



# CONSTITUTION of the ST. MICHAEL'S COLLEGE STUDENT UNION

As Amended July 2<sup>nd</sup> 2025

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## **Article I: Interpretation**

*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 2nd day of July in the year of 2025 Toronto, Canada.*



## 1. Definitions:

1. **Ad hoc Committee** refers to any temporary body struck by the Council for a specific purpose.
2. **Administrative Advisor** refers to the non-voting, designated University of St. Michael's College (USMC) Faculty Staff Member who provides guidance and assistance to the Council.
3. **Annual General Meeting (AGM)** refers to a yearly townhall held by the entirety of SMCSU where the financial report is presented to the student body, as well as a summary of the year for each portfolio.
4. **Approval** (of Council), also "**Council Vote**" or simply "**Vote**" refers to a motion passed by a 2/3 majority of present councillors, where councillors who abstain are not included in the vote total.
5. **By-Law** – A document that defines a set of rules and procedures that regulate the Council's operations.
6. **Campus Publication** refers to The Mike, or another comparable publication distributed to the constituency of the University of St. Michael's College.
7. **Collegium** refers to the highest governing body of the University of St. Michael's College.
8. **Committee** refers to groups led by a Councillor for the purpose outlined in Article XVI.
9. **Constituency** refers to the University of St. Michael's College.
10. **Council** refers to the legislative body of the St. Michael's College Student Union composed of elected Councillors.
11. **Councillor** refers to an elected Member of the Union that fills one of the positions described in Article V.
12. **Dismissal** refers to the act of relieving a sitting councillor of their duties according to the procedure defined in Article VII, Section 2.
13. **Ex-Councillor** refers to a Councillor who has been dismissed or has resigned.
14. **Executive Councillor** refers to both the President and Vice President.
15. **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.
16. **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 at least 3.0 full-course equivalents during the Fall and Winter Sessions.
17. **Grievance** refers to a formal complaint against a councillor or the council submitted by any member of the Union.
18. **Head Office** refers to the Union's official office, located at 81 St. Mary Street, M5S 1J4.
19. **Hired Speaker** refers to an individual outside of the Council who is hired to serve as the Chair of the meeting.
20. **Member** refers to a person who satisfies the requirements in Article II, Section 1.2, unless otherwise indicated or implied.
21. **Office Hours** refers to regularly scheduled two hours each week that a Councillor is mandated to be in the SMCSU Office in the COOP in Brennan Hall, facilitating student use of office resources.
22. **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 fewer than 3.0 full-course equivalents during the Fall and Winter Sessions.
23. **Robert's Rules of Order** refers to the rules contained in the current edition of *Robert's Rules of Order Newly Revised*.



24. **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.
25. **St. Michael's College Student Union (SMCSU) (or simply the Union)** refers to all registered undergraduate students of St. Michael's College as outlined in Article II, Section 1.
26. **Transition Report** refers to a document produced by the Council every year, as outlined in Article XIX.
27. **USMC Administration** – referring to all staff and groups not primarily comprised of students at St. Michael's College. This includes the President, the Dean of Students, Governing Bodies, and Finance Offices.

## 2. Emergency Interpretation Provision

1. In the event of extenuating circumstances, such as a state of emergency declared by the administration of USMC, the responsibilities outlined in this Constitution for the Council and Councillors can be set foregone, pending approval from the Council and approval from the USMC Administrative Advisor. Should there be a disagreement between the Council and the USMC Administrative Advisor, the Council is obligated to initiate a referendum involving the Union Members.
2. The outcome of this referendum will be governed by the Referenda By-Laws and the referendum must be initiated within seventy-two (72) hours of the conflict occurrence. Oversight of the referendum proceedings shall be jointly conducted by the Chief Returning Officer (CRO) when on staff, otherwise, the USMC Administrative Advisor or a representative of them, and optionally the Electoral Bylaws Review Board. Refer to the Electoral Bylaws for a detailed description of the roles and responsibilities of the CRO.
3. In the event of an unprecedented situation, not stipulated by this document or all Union bylaws, the Council must Approve a plan of action.
4. In the event there is disagreement between the constitution and Robert's Rules of Order, the constitution supersedes Robert's rules.
5. In the event where there is disagreement between the constitution and any of the Union's bylaws, the constitution supersedes the bylaws.

