

# Articles of Constitution

## Article I. Name

Section One. The name of this Association shall be the “St John’s College Students’ Association”, hereafter referred to as the “Association”.

*The Name of the Association*

## Article II. Statement of Purpose

Section One. The object of this Association shall be to promote the academic, spiritual, and social interests of its membership. Furthermore, this Association shall, in keeping with the traditions of St John’s College, seek to foster a unique and distinct student community at the University of Manitoba.

*Statement of Purpose*

## Article III. Membership

Section One. The membership in the Association shall be determined by the general Assembly Statutes of St John’s College.

*Membership in the Association*

## Article IV. Authority

Section One.

A. Authority in the Association shall reside in the whole membership and be entrusted by the membership to a council to be known as the “St John’s College Students’ Association Council”, hereafter referred to as the “Council”.

*Formation of a Council, to whom authority in the Association shall be entrusted*

B. The Council shall consist of the following members, all of whom have full voting privileges, except where otherwise limited:

- i. Senior Stick
- ii. Vice Stick

- iii. Treasurer
  - iv. UMSU Representative
  - v. Presidents of Residence (2)
  - vi. Chairperson
  - vii. Communications Director
  - viii. Literary Director
  - ix. Programming Directors (2)
  - x. Assembly Representative
  - xi. Secretary
  - xii. First Year Representative – Day
  - xiii. First Year Representative – Resident
  - xiv. Religious Affairs Representative
  - xv. Yearbook Director
  - xvi. Student Services Director
  - xvii. Sports Representative
- Total Members: 19

*Membership of the Council*

C. No directorship may be shared, except as follows:

- i. The position of Programming Director may be shared by two members. Each Programming Director may vote on each motion individually.
- ii. Deputies and agents of Council may be appointed by unanimous vote of Executive Council. These deputies and agents of Council must be members in good standing of the Association. They do not count towards quorum, and are not considered to be members of Council. They are therefore not granted any rights or privileges granted to members of Council, with the exception of speaking rights at meetings of Council. These agents and deputies of Council are, however, subject to all disciplinary measures outlined in Bylaw One: Meeting Procedures, Part E as normal members of Council. These deputies and agents may include, but shall not be limited to:

*Sharing of Directorship*

*Deputies and Agents of Council*

- (a) Webmaster
- (b) JumpStart Co-Ordinator
- (c) Deputy Communications Director

- (d) Deputy Yearbook Editor
- (e) Mentorship Program Co-Ordinator

D. The Co-Presidents of Residence shall be elected to their positions as detailed in the constitution of the St John's College Residence Students' Association.

*Election of the Presidents of Residence*

E. The operation and activities of the Council and its members are subject to the relevant sections of The Bylaws of the St John's College Students' Association Council.

### Section Two.

A. Under the authority of the Council there shall exist an Executive Council to be known as the "St John's College Students' Association Executive Council", hereafter referred to as the "Executive Council". The Executive Council shall be charged with specific and limited jurisdiction and responsibility as defined in Article Five, Section One.

*Formation of an Executive Council*

B. The Executive Council shall consist of the following members, all of whom have full voting privileges, except where otherwise limited:

- i. Senior Stick
- ii. Vice Stick
- iii. Treasurer

*Membership of the Executive Council*

Total Members: 3

C. All motions, resolutions, and proposals brought forward from the Executive Council to Council must be approved by a majority of voting Executive Council members. All motions, resolutions, and proposals brought forward from the Executive Council to Council must be supported on Council by the members of the Executive Council.

*Executive solidarity*

D. All meetings of the Executive Council shall be held in camera, unless decided otherwise, for a specified period of time, by a majority of voting members on the Executive Council.

## Article V. Structure of the Council

### Section One.

A. The Executive Council shall exclusively have jurisdiction and responsibility in the following areas:

- i. The presentation of the Association budget for adoption for the Council, subject to the process and timetable defined in Bylaw Three: Finance.
- ii. Control over the disbursement of Association funds under budgets duly approved by Council, subject to the process defined in Bylaw Three: Finance.
- iii. Control over the assets of the Association, subject to the process defined Bylaw Three: Finance.
- iv. Advisory authority to the Chairperson with respect to the Agenda and timing of Council meetings.

