step-child);
Disclosure	5.	d. If any Member should be faced with a situation involving an existing or potential conflict of interest, or should be in doubt about the application of these policies, she/he shall report the situation to the President, the Speaker, and the Chair of the Board, as appropriate: The disclosure of the potential conflict of interest may be given orally or in writing;
General Notice	6.	e. A general notice that a member of The Board is a member of any specified partnership, firm, company or corporation, shall be sufficient disclosure whether or not the interest of the member is nominal or consists of the holding of a qualifying share or shares, and after such general notice, it shall also be necessary to give separate notice relating to any particular transaction with such partnership, firm, company or corporation;

If one is a Member of the Board	7.	f. Any member of the Board having an interest in any matter before the Board other than the interest of the Council; whether or not it is in conflict; whether a pecuniary interest or otherwise; whether directly or indirectly; shall, if present at the meeting at which the matter is considered, declare such interest before the Board: The Board Secretary shall record all such declarations;
Abstention from Voting and debate	8.	g. When notice of interest has been given by a member of the Board , either general or with respect to a particular matter, any such member must abstain from voting and debate upon any motion or on any matter in which she or he has such interest. The Board Secretary shall record all such votes;
Participate in the discussion on answering capacity only	9.	<p>(1) h. The Board member having an actual or potential conflict of interest with respect to a matter before the Board shall forthwith disclose it to the Board Chair and then to the Board, respectively; and then shall refrain from participating in the discussion of the matter other than to answer questions from other members of the Board , and shall refrain from voting on the matter;</p> <p>(2) i. A Council Member having an actual or potential conflict of interest with respect to a matter before the membership shall forthwith disclose it to the membership and shall refrain from participating in the discussion of the matter other than to answer questions from other members, and shall refrain from voting on the matter;</p>
Presiding Officer is the Chair and Speaker of the Board	10.	j. On hearing of a potential conflict of interest, the presiding officer - Chair of the Board - shall either determine that no conflict of interest exists, or will exist; or find that a conflict of interest exists, and reach an agreement with the member(s) involved by which that conflict can be removed or avoided henceforth;
Courses of Action	11.	<p>k. Possible courses of action to be taken in the event that the presiding officer declares there is a conflict of interest include, but are not limited to:</p> <ul style="list-style-type: none"> <li data-bbox="764 1356 1382 1413">i) Requiring the individual to abstain from discussion on the issue; or</li> <li data-bbox="764 1451 1393 1539">ii) Requiring the individual to abstain from voting on the issue and requesting that that abstention be noted in the minutes; or</li> <li data-bbox="764 1577 1373 1633">iii) Asking that individual to excuse herself/himself from any meeting during which the conflict arises; or</li> <li data-bbox="764 1671 1382 1728">iv) Requiring the individual to withdraw from the activity or situation in which the conflict arises.</li> </ul>

Circumstances to be noted in the minutes	12.	l. The Board Secretary shall note in the minutes the circumstances of any alleged conflict of interest, as well as the decision and reasons, if any, given by the Chair or Council as to whether or not a conflict of interest exists;
"Gifts" and Personal benefits	13.	<p>(1) m. Where a Council Member accepts a fee, gift, or personal benefit that is connected directly or indirectly with the performance of the Member's duties of office, the Member shall, at the next meeting of Council, disclose this information, and indicate the nature of the fee, gift or benefit, its source, and the circumstances under which it was given and accepted;</p> <p>(2) n. Failure to disclose a potential conflict of interest constitutes grounds for disciplinary action and/or procedures;</p> <p>o. A Member who has reasonable and probable grounds to believe another Member is in contravention of this Article may, by application in writing setting out the grounds for the belief and the nature of the contravention alleged, request that the Chair of the Board give an opinion respecting the compliance of the other Member with the provisions of this Article. [Adapted from Members' Conflict of Interest Act, 1988, s. 15(1)]</p>
Speaker and Chair to give opinion	14.	p. Council may pass a motion requesting that the Speaker of V.C.C in consultation with the Chair of the Board give an opinion on any matter respecting the compliance of a Member with the provisions set out in this Article; and thus must ensure that the rulings are enforced;
Who is a Member of The Board	15	The Board is a seven (7) Member Panel, including the Chair (who is also the Speaker of The Board; elected by the Board itself); shall handle and decide all proceedings of the Board regarding conflict(s) of interests: The Board will always maintain an odd number members, however, should the The Board pass a 2/3 majority resolution to increase the membership of The Board, it will require V.C.C to motion it with 2/3 majority approval;
Permanent Members	16	<p>The Board shall consist of the following permanent members who shall at all times be neutral and unbiased:</p> <p>i. three (3) voting Council Members; at least two of the three have to be an Executive;</p> <p>ii. Office of the Master, Vanier College</p>
Non-Permanent Members	17	Non-permanent members shall be three (3) Vanier College Students who shall be free of all relations with the members concerned and the Council at large; who will be appointed and unanimously approved by the Permanent Members of the Board

**ARTICLE XV.**

**FINANCES OF COUNCIL, CONTRACTS, AUDITOR**

Additional Rules	1.	Council shall, by Act of Council, establish additional rules and regulations concerning the financial procedures of Council, provided such rules and regulations do not conflict with the requirements of this Article or any other Article of the Constitution.
All Monies are Gift of Council	2.	All monies authorized, allocated and spent by Council are the sole gift of Council as representatives of the students and members of Vanier College; and it is the right of Council to direct, limit, and appoint in all such decisions, the ends, purposes, considerations, conditions, limitations and qualifications of such allocations. [Adapted from House of Commons, Standing Order 80(1)]

Council Retain Authority over Monies	3.	(1)	Council continues to retain authority over all monies until they are spent, notwithstanding that a budget has been approved or that monies have been allocated to any Member or Committee of Council, or other person or organization deriving its authority and existence from the Constitution or Council, and who/which is directly responsible to Council.
What Council May do to Monies Budgeted or Allocated	3.	(2)	In accordance with Subsection (1), Council may <ul style="list-style-type: none"> <li>a) Increase or decrease the amount of;</li> <li>b) Enact, amend or repeal conditions or regulations governing the spending of; or,</li> <li>c) Revoke, suspend or re-allocate all or any monies budgeted or allocated.</li> </ul>
Notice of Motion	4.		Council shall not pass any Motion to spend or allocate monies, or to amend any such Motion passed at a previous meeting, or to amend the budget of Council, unless notice of such a Motion is given at least one (1) meeting prior to it being voted upon; provided that Council may, by two-thirds ( 2/3) vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council), dispense with the requirement for notice.
When Members Prohibited from Spending Monies	5.		Notwithstanding that a budget has been approved or that monies have been allocated, no Member of Council may authorize the spending of monies, without the express consent of Council, in excess of two hundred dollars (\$200.00), or for a lesser amount which is one of a series of related transactions involving an expenditure by Council in excess of two hundred dollars (\$200.00). In the event of any uncertainty, Council shall determine the matter.
Cheques	6.	(1)	All cheques, bills of exchange, or other orders for the payment of money, shall be signed by any two (2) of the following: <ul style="list-style-type: none"> <li>a) The President; and,</li> <li>b) The Vice President–Finance.</li> </ul>
Authority of the Administrative Assistant	6.	(2)	For greater certainty, the inclusion of the Vanier College Administrative Assistant as signing officer under Subsection (1) is merely for the convenience of Council to expedite the business of Council. Council reserves the right, from time to time, to qualify or eliminate the authority of the Administrative Assistant in this regard.
President to Sign Contracts	7.	(1)	All contracts, agreements, instruments or other documents requiring the signature of Council shall be signed by the President and at least one (1) other Member of Council.
Exception	7.	(2)	Despite Subsection (1), contracts in the ordinary course of Council’s operation may be entered into on behalf of Council by any person expressly authorized by Council.
Council may Direct Manner of Executing Contracts	8.		It is affirmed that Council may at any time, by resolution, direct the manner in which any particular contract agreement, instrument, document or other obligation(s) of Council may or shall be executed.

Bookkeeper	9.	Council shall, from time to time, appoint a Bookkeeper whose duties shall be set out in an Act of Council.
Auditor	10. (1)	Each year, during the Winter Session, Council shall appoint the auditor(s) to hold office until the following year, and if an appointment is not so made, the auditor in office shall continue until a successor is appointed. [Adapted from the Corporations Act, s. 94(2)]
Removal	10. (2)	Council may, by two-thirds (2/3) vote, and where notice of intention to pass the resolution has been given, remove the auditor(s) before the expiration of the auditor's term of office, and shall, by a majority vote at that meeting, appoint another auditor(s) in the auditor's stead for the remainder of that term. [Adapted from the Corporations Act, s. 94(4)]
Auditor's Report	11.	The auditor's report shall be presented to Council for approval. Upon approval, Council shall cause the auditor's report to be published in the Vandoo Newspaper or other campus newspaper.
Fiscal Year	12.	The fiscal year of Council shall terminate on the 30th day of April in each year.

