

CONSTITUTION of the ST.
MICHAEL'S COLLEGE STUDENT
UNION

As Amended February 10th, 2023



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Article I: Interpretation

1. Definitions:

1. **Ad hoc Committee** refers to any temporary body struck by the Council for a specific purpose.
2. **Campus Publication** refers to The Mike, or another comparable publication distributed to the constituency of the University of St. Michael's College.
3. **Collegium** refers to the highest governing body of the University of St. Michael's College.
4. **Constituency** refers to the University of St. Michael's College.
5. **Council** refers to the legislative body of the St. Michael's College Student Union composed of elected Councillors.
6. **Councillor** refers to a member of the Council.
7. **Executive Councillor** refers to both the President and Vice-President.
8. **Administrative Advisor** refers to the non-voting, designated Faculty Staff Member who provides assistance to the Council.
9. **Fall/Winter/Summer Sessions** refers to the dates provided by the Office of the University of Toronto Registrar defining the period for each Fall, Winter, and Summer session.
10. **Full-time undergraduate** refers to any student who is registered for a full-time undergraduate study at the University of Toronto, St. George Campus in a program leading to a degree, diploma, or certificate of the University, and is taking no less than 3.5 full-course equivalents during the Fall and Winter Sessions.
11. **Member** refers to a person who satisfies the requirements in Article II, Section 1.2, unless otherwise indicated or implied.
12. **Robert's Rules of Order** refers to the rules contained in the current edition of *Robert's Rules of Order Newly Revised*.
13. **Special Committees** refers to an advocacy branch of the Union struck by the Council that consists of a group of members, who undertake specific projects under the Council.
14. **Committee** refers to groups led by a Councillor for the purpose outlined in Article XXI.
15. **Union** refers to the University St. Michael's College Student Union ("SMCSU"), unless otherwise stated or implied.
16. **Transition Report** refers to a document produced by the Council every year, as outlined in Article XXIII.
17. **Head Office** refers to the Union's official office, located at 81 St. Mary Street, M5S 1J4.
18. **Hired Speaker** refers to an individual outside of the Council who is hired to serve as the Chair of the meeting.
19. **Part-time undergraduate** refers to any student who is registered for a part-time undergraduate study at the University of Toronto, St. George Campus in a program leading to a degree, diploma, or certificate of the University, and is taking between 0.5 to 2.5 full-course equivalents during the Fall and Winter Sessions.

2. Emergency Interpretation Provision

1. In the case of extenuating circumstances (that is, a state of emergency declared by the administration of USMC), responsibilities of the Council and Councillors specified in this Constitution can be foregone, subject to the approval of the USMC Administrative Advisor.



Article II: The Student Union

1. Composition

1. There shall be established at the University of St. Michael's College a union of Members, which shall be known as the St. Michael's College Student Union.
2. All part-time and Full-time undergraduate students enrolled in the University of St. Michael's College are Members of the Union.
3. The Union shall elect a legislative body known as the Council.

2. Vision and Mission

1. Vision of the Council: To enrich USMC student life by fostering a welcoming, supportive, and empowering environment for all students.
2. Mission of the Council : The Union is committed to supporting members by offering Councillor office hours, member feedback channels, and academic, health, and wellness resources. As a student union, we seek to empower students and foster their interests by hosting academic, artistic, leadership and career development workshops and events. We also work to enhance community life at USMC by organizing regular socials and other gatherings. Finally, we represent the interests of members within the University of Toronto through advocating for student needs to the administration and wider community.

3. Aims and Purposes

1. The Council shall represent the interests of its members within the University of St. Michael's College and the University of Toronto in accordance with its stated mission and values (as outlined in Article II, Section 2).
2. The Council shall initiate measures and support organizations whose objective it is to improve the quality of education and student life at the University of St. Michael's College and the University of Toronto.
3. The Council shall sponsor activities that contribute to the cultural and social life of its members.
4. The Council shall practice inclusion by ensuring the equal protection and advantage of each member of the Union without discrimination based on gender, race, ethnic origin, religion, age, sexual orientation, or mental or physical ability.

4. Membership Fee

1. The Council shall levy an annual membership fee.
2. The annual membership fee can be increased by a simple majority of members of the Union voting in a referendum conducted by the Council.
3. The Council does not need to have a referendum when increasing fees to account for inflation to a maximum

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- of the Consumer Price Index (CPI) rate of that year.
4. The Council is free to use those fees at their discretion, subject to Article XIII.

5. Membership Rights

1. Only Members may:
 - a. Vote in elections, referenda, and annual general meetings (AGM) of the Union;
 - b. Sign petitions of the Union;
 - c. Nominate a candidate for election to positions on the Council, subject to provisions in the Electoral By-laws;
 - d. Seek election to the Council, subject to provisions in the Electoral By-laws;
 - e. Request to strike a Special Committee, pursuant to the provisions in Article XXI;
 - f. Formally submit items for inclusion in the agenda of a scheduled Council meeting, provided that they submit the item at least twenty-four (24) hours before the date of a scheduled Council meeting.

