

**BY-LAWS OF THE STUDENTS' ASSOCIATION OF
CHAMPLAIN REGIONAL COLLEGE, LENNOXVILLE CAMPUS**

OFFICIAL COPY

1.00 CHIEF RETURNING OFFICER

1.01 The Chief Returning Officer shall be responsible for governing all elections run by the Association during the upcoming academic year.

1.02 Nominations for the position of Chief Returning Officer for the following semester shall open by the first day of March (the same time as the Executive) and shall run for ten consecutive lecture days.

1.03 All candidates must submit a Nomination Form, with all the requirements filled, to the Executive Officers.

1.04 After reviewing the candidates, the Council then shall appoint a Chief Returning Officer.

1.05 In the case of the Council not yet being formed, the executive, after reviewing the candidates, shall appoint a temporary Chief Returning Officer, later to be ratified by the new Council.

1.06 The Chief Returning Officer shall receive an honorarium of fifty dollars (\$50.00) per semester, to be paid at the end of each semester.

1.07 The Chief Returning Officer shall report directly to the Executive of the Association.

1.08 The Chief Returning Officer shall remain completely neutral and unbiased for the span of his/her term.

1.09 In the case of a disqualification of a candidate, the Chief Returning Officer **MUST** write a formal and respectful letter to the candidate explaining the reason(s) for the candidate's disqualification. This letter must include the following:

- by-law(s) that have not been respected;
- Evidence supporting the breach of by-law(s), Champlain's Regional College Institutional Code of Student Conduct, Champlain's residences regulations or/and illegal activity (ies).
- Procedures taken by the Chief Returning Officer to ensure democratic procedures were respected. Democratic procedures are defined as per the law of Canada.
- The name of witnesses, if any, **MUST** not be included unless the CRO is given written consent.
- The signature of the Chief Returning Officer and of the DEAN of student services.

This letter must be written and submitted to the candidate in question, executives and the DEAN of student services within 30 days after the day of the Chief Returning Officer's allegation(s). This letter is to be submitted only to the person disqualified or dismissed, the DEAN of student services and the C.S.A secretary. The Chief Returning Officer **CANNOT** make this letter public. Only the executives are allowed

to share this information and letter. If the Chief Returning Officer fails to respect his/her confidentiality agreement, he/she will be disqualified for breach of confidentiality.

This list must always be accompanied by the Chief Returning Officer's contact information and a reminder that no campaigning is permitted during the voting period. All this information must also be posted on both sides of the door to the C.S.A Executive office.

2.00 ELECTIONS

2.01 Elections for the Executive Officers of the Association shall take place over the campus media so that it is accessible to all students.

2.02 There shall be NO campaigning by the candidates during the voting period and it will be the responsibility of the Chief Returning Officer to see that this is respected. Any campaigning by the candidates during the voting period will result in an immediate disqualification of their candidacy, unless the chief returning officer deems that the excuse provided by the candidate is valid for reconsideration. In such a case, the chief returning officer may revoke the disqualification of the candidate, and thus, the candidate may proceed to the voting period.

2.03 All candidates must be members of the Association (Article II) and must have a minimum average of 70%.

2.04 All candidates must submit a nomination form filled out in BLACK INK OR BLUE with all the requirements filled and a transcript of their academic marks from the previous semester to the Chief returning Officer, to have his or her name placed on the ballot.

2.05 The nomination period shall remain open for ten (10) lecture days. It shall be the duty of the Chief Returning Officer to publicize the opening and closing dates through the campus media.

2.06 Everyone may vote for the executive elections.

2.07 If one or more positions is left vacant at the closing of the nomination period, then the Chief Returning Officer shall after receiving approval from Council, extend the nomination period for an additional five (5) lecture days. In the case of no candidate running for the position following two (2) such extensions it will be considered vacant.

2.08 In the case of the resignation, departure or removal from office of any Executive Officer, the Students' Council has the right to keep the position vacant for the remainder of the semester. If the Students' Council takes this action, then the duties of the vacated position shall revert to the President of the Association.

2.09 Each candidate shall receive from the Association a campaign budget of five (\$5.00) worth of poster supplies. Also the Association shall undertake the expense of printing and distributing a campaign address from each executive candidate to be distributed to the members of the Association.

