

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

1. DEFINITIONS

1.1. The following definitions shall apply in this document:

1.1.1. Executive Officers: President, Vice President of Internal Affairs, Vice President of Academic Affairs, and Vice President of External Affairs of the Champlain Students' Association.

1.1.2. CSA: Champlain Students' Association.

1.1.3. The Association: Refers to the Champlain Students' Association, as in any current Champlain student that has paid their student activity fee.

1.1.4. College: Champlain Regional College's Lennoxville campus.

1.1.5. CRO: Chief Returning Officer.

1.1.6. Campus media: The CSA's social media accounts, posters hung up at the CSA offices, posters hung up around the campus, etc.

2. EXECUTIVE OFFICERS

2.1. Executive Officers must hold office hours in the Executive Office at least one (1) time per week at a time determined at their discretion. The schedule of all four (4) Executive Officers' office hours must be determined at the beginning of each semester and posted on their office door.

2.2. The General Manager shall sit with the President of the Association at the start of the fall semester to update the CSA's account and Executives' information in the Registre des entreprises.

3. HONORARIUMS

3.1. In addition to their \$150 honorarium defined in the CSA Constitution, the President, Vice President of Internal Affairs, Vice President of Academic Affairs, and Vice President of External Affairs may receive additional compensation according to a merit system established in 2021. Elected officers can receive up to \$500 additional honorarium ((\$167 per tier) (for a total honorarium of \$650)) if they fulfilled all of their roles and responsibilities.

3.2. The Honorarium Review Committee (HRC) shall determine the value of the Executive Officers' merit honorarium. The HRC shall be composed of (1) the CSA General

Manager (2) Recreational Activities Technician (3) 2 members of the Association (any Champlain student aware of the Executives' activities) who shall remain anonymous.

3.3. The committee will meet at the desired date before the end of the semester's academic calendar and discuss the Executives' work throughout the semester in respect to their tiers.

3.4. The HRC can give a special honorarium to a student a member of the CSA that is not part of the executives who can receive an honorarium bonus of 275\$ for their special dedication towards Champlain's community.

3.4.1. A member can be nominated by the CSA to the General Manager who will provide the information to the HRC for them to process.

3.4.2. The Executive Officers can make recommendations to the General Manager that they can bring forward to the HRC.

3.4.3. The HRC do not need to select a member for this honorarium.

3.5. Changes to the honorariums can be made at any time.

3.5.1. Sections can be added or modified to adjust the functioning of the honorariums.

3.5.2. The CSA council members will vote on the changes and must pass with a majority of 3/4 with quorum.

3.5.3. The honorariums can be removed completely with a vote from the CSA.

3.5.4. The Executives are not allowed to vote when removing the honorariums.

3.5.5. A quorum must be held to have the vote.

3.5.6. The President will preside over the meeting and has the tie-breaking vote.

4. **CHIEF RETURNING OFFICER**

4.1. The Chief Returning Officer (CRO) shall be responsible for governing all elections run by the Association during the upcoming academic year (fall and winter semesters) following their election.

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

4.3. All candidates must submit a nomination form, with all the requirements filled, to the Chief Returning Officer of the current academic year. If the candidate is serving as the current CRO, any Executive Officer shall fulfill the duties of the CRO for this candidate.

- 4.4. If more than one individual submits their candidacy for CRO, candidates shall either (1) campaign and follow the Election guidelines (2) candidates may withdraw their candidacy so one member is elected without opposition.
- 4.5. In the case of the Council not yet being formed, and the role of CRO is vacant, the Executive team shall appoint a Chief Returning Officer to fulfill the duties during the election period. This individual must meet all requirements for the position set by the Association.
- 4.6. The Chief Returning Officer shall receive an honorarium of fifty dollars (\$50.00) per semester, to be paid at the end of each semester.
- 4.7. The Chief Returning Officer shall report directly to the Executives of the Association.
- 4.8. The Chief Returning Officer shall remain completely neutral and unbiased during election periods.
- 4.9. In the case of a disqualification of a candidate, the CRO 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:
 - 4.9.1. By-law(s) that have not been respected.
 - 4.9.2. Evidence supporting the breach of by-laws(s), Champlain Regional College's Institutional Code of Conduct, Student Code of Conduct, Champlain's residence regulations, and/or illegal activity(ies).
 - 4.9.3. Procedures taken by the Chief Returning Officer to ensure democratic procedures were respected. Democratic procedures are defined as per the law of Canada.
 - 4.9.4. The name of witnesses, if any, must NOT be included unless the CRO is given written consent.
 - 4.9.5. The signature of the Chief Returning Officer and the Dean of Student Services.
 - 4.9.6. This letter must be written and submitted to the candidate in question, the CSA General Manager, Executive Officers, and the Dean of Student Services within 7 business days of the CRO's allegation(s). This letter cannot be shared to any parties other than those above and thus CANNOT be made public. If the CRO fails to respect their confidentiality agreement, they will be disqualified for breach of confidentiality.

