



THE BYLAWS

STUDENT ASSOCIATION OF ST. LAWRENCE COLLEGE
(KINGSTON CAMPUS) (SASLCK)

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THE BYLAWS OF THE STUDENT ASSOCIATION OF ST. LAWRENCE COLLEGE
(KINGSTON CAMPUS)

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Article I. ORGANIZATION

1.1 Name and Seal

The Student Association of St. Lawrence College (Kingston Campus), or SASLCK, shall hereinafter be referred to as “The Corporation” and is a corporation duly incorporated pursuant to the laws of the Province of Ontario. The corporation shall have a seal, which shall be adopted and may be changed by resolutions of the directors, an example of which is affixed hereto.

1.2 Membership

The membership of the corporation shall consist of members of the student body of St. Lawrence College (Kingston Campus) who are activity fee-paying students.

1.3 Board of Directors

The affairs of the corporation shall be conducted under the supervision of a board of directors. The board shall initiate, review, evaluate and set policies and programs that will be beneficial to the members of the corporation. Day-to-day operations of the corporation shall be managed by the Student Association of St. Lawrence College President & Executive Director according to the board’s policies.

1.4 Mission Statement

The board recognizes that the success of the corporation resides in the commitment of individual members to the expressed goals and objectives of the corporation. To ensure the equal participation of members in the setting of these goals, the newly elected board shall convene as a committee of the whole, to determine what the individual and collective goals of the members will be, as expressed in board policies.

Article II. GOVERNANCE

2.1 Directors of the Board

The corporation shall be governed by seven students elected at large from the fee paying students of St. Lawrence College. Each board member shall have one vote. The President & Executive Director shall be non-voting members of the board. The board will sit, and regularly assess and update, board policies that govern the board's own work as well as policies that determine organizational outcomes and performance criteria.

2.1.1 Fiduciary Responsibilities

Members of the board shall be responsible to the student body as a whole. This responsibility includes reporting the proceedings to the fee paying student members and listening to their needs.

2.1.2 Director Expectations

- i. Attend all scheduled meetings (see section 4.5 for attendance requirements)
- ii. Contribute to board discussions.
- iii. Remain informed of corporate activities, encourage student involvement with the corporation, and represent students concerns and interests.
- iv. Maintain the status of student in good standing during their elected term.

2.2 President

Job Summary:

The President shall be the official representative of the corporation. The President is subject to the bylaws and policies of the board.

2.2.1 Board of Directors:

- i. Shall be responsible for providing regular monitoring reports to the board of directors based on the board's schedule for monitoring.
- ii. Shall attend all board meetings.
- iii. Shall maintain regular communication with the board.
- iv. Shall be responsible for the implementation of and bound by decisions made by the board of directors according to the board's policies.
- v. Manage all communication, and representation for the corporation with on and

off campus personnel, and with those not directly associated with the corporation. Responsible for all communication associated with post-secondary student representative organizations.

- vi. Shall ensure there is a S.A. representative for all relevant councils and committees
- vii. The board of directors shall perform a performance review of the President twice (2) per year. It is recommended these take place every December and March and be in accordance with the board's policies.
- viii. The President is a non-voting member of the board.
- ix. The President's performance is subject to the board's review according to the board's policies.

2.2.2 Specific Portfolio:

- i. Shall produce reports according to the board's schedule.
- ii. The position will require a minimum of twelve (12) hours per week during the school year and thirty-five (35) hours per week from May 1st to August 31st.
- iii. Shall ensure that the bylaws and board policies are followed.
- iv. Shall document and track student concerns.
- v. Shall attend official St. Lawrence College functions and advocacy related meetings.
- vi. Shall be responsible for tri-campus communications and designating representation at any post-secondary student representative organization.
- vii. Act as a Liaison at the annual convocation.

2.2.3 Restrictions:

- i. The President will not be eligible for any paid Student Association non-student staff position until two (2) years has passed after the end of their term.

2.3 Executive Director (Chief-Executive Officer)

Job Summary:

The Executive Director is charged with the general management of the affairs of the student Association of St. Lawrence College (Kingston) according to the board's policies.

The Executive Director is subject to the bylaws and policies of the board.

