

McLaughlin College Council Constitution

**(Drafted by Justin Clark and Ross McMillan, adapted from Steve Martene, Winters College Council, 1997 and Grant Wagman, Vanier College Council, 1989.
Amended by Brittney Deer and Zoe Amponsah, 2021**

Preamble:

We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Haudenosaugas, the Metis, and most recently the territory of the Mississauga's of the Credit River. The territory was the subject of the Dish With One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes.

We, the McLaughlin College Council, recognize that our primary aim is to enrich the lives and educational experience of our affiliated students through recreational, artistic, cultural, political, and academic programs.

Whereas, the McLaughlin College Council:

1. Is committed to providing a meaningful, inclusive, and socially enriching community to enhance the student experience for both residential and commuter students.
2. Is committed to providing opportunities for student leadership and involvement by giving the opportunity for individuals and groups to implement and/or to participate in activities, athletics, clubs, projects, productions, performances, and displays in keeping with the objects and purposes of York University.
3. Is committed to providing students affiliated with the College assistance, advice, and resources to the best of its ability.
4. Is committed to a fair and democratic system of college student government.
5. Recognizes the central position of academic work in university life.

Therefore, we, the Members of McLaughlin College Council, as the representatives of the students affiliated with McLaughlin College do hereby establish this Constitution, as follows:

Article 1: Name

1. The name of the organization herein constituted shall be McLaughlin College Council.

Article 2: Definitions

1. In this Constitution, unless a contrary intention appears, "Associate" means any person who is not a voting member of Council, but is assisting Council business, whether by Council motion, decree or standing order, or as prescribed by the Constitution, or other

subsidiary regulation, and includes, but is not limited to:

- a) The Speaker;
 - b) The Chief Returning Officer (C.R.O.);
 - c) The Recording Secretary;
 - d) The Orientation Chair(s);
 - e) The Outreach Chair(s);
 - f) All members of the McLaughlin College Sports and Recreation Council
2. "Community member" is defined as an individual who is recognized by the University as a McLaughlin affiliated student, however not limited to, being a York University student, faculty member, and/or staff, Alumni, Retirees, or partners with the University.
 3. "Constitution" means the Constitution of McLaughlin College Council, as amended from time to time;
 4. "Council" means the McLaughlin College Council;
 5. "C.R.O." means Chief Returning Officer;
 6. "D.R.O." means Deputy Returning Officer;
 7. "Electorate" means every individual who:
 - a) Is a registered student of York University and holds College affiliation with McLaughlin
 - b) Has a current valid identification card, or the equivalent stating such
 8. "Faculty student government" means every Faculty based student government which may, from time to time, be established, and recognized by the University;
 9. "Fall session" or "Fall term" means the first day of regular classes of an academic year in undergraduate studies at York University and every day thereafter until the first day of the Winter session;
 10. "M.C.C." means McLaughlin College Council;
 11. "Member" is a voting body elected by the students, or hired by McLaughlin College Council to serve on McLaughlin College Council.
 12. "President's Roundtable" consists of the College Council President as Chair, and members consisting of Sport and Recreation Coordinator, Senior Don of Tatham Hall Residence Council, the Vice-President of Academic Affairs, and the Master of the College.
 13. "S.C.L.D" means Student Community Leadership Development.
 14. "Regular Class" or "Regular School Day" means a day of the week on which regular undergraduate classes are held, and does not include any day during the Summer session;
 15. "Student" means any person admitted to York University by the Senate of York University, and who enrolled in at least one course (or half course) at the University in any session during an academic year;
 16. "Student Government" refers to the student government of:
 - a) each College at York University (including Osgoode Hall Law School),
 - b) the York Federation of Students, and
 - c) any other student government officially recognized by York University;
 17. "Subsidiary Regulation" includes any Council order, regulation, rule, form, commission, proclamation, act, resolution, or other instrument issued, made or established in the

execution of a power conferred by or under the authority of the Constitution; [Adapted from the Interpretation Act (Canada), s. 2(1)]

18. "Summer Session" or "Summer Term" means the day after the last day of exams during the official exam period of the Faculty of Arts for full-year Fall/Winter courses until the day prior to the first day of the Fall session;
19. "Winter Session" or "Winter Term" means the first day of regular classes of the Winter term at York University and every day thereafter until the last day of exams during the official undergraduate exam period of the Faculty of Arts for full year Fall/Winter courses;
20. "Y.F.S." means the York Federation of Students.
21. "Honoraria" means financial remuneration as recognition for dedication toward Council activities.
22. "Censure" means the Council's written expressed disapproval.
23. "Suspension" means an honoraria penalty and the retraction of Council activities for a period of time.
24. "Impeachment" means the removal of an individual from office and the complete forfeit of their possible honoraria.
25. The "Lounge" refers to the McLaughlin College Lounge (MCL 016) which is to remain an open student space, monitored by Lounge volunteers and council members.
26. "Lounge Volunteers" means individuals hired at the discretion of council, or that of a representative of council, to maintain lounge hours, which contribute to the safe operation of the Lounge.
27. The definitions contained in subsection (a) may not necessarily conform to those commonly used by York University.
28. The Constitution and all subsidiary regulations shall be given such fair, large and liberal construction and interpretation as best ensures the attainment of its object per its true intent, meaning, and spirit. [Adapted from the Interpretation Act (Canada). s. 12 and the Interpretation Act (Ontario). s. 10]
29. Citations and notes in square brackets form no part of the Constitution or any subsidiary regulations, but are inserted for convenience of reference only.
30. Every subsidiary regulation shall be so construed as to reserve to Council the power of repealing or amending it, and of revoking, restricting, or modifying any power, privilege, or advantage thereby vested in or granted to any person. [Adapted from the Interpretation Act (Canada). s. 42(1)]
31. Every definition and rule of construction of this Article applies, unless a contrary intention appears. [Adapted from the Interpretation Act (Canada). s. 3(1)]

Article 3- Interpretation

1. M.C.C. shall be the sole authority for the interpretation of the Constitution and all subsidiary regulations. Council shall, however, make all determination of construction and interpretation with due regard to the following, whichever are directly applicable given the circumstances:
 - a. Interpretations, if any, set out in the most current edition of Robert's Rules of Order (Newly Revised);

- b. Interpretive precedents set by the Canadian House of Commons, including speakers' rulings;
 - c. Black's Law Dictionary;
 - d. Accepted rules of grammatical and lexical construction in Canadian English. [Adapted from the C.A.S.A. Constitution, Article Four, s. 4.11]
- 2. The Constitution and all subsidiary regulations shall be interpreted, in the first instance by the Speaker, subject to an appeal to the Council.
 - a. Unless and until a decision of the Speaker is confirmed, reversed, or qualified by Council, the decision of the Speaker shall be final and conclusive.
- 3.
 - a. The Speaker or Council may postpone a decision or ruling for a reasonable period of time, provided that said reasonable amount of time is approved by two-thirds of the council and may make an interim decision and order, to be effective until a final decision or ruling is made.
 - b. If the Speaker decides to postpone a final decision or ruling, Council may:
 - i. determine the maximum amount of time the Speaker may have before such a ruling must be made, or,
 - ii. determine the question itself, immediately.
 - c. Council may not refuse the Speaker a reasonable period of time to determine a question unless the Council decides the question immediately.
 - d. Despite subsection (a), if Council is satisfied that there is sufficient cause or reason for doing so;
 - i. Council requires, by a two-thirds vote of those present and voting;
 - ii. and where those on the prevailing side represent a majority of the total number of voting Members presently on Council; may extend the period for considering an appeal from a decision or ruling of the Speaker.
- 4.
 - a. In the event of a disagreement a final decision or ruling of the Speaker may be appealed to:
 - i. the Master of the College, or
 - ii. the Academic Advisor of the College
 - b. A disagreement exists where at least 5 Members of Council raise an objection to the ruling, procedure, or interpretation.

Article 4- Powers and Authorities

- 1. The objectives of M.C.C. are:
 - a. To promote the welfare and interests of the students affiliated with McLaughlin College, and to provide services, activities, publications, and facilities which address student needs or objectives;
 - b. To enrich the lives and educational experience of the students affiliated with McLaughlin College through recreational, artistic, cultural, political and academic programming;
 - c. To encourage the continuous interchange of ideas and mutual participation among faculty, staff, and students;

- d. To organize, regulate, and maintain a democratic system of college government;
 - e. To provide opportunities for individual and group initiatives in organizing and implementing productions, performances, clubs, projects, displays, publications, athletics, and other activities in keeping with the objects and purposes of the University, which are:
 - f. To promote and safeguard the right of all students affiliated with the College to equal treatment without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, sexual orientation, gender identity, class, age, marital status, family status, or mental and/or physical ability.
2. The powers of M.C.C. are:
- a. To receive and administer all funds accruing to Council;
 - b. To engage in any undertaking necessary to the objectives of Council including adopting subsidiary regulations, establishing subcommittees, and hiring individuals as appropriate;
 - c. To do all such things as are incidental or conducive to the attainment of the objectives of Council. [Adapted from the Corporations Act, s. 23(1)(v)]

Article 5: Qualification of Members and Associates of the Council

1. Members of the Council
 - a. President;
 - b. Vice-President of Operations;
 - c. Vice-President of Financial Affairs;
 - d. Vice-President of Events and Programming;
 - e. Vice-President of Academic Affairs;
 - f. Vice-President of Communications;
 - g. Vice President of Commuter Relations;
 - h. Director of Events and Programming;
 - i. Director of Academic Affairs;
 - j. Director of Communications;
 - k. Two First Year Representatives.
2. The Council shall be assisted by committees, which are to be appointed and function as stipulated in these By-Laws.
3. Elected and non-voting members of Council
 - a. The McLaughlin College Director to Y.F.S.
4. Non-elected and Non-Voting Members of Council are:
 - a. Master of McLaughlin College (or delegate)
 - b. Academic Advisor of McLaughlin College (or delegate)
5. Associates of Council hired by the Selection Committee are:
 - a. The Speaker
 - b. The CRO
 - c. The Secretary
 - d. The Orientation Chair(s)

- e. The McLaughlin Sports and Recreation VP Athletics
 - f. The McLaughlin Sports and Recreation Director of Athletics
 - g. The Outreach Chair(s)
 - h. The Vice-President Financial Affairs
 - i. Resident Representative
6. The MCC Selection Committee will select all Associates of Council, after the spring elections.
 7. With the possible exception of the Speaker, the C.R.O., and the Vice-President of Financial Affairs, every Member and associate of Council shall be:
 - a. A student affiliated with McLaughlin College,
 - b. An eligible elector of M.C.C.
 - c. An undergraduate student at York University, enrolled in at least one course (or “half” course) both at the time of election and the fall/winter session for which the candidate has been elected.
 8. The Speaker, the C.R.O., and the Vice-President of Financial Affairs shall be a student at York University, and may not be a student affiliated with McLaughlin College.
 9. The Vice-President of Commuter Relations must be a student who does not live on the York University Campus.
 10. The two First Year Representatives must be students who are in their first year of study in a program associated with McLaughlin College at York University.
 11. No one person or member of the College can hold more than one position related to Council.
 12. The procedure for resignation is as follows:
 - a. Any Member of Council may resign or give notice of intention to resign, either personally in a meeting of Council, or in writing. Any written notification shall be deemed to be addressed to the Speaker. When it is determined that the written notification is genuine, Council shall declare such seat vacated (or that it shall become vacant on some future day), as indicated in the written notification.
 - b. Despite subsection (12. a.), Council need not accept a Member’s resignation while a motion of impeachment, suspension, or censure is pending, or while any investigation concerning that Member’s conduct is pending.
 - c. Despite subsection (12. b.), Council shall not accept a Member’s resignation if Council had reason to believe that such a Member was intimidated into resigning or otherwise determines the Member to be in an inappropriate state of mind and, in such a case, Council shall forthwith cause an investigation of the matter to take place.
 13. As it relates to the McLaughlin Lounge; Council shall be responsible for the hiring of volunteers pooled from the McLaughlin community, who shall remain monitored and trained by the Vice-President of Operations and Vice-President of Commuter Relations. The duties of the Lounge Volunteers are outlined in By-Law #1.