B. The Executive Council shall have plenary authority during the summer period (May through August), subject to the restrictions defined Bylaw Three: Finance.

C. The Executive Council shall be bound to the presentation of a report to Council at the first meeting of the fall term, outlining its activities during the summer period.

D. All other authority insofar as its decisions shall be subject to the approval of the Council during the academic year.

E. The Executive Council shall have the authority to reprimand members of Council as outlined in Bylaw One: Meeting Procedures, Part E.

*Jurisdiction of the  
Executive Council*

### Section Two.

A. All Executive Council members shall submit a typewritten report at the end of their term in office. The report shall summarize their activities and

recommendations to future members. Executive Council members are responsible for all assigned duties, regardless of the means by which those duties are carried out.

B. The Executive Council shall present a calendar of events for the academic term to Council for approval at the first meeting in September. The calendar shall include all Council meetings, programming events, and special events to be held throughout the academic year.

*Calendar of Events*

C. The Senior Stick

- i. Shall hold a seat on the College Assembly, in accordance with the Statutes of the College. In this position, (s)he shall faithfully represent the wishes of the Council, and submit regular reports to the Executive Council concerning any decisions that affect the Association.
- ii. Shall, together with the UMSU Representative, represent the Association in negotiations with the University of Manitoba Students' Union (UMSU).
- iii. Shall assume responsibility for adherence to this Constitution by the Council, Executive Council, Standing, and Ad Hoc Committees.
- iv. Shall be the Chairperson of the Executive Council, and be responsible for the preparation of the Agenda and timing of Executive Council meetings.
- v. Shall be a member of the Appointments Committee (see Bylaw Seven, Section One.)
- vi. Shall be a member of the Awards Committee (see Bylaw Seven, Section Two.)

*Duties of the Senior Stick*

D. The Vice Stick

- i. Shall hold a seat on the College Assembly in accordance with the Statutes of the College. In this capacity, (s)he shall faithfully represent the wishes of the

- Council and submit regular reports to the Student Services Committee concerning any decisions affecting the Association (see Bylaw Seven, Section Six.)
- ii. Shall be a member of the Student Services Committee (see Bylaw Seven, Section Six.)
- iii. Shall be a member of the College Assembly Student Affairs Committee.
- iv. Shall record the minutes of the Executive Council meetings, and be responsible for informing the Chairperson of the date of Executive Council meetings.
- v. Shall provide one typed copy of the Executive Council minutes to the Senior Stick following each meeting of the Executive Council.
- vi. Shall assume the duties of the Senior Stick in the latter's absence or incapacity.
- vii. Shall be a member of the Appointments Committee (see Bylaw Seven, Section One.)
- viii. Shall be a member of the Awards Committee (see Bylaw Seven, Section Two.)

*Duties of the Vice Stick*

E. The Treasurer

- i. Shall keep the financial books, accounts, and records of the Association.
- ii. Shall implement the budgetary procedures defined within the Association budget, subject to the process defined in Bylaw Three: Finance.
- iii. Shall carry out the duties assigned to him/her within Bylaw Three: Finance.
- iv. Shall have the Association's financial books audited at least once per year.
- v. Shall be a member of the Student Services Committee (see Bylaw Seven, Section Six.)
- vi. Shall chair the Office of the Treasury Committee.

*Duties of the Treasurer*

- vii. Shall assume the duties of the Vice Stick in the latter's absence or incapacity.

### Section Three.

A. All Directors and Council members not on the Executive Council shall submit a typewritten report at the end of their term in office. The report will summarize their activities and recommendations to future members. All members outlined in this section are ultimately responsible for all assigned duties, regardless of the means by which those duties are carried out. All members shall serve a minimum of one hour per week during the academic term as regular office hours in the SJCSA Council office.