2.3.1 Board of Directors:

- i. Shall be responsible for providing regular monitoring reports to the board of directors based on the board's schedule for monitoring.
- ii. Shall attend all board meetings.
- iii. Shall maintain regular communication with the board.
- iv. Shall be responsible for the implementation of and bound by decisions made by the board of directors according to the board's policies
- v. The board of directors shall perform a performance review of the Executive Director twice (2) per year. It is recommended these take place every December and March and be in accordance with the board's policies.
- vi. The Executive Director will be hired by the board of directors.
- vii. ~~The President & Executive Director will be hired for a one-year term with an option of a second year based on board evaluation up to a maximum of a two (2) year term.~~ (to be reinstated on April 1, 2019 or the date of resignation or the current President & Executive Director, whichever occurs first.)
- viii. The Executive Director is a non-voting members of the board.
- ix. The Executive Director's performance is subject to the board's review according to the board's policies.

2.3.2 Specific Portfolio:

- i. Shall produce reports according to the board's schedule.
- ii. The position will require a minimum of thirty five (35) hours per week. Shall ensure that the bylaws and board policies are followed.
- iii. Shall document and track student concerns.
- iv. Shall ensure the corporation creates and maintains a strategic plan in a way that is consistent with the board's priorities in its policies.

2.4 Board Chair (Chief Governance Officer)

Job Summary:

The board will select, from among its own membership, a board chair whom will be responsible for setting the board's agendas and managing the board's process, according to the board's policies.

2.5 Treasurer

Job Summary:

The Treasurer is an officer of the board whose purpose is to both ensure the integrity of the finances of the Student Association and to accurately communicate financial standings, as well as financial conditions, to the Board of Directors in a regular and timely manner.

Article III. POLICIES AND PROCEDURES

3.1 Parliamentary Procedure

The corporation shall use, but is not limited to, the procedures as outlined in Robert's Rules of Order.

The bylaws of SASLCK are to be utilized as a guideline; situations and instances not dealt within the Bylaws are to be resolved at the discretion of the BOD according to the board's own policies.

3.2 Decision Making

3.2.1 Voting

Voting on all matters shall be conducted in the manner of one vote per member of the board. Members of the board may assign their proxy to another member of the board in writing, by fax, phone, email or by other means. The proxy must be addressed to the Chief Governance Officer and received by the beginning of the meeting; if this is not done the vote does not count.

There will be a process for the board to make a decision regarding proposals from non-members of the board or from the college community. First meeting discuss proposal/project/event thoroughly. Decide by motion at the following Board meeting without the presence of those proposing the project/event or proposal.

3.2.2 Quorum

Quorum will be defined as a majority of directors currently in office, with a minimum of four (4).

3.3 Board of Directors Meetings

Board meetings may be held at a time and place determined by the board of directors. However, in any event, the board shall meet once per month during each term. Notice of special meetings of the board of directors must be sent to each director and must be provided no less than two days before the date of the meeting or as necessitated in an emergency.

However, meetings of the board may be held at any time without formal notice if a majority of the directors are present and those absent have waived notice or have signified their consent in writing, by fax, phone, email or by other means to have the meeting held in their absence.

3.4 Board Secretary

The board shall appoint from among its membership a secretary who shall be responsible for the board's documents including the meeting minutes in accordance with the board's policies. In addition he/she shall keep the attendance record of all board members along with a list of each board members address and telephone number.

3.5 Minutes

Written copies of all motions shall be kept on file, until the minutes of the meeting at which they were passed have been adopted as read or as corrected, then for one month after the date of that meeting.

The minutes of all meetings of the board shall be made available to each board member of the corporation prior to date of the next board meeting. The minutes shall be sequentially dated through each term of office.

3.6 Committees

The board of directors may establish standing committees or special purpose committees at its discretion, as are required to carry out policies and programs of the corporation. Recommendations of such committees shall be subject to the approval of the board. In addition, they shall produce an annual written report on their activities for distribution to the full board. The term of the committee shall expire with the completion of its mandate or at a time established by motion. A specific term of reference must be approved by a board motion. Committee deadlines shall be set and committee chairs shall be expected to adhere to the deadlines.

3.7 Corporate Name

The Student Association logo shall state the corporate title as Student Association of St. Lawrence College (Kingston Campus). The acronym used will be SASLCK.