Article 6: Amendment Procedures

1. In this Article, “proposal” or “proposition” means a proposed amendment to the Constitution.

2. A “Council By-Law” is a strong recommendation on the development of a constitutional section. These can be suspended for the term if council deems necessary.
3. Any Member of Council may propose an amendment to the Constitution. To be effective, such an amendment must first be passed by Council at two separate readings.
4. Reading procedures:
 - a. To pass a First Reading, a proposed amendment to the Constitution must be approved by Council by a two-thirds vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council).
 - b. Before passing First Reading, Council may amend a proposed Constitutional amendment.
5. A proposed amendment to the Constitution which contains two or more propositions may be divided so that Council may consider each as separate propositions.
6. Upon passing First Reading, every proposed amendment to the Constitution shall be made public for at least fourteen days (of which at least ten of those days must be regular school days) before being passed at Second Reading.
7. If Council amends a proposal before the expiration of the fourteen days, the amended proposal shall be treated in all respects as a new proposal; that is, the new proposal must be made public for at least fourteen days (of which at least ten of those days must be regular school days), and thereafter Council may proceed to Second Reading.
8.
 - a. To pass Second Reading, a proposed amendment to the Constitution must be approved by Council, without amendment, by a two-thirds vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council).
 - b. If a proposed Constitutional amendment is amended during Second Reading, the amended proposal must again be made public for at least fourteen days (of which at least ten days must be regular school days) before being passed at Second Reading.
 - c. Despite subsections (i) and (ii), a proposed Constitutional amendment which is amended at Second Reading need not be made public if Council dispenses with such requirement by unanimous consent (of all voting Members present), or if the Speaker rules that the amendment to the proposal is merely of a technical or a minor nature.
9.
 - a. Every proposed Constitutional amendment which has passed Second Reading shall come into force immediately.
 - i. With the exception of changes to the honoraria, which will come to force in the following year.
 - b. Despite subsection (i), Council may set another day as the day on which a Constitutional amendment shall come into force, provided such day is not more than fourteen days after the proposal has passed Second Reading, and provided that Council approved a motion to that effect before the proposed amendment has passed Second Reading, or at that same meeting.
10. Where a proposed amendment to the Constitution has been passed, Council may pass the following motion, or a motion to its effect:

- a. “That in preparing the next revision of the Constitution, the [Speaker, Recording Secretary, etc.] is authorized to alter and correct Article and section designations, punctuation, grammatical, or typographical errors, and cross-references, and to make such other technical and conforming changes as may be necessary to reflect the intent of Council in connection with any amendments made to the Constitution to date. [Adapted from Robert’s Rules of Order (Newly Revised) 1990 Edition, pg. 592]
 - b. Any member can propose to amend or suspend a Council By-Law through a written or oral proposal during a regular meeting of quorum.
11. The vote on a Bylaw proposal must be tabled and presented publicly for a minimum of a week, five days of which must be school days.
12. By-laws can be suspended or amended through a two-thirds majority of council present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council)

BY-LAWS

By-Law 1: Duties of all Members and Associates of Council

- 1) To notify Council at least twenty-four hours in advance, if possible, of any intention to be absent from, or late for, a meeting of Council,
- 2) To attend Council events, and/or to sit on Council committees, and/or to assist other members in their duties
- 3) To read and comprehend the Constitution, and any subsidiary regulation.
- 4) To be available on a daily basis during the Fall and Winter Academic Sessions.
- 5) To ensure that the outgoing Member or associate from the previous term of office informs the incoming positions regarding duties, responsibilities, and expectations in the upcoming term of office.
- 6) To learn, and be prepared to teach other Members and Associates, the proper upkeep and efficient running of the Council office space, including, but not limited to the following:
 - a) How and where to send out and pick up letter mail;
 - b) How to work any applicable phone answering system;
 - c) How to find files in all Council filing systems;
 - d) How to efficiently use any pertinent computer programs;
 - e) How and where to find campus names, phone numbers, and addresses
 - f) To carry out the duties assigned to all Members, as prescribed in this article, and as required in the Constitution, or any other subsidiary regulation.
 - g) To support fellow Members and Associates in their duties, initiatives and projects in a collaborative manner
 - h) To return all keys signed out to that Member or associate, for any Council office space, or any other space which is directly or indirectly under the authority of Council at the end of their term, or final honoraria will be withheld from them.
 - i) To be prepared, at or near the end of Council’s term of office, to assist with the efficient transition from the outgoing to the incoming Council.
 - j) To be a frosh leader during social orientation, as well as volunteer for Kids’ Day with the exception of extenuating circumstances.

- k) To act in accordance with the common good of the McLaughlin College constituents and of York University's community
- 7) The Duties of the Lounge Volunteers, as well as all members of council monitoring the lounge, are as follows:
 - a) To maintain a minimum of an hour of lounge hours while maintaining the cleanliness and safety of the lounge.
 - b) To be familiar with proper emergency protocol.
 - c) To remove individuals from the Lounge, Office, Dynamacs, or any MCC affiliated space who refuse to adhere to the cleanliness or positive space of the lounge at their discretion.
- 8) To attend all MCC affiliated events with the exception of sending regrets twenty-four (24) hours prior to the event day, which includes the following :
 - a) To attend a minimum of two events held by MCC affiliated clubs per semester.
 - b) To attend all McLaughlin Sports, recreational intramural playoffs, and championship games.

By-Law 2: Duties of the Executives

All Executives are required to:

- 1) Be available on a daily basis during the Fall and Winter academic sessions.
- 2) To carry out the duties assigned to all members, as prescribed in this article, and as required in the Constitution, or any other subsidiary regulation
- 3) The Duties of the Lounge volunteers as well as all executive members of council monitoring the lounge are as follows:
 - a) To maintain a minimum of an hour in the Lounge while maintaining the cleanliness and safety of the lounge
 - b) To be familiar with the proper emergency protocol
 - c) To remove individuals from the Lounge who refuse to adhere to the cleanliness or positive space of the lounge at their discretion

The duties of the President are:

- 1. To be **accessible** on a daily basis, including the Summer session, and act as an official spokesperson for Council in all matters pertaining to the business of Council.
- 2. To oversee all operations of Council.
- 3. To develop goals, objectives and a vision for Council to follow by the end of the Summer term
- 4. To assist in the planning of the summer training session and Fall and summer Council-wide retreat where needed, and to share and develop on the goals, objectives, and vision for the year, to train all Council members, and to build synergy.
- 5. To meet with all other college Presidents to share information and better practices at least once a month throughout the entire year.
- 6. To act as Chair of the President's Roundtable to discuss contemporary issues and initiatives in the College where appropriate to bridge gaps between Commuter life, Residence Life, and Sports Life in McLaughlin College and the greater community.
- 7. When invited, to represent McLaughlin College at most York University committees related to the student experience or to any other area relating to student life and engagement

8. To be a liaison between Council and, the McLaughlin College Sports and Recreation Council, the Sport and Recreation Council.
9. To assume the role of Speaker in the absence thereof, or for the whole year should Council be unable to fill the position of Speaker.
10. To maintain weekly contact, aside from Council Meetings, with all Members and Associates of Council, and address any comments or concerns they may have.
11. To advertise and to promote student involvement to all incoming First Year students at academic orientation and through orientation mail outs
12. To initiate the planning of election dates and times, and to inform the C.R.O. of any Council decisions regarding the same;
13. To delegate duties to Members and Associates of Council, where expedient, and where the delegation of such duties is allowed by the Constitution, or any subsidiary regulation.
14. To chair the Selections Committee, and to sit on any other Committee of Council unless otherwise decided by Council by a formal vote.
15. To represent Council and McLaughlin College as a voting Member of the York Orientation Directors Association (Y.O.D.A.)
16. between M.C.C. and the other student governments, student clubs and faculty student governments at York University
17. To maintain consistent communication with the Office of the Vice-President of Students and with S.S.C
18. To learn and be familiar with the financial procedures of Council, and to have coincidental authority with the Vice-President of Financial Affairs and Vice-President of Operations
19. To ensure that there is a proper transfer of signing authority for Council's funds
20. To assist the Vice-President of Financial Affairs with the planning and implementation of the annual Council Budget no later than the last week of July. A second budget review meeting shall be held no later than two weeks following the acceptance of the CRO's Fall bi-election report. The last budget review meeting shall be held in December.
21. To ensure that all Members and Associates of Council have appropriate access to cheques, receipts, petty cash, and any other financial documents as deemed appropriate, while ensuring that the Vice-President of Financial Affairs and Vice-President of Operations are the only other individuals with free access to the safe.
22. To ensure that the following criteria are met and brought to S.S.C. such that Council can complete its Annual Audit, and receive funding:
 - a. One copy of the completed Audit which should be completed by August,
 - b. One copy of the minutes of the regular Council meeting in which the Audit was passed by a simple majority.
23. To oversee the proper handling and storage of the recorded minutes of all meetings of Council, and ensure that all appendices, reports, letters, and other applicable documents are physically attached to the minutes.
24. To retain and make readily available to all Members and Associates of Council, all correspondence of previous Council's, including minutes, and financial statements.
25. To ensure that copies are safely stored of back-up copies of the Constitution, in both paper and electronic form, are retained in a discernable and accessible manner.
26. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.

27. To ensure that there are adequate paper copies of the Constitution and that they are made available to all Members and Associates of Council, and all members of the McLaughlin College Community.
28. To maintain a set number of office hours, as prescribed by Council, which shall not be less than six hours per week.
29. To meet with all signing authorities or a representative from the Sport and Recreation council once a month to discuss finances.
30. To ensure that the year-end audit is sent in to the auditors by the 31st of July.
31. To ensure that the interim audit is completed by the last day of classes in the winter semester.
32. To formulate participation plans with Sports and Recreation Council at the beginning of each term.
33. To be responsible to work with the VP of Operations and VP of Communications to hire a web designer to ensure the creation of the Council Website.

The duties of the Vice-President of Operations:

1. To be **accessible** on a weekly basis during the summer session.
2. To assist the President in all of their duties
3. To organize and plan a Summer, Fall, and Winter Council-wide retreat.
4. To ensure that each member and associate is accountable for their tasks and duties
5. To coordinate the efforts of each member and associate toward the mission of Council, as outlined in the constitution, and toward the Council goals, objectives and vision, as outlined by the President in the Summer retreat
6. To provide constructive criticism through regular feedback to each member
7. To discharge the duties of the President in the absence thereof, and when the portfolio of President is vacant, to assume the duties of the President until Council fills such a vacancy
8. To be a liaison between Council and, the McLaughlin College Sports and Recreation Council, the Sport and Recreation Council.
9. To hold a portfolio meeting with each of the Vice-Presidents of Council within the first three weeks of the Fall term.
10. To hold a joint portfolio meeting with the Vice-President and Director of each portfolio within the first three weeks of the Fall election
11. To hold a portfolio meeting with the two First Year representatives within the first three weeks of the Fall election
12. To oversee the attendance and proper conduct of Members during office hours, and report to Council any problems arising thereof.
13. To schedule weekly meetings of Council. Meeting dates and times should be advertised to the McLaughlin community.
14. To create a weekly office cleaning schedule for all of council and to enforce that the schedule is faithfully followed.
15. To display all council emails, and note that any complaints should be sent to the Vice-President of Operations email. Each complaint must be followed up by the Vice-President of Operations in a timely fashion, and inform the Executive Committee and Council where necessary.

16. To be responsible for the scheduling of office, including the organization of an up to date schedule to be displayed outside both the council office
17. To assist when needed with the scheduling of lounge hours and the organization of an up-to-date schedule outside the McLaughlin lounge.
18. To order office supplies and college renovation supplies as needed and to maintain the general upkeep of the Council Office and the closet.
19. To sit as a voting member of the Selection Committee.
20. To oversee the disbursement of Council funds under the direction of Vice-President of Financial Affairs and therefore hold equivalent signing authority with the President and the Vice-President of Financial Affairs.
21. To assist in the management of all financial affairs
22. To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed by the Constitution, and any other subsidiary regulation.
23. To maintain a set number of office hours, as prescribed by Council, which shall not be less than five hours per week.
24. To maintain an accurate list of all Members and Associates of Council, including telephone numbers, e-mail addresses, and any other information deemed appropriate by Council, and to ensure that the aforementioned list is available and distributed to all Members and Associates of Council, the McLaughlin College Administration, the S.S.C, and the Y.F.S.
25. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.
26. To compile a list of phone numbers, locations, and names of the heads of York University offices, organizations, and student governments important to M.C.C.
27. To maintain an accurate system of keeping track of all keys distributed to all Members and Associates of Council, and remind such individuals of their duty to return any aforementioned keys to remind such individuals of their duty to return any aforementioned keys prior to receiving their final honoraria.
28. To **share the responsibility** of the training of council members and lounge volunteers **with the Vice-President Commuter Relations** as it applies to the duties of overseeing the McLaughlin Lounge. This includes protocol in emergency situations, as well as their duties as they relate to maintaining a positive space. To ensure that the year-end audit is sent in to the auditors by the 31st of July.
29. To ensure that the interim audit is completed by the last day of classes in the winter semester.
30. To execute progress reports with all members of council.
31. To formulate participation plans with Sports and Recreation Council at the beginning of each term.
32. To be responsible to work with the President and VP of Communications to hire a web designer to ensure the creation of the Council Website.