Article III: Accountability

1. A petition regarding the Constitution, a Council resolution, or a By-law of the Council, shall be put to a referendum of the Union within thirty (30) days if at least ten (10) percent of the members of the Union present a petition for such a referendum.
2. A Councillor or Executive Councillor shall be dismissed from the Council if at least ten (10) percent of the members of the Union present a petition for their dismissal.
3. All financial records, budgets, general correspondences, and the minutes of Council meetings and the meetings of its subsidiary bodies, including the meetings of Commissions, Committees, or Special Committees, shall be open for review by any member.
4. All financial records shall be reviewed by the President, Vice President, Vice President of Finance, and USMC Administrative Advisor.
5. All meetings of the Council and of its subsidiary bodies shall be open to any member of the Union, with the exception of those meetings or parts thereof provided for in Article III, Clause 6.
6. The Council or any of its subsidiary bodies may hold a meeting or part thereof in camera upon the approval of two-thirds ($\frac{2}{3}$) of those Councillors present and voting. Motions arising while in camera shall be recorded in the minutes of the meeting.
7. The Council shall act in accordance with the University of Toronto Student Code of Conduct, enforce equity, and actively maintain sustainability practices.

Article IV: The Council

1. Composition

1. The Council shall consist in the following Councillors:
 - a. The President;

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- b. The Vice-President;
- c. The Vice-President of Academics;
- d. The Vice-President of Athletics;
- e. The Vice-President of Arts;
- f. The Vice-President of Communications;
- g. The Vice-President of Community Life;
- h. The Vice-President of Equity
- i. The Vice-President of Finance;
- j. The Vice President of International Community Outreach;
- k. The Vice President of Mental Health and Accessibility;
- l. The Vice-President of Spiritual Life; and,
- m. The Vice-President of Student Organizations

2. Eligibility

1. Members of the Union shall be eligible to run for a Council position if they:
 - a. Maintain a minimum of 0.5 full-course equivalents (FCEs) per semester;
 - b. Have a minimum 2.5 of the higher of the cGPA and sGPA in their most recent semester; c. Agree to the University of Toronto's Student Code of Conduct; and
 - c. Agree to model good citizenship and to engage in responsible and respectful conduct that reflects positively on USMC, USMC students, and the broader UofT and local communities.

3. Terms of Office

1. The terms of office of the Councillors named in Article IV, Section 1 begin following their election to the Union by the Membership, subject to the ratification of the outgoing Council, and terminate upon dissolution of the Council. The ratification may not take place later than the thirtieth (30th) day of April, after the Spring election.
2. Each Councillor shall complete leadership training prior to taking office and regularly-scheduled training offered throughout their term.
3. Each Councillor shall attend the overnight leadership retreat, hosted by the Dean's Office in the Spring.
4. Each Councillor must sign a contract confirming their commitment to the terms of this Constitution.

4. Powers

1. Each Councillor shall be entitled to hold no more than one Council position at a time.
2. Each Councillor shall possess speaking rights at all of Council's meetings, unless otherwise specified according to the Constitution.
3. Each Councillor shall possess voting rights at all of Council's meetings so long as the Councillor is in good standing, pursuant to Article IV Section 2.
4. The Council may call a Referendum, pursuant to its Referenda By-laws.

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5. The Council may establish Committees (as per Article XX) and Special Committees (as per Article XXI) and determine their purpose and composition.

5. Fiduciary Duties

1. All Councillors are ambassadors of the St. Michael's College Student Union. Through these individuals, the Union can encourage school spirit, and enhance the community of the University of St. Michael's College. In so:
 - a. All Councillors shall attend all Council meetings. Should a Councillor be absent from at least two (2) meetings, the Councillor is eligible for dismissal as per Article VII;
 - b. All Councillors must serve at the Union events at least three (3) times per semester. Should a Councillor fail to fulfill this requirement, the Councillor is eligible for dismissal as per Article VII;
 - c. The Councillors in Article IV, Section 1.1 e, g, j, and l must organize and execute at least two (2) events per semester. Should one of these Councillors fail to fulfil this requirement, that Councillor is eligible for dismissal as per Article VII;
 - d. The Councillors in Article IV, Section 1.1 c, d, h, k and m must organize and execute at least one (1) event per semester. Should one of these Councillors fail to fulfil this requirement, that Councillor is eligible for dismissal as per Article VII;
 - e. All Councilors shall maintain a minimum of two (2) hours of Office Hours per week. Should a Councillor be absent from at least two (2) hours of Office Hours without appropriate provision of notice or an adequate emergency excuse ex post, the Councillor is eligible for dismissal as per Article VII;
 - f. The Council assumes the responsibility of interpreting and amending the Constitution of the St. Michael's College Student Union;
 - g. The Council shall call an Annual General Meeting on or before the thirtieth (30th) of March of every year, where they will report their activities and finances from the year to all members; and
 - h. All Councillors shall fulfil their role descriptions as outlined in Article V.

6. Meetings

1. Each Councillor shall attend a weekly Council meeting (bi-weekly from May to August).
2. The Council shall decide on a meeting time within one month of the start of their term and shall maintain this time throughout the length of their term.
3. Notice of Council meetings and agendas of scheduled meetings shall be posted no later than twenty-four (24) hours prior to said meetings.
4. From September through April, quorum of the Council's meetings and its subsidiary bodies shall be one-half ($\frac{1}{2}$) of its members. From May through August, quorum of the Council and its subsidiary bodies shall be one-third ($\frac{1}{3}$) of its members.
5. A special meeting of the Council shall be called within seventy-two (72) hours once the Council is in receipt of an Application for Meeting, endorsed by a simple majority ($\frac{1}{2}$) of Councillors.
 - a. An Application for Meeting will outline the purpose(s) of the special meeting and list the members who endorsed the Application.
6. A Councillor may choose to video-call into any meeting throughout their term on council, and shall retain



both speaking and voting rights at the meeting. This will count towards a Councillor's attendance. When secret ballots are used to vote during the meeting, the council member shall send their vote via email to the President or Administrative Advisor.