2.10 If no more than one nomination form is submitted to the Chief Returning Officer, the candidate must be ratified by Council before being recognized as an Executive Officer.

2.11 The campaigning period shall remain open for at least five (5) lecture days and shall begin the day after the nomination period ended.

2.12 It will be the duty of the Chief Returning Officer to provide to each current Executive member a written list of dates for the following events pertaining to C.S.A Executive elections: Beginning and end of nomination period Beginning and end of the campaigning period and voting period, including precise date(s), time(s) and location(s).

2.13 A candidate that has breached the Champlain's Regional College Institutional Code of Student Conduct, has been expelled from Champlain's residences, has breached the Champlain Student Association's Constitution, has breached any of the council's bylaws or/and has been accused of any type of illegal activities for which the College has the responsibility to be made aware of, is NOT qualified to run for the campaign. However, a candidate CANNOT be disqualified for a breach or illegal activity(ies) for which he/she has been forgiven for, either by the college or a court of law.

2.14 At any time, the Chief Returning officer has the right to ask the DEAN of student services if a particular candidate falls under by-law 2.13. The Chief Returning Officer will not be provided with any of the details related to the breaches or illegal activities committed by the individual.

2.15 The above information is also to be distributed in writing to all persons interested in running for an executive office, preferably at the same time as they are given a nomination form. This is the responsibility of the Chief Returning Officer.

2.16 All Executive members of the Association, as well as the Chief Returning Officer, must abstain from campaigning on behalf of a teacher while students vote on the Teacher-of-the-Year award. However, the Executive members may still vote on the Teacher-of-the-Year award.

2.17 Posters need to be approved by the C.S.A representatives at SUB Office #015-010-011. Posters that have not been approved can result in the disqualification of the candidate. This is left at the Chief Returning Officer's discretion.

3.00 BY-ELECTIONS

3.01 In the case of the resignation, departure or removal from office of any Executive Officer, the Chief Returning Officer shall, after receiving notice from the Council, open the nominations for a period of ten (10) lecture days and the Chief Returning Officer shall publicize the opening and closing dates through the campus media.

3.02 All candidates must submit a nomination form, with all the requirements filled, to the Chief Returning Officer in order to have his or her name placed on the ballot.

3.03 If one or more positions are left vacant at the closing of the nomination period, then the Chief Returning Officer shall, after receiving approval from Council, extend the nomination period for an additional five (5) lecture days. In the case of no candidates running, following two such extensions, the position shall be considered vacant.

3.04 In the case of the resignation, departure or removal from office of any Executive Officer, the Students' Council has the right to keep the position vacant for the remainder of the semester. If the Students' Council takes this action, then the duties of the vacated position shall revert to the President of the Association.

3.05 If the resignation, departure or removal from office of an officer takes place within thirty (30) days before the March opening of nominations in the spring semester, then there is no need to call a by-election.

3.06 If no more than one nomination form is submitted to the Chief Returning Officer, the candidate must be ratified by Council before being recognized as an Executive Officer.

3.07 A candidate who wins election to office in a by-election shall enter the said office the following lecture day after his/her election has been announced and he/she has been informed of his/her election by the President.

4.00 COUNCIL

4.01 All members of the Council shall be chosen by election in their electoral district during week two and week three of the Fall semester.

4.02 All elected members of the Council shall receive free admission to all events put on by the Association.

4.03 The position of Champlain residence representative must be filled by an elected member from any of the Winder Residences.

4.04 The Council expresses its' dissatisfaction with the absence of any voting council members and its' extreme dissatisfaction with the absence of any Executive members from Council meetings. Council suggests that members no longer wishing to serve on the Council resign from their positions so as to be replaced. Any member absenting him/herself from a meeting must give advance, written notification to the President and provide a valid excuse at the next Council meeting.

4.05 The C.S.A. will not allow smoking at Council meetings. If necessary, there could be a five (5) minute break every hour outside the Council room at C.S.A. meetings.

4.06 If, for any reason, a member must leave the school on a permanent basis (i.e., too low percentage, sickness, etc.) they give up their rights to represent and participate in any C.S.A. activity. A written explanation must be submitted to the C.S.A.

4.07 Each representative of the Champlain Students' Association, as defined in the constitution and by-laws, shall have the following duties:

- a) To attend and participate in all Council meetings
- b) To report proceedings of Council to students, clubs, etc. he/she represents
- c) To report views of students, clubs, etc. he/she represents to the Champlain Students' Association Council on matters of mutual interest and on issues involving the College and the surrounding community.