# 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 the Members by offering Councillor office hours, member feedback channels, and academic, health, and wellness resources. As a student

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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 university administration and wider community.

3. The Council strives to uphold the five fundamental values of USMC: Human Dignity, Community, Social Justice, Service, and Sustainability.

### **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, academic, 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 (50%) majority of members of the Union voting in a referendum conducted by the Council according to the Referendum Bylaws.
3. The Council does not need to conduct a referendum when increasing fees to account for inflation to a maximum of the Consumer Price Index (CPI) rate of that year. The Council is free to use those fees at their discretion, subject to Article XII.

### **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 XVII;
  - 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**

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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 two (2) percent of the members of the Union present a petition for such a referendum. Students may inquire with the Council as to the specific number of students that this percent refers to.
2. All financial records, budgets, general correspondences, Council Meeting agendas, 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.
3. All financial records shall be reviewed by the President, Vice President, Vice President of Finance, and the Administrative Advisor.
4. All meetings of the Council and of its subsidiary bodies shall be open to any member of the Union, except for those meetings or parts thereof provided for in Article III, Clause 4. Members of the Union may submit agenda items to meetings of the Council for review.
5. The Council or any of its subsidiary bodies may hold a meeting or part thereof in camera upon the Approval of Council. Motions arising while in camera shall be recorded in the minutes of the meeting.
6. The Council shall act in accordance with the University of Toronto Student Code of Conduct, enforce equity, and actively maintain sustainability practices.
7. Councillors should strive to represent all Members of the Union, specifically ensuring awareness of Membership rights, as outlined in Article II Section 5.

## Article IV: The Council

### 1. Composition

1. The Council shall consist in the following Councillors:
  - a. The President;
  - 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;
  - l. The Vice President of Spiritual Life; and,

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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 are in good standing with the Union and its Members, such that:
  - a. Maintain a minimum of 0.5 full-course equivalents (FCEs) in both Fall and Winter Session of the year they intend to serve on the Council;
  - 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
  - d. 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 last day of term, after the Spring election.
2. Each Councillor shall complete regularly scheduled training offered throughout their term offered by USMC, and all mandated leadership training must be completed by the deadlines set by the Administrative Advisor to continue serving on Council.
3. Each Councillor shall attend the two leadership retreats, hosted by the Dean's Office, if applicable.
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.
5. The Council may establish Committees (as per Article XVI) and Special Committees (as per Article XVII) 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 five (5) meetings, or at least two (2) without cause, the Councillor is eligible for dismissal as per Article VII;
    - i. A cause is considered valid for approval at the discretion of the President and/or Vice President, which includes but is not limited to:
      1. Medical emergencies

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2. Emergencies of family members or loved ones
3. Religious and cultural observations
4. Attendance at another SMCSU event, or a meeting that directly supports SMCSU programming or operations
5. Mandatory academic conflicts, other than regularly scheduled classes or asynchronous work
- ii. The President or Vice President must be informed of the cause of missing a meeting before the meeting occurs, even if it is included in the clauses above
  1. The exception to this is if the conflict is unexpected, but the cause must be communicated with the President and Vice President within 24 hours of the missed meeting.
- b. All Councillors must serve at the Union events, excluding their own, at least three (3) times per semester. Should a Councillor fail to fulfil 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 Councillors shall maintain a minimum of two (2) hours of Office Hours per week. Should a Councillor be absent from at least four (4) hours of Office Hours during their term without appropriate provision of notice or an adequate emergency excuse ex post facto, the Councillor is eligible for dismissal as per Article VII;
- f. All Councillors shall be responsible for leading their committee and its members with equality, respect and due diligence while ensuring their success as outlined in Article XVI.
- g. The Council assumes the responsibility of interpreting and amending the Constitution of the St. Michael's College Student Union;
- h. The Council shall call an Annual General Meeting on or before the beginning of the Winter Exam Period every year, where they will report their activities and finances from the year to all members; and
- i. All Councillors shall fulfil their role descriptions as outlined in Article V.