3.8 Annual General Meetings (AGM)

There shall be annual general meetings of the members of the corporation held in the month of March. A motion of the board shall call general meetings of the members of the corporation. The board shall establish the exact date and time of these meetings. In addition to other activities, the Chair shall report to the members the activities of the board, and the President & Executive Director shall report to the members, the activities of the corporation for the past fiscal year. Any general meeting of the members shall be held on the same campus as the head office of the corporation. Unless a motion specifically suspending the following is passed, members shall be entitled to ten (10) days' notice of

any general meeting(s) of the members. Parliamentary Procedures as stated in Section 3.1 shall be used as a guide to the proper procedure of order and motion at such a general meeting.

3.9 Amendments to Bylaws

The bylaws may be amended by the members of the corporation at a duly called general meeting of the membership following a two-thirds affirmative vote of the voting members of the board on two separate readings of the bylaw; one at a board meeting and one at the AGM. The bylaw shall be deemed to be in effect after it has been accepted by the corporate membership on its final reading. Amendments to the bylaws shall follow the same procedure for adoption.

In determining the suitability of information to be released, the interests of the corporation and its members and the college as a whole must be held paramount.

3.10 Execution of Documents

Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by any two of the Chair, President, & Executive Director and (1) Manager and shall have affixed to them the seal of the Corporation.

3.11 Referendum Policy

The Student Association of St. Lawrence College Board of Directors may conduct a formal referendum when a decision affects the entire student body. The board retains the right to use referendum results for informational purposes only. The board of directors retains the right to make the binding decision.

3.11.1 Mandatory Referendum:

A referendum of the members must be called if:

- i. A new mandatory fee significant in scope is proposed
- ii. The fee change is over 20% per term.

3.11.2 Referendum Mandate:

- i. A minimum of twenty percent (20%) of the student population must vote to pass a referendum.
- ii. Fifty percent plus one student vote (50% plus 1 student vote) or more of cast votes must be in favor of the question to pass the referendum.
- iii. A referendum may only be held during the first three months of the fall and winter semester excluding program reading weeks.
- iv. At the discretion of the board of directors, the minimum required percentage of votes in favor of the question can be increased.

Article IV. ELECTIONS

4.1 Election of the Board of Directors and President

Board members will be elected by the student body in the following manner:

- i. The Elections Canada Guide “Election off the Shelf” shall be the reference for any election interpretation.
- ii. Candidates who have received the most votes shall be deemed to be the candidate elect. Achieving a minimum number of votes is not required.
- iii. Candidates will be elected at large. The seven candidates with the most votes will constitute the board.
- iv. Campaign material will be permissible within campus buildings.
- v. Each student wishing to vote must provide polling station staff with sufficient identification (student photo ID card). Polling staff must be able to determine the academic program of study of each voter. Each voter will receive a ballot identifying director candidates with their full legal name. Ballots will be differentiated from one another using random order sequencing to reduce selection bias.

4.1.1 Sanctions:

If a candidate running for a board of directors position has violated election rules they may not hold any position on the board for one academic year.

4.2 Term of Office

The term of office for elected Board Members shall be one fiscal year. Any board member can serve on the board for a maximum of four (4) cumulated years.

The term of office for the elected President shall be one fiscal year to a maximum of two years based on election/re-election (for a second and final term) results.

Board members cannot take any hired corporation office position within two (2) years of being a board member.

4.2.1 Extended Term of Office

The board may select from among its elected board members two (2) directors for an additional term by the February board meeting.

4.3 Resignation

A member of the board of directors may resign at any time by submitting a letter of resignation to the Chair of the board. Such letter of termination is considered final.

4.4 Impeachment of Board Members

If, at a meeting of the board, with notice of motion having been given at a previous meeting, a resolution is passed by a majority of the members present, that a member be removed from office, then effective immediately, the member will have been impeached and removed from all offices in the corporation for a minimum of 12 months and thereafter requires approval of the board to be reinstated. The Chair will deliver written notice of this motion to the affected member. Board members, who have been impeached, may submit a written appeal to the board prior to the next regular meeting of the board.

Impeachment may occur in the following instances:

- i. Unexplained or unacceptable absences.
- ii. Repeated violation of the bylaws.
- iii. Violation of any federal and provincial legislation.
- iv. Failure to fulfill duties required.
- v. At the discretion of the board for legitimate reasons.
- vi. Unbecoming behavior defined in the St. Lawrence College Student Code of Conduct, or at the discretion of the board of directors.

It is recommended that a three step process is used, but not required. A verbal warning will be given followed by a written warning and then impeachment. Written and verbal warnings sit on an individual's file for a 12 month period.