*Non-executive  
members of  
Council*

#### B. The Chairperson

- i. Shall act as Chairperson of Council.
- ii. Shall vote only in the event of a tie.
- iii. Shall be responsible for drawing up the agenda for each meeting in conjunction with the Executive Council and in accordance with the guidelines defined in Bylaw One: Meeting Procedures.
- iv. Shall be responsible for the establishment of a date and time for all Council meetings in conjunction with the Executive Council and other Council members.
- v. Shall follow the guidelines set out in Bylaw One: Meeting Procedures.
- vi. Shall provide all Council members with a copy of this Constitution at the first meeting in the fall of the year.
- vii. Shall post notice of all the Council meetings at least one week prior to each meeting in the event that meetings are not held on a regular schedule.
- viii. Shall read this Constitution at the first meeting of the fall term.

*Duties of the  
Chairperson*

- ix. Shall be a member of the Appointments Committee (see Bylaw Seven, Section One.)

C. The UMSU Representative

- i. The duties of the UMSU Representative shall be as outlined in the bylaws of UMSU.
- ii. Shall act as a liaison between the Association and the University of Manitoba Students' Union, and faithfully represent the wishes of the Council to UMSU.
- iii. Shall submit a typed report to Council regarding each UMSU meeting.

*Duties of the  
UMSU  
Representative*

D. The Presidents of Residence

- i. Shall fulfill their duties as outlined in the Constitution of the St John's College Residence Students' Association.
- ii. One President of Residence shall serve as a member of the Awards Committee.
- iii. Shall report to the Executive Council regarding all activities or decisions made by the Residence Council which may affect the Association at large.
- iv. Shall present the Programming Directors with a list of major social events planned by the Residence Council for the academic year by October 1<sup>st</sup>.

*Duties of the  
Presidents of  
Residence, as they  
pertain to this  
Council*

E. The Communications Director

- i. Shall foster any activity affecting the relations of the Association with outside bodies, and shall be responsible for all promotional activities assigned to him/her by other Directors.
- ii. Shall be responsible for the provision of information regarding the Association's activities to any form of media, be it internal or external, and shall provide to Council reports on the communications between the Association and other bodies and/or individuals.

*Duties of the  
Communications  
Director*

- iii. Shall be responsible for the approval of all material posted on poster boards throughout the College. Shall propose poster approval policy and procedures to be adopted by Council at the beginning of the academic term.
- iv. Shall act as a liaison between the Association and the Public Relations Officer of the College.
- v. Shall propose promotional guidelines to be adopted by Council at the beginning of the academic term (this being the process by which Directors may make requests for promotional materials.)
- vi. Shall be a member of the Student Services Committee (see Bylaw Seven, Section Six.)
- vii. Shall, at the beginning of the fall academic term, propose an advertising agenda to be adopted by Council for the remainder of the academic year.

F. The Literary Director

- i. Shall be responsible for the literary publications of the Association.
- ii. Shall develop and propose the editorial policy of the Association with regard to its literary publications to be adopted by Council at the beginning of the academic year.
- iii. Shall develop a staff of College members to work on the production of the literary publications of the Association.

*Duties of the  
Literary Director*

G. The Programming Directors

- i. Shall be responsible for the organizing, decorating, licensing, and promotional planning for all programmed functions sponsored by the Association.

- ii. Shall ensure that all Association social events follow established College and University alcohol policies.
- iii. Shall be the co-chairs of the Programming Committee (see Bylaw Seven, Section Five.)
- iv. Shall work in consultation with the SJCSA Sports Representative to promote and direct any form of sport-related, non-intramural event.
- v. Shall be responsible for the organizing, decorating, licensing, and promotional planning of the St John's College Graduation.
- vi. Shall be the co-chairs of the Graduation Committee (see Bylaw Seven, Section Three.)
- vii. Shall be responsible for fundraising to assist in the financing of the Graduation.
- viii. Shall be the co-chairs of the Awards Committee (see Bylaw Seven, Section Two.)
- ix. Shall be responsible for the disbursement of all scholarships and awards issued by the Association.

*Duties of the  
Programming  
Directors*

#### H. The Secretary

- i. Shall keep permanent and continuous minutes of the proceedings of Council meetings.
- ii. Shall be responsible for all official internal Association correspondence.
- iii. Shall file all submitted material and maintain a current and efficient filing system.
- iv. Shall prominently post minutes of the preceding meeting of Council before each meeting.
- v. Shall be responsible for the inventory and purchase of office supplies.

