

Student Council Constitution

Effective: Spring 2023 (Replaces Winter 2023)

The purpose of the Student Council (StuCo) is to enrich student life within Conrad Grebel University College (CGUC) for the applicable Members, as outlined in Article II. StuCo is responsible for sponsoring, initiating, and directing extracurricular activities, promoting the institutional values of CGUC, and updating bylaws and constitutional policy to best serve Members. StuCo is responsible for the allocation of Student Council Fees, as outlined in Article VII, and representing the Members to the administrative bodies and student societies of CGUC and the University of Waterloo. All other duties and powers of StuCo are prescribed in Article III.

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Article I: Important Terms

Appointed Officer: Any individual selected by StuCo to become a member of the LLT.

Associate Status:

Off-Campus Associate: Any individual living in an off-campus home who pays a fee to be formally connected to CGUC and its programs.

On-Campus Associate: Commonly referred to as an Apartment Dweller, any individual holding a contract to live in the on-campus CGUC apartment complex.

Chapel Committee: A group of students who work with the CGUC Chaplain to carry out the chapel program.

Community Supper: Commonly referred to as ‘Commie Sup’, a weekly dinner gathering at CGUC that occurs each Wednesday of the academic term, barring final examination periods and reading weeks. May be substituted for by other forms of regular gathering (e.g. online meeting).

Conrad Grebel University College (CGUC): A university college affiliated with UW offering residence and academic programs, located at 140 Westmount Rd. N, Waterloo, Ontario, Canada.

End of Term Report: All Executive Officers and Appointed Officers are required to complete a report upon the completion of their term(s) in office, summarizing their accomplishments, suggestions, and any other important or helpful information regarding their roles. The reports are to be handed to the StuCo President.

Executive Officer (EO): A voting member of StuCo elected by Members of CGUC.

Fall Term (F): The academic term beginning in September and ending in December.

General Meeting: A meeting involving all Members of CGUC, called by the StuCo President.

Grebuletin: A weekly newsletter distributed at each Community Supper and sent via email to Members, prepared by the Administrative Assistant to Student Services.

Guest: Any non-LLT, non-voting Member that wishes to spectate during StuCo and/or LLT meetings.

House Meeting: A meeting called by the StuCo President or Director of Student Services and involving either all Members with Resident Status (including Residents, OCRs, and OCRAs) or all On-Campus Associates (Apartment Dwellers).

Larger Leadership Team (LLT): A collection of individuals including all Executive Officers, all Appointed Officers, and any position(s) recognized by StuCo.

Member: See definition in Article II.

Mother Lode: Unallocated money accumulated from Student Council Fees collected in previous terms.

Non-Officer: A non-voting Member or member of the staff of CGUC who is welcome to contribute during the discussions and processes of StuCo and/or LLT meetings.

Off-Stream Students: Any individual who holds a contract with CGUC, Resident or Associate in an upcoming academic term, and who has previously been a Resident or Associate, but does not hold a contract for the current term.

Resident Status:

Resident: Any individual holding a contract to live in the CGUC residence with a Grebel meal plan for one or more terms.

Off-Campus Resident (OCR): Any individual living in an off-campus home arranged by CGUC for a single term with a Grebel meal plan who is contracted to live in the CGUC residence for a future term.

Off-Campus Resident Associate (OCRA): Any individual living in an off-campus home without a Grebel meal plan who is contracted to live in the CGUC residence for a future term.

Social Committee: An assembly of individuals interested in aiding with the planning and execution of extracurriculars at CGUC, chaired by the Social Convenor(s) of the term.

Spring Term (S): The academic term beginning in May and ending in August.

Student Council (StuCo): The committee composed of all Executive Officers.

Study Term: A term in which a student is enrolled full-time at their respective university, typically defined by taking three or more courses.

University of Waterloo (UW): A public research university with its main campus located at 200 University Ave W, Waterloo, Ontario, Canada.

Winter Term (W): The academic term beginning in January and ending in April.

Article II: Membership

- A. Membership with CGUC shall apply to individuals who have paid their CGUC fees for participating terms, namely people with Resident or Associate Status for the term.
- B. Off-Stream Students will be impacted by the proxy voting procedure found in Article IV.

Article III: Positions

In the following outlines, the plurality of a position title (indicated by an “(s)” or “s”) constitutes a maximum of two individuals per position. Only members who have membership status by the beginning of their term of office are eligible for a StuCo or LLT position. Members may only hold one of the following positions during a single term of office. For all positions with an option for two terms of office, the Member who holds a position for the first of the two terms is entitled to continue in that position for a second term. For Yearbook Editor(s), a Member who holds the position for Fall and Winter terms is also entitled to continue as a Yearbook Editor in Spring.

Executives in these positions are expected to support, encourage and attend events coordinated by other StuCo and LLT members. Many roles include optional duties not listed here. Although they are not required, leaders should seriously consider continuing these traditions.

Any of the duties or eligibility requirements for positions may be removed at the combined discretion of the StuCo President and Director of Student Services.

Student Council – Executive Officers

A. Associate Representative(s) (F/W/S) (S optional)

- i. Eligibility:
 - Must have been a Resident or Associate for at least two (2) terms prior to the term of office.
 - Must be an Associate during term of office.
- ii. Term of Office:
 - One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student(s) maintain Member status.
- iii. Duties and Responsibilities:
 - Represent the Associates to StuCo and at any other CGUC or Member events.
 - Plan and coordinate events for all Associates of CGUC.