**ARTICLE XVI.  
COMMITTEES**

Creation	1.	Council may, from time to time, create Committees to conduct such business, as Council shall determine.
Chair	2.	Council shall appoint the Chair of each Committee, who shall hold office at the pleasure of Council.
Reporting	3.	The Chair of every Committee shall report to Council when required or requested by Council.
Continuance	4.	Every Committee of Council shall continue to serve until discharged by Council or until the submission of a final report, or until the end of the Council term.
Membership	5. (1)	The size and membership of each Committee shall be determined by Council, or by such other persons as Council may authorize.
At Pleasure	5. (2)	The members of every Committee shall hold office at the pleasure of Council.
President is a Member	6.	Unless otherwise specified by Council, the President is an ex officio member of every Committee, but shall not be counted in any quorum.
Quorum	7.	The presence of at least a majority of the voting Members of a Committee shall be necessary to constitute a meeting of such Committee.
Meetings	8.	Meetings of a Committee shall be called by the Chair of that Committee.
Voting to be by Majority	9. (1)	Unless otherwise provided for, all Motions shall be passed by a simple majority vote of those members present and voting.
Chair Votes	9. (2)	The Chair of the Committee shall in all cases have a vote.



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| Tie Votes                      | 9.  | (3) | When the number of votes both for and against a Motion is equal, the decision shall be deemed to be in the negative.  |
| Decisions Made Outside Meeting | 10. |     | A resolution or report signed by all members of a Committee shall have the same force and effect as if passed at regular constituted meeting.   |
| Non-members                    | 11. |     | Any Member of Council who is not a Member of a particular Committee may, unless Council or the Committee concerned, orders otherwise, take part in the public proceedings of the Committee; but may not vote or move any Motion nor be part of any quorum [Adapted from the House of Commons, Standing Order 119] |

**ARTICLE XVII.**  
**BOARD OF PUBLICATIONS**

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| Guidelines for Publications | 1. |  | Council shall, from time to time, pass Acts, establishing guidelines for any or all publications which are directly or indirectly responsible to Council or which receive financial or other aid from Council, provided such guidelines do not conflict with the requirements of this Article or any other Article of the Constitution. |
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**ARTICLE XVIII.**  
**CLUBS**

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| Authority                       | 1. |  | This Act is made in accordance with Article XX and Article XXI of the Constitution.  |
| Requirements before Recognition | 2. |  | The Council may, from time to time, recognize clubs on the advice of VP Academic & External Affairs provided that each club, prior to recognition, shall: <ul style="list-style-type: none"> <li>a) submit a copy of its constitution,</li> <li>b) submit a list of the members of the club, including student numbers and the college of affiliation of each member, and</li> <li>c) submit a list of officers of the club, including student numbers, telephone numbers, and addresses.</li> </ul> |

Affiliation Required	3.	<p>(1) Every Club that is affiliated with Vanier College is required to renew their application every year with Vanier College Council over the summer session and before the end of August;</p> <p>(2) Without the consultation and direction of VP Academic &amp; External Affairs, no club may be awarded any funds by the Council;</p> <p>(3) In addition to subsection (2), the clubs shall have to be affiliated with Vanier College Council;</p>
Exception	(4)	Despite subsection (1), the Council may, by a two-thirds ( $\frac{2}{3}$ ) vote, grant funds to a club that is not affiliated with Vanier College.
Club Budget	4.	<p>Before awarding funds to a club, the Council may require the club to first submit:</p> <p>(a) a copy of the proposed operating budget for the year, a detailed breakdown including expected potential revenues; and,</p> <p>(b) a copy of its financial records from the previous year, including copies of information concerning receipts, disbursements, revenues, and bank statements.</p>
Shall not Advocate Hatred, etc.	5.	<p>No club shall be recognized by the Council, nor receive any funds there from, that practices or advocates activities including but now limited to hatred, violence, racism or sexism. The Council shall immediately revoke recognition, and suspend funding, of any club found to be participating and/or advocating such activities.</p> <p>[Adopted from the Legal &amp; Literary Society Constitution, Osgoode Hall Law School, By-Law 11, s. 11].</p>

**ARTICLE XIX.**  
**ACTS OF COUNCIL**

Definition	1.	<p>In this Article,</p> <p>"Bill" means an Act or an Amendment to an Act (including an Amendment the purpose of which is to recall an Act) before it has been passed by Council.</p>
Application of Other Definition	2. (1)	Every definition in Article III applies to every Act, unless a contrary intention appears.
Application of Rules of Construction	2. (2)	Every provision in Article III applies to every Act, unless a contrary intention appears.

How Enacted	3.	(1)	Council may, from time to time, enact, amend or repeal Acts of Council by two-thirds (2/3) vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council).
Tabling	3.	(2)	No Bill may be passed unless it has been tabled, in writing, at a meeting of Council at least seven (7) days before.
Amendments to a Bill	3.	(3)	Amendments to a Bill must be in writing, at least one (1) copy of which must be submitted to the Speaker before such Amendment may be passed.
Constitution Superior	4.		No Act may be inconsistent with the provisions of the Constitution and, in accordance with Article II, any such Act is, to the extent of the inconsistency, of no force or effect.
Commencement	5.		Every Act shall come into force on the day after it is approved by Council, unless Council declares another day as the day on which such Act is to come into force.
Fixing Punctuation, Grammar, etc.	6.		Where an Amendment to an Act has been passed, Council may pass the following Motion, or a Motion to the effect:  That in preparing the next revision of the Constitution and be Acts of Council the [i.e. the Speaker, etc] as authorized to alter and correct Article and Section designations, punctuation, grammatical or typographical errors, and cross references, and to make such other technical and conforming changes as may be necessary to reflect the intent of Council in connection with any amendments made to the Constitution and the Acts of Council to date [Adapted from Robert's Rules of Order (Newly Revised) Tenth Edition]

**ARTICLE XX.**  
**IMPEACHMENT, SUSPENSION, CENSURE**

Procedure	1.	(1)	Council may, for any reason(s) it considers appropriate, impeach, suspend or censure a Member of Council. A Motion of impeachment must be passed by two-thirds (2/3) majority vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council). A Motion of suspension must be passed by a two-thirds (2/3) majority vote of those present and voting (and where the prevailing side represent at least a majority of the total number of voting Members then on Council). A Motion of censure must be passed by a simple majority of those present and voting.
Speaker	1.	(2)	In the case of the Speaker, a Motion of impeachment, suspension or censure may be passed by a simple majority of those present and voting.
Maximum Suspension	2.		A Member of Council may not be suspended for longer than fourteen (14) days, or two (2) meetings, whichever is longer.
All Duties Suspended	3.		Unless Council otherwise declares, where a Member is suspended from Council, that Member is also suspended for the same period of time from all Council

duties, including the right to vote and take part in the proceedings of any applicable Committees, Boards, or otherwise.

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| Who may be Impeached, etc.            | 4.  |     | A Motion of impeachment, suspension, or censure may be applied against any Member of Council. A Motion of impeachment applied against an ex officio Member shall have effect for that Council year only.   |
| Consensus                             | 5.  |     | When, by general consensus, Council is of the opinion that a Motion of impeachment, suspension or censure should be considered, a formal Motion need not be moved by any particular Member, but shall be deemed to have been moved and seconded. |
| In camera                             | 6.  |     | Every Motion of impeachment, suspension or censure shall be considered <u>in camera</u> unless Council, by two-thirds (2/3) vote, determines that consideration should be public.  |
| List of Offences                      | 7.  |     | The Speaker shall present a list of offences against the Member to which a Motion of impeachment, suspension or censure applies or, if the person is absent shall state the offences to Council.   |
| After Statement Member shall Withdraw | 8.  |     | The Member of Council to which a Motion of impeachment, suspension or censure applies may make a statement and, thereafter, shall withdraw during the time the matter is in debate. [Adapted from House of Commons, Standing Order 20]           |
| Only Impeachment must be Tabled       | 9.  |     | Only a Motion of impeachment must be tabled until the next meeting of Council before it may be passed.   |
| Amendment of Motion                   | 10. | (1) | Any Motion of impeachment may, by two-thirds (2/3) vote, be amended to be a Motion of suspension or censure.   |
| Idem                                  | 10. | (2) | Any Motion of suspension may, by two-thirds (2/3) vote, be amended to be a Motion of impeachment or censure.   |
| Idem                                  | 10. | (3) | Any Motion of censure may, by two-thirds (2/3) vote, be amended to be a Motion of impeachment or censure.  |
| Secret Ballot                         | 11. |     | A vote to impeach, suspend or censure a Member of Council shall be conducted by secret ballot.   |
| Voting by Member                      | 12. |     | The Member of Council to which a Motion of impeachment, suspension or censure applies shall not have a vote in relation to such Motion.  |
| Consecutive Absences                  | 13. | (1) | Whenever any Member of Council is absent for three (3) consecutive regular meetings of Council, it shall be the duty of the Members of Council to consider a Motion of impeachment.  |
| Cumulative Absences                   | 13. | (2) | If any Member of Council is absent for a total of three (3) meetings of Council in either the Fall Session or the Winter Session, it shall be the duty of the Members of Council to consider a Motion of impeachment.                            |
| Lateness at Meetings                  | 13. | (3) | If any Member of Council is habitually late for meetings of Council, it shall be the duty of the Members of Council to consider a Motion of impeachment.   |