7. All meetings shall have a Chair, who shall preside over the meeting of the Council and shall enforce the rules of procedure in accordance with Robert's Rules of Order.
 - a. The Chair of the meeting, either a Councillor or the hired Speaker, is to be decided at the discretion of the Council.
 - b. The decision to call upon the hired Speaker must be made at least forty-eight (48) hours prior to the meeting.

7. By-laws and Procedures

1. The Council shall abide by and enforce the By-laws.
2. The Council shall abide by and enforce the Club Recognition By-laws.
3. The Union shall be bound by all By-laws, rules of procedure, resolutions, and policies of the Council until they are amended, rescinded, or superseded by succeeding Councils.
4. All By-laws require two Council meetings to amend or adopt.

8. Appointments

1. SMCSU shall appoint two members of the Union to be Representatives to the Collegium.
 - a. The terms of office of the Representatives to the Collegium begin immediately following their appointment by the Council, and the length of their term is to be determined by the Collegium.

Article V: Roles and Responsibilities of Councillors

The following Councillors shall exist with the outlined respective aims, purposes, and responsibilities.

1. The President

1. The President is responsible for overseeing the implementation of the Union's Constitution, By-laws, and policies.
2. This Councillor is responsible for promoting all USMC rules, regulations, and policies and ensuring that they are upheld.
3. This Councillor shall serve as the Council's liaison to USMC, UTSU, St. George's Round Table, and all external partners, and shall serve as the Council's primary liaison with the USMC Administrative Advisor.
4. This Councillor shall present an account of their activities to the Council at each meeting.

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5. This Councillor shall coordinate the development of an annual plan and programs with the Council.
6. This Councillor is an ex-officio member, with voting rights, of every subsidiary body of the Council.
7. This Councillor signs any contractual agreement on behalf of the Council.

2. The Vice-President

1. The Vice-President maintains the internal calendar of events for the Council, prepares Council meeting agendas, and enforces parliamentary procedure at all meetings.
2. This Councillor assists the President in overseeing the implementation and enforcement of Council policies.
3. This Councillor signs any contractual agreement on behalf of the Council in the absence of the President.
4. This Councillor shall chair the Constitution and Procedures Review Board and the Electoral ByLaws Review Board and coordinate committee assignments in collaboration with the eleven other Vice-Presidents.
5. This Councillor shall conduct check-in meetings with all other Councillors at least once per month..

3. The Vice-President of Academics

1. The Vice-President of Academics promotes academic and professional development matters, including connecting students with ways to improve their learning and careers.
2. This Councillor shall create programming that assists students in their academic life such as Exam jam, workshops, networking etc.
3. This Councillor shall assist the Dean's Office in the execution of Grad Week, Career Month etc.
4. This Councillor will serve as the liaison between the four sponsored program course unions: Book and Media Studies Student Association (BMSSA); Celtic Studies Course Union (CSCU); Christianity and Culture Club (CCC) and the Medieval Studies Undergraduate Society (MSUS)
5. This Councillor will serve as the liaison between the Council and the Registrar's Office, Learning Strategist, Writing Center, Kelly Library and the Principal's Office.

4. The Vice-President of Athletics

1. The Vice-President of Athletics is responsible for organizing athletic and physical fitness activities for Members.
2. This Councillor is tasked with overseeing the registration and participation of USMC intramural teams in the University of Toronto intramural league.
3. This Councillor facilitates a fall and spring sporting event that encourages participation of Members from all levels of fitness and skill.
4. This Councillor shall attend every Intramural Sports Committee (ISC) meeting.
5. This Councillor shall act as a liaison between the Council and the Dean's Cup Representative of the St. Michael's College Residence Council (SMRC).
6. This Councillor shall manage the Mike's Ice Skating Rink, skate rentals, and Snow Angels, with



support from the Dean's Office.

7. This Councillor shall hire and manage the Executive Intramural Assistants.

5. The Vice-President of Arts

1. The Vice-President of Arts is responsible for promoting the visual, literary, and performing arts at USMC.
2. This Councillor is responsible for organizing Kelly's Korner at least twice per semester.
3. This Councillor shall organize events and initiatives that promote artistic expression in various forms (fine arts, music, literature, poetry etc).
4. This Councillor shall serve as the liaison between the Council and St Mike's Campus Publications, if needed.
5. This Councillor acts as liaison between the Council and the USMC Troubadours, with support from the Dean's Office.

6. The Vice-President of Communications

1. The Vice-President of Communications is responsible for creating promotional material such as posters and social media posts.
2. This Councillor is responsible for managing the Council's primary social media platforms and providing support to Councillor's individual social media platforms.
3. This Councillor is responsible for promoting Union membership benefits and involvement opportunities.
4. The councillor is responsible for maintaining the SMCSU website and regularly updating links, dates and documents, such as meeting minutes, agendas and financial reports.
5. This Councillor is responsible for creating new communication vehicles and ensuring their effective implementation.
6. This Councillor is responsible for managing and actively updating the Information Exchange Group (SMC clubs chat) in order to coordinate the integration of student activities between SMRC , SMC Clubs, academic societies, and USMC administration.
7. This Councillor is responsible for hiring and managing the Photographers.