The duties of the Vice-President of Financial Affairs are:

1. To be **accessible** on a weekly basis including during the summer session
2. To manage all financial affairs of Council which includes Summer, Fall and Winter Budgets, transactions, cash-handling, audits and revenue and bank reconciliations and to generally oversee financial procedures of Council, and to ensure that they are

- carried out in accordance with the Constitution or other subsidiary regulation concerning such financial procedures.
3. To work with the President, the Vice-President of Operations and S.S.C.
 4. To adapt an organized system that maintains an accurate account of all invoices, reimbursements, cheque imaging, receipts, cash deposits, and to maintain all financial records monthly. To oversee ticket sale procedures, internal controls, reconciliation of finances and deposits of cash on an event to event basis
 5. To ensure that the interim audit is completed by then end of January and to begin the completion of the year-end audit before the end of the Winter term
 6. To monitor and report any inconsistencies in Council's banking accounts and Courtesy Account(s) as they arise.
 7. To oversee the management of every business owned and/or operated by Council in such a manner as Council may, from time to time direct.
 8. To oversee the financial operations of the Sport and Recreation Council's Director of Finance and to report any inconsistencies to the Council.
 9. To oversee the disbursements of Council funds under the direction of Council, and therefore hold coincidental signing authority with the President and Vice-President of Operations, over any Council funds.
 10. To be responsible for preparing the Council's budget for the upcoming year, and the annual Budget Meeting, no later than the first week of June. A second Budget Meeting shall be held no later than two weeks following the acceptance of the CRO's Fall bi-election report. A third Budget shall be held no later than the last week of January.
 11. To chair a monthly financial committee meeting, which shall include the President, the Vice-President of Operations, **Sport and Recreational Director of Finance** and one other Council member selected at large.
 12. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.
 13. To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed in the Constitution, and any other subsidiary regulation.
 14. To implement mandatory segments once a month on weekly Councils meetings to brief on Finance.
 15. To maintain a set number of office hours, as prescribed by Council, which shall not be less than five hours per week.
 16. To continue in their position for a thirteenth month (May of the following term), with the limited duty of completing the final (Winter) audit report, while aiding in the training of the incoming Vice-President of Financial Affairs. They are to hold no other duties or authorities (such as signing authority) unless deemed appropriate by two-thirds of the new executive council.
 17. To meet with all signing authorities or a representative from the Sport and Recreation council once a month to discuss finances.
 18. To ensure that the year-end audit is sent in to the auditors by the 31st of July.
 19. To ensure that the interim audit is completed by the last day of classes in the winter semester.

The duties of the Vice-President of Events and Programming:

1. To be **accessible** on a weekly basis including during the summer session
2. To chair a social committee, that will outline events for first semester, comprised of the President and a minimum of two other members of Council as of May
3. To propose events to Council, and if mandated, to plan, execute, and provide an assessment and to promote any activities and events that are deemed culturally and socially enriching to McLaughlin College.
4. To oversee, investigate, and report to Council on all aspects of events; including finances, ticket prices, and additional responsibilities of Members for such events.
5. To plan events and activities within reasonable timelines to allow the Communications department to maximize participation and to allow Council adequate time to prepare
6. To initiate and aid in the planning of events for Orientation Week(s) and to be responsible for the successful implementation, if the Council does not hire Orientation Chairs.
7. To organize and propose an outline of the details of a first semester trip by the first week of June.
8. To organize and propose an outline of the details of a second semester trip by the first week of June.
9. To organize and propose an outline of the details of a year-end Formal, and present to Council an outline of the details of the event, and estimated costs, by the first meeting of February.
10. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.
11. To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed in the Constitution, and any other subsidiary regulation.
12. To maintain a set number of office hours, as prescribed by Council, which shall not be less than five hours per week.
13. To formulate participation plans with Sports and Recreation Council at the beginning of each term.

The duties of the Vice-President of Academic Affairs are:

1. To be **accessible** on a weekly basis including during the summer session
2. To represent Council in any matter of Academic importance, and keep Council informed in these matters.
3. To be informed of any pertinent Academic information or decisions.
4. To work with the Academic Advisor and Master's Office in the implementation of Academic Orientation, Re-orientation, any other Academic workshops, and lecture series'.
5. To organize and chair a committee for all student clubs affiliated with McLaughlin College, and maintain a network of communication between such clubs and Council and the College in general.
6. To ensure that Members are familiar with the various Academic resources available on the campus, and the pertinent contact information, such as names, office locations, e-mail, and phone numbers.

7. To seek opportunities to do joint promotions or programming with clubs or between clubs in order to promote student engagement in McLaughlin College
8. To meet **once each term** with the Student Council of Faculty of Liberal Arts and Professional Studies (SCOLAPS) to seek opportunities for partnership and joint initiatives. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.
9. To create an awards committee in the Winter Term to determine awards set in the Awards By-law #18.
10. To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed by the Constitution.
11. To maintain a set number of office hours, as prescribed by Council, which shall not be less than four hours per week.
12. **To manage an academic budget consisting of 5% OR \$5000, WHICHEVER IS NECESSARY & APPROPRIATE IN TERMS OF FINANCIAL SITUATION AND ACADEMIC DEPARTMENTS NEEDS**
13. Ensure that appropriate club funding system is in place with the discretion of the academics department and finance department
14. Actively attend and promote McLaughlin club affairs/events
15. To formulate participation plans with Sports and Recreation Council at the beginning of each term.
16. To coordinate with other members to ensure that updates from MCC are included to the upcoming issue of MacMedia, or any other relevant student publication.
17. To be a liaison between Council and MacMedia.

The duties of the Vice-President of Communications are:

1. To be **accessible** on a weekly basis during the summer session
2. To coordinate, develop and present a marketing strategy by the end of the summer term that will ensure that the greatest amounts of McLaughlin College affiliates are aware of M.C.C services and events.
3. This report must be presented to Council by the end of the summer term and a revised edition with any improvements must be presented by the end of the fall term.
4. To be responsible for designing, printing and ensuring that posters are exposed to the greatest amount of McLaughlin College affiliated students.
5. To be responsible for the maintenance, appearance and monthly update of the Council Web Site and other official notice sites of Council including, but not limited to, the Council bulletin board outside the Council office, the Council bulletin board in the lobby of Tatham Hall, and the display cabinet in Central Square.
6. To regularly document Council events and activities through picture and video for promotion purposes
7. To be responsible for the distribution of information on the Master's Office List-Serve on a monthly basis or more frequently if necessary.
8. To coordinate with other Members to ensure that updates from MCC are included to the upcoming issue of MacMedia, or any other relevant student publication.
9. To ensure that all promotions are engaging, inclusive, respectful of York University regulations and appeal to the largest number of students as possible

10. To be notified minimum 1 week in advance, and complete appropriate promotional material in minimum 1 week in advance to ensure proper student exposure to events in order to maximize event participation.
11. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.
12. To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed by the Constitution, and any other subsidiary regulation.
13. To maintain a set number of office hours, as prescribed by Council, which shall not be less than four hours per week.
14. Overseeing/having selling authority over apparel/swag.
15. At the discretion of the VP Communications, they may assemble a communications committee with council/community members to aid with promotional/creative/communications operations.
16. To advertise meeting dates and times to the McLaughlin community.
17. To formulate participation plans with Sports and Recreation Council at the beginning of each term.
18. To be responsible to work with the President and VP of Operations to hire a web designer to ensure the creation of the Council Website.

The duties of the Vice-President of Commuter Relations are:

1. To be **accessible** on a weekly basis during the summer session
2. To ensure that Council events and activities are held in such a manner as to promote the involvement of McLaughlin students who do not live on campus, and as such to represent the best interests of commuting students in general.
3. To be responsible, along with the Vice-President of Communications, for the distribution of information on the Council List-Serv and/or any other methods of communicating with the off-campus student body.
4. To organize an event, or series of events, which are designed to bring commuting students to McLaughlin College, and promote their involvement in College events and facilities.
5. To promote commuter involvement in Council events and services at Academic Orientation and through Frosh Week mail-outs
6. To oversee accessible, inclusive and safe commuter sleep-over during frosh week and late events during the Fall/Winter terms, where reasonable
7. To ensure that all Council events and activities are properly advertised to the commuting students of McLaughlin, and as such ensure that they are properly informed of all such events and activities.
8. To encourage joint residence and commuter events.
9. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.
10. To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed by the Constitution, and any other subsidiary regulation.
11. To maintain a set number of office hours, as prescribed by Council, which shall not be less than four hours per week.
12. To **share the responsibility** of the training of council members and lounge volunteers **with the Vice-President Operations** as it applies to the duties of overseeing the

- McLaughlin Lounge. This includes protocol in emergency situations, as well as their duties as they relate to maintaining a positive space.
13. To formulate participation plans with Sports and Recreation Council at the beginning of each term.

By-Law 3: Duties of Directors

The duties of the Director of Events and Programming are:

1. To assist the Vice-President of Events and Programming in the performing of their duties.
2. To divide the duties of the department of Events and Programming at the Council retreat
3. To plan, execute and promote at least one event per semester
4. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.
5. To maintain a set number of office hours, as prescribed by Council, which shall not be less than two hours per week.
6. To formulate participation plans with Sports and Recreation Council at the beginning of each term.

The duties of the Director of Academic Affairs are:

1. To assist the Vice-President of Academic Affairs in the performing of their duties.
2. To divide the duties of the department of Academic Affairs at the Council retreat
3. To plan, execute and promote at least one event throughout the year
4. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.
5. To maintain a set number of office hours, as prescribed by Council, which shall not be less than two hours per week.
6. To formulate participation plans with Sports and Recreation Council at the beginning of each term.

The duties of the Director of Communications are:

1. To assist the Vice-President of Communications in the performing of their duties.
2. To divide the duties of the department of Communications at the Council retreat
3. To contribute to the planning, execution and promotion of the Fall and Winter marketing strategy
4. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.
5. To maintain a set number of office hours, as prescribed by Council, which shall not be less than two hours per week.
6. To formulate participation plans with Sports and Recreation Council at the beginning of each term.

The duties of the Two First Year Representatives are:

1. To promote the involvement of First Year students in McLaughlin College events, activities, and facilities by all means necessary.

2. To represent the best interests of First Year students on Council, and ensure that any events and activities of Council are sensitive to these interests.
3. To execute class talks to any McLaughlin College affiliated first year courses with information about upcoming events and services.
4. To execute an event which is intended to increase the participation of First Year students in College events.
5. To garner the opinions and concerns of first years regarding Orientation Week, such that it can be improved in the future.
6. To maintain a set number of office hours, as prescribed by Council, which shall not be less than two hours per week.
7. To assist the communications department in documenting events and distributing promotional material.
8. To formulate participation plans with Sports and Recreation Council at the beginning of each term.

By-Law 4: Duties of Associates and Affiliates of Council

The Duties of Associates are:

The duties of the Y.F.S. Director are:

1. To be a liaison between the Council and the Y.F.S. and to represent the view of Council in Y.F.S. meetings.
2. "To attend meetings of Council on a **weekly** basis (or when a meeting has been called) and to inform Council of the past Y.F.S. meetings and events" To represent the best interest of McLaughlin College students at all meetings
3. To encourage Y.F.S. support for McLaughlin College initiatives, activities and events
4. To maintain a set number of office hours as prescribed by Council, which shall not be less than 2 hours per week.
5. To be present in at least two Council events during the Year

The duties of the Speaker are:

1. To facilitate meetings of Council in a manner which promotes collaboration, consensus, productivity, professionalism, and inclusivity
2. To uphold and enforce the Constitution and all subsidiary regulations.
3. To act as an advisor to the Council and to any of its members
4. To interpret the Constitution in a fair and unbiased manner.
5. To be impartial and to preside over the meetings of Council, and to preserve order and decorum.
6. To be familiar with the most recent edition of Robert's Rules of Order, and use it or any pertinent sections in the conducting of Council meetings.
7. To ensure, in conjunction with the President, that the agenda for each meeting of Council is prepared and distributed.
8. To ensure that responsibility in relation to motions and policies approved by Council is delegated, and such motions and policies are implemented.
9. To monitor absences and lack of responsibility towards motions and policies and invite motions of impeachment, as required by the Constitution.

10. To notify Council at least twenty-four hours in advance, if possible, of any intention to be late, or absent from a meeting of Council, if such notification is possible.
11. To maintain at least 1 office hour a week
12. To assume such other duties as Council may, from time to time assign, provided that such additional duties do not compromise the impartiality and integrity of the office of the Speaker.