**ARTICLE XXI.**  
**AMENDMENT PROCEDURES**

Definition	1.	In this Article,  "Proposal" or "Proposition" means a proposed Amendment to the Constitution.
Two Readings Required	2.	Any Member of Council may propose an Amendment to the Constitution. To be effective, such Amendment must first be passed by Council at two (2) separate readings.
First Reading	3.	(1) To pass First Reading, a proposed Amendment to the Constitution must be approved by Council by two-thirds (2/3) vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council).
Amendment	3.	(2) Before passing First Reading, Council may amend a proposed Constitutional Amendment.
Dividing a Proposal	3.	(3) A proposed Amendment to the Constitution which contains two (2) or more propositions may be divided so that Council may consider each a separate proposition.
Public Posting	4.	(1) Upon passing First Reading, every proposed Amendment to the Constitution shall be made public for at least thirty (30) days, of which at least ten (10) days must be regular school days, before being passed at Second Reading.
Amendment Repeat Posting	4.	(2) If Council amends a proposal before the expiration of the thirty (30) days, the amended proposal shall be treated in all respects as a new proposal; that is, the new proposal must be made public for at least thirty (30) days, and thereafter Council may proceed to Second Reading.
Second Reading	5.	(1) To pass Second Reading, a proposed Amendment to the Constitution must be approved by Council, without Amendment, by two-thirds (2/3) vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council).
Amendment Repeat Posting	5.	(2) If a proposed Constitutional Amendment is amended during Second Reading, the amended proposal must again be made public for at least thirty (30) days, of which at least ten (10) days must be regular school days, before being passed at Second Reading.
Exception	5.	(3) Despite Subsections (2) and (3), a proposed Constitutional Amendment which is amended at Second Reading need not be made public if Council dispenses with such requirement by unanimous consent, or if the Speaker rules that the Amendment to the proposal is merely of a technical or minor nature.
Commencement	6.	(1) Every proposed Constitutional Amendment which has passed Second Reading shall come into force immediately.
Exception	6.	(2) Despite Subsection (1), Council may set another date as the day on which a Constitutional Amendment shall come into force, provided such day is not more than thirty (30) days after the proposal has passed Second Reading, and provided

that Council approves a Motion to that effect before the proposed Amendment has passed Second Reading, or at that same meeting.

Fixing  
Punctuation,  
Grammar, etc.

7. Where a proposed Amendment to the Constitution has been passed, Council may pass the following Motion, or a Motion to that effect:

That in preparing the next revision of the Constitution and the Acts of Council, the [i.e. the Speaker, the Secretary, etc.] is authorized to alter and correct Article and Section designations, punctuation, grammatical or typographical errors, and cross-references, and to make such other technical and conforming changes as may be necessary to reflect the intent of Council in connection with any amendments made to the Constitution and the Acts of Council to date. [Adapted from Robert's Rules of Order (Newly Revised) Tenth Edition]

## **ARTICLE XXII.** **MISCELLANEOUS**

Repeal of  
Previous  
Constitutions,  
etc.

1. Every Constitution, Act of Council, and by-law, of Vanier College Council enacted before October, 1998, is hereby repealed.

Acts Enacted in  
October 1998

2. Every Act of Council enacted at the time of the coming into force of the Constitution in October 1998, shall be deemed to have been passed in accordance with the procedures set out in the Constitution.

## **ARTICLE XXIII.** **BOOKS OF ACCOUNT AND ACCOUNTING RECORDS**

Proper Books of  
Accounting  
Records

1. Council shall cause to be kept proper books of account and accounting records with respect to all financial and other transactions of Council and businesses of Council and, without derogating from the generality of the foregoing, records of:
- a) all sums of money received and disbursed by Council and its businesses, and the matters with respect to which receipt and disbursement took place;
  - b) all sales and purchase of Council and its businesses;
  - c) the assets and liabilities of Council and its businesses; and,
  - d) all other transactions affecting the financial position of Council and its businesses.

[Adapted from the Corporations Act, s. 302]

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| Responsibilities of the Vice President – Finance | 2. | The Vice President – Finance shall be responsible for causing to be kept and maintained the books of account and accounting records set out and referred to in this Article.             |
| Books of Account                                 | 3. | The books of account and accounting records mentioned in Section 1. of this Article shall be open to inspection by any Member of Council. [Adapted from the Corporations Act, s. 304(1)] |

## **ARTICLE XXIV. HONOURARIUM**

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| Guidelines for Honoraria     | 1. | Council shall, by Act of Council, establish rules and regulations concerning the monetary amounts granted to each Member of Council, provided such rules and regulations do not conflict with the requirements of this Article or any other Article of the Constitution.   |
| President                    | 2. | The President shall receive an honorarium of the cash equivalent of ninety-five (95%) of a single occupancy room in Vanier College Residence as outlined through York University’s Student Housing Services. The monetary amount shall reflect the single room equivalent for the year that Council’s term presides. |
| Vice Presidents              | 3. | The Vice Presidents shall receive Fifty-Five (55%) of the cash equivalent of the sum of the President’s honorarium.  |
| All Other Members of Council | 4. | All other Member of Vanier College Council shall receive an honorarium set by Council as per Section 1.  |
| Vanier Athletics Honoraria   | 5. | (1) Members of Vanier Athletics Council shall also receive sums of money for their efforts in the form of an honorarium.   |
| Idem                         | 5. | (2) Honoraria per Subsection (1) shall be set through the Vanier Athletics Act.  |

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### **Board of Publication**

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| Guidelines for Publications | 1. | Council shall, from time to time, pass Acts, establishing guidelines for any or all publications which are directly or indirectly responsible to Council or which receive financial or other aid from Council, provided such guidelines do not conflict with the requirements of the Article or any other Article of the Constitution. |
| Definition                  | 2. | In this Article,<br><br>“Board” means Publications Board;  |

“Editor” means, as the case may be, the Editor of the Vandoo, Existere, or other media operated in or under the authority of Council or which is directly or indirectly responsible to Council;

“Media” means the Vandoo, Existere, or other media operated by or under the authority of Council or which is directly or indirectly responsible to Council.

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| Voting Member            | 3. | The Following person’s shall be the voting members of the Board: <ul style="list-style-type: none"><li>a) The Director of Clubs and Affiliates of Council, who shall be chair of the Board;</li><li>b) One member of Vanier who is not a Member of Council; and,</li><li>c) One Member of Council other than those set out above.</li></ul>             |
| When no Chair            | 4. | Unless otherwise provided by Council, when the office of Clubs and Affiliates Director is vacant, the speaker shall be the Acting Chair of the Board.   |
| Tenure                   | 5. | The term of office of the appointed members of the board shall be for one year, ending on the last day of the Winter Session.   |
| Removal                  | 6. | Council may remove any member of the Board, by a two-thirds ( $\frac{1}{3}$ ) vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on council) provided such motion is labeled at a previous meeting of Council.   |
| Meetings Fall and Winter | 7. | (1) During the Fall and Winter sessions a meeting of the Board shall Winter be held at least once each month and so that not more than thirty days shall intervene between two meetings unless the Chair or members of the Board choose another day on which to meet.   |
| Meetings - Summer        | 7. | (2) During the Summer Sessions, there shall be a meeting of the Board at least once.  |
| Editors called by Chair  | 7. | (3) In addition to meetings called in accordance with subsections (a) and (b), the Chair may call meetings of the board at his/her discretion.  |
| Editors shall attend     | 8. | (1) The Editors shall attend any meeting of the Board when directed to do so by the Clubs and Affiliates Director or by the Board.  |
| In Camera                | 8. | (2) The Editors may attend any meetings of the Board except when all or part of the meeting is held <u>in camera</u>  |
| Appointment and Removal  | 9. | (1) The Board shall appoint and discharge the Editors, subject to the approval of the Council.  |
| Just Cause               | 9. | (2) The Board shall discharge an Editor only when, in the opinion of the Board just cause exists, Just cause includes: <ul style="list-style-type: none"><li>a) Financial mismanagement;</li><li>b) Failure to uphold and observe the applicable provisions of the Article, or the Publications Guidelines set out in an Act of Council; and,</li></ul> |



c) Misconduct, gross mismanagement, negligence, or impropriety concerning the affairs of the applicable media which such Editor administers.