## 6. Meetings

1. Each Councillor shall attend Council meetings, bi-weekly from May to August, and weekly from September to April.
2. The Council shall commence meetings 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 two-thirds (2/3) of its councillors. From May through August, quorum of the Council and its subsidiary bodies shall be one-third of its councillors.





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 two-thirds (2/3) majority of Councillors, and attended by at least one half of the 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 Council meeting for a maximum of 2 meetings per semester throughout their term on council and shall retain both speaking and voting rights at the meeting, with the exception of meetings in May – August which will be virtual. 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.
  - a. Exceptions to this maximum number may apply at the discretion of the President and Vice President.
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 by Approval of 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. In the case of conflicting information between the By-Laws and the constitution, the constitution takes precedence over the By-Laws.
5. All By-laws require two Council meetings to amend or adopt. The first meeting is to review changes whereas the second is to receive Approval of Council.
6. Any action that alters the governance, financial allocations, formal appointments, or internal procedures of the Union shall require a formal motion and an Approval of Council, unless explicitly stated otherwise in this Constitution or its bylaws.

## 8. Appointments

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



# 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.
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.
8. This Councillor is responsible for gathering student feedback and executing the use of the Student Improvement Fund (SIF) for capital improvement projects.
  - a. A detailed report of the SIF, including budget and the process, shall be presented at the Annual General Meeting.
9. This Councillor shall oversee the development and approval of sponsorship opportunities on behalf of the Council. They are responsible for coordinating sponsorship outreach, ensuring all partnerships align with SMCSU's values and policies, and signing sponsorship agreements with Council approval where necessary.
10. This Councillor will review and update the Council's alcohol policy for the Union's events with the consultation of the Vice President of Community Life.

## 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, Electoral By-Law Review Board, and Referendum 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.

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### **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 collaborate with the Dean's Office in the execution of Grad Week, Career Month etc.
4. This Councillor will maintain avenues of frequent communication 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, the Principal's Office and the Academic Life Committee coordinated by the USMC Vice President and the Principal's Office.
6. This Councillor is the leader of the Academics Committee and is responsible for the hiring of this Committee.

### **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 or send a proxy.
5. This Councillor shall act as a liaison between the Council and the Dean's Cup Coordinator 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 Assistant(s).

### **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 Komer at least once 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, as well as all currently recognized artistic student groups with support from the Dean's Office.
6. This Councillor is the leader of the Arts Committee and is responsible for the hiring of this Committee.



## **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 any other social media accounts associated with SMCSU.
3. This Councillor is responsible for promoting the Union membership benefits and involvement opportunities.
4. The councillor is responsible for maintaining the SMCSU website and regularly posting and updating links, dates and documents, such as meeting minutes, agendas and financial reports.
5. This Councillor is responsible for the implementation and effectiveness of SMCSU communication channels, including but not limited to the SMCSU Official Instagram account and email newsletters.
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.
8. This Councillor is the leader of the Communications Committee and is responsible for the hiring of this Committee.

## **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 encourage and/or host collaborative events and activities between the Council and other student groups, such as the St Michael's College Residence Council (SMRC) and SMCSU-recognized clubs.
3. This councillor is mandated to initiate collaboration for at least one (1) event with the St. Michael's College Residence Council (SMRC), and at least one (1) event with one other student group.
4. This Councillor is responsible for hosting appropriate activities that contribute to the social and cultural experience of members.
5. This Councillor shall organize the USMC Formal and chair its committee.
  - a. This Councillor is the leader of the Community Life Committee and is responsible for the hiring of this 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 create and promote opportunities for education and action 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. This Councillor is responsible for creating programming that celebrates the diversity on campus, including events surrounding national/international celebrations, such as Black History Month, International Women's Day, the National Day for Truth and Reconciliation, Pride Month. Etc.
6. This Councillor is the leader of the Equity Committee and is responsible for the hiring of this Committee.