4.08 It will be the expressed duty of the Vice President Internal to prepare for publication on the campus media, on at least a monthly basis, a post detailing the C.S.A. activities, in order to better inform the students of what their students' council is doing.

4.09 It will be the expressed duty of the Vice President Internal in addition to by-law 4.08, to create a publication for the C.S.A.'s social media, on at least a biweekly basis (twice a month), in order to better inform the students of the activities their students' council is doing.

4.10 A member of council or executive that has breached the Champlain's Regional College Institutional Code of Student Conduct, has been expelled from Champlain's residences, has breached Champlain Student Association's Constitution, has breached any of the councils by-laws, missed unexcused council meetings or/and has been accused of any type of illegal activities in a repetitive manner (two times or more) during his/her mandate for which the College and/or the student council has the responsibility to be made aware of, will be dismissed from his duties on the student council, immediately.

5.00 RECOGNIZED ORGANIZATIONS

5.01 No organization or society shall receive financial funding from the Association until it is recognized by the Association according to the requirements of by-law 5.02.

5.02 To become a recognized organization of the Association all organizations applying must complete the following requirements:

- 1) Submit a copy of their constitution and by-laws along with a brief statement about their intentions.
- 2) Submit a list of at least three (3) executive members.
- 3) Submit a financial budget for the upcoming year.
- 4) Send a member of their executive to a Council meeting to explain any questions of the Council. Only after the above requirements are completed satisfactorily to the Council will approval of the organization be recognized.

5.03 Once a club or organization has been approved by the C.S.A. Council, the Vice President Internal of the Association will open elections for said club's active Executive Council (as opposed to the interim executive).

5.04 The nomination period will be open for five (5) consecutive lecture days. It shall be the duty of the Club Representative to publicize the opening and closing dates through the campus media.

5.05 Elections for the Executive members of said club shall take place for a maximum of two (2) consecutive lecture days for hours chosen by the Club Representative. All voting shall take place in an area which is accessible to all students.

5.06 The campaigning period shall be open for at least two (2) consecutive lecture days and begin the day after the nomination period ends.

5.07 Council members belonging to a club or organization must abstain from voting to approve said club or organization. Should it be found that Council members belonging to a club or organization vote on the approval of said club or organization, the approval shall be considered null and void.

5.08 Any clubs or organizations recognized by the Council will be put forth for review at such time that the conduct of said club or organization is found inappropriate by the Council. The C.S.A. Council reserves the right to withdraw funding from said club or organization should the conduct of said club or organization be deemed inappropriate by the C.S.A. Council. Furthermore, future approval of said club or organization is forfeited at the discretion of the Council.

5.09 All recognized clubs and organizations are subject to bi-annual review by the Council. Should the conduct of said club or organization be considered inappropriate (at the discretion of the Council), by-law 5.08 will be enacted.

5.10 All clubs and organizations will submit to the Club Rep. of the C.S.A. Council an inventory of all equipment used by the said club or organization and related items. This inventory will be submitted upon the approval of said club or organization, or during the first half of October (whichever applies), and again in January and in April.

5.11 The review (see by-law 5.09) will take place in October and again in January. The C.S.A. Council reserves the right to review any club or organization at any time it believes this to be necessary.

5.12 Council members belonging to a club or organization must abstain from voting on matters pertaining to the financing of said club or organization.

5.13 The Council reserves the right to refuse to fund an approved club or organization should it be decided by the Council that such club or organization does not require the funding. All expenses proposed by said club or organization will be examined by the Council.

5.14 Any organization (club,society,association) wishing to receive recognition by the C.S.A. must file a proposed constitution, accompanied by the names of at least ten (10) Champlain students, three of whom shall make up an interim executive. Upon recognition of the club or organization, the election of club officers shall take place (as outlined in by-laws 5.03, 5.04, 5.05, 5.06).

5.15 Upon recognition by the C.S.A. Council, any club or organization shall have the right to the use of C.S.A. facilities, at the discretion of the C.S.A. Council.