Idem	9.	(3)	The Board shall take notice that just cause should not include political or ideological bias or analogous grounds.
Posting Notice of Vacancy	10.	(1)	Prior to the appointment of a new Editor, the Board shall post notice for at least one week (of which at least five days must be regular school days), that the position is vacant, or is to become vacant, and that interested persons may apply for the position.
Council shall appoint Editor	10.	(2)	Following the posting of notice, and as soon after as Council is ready Council shall appoint a new Editor.
When Posting Notice Unnecessary	10.	(3)	Despite subsection (a) and (b), Council may, by unambiguous consent, appoint a person Editor without the posting of notice.
Tenure	11.		The term of office for the Editors shall be for one ending on the last day of the Winter Session.
Interim Editor	12.		When circumstances warrant it, the Board may appoint an interim Editor, subject to the approval of Council provided the term of an interim Editor does not exceed thirty (30) days.
Administrations	13.		All Responsibility regarding the administration of a particular media shall be held by the respective Editor, except where qualifies by this Article or by an Act of Council.
Policy	14.		Decisions regarding any change in general policy shall not be made or implemented without the approval of the Board.
Duties of Board	15.		In addition to the responsibilities and powers set out in the Article or in the applicable Act of Council, the Board shall:  a) Enforce the Publications Guidelines as set out in the Act of Council; and.  b) Determine advertising policies including advertising rates.
Financial Report - Board	16.	(1)	A financial report shall be presented each month to Council by the Board through the Director of Finance or the Director Clubs and Affiliates.
Idem	16.	(2)	In addition to subsection (a) the Board shall present a financial progress report or other report whenever Council deems it necessary.
Financial Report - Editor	17.		An Editor shall make a financial report to the board whenever the Board or the Director Clubs and Affiliates deems it necessary.
Conflict of Interest	18.		No Member of Council and no Member of the Board shall be the Editor

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## The Vanier College Athletics Act

Authority	1.	This Act is made in accordance with Article XXI of the Constitution.
Definition	2.	<p>In this Constitution:</p> <p>“Athletics” means the Vanier College Athletics;</p> <p>“Committee” means Vanier College Athletics - formerly known as Vanier Athletics Council (V.A.C);</p> <p>“M.V.P.” means Most Valuable Player;</p> <p>“S.I.R.C.” means Students’ Intramural Recreation Council; and,</p> <p>“V.C.C.” means Vanier College Council;</p> <p>“IMLeagues” refers to the website <a href="http://www.imleagues.com">www.imleagues.com</a>, a database used by York Intramurals to coordinate intramurals;</p>
Purpose	3.	There shall be an Athletics Committee of Vanier College to promote general interest and maximum participation in intramural and recreation programs for all students and other Members of Vanier College;
Vanier Constitution	4.	(1) The Athletics Committee shall be subject to, and shall abide by, the Constitution of Vanier College Council, and this Act;
Athletics Act	4.	(2) To the extent that it does not conflict with subsection (1), the Athletics Committee shall be subject to, and shall abide by, Vanier College Athletics Act;
Athletics Chair	5.	(1) The Athletics Chair shall be hired by Vanier College Council;
Athletics Committee	5.	(2) The Athletics Committee Chair shall recommend all members of the Athletics Committee, who shall be approved or declined by Vanier College Council.
Removal	5.	(3) Vanier College Council may, by a two-thirds ( $\frac{2}{3}$ ) vote, remove the Athletics Chair and/or Vice-Chair, for any reason it considers expedient, just and appropriate.
Schedule to be as Appended	6.	(1) The Vanier College Athletics Committee shall form a schedule to this Act, and be appended hereto.
Amendment to Athletics Act	6.	(2) For greater certainty, any schedule to this Act is a part of this Act, and shall be amended only in accordance with the procedures set out in the Constitution of Vanier College Council for the amendment of Acts of Council.
Recommendation for Amendments	6.	(3) The role of the Athletics Committee is to recommend amendments to this Act of the Athletics Committee, is affirmed. The role of Vanier College Council is to give fair consideration to any proposed amendments to the Act of Athletics Committee as requested by the Athletics Committee, is affirmed.

Certified a true and correct copy of an Act of Council, enacted by Vanier College Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

### **ARTICLE III: PURPOSE/OBJECTIVE(S)**

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|----------------------|---|
| Purpose/Objective(s) | 1. To promote general interest and maximum participation in intramurals and recreation programs for all students and members of the Vanier College Community. |
|----------------------|---|

### **Article IV: Code of Conduct**

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|-----------------|---|
| Code of Conduct | 1. All Athletics Committee members shall conduct themselves in a manner that exemplifies good sportsmanship, fair play and a positive attitude towards intramural and recreation programs.  |
|                 | 2. All Athletics Committee members shall strive to maintain a philosophy and attitude to help ensure that intramurals and recreation programs be accessible to all members of the Vanier community, regardless of gender, race, age or ability. |
|                 | 3. Any Athletics Committee member involved in activities that reflect poorly on the committee or program may be relieved of their position on committee after investigation.  |

### **Article V: Policy Statements**

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|-------------------|--|
| Policy Statements | 1. The Athletics Committee believes that the values and benefits of recreation to ones life is far reaching and should always be prominent within our program.   |
|                   | 2. The Athletics Committee believes that intramural sports are a vital component to the quality of life in Vanier College. We also believe that they should never be used as a means to glory or a hurtful end, they should be played in the proper manner of sportsmanship and fun. |
|                   | 3. The Athletics Committee believes that sportsmanship is a vital component of our program. It should be exemplified by all involved, especially the Committee members.  |
|                   | 4. The Athletics Committee does not condone any form of violence within its program. Violence in any form, between players, coaches, fans or referees will not be tolerated and will be dealt with appropriately by S.I.R.C..  |
|                   | 5. The Athletics Committee believes that alcohol has no place in recreation and intramural sports, and will not tolerate the use by any of its participants during competition.  |
|                   | 6. The Athletics Committee will not condone the use of any illegal substances in the form of drugs or blood doping by any of the participants.   |

7. The Athletics Committee believes that cheating in any form is improper and an unethical manner in which to conduct oneself. Cheating has no place in our program and will not be tolerated.
8. The Athletics Chair & Vice-Chair, upon hiring in the summer term, will be expected to participate in Orientation Week as orientation leaders upon the guidance of the President and O-Chair along with Vanier College Council unless there are extenuating circumstances.

### **Article VI: Authority**

#### Authority

1. The ultimate authority in approving policy related to the intramural program at Vanier College rests with V.C.C in consultations with the Athletics Committee, however if there is a circumstance where policy could have implications beyond the jurisdiction of Vanier Athletics Committee, Vanier College Council needs to, and must, be consulted in regards to a decision;
2. The Athletics Committee reserves the right to suspend, reprimand or prohibit the participation of any Vanier participant who undermines the policy of the Athletics Committee and V.C.C. To institute such a punishment there must be a two-thirds ( $\frac{2}{3}$ ) majority of voting Athletic Committee members present at the meeting to punish for there to be an ~~action against the participant - in consultation with V.C.C.~~

### **Article VII: Membership of Athletics Committee**

#### Membership

1. (1) The Athletic Committee shall be composed of two (2) Executive members: .
  - a) Chair of Athletics;
  - b) Vice-Chair Of Athletics;
- (2) A member of the Executive can be removed from office only for a just cause, the determination of which is within the discretion of the V.C.C. Any removal must have two-thirds ( $\frac{2}{3}$ ) vote, excluding the member of the Executive in question.  
If the circumstances permit, Vanier College Council can conduct further investigation in regards to the removal from office if deemed to be unjust;
2. The other voting members of the Athletics Committee will be no less than 5 (odd numbers), besides the 2 Executives; the members will be recommended to V.C.C by the Athletics Chair to accept as Committee Members;
3. Non-voting members shall be defined as all of the members of the Vanier community with the exception of those referred to in section 1 and 2, and are welcome to attend all regular meetings of the Athletic Committee.

## **ARTICLE VIII: DUTIES OF VOTING MEMBERS**

Duties - Athletics Chair 1. (The Athletics Chair must have preferably two (2) terms prior of service or one term and be entering at least their 2<sup>nd</sup> year of studies unless there are extenuating circumstances)

Duties shall include:

- a) To assume the role of Speaker and to chair each meeting;
- b) To schedule weekly meetings of the Committee and to provide verbal and/or written report for every regular meeting to discuss upcoming sports and other relevant business as well as to create agendas for said meetings at least forty-eight (48) hours before meetings and document minutes;
- c) To maintain constant contact, aside from Committee meetings with all members and to address any comments or concerns that they have;
- d) To maintain an accurate list of all members and associates of Committee, including telephone numbers and to ensure that the aforementioned list is available and distributed to all members and associates of Vanier College Administration, Committee and Vanier College Council President;
- e) To advertise and promote to all incoming First Year students with regards to V.A.C. during Orientation Week;
- f) To delegate duties to members and associates of Committee;
- g) To ensure that all members of Committee and other persons and associates are working on tasks in an efficient manner;
- h) To meet with representatives of S.I.R.C on a monthly basis or as required by S.I.R.C;
- i) To present Vanier College Athletics as a voting member of the S.I.R.C.;
- j) To be a liaison between Vanier Athletics and S.I.R.C.;
- k) To ensure team captains create teams on IMLeagues by each sport's respective deadline as outline by S.I.R.C;
- l) To learn and be familiar with the financial procedure of the Athletics Committee; making just purchases within the formulated budget in accordance with the Director and Vice President - Finance of V.C.C.;
- m) To be responsible for the collection of monies;
- n) To oversee the proper handling and storage of recorded minutes of all minutes of Committee, and to ensure that all appendices, reports, letters and other applicable documents are physically attached to the minutes;
- o) To retain and make available to all members and associates of Committee, all correspondence of previous Committee's minutes and financial statements;
- p) To ensure that copies and safety stored back up copies of the Constitution, in both paper and electronic form are retained in a discernable and accessible manner, and to ensure that it is available to all members and associates of Committee and all members of the Vanier College community;

- q) To maintain a set number of office hours, as prescribed in this article, which shall not be less than three (3) hours per week;
- r) To oversee and support the intramural sports for a minimum of four (4) nights a week;
- s) To carry out the duties assigned to all members, as prescribed in this article, and as required in the Vanier College Athletics Constitution; and,
- t) To coordinate with all Executive members regarding office hours and to post the schedule of office hours no later than the 2nd week of the Fall term, in paper form as well as electronically;
- u) To oversee the equipment and inventory belonging to Vanier College Athletics;
- v) To be responsible for awarding yearly prizes to select athletes with the Athletics Committee;
- w) To maintain constant communication with the Vanier College Council President to improve transparency;
- x) To promote the Vanier Athletics Committee to all Vanier affiliated students;
- y) To be responsible for delegating tasks to the Vanier Athletics general member council;
- z) To be responsible for attending all VCC meetings;
- aa) To ensure all playoff meetings are attended;
- bb) To contact potential athletes and get confirmation of their status;
- cc) To prepare rosters in conjunction with the Vice-Chair before the commencement of the sport in question;
- dd) To release the schedule of intramural sports for the year to the students of Vanier College as soon as they are made available and before the start of orientation week;
- ee) To assume such duties from Council, from time to time, as assigned.