## **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 guidance regarding budget management from a member of the USMC Finance Department through regularly scheduled meetings to review SMCSU's finances.
3. This Councillor is responsible for making a quarterly balance sheet of SMCSU finances available on the SMCSU website. This shall be completed a week following the end of each quarter. The financial quarters for SMCSU are defined as follows:
  - a. Quarter 1: May 1 - July 31
  - b. Quarter 2: Aug 1 - October 31
  - c. Quarter 3: November 1 – January 31
  - d. Quarter 4: February 1 – April 30
4. The Administrative Advisor will review and approve each balance sheet prior to the publication of the quarterly update.
  - a. If the Administrative Advisor or Dean's Office withholds approval of a balance sheet, or any required deliverable, they must provide written rationale within 2 business days as to the necessary changes required for their subsequent approval. The Council must respond to the inquiry within 7 business days, which may include providing additional information.
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 request for reimbursement.
  - b. The delivery of the reimbursement is the responsibility of this Councillor.
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.
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 as the St. Michaels College Student Union liaison on the International and Cultural Portfolio's Team, led by the Dean's Office.
7. This Councillor is the leader of the International Community Outreach Committee and is responsible for the hiring of this Committee.

## **11. The Vice President of Mental Health**

1. The Vice President of Mental Health shall advocate for and lead initiatives to improve the available mental health resources at USMC.
2. This Councillor shall facilitate activities and events related to mental health and general wellness.
3. This Councillor shall inform the student body of the mental health resources available on - and off-campus.
4. 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.
5. 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.
6. This Councillor is the leader of the Mental Health Committee and is responsible for the hiring of this Committee.

## **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 the 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.
7. This Councillor is the leader of the Spiritual Life Committee and is responsible for the hiring of this Committee.

## **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 organizations.
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 work with the Dean's Office to plan the monthly Student Leaders meetings and maintaining CCR (Co-Curricular Record) accreditation.
  - a. This Councillor or a member of the Student Organizations committee is required to attend the USMC monthly Student Leader meeting and report to the Council the updates from those meetings.
6. This Councillor shall organize and coordinate the Fall and Winter USMC Clubs Fairs as well as the Spring Leadership Opportunity Fair and other leadership development programming.
7. This Councillor is the leader of the Student Organizations Committee and is responsible for the hiring of this Committee.

## Article VI: Employees of the Council

### 1. Hiring

#### 1. Role Preparation

- a. The Council shall Approve the designation of certain tasks to be performed in the service of the Union as paid positions. All newly hired positions, or positions where the compensation is altered, are to be Approved by the Council as necessitated by the operating term.
- b. These positions must be appropriately and openly advertised to the entirety of the Union as positions for a period of no less than two (2) weeks by the Council, with all relevant applicant materials being accessible to all interested students. All advertisements must include the role description, compensation, expected time commitment, evaluation criteria, and application deadline.
- c. Upon hiring, the Council shall enter into a written employment contract with the employee. The roles and compensation of Council employees shall be outlined in the employment contract. The President, Vice President, and Vice President of Finance shall be responsible for composing the contract and establishing its terms of employment, with the review by the Administrative Advisor.
- d. Hiring Councillors must recuse themselves from the process if they have a close personal relationship (e.g., roommate, romantic partner, immediate friend group) with any applicant.
- e. All hiring committees must complete a brief Conflict of Interest Declaration before the hiring process begins. Any perceived or actual conflicts must be disclosed and addressed before proceeding.
- f. For paid roles, the Administrative Advisor or their representative is required to sit on the hiring committee.
- g. If a student has previously held a paid or leadership position within the Union, they may not be re-appointed without reapplying through an open competition — no direct reappointments are allowed unless formally justified and approved by Council.
- h. All hiring processes must follow equitable, transparent, and bias-aware practices in accordance with SMCSU's values.

#### 2. Requirements

- a. The hiring of all positions, including committee members, shall require:





- i. Active and inclusive promotion of the application opportunity across multiple platforms (e.g., email, social media, posters) such that Union Members have fair access to apply.
- ii. Applications are to be graded on a consistent and standardized scale, with application scores documented, and feedback available when formally requested.
- iii. Applicants' names and identifying information to be redacted during the initial review of written materials (where feasible).
- iv. An interview with two (2) Councillors, for the purposes of accountability and transparency;
- v. Interview questions to be standardized for the specific role and provided in advance to the Hiring Committee. Interview rubrics must be used and retained for record-keeping.
- vi. Approval of both interviewing Councillors. If consensus is not reached, a third impartial Councillor or Administrative Advisor will review the materials and conduct a final tie-breaking vote.
- vii. A short orientation for all hired individuals, which includes a review of their responsibilities, conflict of interest guidelines, and expectations for professionalism when working with peers.