5. ELECTIONS

- 5.1. All elections for the Association shall take place over the campus media (the CSA's social media, posters, etc.) so that it is accessible to all students.
- 5.2. All candidates must be members of the Association (having paid their contribution fee to the CSA as part of their school fees) (Article II).
- 5.3. All candidates for Executive positions must provide a transcript from the previous academic semesters with their nomination form and must have a minimum average of 70%
- 5.4. All candidates must submit a nomination form filled out in INK with all the requirements filled to have their name placed on the election survey in Omnivox.
- 5.5. 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.
- 5.6. If one or more positions is left vacant at the closing of the nomination period, the CRO shall, after receiving approval from the 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.
- 5.7. 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.
- 5.8. It will be the duty of the Chief Returning Officer to provide each current Executive member a written list of dates for the following events pertaining to CSA Executive elections: Beginning and end of nomination period, beginning and end of the campaigning and voting period, including precise date(s).
- 5.9. The voting period shall last two (2) lecture days and voting shall be done through an Omnivox survey.
- 5.10. A candidate that has breached the Champlain Regional College Institutional Code of Student Conduct, has been expelled from Champlain's residences, has breached the CSA's Constitution and/or by-laws, and/or 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) from which they have been pardoned, either by the college or a court of law.

- 5.11.** At the end of the nomination period, CRO must meet with the Dean of Student Services to verify that all candidates do not fall under this by-law. The CRO shall not be provided with any of the details related to the breaches or illegal activities committed by the individual.
- 5.12.** The above information is also to be distribution in writing to all persons interested in running for the CSA, preferably when they are given a nomination form. This is the responsibility of the CRO.
- 5.13.** Posters need to be approved by the CSA General Manager or Executive Officers at SUB Offices #015-010-011. Posters hung up in the Champlain building must also be approved by the college's communications team. Posters that have not been approved can result in the disqualification of the candidate, at the discretion of the CRO.

6. BY-ELECTIONS

- 6.1.** In the case of the resignation, departure, or removal from office of any Executive Officer, the Council has the right to keep the position vacant for the remainder of the semester. If the Council takes this action, the duties shall revert to the President of the Association or any other Executive Officer. If the Council wishes to open nominations, the CRO shall, after receiving notice by the Council, open the nominations for a period of ten (10) lecture days, and the CRO shall publicize the opening and closing dates through the campus media.
- 6.2.** If the Present of the Association resigns, the Vice President of Internal Affairs immediately becomes Interim President as per the Association's Constitution until the Council votes to (1) Keep the Vice President of Internal Affairs as President for the remainder of the academic year (2) Vote another Vice President (Academic or External Affairs) as President IF the Vice President of Internal Affairs doesn't wish to take on the President's responsibilities (3) Open the nominations to the entire student population through a by-election.
- 6.3.** All candidates must submit a nomination form, with all the requirements filled, to the CRO to have their name placed on the election survey in Omnivox.
- 6.4.** If one or more positions is left vacant at the closing of the nomination period, the CRO shall, after receiving approval from the 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.

- 6.5. If the resignation, departure, or removal from office of an Officer takes place within thirty (30) days before the March opening of nominations (for the following Fall) in the winter semester, there is no need to call a by-election.
- 6.6. If no more than one form is submitted to the CRO, the candidate must be ratified by the Council before being recognized as an Executive Officer.
- 6.7. A candidate who wins election to office in a by-election shall enter said office the following lecture day after their election has been announced and they have been informed of their election by the General Manager and/or CRO.