Duties -Athletics  
Vice-Chair

2.

Duties shall include:

- a) To advertise and promote to all incoming First Year students with regards to V.A.C. during Orientation Week;
- b) To maintain accurate accounts of all receipts and to maintain all financial records;
- c) To work in conjunction with the Vanier College Council Director of Finance to ensure that the Athletics finances are in order;
- d) To collect receipts made for Vanier Athletics Committee purchases and submit to Vanier College Council Vice President - Finance for reimbursements;
- e) To be responsible for preparing Athletic's budget for the upcoming year in conjunction with the outgoing Vice President - Finance, the outgoing President and the current Director of Finance and President;

- f) To provide V.C.C with a written or verbal report for every regular meeting of Council;
  - g) To represent Vanier College Athletics as a voting member of S.I.R.C.;
  - h) to be responsible for collection of monies in accordance with the Athletics Chair;
  - i) To maintain a set number of office hours, as prescribed by V.C.C, which shall not be less than two (2) hours per week;
  - j) To chair meetings as required in the instance that the Athletics Chair is unable to do so;
  - k) To discharge the duties of the President in the absence thereof, and when the portfolio of the Chair is vacant, to assume the duties of the Chair until V.C.C can fill such vacancy;
  - l) To oversee and support the intramural sports for a minimum of Three (3) night a week;
  - m) To carry out the duties assigned to all members, as prescribed in this Article and as required in any Act or subsidiary regulation;
  - n) To assume such other duties as V.C.C may, from time to time, assign;
  - o) To be responsible for attending Vanier College Council meetings;
  - p) to physically (at Tait Mackenzie) and electronically (to the Intramural Coordinator and/or the Intramural Coordinator Assistant) register teams for sports before their respective deadlines, as mandated by S.I.R.C.;
  - q) to be responsible for planning and hosting an appreciation event for athletes of Vanier College at the end of the winter term, unless it cannot fit the parameters of the budget;
  - q) to be responsible for planning appreciation rewards for athletes of Vanier College unless it cannot fit the parameters of the budget in conjunction with the Athletics Chair;
  - r) To ensure all playoff meetings are attended in conjunction with the Chair;
  - s) To prepare rosters in conjunction with the Chair before the commencement of sport in question;
  - t) To release schedule of intramural sport for the year to the students for Vanier College as soon as they are made available and before the start of orientation week;
  - u) To assume such duties as V.C.C may, from time to time, assign.
- a) Partake in a minimum of twenty-five (25) intramural sports per academic year or a minimum of fifteen (15) sports for either the Fall or Winter Term.

Duties - All  
Members of VAC

## **ARTICLE IX: CONDUCT OF BUSINESS**

- Conduct of Business
1. Weekly scheduled meetings shall be held during the academic year.
  2. Accurate meeting minutes must be documented.
  3. Special meetings of the Athletics Committee may be called by any two member of the Executive with 18 hours notice.
  4. (1) Athletics Committee members are ineligible to win awards created and voted on by the Athletics Committee and/or V.C.C
  4. (2) Despite subsection (1), Athletics Committee members may be awarded awards that are Committee specific.
  5. Voting at Athletics Committee meetings shall be restricted to the designated voting members.
  6. Notwithstanding that a budget has been approved or monies have been allocated, no Athletics Committee Member may authorize the spending of monies, without consent of V.C.C., in excess of two hundred dollars, or for a lesser amount which is one of a series of related transactions involving expenditure by the Committee in excess of two hundred dollars. In the event of any uncertainty, the V.C.C. shall determine the matter.
  7. Maintain accurate financial records of all transactions overseen between Athletics Vice Chair and V.C.C.'s Director of Finance.
  8. Unless otherwise provided for, all motions shall be passed by a simple majority of those members present and voting. When the number of votes both for and against a motion are equal, the decision shall be deemed to be in the negative.
  9. Athletics Committee meetings shall be governed by the most current edition of Robert's Rules of Order.
  10. Unless previously budgeted by the Vice-Chair in accordance with the VP Finance, any amount of Athletics monies shall not be spent without the consent from the Committee and V.C.C by simple majority of the item in question within their give budget

## **ARTICLE X: INTRAMURAL PROGRAM**

- Intramural Program
1. The intramural program shall offer to all Vanier students and other members of the Vanier community an opportunity to participate in a variety of sports at both the competitive and recreational levels.
  2. Any number of leagues and/or special events shall be established by the Athletics Committee in order to fulfill this mandate.



## **ARTICLE XI: TORCH LEAGUE**

- Torch League
1. It is recognized by the Athletic Committee that faculty time is limited and that the S.I.R.C. only allows a certain number of teams into the Torch League. Thus:
    - (a) Team space is limited in the discretion of the team and organizer;
    - (b) All efforts will be made by the Athletic Committee to accommodate all individuals wishing to participate in the Torch League.

## **ARTICLE XII: HALF-YEAR AND YEAR END REPORTS**

- Reports
1. Reports summarizing Athletics Committee activities, sport results and York Torch League standings shall be published in the Vandoos at the conclusion of the first term sports in December, and at the end of the entire intramural program in April of each Academic year.
  2. The Athletics Vice-Chair shall be responsible for producing these reports.
  3. Copies of the Half-Year and Year-End reports shall be submitted by all Athletics Committee members, the College Master, and all members of Vanier College Council.

## **ARTICLE XIII: APPEALS**

- Appeals
1. Any individual who is not satisfied with a decision of the Athletic Committee may appeal to Vanier College Council.

## **ARTICLE XIV: ATHLETIC HONORARIA**

- Honoraria
1. The total amount of the VAC honoraria will be equal to the honorarium amount equivalent to a Vice President Position from Vanier College Council and the amounts for each athletic executive member will be discussed in accordance with the Vice President Finance before the start of the Fall term.

## **ARTICLE XIV: AMENDMENTS TO THE CONSTITUTION**

- Amendments
1. Amendments to the Athletics Committee Act shall be made only in accordance with the procedure set out in the Athletic Council Act of Vanier College Council, and subject to the Vanier College Council Constitution.

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## Bookkeeper Act

Be it enacted by Vanier College Council as follows,

- |            |    |   |
|------------|----|---|
| Authority  | 1. | This Act is made in accordance with Article XV and Article XXI of the Constitution.   |
| Definition | 2. | In this Act,<br><br>“Vice President of Finance” means the Vice President of Finance of Vanier College Council.  |
| Duties     | 3. | The duties of the Bookkeeper are:<br><br>a) to maintain the proper books and financial record of the Council, including keeping ordered record of receipts, disbursements, bank statements and other related files of the Council;<br><br>b) to prepare monthly statements for presentation to the Council;<br><br>c) to prepare year-end statements for auditing purposes;<br><br>d) to advise the Council on all financial matter as required or requested; and,<br><br>e) to report to the Vice President of Finance periodically and when requested concerning financial matters. |

Certified a true and correct copy of Act of Council enacted by Vanier College Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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## Elections Act

Be it enacted by Vanier College Council as follows,

- |           |    |   |
|-----------|----|---|
| Authority | 1. | This Act is made in accordance with Article XII and Article XXI of the Constitution.  |
| Procedure | 2. | The C.R.O is to liaise with the President of Vanier College Council in regards to any matters regarding elections. The C.R.O. must communicate with SC&LD following the nomination period to set up online voting via <a href="http://evote.yorku.ca">evote.yorku.ca</a>  |
| Postings  | 3. | Notification to the Vanier community in regards to the start of elections must be done through posting on Vanier College Council bulletin boards, and through email on the listserv. Postings shall be posted at least a week, seven (7) days before the nomination period, where the first and last day are regular school days. |