## Article VII: Disputes & Resolutions

### 1. Grievances

#### 1. Definition

- a. The Council is to be open and accessible to all Councillors. The Council shall have a grievance policy that facilitates a structured mode to submit reports regarding the improper conduct of Councillors. A Councillor may bring forth a formal written report 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.
- b. Any member of the Union is also able to file a grievance against a member or members of the Council.
  - i. Including but not limited to; committee members, and hired positions
- c. A grievance may also be filed against anybody holding a paid position within SMCSU.
  - i. The procedure for grievances submitted against an election officer is detailed in the Electoral By-Laws

#### 2. Procedure

- a. A grievance must be submitted within fifteen (15) days of the alleged violation to be valid.
- b. 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.
- c. The Receiving Councillor shall ask for a written response from the Councillor(s) named in the grievance. This response must be received within one (1) week of the initial grievance submission.





- d. The Receiving Councillor shall inform the Council of the allegation within seventy-two (72) hours of receiving the grievance.
- e. The Receiving Councillor shall meet with the parties named in the grievance within two (2) weeks of receiving the response and attempt to affect a mutually satisfactory resolution of the matter.
- f. If the matter cannot be resolved, a meeting of the Council must be called within fifteen (15) days of the meeting detailed therein.
- g. At this Council meeting, one authorized representative from each side shall present their case and answer any questions from the floor.
- h. The resolution of the grievance shall be decided by a double-blind Council Vote.
  - i. If multiple Councillors are named in the grievance, the resolution of the grievance for each councillor shall require a separate Council Vote
  - ii. Councillors who are responsible for the submission of the Grievance or are the subject of a Council Vote about the resolution of a Grievance, may not vote on its resolution.
- i. The grievance, and related processes should remain confidential, and not revealed to parties unless necessary.
- j. Grievances submitted by the student body against the council in its entirety must be submitted to the Administrative Advisor. The Administrative Advisor should act as an observer and a non-voting consultant in all formal grievance hearings.

## 2. Dismissals

- 1. Definition of dismissal
  - a. The relieving of a councillor, committee member or hired role of their fiduciary duties and any privileges entailed by Council membership.
  - b. A Councillor, once dismissed, becomes a general member of the Union.
  - c. Should the dismissal proceedings initiated against a Councillor or committee member, as described in Article VII, section 2.4a, find that Councillor deserving of dismissal, that dismissal shall take effect immediately following the conclusion of those proceedings.
- 2. Grounds for dismissal include, but are not limited to:
  - a. Failure to comply with constitutional responsibilities as outlined in Article II, Article IV, and Article V, or their contract;
  - 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.
- 3. Dismissal proceedings may be initiated by:
  - a. A council meeting scheduled in accordance with Article IV, Section 6 to discuss the grounds of the dismissal;
  - b. The presentation of grounds for dismissal at least 72 hours before a regularly scheduled council meeting.
  - c. A special council meeting to discuss the grounds for dismissal
- 4. Members of Council or committee member 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.



## 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. within seventy-two (72) hours of receiving resignation notice.
2. The Councillor must attend the meeting where their resignation is being discussed, where they may discuss the reason for resignation.

## Article IX: Reinstatements

1. An Ex-Councillor from the current operating term may seek reinstatement 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 double-blind vote.
3. In the case that a referendum leads to a councillor's dismissal;
  - a. The Ex-councillor cannot be reinstated by Approval of the Council
  - b. The Ex-councillor also may not apply to be a candidate for any position on the Council within the same academic year.
4. Reinstatement shall occur at the subsequent Official Council meeting provided that the dismissed Councillor in question is present and can justify their reinstatement.
5. A dismissed councillor may only seek reinstatement one time after their dismissal/resignation. If their application for reinstatement is rejected by sitting councillors, they may not seek reinstatement again.