5.16 Any group of Champlain students shall have the right to assemble themselves for a common purpose, and the C.S.A. assumes the authority to refuse recognition of those clubs or organizations whose purposes are illegal or inappropriate (in the C.S.A.'s sole judgment) or which contravene the goals of the C.S.A. as expressed in their Constitution.

5.17 It shall be the duty of each club or organization to submit a copy of said club's or organization's constitution at a date determined by Council. Should the constitution of said club or organization be considered outdated or inappropriate by the Council, the Council reserves the right to deny approval or re-approval of said club or organization until such time that said club or organization submits a constitution deemed acceptable by the Council. Should the Constitution of said club or organization be approved, it shall be subject to re-examination and/or re-approval after a period of three (3) years has elapsed since the last time said club or organization was approved.

5.18 The C.S.A. Executive Council will evaluate each proposed constitution to determine whether it shall be recognized as a club uniquely for Champlain students, or as a "joint" club for Champlain/Bishop's students.

5.19 Each club or organization recognized by the C.S.A. Council will organize at least one (1) fund-raising event during the semester. The clubs and organizations this applies to is to be decided by the C.S.A. Council.

5.20 Each club or organization recognized by the C.S.A. Council will submit a written report to the Club representative, outlining all expenditures, revenues, activities, and other relevant information (at the discretion of the Club rep.). In turn, the Club representative will submit a report on the activities (and other related information) of all clubs on campus and provide the Council with an assessment of said clubs and/or organizations.

5.21 Each club or organization recognized by the C.S.A. Council will submit a written report (as outlined in by-law 5.20 (a)) to the Club representative during the first week of each of the months of October, December, February, and April.

5.22 Upon acceptance of a club's or organization's proposed constitution by the C.S.A. Council, the group is eligible to request funding for its activities. A detailed budget, listing all anticipated revenues and expenses will be submitted to the Vice President Internal of the C.S.A.

5.23 The C.S.A. Council has ultimate approval of all club's and organization's budgets, and it is the right of the C.S.A. Council to refuse financial requests in part or in whole.

5.24 All clubs or organizations must have constitutions which contain all the information outlined in the C.S.A. Club Handbook, namely: Name, Object, Membership, Officers, Fees, Elections, General Meetings, Affiliation, Amendments (i.e., Articles IIX). Should a club or organization's constitution not include said information it shall be considered null and void. All constitutions must contain the provision that all amendments must be ratified by the C.S.A. Council.

5.25 The rules contained in the by-laws of the C.S.A. shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the rules of order of this Association.

5.26 The C.S.A. Council reserves the right to amend any of its by-laws as the Council sees fit.

6.00 COMMITTEES

6.01 The Council may from time to time, as it sees fit, appoint committee heads to operate special events or services.

6.02 All candidates shall submit an application, with the necessary requirements filled to the Executive Officers.

6.03 It shall be the duty of the Executive Officers to post the opening and closing dates of the period through the campus media.

6.04 The application period shall be set by the Executive Officers but shall not be less than five (5) lecture days.

6.05 All special events or services: their respective budgets and plans must be presented by the committee head to Council for their approval.

7.00 FINANCIAL POLICY

7.01 All cheques drawn against any of the accounts of the Association shall be countersigned by the President and one of the other three executive members.

7.02 The fiscal year of the Association shall end June 30th.

7.03 All contracts between the Association and any other party shall be signed by the President and one of the Vice-Presidents for the Association.

7.04 The executive shall appoint a finance consultant, at the Council's discretion, who shall be paid by the Association at a rate **set by the Executive team**.

7.05 A designated member of the College will be appointed each year by the executive committee to carry out the accounting activities of the association.

7.06 No executive or council can make financial decisions for future councils, with the exception of student agendas.

8.00 IMPEACHMENT

8.01 Any officer or Council member of the Association shall be removed from his position for dereliction of duty upon the petition of 30% of the members of the Association, and with the subsequent approval of two thirds of the members at a meeting of the Council. Once the decision from the council has been made concerning this bylaw, no other petition can take place against this member of council or officer until the renewal of the individual's mandate, if any.

8.02 Both the Officer or Council member in question and the Association member presenting the petition shall be allowed to present their case before the Council.

8.03 If the Officer or Council member in question or the Association member presenting the petition wishes to appeal against the decision of the Council, they may present their cases at a special meeting of the Association called for this purpose.