7. COUNCIL

- 7.1. All members of the Council shall be chosen by election during week two and week three of the Fall semester.
- 7.2. All elected members of the Council shall receive free admission to all events put on by the Association.
- 7.3. The position of Champlain Resident Representation of the CSA Council must be filled by an active resident of any of the Champlain residence buildings.
- 7.4. Any member absenting themselves from a meeting must give advance, written notification 24 hours prior to the meeting to the General Manager and/or President of the Association and provide a valid excuse for their absence.
- 7.5. If the Council expresses its dissatisfaction with the absence of any voting Council members and/or Executive Officers, the Council may request a member's resignation.
- 7.6. After two (2) unjustified absences, the Council may vote to remove a member from Council. After removal, the Council may vote to keep the seat closed or declare a by-election.
- 7.7. If, for any reason, a member must leave the school on a permanent basis, they give up their rights to represent the students and participate in any CSA activity. A written resignation must be submitted to the CSA General Manager.
- 7.8. Each representative of the CSA, as defined by the constitution and by-laws, shall have the following duties:
 - 7.8.1. To attend and participate in all Council meetings

7.8.2. To report proceedings of Council to students, clubs, etc. that they represent

7.8.3. To report views of students, clubs, etc. that they represent to the CSA Council on matters of mutual interest and on issues involving the College and the surrounding community.

7.9. A member of Council or Executive Officer that has breached Champlain Regional College's Institutional Code of Conduct, Student Code of Conduct, has been expelled from Champlain's residents, has breached any other College policy, has breached the CSA's Constitution and/or By-Laws, will be removed from their role in council immediately.

8. RECOGNIZED ASSOCIATIONS

8.1. No organization or society shall receive financial funding from the Association until it is recognized by the Association according to the following requirements:

8.1.1. Submit a copy of their constitution and by-laws along with a brief statement about their intentions to the CSA's General Manager to be shared with the Council.

8.1.2. Submit a list of at least three (3) interim Executive members

8.1.3. Send a financial budget for the upcoming year.

8.1.4. Send a member of their Executive team to a Council meeting to answer any questions from the Council.

8.1.5. A list of at least 10 Champlain students who wish to participate in the club.

8.1.6. Only after all the requirements are completed satisfactorily will approval of the organization be recognized.

8.2. Elections for the Executive members of said club shall take place internally among the members of the club. Executive members must be announced to the CSA General Manager within seven (7) days of any election. A club can request assistance for elections from the Vice President of Internal Affairs.

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

8.4. 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 CSA Council reserves the right to withdraw the funding from said club or organization should the conduct of said club or organization be deemed inappropriate by the CSA Council. Furthermore, future approval of said club or organization is forfeited at the discretion of the council.

- 8.5. All recognized clubs and organizations are subject to bi-annual review by the Council and conducted by the Vice President of Internal Affairs. Should the conduct of said club or organization be considered inappropriate (at the discretion of Council), the approval of the club shall be forfeited.
- 8.6. Upon recognition by the CSA Council, any club or organization shall have the right to use CSA facilities at the discretion of CSA Executive Officers and Council.
- 8.7. Once the Constitution of a club or organization is approved, it shall be subject to re-examination and/or re-approval every three (3) years after it was last approved.
- 8.8. Each club or organization recognized by the CSA Council shall submit a written budget to the CSA General Manager to be approved by the CSA Council, outlining all expenditures, revenues, activities, and other relevant information.
- 8.9. The CSA Council has ultimate approval of all clubs' and organizations' budgets, and it is the right of the CSA Council to refuse financial requests in part or in whole.
- 8.10. All clubs or organizations must have constitutions which contain all the information outlined in the CSA Club Handbook, namely: Name, Object, 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 CSA Council.
- 8.11. The rules contained in the By-Laws of the CSA 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 the Association. The CSA Council reserves the right to amend any of its by-laws as the Council sees fit.

9. **COMMITTEES**

- 9.1. The Council may, as it sees, fit, appoint committee heads to operate special events or services. Any council members and Champlain students may sit on the Committee.

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

10. FINANCIAL POLICY

10.1. All cheques drawn against any of the accounts of the Association shall be countersigned by the President and one of the three Executive Officers. If the President position is vacant, the Vice President of Internal Affairs shall sign as the President.

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

10.3. All contracts between the CSA and any other party shall be signed by the President and one (1) other Executive Officer.

10.4. The Executive Officers shall appoint a finance consultant, at the Council's discretion, who shall be paid by the Association at a rate by the Executive team.

10.5. The General Manager shall carry out the accounting activities of the association and report to the Executives.

10.6. No Executive team or Council can make financial decisions for future councils, with the exception of student agendas and sports passes.

11. IMPEACHMENT

11.1. 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.

11.2. 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.

11.3. 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.

11.4. 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.

11.5. 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.

12. TRAINING PROGRAM

12.1. 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.