7. The Vice-President of Community Life

1. The Vice-President of Community Life is responsible for creating programming that builds community at USMC.
2. This Councillor shall promote collaboration between the Council and other student groups, such as the St Michael's College Residence Council (SMRC), Commuter Dons, Mentorship and clubs.
3. This Councillor is responsible for hosting appropriate activities that contribute to the social and cultural experience of members.
4. This Councillor shall organise the USMC Formal and chair its committee.



8. The Vice-President of Equity

1. The Vice-President of Equity shall advocate for equal access on campus on behalf of all students, and inform the Council about the issues related to equity
2. This Councillor shall promote opportunities for education on equity, diversity, inclusion and accessibility.
3. This Councillor is the primary liaison between the Council and accessibility groups at USMC and UofT, including student advocacy groups, and accessibility committees/advisors
4. This Councillor shall advise the Council and administration on maintaining accessibility features and services at their events and on USMC campus.
5. Creating programming that celebrates the diversity on campus, including events surrounding national/international celebrations, such as Black History Month, International Women's Day, Orange T-Shirt, Pride Month. Etc.

9. The Vice-President of Finance

1. The Vice-President of Finance is responsible for directing the daily administration of Council funds, supervising Council expenditures, ensuring that financial records are maintained, and preparing a balanced budget and financial statements.
2. This Councillor receives mentorship regarding budget management from a member of the USMC Finance Department through regularly scheduled meetings to review SMCSU finances.
3. This Councillor is responsible for making a quarterly balance sheet of SMCSU finances available on the SMCSU website.
4. The USMC President or Principal or their designate will review and approve each balance sheet prior to the publication of the quarterly update.
5. This Councillor is responsible for preparing the financial review that is presented at the SMCSU Annual General Meeting (AGM).
6. This Councillor is the primary signatory on all SMCSU bank accounts.
7. This Councillor is directly responsible for signing and distributing reimbursement funds to Councillors and recognized clubs.
 - a. Reimbursements must be issued within two weeks of the date of the receipt of a request for reimbursement.
 - b. The delivery of the reimbursement must be completed by this Councillor. Funds shall not be given to anyone other than this Councillor, the Administrative co-signer, and the indebted.
8. This Councillor shall ensure that the Council follows the financial procedures and regulations of the University of St. Michael's College.

10. The Vice-President of International Community Outreach

1. The Vice-President of International Community Outreach is responsible for supporting and advocating for the interests of international students.

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2. This Councillor shall be aware and inform international students of various aspects of studying in a foreign country, such as (but not limited to) tuition, housing, and healthcare.
3. This Councillor shall act as a liaison between the Council and the Centre for International Experience (CIE), cultural student groups, and student advocacy groups.
4. This Councillor shall promote community involvement by running events catered to international students.
5. This Councillor shall advise the President on affairs related to the international student community.
6. This Councillor shall serve on the International and Cultural Portfolio's Team, led by the Dean's Office.

11. The Vice-President of Mental Health

1. The Vice-President of Mental Health shall facilitate activities and events related to mental health and general wellness.
2. This Councillor shall inform the student body of the mental health resources available on- and off-campus.
3. This Councillor is the primary liaison between the Council and any mental health groups at USMC and UofT, including student advocacy groups, wellness councillors and committees.
4. This Councillor shall regularly inform the Council and Administration on:
 - a. the affairs of various mental health groups, as well as relevant actions taken by the University.
 - b. affairs to be raised to administration and other governing bodies.
5. This Councillor shall advocate for and lead initiatives to improve the available mental health resources at USMC.

12. The Vice-President of Spiritual Life

1. The Vice-President of Spiritual Life shall facilitate activities and events related to faith, spirituality and service, accessible to and inclusive of all Members.
2. This Councillor shall promote inclusive representation of different religious and spiritual beliefs through programming and advocacy.
3. This Councillor shall create and facilitate new volunteer and community service opportunities on- and off-campus.
4. This Councillor is the liaison between the Council and USMC Campus Ministry, the University of Toronto Multi-Faith Centre, and St. Basil's Parish.
5. This Councillor shall be a general member of the Campus Ministry and shall be required to fulfil all the general requirements of Campus Ministry programming.
6. This Councillor shall be responsible for the planning and execution of faith-related celebrations including Michaelmas, Carnevale, etc.

13. The Vice-President of Student Organizations

1. The Vice-President of Student Organizations is responsible for empowering student leadership on campus by supporting the development and maintenance of student organisations.

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2. This Councillor acts as a liaison between the Council and recognized clubs at USMC.
3. This Councillor will chair the USMC Club Recognition Board, which recognizes clubs at USMC.
4. This Councillor shall monitor all activities of recognized clubs at USMC.
5. This Councillor shall assist the Dean's Office in planning club training and maintaining CCR (Co Curricular Record) accreditation.
6. This Councillor shall manage the Fall and Winter USMC Clubs Fairs as well as the Spring Leadership Opportunity Fair and other leadership development programming.