Nominating Period	4.	For the purposes of Article XII, section 13, of the Constitution, the nominating period shall open at 9:00 am on the first day, and shall close at 5:00 pm on the last day set for such purpose. The nominating period shall be at least a week, seven (7) days, where the first and last day are regular school days.
Nomination Rules	5.	All candidates must receive at least twenty (20) valid signatures from Vanier affiliated students.
All Candidates Meeting	6.	Following the nomination period, prior to the campaign period, the C.R.O. must hold an all candidates meeting, where all candidates must attend. Where a candidate is unable to attend, they must send a representative with written confirmation from the candidate. The C.R.O must outline all rules and regulations of campaigning and voting at this time.
Campaign Period	7.	For the purpose of Article XII, section 14, of the Constitution, the campaign period will begin immediately upon the close of the nomination period, and shall end at 11:59 pm, unless otherwise stated, on the last day set for such purpose. The campaign period shall be at least a week, seven (7) days, where the first and last day are regular school days.
Campaigning Restrictions	8.	<p>(1) Campaigning must be on Vanier College grounds.</p> <p>(2) Postering must be in line with the University's posting policies. All posters must be written in either English or French, and must be on 8 ½ by 11 - standard sized paper.</p> <p>(3) All campaign material must be approved by the C.R.O prior to use.</p> <p>(4) All campaign material must be taken down at the end of the campaign period.</p> <p>(5) There are no slates or alliances allowed.</p> <p>(6) Campaigning in residence, Vanier College Council affiliated offices and bulletin boards are strictly forbidden.</p> <p>(7) Campaign material on the internet must be approved by the C.R.O. All campaign material on the internet must be taken off at the end of the campaign period.</p>
Increasing the number of voting days	9.	In the event that circumstances arise that would adversely affect students' ability to vote on the day(s) specified for an election, and the C.R.O. considers that in the interest of a fair election the number of voting days should be extended, the C.R.O. may increase the numbers of voting days. Such a decision must be made in advance of the originally scheduled closing time for the polls and every reasonable attempt must be made to notify candidates and the electorate. [Adapted from the Y. F. S. Constitution, By-law Four, Article 9, section (5)].
Disruption to Elections	10.	In the event that there is a disruption to the elections process, the C.R.O will assess the situation as it arises, and in consultation with the SC&LD, with support from the President, determine the course of action to ensure that the elections process can be adjusted to fit the requirements of the elections process stated above.

Certified a true and correct copy of Act of Council enacted by Vanier College Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

## Elections Tribunal Act

Be it enacted by Vanier College Council as follows,

Authority	1.	This Act is made in accordance with Article XII and Article XXI of the Constitution.
Appointment to be before nomination	2.	(1) “Illegal” means contrary to the Constitution of an Act of Council.  (2) “Tribunal” means an Elections Tribunal established for a specific general elections or by-election.
Members	3.	(1) The Council shall at any time prior to the opening of nomination period of an election strike an Elections Tribunal and shall appoint the members of that Tribunal. Council may continue to appoint additional members to the Tribunal up to the opening of the nomination period.
When membership falls below five	3.	(2) When membership falls, if at any time the membership of the Tribunal falls below five and Council may not appoint additional members by reason of subsection (1), the members on the Tribunal at that time shall appoint enough persons until the membership equals five.
Provision when no appointment is made	3.	(3) When the Council fails to strike an Elections Tribunal, an Elections Tribunal shall be deemed to have been struck, composed of every voting Member of the Council who is not disqualified by Section 4 and who does not decline membership.
Speaker as Chairperson	3.	(4) The Speaker shall be a voting member and chairperson of the Tribunal unless disqualified by Section 4.
Exception	3.	(5) If the Speaker is disqualified, the chairperson shall be chosen by the Tribunal or the Council.
Disqualification	4.	Every person is disqualified from membership on the Tribunal who:  a) is a candidate in the applicable election;  b) is supporting or aiding a candidate in the applicable election; or,  c) holds any official position in relation to the applicable election.
Quorum	5.	The presence of at least five members or at least fifty percent of the membership, whichever is greater shall be necessary to convene a meeting of the Tribunal.
Instruction to C.R.O.	6.	During an election, if the Tribunal deems it necessary, appropriate, fair and just, the Tribunal may give to the C.R.O. any instructions, provided that such instructions do not conflict with the Constitution or any Acts of Council.
Tribunal court of appeal	7.	The Tribunal shall be a final court of appeal for all issues concerning the applicable election.

Elections Void	8.	(1)	Where it is found by the Tribunal that any corrupt or illegal practice has been committed by a candidate in an election, or by that candidate's agent(s), whether with or without the actual knowledge and consent of the candidate, the election of the candidate, if that candidate is elected, is void. [Adapted from the Dominion Controverted Elections Act s.50]
Declaring another candidate elected	8.	(2)	Where the election of a candidate is declared void, the candidate who has obtained the next largest number of votes shall be declared elected in lieu thereof.
Exoneration	8.	(3)	<p>Despite Subsection (1), where it is found by the Tribunal that any act or omission of a candidate at any election or of that candidate's agent(s), constitutes an illegal practice, but:</p> <p>a) that the act or omission arose from inadvertence or from accidental miscalculation or from any other reasonable cause of a like nature, and in any case did not arise from any want of good faith;</p> <p>b) that the offence was of a trivial, unimportant and limited character; or,</p> <p>c) that in all other respects the election was free from any corrupt or illegal practice on the part of the candidate and of the candidate's agent(s), and it seems to the Tribunal to be fair and just under the circumstances that punitive measures not be imposed.</p>
Irregularities not affecting the vote	8.	(4)	The Tribunal has the power and authority to declare an election invalid by reason of any irregularity (either an act or an omission), but no election shall be declared invalid if it appears to the Tribunal that the irregularity did not affect the outcome of the election [Adapted from the Elections Act (Ontario) s. 67]
Investigation	9.	(1)	The Tribunal may investigate and consider any issue concerning the election if requested to do so by a candidate or Member of Vanier.
Limitation Period	9.	(2)	A request or petition must be in writing and must be presented to the chairperson of the Tribunal within ten days after the election.
Extension of Petition Period	9.	(3)	Despite subsection (2), if the Council is satisfied that there is sufficient cause or reason for doing so, the Council may, by a two-thirds ( $\frac{2}{3}$ ) vote, extend the period for presenting a request or petition.
Limitation Period	10.	(1)	All investigations and decisions of the Tribunal shall be concluded within twenty (20) days after the election.
Extension of Investigation Period	10.	(2)	<p>Despite subsection (1), if the Council is satisfied that there is sufficient cause or reason for doing so, the council may, by a two-thirds (<math>\frac{2}{3}</math>) vote, grant to the Tribunal additional time for the purpose of an investigation and decision.</p>

Certified a true and correct copy of Act of Council enacted by Vanier College Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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## Emergency Special Powers Act

Whereas, it is expedient to authorize and empower certain Members of Council to take special temporary measures that may not be appropriate in normal times.

Be it enacted by Vanier College Council as follows,

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|--|--------|---|
| Authority  | 1.     | This Act is made in accordance with Article XXI of the Constitution.  |
| When President may act with consent of other members | 2. (1) | The President, with the consent of at least two other voting Members of Council, shall have the power and authority to act for the Council in and in relation to any matter which in the opinion of the President, acting in good faith and on reasonable grounds, is an urgent matter and is a matter which must be dealt with immediately or so quickly that time does not permit the holding of a regular or special meeting of Council.   |
| When President may act alone                         | 2. (2) | <p>The President shall have the power and authority to act for the Council in and in relation to any matter which, in the opinion of the President, acting in good faith and on reasonable grounds, is of such an urgent and pressing nature and requires such immediate and swift action that time does not permit:</p> <p>a) the holding of a regular or special meeting of the Council; or,</p> <p>b) the seeking of the necessary consent of Members. as set out in subsection (1).</p> |
| Only to use necessary Power                          | 3.     | In exercising the power(s) authorized by this Act, under no circumstance shall any more power be exercised or action(s) taken than is absolutely necessary to manage and alleviate the purported urgent matter.   |
| Monies and appointments                              | 4.     | <p>Without limiting or restricting the power(s) exercisable under the authority of this Act, the authorized person(s) may make decisions with respect to the following matters as are, on reasonable grounds, necessary for dealing with the purported urgent matter:</p> <p>a) the allocation and spending of Council monies; and,</p> <p>b) the making of any interim temporary appointments deemed expedient and necessary.</p>  |
| Reporting  | 5.     | Reporting where a person purports to act under the authority of this Act, that person shall report to the Council at its next meeting what action has been taken under this authority. The President or Speaker shall call a meeting of the Council within a reasonable time to receive such a report and to consider the merits of the exercise of the power(s) conferred.   |
| General Restriction on The Use of Power              | 6. (1) | <p>General restriction on it is a fundamental requirement and precondition that no power may be exercised by any person under the Authority of this Act unless:</p> <p>a) the person purporting to exercise such power(s) actually believes, in good faith; and,</p> <p>b) a reasonable person would believe that the situation exists so urgent, pressing and immediate that the powers set out in this Act must be invoked.</p>   |

- 6. (2) Where the Council finds that the criteria set out in subsection (1) and elsewhere in this Act were not met by the Member exercising the power(s) set out in this Act, it is the duty of the Council to censure, suspend or impeach the Member, or to impose some other reasonable form of disciplinary measure.
- No Power to Amend Constitution 7. For greater certainty, nothing in this Act shall be construed or applied so as to confer on any person the power or authority to alter or amend the provisions of the Constitution, or of this Act, or any other Act of Council.