13. STUDENT ACTIVITY FEE REFUND

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

13.2. Students that had their student fee refunded cannot participate in any CSA activities, events, or elections.

14. PAYMENT REQUISITIONS APPROVAL

14.1. 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 (SPRO). The elected SPRO is not to receive a salary or honorarium.

14.2. Any payment requisition exceeding the sum of \$100.00 must be approved by a two-thirds majority of the CSA Council.

14.3. Any cheque over \$100.00 issued after the last CSA Council meeting of the winter semester and the first CSA Council meetings of the fall semester need to be ratified by a simple majority of the CSA Council.

14.4. The following fixed expenditures as set by the yearly budget do not need approval as in by-law: professional fees (parking passes for the President and CSA General Manager), insurance, employee salary (CSA General Manager), joint clubs, government salaried expenses (federal and provincial) and student payment for the used book sale.

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

15. BOARD OF GOVERNORS

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

- 15.2.** When a vacancy occurs on the Board of Governors for a Student Representative from the Lennoxville Campus, the Secretary General informs the CSA as to the nature of the vacancy. (Regular or Continuing Education).
- 15.3.** If the nature of the vacancy is for a regular student, the CSA 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.
- 15.4.** If the nature of the vacancy is for a Continuing Education representative, the CSA will inform the Continuing Education department of the vacancy. The same procedures must be followed as in by-law along with the following changes:
- 15.4.1.** Nomination forms will be accepted by the CSA from the Continuing Education students who are currently enrolled in a recognized Continuing Education program.
- 15.4.2.** The candidate must submit a nomination form with ten (10) signatures. The corresponding signatures must be from a recognized Continuing Education program.
- 15.4.3.** 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.

16. TRIPS

- 16.1.** No member of the Association may receive funding to go on a trip prior to having received a two-thirds vote for the CSA Council.
- 16.2.** 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 fall semester.
- 16.3.** In the case of a member of the Association having over-spent on a trip after having received funding and wishes to be compensated, they may only do so by forwarding legitimate receipts to Council and receiving a two-thirds approval for compensation from Council.
- 16.4.** 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.

16.5. 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.

16.6. Any member of the Association that wishes to use his or her own vehicle for the trip will be reimbursed the amount of one gas receipt.

17. USED BOOKS SALE

17.1. Used books unclaimed after a two-year period will be automatically become property of the CSA.

17.2. Unclaimed monies after a two-year period will automatically become property of the CSA.

17.3. The CSA will not be held responsible for lost or stolen second-hand books left to be sold in the Used Book Sale.

18. DONATIONS

18.1. 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.

18.2. All groups or individuals may be refused a donation by the council at any time with an explanation.

18.3. No recognized organization of the association may be entitled to a donation. All funding for recognized organizations is outlined under the "Organizations" by-laws.

19. CSA AWARDS

19.1. Any student of the association may be nominated and voted on by the council for the CSA 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.

19.2. The recipient of the award will be presented with a plaque at the graduation ceremony. The recipient of Champlain's Teacher of the Year Award will be notified privately prior to graduation and the public will know at the graduation ceremonies.

19.3. A student in each of the recognized programs with an overall average of 80% (not including the graduating semester) will be presented with a plaque for academic excellence at the graduation ceremony.

20. CSA TRADITIONS

- 20.1. In the event that the council wishes to purchase a token to thank retiring professors the Vice President of Academic Affairs is responsible for buying a present and a card, which they ensure 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.

21. COUGAR AMBASSADORS

- 21.1. Following official election at the end of the school year, CSA Executives must meet with the General Manager of the CSA and Recreational Technician to determine activities for the following years' orientation activities and schedule.
- 21.2. CSA Executives shall be available to attend and help lead team building activities during training days.
- 21.3. CSA Executives must share a calendar of events with the Cougar Ambassador team to ensure awareness of activities.
- 21.4. The CSA 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. CSA Council members are also to support and attend Cougar Ambassador activities when available, including but not limited to, the Holiday Gala.

22. ORIENTATION

- 22.1. CSA will fund the cost of a lunch and student agendas for incoming students on orientation days. It is the role of the Vice President External to meet with the Recreational Activities 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, no later than May 1.
- 22.2. It is the role of CSA Executives to be present at Orientation and both open houses.
- 22.3. The President of the CSA is expected to speak to the incoming students about the CSA and upcoming activities, namely Welcome Week, during Orientation. If the President is unable to do so, this responsibility falls to the Vice President of Internal Affairs.

23. ENACTMENT OF BY-LAWS

- 23.1. The enactment of by-laws, or absence should be at the discretion of the Executive team and General Manager.