The duties of the Secretary are:

1. To attend all meetings of Council and take complete and accurate minutes of the same.
2. To send the minutes to all members of council whether by email over the McLaughlin College Students Council list-serv or by other methods of document distribution.
3. To ensure that Council members send out their reports at least 24 hours prior to each meeting and to invite a motion of censure if needed.
4. To ensure that all Council members send out agenda items at least 24 hours prior to each meeting.
5. To keep an accurate list of attendance for each meeting and submit that list to the speaker.
6. To assist the Vice-President of Operations in the maintenance of office cleanliness and organization
7. To maintain at least 1 office hour a week
8. To assume such other duties as Council may assign, provided that such additional duties do not compromise the duties of the Secretary.

The duties of the Orientation Chair(s) are:

1. To follow the procedures of Orientation as set out in the By-Laws
2. The Orientation Chair(s) are the employees of council, and must represent the best interests of the council and McLaughlin College. The Orientation Chair(s) are ultimately accountable to the McLaughlin College Council.
3. To be available on a daily basis during the summer session, such that contact with people, offices, constituencies, or organizations associated with Orientation can be maintained.
4. To oversee all activities during the McLaughlin Orientation Week.
5. To be available on a daily basis during Orientation Week, and one week prior to Orientation.
6. To attend all meetings of Council held during the summer sessions, and present a report at each meeting outlining the progress of the planning of Orientation.
7. To be responsible for formulating, with the guidance of the President and the Vice-President of Financial Affairs, a budget for the McLaughlin Orientation Week.
8. To ensure the active involvement of M.C.C. in Orientation Week, and in York-wide Orientation events.
9. To prepare a package or kit for First Year McLaughlin Students, the contents of which shall help promote the social and academic way of life at York and McLaughlin College.
10. To select, with the approval of Council, a diverse and variety of dedicated McLaughlin affiliated students as McLaughlin Orientation Week Leaders, who shall assist with the proper implementation of all McLaughlin Orientation Week Activities.

11. To work with relevant bodies on Campus, in preparation for mandatory training for all Council Members and Orientation Leaders regarding issues including, but not limited to, inclusion, alcohol awareness, safe sex, and spirit raising.
12. To devise, with the approval of Council, a method (whether by clothing item or otherwise) of easily distinguishing McLaughlin First Year students, McLaughlin Orientation Week Leaders, and Council Members from all other York students.
13. To maintain up-to-date schedules of all McLaughlin Orientation Week events, and to ensure the accessibility of these schedules to First Year Students and any organization or people deemed necessary.
14. To advertise in MacMedia (or other equivalent McLaughlin College based publications) the events and proceedings of the McLaughlin Orientation Week.
15. To delegate authority (wherever possible and necessary) to Members of Council, and anyone else involved in the Orientation Committee.
16. To compile a final report to Council which shall include, but is not limited to, an accurate list of all people, businesses, and organizations involved in the planning and implementation of Orientation Week; and a concise list of recommendations for the next year's Orientation no later than 30 days after the final day of Frosh Week.
17. Council keys must be returned after the report is accepted unless the Orientation Chair(s) wishes to continue working with Council throughout the year
18. Should the Orientation Chair(s) wish to continue working with Council they must maintain at least 1 office hour a week, attend at least every other meeting of Council and adhere to all Council member duties as outlined in By-Law 1
19. To assist the President, Vice-President Finance, and Vice-President Operations in accounting for financial standings from Orientation Week.
20. To organize the winter orientation for Frost Week in the winter semester.

The duties of Outreach Chair are:

1. To plan and Coordinate charitable events in York and neighbouring communities
2. To maintain contact with various non- profit organizations within the area during the school year
3. To work with the Events department in incorporating outreach and charity initiatives when and where possible
4. To advise Council on the outreach budget and of outreach and charity events happening in the York community
5. To further assist in the Council's event planning when possible
6. To participate in McLaughlin committees when possible
7. To represent McLaughlin College in the York Community as well as the neighboring community
8. To attend council meetings on a bi-weekly basis (at the very least)
9. To seek opportunities to broaden McLaughlin College outreach within the York and neighboring communities
10. To maintain at least 1 office hour a week (each)

The duties of the Chief Returning Officer:

1. To plan and implement McLaughlin College Council's Fall and Winter elections as they are regulated in By-Law 7.

2. To provide council with a Fall and Winter election itinerary no later than two weeks prior to the respective election.
3. To provide council with a Fall and Winter C.R.O. post-election report no later than one week after the completion of either election, detailing the results, and any possible issues that arose.
4. To maintain four (4) office hours a week during the Fall and Winter elections period.

The duties of the Resident Representative are:

1. To assist the Vice-President of Commuter Relations in the performing of their duties.
2. To ensure that Council events and activities are held in such a manner as to promote the involvement of Tatham Hall resident students.
3. To organize an event, which is designed to bring resident students to McLaughlin College, and promote their involvement in College events and facilities.
4. To ensure that all Council events and activities are properly advertised to the resident students of McLaughlin, and as such ensure that they are properly informed of all such events and activities.
5. To encourage joint residence and commuter events.
6. To attend at least one Residence Council meeting a month to ensure that they are properly informed of all McLaughlin College Council events and activities.
7. To execute class talks to any McLaughlin College affiliated courses with information about upcoming events and services.
8. To share the responsibility of the training of council members and lounge volunteers with the Vice-President Operations and Vice-President of Commuter Relations as it applies to the duties of overseeing the McLaughlin Lounge. This includes protocol in emergency situations, as well as their duties as they relate to maintaining a positive space.
9. To meet with the Tatham Hall Residence Dons and RLC, and maintain contact with them to aid in getting promotional material into Tatham Hall Residence.
10. With consensus of the Tatham Hall Resident Council, the resident representative of MCC is to be an active member of the Tatham Hall Resident Council.
11. To maintain a set number of office hours, as prescribed by Council, which shall not be less than two hours per week.

By-Law 5: Appointment of Associates

1. McLaughlin College Council shall review the applications, conduct interviews, and appoint qualified individuals to each of the following:
 - a. The Speaker
 - b. The C.R.O.
 - c. The Secretary
 - d. The Orientation Chair(s)
 - e. The Outreach/Kids' Day Chair
 - f. The McLaughlin College Sports and Recreation Director of Athletics
 - g. The McLaughlin College Sport and Recreation Vice President of Athletics
 - h. The Vice-President Financial Affairs
 - i. Resident Representative

2. The following positions, if vacant after the hiring period, should not be filled by any elected council member:
 - a. The Speaker
 - b. The C.R.O.
 - c. The McLaughlin College Sports and Recreation Director of Athletics
 - d. The McLaughlin College Sport and Recreation Vice President of Athletics
 - e. Resident Representative
3. The following positions, if vacant after the hiring period, may be released to the community, for hiring, at the start of the Fall term.
 - a. The Secretary
 - b. The Outreach Chair
4. The Selection Committee's voting membership will be composed of all executive members.

By-Law 6: Meetings of Council

1. The Chair of the Council shall be the Speaker.
2. The rules contained in the most current edition of Robert's Rules of Order shall govern Council in all cases to which they are applicable and in which they are consistent with the Constitution
3. During the Fall session and Winter session, the presence of at least half of the voting Members of Council then in office shall be necessary to meet quorum, and therefore constitute a meeting of Council.
4. During the Summer session, the presence of at least one-half of the voting Members of Council then in office shall be necessary to meet quorum, and therefore constitute a meeting of Council.
5. Council shall establish the time and day of the week, or specific dates, for regular meetings of Council.
6. During the summer session, meetings of Council shall be held at least once in every month and not more than 31 days shall intervene between two meetings of Council
7. During the Fall and Winter sessions, meetings of Council shall be held at least twice a month and not more than 14 days shall intervene between two meetings of Council
8. In addition to regular meetings of Council, the President or the Speaker may call meetings of Council at their discretion.
 - a. The Speaker shall call a meeting upon the direction, in writing, of any three Members of Council, and said Members are duty bound to be in attendance at the resulting meeting.
 - b. Notice of council meetings shall be communicated by the President, or the Speaker (telephoned, **social networking, or electronically mailed**) to council members no less than two business days before the meeting is to take place.
9. A meeting of Council may also be held at any time and at any place as determined by the majority of Council within the Province of Ontario.
10. Any member of Council attending an in camera meeting of Council or any Committee of Council shall be deemed by their attendance at the meeting to have undertaken to respect the confidentiality attached to the proceedings of The Board while sitting in camera.

11. Questions arising at any meeting of The Board shall be decided on a majority of votes. In the case of an equality of votes, the motion may be decided by the Speaker.
12. No new matter introduced without notice shall be dealt with at any regular meeting of The Board unless the introduction of such new matter is approved by a majority of Council members present.
13. A ruling of the Chair may be appealed at any time. A two-thirds majority vote of the members of The Board present shall be required to override the Chair's ruling.
14. A record of the proceedings of all meetings of The Board shall be kept in a book or books provided for that purpose and the minutes of every such meeting shall be submitted at the next meeting of The Board and shall be open to the inspection of any member of the Federation at any time during the regular office hours of the Federation.
 - a. The President or the Vice-President of Operations shall oversee the preparation of the agenda for each meeting of Council, and shall ensure that it is delivered, faxed, e-mailed or made available to the Council no less than twenty-four hours before the meeting is to take place.
 - b. Council shall, at the beginning of a meeting, formally adopt the prepared agenda and thereafter, any changes to the agenda shall require a two-thirds vote of council.
15. No vote shall be taken by council on any item which has not been included on the agenda
16. The minutes of each meeting shall be reviewed by the Council and adopted, with or without amendment at the next meeting of Council, unless Council postpones such adoption.
17. Unless otherwise provided for, all motions of Council and Council committees shall be passed by a simple majority vote of those Members present and voting.
18. When the number of votes for and against a motion is equal, the decision shall be deemed to be in the negative.
19. When the abstentions outweigh the positives or negatives, the majority of those voting will prevail.
20. Any Member of Council may demand a recorded roll call vote.
21. Unless otherwise provided, any voting Member of Council may submit to the Speaker a proxy form, which shall be in writing, dated and signed, and which indicates whether the Member is in favor or opposed to a particular motion.
22. The Speaker shall not accept a proxy form unless, at the time it was submitted:
 - a. notice of such motion had been sent to each Member of Council; or,
 - b. The Members of Council knew, or ought to have known, that the subject matter was to be considered, and that such motion could be reasonably contemplated.
 - c. The Speaker or Council may divide any motion or question into more than one motion or question for consideration by Council.
23. Except when Council is meeting in camera, all meetings are open to every member of York University.
24. No person shall speak for more than ten minutes to any one question, including when delivering a report, unless with the consent of Council.
25. If a meeting of Council may not be convened by reason of lack of quorum, the Speaker shall, after being satisfied that quorum will not be obtained within a reasonable time,

adjourn Council, and the time of the adjournment and the names of the Members present shall be recorded in the minutes.

26. When all Members present or participating in a meeting have consented, any Member may participate in a meeting by means of conference telephone or other communications equipment.

By-Law 7: Council Elections

1. "Elector" means a person who is entitled to vote at an election for M.C.C..
2. "Voter" means an elector who has appeared at a polling station or designated voting area, including e-vote, and has accepted a ballot.
3. Council may establish additional rules and regulations concerning general elections and by-elections, provided such rules and regulations do not conflict with the requirements of this By-Law or any other Article or By-Law of the Constitution.
4. Where an amendment to this By-Law is proclaimed less than two weeks before the date of an election, such amendment shall not apply to the election unless so authorized by Council by a two-thirds vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council).
5. Every person is qualified to vote at an election of a student to Council who, on the day(s) fixed for voting is:
 - a. a student affiliated with McLaughlin College, and
 - b. is an undergraduate student at York University, and is enrolled in at least one course (or "half" course).
6. The McLaughlin College Council shall govern all the elections of the McLaughlin College Council. Procedures for the elections shall be found in the Elections Procedures Code. No candidate shall run for more than one position during the same election. In circumstances where there is a contradiction between the Elections Procedures Code and the By-Laws the By-Laws shall supersede the Elections Procedures Code.
7. The Elections Appeal Committee
8. Council shall, at any time prior to the opening of the nomination period of an election, strike an Elections Appeal Committee, and shall appoint the Members of that Elections Appeal Committee. Council may continue to appoint additional Members to the Elections appeal Committee up to the opening of the nomination period which will include a maximum of five (5) members of the committee.
 - a. An Elections Appeal Committee shall be composed of a maximum of five (5) community members as defined in the Constitution.
 - b. If at any time the membership of the Elections Appeal Committee falls below five, and Council may not appoint additional Members by reason of subsection (a), the Members on the Elections Appeal Committee at that time shall appoint enough persons until the membership equals five.
 - c. Where Council fails to strike an Elections Appeal Committee, an Elections Appeal Committee shall be deemed to have been struck, composed of every

voting Member of Council who is not disqualified by section 3, and who does not decline membership.