Article VI: Employees of the Council

1. Hiring

1. The Council shall approve, by a majority of two-thirds ($\frac{2}{3}$), the designation of certain tasks to be performed in the service of the Union as paid positions. All hired positions are to be discussed and voted upon by Council as necessitated by the operating term.
2. These positions must be appropriately advertised as paid positions for a period of no less than two (2) weeks by the Council.
3. Upon hiring, the Council shall enter into a written employment contract with the employee. The President, Vice-President, and Vice-President of Finance shall be responsible for composing the contract and establishing its terms of employment.
4. The roles of Council employees shall be outlined in the employment contract.
5. Role descriptions of significant positions can be viewed in the Constitution's Appendix.

Article VII: Dismissals

1. Definition of dismissal

1. A Councillor, once dismissed, becomes a general member of the Union. As such, they retain no privileges entailed by Council membership.
2. Should the dismissal proceedings initiated against a Councillor, as described in Article VII, Section 2, Clause 3 a, find that Councillor deserving of dismissal, that dismissal shall take effect immediately following the conclusion of those proceedings.

2. Grounds and procedure of dismissal

1. Grounds for dismissal include, but are not limited to:
 - a. Failure to comply with constitutional responsibilities as outlined in Article II, Section 2, Article IV,

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- Section 5 and Article V;
 - b. Failure to provide a safe and inclusive environment for all members; and
 - c. Failure to disclose a conflict of interest *ex ante* or a disclosed conflict of interest is deemed by the Council as damaging to SMCSU.
2. Dismissal proceedings may be initiated by:
- a. A meeting scheduled in accordance with Article IV, Section 5 to discuss the grounds of the dismissal;
 - b. The presentation of grounds for dismissal at least 72 hours before a regularly scheduled meeting
3. Members of Council may be dismissed by:
- a. A motion made by any Councillor and passed by a two-thirds ($\frac{2}{3}$) majority vote in which all voting Councillors contribute, excluding the Councillor(s) in question, through a double-blind vote at the end of the meeting.

Article VIII: Resignations

1. A Councillor may resign by submitting a written notice of resignation to the President, who shall inform the Council of the resignation.
2. The Council shall accept the resignation by means of a two-thirds ($\frac{2}{3}$) majority vote during the succeeding Council meeting.
3. Should the Council not vote to accept the Councillor's resignation, the Councillor shall remain on the Council.

Article IX: Reinstatements

1. An ex-Councillor from the current operating term may seek reinstatement, regardless of dismissal/resignation, to their previous position, provided that their position has not been filled.
2. The Councillor's reinstatement shall be subject to the approval of the Council by a two-thirds ($\frac{2}{3}$) majority vote.
3. Reinstatement shall occur at the subsequent full Council meeting provided that the ex-Councillor in question is present and can justify their reinstatement.

Article X: Censures

1. A Councillor may bring forth a motion attesting that a member or members of the Council has altered or has failed to implement a Council resolution or has violated either the Constitution of the Union or the By-laws of the Union. Should such a motion be affirmed by a one-half ($\frac{1}{2}$) majority of Councillors, the Council shall:
 - a. Consider a motion to overturn or amend the resolution or policy in question; should the motion fail to receive the support of a requisite three-quarters ($\frac{3}{4}$) of members present and voting, the Council shall take measures to ensure, wherever possible, the implementation and amelioration of the resolution or policy in question;
 - b. Subsequently, consider a motion to censor the offending member(s) for the duration of the meeting,



- subject to the approval of a simple majority ($\frac{1}{2}$) of Councillors. If approved, the offending member(s) must absent themselves from the remainder of the Council meeting; and
- c. Distribute a motion for the dismissal of the offending Councillor(s) at least one week prior to the scheduled meeting at which it shall be discussed. A minimum of five (5) members of the Council must endorse this motion.

Article XI: By-Elections

1. A vacancy created by resignation (as per Article VIII), dismissal (as per Article VII), or petition (as per Article III) shall be filled by a By-election held within one month of the date the vacancy was created, unless a two-thirds ($\frac{2}{3}$) majority of Councillors vote otherwise.
2. By-elections shall run in accordance with the electoral By-laws.

Article XII: The Financial Report

1. The Council shall publish an annual Financial Report that will include unaudited financial statements.
2. This annual report shall be signed by the President, the Vice-President, and the Vice-President of Finance.
3. A summary of the Financial Report shall be made available to the Union no later than the fifteenth (15th) day of May.
4. Councillors may request an audit of the Council if two-thirds ($\frac{2}{3}$) of Councillors vote for such an audit.

Article XIII: Budget

1. There shall be Fall and Winter Semester Budgets submitted by Councillors to the Vice-President of Finance and subject to the approval of the Vice-President of Finance. Council shall consider and approve the Fall and Winter Semester Budgets following approval by the Vice-President of Finance.
 - a. The Fall Semester Budget shall describe and outline expected expenses for the Fall semester, and must be approved by the Vice-President of Finance and the Council by the first (1st) day of October.
 - b. The Winter Semester Budget shall describe and outline expected expenses for the Winter semester, and must be approved by the Vice-President of Finance and the Council by the first (1st) day of February.
2. There shall be an allocation of funds entitled Project Aid. These funds shall be used to fulfill requests made by individuals, groups, or clubs that fail to submit their request for funds before the initial Budget approval. Requests to access this fund will be granted subject to the approval of two-thirds ($\frac{2}{3}$) majority of Council. All donations and charitable acts (as per Article XIV) shall be funded from this.
3. Any Councillor who wishes to request expenditure beyond their approved Budget allocation must propose a motion to the Council, passed by a simple majority ($\frac{1}{2}$) of present and voting Councillors. The Vice-President of Finance must be made aware of all requests prior to the time of the motion.
4. The Vice-President of Finance must keep an active record of all Budgets approved, including all expenditure beyond initial approval.
5. The Vice-President of Finance must ensure that the Council adheres to all financial regulations set by

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administrators of the College.