B. Equity, Diversity and Inclusion Officer (F/W/S) (S optional)

- i. Eligibility:
 - Must be a Resident or Associate during term of office
- ii. Term of Office
 - One term, F or W or S.
 - Two terms, F and W or F and S, or W and S, if student maintains Member status

iii. Duties and Responsibilities

- Represent StuCo on the Equity, Diversity and Inclusion committee, and report on these meetings to the rest of student council
- Advocate on behalf of all CGUC students for better equity, diversity and inclusion at Grebel
- Act as a liaison between dons and student council when issues related to EDI arise in student life
- Act as a student representative on the Abide committee

C. First-Year Representatives (F/W/S) (S optional)

i. Eligibility:

- Must have Resident Status during term of office.
- Must be a first-year student living at CGUC.

ii. Term of Office:

- One term, F or W or S.
- Two terms, F and W or F and S, W and S, if student(s) maintain Member status.

iii. Duties and Responsibilities:

- Participate in the Social Committee and collaborate with the Social Convenor(s) in planning events.
- Round out StuCo.
- Plan and coordinate events such as the first-year coffeehouse and live-music Fridays.
- Represent first year members on StuCo and at any other College or student functions.
- Stewardship of the Kerp rules found in Appendix II

D. President (F/W/S)

i. Eligibility:

- Must have been a Resident or Associate for at least two (2) terms prior to the term of office.
- Must be a Resident or Associate during term of office.
- Must be on a Study Term during term of office.
- A single term Winter President must be an Executive of that year's Fall StuCo to provide consistency between terms. If nobody on Fall StuCo runs for the position, this requirement is null and other students may run for the position.

- ii. Term of Office:
 - One term, W or S.
 - Two terms, F and W, or F and S.
- iii. Duties and Responsibilities:
 - Chair and prepare the agenda for StuCo and LLT Meetings.
 - Serve as the integrating member of StuCo, mentoring and coordinating between the other leaders.
 - Serve as a signing officer of the StuCo bank account and ensure that the other appropriate Executive officers attain signing authority.
 - Serve as official representative, or select a delegate to serve as representative, of StuCo and Members of CGUC to the CGUC Board of Directors, College Council, other Administrative bodies of CGUC or the UW, and at all CGUC functions or public occasions.
 - Organize and run the election of Executive Officers and the appointment of Appointed Officers.
 - Collect and compile the End of Term Reports from all Officers at the end of the given term to be made available to incoming Officers.

E. Secretary (F/W/S)

- i. Eligibility:
 - Must have been Resident or Associate for at least two (2) terms prior to the term of office.
 - Must be a Resident or Associate during term of office.
- ii. Term of Office:
 - One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
 - Take minutes at all meetings of StuCo and LLT and distribute them to StuCo for verification.
 - Upload all approved minutes electronically to GrebeLife, weekly.
 - Stock, clean, distribute, and organize supplies in the StuCo closet.

F. Social Convenor(s) (F/W/S)

- i. Eligibility:

- Must have been a Resident or Associate for at least two (2) terms prior to the term of office.
 - Must be a Resident or On-Campus Associate during term of office.
- ii. Term of Office:
- One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
- Form and chair a Social Committee to aid in planning and coordinating special events for Members of CGUC (optional for S).
 - Plan and coordinate events for all Members of CGUC.
 - Keep Members informed of all events.

G. Treasurer (F/W/S)

- i. Eligibility:
- Must have been a Resident or Associate for at least two (2) terms prior to the term of office.
 - Must be a Resident or Associate during term of office.
- ii. Term of Office:
- One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
- Keep an accurate record of finances to be reported regularly to StuCo in an updated, dynamic budget document.
 - Oversee all income sources and their allocation, including depositing all funds given to StuCo to the credit of the Council.
 - Be a signing officer of the StuCo bank account.
 - At the beginning of the term, present a draft budget to be finalized and approved by StuCo. Publish the approved budget for the term so Members can review it.
 - Present to StuCo, before the end of the Treasurer's term, a complete financial report and a tentative budget for the following term.
 - Ensure that all money accrued from all activities, functions, or events sponsored by StuCo are collected and disposed of on the authority of the Council.
 - Prepare bi-termly financial statements subject to review by the auditors.

- Oversee the StuCo mailbox and ensure that all communication is being properly resolved.

H. Vice President (F/W/S)

- i. Eligibility:
 - Must have been a Resident or Associate for at least two (2) terms prior to the term of office.
 - Must be a Resident or Associate during term of office.
- ii. Term of Office:
 - One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
 - Support the other Executive Officers in their roles.
 - Serve as a signing officer of the StuCo bank account.
 - Serve as official representative of Members of CGUC when more than one representative is required, or in the absence of the StuCo President.
 - Perform midterm audit of StuCo finances, particularly focused on fees collected and expenditures made.

Larger Leadership Team – Appointed Officers

All Appointed Officers on the LLT are able to optionally chair and organize a committee around their role as they see fit.

A. Athletic Representative(s) (F/W/S)

- i. Eligibility:
 - Must be a Resident or Associate during term of office.
- ii. Term of Office:
 - One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
 - Represent CGUC in the UW Athletics Program by coordinating and organizing all CGUC intramural teams for Campus Recreation.
 - Reimburse CGUC Members for unused athletic fees in conjunction with the StuCo Treasurer.
 - Organize athletic events for CGUC Members outside the UW Athletics Program.

- Maintain all CGUC sporting/athletic equipment including the gym, volleyball court, and supplies available in the Games Lounge.
- Organize supplies and oversee building and maintenance of the Grebel ice rink in Winter term if there is good weather and an interested group of student helpers.