9. Every person is disqualified from membership on the Elections Appeal Committee who:
 - a. is a candidate in the applicable election; or
 - b. is supporting or aiding a candidate in the applicable election.
10. The presence of at least a majority of the voting members of the Elections Appeals Committee (quorum) shall be necessary to constitute a meeting of the Elections Appeal Committee.
11.
 - a. During an election, if the Elections Appeal Committee deems it necessary, appropriate, fair and just, the Elections Appeal Committee may overrule any decision of the C.R.O., and may give to the C.R.O. any instructions, provided that such instructions do not conflict with the Constitution.
 - b. The Elections Appeal Committee shall be a final court of appeal for all issues concerning the applicable election.
12.
 - a. Where it is found by the Elections Appeal Committee that any corrupt or unconstitutional practice has been committed by a candidate at an election, or by that candidate's agent(s), whether with or without the actual knowledge and consent of the candidate, the election of the candidate, if that candidate has been elected, is void. [Adapted from the Dominion Controverted Elections Act, s. 50]
 - b. Where the election of a candidate is declared void, the candidate who has obtained the next largest number of votes shall be declared elected in lieu thereof.
 - c. Despite subsection (a), where it is found by the Elections Appeal Committee that any act or omission of a candidate at an election, or of that candidate's agents, constitutes an unconstitutional practice, but:
 - i. the act or omission arose from inadvertence or from accidental miscalculation, or from any other reasonable cause of a like nature, and in any case did not arise from any want of good faith;
 - ii. the offence was of a trivial, unimportant, and limited character;
 - iii. in all other respects the election was free from any corrupt or unconstitutional practice on the part of the candidate and of the candidate's agent(s); or
 - iv. it seems to the Elections Appeal Committee to be fair and just under the circumstances that punitive measures need not be imposed, the election of the candidate is not void by reason of the offence. [Adapted from the Dominion Controverted Elections Act, s. 55 and 56]
13. The Elections Appeal Committee has the power and authority to declare an election invalid by reason of any irregularity (either an act or omission), but no election shall be declared invalid if it appears to the Elections Appeal Committee that the irregularity did not affect the outcome of the election. [Adapted from the Election Act (Ontario), s. 67]
14.
 - a. The Elections Appeal Committee may investigate and consider any issue concerning the election if requested to do so by a candidate or student affiliated with McLaughlin College.

- b. A request or petition must be in writing and must be presented to the Chairperson of the Elections Appeal Committee within ten days after the election.
 - c. Despite subsection (b), if Council is satisfied that there is sufficient cause or reason for doing so, Council may, by a two-thirds vote, extend the period for presenting a request or petition.
- 15.
- a. All investigations and decisions of the Elections Appeal Committee shall be concluded within twenty days after the election.
 - b. Despite subsection (a), if Council is satisfied that there is sufficient cause or reason for doing so, Council may, by a two-thirds vote, grant to the Elections Appeal Committee additional time for the purpose of an investigation and decision.
16. Members are not permitted to be seeking elected office with the McLaughlin College Council while serving on the Elections Committee.
17. Fall Elections
- a. An election shall be held in the Fall Term for the election of Directors and First Year Representatives. The date of the nomination and election shall be approved by the CRO based on the recommendation of the ERO, provided that elections must not occur before the completion of at least two weeks of regular school days, and not later than October 15; provided that Council may, by unanimous consent, postpone the holding of such election until no later than the first week of November.
 - b. The five student Members elected in the Fall shall be:
 - i. the Director of Events and Programming
 - ii. the Director of Academic Affairs;
 - iii. the Director of Communications; and;
 - iv. the Two First Year Representatives
18. Winter Elections
- a. An election shall be helped in the Winter term for the election of Executives and President. The date of the nominations and election shall be approved by the C.R.O based on the recommendation of the ERO, provided that elections must occur after the Reading Week of the Faculty of Liberal Arts and Professional Studies and not later than two weeks before the last day of regular classes during the Winter session.
 - b. The six student Members elected shall be:
 - i. the President;
 - ii. the Vice-President of Operations;
 - iii. the Vice-President of Events and Programming;
 - iv. the Vice-President of Academic Affairs;
 - v. the Vice-President of Communications; and
 - vi. the Vice-President of Commuter Relations
19. Nomination of Council Members
- a. Candidates for the elected positions shall be nominated pursuant to a nomination form approved by the Elections Committee, signed by at least forty electors (Winter elections) and twenty electors (Fall elections) of the respective

constituency, and submitted to the Elections Committee. It is the responsibility of the candidate to submit a bona fide nomination or application form.

20. Nomination Period

- a. For general election or by-election, a nomination period of not less than four regular school days nor more than twenty-one consecutive calendar days shall be allowed for each position.
- b. The nomination period shall open at 9:00am on the first day set for such purpose, and shall close at 6:00pm on the last day of set for such purpose, unless Council, by unanimous consent, directs otherwise.

21. Campaign Period

- a. The campaign period shall begin two hours after the close of the nomination period, and shall end at 6:00pm on the last day of set purpose
- b. A candidate will not be permitted to spend excess of \$50 in the campaign, and must submit all receipts to the C.R.O.

22. Election Period

- a. For a general election or by-election, Council shall set aside at least two consecutive days for voting.
- b. In the event that circumstances arise that would adversely affect students' ability to vote on the days specified for voting, and the C.R.O. considers that in the interest of a fair election the number of voting days should be extended, the C.R.O. may increase the number of voting days. Such a decision must be made in advance of the originally scheduled closing time for the polls, and every reasonable attempt must be made to notify candidates and the electorate. [Adapted from the Y.F.S. Constitution, By-Law Four, Article 9, s. (5)]

23. Vacancy

- a. Whenever a vacancy occurs on Council during the summer session, the position may be hired for the duration of the summer session. The position shall then be filled during the Fall elections.
- b. Whenever a vacancy occurs on Council during the Fall session, a by-election shall be held within thirty days. If the thirtieth day occurs after the last day of classes in the Fall session, the election may be held during the month of January.
- c. Whenever a vacancy occurs on Council during the Winter session, a by-election shall be held within thirty days; provided that Council may, by a two-thirds vote, dispense with the requirement of holding a by-election, and fill the position by appointment.
- d. For the purpose of subsection (a), where a vacancy exists in a single student position, Council may choose to allow that Vacancy to continue. In the event that more than one vacancy exists, Council shall, within ten regular school days, appoint enough persons to Council to fill all the vacancies, at the discretion of Council, so that not more than one such vacancy exists.

24. Withdrawals of Candidates

- a. A candidate may withdraw from the McLaughlin Council College elections so long as their withdrawal is in writing and is submitted to and accepted by the Elections Appeal Committee twenty-four (24) hours before the voting period commences.

25. Candidate Declared Void

- a. The Elections Appeal Committee has the power and authority to declare an election invalid by reason of any irregularity, but no election shall be declared invalid if it appears the irregularity did not affect the outcome of the election.
 - b. If it is found by the Elections Appeal Committee that any corrupt or unconstitutional practice has been committed by a candidate at an election the candidate is declared void. If that candidate is elected the candidate who has obtained the next largest number of votes shall be declared elected.
26. Appeal
- a. A request or petition to appeal must be in writing and must be presented to the Elections Appeal Committee within ten days after the election.
 - b. The Elections Appeal Committee may investigate and consider any issue concerning the election if requested to do so by a candidate or a student affiliated with McLaughlin College. All investigations and decisions of the Elections Appeal Committee shall be concluded within twenty days after the elections.
27. When there is, or is to be, a vacancy in the office of C.R.O., whether following the Spring elections, or because the incumbent of the office has indicated an intention to resign the office of C.R.O., or for any other reason, Council shall appoint a new C.R.O., who shall hold office at the pleasure of Council.
28. The term of office of the C.R.O. expires at the end of the Winter academic session.
29. No person shall be C.R.O. who is a candidate in any election to M.C.C., or any other student or faculty government at York.
30. The C.R.O. shall act in an impartial manner in every respect concerning an election to Council. The C.R.O. shall in no way support any candidate, except when exercising the right to vote.
31. The C.R.O. may make any interim decisions, rulings or orders deemed appropriate, fair and just, provided such decisions, rulings or orders do not conflict with:
- a. the Constitution or any subsidiary regulation;
 - b. any instructions of Council issued prior to the opening of nominations; or
 - c. any instructions issued by an Elections Appeal Committee.
32. The C.R.O. may appoint up to two Deputy Returning Officer(s) (D.R.O.'s) who shall:
- a. have the same qualifications as the C.R.O.;
 - b. hold office at the pleasure of the C.R.O.;
 - c. be removable at the discretion of Council (prior to the opening of nominations) or an Elections Appeal Committee (at any time during the election process); and
 - d. act in an impartial manner as required of the C.R.O.
33. The C.R.O. and D.R.O.(s) may vote in any election.
34. The C.R.O. shall ensure that nomination and election information is complete and widely publicized
35. During the nomination period, the C.R.O. shall ensure that nomination forms are prepared and easily available during the business hours of Council.
- a. The form used for nomination shall require:
 - i. the name of the candidate, and their student number, address, telephone number, and signature;
 - ii. the position for which the candidate is being nominated;
 - iii. the signature and student number of at least twenty students of McLaughlin College who are eligible to vote in Council elections.

36.
 - a. The C.R.O. shall forthwith declare elected any candidate for a position for which there are fewer nominees than, or the same number of nominees as, there are available positions. [Adapted from the Y.F.S. Constitution, By-Law Four, Article 10]
 - b. Immediately following the nomination period, or as soon as is possible, the C.R.O. shall call a meeting to inform each candidate of their status as an acclaimed candidate, or a candidate still campaigning for a position.
37. The C.R.O. shall be responsible for informing all candidates of their rights and responsibilities concerning election conduct as provided for in the Constitution.
38. The C.R.O. shall make copies of the Constitution available to each candidate.
39. The C.R.O. shall ensure that a complete list of candidates, as well as those who have been acclaimed, is posted immediately following the close of the nominating period. Such list shall be posted outside the office of the Council, and any other location(s) the C.R.O. deems appropriate, or which Council directs.
40. The C.R.O. shall organize, advertise, promote and chair at least one “All Candidates Meeting” for the purpose of allowing both candidates and acclaimed candidates to make speeches and present platforms to the electorate, and to allow the electorate the opportunity to direct questions to the candidates.
41. The C.R.O., along with MCC, shall promote Council nomination, campaign, and election periods to maximize student involvement
42. The C.R.O. shall prepare the ballots for each election through the York University voting system.
43. The C.R.O. shall submit a written report to Council within seven days following an election. The report shall include:
 - a. the C.R.O.’s recommendations as to who should be deemed to have been fairly and justly elected, and;
 - b. details of any irregularities which occurred during the election (if any) and whether or not such irregularities affected (in the C.R.O.’s opinion) the election results.
 - c. Recommendations and policies for future election procedures
44. The C.R.O. shall retain in their possession, all election materials for a period of at least thirty days, unless directed to hand over such documents to Council, or an Elections Appeal Committee. Unless Council, or Elections Appeal Committee otherwise directs, the C.R.O. shall immediately destroy all election materials on the thirty-first day following an election. Election materials shall include each candidate’s nomination form, all ballots cast, and the voter’s list.
45.
 - a. Upon presentation of the C.R.O.s report, Council shall ratify the report and, therefore, validate the election of the candidates who have been declared elected by the C.R.O.. Council shall not validate the election of any candidate whose position is being contested before an elections Elections Appeal Committee.
 - b. Where, for any reason, the C.R.O. 's report is not presented, but there is sufficient reasonable evidence to indicate who was fairly and justly elected, Council shall immediately validate the election of such candidates.

- c. The ratification and validation of Council of the election of candidates under subsections (a) and (b) shall not in any way be construed as preventing a person from pursuing, or continuing to pursue, an election matter before an Elections Appeal Committee, nor shall it be construed as preventing an Elections Appeal Committee from exercising any of the powers it may lawfully exercise including, but not limited to, the power to invalidate the election of a candidate and the power to declare an election invalid.
 - d. No candidate may assume office until Council has ratified the C.R.O.'s report, or any interim report from the C.R.O.. Every candidate, upon such ratification, shall, unless an Elections Appeal Committee otherwise declares, with cause, be deemed to have been lawfully and validly elected and may assume their position immediately, with all accompanying rights and privileges, unless the Constitution provides that such position shall not be assumed until a later time.
46. Council may, in accordance with the McLaughlin College Council Elections Appeal Committee (Art. Sec. 42) establish, from time to time, an Elections Appeal Committee (which may be Council itself), which shall act as the final court of appeal for all issues concerning an election.