*Duties of the  
Secretary*

- vi. Shall be a member of the Student Services Committee (see Bylaw Seven, Section Six.)
- vii. Shall be responsible for the creation and upkeep of a current Council contact list.

I. The Assembly Representative

- i. Shall act as a liaison between the Association and the St John’s College Assembly.
- ii. Shall inform other student Assembly members of the upcoming Assembly meetings.
- iii. Shall provide timely reports of all relevant decisions of Assembly that may affect the Association.
- iv. Shall faithfully represent the wishes of Council on Assembly.
- v. Shall submit typed reports to Assembly in regards to all Council decisions and activities.

*Duties of the  
Assembly  
Representative*

J. The First Year Representatives

- i. Shall promote all Association–sponsored functions to first–year membership.
- ii. Shall make contributions to the Association’s literary publications to encourage first year participation in all College functions.
- iii. Shall be members of the Programming Committee (see Bylaw Seven, Section Five.)

*Duties of the  
First Year  
Representatives*

K. The Religious Affairs Representative

- i. Shall be responsible for the opening prayer at Council meetings.
- ii. Shall be responsible for the organizing, decorating, licensing, and promotional planning of all humanitarian events sponsored by Council.
- iii. Shall be responsible for encouraging the spiritual growth of members of the Association.

*Duties of the  
Religious Affairs  
Representative*

L. The Yearbook Director

- i. Shall be responsible for the content, publication, and distribution of the St John's College Yearbook.
- ii. Shall faithfully serve on the Yearbook committee, if one exists, as defined by the Yearbook Agreement between the SJCSA and the St John's College Residence Students' Association, if one exists.

*Duties of the  
Yearbook Director*

M. The Student Services Director

- i. Shall serve as chair of the Student Services Committee (see Bylaw Seven, Section Six.)
- ii. Shall be responsible for the maintenance and upkeep of the student lounge, the Council office, the carrel rooms, lockers, computer facilities, and other student space and equipment at the College.
- iii. Shall ensure that regulations regarding student services are followed and enforced.
- iv. Shall develop and propose new student services for College members.
- v. Shall investigate the student services provided by other student councils and report to Council on the feasibility of their implementation by the Council.
- vi. Shall be responsible for the upkeep of the Women's and Men's Sport Trophies; the Senior and Vice Stick; the J-pins and sports crests; the James Frost Cross Trophy, and all other trophies issued by the Association.

*Duties of the  
Student Services  
Director*

N. The Sports Representative

- i. Shall co-ordinate intramurals for the SJCSA with the University of Manitoba.
- ii. Shall maintain communications between SJCSA and SJCRSA regarding intramural sports.

- iii. Shall play on an intramural and/or Bison sports team.
- iv. Shall encourage Association member participation in College-related sporting activities.
- v. Shall ensure that a College representative is present at all Intramural sports meetings.
- vi. Shall work in consultation with the SJCSA Programming Directors to promote and direct any form of sport-related, non-intramural event.

*Duties of the  
Sports  
Representative*

## Article VI. Qualifications

Section One. All members of the Council shall be bona fide members of the Association as described in Article Three.

Section Two.

- A. The Senior Stick shall be a student entering his/her third or later year of study at the University of Manitoba.
- B. The Vice Stick shall be a student entering his/her second or later year of study at the University of Manitoba.
- C. The Senior and Vice Stick must each hold a cumulative GPA of 2.0, and shall be required to take at least 18 credit hours of study during the regular session.

*Qualifications*

Section Three. The First Year Representative must be Association members in their first full year of study at the University of Manitoba.

## Article VII. Resignations, Vacancies and Incapacity

Section One. In the event of the resignation or incapacity of the Senior Stick, the Vice Stick shall assume his/her office for the term of the original holder, and the position of Vice Stick will be filled according to the procedure outlined in Section Three.

Section Two. In the event of a vacancy in the position of President of Residence, the position shall be filled according to the procedure outlined in the St John's College Resident Students' Association Constitution.

Section Three. In the event of the resignation or incapacity of any other council member, the Executive Council shall nominate a replacement, subject to a two-thirds majority vote at the next Council meeting.