## Article X: By-Elections

1. A vacancy created by resignation (as per Article VIII) or dismissal (as per Article VII) 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 XI: 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, through the AGM and on the website, to the Union no later than the fifteenth (15th) day of May prepared by the leaving council.
4. Councillors may request an audit of the Council if two-thirds ( $\frac{2}{3}$ ) of Councillors vote for such an audit.
  - a. An initial audit conducted by the USMC Finance Department or with accordance to their discretion can be requested through the USMC Administrative Advisor.

## Article XII: 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 August.
  - 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 December.
  - c. A councillor may request an appeal to the decision of the Vice President of Finance in which case, the councillor mentioned above shall present their appeal of decision to the entirety of the council. The council then votes to decide on the specified matter with two-thirds ( $\frac{2}{3}$ ) majority of the Council.
2. There shall be an allocation of funds entitled Project Aid. Project Aid is a one-time financial support mechanism open to independent student-led initiatives that aim to enhance the student experience at the University of St. Michael's College (USMC) Requests to access this fund will be granted subject to the approval of Council.
  - a. The request procedure for such funding is to be determined by the current Council
  - b. Project Aid Funding will be allocated within the Student Organizations budget and will be administered by the Vice President of Student Organizations.
  - c. Applications are open to independent student initiatives led by current USMC undergraduate students.
  - d. Projects must be student-led, benefit the USMC student community, and align with SMCSU's mission and values.
  - e. Funding will not be provided for personal expenses, alcohol, travel unrelated to programming, or activities that do not align with SMCSU guidelines.
  - f. Funding may be used for materials, promotion, space booking, refreshments, and speaker or performer fees.
  - g. Maximum initial funding is \$250 per project, with the possibility for additional funding based on need and impact.
  - h. Funding is not guaranteed and is dependent on available SMCSU resources.
  - i. Applicants must submit following materials to Vice-President of Student Organizations:
    - i. Completed Project Aid Request Form.
    - ii. Detailed project description and objectives.
    - iii. Budget breakdown with itemized estimates.
    - iv. Promotion and outreach plan.
    - v. Timeline for project execution and post-event reports.
  - j. Applications are reviewed by the Club Recognition Board members
  - k. The SMCSU Council will ratify the decision through a 2/3 majority vote.
  - l. Applicants will be notified of the decision.
  - m. Approvals may include conditions such as mandatory post-event reporting or collaboration requirements.
  - n. All receipts and proof of expenditures must be submitted within two weeks of project completion.
  - o. A brief written report summarizing outcomes, participation, and any issues encountered is required.



- p. Failure to submit documentation may result in ineligibility for future funding.
- 3. Any Councillor who wishes to request expenditure beyond their approved Budget allocation must propose a motion to the Council, subject to Council Approval. 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 administrators of the College.

## Article XIII: 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 XIV: Bylaws and Review Boards

### 1. Electoral Bylaws

- a. Procedures
  - i. The Council shall strike an Electoral Bylaw Review Board (EBRB) to review the Council Electoral Bylaws.
  - ii. This Board must be struck before the beginning of the fall semester of the Council's term and be appointed by the approval of the Council.
  - iii. The Board must meet at least once in the Fall Semester and as needed during the Winter semester.
  - iv. The Board will review the Electoral By-Laws and propose Electoral By-Law amendments to the Council.
  - v. The Board will review all proposed amendments before they are brought forth to Council.
  - vi. The Board will record and store all proposed and passed amendments (as defined by Article XV in the Constitution, and its By-Laws) as well as passed motions.
  - vii. Meetings require a minimum of three (3) members of the EBRB for quorum, of which must include the President or the Vice President;
  - viii. Be chaired by the Vice President.
- b. This board must be composed of, at a minimum:
  - i. President
  - ii. Vice-President



- iii. Two (2) non-Council and non-Staff members who belong to the Union's Membership.