Additions made to Fall and Winter Elections

- 47. The Elections Tribunal changed to the "Elections Appeal Committee."
- 48. The nomination forms must have at least 75 signatures in the Winter Term and 50 in the Fall term from McLaughlin affiliated students who are pursuing an undergraduate degree.
- 49. The CRO is entrusted to appoint their own members that they deem unbiased, fair, and impartial to represent the Elections Appeal Committee.
- 50. The Elections Appeal Committee is composed of 5 members appointed by the CRO.

By-Law 8: Conflict of Interest

- 1. A conflict of interest arises when a current member of The Board or any Committee of the Federation has or could be seen to have an opportunity to use the authority, knowledge, or influence derived from their position to benefit improperly the member or another person. Such situations include, but are not limited to, the following:
 - a. Participating as a Director, Officer, or in any other capacity as a manager in the management of a firm which is a supplier of materials or services to the Federation; or
 - b. Having personal financial dealings with an individual or company whose business with the Federation involves the member's sphere or responsibility; or
 - c. Participating in the hiring or contract review process affecting an immediate relative (i.e. a spouse, parent, in-law, sibling, child, or step-child).
 - d. If any Member should be faced with a situation involving an existing or potential conflict of interest, or should be in doubt about the application of these policies, they shall report the situation to the President, the V.P of Operations, as appropriate. The disclosure of the potential conflict of interest may be given orally or in writing.

- i. In the event that such Conflict of Interest arises with the President or V.P. of Operations, the Speaker along with the S.S.C or Masters Office must be made aware of the issue and assist in finding a resolution, if applicable.
- e. A general notice that a member of The Board is a member of any specified partnership, firm, company or corporation, shall be sufficient disclosure whether or not the interest of the member is nominal or consists of the holding of a qualifying share or shares, and after such general notice, it shall also be necessary to give separate notice relating to any particular transaction with such partnership, firm, company or corporation.
- f. Any member of The Board having an interest in any matter before The Board other than the interest of the Federation whether or not it is in conflict, whether a pecuniary interest or otherwise, whether directly or indirectly, shall, if present at the meeting at which the matter is considered, declare such interest before the Board . The Secretary shall record all such declarations.
- g. When notice of interest has been given by a member of The Board, either general or with respect to a particular matter, any such member must abstain from voting and debate upon any motion or on any matter in which they have such interest. The Board secretary shall record all such votes.
- h. The Board member having an actual or potential conflict of interest with respect to a matter before the Board shall forthwith disclose it to the Board and shall refrain from participating in the discussion of the matter other than to answer questions from other members of the Board, and shall refrain from voting on the matter.
- i. A member having an actual or potential conflict of interest with respect to a matter before the membership shall forthwith disclose it to the membership and shall refrain from participating in the discussion of the matter other than to answer questions from other members of the corporation, and shall refrain from voting on the matter.
- j. On hearing of a potential conflict of interest, the presiding officer listed above shall either determine that no conflict of interest exists or will exist or find that a conflict of interest exists and reach an agreement with the members involved by which that conflict can be removed or avoided.
- k. Possible courses of action to be taken in the event that the presiding officer declares there is a conflict of interest include, but are not limited to:
 - i. Requiring the individual to abstain from discussion on the issue; or
 - ii. Requiring the individual to abstain from voting on the issue and requesting that that abstention be noted in the minutes; or
 - iii. Asking that individual to excuse themselves from any meeting during which the conflict arises; or
 - iv. Requiring the individual to withdraw from the activity or situation in which the conflict arises.
- l. The Recording Secretary shall note in the minutes the circumstances of any alleged conflict of interest, as well as the decision and reasons, if any, given by the Speaker or Council as to whether or not a conflict of interest exists.
- m. Where a Member accepts a fee, gift, or personal benefit that is connected directly or indirectly with the performance of the Member's duties of office, the Member shall, at the next meeting of Council, disclose this information, and indicate the nature of

- the fee, gift or benefit, its source, and the circumstances under which it was given and accepted.
- n. Failure to disclose a potential conflict of interest constitutes grounds for disciplinary procedures.
 - o. A Member who has reasonable and probable grounds to believe another Member is in contravention of this Article may, by application in writing setting out the grounds for the belief and the nature of the contravention alleged, request that the Speaker give an opinion respecting the compliance of the other Member with the provisions of this Article. [Adapted from Members' Conflict of Interest Act, 1988, s. 15(1)]
 - p. Council may pass a motion requesting that the Speaker give an opinion on any matter respecting the compliance of a Member with the provisions of this Article. [Adapted from Members' Conflict of Interest Act, 1988, s. 15(2)]

By-Law 9: Impeachment, Suspension and Censure

1. Council may, for any reason(s) it consider(s) appropriate, impeach, suspend, or censure a Member of Council. Any motion to censure, suspend, or impeach must be passed by a two-thirds majority of those present and voting.
2. In the case of the Speaker or the Recording Secretary, a motion of impeachment, suspension, or censure may be passed by a simple majority of those present and voting.
3. Any Member must be given at least 14 days' notice of a motion to impeach, suspend, or censure.
4. In the case of a motion to impeach, suspend, or censure in the case of severe dereliction of duty, or if a member is deemed to be hazardous to the integrity of the council, the council can expedite the proceedings. Reasons for expediting the proceedings must be given and supported by the Speaker. Then, through a vote of consensus (excluding the accused) the notice can be given a minimum of 7 days before the meeting of censure, impeachment, or suspension.
5. When, by general consensus, Council is of the opinion that a motion of impeachment, suspension, or censure should be considered, a formal motion need not be moved by any particular Member, but shall be deemed to have been moved and seconded.
6. Every motion of impeachment and suspension shall be considered in camera unless Council, by a two-thirds vote, determines that consideration should be public. If a motion of censure is passed, it must be noted in the public minutes as a motioned vote unless council chooses not to do so by a 2/3 vote of those present and voting.
7. The Speaker shall present a list of offences against the Member to which a motion of impeachment, suspension, or censure applies or, if the person is absent, shall state the offences to Council.
8. The Member of Council to which a motion of impeachment, suspension, or censure applies may make a statement and answer questions posed by the council, and thereafter shall withdraw during the time the matter is in the debate.
9. Only a motion of impeachment must be tabled until the next meeting of Council before it may be passed.
 - a. Any motion of censure, suspension, or impeachment may, by a two-thirds majority vote of those present and voting, be amended to a motion of censure, suspension, or impeachment.

- b. A vote to impeach, suspend, or censure a Member of Council shall be conducted by secret ballot.
 - c. Any elected voting member of council to which a motion of impeachment, suspension, or censure applies shall not have a vote in relation to such motion.
10. Grounds for impeachment, suspension, censure
- a. If any Member of Council is absent for a total of three meetings of Council in either the Fall session and the Winter session, without valid reason, upon notification from the Speaker, it shall be the duty of the Members of Council to consider a motion of censure.
 - b. If any Member of Council is habitually late for meetings of Council, consistently misses office hours, or consistently fails to perform their duties, it shall be the duty of the Members of Council to consider a motion of censure/suspension/impeachment.
 - c. Any Member who is deemed by the Speaker to create a disturbance, fail to abide by motions, procedure or rulings of the Speaker, or does not respect other Members of Council; may be removed by the Speaker immediately for the duration of that particular meeting.
 - d. Any Member who is censured or suspended more than once shall immediately be considered for impeachment.
11. Censure
- a. If a member of council is censured, a written reprimand will be given to the Speaker, recorded in the public minutes, and must be addressed while concerning honoraria.
 - b. A member of council may be censured with penalty so that the potential honoraria for that member shall be reduced by one quarter (1/4).
12. Suspension
- a. A Member of Council may not be suspended for longer than fourteen days.
 - b. Unless Council otherwise declares, where a Member is suspended from Council, that Member shall be relegated to other miscellaneous, non-official related duties and tasks that Council deems appropriate. The member is also suspended for the same period of time from all Council duties, including the right to vote and take part in the proceedings of any applicable committees, boards, or otherwise.
 - c. If a member of council is suspended, then the potential honoraria for that member shall be reduced by two thirds (2/3).
13. Impeachment
- a. If a member of council is impeached, then the potential honoraria for that member shall be forfeit.
14. Honoraria penalties are cumulative.

By-Law 10: Emergency Special Powers

1. Council may find it expedient and/or necessary to empower an executive committee to take special measures to deal with special problems in abnormal times.

2. The Executive Committee shall be composed of:
 - a. The President,
 - b. The Vice-President of Operations, and
 - c. The Vice-President of Financial Affairs.
3. The Executive Committee shall have the power and authority to act for Council in and in relation to any matter which, in its opinion and in good faith and reasonable grounds, is an urgent matter, and a matter which must be dealt with immediately or so quickly that time does not permit the holding of a regular or special meeting of Council.
4. In exercising the power(s) authorized by this By-Law, under no circumstances shall any more power be exercised or action(s) taken than is absolutely necessary to manage and alleviate the purported urgent matter.
5. Without limiting or restricting the power(s) exercisable under the authority of this Article, the authorized person(s) may make decisions with respect to the following matters as are, on reasonable grounds, necessary for dealing with the purported urgent matter:
 - a. The allocation and spending of Council funds;
 - b. The making of any interim temporary appointments deemed expedient and necessary.
6. After exercising the power(s) authorized by this By-Law, the President or Speaker shall call a meeting of Council within a reasonable time, so that other Members can be informed of any action taken, and consider the merits of the exercise of the power(s) conferred.
7. It is a fundamental requirement and precondition that no power may be exercised by any person under the authority of this By-Law unless:
 - a. The person purporting to exercise such power(s) actually believes, in good faith, and,
 - b. A reasonable person would believe that a situation exists so urgent, pressing and immediate, that the power set out in this Article must be invoked.
8. Where Council finds that the criteria set out in subsection (a), and elsewhere in this article, were not met by the Member(s) exercising the power(s) set out in this Article, it is the duty of Council to censure, suspend, or impeach the Member, or to impose some other reasonable form of disciplinary measure.
9. For greater certainty, nothing in this Article shall be construed or applied so as to confer on any person the power or authority to alter the provisions of the Constitution.
10. Council may from time to time, by two-thirds vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council) appoint additional Members to the Executive Committee for an interim period of time, wherein such appointments are deemed relevant and necessary.

By-Law 11: Disclosure of Information

1. All public minutes of Council and its Committees, the Constitution, its By-laws and its Operational Policies shall be available to all interested parties.
2. A copy of the Constitution, its By-Laws and its Operational Policies will be available on the Council website.re

3. Any tabled documents from the minutes or any part of the minutes which are deemed in Camera are confidential and may only be viewed in the presence of the Speaker and a Senior Executive Member. No notes may be taken or copies made of these minutes. In addition, the contents of confidential minutes must not be discussed or viewed with or by any person who is not a Council member. Confidential minutes must only be discussed in non-public environments.