8.04 Any ruling on the decision of the Council shall require two-thirds approval of the members of the Association present at the meeting. Such a decision by the Association shall be a final decision.

8.05 In the case of impeachment procedure against an Officer or Council member, the said person shall remain in his position until a decision has been reached and all appeals heard.

9.00 TRAINING PROGRAM

9.01 If an Executive Officer in office prior to the fall semester fails to attend the Cougar Ambassador leadership training program, he/she shall forfeit the first honorarium of the fall semester, unless excused by the majority of the Executive team.

10.00 ENACTMENT OF BY-LAWS

10.01 The enactment of by-laws, or absence of action should be at the discretion of the Executive. This shall apply to by-laws 7.04, 11.01, 11.02.

11.00 STUDENT ACTIVITY FEE REFUND

11.01 Any student wishing a refund of the Association portion of the Activity fee must submit a written request before September 1st of each academic year.

11.02 Any student to which by-law 11.01 applies must give two weeks' written notice before September 1st of each academic year.

12.00 PAYMENT REQUISITIONS APPROVAL

12.01 In the event of the departure of one or more Executives, the Council may elect one or a maximum of two signing payment requisition officers. Elected S.P.R.O. are not to receive a salary or honorarium.

12.02 Any payment requisition exceeding the sum of \$100.00 must be approved by a two-thirds majority of the C.S.A. Students' Council.

12.03 Any cheque over \$100.00 issued after the last C.S.A. Council meeting of the winter semester and the first C.S.A. Council meetings of the fall semester need to be ratified by a simple majority of the C.S.A. Students' Council.

12.04 The following fixed expenditures as set by the yearly budget do not need approval as in by-law 12.03: PROFESSIONAL FEES (PARKING PASSES FOR THE PRESIDENT, C.S.A GENERAL MANAGER, AND CRC RECREATIONAL TECHNICIAN), INSURANCE, EMPLOYEE SALARY, JOINT CLUBS, GOVERNMENT SALARIED EXPENSES (FEDERAL AND PROVINCIAL) AND STUDENT PAYMENT FOR USED BOOK SALE.

12.05 No capital equipment shall be purchased without prior approval of a two-thirds vote from the Council.

12.06 No individual or member of the Association shall receive a cheque in any amount prior to having received a two-thirds approval from the Executive.

13.00 BOARD OF GOVERNORS

13.01 When a member of the Association is elected or appointed to the Board of Governors, no other member of the Association can attend such a meeting and receive compensation from the Association.

13.02 In the case of a member of the Association being elected or appointed to the Board of Governors, that member cannot receive funding from the Association to attend such meetings without the approval of the Council.

13.03 In the case of the V.P. Academic or appointee attending Board of Governors' meetings because there is no duly elected member from the Association to the Board, that Executive or appointee may only receive compensation after a Board of Governors' meeting if the expenses are forwarded to the C.S.A. Students; Council with legitimate receipts and receive a two-thirds approval for compensation of expenses by the said Council.

13.04 The Champlain Students' Association (i.e., Executive & Council Members) represents all regular day students, as well as Continuing Education Students.

13.05 When a vacancy occurs on the Board of Governors for a Student Representative from the Lennoxville Campus, the Secretary General informs the C.S.A. as to the nature of the vacancy. (Regular or Continuing Education).

13.06 If the nature of the vacancy is for a regular student, the C.S.A. will inform the student body of Champlain Regional College (Lennoxville). The nomination period will be open for five (5) days. All candidates must submit a nomination form with ten (10) signatures of regular Champlain students in good standing with the College. A campaign period will be open for five (5) consecutive lecture days. An election will follow. The election will be held for two (2) consecutive days.

13.07 If the nature of the vacancy is for a Continuing Education representative, the C.S.A. will inform the Continuing Education department of the vacancy. The same procedures must be followed as in by-law 13.06, along with the following changes:

- a) Nomination forms will be accepted by the C.S.A. from the Continuing Education students who are currently enrolled in a recognized Continuing Education program.
- b) The candidate must submit a nomination form with ten (10) signatures. The corresponding signatures must be from a recognized Continuing Education program.

13.08 With the understanding that if a Continuing Education candidate does not come forward during the five (5) day nomination period, nominations will be reopened. During this time, the nominations will be open to full-time, part-time and Continuing Education students.