Article XIV: Donations and Charitable Acts

1. Aims and Purposes

1. The Council is permitted to donate funds or items to a foundation or charity of choice contingent on the support of the Union.
2. The Council is devoted to upholding the values of the University of St. Michael's College and the University of Toronto, and all Charitable Acts shall support these values.

2. Procedure

1. Any member of the Union (the "proposer") may propose an Act of Charity by the Council on behalf of the Union. Said proposal must outline details of the Act (monetary or product donation), the beneficiary, any pertinent information in regards to donation procedure specific to said foundation, and a statement of intent.
2. Once a formal proposal is received, the Council must motion to petition for the outlined cause, requiring a two-thirds ($\frac{2}{3}$) majority vote for approval.
 - a. If the motion is passed, the Council must compose a petition outlining all details described in Article XIV, Section 2.1, and release it through all social platforms available (including but not limited to: social media accounts, posters, and during events).
 - i. All advertisements of the petition must identify support from the Council.
 - ii. The petition must specify if the proposal derived from the Council or not.
 - iii. The petition must clearly state that all funds being donated derive from student fees.
 - b. If the motion is not passed:
 - i. due to financial or budgetary inability, the Council shall inform the proposing Member of its limitations, to allow for a potential amendment of value.
 - ii. due to noncompliance with Article XIV Section 1.2, the proposal shall be denied without opportunity for amendment.
 - iii. due to any other reason, the Member of the Union who proposed the Act may compose a petition outlining all details described in Article XIV, Section 2.1, and share it in whatever means they desire.
 1. Neither the petition, nor its advertisement, may suggest, state, or imply support from the Council.
 2. The petition must clearly state that all funds intended for donation derive from student fees.
 3. The petition must state its intention to inspire the Council's consideration of the motion.
3. All petitions must be electronic.
4. Names, student numbers, and University of Toronto emails must be included for verification of membership to the Union for legitimacy of the petition.

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5. In order to be considered for approval by the Council (“successful”), a petition must receive sufficient signatures from Members of the Union, as outlined in Article XIV Section 2.6, after following Article XIV Section 2.1-2.4.
 - a. If, at any time, the petition is found to be fraudulent, dishonest, or not in compliance of Article XIV Section 2, it will be disqualified from consideration immediately, and any actions in place must be halted.
6. A petition will receive a sufficient amount of signatures based on the following criteria:
 - a. For a minimum donation of two hundred and fifty dollars (\$250), two hundred and fifty (250) signatures are required.
 - a. For every additional two dollars (\$2), one (1) additional signature is required.
7. Acts of Charity must:
 - a. be in compliance with Article XIV Section 1.2;
 - b. be to a non-profit charity;
 - c. be to a Canadian registered, or otherwise equivalent (subject to approval by administration), organization;
 - d. provide a tax receipt to the Council;
 - e. be completed through legitimate and official procedures outlined by said charity;
 - f. be initiated with the intent of supporting others; and
 - g. in no way personally or financially benefit any Councillor or proposer.
8. If a successful petition is presented to the Council, the petition must be presented to the administration of the University of St. Michael’s College for approval.
 - a. If approved by the administration, the Council must move forward with the Charitable Act in collaboration with the foundation outlined in the proposal.
 - i. The Council must publish details of the donation (including but not limited to: the name of the recipient charity, the amount being donated, the intentions of the initiative, and the beneficiaries of the charity) to all social media platforms available to them.
 - ii. The donation must be recorded in the annual budget.
 - b. If denied by the administration, the Executive Councillors shall:
 - i. Meet with the Student Life Coordinator to discuss the decision;
 - ii. Report to the Council the reasons for the denial; and
 - iii. Report said reasons to all Members who signed the petition.

Article XV: Orientation

1. As the elected representatives of USMC’s student body, the Council is committed to the success of Orientation Week. The Council is expected to collaborate with the Orientation Coordinator(s) in the planning, promotion, and execution of Orientation Week events. To facilitate this collaboration:
 - a. The Council shall offer assistance to the Orientation Coordinators in the planning and execution of Orientation Week.
 - b. The Council shall request to collaborate with the Orientation Coordinator(s) to host an event to promote the Council, so long as it is approved by the Orientation Coordinator(s) and the Dean’s Office; and
 - c. The Council is encouraged to promote Orientation events and opportunities.



Article XVI: Constitution and Procedures Review Board

a. Procedure

1. The Council shall strike a Constitution and Procedures Review Board (CPRB) to review the Constitution on an annual basis.
2. This Board must be struck within the first month of the Council's term, activated by the approval of a simple majority of the Council.
3. The Constitution and Procedures Review Board (CPRB) will meet at least twice in one council term.
4. The Board shall review all Council policies and procedures to ensure the Council is following the Constitution and its By-laws and propose amendments to Constitutional Documents with the exception of the Electoral ByLaws.
5. The Board shall review all proposed amendments before they are brought forth to Council.
6. Record and store all proposed and passed amendments (as defined by Article XVII in the Constitution, and its By-laws) as well as passed motions

b. Membership

The CPRB shall:

1. Be comprised of the:
 - I. President;
 - II. Vice-President; and
 - III. Three (3) other members of Council.
2. Require a minimum of three (3) members of the CPRB for quorum, of which must include the President or the Vice-President;
3. Be chaired by the Vice President;
4. Review all Council policies and procedures to ensure the Council is following the Constitution and its By-laws. The CPRB will make changes accordingly;
5. Review all proposed amendments before they are brought forth to Council. The CPRB may recommend appropriate changes to the amendments; and
6. Record all proposed and passed amendments (as defined by Article XVII in the Constitution, and its By-laws) as well as passed motions.