By-Law 12: Finances of Council

1. The fiscal year of the Council shall be from the first day of May of any given year to the thirtieth day of April in the following year.
2. Council shall establish additional policies concerning financial procedures of Council, provided such rules and regulations do not conflict with the requirements of this Article, or any other Article of the Constitution.
3. All monies authorized, allocated, and spent by Council are the sole gift of the Council, as representatives of the students of McLaughlin College; and it is the right of Council to direct, limit, and appoint in all such decisions, the ends, purposes, considerations, conditions, limitations, and qualifications of such allocations.
4. Council continues to retain authority over all monies until they are spent, notwithstanding that a budget has been approved or that monies have been allocated to any Member or Committee of Council, or other person or organization deriving its authority and existence from the Constitution or Council, and who/which is directly responsible to Council.
5. In accordance with subsection (a), Council may
 - a. increase or decrease the amount of enact, amend or repeal conditions or regulations governing the spending of; or
 - b. Revoke, suspend or re-allocate all or any monies budgeted or allocated.
6. Council shall not pass any motion to spend or allocate monies, or to amend any such motion passed at a previous meeting, or to amend the budget of Council, unless notice of such a motion is given at least one meeting prior to it being voted upon; provided that Council may, by a two-thirds vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting Members then on Council), dispense with the requirement for notice.
 - a. Due to the nature and time constraints of Frosh/ Orientation Week, it can be reasonably understood that unforeseen costs may occur, which may not have been accounted for in the proposed budget set out by the Orientation Chair(s) which has been accepted and reviewed by M.C.C. upon hiring. Thus, Orientation Chair(s) can move forward with use of their allocated budget towards an unforeseen expense as long as said expense:
 - i. reasonable case for expense (time sensitive purchase, payment required earlier than expected)
 - ii. falls within their allotted budget
 - iii. has been reviewed and accepted by two of the three of either the

President, Vice-President of Operations and/ or Vice-President of Financial Affairs, (emergency power)

- iv. A traceable notice is given to members of The Social Orientation (Frosh) Committee no later than 24 hours via email or other forms of communication used by M.C.C.
 - b. is motioned and reviewed by the rest of M.C.C. at the next meeting
7. Notwithstanding that a budget has been approved or that monies have been allocated, no Member of Council may authorize the spending of monies, without the express consent of Council, in excess of five hundred dollars, or a lesser amount which is one of a series of related transactions involving an expenditure by Council in excess of five hundred dollars. In the event of uncertainty, Council shall determine the matter.
8. All cheques, bills of exchange, or other orders for the payment of money, shall be signed by two of the following:
 - a. the President;
 - b. the Vice-President of Financial Affairs; or
 - c. the Vice-President of Operations.
9. All contracts, agreements, instruments, or other documents requiring the signature of Council shall be signed by the President and at least one other Member of Council.
10. Despite subsection (9), contracts in the ordinary course of Council's operations may be entered into on behalf of Council by any person expressly authorized by Council.
11. It is affirmed that Council may at any time by resolution, direct the manner in which any particular contract, agreement, instrument, document or other obligation(s) of Council may or shall be executed.
12. Each year, during the Winter session, Council shall appoint the auditor(s) to hold office until the following year, and if an appointment is not so made, the auditor in office shall continue in office until a successor is appointed
 - a. Council may, by a two-thirds vote, and where notice of intention to pass the resolution has been given, remove the auditor(s) before the expiration of the auditor's term of office, and shall, by a majority vote at that meeting, appoint another auditor(s) in the auditor's stead for the remainder of the term.
 - b. The auditor's report shall be presented to Council for approval.
13. The fiscal year of Council shall terminate on official closure of the Winter term.
14. If a vehicle is used for council business, council shall reimburse the owner of the vehicle. For the gas spent during the business.
15. To ensure the success of the McLaughlin College Sports and Recreation Council, McLaughlin College Council agrees to grant them a combined minimum 5% of its yearly levy.
16. All members of council must discuss all expenses above \$100 with signing authorities before presenting it to council to motion.

By-Law 13: Honoraria

1. In this Article, "Honoraria" means financial remuneration as recognition for dedication toward Council activities.

2. As a principle, M.C.C. believes in the use of honoraria as a way of ensuring responsible and accountable student government and to recognize the contributions made by its Members and Associates.
 - a. Before receiving honoraria, each recipient shall submit a report to Council, (to be placed in the primary files) outlining their involvement with Council activities during the preceding session. Each report shall include:
 - i. Issue(s) that arose during the year
 - ii. How problems (if any) may be remedied in the future;
 - iii. Advice to future Council Members and Associates;
3. The total amount of Honoraria awarded to all elected members of Council each year shall be contingent on the amount of Levy received. No greater than 18.5% of the total Council levy assuming it is \$125,000 and no greater then 22% assuming it is \$105,000
4. The breakdown of honoraria between Council Members shall be as follows:

Position	Total Honoraria
President	\$4,000
Vice-President of Operations	\$2,250
Vice-President of Financial Affairs	\$2,000*
Vice-President of Events and Programming	\$2,000
Vice-President of Academic Affairs	\$1,000
Vice-President of Communications	\$1,500
Vice-President of Commuter Relations	\$ 1,000
Director of Events and Programming	\$ 400
Director of Academic Affairs	\$ 400

Director of Communications	\$ 400
First Year Representatives (x2)	\$300 (\$150 each)
Speaker	\$300
Secretary	\$300
Orientation Chair(s)	\$4,500 (\$2,250 each)
Chief Returning Officer	\$200
Outreach Chair(s)	\$200
Resident Representative	\$150
Total:	\$20,900

*See By-Law 15 for additional funds to be allocated to the Vice-President of Finance.

5. Council shall disperse honoraria in the following way:
 - a. Within the first month of the Summer session, Council must divide the honoraria into three (3) equal sections, each to be awarded upon the end of the Summer, Fall, and Winter sessions for the executives and associates of council. In this case, the honoraria for the directors and representatives will be divided into (2) equal sections; to be awarded upon the completion of the Fall and Winter Sessions.
 - b. Council may decide to reduce the amount awarded by a two thirds majority of those present and voting.
 - c. If a Council Member has their Honoraria decreased then the remaining funds are carried forward as a surplus for the next council.

By-Law 14: Committees of Council

Council shall maintain the following three standing subcommittees:

1. The Event Planning Committee
 - a. This Committee shall be comprised of at least the President, The VP of Operations and VP of Events and Programming Affairs and will create an events' calendar for at least most, if not all, of Fall semester events
 - b. They will meet no less than 1 per month in the Summer term.
 - c. After Fall elections have been ratified, the director of events and programming and one more member of Council may join this committee

- d. The actual labour will be done by the Events department at earliest convenience and will be overseen by the President
 - e. This Committee will meet at least twice in the fall term and once in the Winter term
 - f. The Execution of events and actual labour will be done by the events and programming department at earliest convenience and will be overseen by the President.
 2. The Finance Committee
 - a. This Committee will be struck by Council in the summer term
 - b. This Committee shall comprise at least the President, The VP of Operations and VP of Financial Affairs and will create an operating budget for the Fall/Winter term.
 - c. After Fall elections have been ratified, one more member of Council may join this committee
 - d. They will meet no less than one per month to maintain the budget of Council
 - e. The actual labour will be done by the VP of Financial Affairs and will be overseen by the President and VP of Operations
 - f. The committee is responsible to debrief and educate each elected council member overall understanding of financial affairs throughout the year, including the composition of an audit.
 3. The Social Orientation (Frosh) Committee
 - a. The Committee will be struck as soon as the spring elections have been ratified
 - b. The Committee will be comprised of at least the President, VP of Events and Programming, VP Communications, VP of Financial Affairs and the Orientation Chair(s)
 - c. The Committee shall meet on a bi-weekly basis during the Summer term to review progress
 - d. The Committee shall report progress to the Council during the monthly summer meetings of Council
 - e. The actual labour will be done by the Orientation Chair(s), and will be overseen by the voting members of the committee
4. The provisions of this Article shall apply to every committee created by Council, unless Council otherwise directs. The inconsistent provision in the Council resolution shall prevail over Council resolutions.
5. Council may create committees to conduct such business as Council shall determine.
6. Council shall appoint the Chair of each committee, who shall hold office at the pleasure of Council. The Chair of every committee shall report to Council when required by Council.
7. The President must sit on all committees as a nonvoting member or voting member unless otherwise directed by Council
8. Every committee of Council shall continue to serve until discharged by Council or until the submission of a final report, or until the end of a Council term, whichever comes first.
9. The size and membership of each committee shall be determined by Council, or by such other person as Council may authorize.
10. The members of each committee shall hold office at the pleasure of Council.

11. Unless otherwise specified by Council, the President is an ex-officio non-voting member of every committee, but shall not be counted in any quorum.
12. The presence of at least a majority of the voting members of a committee shall be necessary to constitute a meeting of such committee.
13. Meetings of a committee shall be called by the Chair of that committee, or upon the direction, in writing, of any two members of that committee.
14. The Chair of any Council committee shall in all cases have a vote.
15. A resolution or report signed by all members of a committee shall have the same force and effect as if passed at a regular constituted meeting.
16. Any Member of Council who is not a member of a particular committee may, unless Council or the committee concerned otherwise orders, take part in the public proceedings of the committee, but may not vote or move any motion, nor be part of any quorum.
17. Orientation Chair(s) may chair The Social Orientation (Frosh) Committee.

By-Law 15: Succession of a New Council

1. A single year's Council shall exist for approximately one year; normally from May 1 to April 30. The term shall begin upon the dissolution of an outgoing Council in one particular year, and shall continue until its own dissolution the following year.
2. A joint meeting of outgoing and incoming Council's will be held within fourteen days of the acceptance of the C.R.O.'s report on the spring elections. The purpose of this meeting shall be to discuss issues regarding succession and transition. At this meeting, the outgoing council shall provide the new council with their year-end reports and their executive binders. These binders will have detailed explanations of duties and provide helpful advice as to how to complete these duties.
3. The last month of the Council year will be a transition month whereby outgoing Council members will familiarize incoming Council members with all of their duties
4. The out-going Council is still responsible and has the right to finish its activities up to April 30, or the completion of the Winter term. Such activities may include, but are not limited to the Spring Formal, and any financial accounting.
 - a. In the event of a strike, all current Members and Associates of Council will retain their positions, until such a time as an election or selection process can be carried out.
 - b. In the case where the school year will be extended due to labour and other disruptions, and at the discretion of the council, the term of the previous council will end on the last day of the Winter term; if after the 30th of April.
5. The succeeding council is responsible for motioning \$100.00 to the previous Vice-President of Financial Affairs upon the completion of their 13th month, as outlined in duty 18.

By-Law 16: Special Qualifications

1. In order to run for the position of President, the undergraduate student must have at least one (1) year experience as an Executive on McLaughlin College Council, or an affiliated McLaughlin student-run organization on campus and it must be recognized as an official

club by ratification via the **Student Community Leadership Development (SCLD)** and/or York Federation of Students (YFS)

- a) In the event that the undergraduate student holds a significant amount of McLaughlin affiliated activity – as deemed acceptable and recognizable by the C.R.O. and Speaker – the student may run for the position.
2. Assessments during Honoraria; Assessments, which are held during Honoraria meetings are to be written publicly when addressing it to the member on Council. The letters written by Council members must be written with full disclosure as to who wrote it in order to show legitimacy and a fair opportunity to let the Council member who is being assessed to defend themselves accordingly. No assessments shall be held in disguise as a means of spitefulness towards another member on Council. They must be written in an open, professional manner in order for the individual who is being assessed to know where they breached or lacked duties as per their Constitutional duties only.
3. Acclaimed Positions; is hereby recognized as an individual who contests an elected position on Council during the Fall and Winter elections and receives the majority (50% plus one) of votes casted by the student body. If no nominee allows their name to stand, then there will be no candidates for election or acclamation. In this case, nominations can be reopened and solicited from the floor under the discretion of the CRO. Again, if only one person stands, they are acclaimed, and must be acclaimed by 50% +1 votes via the e-vote ballot. But if again no nominees agree to be candidates for the position, then it is declared vacant (either for the entire year, or within a period of time during which McLaughlin College Council is responsible for filling the position through a hiring process. Elections can be reopened only at the direction of a motion that is carried with a two-thirds majority of votes cast by the voting members elected in McLaughlin College Council.

By-Law 17: Awards of Council

1. M.C.C. shall be responsible for the selection and distribution of the following awards to members of the McLaughlin College Community:
 - a. Tammy Emerton Award: awarded to a 1st or 2nd-year student based on the writing of a short essay on alcohol awareness on campus.
 - b. Zoran Samac Award: given to one or two students in recognition of outstanding contribution to McLaughlin College life.
 - c. Ijade Maxwell First Year Contribution Award: given to one male (or non binary) and one female (or non binary) first year student, based on outstanding contribution to McLaughlin College Life.
 - d. Lara Ubaldi Award: presented to a graduating student for their participation and commitment to McLaughlin College in their undergraduate years.
 - e. Master David Shugarman Student Spirit Award: awarded to up to two male or non binary identifying students based on the level of spirit shown toward the McLaughlin College Community.
 - f. Janet Gibson Student Spirit Award: awarded to up to two female or non binary identifying students based on the level of spirit shown toward the McLaughlin College Community.