B. Co-op Representative (F/W)

i. Eligibility:

- Must be a Resident or Associate during term of office.
- Must be enrolled in a co-op program at UW and have completed at least one co-op term prior to the term of office.

ii. Term of Office:

- One term, F or W.
- Two terms, F and W if student maintains Member status.

iii. Duties and Responsibilities:

- Represent the CGUC Members enrolled in co-op programs to StuCo and at any other CGUC or Member events.
- Provide counsel and programming for Members enrolled in co-op on matters relating to the UW Co-operative Education Program.
- Maintain a Co-op Information Board and/or electronic equivalent to inform Members of important dates, answer frequently asked questions, and any other information relevant to co-op.
- Work with the Administrative Assistant of Student Services to inform all Off-Stream Students of elections and constitutional amendments with appropriate time to respond and vote accordingly.

C. Grebelspeaks Editor(s) (F/W/S)

i. Eligibility:

- Must be a Resident or Associate during term of office.
- Must be at least one (1) Resident as Editor.

ii. Term of Office:

- One term, F or W or S.
- Two terms, F and W, or F and S, W and S, if student maintains Member status.

iii. Duties and Responsibilities:

- Write, compile, edit, and publish a minimum of three (3) issues per term of a Grebel “newspaper” called “Grebelspeaks.”

- Print and distribute copies of each issue around CGUC.
- Upload each issue to the GrebeLife website in conjunction with the Webmaster(s) and provide a copy to the Archives.
- Maintain an Editorial Policy.
- Consult with StuCo on Editorial Policy if there is a disagreement between StuCo and the Editor(s), and adhere to StuCo's policy in the event of an unreasonable conflict.

D. Environment Representative(s) (F/W/S)

- i. Eligibility:
 - Must be a Resident or Associate during term of office.
 - Must be at least one (1) Resident as Representative.
- ii. Term of Office:
 - One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
 - Encourage environmentally responsible actions in all aspects of CGUC student life. Traditionally facilitated by chairing the Grebel Environment Society.
 - Maintain the garden in F and W.

E. Fellowship of Women (FLOW) Representative(s) (F/W/S)

- i. Eligibility:
 - Must be a Resident or Associate during term of office.
 - Must identify as female.
- ii. Term of Office:
 - One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
 - Act as a liaison between FLOW and StuCo.
 - Empower and educate the female-identifying Members of CGUC and extend this work toward engaging the entire CGUC community.

F. Food Representative (F/W/S)

- i. Eligibility:
 - Must be a Resident during term of office.
- ii. Term of Office:

- One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
- Act as a liaison between CGUC Members and the Food Services Manager.
 - Update an electronic meal menu weekly.

G. Garden Representative(s) (S)

- i. Eligibility:
- Must be a Resident or Associate during term of office.
- ii. Term of Office:
- One term, S.
- iii. Duties and Responsibilities:
- Maintain the garden boxes located outside the residence foyer entrance.
 - Maintain the CGUC gardening equipment.
 - Plant and grow produce for CGUC Members to use; inform them about its availability.
 - Optionally, the representative may take on the responsibility to maintain the pollinator garden for the duration of the term

H. Gents Representative(s) (F/W/S)

- i. Eligibility:
- Must be a Resident or Associate during term of office.
 - Must identify as male.
- ii. Term of Office:
- One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status..
- iii. Duties and Responsibilities:
- Act as a liaison between Gents and StuCo.
 - Empower and educate the male-identifying Members of CGUC and extend this work toward engaging the entire CGUC community.

I. International Student Representative(s) (F/W/S)

- i. Eligibility
- Must be a Resident or Associate during term of office
 - Must identify as an international student
- ii. Term of office:

- One term, F or W or S.
 - Two terms, F and W, or F and S, or W and S, if student maintains Member status
- iii. Duties and Responsibilities
- Act as a liaison between International Students and Grebel and StuCo
 - Help students connect with International Student groups and supports throughout the greater community
 - Advertise relevant events to CGUC members
 - Empower and educate International Students at Grebel, and extend this work toward engaging the entire Grebel community
 - Facilitate connection between the International Students and the rest of the Grebel Community

J. Peace Representative(s) (F/W/S)

- i. Eligibility:
- Must be a Resident or Associate during term of office.
- ii. Term of Office:
- One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
- Encourage actions in CGUC student life that build peace. Traditionally facilitated by chairing the Grebel Peace Society.
 - Connect with the Peace and Conflict Studies Office and Centre for Peace Advancement to discuss and promote peace-related activities and events to CGUC Members.
 - Advertise peace-related community events to CGUC Members.

K. Queer, Allied, and Questioning (QuAQ) Representative(s) (F/W/S)

- i. Eligibility:
- Must be a Resident or Associate during term of office.
- ii. Term of Office:
- One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
- Act as a liaison between QuAQ and StuCo.

- Empower and educate Queer, Allied, and Questioning Members of CGUC and extend this work toward engaging the entire CGUC community.

L. Special Projects Representative(s) (F/W/S)

- i. Eligibility:
 - Must be a Resident or Associate during term of office.
- ii. Term of Office:
 - One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
 - Communicate community outreach and volunteer opportunities to Members of CGUC.
 - Represent the values and interests of the Members in a current term in the Special Projects initiatives.
 - Coordinate, order, and distribute custom clothing or other products called “GrebelWear.”