*Procedure in case  
of resignation or  
incapacity*

## Article IIX. Democratic Provisions

Section One. The Senior Stick and the Vice Stick shall run as a slate.

Section Two. All other positions shall be elected individually, except Residence Co-Presidents, who shall be elected as outlined in the St John's College Resident Students' Association Constitution.

Section Three. In the event of only one candidate or slate running for a position on Executive Council, they shall be subject to a yes/no confirmation vote by the Association membership.

*Election Format*

Section Four. In the event of only one candidate running for a position not on the Executive Council, they shall assume the position by acclamation.

Section Five. Election procedures shall be followed as outlined in Bylaw Two: Elections.

## Article IX. Relationship with College Assembly

Section One. In accordance with the Statutes and Bylaws of St John's College, the Association shall have a number of Assembly Representatives equal to 1/3 the number of College Fellows in the previous academic year, in addition to the Senior Stick and Vice Stick.

Section Two. One Assembly Representative is to be elected in accordance with this Constitution. The rest are to be filled by the Appointments Committee.

Section Three. The elected Assembly Representative shall serve as Chair of the Student Assembly Caucus.

Section Four. Prior to meetings of Assembly, the Chair shall call a Caucus meeting to discuss items on the agenda of Assembly and matters affecting students that require Assembly attention.

*Formation of the  
Student Assembly  
Caucus*

Section Five. The Caucus will determine all other student positions on Assembly and Assembly Committees.

## Article X. Joint Council Meetings

Section One. A Joint Council Meeting consists of the Councils from both the Association and the Residence.

Section Two. Joint Council Meetings shall be held at the discretion of the executives of both the Council and the Residence Council.

Section Three. Joint Council Meetings are to be scheduled by the Chair, in consultation with the Senior Stick and the Co-Presidents of Residence.

Section Four. Joint Council Meetings shall be chaired by the Chair, with the Chairperson of Residence acting as Vice Chair.

Section Five. Members of both Councils have full voting and speaking rights, but members who hold multiple voting positions are entitled to only one vote, regardless of the number of voting positions held.

*Joint Council  
Meeting Procedure*

Section Six. The agenda of Joint Council Meetings should focus on, but not be restricted to, joint ventures between the Councils, and interaction between Day and Residence students.

The Senior Stick, Vice Stick, and the Co-Presidents of Residence must agree upon the agenda of Joint Council Meetings in advance.

Section Seven. Minutes shall be taken by the Secretary, and distributed to all members of both Councils.

## Article XI. Ad Hoc Committees of Council

Section One. Council may create Ad Hoc Committees of Council.

Section Two. Ad Hoc Committees must have a particular mandate and a set period of existence contained in its Terms of Reference.

Section Three. Ad Hoc Committees must have a Chair, a Vice Chair, and a Secretary.

Section Four. Ad Hoc Committees shall present written reports to each meeting of Council.

Section Five. Ad Hoc Committees shall cease to exist once they have fulfilled their mandate or pass the date set for their dissolution.

*Regulations  
Concerning the  
Formation of Ad  
Hoc Committees*

Section Six. Ad Hoc Committees shall contain at least two members of Council and at least one at-large member of the Association.

Section Seven. Ad Hoc Committees shall hold their first meeting within 30 days of their creation, or the Committee shall cease to exist.

## Article XII. Amendment Procedure

Section One. Any amendment to the Articles of this Constitution requires adherence to the following procedure:

- A. Amendments must be passed by a unanimous vote of the Council in one meeting, or by a two-thirds majority vote in two consecutive meetings.
- B. Notice of motion of any amendments must be given at the meeting immediately prior to the meeting at which the motion is to be entertained.

*Amendment  
Procedure*

Section Two. Any amendment to the Bylaws of this Constitution requires adherence to the following procedure:

- A. Amendments must be passed by a two-thirds vote of Council.
- B. Notice of motion of any amendments must be given at the meeting immediately prior to the meeting at which the motion is to be entertained.

## Article XIII. Enactment

Section One. This Constitution shall come into full force and effect on the 5<sup>th</sup> day of October, 2005.

*Enactment*

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The Articles of Constitution  
of the St John's College Students' Association

as resolved and enacted  
October 2005

*In lumine tuo videbimus lumen*