4.5 Absences

Board members who are absent from two (2) consecutive board meetings, or three (3) board meetings in one year, will be automatically dismissed without a vote. Board members may submit a written appeal to the board prior to the next regular meeting. Failure to have a reversal in decision by the board shall result in the binding decision regarding the resignation of the board member. It is the Chair's responsibility to notify the board member on behalf of the members of the board of directors.

4.6 Vacancies

Vacancies, however caused, shall be filled as soon as possible through a by-election and the newly elected member shall serve the remainder of the term of office. However, by motion of the board, a new voting member may be appointed to serve the remainder of the vacated term where only one candidate exists for a position. All vacancies must be posted for a minimum of one week in all areas of high student traffic.

4.7 Chief Election/Returning Officer (CERO)

This person shall ensure that all advertising, done by the election committee, contains the time and date of the closing of nominations, campaigning and elections.

Those duties more specifically include:

- i. To organize debates and other speeches by the candidates.
- ii. To restrict the size of posters and the areas where they may be placed during the campaign.
- iii. To control hand-billing, rallies, and other forms of campaigning.
- iv. To declare an election invalid, if election procedures were not adhered to.
- v. To ensure the overall running of a safe, sound and responsible election.
- vi. To act impartially at all times to any active candidates and not run for office in the corporation themselves at that time.
- vii. To organize the training session for all polling booth officials.
- viii. To organize and Chair over any appeal hearings.
- ix. To be responsible for election publicity in notifying the College students through various media.
- x. To present an election report to the board both before and after the election.
- xi. To ensure by interview all qualifications have been met.
- xii. Consults with the corporations President but seeks board of director's interpretation on issues relating to the election when necessary.

The CERO can appoint any member from the board or the student body to his/her election committee. The CERO must appoint a student committee of no less than two including the CERO and no more than five total committee members; this shall be known as the Election Committee. No members of this committee shall run for office and must show impartiality at all times.

In the event that the CERO is unable to perform their duties or expectations due to unforeseen circumstances, the responsibility of overseeing the selection of a new CERO falls to the Director of Student Services or the designate.

Each candidate will receive a complete copy of the election protocol. The prospective candidates will also receive a nomination form containing:

- i. The dates of the election;
- ii. The closing date for nominations.
- iii. Request for 2 letters of academic endorsement.
- iv. Request for police clearance if successful candidate
- v. Statement regarding minimum academic requirement of good academic standing in previous semester to take office if success candidate.
- vi. Statement that each board member signs a waiver form enabling the Executive Director to access marks at the end of the previous semester.

4.8 Qualified Voters

Any activity fee-paying student of St. Lawrence College (Kingston) is qualified to vote in Corporation elections.

4.9 Qualifications for Director and Presidential Candidates

- i. Must have paid their tuition fees and be registered as a full time student by the first day of the semester to remain or be eligible as a board member for that term. They may be approved by the board to hold their position as a part time student after completing their first semester as a full time student.
- ii. Must comply with the academic policy as set forth by St. Lawrence College;
- iii. Must be nominated by ten (10) duly authorized electors;
- iv. Must be bondable; by successfully completing a police clearance.
- v. Must have achieved good academic standing. Each board member shall sign a waiver form enabling the Executive Director to access marks at the end of each semester.
- vi. Must submit two (2) letters of recommendation signed by any two of; school dean, program coordinator, or a faculty member.
- vii. Must not be a student employed within the Student Association.
- viii. Must be 18 years of age or older.
- ix. Must not have the status of bankrupt.

4.10 Nomination Forms and Bylaws

Each candidate shall receive a complete copy of the bylaws setting out election procedures. The nomination form shall have the date of the election and the closing date for nominations printed clearly on them when they are given to candidates. As well job descriptions shall be provided for each position. Nomination forms and election protocol shall be signed by the candidate and submitted to the Student Association. The Information and Services Representative shall receive the nomination form and confirm each candidate's list of nominees.

A candidate may not do any advertising until his or her nomination form has been received and approved by the CERO.

4.11 Election Dates

The board of directors will decide upon the election and nomination closing dates. The annual elections shall be completed by the Annual General Meeting of the members.

4.12 Appeals Procedure

If a candidate feels that the election proceedings were unfair, the candidate may appeal in the following manner, known as, “The Student Association Appeals Process for Elections”.