## 2. Club Recognition Bylaws

### a. Procedures

- i. The Council shall strike a Club Recognition By-Law Review Board to review the Club Recognition By-Laws
- ii. This Board must be struck before the beginning of the fall semester of the Council's term and be appointed by the approval of the Council.
- iii. The Board must meet at least once in the Fall Semester and as needed during the Winter semester.
- iv. The Board will review the Club Recognition By-Laws and propose Club Recognition By-Law amendments to the Council.
- v. Review all proposed amendments before they are brought forth to Council.
- vi. Record and store all proposed and passed amendments (as defined by Article XV in the Constitution, and its By-Laws) as well as passed motions.

### b. Membership

- i. Vice President of Student Organizations of the SMCSU (Chairperson);
- ii. Vice President of Finance of the SMCSU;
- iii. President of the SMCSU;
- iv. Vice President of the SMCSU;
- v. The St. Michael's College Student Union's Administrative Advisor;
  - 1. One additional Councillor of the SMCSU is welcome to join the Board;
  - 2. One active and engaged member of the Faculty of the University of St. Michael's College (of the college programs), as selected by the Vice President of Student Organizations is welcome to join the Board. If a Faculty Member is not chosen, the Administrative Advisor would take up their role.

## 3. Referendum Bylaws

### a. Procedures

- i. If the council deems it necessary, a review board may be struck to review proposed changes to the Referendum Bylaws

### b. Membership

- i. Vice President (Chairperson);
- ii. President;
- iii. The St. Michael's College Student Union's Administrative Advisor;
- iv. One additional Councillor is welcome to join the Board.

## 4. Constitution and Policies

### a. Procedures

- i. A review board is struck to suggest and review proposed changes to the Constitution

### b. This review board must be composed of, at a minimum:

- i. President
- ii. Vice-President
- iii. Two (2) other Councillors
- iv. The Administrative Advisor

*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 2nd day of July in the year of 2025 Toronto, Canada.*



## Article XV: 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 member of the Union may propose an amendment(s) to the Constitution in writing.
3. 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.
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 By-Laws of the Union shall govern written notice of any amendments to the Electoral By-Laws. Council cannot adopt amendments to the Electoral By-Laws between the commencement of the Nomination Period(s) and the announcement of results of each election period.

## Article XVI: Committees

1. The purpose of a committee shall be to aid a Councillor in their duties as outlined in Article V, with the goal of Committee members being able to grow in leadership along with their chairing Councillor.
  - a. Each Councillor shall be entitled to one (1) committee.
    - i. The Formal Committee under the VP Community Life is an exception to this clause, as that serves as a Special Committee (Article XVII).
2. If a councillor wishes to create an additional committee, the request must be proposed to the Council and approved.
  - a. Each committee shall be composed of no more than five (5) Members.
  - b. A change in the composition of committee members must be proposed to Council, subject to approval of the Council.
  - c. Councillors must be chair of their committee.
3. Committee hiring shall follow all requirements and practices outlined in Article VI.
4. Each committee member shall be given Co-Curricular Record (CCR) recognition, subject to the approval of the Council by a 2/3 majority Vote.

## Article XVII: Special Committees

1. The striking of the Special Committee is subject to a (2/3) majority of Councillors.
2. A Special Committee can be formed if 2/3 of the Councillors vote in favour of its creation
3. At least two (2) Councillors must be on the Special Committee at any given time.
4. The Special Committee will establish its own mandate via a document which states its terms of reference, aims and purposes, and intended duration. The mandate must be ratified by the Council with a 2.3 majority Vote.
5. Hiring for Special Committees shall follow all requirements and practices outlined in Article VI.
6. The members of the Special Committee shall elect or appoint a Chair amongst themselves at the first (1st) Special Committee meeting.



7. The Special Committee may present recommendations to the Council, but these recommendations shall be subject to the approval of the Council.

## Article XVIII: 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 a grievance as outlined in Article VII.
  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.
  14. A Councillor must not hold a hired position within the Council.
    - a. Eg. The Vice President of Communications cannot simultaneously be hired as a Photographer by the Council.
  15. A Councillor must declare conflict of interest in decisions regarding an election in which they are considered a Candidate or pre-candidate.

## **Article XIX: 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 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. The transition report shall be uploaded to the designated shared drive, and 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 materials 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, un-editable 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.