M. Webmaster(s) (F/W/S)

- i. Eligibility:
 - Must be a Resident or Associate during term of office.
- ii. Term of Office:
 - One term, F or W or S.
 - Two terms, F and W, or F and S, W and S, if student maintains Member status.
- iii. Duties and Responsibilities:
 - Maintain, update, and enhance the GrebeLife website.
 - Respond to CGUC Member requests to have events, sign-ups, etc. added to the GrebeLife website.
 - Upload the weekly Grebulletin, StuCo meeting minutes and budget, and all issues of GrebelSpeaks to the GrebeLife website.
 - Optionally, contribute to the development and maintenance of an online communication platform for Grebel (e.g. Skybunk or Discord).

N. Yearbook Editor(s) (F/W/S)

- i. Eligibility:

- Must be a Resident or Associate during term of office.
- ii. Term of Office:
 - One term, F or W or S
 - Two terms, F and W, F and S, or W and S, if student maintains Member status.
 - Three terms, in the order F, W, S.
 - At least one Editor must be available for two terms of office.
 - iii. Duties and Responsibilities:
 - Publish the College Yearbook which shall be called “Jahrgeist”.
 - Chair the Yearbook Committee.
 - Act as a liaison between the Yearbook Committee and StuCo.

Non-Officers

A. Director of Student Services

- i. StuCo Duties and Responsibilities:
 - Act as a liaison between Administration, Student Services, and StuCo.

B. Dons

- i. StuCo Duties and Responsibilities:
 - At least one (1) member of the Don team must represent the dons at each LLT meeting.
 - Report on residence life and concerns at the LLT meetings.
 - Relay necessary information back to the don team after LLT meetings.

O. Discord Admin

- i. Stuco Duties and Responsibilities:
 - At least one (1) member of the Discord admin team should represent the Discord admin team at each LLT meeting.
 - Report on Discord platform concerns at LLT meetings.
 - Relay information back to Discord Admin team after LLT meetings.

Article IV: Electoral and Appointment Procedures

The StuCo President is responsible for organizing, advertising, and communicating the results of all elections and appointments. However, the President may delegate these tasks to another Executive Officer (within this article termed the Deputy), and is encouraged to do so if there is conflict of interest (e.g. if the President is running for a position on a future StuCo).

Vacant StuCo positions must be announced by the President or Deputy at least four days before the selected date of the speeches. Candidates must inform the President or Deputy of their intent to run at least six hours before the time of the speeches. The election period must begin immediately following the speeches, be accessible to all Members, and occupy at least a twenty-four hour period.

The election of the President must be completed at least forty-five hours before the elections for the rest of the Executive Officers.

Any timelines or specific electoral/appointment procedures may be altered at the discretion of the President with voted approval from StuCo.

The President may call a by-election or re-open LLT applications at any point in the term if a position is vacant.

Timelines

A. Fall Term:

- i. Speeches for any vacant positions in the Fall Executive Officers will be held during the first Community Supper.
- ii. Selections for any vacant positions in the Fall Appointed Officers will be held during the first month of the term at the discretion of the StuCo President.
- iii. Speeches for electing Spring Executive Officers will be held on the evening of the third last Community Supper.
- iv. Speeches for electing the Winter President will be held during the second last Community Supper if the position is vacant.
- v. Selections for any vacant positions in the Spring Appointed Officers will be held on the evening of the last Community Supper.

B. Winter Term:

- i. Speeches for any vacant positions in the Winter Executive Officers will be held during the first Community Supper.
- ii. Selections for any vacant positions in the Winter Appointed Officers will be held during the first month of the term at the discretion of the StuCo President.
- iii. Speeches for electing the Fall/Winter of Fall/Spring President for the following year will be held during the third last Community Supper.
- iv. Speeches for electing the remaining Executive Officers for the following Fall will be held on the evening of the second last Community Supper.

- v. Selections for the Appointed Officers for the following Fall will be held at the second last StuCo meeting.

C. Spring Term:

- i. Speeches for any vacant positions in the Spring Executive Officers will be held during the first Community Supper.
- ii. Selections for any vacant positions in the Spring Appointed Officers will be held during the first month of the term at the discretion of the StuCo President.

Procedures

1. Fall/Winter or Fall/Spring or Winter:

A. Executive Officers:

Electoral Procedure:

- i. The President or Deputy shall announce the positions being elected as well as the time period for speeches and Voting Period for all positions, as outlined above.
- ii. Campaigning for positions may be done provided that it is done within the values of CGUC.
- iii. Each candidate is required to give a brief speech. Specific length is to be determined and announced by the President or Deputy. This is the beginning of the Voting Period.
- iv. Polling will be available online at vote.wusa.ca for a time period determined in tandem by WUSA and the President or Deputy. In the event of an outage, a polling station with paper ballots will be set up in a location easily accessible to all voters and remain open for several hours on the day of speeches and the following day.
- v. Each student who is a Member at the time of the election is an eligible voter and shall receive only one ballot. Off-stream students who hold a contract for the term that candidates are running for are able to vote remotely at vote.wusa.ca. The Co-op Rep will work with the Administrative Assistant of Student Services to ensure speeches are available to be read or view online.
The voter must identify themselves by logging in using their WatIAM credentials. In the event of an outage, the Member must identify themselves to the President or Deputy at the polling station who will verify their identity and cross their name off a voter list to ensure no double voting.

- vi. Upon completion of the Voting Period, the results will be available from WUSA. The President or Deputy will add the ballots of students that do not attend UW. In the event of an outage, the President or Deputy will be in charge of counting the ballots.
- vii. Candidates may each appoint a scrutineer to witness the counting of the ballots.
- viii. The results of the election shall be announced to Members immediately after all candidates have been individually notified of the results.