Article XVII: Electoral By-Laws Appeal Board

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a. Procedure

1. The Council shall strike a Electoral ByLaw Review Board to review the Council Electoral ByLaws.
2. This Board must be struck within the first month of the Council's term and be appointed by the approval of a simple majority of the Council.
3. The Board must meet at least once in the Fall Semester and as needed during the Winter semester.
4. The Board will review the Electoral ByLaws and propose amendments to the Council.
5. Review all proposed amendments before they are brought forth to Council.
6. Record and store all proposed and passed amendments (as defined by Article XVII in the Constitution, and its By-laws) as well as passed motions.

a. Membership

The EBRB shall

1. be composed of:
 - I. President
 - II. Vice-President
 - III. Three (3) other Members of Council
 - IV. Two (2) non-Council and non-Staff members who belong to the Union's Membership.
2. Require a minimum of three (3) members of the EBRC for quorum, of which must include the President or the Vice-President;
3. Be chaired by the Vice President;

Article XVIII: Procedure for Amending the Constitution and Bylaws

1. The implementation of an amendment must be executed over the course of two Council meetings. At the first of such meetings, amendments shall be introduced, discussed and debated. At the second of such meetings, amendments shall be voted on.
2. Any proposed amendment(s) to the Constitution must be submitted in writing to the CPRB four weeks prior to the intended date of its consideration by the Council.
3. Any member of the Union may propose an amendment(s) to the Constitution in writing.
4. There shall be kept a record of amendment(s) and the last date of amendment will be stated on the reprinted Constitution.
5. The Bylaws of the Union shall govern written notice of any amendments to the Electoral Bylaws. Council cannot adopt amendments to the Electoral Bylaws between the commencement of the Nomination Period(s) and the announcement of results of each election period.

Article XIX: Grievances

This Constitution of the St. Michael's College Student Union was amended with the consent of those parties present, acting on behalf of all members of this Union, on the 10th day of February in the year of 2023 Toronto, Canada.



1. Aims and Purposes

1. The Union intends to be open and accessible to all Councillors. The Union shall have a grievance policy that facilitates a structured mode to submit reports regarding the improper conduct of Councillors.

2. Procedure

1. A grievance must be submitted within fifteen (15) days of the alleged violation to be valid.
2. A grievance against a non-Executive Councillor shall be submitted to the President or Vice-President. A grievance against the President or Vice-President shall be submitted to a non-Executive Councillor. The Receiving Councillor shall ask for a written response from the Councillor(s) responsible for the grievance. This response must be received within one (1) week of the initial grievance submission.
3. The Receiving Councillor shall inform the Council of the allegation.
4. The Receiving Councillor shall meet with the parties named in the grievance within two (2) weeks of receiving the response referred to in Article XIX, Section 2.2, and attempt to effect a mutually satisfactory resolution of the matter.
5. If the matter cannot be resolved in the manner described in Article XIX, Section 2.4, a meeting of the Council must be called within fifteen (15) days of the meeting detailed therein.
6. At this Council meeting, one authorized representative from each side shall present their case and answer any questions from the floor.
7. The resolution of the grievance shall be decided by a simple majority vote ($\frac{1}{2}$) of the Council present at the meeting.

Article XX: Committees

1. The purpose of a committee shall be to aid a Councillor in their duties as outlined in Article V.
 - a. Each Councillor shall be entitled to one (1) committee.
 - b. Additional committees must be proposed to Council and voted with two-thirds ($\frac{2}{3}$) majority.
2. Each committee shall be composed of no more than five (5) Members.
 - a. A change in the composition of committee members must be proposed to Council, subject to approval by a two-thirds ($\frac{2}{3}$) majority of Councillors.
 - b. At least one (1) Councillor must be a member of each committee.
3. The hiring of committee members shall require:
 - a. An interview with two (2) Councillors; and
 - b. Approval of both interviewing Councillors.
4. Each committee member shall be given Co-Curricular Record (CCR) recognition, subject to the approval of the Council.



Article XXI: Special Committees

1. The striking of the Special Committee is subject to a simple majority ($\frac{1}{2}$) of Councillors.
2. At least two (2) Councillors must be on the Special Committee at any given time.
3. The Special Committee will establish its own mandate via a document which states its terms of reference, aims and purposes, and intended duration.
4. The members of the Special Committee shall elect or appoint a Chair amongst themselves at the first (1st) Special Committee meeting.
5. The Special Committee may present recommendations to the Council, but these recommendations shall be subject to the approval of the Council.