Certified a true and correct copy of Act of Council enacted by Vanier College Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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**Existere Act**

Be it enacted by Vanier College Council as follows,

- Authority 1. This Act is made in accordance with Article XV and Article XXI of the Constitution.
- Definition 2. In this Act,  
  
“Board” means the Board of Publications of Vanier College Council.
- Publication Dates 3. The Existere shall be published quarterly. Issues published immediately prior to the end of a term shall be available not less than one week prior to the end of classes. If an issue will be significantly late, the Editor shall inform the Board as to the reason(s) for the delay.
- Coarse Language 4. Since Existere deals with creative writing, the Editor shall have a wide scope of freedom in printing material that contains coarse language, foul language, however, must be justifiable with the context of the piece.
- Refusing Submission 5. The Editor has the right to refuse submissions. If it is decided that a submission, in order to be printed, must be significantly edited, the Editor must advise the contributor before publication. If a workable solution (in keeping with this list of guidelines) cannot be reached, the Editor should refuse to print the work.

Budgets and Financial Submissions	6.	The Editor is responsible for formulating, with the assistance of the Director of Finance of Council, an issue-by-issue budget. The Editor should become familiar with the method in which bills, advances and reimbursements are processed. The Editor must submit an up-to-date financial statement to the Finance Director following the publication of each issue.
Advertising	7.	Existere shall refrain from printing advertisements.
Recognition	8.	Existere must recognize Vanier College Council in every issue.
Circulation	9.	Existere should attempt a print-run of 500. Any changes in circulation must be brought to the Board, as circulation is a significant factor to the Ontario Arts Council and the Canadian Council on the awarding of grants. The Editor shall ensure that Existere is available in the Council office, is sold at the York University Bookstore, in Central Square, during visits to Creative Writing classes and at downtown bookstores. the Editor shall allocate two complimentary copies to successful contributors. To enhance Existere’s profile, the Editor shall mail one free copy to the following “VIP’s”:  a) the President of the University;  b) the Provost;  c) the College Master;  d) each campus student government; and,  e) the Creative Writing Faculty.
Submissions	10.	All submissions must include the name, address, and/or telephone number of the author it is recommended that the Editor not consider submissions without self-addressed stamped envelopes. The Editor should make copies of the editorial board’s “Guidelines for Submissions” available to the York community.
Self-Publications Prohibited	11.	The Editor may not print his/her own work in the Existere, whether under his/her name or a pseudonym Submission from the Existere editorial board shall not be considered for publication either. This is to avoid the actuality or the appearance of an Editor or editorial board members abusing his/her position for personal gain.
Determination of Publishable Material	12.	In the event that no editorial board is in place, the Editor shall set up a selection of 5-8 qualified people to read submissions. The Editor and each board member has one vote, if possible, decisions on what material is publishable shall be made by consensus. The Editor does not have veto power over board decisions. Since what goes into an issue is often determined by layout demands and space constraints, the Editor has the authority to make the final selections from the collection of material deemed publishable by the editorial board.
Filing and Archives	13.	The Editor shall keep an up-to-date file of all mail, submissions and any other material that Existere receives. A copy of each issue should be filed. Two copied of each issue must be sent to the York University Archives at the Scott Library.

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## Freedom of Information Act

Be it enacted by Vanier College Council as follows,

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|---------------------------|----|--|
| Authority                 | 1. | This Act is made in accordance with Article XXI of the Constitution.   |
| Access                    | 2. | Every person shall have access to all public documents of the Council and the Council shall maintain a copy of each for perusal by interested persons in the Council Office and other location(s) designated by Council.   |
| Photocopies Cost          | 3. | Every person shall be provided with a photocopy of any public document within a reasonable time of making such a request. The Council may, from time to time, establish a reasonable price or making such copies.  |
| What is a Public Document | 4. | <p>(1) Each of the following shall be considered a public document:</p> <ul style="list-style-type: none"><li>a) the Constitution;</li><li>b) Acts of Council (including any amendments thereof);</li><li>c) Minutes of each meeting of Council unless Council has expressly declared a particular set of minutes or part thereof not to be public;</li><li>d) every document tabled in Council unless Council has expressly declared a particular item, or parts thereof, not to be public; and,</li><li>e) any other document Council deems fit to declare a public document.</li></ul> <p>(2) The minutes of any proceedings of Council held in camera including any documents tabled during such time, shall be deemed to have been expressly declared not public by Declaration of Council.</p> <p>(3) Despite subsection (1), any document which is requested by any person and which at that time would be deemed as a public document, may be temporarily declared by the Speaker or President not to be a public document until Council determines such question.</p> |

Certified a true and correct copy of Act of Council enacted by Vanier College Council on  
the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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## Selection Committee Act

Be it enacted by Vanier College Council as follows,

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|---|-----|--|
| Authority                                     | 1.  | This Act is made in accordance with Article XXI of the Constitution.   |
| Definitions                                   | 2.  | In this Act,<br><br>“Committee” means the Selection Committee.   |
| Committee to Recommend persons                | 3.  | (1) There shall be a Selection Committee which shall review the applications, conduct interviews and recommend to the Council the appointment or hiring of qualified persons to each paid or unpaid position which is to be filled by the Council, including, but not limited to:<br><br>a) the Speaker;<br><br>b) the Bookkeeper;<br><br>c) the Athletics Council; and.<br><br>d) the Editors of the Existere and the Vandoo.<br><br>(2) Subsection (1) does not apply to any position which is to be filled by the Council and where such a process is otherwise provided for by the Constitution, an Act of Council or other subsidiary regulation. |
| Exception                                     | (3) | Subject to subsection (2), the power of the Committee is restricted to that of the recommending to the Council the appointment or hiring of persons to positions.  |
|   | (4) | The Council may, by express resolution, authorize and empower the Committee to appoint or have a person to a particular position, or to negotiate a contract with a person for a particular position subject to any instructions issued by the Council.  |
| Power to Recommend Only                       | 4.  | The following persons shall be the voting members of the Committee:<br><br>a) the President;<br><br>b) the Master; and,<br><br>c) three (3) Members of Council, other than those set out above.  |
| Additional Privilege in all cases have a vote | 5.  | The Chairperson of the Committee shall be the President who shall in all cases have a vote.  |
| Members                                       | 6.  | The presence of at least a majority of the members shall be necessary to constitute a meeting of the Committee.  |
| Chairperson                                   | 7.  | Nothing in this Act shall be construed as preventing the Council from appointing or hiring a person directly and, therefore, dispensing with the process set out in this Act.  |

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## Vandoo Act

Be it enacted by Vanier College Council as follows,

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|------------------------|-----|---|
| Definition             | 1.  | In this Act,<br><br>“Board” means the Board of Publications of Vanier College Council;<br><br>“Council” means Vanier College Council;   |
| Publication Date       | 2.  | Where possible, the Vandoo shall be published a minimum of three times during the academic year, once or twice each semester. Issues shall be published immediately prior to the end of a term and shall be available not less than two weeks prior to the last day of classes. If an issue, under inevitable circumstances, is either significantly late or cancelled, the Editor shall inform the Board and Council as to the reason(s) for the delay or cancellation. There is always the option to have additional issues printing for special cases . There is always room to have additional issues and articles on the website. There ought to be published articles on the website on a continuously regular and/or at least weekly basis.<br><br>a) There should be a display room and/or space allocated to the Vandoo in the Master’s Office, VCC office, Vanier Athletics, for any printed issue(s) if desired. |
| Collge News            | 3.  | (1) It is the responsibility of the Vandoo to keep the Vanier Community informed as to the business activities of Vanier College Council & Vanier College Athletics. Where possible a reporter should be present at Council meetings regularly, and subsequently publish news article(s) on the businesses discussed and concluded during the meetings;   |
| Exception              | (2) | Except when the Council is meeting in camera, the Vandoo is entitled to report and carefully interpret Council proceedings in addition to requesting for interviews and/or ask for Council Members’ comments and views for the purpose of professional journalism. The Vandoo shall also aim to capture the entire year of Vanier College for record-keeping purposes, all events including, but not limited to, social/cultural, academic and Orientation, should be reported and photographed by members of the Vandoo;   |
| Coarse Language        | 4.  | The Vandoo will accept all submissions through the officially Council approved email account. Likelihood of articles being published is at the discretion of the Editor-in-Chief and the editorial staff as long as they do not contradict the constitutional goals and objectives as outlined herewith including the desired goals and objectives of the V.C.C. submissions are welcome from all members of York University. All submissions must include the name and contact information of the author if their submissions are to be considered for publishing;   |
| Letters to the Editors | 5.  | The following is the standard newspaper policy for Letters to the Editor, and shall be followed and applied by The Vandoo:  |

- a) all letters must be signed by the contributor (author), and shall include their full contact details; full name, student number, home address, email and phone number at which the author can immediately be reached;
- b) anonymous letters shall be deemed unqualified for publishing. However, authors' names may be withheld by The Vandoo upon request by the former at the discretion of the Editor-in-Chief and the V.C.C.;
- c) the Vandoo reserves the right to edit any letter for length, grammar and omit certain aspects of the submission that do not meet the Vandoo guidelines and policy, or otherwise those parts which are considered to be potentially controversial and contradictory. However, each issue should include a printed disclaimer advising readers that such editing occurred; and,
- d) the Vandoo shall withhold all correspondence including the official true copies and those which are of libelous nature.