Electoral System:

- i. For a vote to count, at least forty-five percent of the eligible voters must cast votes.
- ii. In the event of a single candidate, or an equal number of candidates and seats, the ballot shall include the name of the candidate(s) followed by the option to support or oppose. If more than fifty percent of the votes support the candidate(s), they shall be elected onto the Council. If more than fifty percent of the votes oppose the candidate(s), a re-election shall be held.
- iii. In the event of two candidates, the candidate with the greatest number of votes in their favour is elected onto the Council.
- iv. In the event of a tie, a re-election shall be carried out in the following week. If a tie were to occur again, the current StuCo shall collectively produce the final and deciding vote.
- v. In the event of more than two candidates, voters will rank the candidates in order of preference.
 - For a single seat, the winning number of votes is defined as more than fifty percent of the total number of votes. If no candidate reaches that threshold using first-choice votes, the candidate with the least votes is eliminated. The second-choice candidate on each of those ballots is then given the votes. This process is repeated as necessary until one candidate reaches a winning number of votes.
 - If the position has multiple seats, the number of votes needed to win the election is considered the number of votes divided by the number of seats plus one (1). In this system, votes are redistributed first from any candidates that reach the winning threshold. Any excess votes for the first winning candidate are redistributed to the remaining candidates as a

percentage of the total second ballot preference from the Members who voted for the winner. If necessary, the candidate with the lowest number of votes is also eliminated following the standard rules until a candidate with a winning number of votes fills every seat.

- In the event of a tie, a re-election shall be carried out in the following week. Only the candidates tied shall be eligible candidates in the re-election. If a tie were to occur again, the current StuCo shall collectively produce the final and deciding vote.

B. Appointed Officers:

- i. The StuCo President shall announce the availability of all open positions on the LLT seven days before the selection of the Appointed Officers. This period should include some days that are after the voting period of the incoming StuCo.
- ii. Each applicant may be required to fill out an online application designed by and submitted directly to the StuCo President or Deputy and/or submit a creative component. The complexity/originality and all required components of the application process remain at the full discretion of the StuCo President or Deputy.
- iii. All Executive Officers, including the incoming StuCo, shall review each of the submitted applications for each open position on the LLT and collectively come to a decision about which applicants will join the LLT. The StuCo President shall make the final appointments, by voted approval of current StuCo.
- iv. The results of the selections shall be announced to Members by the StuCo President after all applicants have been notified of the status of their application.

2. Spring:

A. Executive Officers:

Electoral Procedure:

- i. Candidacy is determined by the preparation of a speech and being present in person or via proxy for the Voting Period.
- ii. Only one Member shall be elected to each available Executive Officer position.
- iii. Each Member of Spring term as well as those who declare an intent to become Members of Spring are eligible voters and shall receive a single one ballot.
- iv. Each candidate is required to give a brief speech. Specific length of speech and order of positions is to be determined and announced by the President or Deputy.

- v. Following all the speeches for a particular position, a vote for that position is immediately held, either by using an online polling website (preferred) or by a show of hands. This should be done as confidentially as possible. The results for the position are immediately announced.
- vi. A candidate who loses may immediately run for any of the other vacant positions.

Electoral System:

- i. For a vote to count, at least forty-five percent of the eligible voters must cast votes.
- ii. In the event of a single candidate, or an equal number of candidates and seats, a vote of confidence with at least fifty percent support is required for the candidate(s) to be elected onto StuCo.
- iii. In the event of two candidates, the candidate(s) with the greatest number of votes in their favour is elected onto the Council.

In the event of a tie, a re-vote shall be carried out immediately. If a tie were to occur again, the current StuCo shall collectively produce the final and deciding vote.
- iv. In the event of more than two candidates, the candidate with the greatest number of votes in their favour is elected onto the Council. If the position has two seats (i.e. Social Convenor), each voter receives two votes for that position and the two candidates with the most votes are elected.
- v. In the event of a tie, a re-vote shall be carried out immediately. Only the candidates tied shall be eligible for the re-vote. If a tie were to occur again, the current StuCo shall collectively produce the final and deciding vote.

B. Appointed Officers:

- i. The Spring Term StuCo President shall announce the availability of all open positions on the LLT within seven days of the announcement of the results of the Executive Officer election.
- ii. Each applicant may be required to fill out an online application designed by the StuCo President and/or submit a creative component. The complexity/originality and all required components of the application process remain at the full discretion of the StuCo President. All submissions are to be directed to the StuCo President.

- iii. All Spring Executive Officers shall review each of the submitted applications for each open position on the LLT and collectively come to a decision about which applicants will join the LLT. The StuCo President shall make the final appointments, by voted approval of StuCo.
- iv. The results of the selections shall be announced to Members by the StuCo President after all applicants have been notified of the status of their application.

Article V: Meetings

- A. Regular StuCo meetings shall be held weekly, except for weeks during the final examination period, between academic terms, during F/W Reading Breaks, or as often as deemed by the StuCo President, subject to ratification by the Executive Officers.
- B. All Members have the right to attend the meetings as Guests.
- C. Special meetings may be called by the StuCo President. Executive Officers must be notified forty-eight hours in advance.
- D. Meetings of the LLT shall be held at least three times per term. Generally, these monthly meetings occur on Wednesday evenings, at the start of a regular StuCo meeting. Additional meetings can be called at the discretion of the StuCo President at least forty-eight hours in advance. These meetings are designed to provide a forum for networking, reporting, feedback, and advising from the various bodies of student leadership.
- E. Procedures for the meetings are prescribed in the following section.