- g. McLaughlin College Commuter Contribution Award: given to one female (or non binary) and one male (or non binary) commuting student, based on outstanding contribution to McLaughlin College Life.
 - h. Ross McMillan Award: awarded for Outstanding Contribution to the York University Community by a McLaughlin College Student.
 - i. David Ip Yam Award: Awarded to a McLaughlin College student who has actively created and casted a vision by demonstrating exceptional leadership qualities, setting a high standard of integrity by leading through example and fostering team leadership.
 - j. Any other award that Council may deem to be important.
2. The President of the Council shall select the recipient(s) of the Howard Beach President's Choice Award in recognition of dedication to M.C.C.
 3. Each winner is to receive an award with their name engraved on it, with the year and name of award clearly visible.
 4. All of the above awards are to be presented at the McLaughlin College Year end Formal.
 5. Members of the McLaughlin College Community must be given an opportunity to submit their input into the selection of the awards listed above (except subsection 2), for the consideration of Council, however the M.C.C. shall ultimately be responsible for selecting the winners, by a simple plurality, and with the use of a closed ballot.
 - a. The nomination process must be widely publicized and sufficient time must be provided to allow for community input

The Vice President of Academic Affairs and the Director of Academic Affairs are to propose a transparent, just, and efficient nomination system including nomination forms, a selection committee, and any other policies and regulations governing this process

By-Law 18: McLaughlin College Sports and Recreation Council

1. In this By-Law "council" refers to the McLaughlin College Sports and Recreation Council.
2. The council is responsible for the organization of McLaughlin College athletic teams in accordance with the constitution of York's governing intramural body.
3. The council shall be responsible for the selection and distribution of the awards outlined in McLaughlin College Student Council By-Laws.
4. The council is made up of members of McLaughlin College chosen by the VP and Director of Athletics.
5. **The duties of all members of Sport and Recreation Council must:**
 - a. check Dynamacs on a regular basis, to ensure equipment is working properly, the gym is being used by members only and to ensure the cleanliness of the facilities
 - b. Carry out the duties assigned to all Members and Associates of College Council, as prescribed in this article, and as required by the Constitution, or any subsidiary regulation.

- c. To participate in at least two (2) council initiatives/events in the fall and winter semester.
- d. To be accessible once a month to plan and support Sports and Recreation Communications as they see fit.

6. The duties of the Vice-President of Athletics are:

- a. To be accessible on a monthly basis during the summer session.
- b. To chair the McLaughlin College Sports and Recreation Council closely with the help of the Director of Athletics.
- c. To oversee the organizing of recreational and inter/intra college sports activities.
- d. To work closely with the Director of Athletics, including but not limited to, all major decision making.
- e. To oversee the operations of the Dynamacs.
- f. To schedule bi-weekly meetings of the McLaughlin College Sports and Recreation Council. Meeting dates and times should be advertised to the McLaughlin community.
- g. To maintain weekly contact, aside from College Council Meetings, with all members of the Sports and Recreation Council, and address any comments or concerns they may have.
- h. To assist the Director of Finance in the preparation and submission of the proposed budget to College Council no later than the first week of July.
- i. To learn and be familiar with the financial procedures of the Sports and Recreation Council, and to have coincidental signing authority with the College Council Vice-President of Financial Affairs to sign cheques on behalf of the Sports and Recreation Council.
- j. To ensure that entrance bonds and other fees are paid to the Intramural office in order to enter sports teams.
- k. To ensure that there is a proper transfer of authority to sign cheques for Sports and Recreation Council funds between the previous and future members of the Sports and Recreation Council who held or will hold such authority.
- l. To maintain an accurate list of all Members of the Sports and Recreation Council including telephone numbers, e-mail addresses, and any other information deemed appropriate by the Sports and Recreation Council, and to ensure that the aforementioned list is available and distributed to all Members of the Sports and Recreation Council, the College Council Vice-President of Operations, and the McLaughlin College Administration.
- m. To check the McLaughlin mailbox in the Intramural office on a weekly basis.
- n. To attend meetings of the College Council as necessary or upon request.
- o. To write monthly contributions for MacMedia as well as the Council listserv.

- p. To be responsible for the Council e-mail account and ensuring that it is regularly checked and that any questions or concerns arising from it are responded to, in a timely fashion.
- q. To ensure the upkeep of the Sports and Recreation Council bulletin board outside of 143 McLaughlin College, and in the lobby of Tatham Hall.
- r. To maintain, update and send/read emails from the Sports and Recreation listserv and email address on a daily basis.
- s. To represent the McLaughlin College Sports and Recreation Council as a voting member of the Students Intramural Recreation Council (SIRC) of York University.
- t. To be a liaison between College Council and Sports and Recreation Council, and maintain weekly contact with the College Council Vice-President of Internal Affairs.
- u. To chair the Sports and Recreation Council Selection Committee, and oversee the remaining process of finding interested applicants.
- v. To maintain a set number of office hours, as prescribed by College Council, which shall not be less than four hours per week.
- w. To provide the Sports and Recreation Council with a verbal or written report for every regular meeting of the Sports and Recreation Council.
- x. To read and comprehend the SIRC Constitution, the SIRC Handbook, and the M.C.C. Constitution and any other subsidiary regulation.
- y. To delegate duties to members of the Sports and Recreation Council, where expedient, and where the delegation of such duties is allowed by the Constitution, or any subsidiary regulation.

7. The duties of the Director of Athletics are:

- a. To be accessible during the summer session.
- b. To discharge the duties of the Vice-President of Athletics in the absence thereof, and when the portfolio of the VP is vacant, to assume those duties until the College Council fills such a vacancy.
- c. To generally work with the Vice-President of Athletics in the performing of their duties. This includes being a part of all major decision making.
- d. To represent the McLaughlin College Sports and Recreation Council as a voting member of the Students Intramural Recreation Council (SIRC) of York University.
- e. To ensure the coordination of Sports and Recreation Council activities, and to ensure that such activities do not conflict with other associated groups.
- f. To be responsible for the scheduling of office hours, including the organization of an up to date schedule which is to be displayed prominently outside the Sports and Recreation Council office and on the Sports and Recreation Council website.
- g. To order office supplies as needed and maintain the general upkeep of the Sports and Recreation Council Office.
- h. To oversee the attendance and proper conduct of members during office hours, and report to the Sports and Recreation Council any problems arising thereof.

- i. To initiate the organizing of professional sports outings. A minimum of two should occur per semester, whenever possible.
- j. To check the McLaughlin mailbox at the Intramural office on a regular basis.
- k. To oversee the distribution of Sports and Recreation Council uniforms and maintain a distribution record so as to ensure their return.
- l. To maintain a set number of office hours, as prescribed by the Sports and Recreation Council, which shall not be less than four hours per week.
- m. To read and comprehend the SIRC Constitution, the SIRC Handbook, and the M.C.C. Constitution and any other subsidiary regulation.
- n. To delegate duties to members of the Sports and Recreation Council, where expedient, and where the delegation of such duties is allowed by the Constitution, or any subsidiary regulation.

8. The duties of the Sports and Recreation Director of Finance are:

- a. To assist the Vice President and Director of Athletics in any major decision making. In the event that there is a discrepancy, the Director of Finance has the authority to be the deciding factor in the event that there is a need to. All major decisions need to be a two-third vote.
- b. To maintain accurate accounts of all receipts and disbursements of the monies of the Sports and Recreation Council, and to maintain all financial records.
- c. To monitor and report any inconsistencies in the Sports and Recreation Council's bank account to the Vice-President Athletics, Sports and Recreation Council and the College Council Vice-President of Financial Affairs.
- d. To oversee the disbursements of Sports and Recreation Council funds under the direction of the Sports and Recreation Council, and therefore hold coincidental signing authority with the College Council Vice-President of Financial Affairs, over any Sports and Recreation Council funds.
- e. To present a monthly financial statement to the Sports and Recreation Council.
- f. To oversee the selling of tickets to any Sports and Recreation Council events.
- g. To prepare and submit the Sports and Recreation Council's budget for the upcoming year, in conjunction with the Coordinator, no later than the first week of July.
- h. To generally oversee financial procedures of the Sports and Recreation Council, and to ensure that they are carried out in accordance with the Constitution or other subsidiary regulations concerning such financial procedures.
- i. To oversee the sale of Dynamacs memberships, in conjunction with the Dynamacs Managers and the Master's Office.
- j. To delegate duties, to other members, where expedient, and where the delegation of such duties is allowed in the Constitution, and any other subsidiary regulation.
- k. To read and comprehend the SIRC Constitution, the SIRC Handbook, and the M.C.C. Constitution and any other subsidiary regulation.

- l. To be reasonably available to attend SIRC meetings in lieu of the Lead Coordinator or Vice President of Athletics from time to time as required.
- m. To provide the Sports and Recreation Council with a verbal or written report for every regular meeting of the Sports and Recreation Council.
- n. To work closely with the Vice President of Finance in terms of budget, working on audit and all other general bookkeeping responsibilities.
- o. To maintain a set number of office hours, as prescribed by the Sports and Recreation Council, which shall not be less than three hours per week.
- p. To assume such other duties as the Sports and Recreation Council may, from time to time, assign.

9. The duties of the Sports and Recreation Communications are:

- a. To be accessible on a monthly basis during the summer session
- b. To attend all meetings of the Sports and Recreation Council and take complete and accurate minutes of the same.
- c. To present a typed copy of the minutes of each meeting of the Sports and Recreation Council to the Coordinator in the Sports and Recreation Council office no later than six days after each meeting.
- d. To maintain a database of participant information that includes, but is not limited to: student number, phone number, and address for final roster submission purposes.
- e. To maintain a database of the number of sports that each participant has played for award purposes.
- f. To ensure the upkeep of the Sports and Recreation Council bulletin boards.
- g. To coordinate advertising for all Council operations and events including the responsibility for the printing of posters and Sport and Recreation operations and events.
- h. To be responsible for the maintenance and appearance of the Sport and Recreation Website
- i. To read and comprehend the SIRC Constitution, the SIRC Handbook, and the M.C.C. Constitution and any other subsidiary regulation.
- j. To be reasonably available to attend SIRC meetings in lieu of the Coordinator or Assistant Coordinator from time to time as required.
- k. To provide the Sports and Recreation Council with a verbal or written report for every regular meeting of the Sports and Recreation Council.
- l. To maintain a set number of office hours, as prescribed by the Sports and Recreation Council, which shall not be less than three hours per week.
- m. To assume such other duties as the Sports and Recreation Council may assign.

10. The duties of the Sports and Recreation Dynamacs Manager are:

- a. To advertise weight room membership availability and pricing.

- b. To oversee the sale of weight room memberships, in conjunction with the Treasurer and the Master's Office.
- c. To ensure the general upkeep and maintenance of the Weight Room through the use of a weekly cleaning schedule.
- d. To initiate the repair or purchase of any new equipment as requested or required.
- e. To provide the Sports and Recreation Council with a verbal or written report for every regular meeting of the Sports and Recreation Council.
- f. To maintain a set number of office hours, as prescribed by the Sports and Recreation Council, which shall not be less than three hours per week.
- g. The duties of the Sports and Recreation Assistant Dynamacs Manager are:
- h. To advertise weight room membership availability and pricing.
- i. To oversee the sale of weight room memberships, in conjunction with the Treasurer and the Master's Office.
- j. To ensure the general upkeep and maintenance of the Weight Room through the use of a weekly cleaning schedule.
- k. To initiate the repair or purchase of any new equipment as requested or required.
- l. To provide the Sports and Recreation Council with a verbal or written report for every regular meeting of the Sports and Recreation Council.
- m. To maintain a set number of office hours, as prescribed by the Sports and Recreation Council, which shall not be less than three hours per week.
- n. To assume such other duties as the Sports and Recreation Council may assign.

11. The duties of the Sports and Recreation Representatives are:

- a. To oversee a minimum of two sports throughout the year as per the "How to Organize a Sport" document, and more specifically by:
- b. Picking up sports info pamphlets from the Intramural office.
- c. Putting up posters which include the name of the sport, a signup deadline, tournament start date, where you can sign up, the email address, and sign-up sheets around the College.
- d. Attending the rules meeting and submitting teams.
- e. Posting schedules for each sport on the Sports and Recreation Council bulletin board outside 143 McLaughlin College, the Sports and Recreation Council Bulletin Board in the lobby of Tatham Hall, and anywhere else as required.
- f. Calling and/or emailing people who signed up and informing them of the schedules.
- g. Ensuring that the final rosters with all participants' names are promptly submitted to the Intramural Office following the completion of the sport.
- h. To maintain a set number of office hours, as prescribed by the Sports and Recreation Council, which shall not be less than two hours per week.
- i. To assume such other duties as the Sports and Recreation Council may, from time to time, assign.

12. The Vice-President of Athletics reserves the right to ensure that the responsibilities of the council are carried out in the manner they see as being the best within reason.
13. The council is responsible for presenting M.C.C. with a proposed budget, no later than the last week of July.
 - a. The Council shall be responsible for the selection and distribution of awards.

14. Sports and Recreation Council Honorarium

Position	Total Honoraria
Vice-President of Athletics	\$1,250
Director of Athletics	\$1,000
Director of Finance	\$400
SNR Dynamacs Manager	\$450
SNR Communications	\$500
SNR Representative(s)	\$300 (\$150 each)
SNR Senior Representatives(s)	\$400 (\$200 each)
Total:	\$4,300