Article XXII: Conflicts of Interest

1. Conflicts of interest occur when a Councillor jeopardizes their position of trust by having a private interest in the outcome of a decision. The Union can suffer damage by the perception as well as the reality of the conflict. The boundaries defining what constitutes a conflict of interest are not static, but shift as the goals and mandates of the Union evolve.
2. To avoid conflicts of interest, members holding financial transaction signing authority or an Executive position within another Student Life organization affiliated with USMC cannot serve as the Vice-President of Finance.
3. Grounds for disclosure/appeal of a Councillor's conflict of interest include, but are not limited to:
 - a. Engaging in any business of transaction, or have a financial or personal interest that may improperly impact upon the performance of the Councillor's official duties, including:
 - i. Having a material or personal interest in any business organization that has dealings with the Union;
 - ii. Having immediate personal relations who have a material interest in a business organization that has dealings with the Union; and
 - iii. For current Councillors, deriving personal financial or business profit/benefit from resources of the Union.
 - b. Demanding, accepting, offering, and/or agreeing to accept from a person or company having dealings with the Union a commission, reward, advantage, and/or benefit of any kind, directly or indirectly; and
 - c. Engaging in any business undertaking that interferes with the performance of their duties as Councillors of the Union.
4. All Councillors shall disclose conflicts of interest and/or appeal for excuse of a conflict of interest by:
 - a. Sending written notice in writing to the President (or the Vice-President, if the President is absent), to be included in the minutes of the next Council meeting; and/or
 - b. Requesting to have the conflict of interest entered into the minutes of the meeting in which the decision where the Councillor has an interest is being made.
5. Disclosures of conflicts of interest shall include the nature and extent of any interest that the Councillor has in the decision. Disclosures must also be made if a Councillor has a conflict of interest regarding a contract or transaction that does not require approval from the Council or a Committee.
6. Disclosures must be made as soon as possible. A Councillor can disclose a conflict of interest:
 - a. At the meeting where the decision regarding which the Councillor has a conflict is first



- considered;
- b. At the first meeting after a Councillor comes to have an interest in a past decision, regardless of whether the final decision has already been made or executed; and/or
 - c. At the Councillor's first Council meeting, if they have had an interest in past decisions of the Council.
7. The Council may identify an undisclosed conflict of interest or a disclosed conflict of interest that is damaging to the Council as such through a formal appeal by a Councillor, subject to approval by a two-thirds ($\frac{2}{3}$) majority of Councillors. The Councillor shall then be called upon to provide an excuse for the conflict. If the excuse fails to receive the acceptance of a two-thirds ($\frac{2}{3}$) majority of Councillors, the offending Councillor shall be eligible for dismissal from the Council (subject to Article VII).
 8. Councillors must disclose any business, commercial, financial, or other material interest that is in actual or potential conflict with their official duties. This shall include dealings between the Union and any other organization, where the Councillor is a councillor or officer of the other organization, that concerns any business, commercial, financial or other material interest of the Councillor in question. Councillors who do not declare their interests and who are subsequently found to be in a conflict of interest, or who have declared their interests which are subsequently found to be erroneous, will have breached this policy and shall proceed to censure as outlined in Article X.
 9. Councillors shall not vote on any decision on which they disclose a conflict of interest, unless it relates to:
 - a. The Councillor's compensation, whether from the Union or a subsidiary thereof;
 - b. Indemnity insurance or payment of legal costs for the Councillor; and/or,
 - c. Contracts or transactions with subsidiaries of the Union.
 10. In order to adhere to principles of integrity and privacy, and to avoid breach of confidentiality, Councillors shall not:
 - a. Disclose to any member of the public, either orally or in writing, any confidential information acquired by virtue of their position in the Union;
 - b. Use any confidential information acquired by virtue of their position at the Union for their personal or financial benefit, or for that of their friends or relatives; nor,
 - c. Permit any unauthorized person to inspect or have access to any confidential documents or other information.
 11. Councillors, in the course of their position with the Union, shall comply with all applicable governmental laws, rules and regulations, including, but not limited to:
 - a. The Union's Constitution and By-laws;
 - b. Personal Information Protection and Electronic Document Act; and
 - c. Collective agreements and all employment-related laws and policies;
 12. Councillors shall be provided with an orientation to the Code of Conduct upon the commencement of their position.
 13. Students who are waged employees of the University of St. Michael's College (under Canadian laws) can serve as SMCSU Councillors.

Article XXIII: Institutional Memory

1. Minutes and Records of the Council

1. The Council shall keep a record of all motions passed; motions will be identified by the year and order in

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which they were passed.

2. All minutes, records, budgets, and financial statements of the Council or its subsidiary bodies shall be kept on file for three (3) years for perusal of the Union and affiliates of the University of St. Michael's College; appropriate copies of these documents shall be archived.

2. Transition Report

1. The Council shall create a transition report every year before the end of its term of office.
2. The transition report shall include:
 - a. Links to all SMCSU's available administrative files, minutes, and records, and/or their physical copies;
 - b. Usernames and passwords to emails, website hosting, and all online services registered through official SMCSU email addresses;
 - c. A list of important contact information; and
 - d. A section for each Councillor outlining their role, responsibilities, important dates, and expected challenges.

3. Archive

1. All documents saved by previous years of the Council shall be made available to incoming Councillors. Access to all Sharepoint folders and files from all previous years shall be shared.
2. A locked (or "hard") copy of all documents should be provided from a secondary location, uneditable and undeletable. This can be in the form of a secure and password-protected USB-connected memory storage device, a physical/printed copy, and/or locked copies on a Council computer hard drive.