Procedures:

- A. StuCo shall attempt to achieve consensus concerning matters pertaining to the Members. Should a consensus become impossible to attain, the vote shall be called and a decision must be reached.
- B. Voting:
 - i. Only Executive Officers are eligible to make motions and vote.
In Spring term, in cases where both Associate Reps or both First Year Reps from the previous Fall term maintain Member status and hold their positions, the two Executive Officers will each be allotted one half vote.
 - ii. A motion will be made concerning the matter at hand and must be seconded in order to proceed.
 - iii. There will be an opportunity for discussion within the group.

- iv. When the discussion is deemed concluded, the chairperson shall call for votes and tally them.
 - v. Executive Officers have the freedom to abstain from the vote if they do not feel comfortable voting, or if they are directly affected by the decision. Executive Officers can also suggest another Officer abstain from the vote.
 - vi. No Executive Officer will be obligated to explain their reasoning for their vote after the vote.
 - vii. If the result of the vote is a majority then the outcome is binding.
- C. If there is a disagreement about order, the procedures shall be governed by the regulations set forward in *Robert's Rules of Order (Revised)*, a meeting procedure handbook written by Henry Martyn Robert.

Article VI: Constitutional Amendment Procedure

Some members, including StuCo, may wish to modify this Constitution from time to time. This requires the informed approval of the Members. The process for modifying the Constitution is as follows:

- A. Amendments may be proposed by either:
 - i. StuCo.
 - ii. A group of Members.
 - Any Member can propose a change or changes to the constitution.
 - In order to be voted on, the Member must collect a list of 30 Members who support the proposed change(s).
 - StuCo will meet with the delegate(s) of this group to discuss and, if needed, clarify the proposed change(s). Ultimately, the group of Members proposing the change(s) will decide the final version that will be voted on.
- B. A draft of the proposed constitution, with a summary of changes if there are multiple changes being proposed, must be made available for Members to review at least seven days in advance of the vote.
- C. The President or Executive Officer they delegate must organize and announce a vote on the proposed change(s).
 - i. If there are multiple independent changes, they may be voted on as separate items. This is at the discretion of the group proposing the changes.
 - ii. To count, the election must reach quorum, that is, at least forty-five percent of Members.

- iii. Each Member receives one vote to support or oppose each item. To be approved, any given change must be supported by at least fifty percent of voters.
- iv. Voting should be easily accessible to all Members and contain opportunities to vote spread over at least twenty-four hours.

Article VII: Resignation Procedure

- A. Any Officer may resign from their position by notice in writing to the StuCo President outlining their reasoning and decision. This notice shall be held confidential until announced at the StuCo meeting, seven days prior to when the resignation would take effect.
- B. Any Officer who fails to perform their duties adequately, as determined by the StuCo President in consultation with the Director of Student Services may be removed from that position by a majority vote including all of the Executive Officers, other than the Officer in question. If the Officer failing to perform their duties adequately is the President, the status of their participation on the Council will be reviewed and appropriate action will be taken by the Director of Student Services and the remainder of the Executive Officers. This may result in the removal of the President from the Council.

Article VIII: Finances

Student Council Fees are collected into a joint bank account for Fall, Winter and Spring StuCos.

- A. Student Refugee Fee
 - i. This fee will be charged to Members as a levy on CGUC fees. The money collected will be administered by the Accountant of CGUC in consultation with StuCo to financially assist a refugee student.
- B. Facility Improvement Fee
 - i. This fee will be charged to Members as a levy on CGUC fees. The money collected will be administered by the Accountant of CGUC and used at the discretion of the Director of Operations in consultation with StuCo to improve the facilities of CGUC. The Director of Operations, at least once a year, should be invited to provide a written and/or oral report to StuCo regarding the allocation of the levy as a measure to maintain accountability and communication.
- C. Sustainability Initiatives Fee
 - i. This fee will be charged to Members as a levy on CGUC fees. The money collected will be administered by the Accountant of CGUC and used at the discretion of the Director of

Operations in consultation with StuCo to support institutional actions promoting the environmental sustainability of CGUC's facilities. This clause expires at the end of the 2025-26 school year and the fee must be reevaluated by referendum then.

D. Presidential Honorarium

- i. In recognition for their service the Stuco President shall receive an honorarium of 10% of the Residence Fees that apply for their terms in office. For a two-term President this would be 10% of the fee charged by CGUC for a two-term (eight month) residence contract and for a single-term President this would be 10% of the fee charged by CGUC for a single-term (four month) contract. The honorarium is paid from the Student Council Fees at the end of the President's term(s) of office.

E. Student Council Fee

- i. This fee will be charged to Members as a levy on CGUC fees.
- ii. These funds are to be allocated by the Executive Officers and monitored by the Treasurer as outlined in Article III. This money should be spent to enhance the community life of Members and provide the Presidential Honorarium. Funds collected in a given term should be spent during said term and funds spent from the preexisting float should only be spent on projects that benefit beyond the given term where possible.

F. Fee Adjustments:

- i. StuCo may modify the amounts of the Student Refugee Fee, Facility Enhancement Fee, Sustainability Initiatives Fee, and Student Council Fee with the approval of the Director of Student Services. In doing so, the best interests of the Members should always be kept in mind.