14.00 TRIPS

14.01 No member of the Association may receive funding to go on a trip prior to having received a two-thirds vote of approval from the C.S.A. Council.

14.02 No executive shall go on a trip during the summer months and expect to receive compensation in full when the council is formed in the autumn semester.

14.03 The Council has the authority to refuse compensation for trips attended during the summer months by any member of the Association.

14.04 In the case of a member of the Association having over-spent on a trip after having received funding and wishes to be compensated, may only do so by forwarding legitimate receipts to Council and receiving a two-thirds approval for compensation from Council.

14.05 The Council has the authority to refuse total compensation for a member of the Association having overspent during a trip.

14.06 In the case of a recognized organization having received funding to partake on a trip and having over-spent, such an organization shall not receive compensation.

14.07 Any member of the Association that requires eating meals during a trip is permitted a maximum of \$15.00 for Breakfast, \$20.00 for lunch and \$25.00 for dinner with receipts provided.

14.08 Any member of the Association that wishes to use his or her own vehicle for the trip will be reimbursed the amount equal to one (student fare) public bus transportation.

14.09 No member of the Association shall travel with other parties without approval as in 16.01.

15.00 USED BOOK STORE-C.S.A

15.01 Used books unclaimed after a one-year period will be disposed of at the discretion of the Vice President Academic and Secretary.

15.02 Unclaimed monies after a two-year period will automatically become the property of the C.S.A.

15.03 The C.S.A will not be held responsible for lost or stolen second-hand books left to be sold in the Used Book Sale.

16.00 DONATIONS

16.01 Donations to any on or off campus group, association or individual may not exceed the set budget decided by the Executive team per calendar year.

16.02 All groups or individuals may be refused a donation by the council at any time with an explanation from the CRO, if he/she deems necessary.

16.03 No recognized organization of the association may be entitled to a donation. All funding for recognized organizations is outlined under by-law 5.13 and 5.14.

17.00 C.S.A AWARDS

17.01 Any student of the association may be nominated and voted on by the council for the C.S.A Merit award. This award is presented to an individual who contributed in an outstanding way to both the association and student life at Champlain-Lennoxville. It is presented at the graduation ceremony by the director of student services.

17.02 Any teacher of the college can be nominated by a Champlain student in writing as to why the teacher is eligible for candidacy. Voting will take place during the spring executive elections. The recipient of the award will be presented with a plaque by the President at the graduation ceremony. The recipient will be notified privately prior to graduation and the public will know at the graduation ceremony.

17.03 A student in each of the recognized programs with an overall average of 80% (not including the graduating semester) who played on a cougar sports team during his/her time at Champlain will be

presented with a plaque for academic excellence in Athletics by the Vice President Internal affairs at the graduation ceremony.

18.00 C.S.A TRADITIONS

18.01 In the event that the council wishes to purchase a token to thank retiring professors The Academic Vice President is responsible for buying a present and a card, which he/she ensures is signed by all executives and council and remits it to all retiring teachers at the end of each session. A maximum of \$50 may be spent per teacher.

18.00 COUGAR AMBASSADORS

18.01 Following official election at the end of the school year, C.S.A Executives must meet with the General Manager of the C.S.A. and Recreational Technician to determine activities for the following years' orientation activities and schedule.

18.02 C.S.A Executives shall be available to attend and help lead team building activities during training days.

18.03 C.S.A Executives shall be present with Cougar Ambassadors during orientation and both open houses.

18.04 C.S.A Executives must share a calendar of events with the Cougar Ambassador team to ensure awareness of activities.

18.05 The C.S.A council has the right to extend requests for support to the Cougar Ambassadors team during the school year for additional help during activities as needed. C.S.A Council members are also to support and attend Cougar Ambassador activities when available, including but not limited to, the Holiday Gala.

19.00 ORIENTATION

19.01 C.S.A will fund the cost of a lunch and student agendas for incoming students on orientation days.

19.02 It is the role of the Vice President External to meet with the Recreational Technician to collect advertisements from local businesses to put in the student agendas. This will take place in the Winter semester so that the agendas are available for the next orientation.

19.03 It is the role of C.S.A Executives to be present at Orientation.

19.04 The President of the C.S.A is expected to speak to the incoming students about the C.S.A and upcoming activities, namely Welcome Week, during Orientation. If the President is unable to do so, this responsibility falls to the Vice President Academic.