

**CONSTITUTION
OF
THE STUDENTS' ASSOCIATION
OF
CHAMPLAIN REGIONAL COLLEGE
LENNOXVILLE CAMPUS
(revised and updated 1999-2000)**

PREAMBLE:

WHEREAS Champlain Regional College (Lennoxville campus) is composed of a unique community of students originating from a varied geographical and economical milieu; and

WHEREAS Champlain Regional College (Lennoxville campus) is situated on the property owned by Bishop's University, the CRC being annual lessees of portions of said property; and

WHEREAS the Bishop's University Students' Representative Council remains a political body subject only to the corporation of Bishop's University (the lessors) thereby receiving privileges regarding the control and use of student facilities on said campus; and

WHEREAS the student activity fee which is paid each semester as a condition of registration at Champlain Regional College (Lennoxville campus) should benefit the student community by being effectively managed through a representative association of students; and

Be it declared that there is established an association of students to be known henceforth as Champlain College Students' Association (Lennoxville) Inc. (herein referred to as the Association), a body composed of every student, part time and full time, registered at Champlain Regional College (Lennoxville campus), political and corporate with head offices in the federal county of Sherbrooke, in the provincial jurisdiction of St. Francis, in the province of Quebec, and that the present constitution be that of the said Association.

GOALS:

Be it declared that "The Association" in consideration of the previously mentioned particulars, through common association of all said students commit ourselves to provide a better educational environment, a life style which permits personal growth and intellectual development, the common good and general welfare of all members, the ethical and legal rights of all students; and

Be it furthermore declared that the Association is dedicated to the encouragement of

- i) active participation in all levels of college governance;
- ii) representative participation from all sectors of said student community;
- iii) student cooperation with any committee or other body whose goals are to improve the quality of student life, without jeopardizing the best interests of Champlain students as perceived by the Association.

MEMBERSHIP:

Be it declared that all full and part time students registered at Champlain Regional College (Lennoxville campus) shall, after having paid a student activity fee, be members of the Association and shall be eligible to participate in any of the activities of the Association.

ARTICLE I - EXECUTIVE COMMITTEE:

- a) The Executive Committee shall consist of the executive officers. The executive officers of the Association shall be a President, a Vice-President (Internal Affairs), a Vice-President (Communication and External Affairs), a Vice-President (Academic Affairs).

- b) The responsibility of said committee shall be to formulate a mission statement related to the affairs of the Association subject to the approval of the Council and ensure communication between executives concerning their activities. This committee will encourage the equal sharing of responsibilities between the four executives.
- c) c) All executive officers of the Association shall take office on June 1st and shall serve until May 31st of the following year.
- d) All executive officers, prior to the fall semester, shall complete a one day leadership training program provided by the acting executive under the guidelines outlined in the By-Laws.
- e) **The President**, as chief executive officer, serves as a link between the Association and the college as well as to all non-educational public institutions. The President shall also be aware of all the activities of the executive committee related to the Association and must present, on a monthly basis, a report of such activities to the Council. The President shall be Chairperson of the Council.
- f) **The Vice-President (Internal Affairs)** shall perform the duties of the President in his/her absence and shall be responsible for the operation of all clubs and societies as well as establishing and maintaining communications and relations with all such organizations. The Vice-President (Internal Affairs) is also in charge of organizing committees for all special activities such as Orientation, Winter Carnival, etc.
- g) **The Vice-President (Communication and External Affairs)** shall be responsible for establishing and maintaining relations with other student governments, intercollegiate student associations or unions, and should have a working knowledge of both official languages. The Vice-President (Communication and External Affairs) is also responsible for the matters pertaining to external relations as well as organizing printed communication for the student population.
- h) **The Vice-President (Academic Affairs)** shall promote academic policies that are beneficial to the students in such areas as college curriculum, college policies, calendar, and student representatives on college committees. The Vice-President (Academic Affairs) is responsible for activities such as Grad and Used Book Sale.
- i) All executive officers shall be eligible to receive on December 1st and May 1st, an honorarium to the amount of \$150.00 from the Student Activity Fee, providing they have effectively completed the requirements and duties as outlined by this constitution. At the end of their term a final report must be submitted by each executive officer to the Council, followed by a secret vote held by the Council to determine whether the executive officer in question deserves the full amount of the last honorarium after the evaluation of this final report.
- j) In the case of an executive officer elected after the start of the second semester, he shall only be eligible to receive a single honorarium not exceeding the amount of \$150.00 following the evaluation outlined in Article I-i).

ARTICLE II - COUNCIL:

- a) Legislative authority shall be vested in the Council, whose purpose shall be to promote the interests of the Association as it sees fit, subject to the ultimate control of the Association.
- b) The Council shall be composed of any or all of the following voting members:
 - i) The President of the Association
 - ii) The Vice-President (Internal Affairs) of the Association
 - iii) The Vice-President (Communication and External Affairs) of the Association
 - iv) The Vice-President (Academic Affairs) of the Association

- v) 1.) One (1) member elected to represent all the Association's recognized organizations;
- vi) 2.) One (1) member elected to oversee publicity for the Association;
- 3.) One (1) elected member from the College's residences;
- 4.) One (1) elected member residing elsewhere than in a College residence (i.e. off-campus);
- 5.) One (1) elected member from each of the recognized programs of Champlain Regional College (Lennoxville campus.)

c) The mandate of the Council reads as follows:

- i) By-Laws can be edited by the Council; however, the Constitution must be changed only by the Association. Council can do whatever it thinks is good for the students in general. The Association has ultimate control over the Council except in the matter of money.
- ii) Council is called to make heavy decisions and must judge what is in the best interest of the student body.
- iii) As the executive recommends budgets to the Council. Council does not have to go on the recommendations of the executives and may modify budgets where it sees fit.
- iv) Subcommittees can be formed at any time.
- v) Each member of the Council has one (1) voting position on the Champlain Students' Council.
- vi) In general terms, the Council must evaluate what is right and what is not right.

d) In particular the responsibilities of the said Council shall be to:

- i) promote the rights, interests and welfare of all students of Champlain Regional College (Lennoxville) in matters respecting their common interests;
- ii) promote and co-ordinate student participation in all academic, political, and student life matters as per the Association's mandate;
- iii) manage, upon recommendation of the executive, the finances of the Association;
- iv) ensure that all decisions made by Council are implemented by the executive unless otherwise specified.

e) The goals developed by the Council are as follows:

- i) Goals can be short or long term with specific objectives.
- ii) Objectives are the means by which a goal is reached. Objectives are evaluated easily and scheduling can be pin-pointed. Goals are flexible and can be changed as long as all are aware of the changes. The end results must be clear.
- iii) Some past Council goals are still applicable, including the following:
 1. INCREASE student participation in college life and decrease student apathy.
 2. INCREASE school spirit (sports, theatre, clubs etc.)
 3. INCREASE C.S.A. visibility (Image)
 4. INCREASE student awareness on matters concerning themselves.
 5. CREATE a better relationship between Bishop's and Champlain students as a whole.
 6. IMPROVE relationship between students.
 7. IMPROVE relations between students and faculty members.

ARTICLE III - MEETINGS OF THE COUNCIL:

- a) Regular Meetings of the Council shall take place at least twice monthly at a time convenient to the majority of the officers. Two-thirds of the voting members shall constitute quorum.
- b) The President shall give the members notice at least forty-eight (48) hours before each meeting.
- c) Minutes of all meetings will be kept by an appointed or hired secretary. Said minutes shall be posted outside the offices of the Association or posted online accessible to all.

- d) As a guideline to Council meetings' parliamentary authority, the Chairperson of the Council shall revert to Roberts Rules of Order revised to add some order and structure to the meetings.

ARTICLE IV - MEETINGS OF THE EXECUTIVE MEMBERS OF THE ASSOCIATION:

- a) A Regular Meeting of the Association must be called by the President with 48 hours notice when necessary.
- b) The President shall also call a Special Meeting of the Association, giving three (3) lecture days notice upon receipt of a petition signed by twenty-five (25) voting or non-voting members of the Association.
- c) At a Regular or Special Meeting of the Association, quorum shall be those attending. Only members present may vote. Voting shall be by majority show of hands or by secret ballot if requested.
- d) The decision of the Association at a regular meeting supersedes that of the Council except decisions regarding fees and finances.
- e) A majority of Association members at a regular meeting may, if it deems it advisable, vote to hold a referendum on any question, subject to the provisions of Article IX.
- f) As a guideline to regular meetings' parliamentary authority, the Chairperson shall revert to Roberts Rules of Order revised.

ARTICLE V - FEES AND FINANCES:

- a) The Association through its elected Council Representatives will:
 - i) manage the portion of the Student Activity Fee received;
 - ii) manage all other revenues the Association may have generated;
 - iii) organize funded student activities.

Nevertheless the Council reserves the right to act autonomously if it deems this to be advisable.

- b) The accounts of the Association shall be reviewed annually by a finance consultant approved by the Council and the results shall be published annually.
- c) Council should not knowingly over-budget by more than five per cent (5%) of the total budget.
- d.) The budget shall be prepared by the Executive Committee and presented to the Council. This budget shall be reviewed by the President on a monthly basis and reports shall be made available and presented at the end of each semester.

ARTICLE VI - ELECTIONS:

- a) The executive officers of the Association shall be elected annually between the first fifteen (15) lecture days of March by a ballot of all members of the Association.
- b) Voting will take place during two consecutive lecture days. Voting shall be by a majority of ballots entered.
- c) The Council shall appoint a member of the Association as Chief Returning Officer if one has not been elected, who shall be responsible for the conduct of the elections in accordance with the By-Laws.
- d) In the case of the resignation, departure or removal from office of any officer of the Association, the Council may begin procedures for a by-election within seven (7) lecture days after the vacancy is created.

ARTICLE VII - BY-LAWS:

- a) The Council shall enact By-Laws that are necessary for the administration of the Association. A record of such By-Laws shall be made available to all Association members.

- b) By-Laws may be enacted, amended, or withdrawn by a two-thirds vote at a meeting of the Council.
- c) By-Laws shall be reviewed and updated by the Council before the end of each term.

ARTICLE VIII - AMENDMENTS:

- a) This Constitution may be amended only by a vote of a referendum of the Association as outlined in Article VIII-c) or upon executive decision prior to the beginning of the school term and approved by the Council once it has been fully formed.
- b) Otherwise, a proposed amendment shall be put to a referendum only if a majority of those Association members present have so voted at a Regular Meeting of the Association.
- c) A proposed amendment shall be put to a referendum within two (2) weeks of the approval at the Regular Meeting of the Association.

ARTICLE IX - REFERENDUM:

- a) The referendum may be called by the Council at a Regular Meeting of the Council, or on petition by thirty (30) voting or non-voting members of the Association.
- b) The referendum shall be conducted by the Council under the jurisdiction of the Chief Returning Officer.
- c) All association members are eligible to vote in a referendum.
- d) A decision taken by a majority of those voting in the referendum shall be binding on the Association and the Council.