G. Mother Lode

- i. Any unspent StuCo Fees will be added to the Mother Lode at the end of the term
- ii. As the Mother Lode is formed from the Fees of many previous terms, spending of the Mother Lode is reserved for purchases that benefit students in the current term as well as students in future terms

H. Audits

- i. Audits of StuCo financial activities for each term are to be performed twice per term: in the middle of the term by the Vice President and at the end of the term by the CGUC Accounting Office.

- ii. The midterm audit should at minimum include a check that the correct fee amounts were collected for all fees collected under this article. The end-of-term audit should include at minimum a review of all StuCo expenditures.

Article IX: Suspension of StuCo

In extraordinary circumstances where StuCo becomes unable to fulfill its functions satisfactorily, a suspension of regular procedures can be declared.

A. Declaring Suspension of Council

- i. The regular operation of StuCo may be suspended either by
 - A majority vote by the Executive officers *or*
 - The Director of Student Services

B. Declaring a suspension means that

- i. The normal powers and procedures of StuCo involving the StuCo bank account and electoral/appointment procedures are temporarily void.
- ii. The Director of Student Services will take control of the Student Council bank account, but may not spend from it without approval from the President (if one is in office). Furthermore, organizing the eventual election of Executive Officers is the duty of and at the discretion of the Director of Student Services.

Appendices

Appendix I

The option of an off-campus StuCo President, as well as the option of a F/S StuCo President, newly implemented in Fall 2020, shall be put on trial and reviewed by the Fall 2023 StuCo.

The system of allowing two Social Convenors to sit on StuCo in all terms is newly implemented in Winter 2022 and will be put on trial and reviewed at the latest by the Fall 2024 StuCo.

In Fall 2022, with the implementation of an Equity, Diversity and Inclusion officer, we also suggested mandatory equity, diversity and inclusion training for the StuCo president, as well as offering this as an option to any other StuCo officers. Implementing this would be part of a larger project of implementing this training for dons as well, and was deemed not currently feasible, but should be reconsidered by future Stuco.

Appendix II

Laws of the game of Kerp

Foreword:

The rules herein define the game of Kerp, a pastime enjoyed by students at Conrad Grebel University College, the rules of which have been passed down from year to year by students since its invention. Traditionally, the game is played immediately following community supper, but can be played anytime that there are willing participants. This document serves to officially codify and act as a reference for those rules. The scope of this document is limited to Kerp and does not apply to similar or offshoot games, such as Malibu (sometimes known as MLBU). These Laws have been modelled after the laws of the game of association football, as found on the FA's website (<https://www.thefa.com/football-rules-governance/lawsandrules>).

Law 1: Deviations from this document

Given the communal nature of Kerp and its origins, in the event of a dispute between these Laws and the understanding of a player, the player's opinion shall prevail so long as they have support of the majority of the other players **and** rules are applied consistently to all players to ensure fairness; this means that if an exception to a rule is made for one player, it should apply to all other players as well. This mechanism preserves the integrity and fluidity of Kerp as a tradition.

Law 2: Playing surface

Kerp shall be played on a billiard table of nominal dimensions; what constitutes an appropriate size is left to the discretion of the players. Two imaginary, infinite lines shall be drawn such that the lines are collinear with the playing surface walls of the short ends of the table. For the purposes of this document, these lines are referred to as the baselines.

Law 3: Additional equipment

Kerp shall be played with two same-sized billiard balls. Traditionally, an 8 ball and a cue ball are used (except for special occasions, such as Halloween where the cue ball is often substituted for an orange ball). These may be substituted for other contrasting colours in the event that an 8 ball and a cue ball are not available. A mechanism for recording player names and letters such as a whiteboard and marker is also required.

Law 4: Rule enforcement

Kerp is played without a referee. Rules are enforced by consensus between players. If there is a conflicting opinion, the opinion held by the majority of players shall prevail. As outlined in Law 1, rules shall be applied consistently to all players; any exception made for one player must be applied to all others as well to ensure fairness.

Law 5: Players and joining the game

Kerp is played by individuals who score individually. Letters (see Law 6) or a lack thereof cannot be exchanged between players. Players should join the game before commencement of the first turn. Upon joining, the player's name is recorded on the scoring medium (for example, a whiteboard). Players' names are recorded in the order that they joined. This order is the order used to determine when each player's turn takes place. A player may join the game without penalty until every player has had a turn (i.e., one "round" has passed). Any player joining after this point shall be assigned a number of letters equivalent to the maximum number of letters any current player has. Players cannot join after the first player has been eliminated.

Law 6: Service

A serve starts or restarts gameplay both at the beginning of a game and after the 8 ball has been sunk. To serve, a player stands behind the baseline at one end of the table (i.e. standing directly adjacent to one of the short ends of the table). The 8 ball is placed where the foot spot of a pool table would be on the other end of the table; roughly a quarter of the table length from the short end, and halfway between both long ends (see figure 1 below). From here, the player must throw or otherwise propel **along the playing surface** (hereafter referred to simply as "throwing") the cue ball to hit the 8 ball. The 8 ball must either hit one of the walls of the table or cross the centre line of the table to be valid. Any serve where the 8 ball is not struck or the 8 ball does not fulfil one of the above conditions is deemed invalid. A player serving has three attempts to perform a valid serve per service turn. If the player performs three invalid serves in one turn, they are assigned a letter, and the next player in the order must serve. As with a regular shot (see Law 7), one foot of the throwing player must be in contact with the ground and the hips of the throwing player must be behind the baseline when the cue ball leaves their hand. If either of these conditions are not fulfilled, the serve is deemed invalid.