Refusing Submissions	6.	The Editor has the right to refuse submissions. If it is decided that a submission, in order to be printed, must be significantly edited, the Editor must advise the contributor before publication. If a workable solution (in keeping with this list of guidelines) cannot be reached, the Editor shall refuse to print the work;
Budget and Financial Statements	7.	The Editor is responsible for formulating, with the assistance of the Vice President and Director of Finance of Vanier College Council, a detailed issue-by-issue budget. The Editor should become familiar with the methods in which bills, advances and reimbursements are processed. The Editor must submit a detailed letter and an up-to-date financial statement to the Director of Finance who shall bring it to the attention of the Council, following the publication of each issue;
Paper Advertising	8.	The Vandoo shall print advertising, in accordance with the advertising policy determined, from time-to-time by the Publication Board or by the V.C.C. (should the board be nonexistent). Priority should be placed on Vanier College and its affiliates and York University's related student governments, organizations, clubs, entities and business services;
Online Advertising	9.	The Vandoo shall have the capacity to publish native advertising in accordance with the advertising policy determined from time-to-time by the Publication Board or by the V.C.C. (should the board be nonexistent). Native advertising is to be labelled as such to provide distinction between editorial and advertising content. Priority should be given to businesses and organization that the editorial staff deems relevant for the Vanier community;
Circulation Size	10.	The Vandoo should attempt a circulation of 2000. Any changes in circulation should be brought to the Publication Board or to the V.C.C (should the Board be nonexistent), particularly since circulation changes may violate contracts signed with advertising agencies or clients;

- Filling and Archives 11. The Vandoo shall keep an up-to-date file of original true copies of all mail, submissions and any other material(s) such as correspondence that the Vandoo receives, each of which should be filed separately. Two copies of each issue must be sent to the York University Archives at the Scott Library;
- Political and Ideological Bias 12. The Vandoo shall refrain from continually promoting any political or ideological point of view. During elections at York University, the Vandoo shall feel free to endorse any candidate with the advice of Vanier College Council. However, the Vandoo shall not make any endorsement of candidates running for the internal elections of Vanier College Council. All candidates being considered for endorsement shall be given equal opportunity and space in the Vandoo with the exception of the editorial column;
- Staff 13. The Vandoo staff shall be hired on a yearly basis will include the following:
- Editor-in-chief and Chief of Operations**
- (1) Editor-in-Chief is also the Chief of Operations for the Vandoo;
- A. Mandate: To lead and direct Vandoo in both editorial and business responsibilities under the guidance of Vanier College Council. This position shall be the primary form of contact between Vandoo and Vanier College Council;
- B. The official title of Vandoo’s Editor-in-Chief shall be Editor-in-Chief and Chief of Operations to reflect the mandate of the role;
- C. The Editor-in-Chief and Chief of Operations shall be abbreviated as Chief Editor & Operations for brevity;
- D. The title shall be considered interchangeable between Editor-in-Chief and the official title as deemed necessary by the nature of the business;
- E. This role is responsible for leading and overseeing the editorial and operational aspect of Vandoo which includes but is not limited to:
- a) Leading the editorial staff which includes but is not limited to:
- i. Editing and reviewing all content in the newspaper, website, and social media prior to public release;
- ii. Creating content;
- iii. Ensuring accuracy as well as checking for potential libel or slander in any content;
- b) Overseeing the business component of Vandoo:
- i. Advertising and Sponsorships;
- ii. Printing and distribution operations;
- iii. Promotions and marketing;
- F. The Editor-in-Chief shall enforce Vandoo policy as outlined in the Vanier College Council’s Constitution and desired Vanier College Council’s goals and objectives;

- G. The Editor-in-Chief shall have the capacity to continuously innovate Vandoo in the interest of Vandoo which includes but is not limited to:
- a) Exploring new options to disseminate information;
  - b) Exploring new strategy to increase readership and visibility;
  - c) Modifying the business aspect of Vandoo;
  - d) Researching the market including reading relevant publications or blogs, and staying up-to-date with writing and editing techniques;
- H. The Editor-in-Chief primary responsibility to Vanier College Council includes but is not limited to:
- a) Drawing up budget proposals and any other information requested by Vanier College Council;
  - b) Attend Vanier College Council meetings on a regular basis and provide written and/or oral report regarding the work and progress of the Vandoo and its staff and would send a representative on his/her absence;
  - c) Be present on Vanier College Council related events and relay relevant information to the Vandoo staff;
  - d) To advice Vanier College Council on events and activities undertaken by Vandoo;
  - e) Provide editorial advice to Vanier College Council;
  - f) Endeavor to print submissions of various members of Vanier College Council for the purpose of promoting its officially sanctioned activities; however, submissions by any Member of Council not officially sanctioned by Vanier College Council will be subject to Vandoo's discretion under the guidance of The Vandoo Act;
- I. The Editor-in-Chief shall oversee the maintenance of the website and social media through the Social Media Manager and the Webmaster;

## **Editors**

- (2) Each editor in the editorial team shall be assigned a specific domain in which they are assigned to hold the responsibility of their respective role:
- A. External Affairs Editor – the External Affairs Editor shall be assigned to lead a team of writers and photographers in covering any newsworthy and activities that occur within, both Keele and Glendon Campus of, York University. This includes but is not limited to:
- a) Events sponsored by organizations beyond the scope of Vanier College:
    - i) University functions;
    - ii) Workshops, seminars, networking events, forums;
    - iii) Career Centre events;
  - b) Intramurals sports events in partnership with Vanier Athletics;

- B. Internal Affairs Editor – the Internal Affairs Editor shall be assigned to lead a team of writers and photographers in covering Vanier College events throughout the year with a focus on main events. This includes but is not limited to:
  - a) Promotions and announcements from Vanier College Council in liaison with the Editor-in-Chief;
  - b) Messages from Vanier College’s Master’s Office in conjunction with the Editor-in-Chief;
  - c) Frosh week and frost week;
  - d) All Vanier College Council events and other college events;
  
- C. Features Editor – the Features Editor shall be assigned to lead a team of writers and photographers and serve as the primary contact between contributors regarding topics that exist outside the news and events sphere which includes but is not limited to:
  - a) Feature articles;
  - b) Creative submissions;
  - c) Community contributions (e.g. alumni);

Reviewing of submissions

Editors shall be responsible for editing and reviewing articles, photos, and illustrations under their respective domains, but should consult the Editor-in-chief;

Editors can also contribute

Editors can write their own article to be reviewed by the editor-in-chief;

Editors are required to assist the Editor-in-Chief in Vandoo’s operations as deemed necessary by the Editor-in-Chief;

**Writers**

- (3) The roles of the writers shall include the following;
  - i) Writers shall submit article ideas to the appropriate editors prior to commencement of any writing with the exclusion of creative pieces;
  - ii) Writers shall submit creative pieces to the Features Editor and is published at the Editorial staff’s discretion;
  - iii) Writers shall be required to fact-check their articles and article ideas prior to interaction with the editorial team;
  - iv) Undertaking background research including desk-based research and conducting site visits or interviews;
  - v) Writers shall continuously develop their network around the Vanier community and York University throughout the school year;

**Photographers**

- (4) The roles of the photographers shall include the following;
- i) Photographers are responsible for covering Council meetings, events and Vanier-related activities including affiliated Clubs working hand-in-hand with the editors and writers present at the event(s);
  - ii) Photographers are to maintain a constant communication with their respective editor during assignments set by any of the editorial staff;
  - iii) Unless stated otherwise, creative submissions by photographers are accepted only with an accompanying article which can be written by a writing staff or contributor;

**Layout Designers**

- (5) The roles of the layout designers shall include the following;
- i) This role shall work directly with the Editor-in-Chief;
  - ii) Layout designers shall design and implement a layout for the paper and to ensure the layout is consistent with the year's general theme as set by the Editor-in-Chief. Layout design includes but is not limited to:
    - a) Advertisements;
    - b) Articles;
    - c) Illustrations and photos;

**Webmasters**

- (6) The roles of the layout Webmasters shall include the following;
- i) This role shall work directly with the Editor-in-Chief;
  - ii) It is the responsibility of the webmaster to update the website in liaison with the editorial board;
  - iii) The webmaster shall be assigned to monitor the statistics of the website which includes but is not limited to:
    - a) Website traffic;
    - b) User experience;
    - c) User feedback;

**Social  
Media  
Manager**

- (7) The roles of the Social Media Manager shall include the following;
- i) The Social Media Manager is responsible for handling all social media platforms of the Vandoo, which includes:
    - a) Twitter;
    - b) Facebook;
    - c) Instagram;
    - d) YouTube;
  - ii) The Social Media Manager shall partner with the Webmaster to collate statistics regarding the general Online presence of Vandoo;
  - iii) Unless stated otherwise, the Social Media Manager must report to the Editor-in-Chief prior to uploading any content Online which includes but is not limited to:
    - a) Tweets and Retweets (Twitter);
    - b) Posts (Facebook);
    - c) Photos;
  - iv) It is the responsibility of the Social Media Manager to promote the Vandoo in any way deemed appropriate by the Editor-in-Chief;

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