STEP 1:

All appeals must be submitted in writing to the CERO within 48 hours of the incident in question, but before the announcement of Election results.

Any appeals regarding ballot counts must be made within 24 hours of disclosure of election results.

STEP 2:

If the appellant is not satisfied with the decision made by the CERO, the appellant must submit a written appeal to the Student Association of St. Lawrence College Board of Directors.

4.13 By-Elections

If necessary, there shall be a by-election held as soon as feasible for the purpose of filling any vacant board positions. No member of the board shall hold more than one position at one time. The board may approve a board appointment until a by-election is held.

4.14 Election Campaigning Regulations

To control and regulate advertising in the corporation’s elections campaign, all candidates will be provided with a copy of the “Elections Campaigning Protocol Agreement of the Student Association of St. Lawrence College, Kingston Campus”, as approved by the current board of directors. The candidate will be required to read and sign off agreeing to follow the protocol. Failure to comply may result in the candidate’s disqualification.

4.15 Corporation Election Guidelines

- i. All nomination forms must be submitted in person and witnessed by an election committee member in the Corporation office. Each candidate shall receive an election package citing dates, deadlines and important election material including reference to Elections Canada Guidelines for Student Elections and CERO information.
- ii. No campaigning shall commence until the candidates are authorized by the CERO to do so.
- iii. No candidate will be present at the polls unless the candidate is present with the express purpose of voting.
- iv. No candidate may be present during the counting of election ballots.
- v. After the elections are completed, the actual number of votes for a candidate will be available to that candidate.
- vi. Candidates shall attend all candidates' meetings called by the CERO, and, at the discretion of the CERO, may forfeit their candidacy should they be absent from any such meeting without a legitimate reason.
- vii. The polling station hours will be determined by the election committee and the CERO.
- viii. Election issues/irregularities must be dealt with by the CERO. The board Chair shall be consulted for related/established policies and procedures. If required, the board of directors shall be consulted for resolution.
- ix. Shall utilize the Elections Canada guidelines for Student Elections regarding Elections Procedures.
- x. All candidates must read and sign off on the "Elections Campaigning Protocol Agreement" of the Student Association of St. Lawrence College, Kingston Campus.

Article V. FINANCIAL

5.1 Remuneration

No member of any club or organization, which receives funding from the Corporation, can accept both an honorarium from that club and accept wages or commissions from either that club or the Corporation.

5.2 Honorarium

Members of the Student Association Board of Directors may receive an honorarium as determined by resolution passed at the AGM for the fiscal year prior to the election of the board in office. Said honorarium may be granted in recognition of a board member's services to the students of St. Lawrence College through the corporation.

Recipients must recognize that an honorarium is a privilege, not a right, granted in recognition of a person's effort in the service of the students of St. Lawrence College through the corporation.

Amendments to the amount of the honorarium granted to the board shall not be retroactive so that no member of the board shall be able to unduly influence the sum of their honorarium.

No board member will receive both an honorarium and wages/commissions, from the corporation, or from any club funded by the corporation.

5.3 Leadership Honorarium

The Board of Directors may award an honorarium to any student who has made a special contribution to the students of St. Lawrence College. The board may select a maximum of five recipients annually. The board's decision will be final.

5.4 Corporate Cheques

Any monies released by the corporation shall be by pre-numbered cheque and be recorded properly. All persons receiving or disbursing the corporation's monies must be bondable. All cheques issued by the Corporation shall be signed by two of the following five persons: Board Chair, President, Executive Director + 1 of (Marketing and Events Coordinator and the Coordinator of Services and Operations)

5.5 Corporate Safe

Monies and securities held by the corporation at its office shall be kept in a safe with the combination and/or keys available to the Executive Director and the corporation's auditor.

5.6 Use of Compulsory Non-Tuition Related Fees

As a member of the board of directors for the Student Association, members do not represent their own interests, but the broader interests of the student community at St. Lawrence College, Kingston Campus. Members of the board share in the responsibility of managing the various Compulsory Non Tuition related fees on behalf of the corporation for the benefit of the majority of students in the college population.

In addition, the Student Association shall ensure that fees approved for academic enhancement or capital expenditure follow the intent of all fee protocol agreements. In this capacity, the Student Association shall ensure project approvals benefit only those students who have paid these ancillary fees. Any leveraged funds acquired with these ancillary fees shall benefit only the fee fund and those students who have paid these fees.