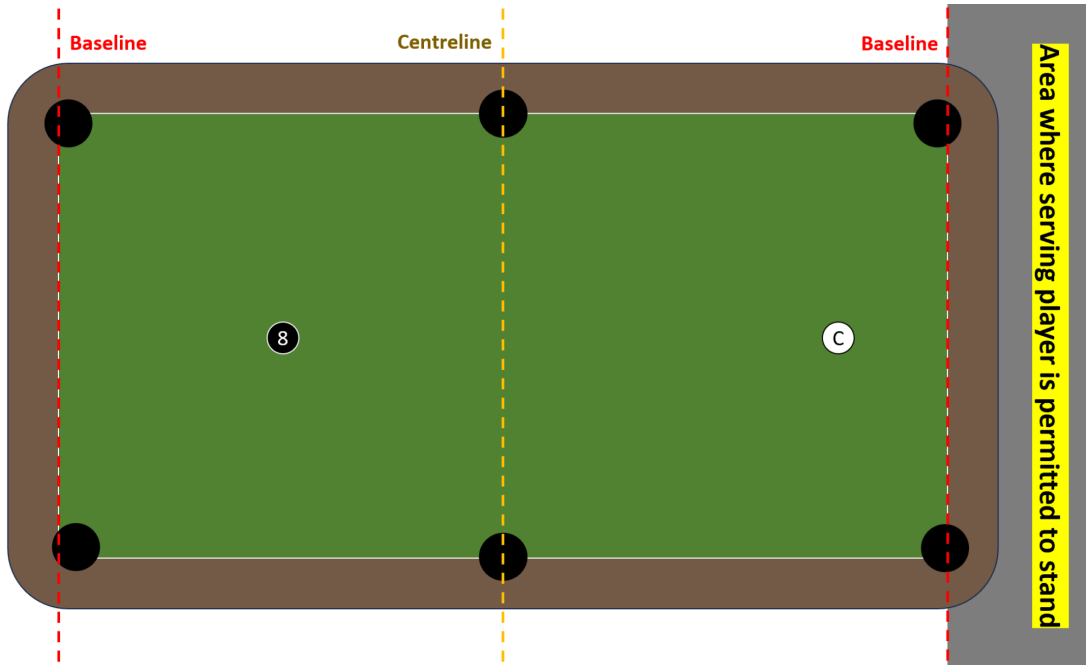


Figure 1: Playing surface with correct 8 ball positioning

Law 7: Making a shot

During a non-service turn, the throwing player must throw (see Law 6 for definition) the cue ball from a position behind either baseline to hit the 8 ball before the 8 ball comes to a stop (i.e. ceases to roll, spin, or otherwise move). The throwing player may pick up and carry the cue ball anywhere around the table, so long as the throw takes place behind a baseline. The throwing player's turn concludes once the cue ball has struck the 8 ball. Unlike a serve, there is no limit to the number of times the throwing player can attempt to strike the 8 ball before it has stopped or been sunk in one of the pockets. This means that if a throw misses, the throwing player may retrieve the cue ball and try again provided the ball has not stopped or been sunk. As with a serve (see Law 6), one foot of the throwing player must be in contact with the ground and the hips of the throwing player must be behind the baseline when the cue ball leaves their hand. If either of these conditions are not fulfilled, the throwing player is assigned a letter (see Law 8) and play restarts with the next player. To provide an example, if the order of players is A, then B, and Player A throws the cue ball from in front of the baseline (i.e., adjacent to one of the long sides of the table), Player A is assigned a letter and Player B restarts the play with a serve. Once the 8 ball is struck with a legal throw, it becomes the next player's throwing turn according to the order. Additionally, to make a legal shot, the cue ball must be given some momentum, i.e., put into motion by the throwing player. If the cue ball is placed (for example by Player A) in the path of the 8 ball without any lateral momentum and the 8

ball stops as a result of this, the player who placed the cue ball (in the example, Player A) shall be assigned a letter (see Law 8) and the play shall restart with a serve from the next player (Player B).

Law 8: Scoring

A player is assigned a letter if the 8 ball is sunk into any of the pockets of the table during their turn (i.e. after the previous player has hit the 8 ball and before the current player has done so themselves), provided this is done in accordance with all other Laws in this document. It should be noted that a ball does not count as sunk if it enters and “pops” back out of a pocket. A letter is also assigned to a player if the 8 ball comes to a complete stop (see Law 7) during their turn. To provide a scoring example, if the order of players is A, B, and C, and Player A hits the 8 ball into a pocket, Player B is assigned a letter.

Alternatively, if Player A hits the 8 ball and the 8 ball comes to a stop before Player B can hit it, Player B is also assigned a letter (provided all other Laws are followed and the cue ball is not placed; see Law 7).

When a letter is assigned, play stops and the player after the one assigned a letter restarts play with a serve (see Law 6). In the example given, C would be the next player after B, who was assigned a letter; thus, player C restarts the game with a serve. Letters are assigned in the order K, E, R, and finally, P. Anyone assigned a P (i.e., has been assigned 4 letters) is eliminated. An exception is made for anyone playing their first round of Kerp. In these cases, the player is given three additional letters (I, E, and S, spelling “Kerpies”) and is only eliminated upon assignment of the seventh letter. The game is won by the last player standing when all other players have been eliminated.

Law 9: Fouls

Players may not physically block other players from making a shot or from retrieving the cue ball. The decision of whether to assign a letter for doing so is left up to the discretion of the players. As with other rules, the majority opinion wins, and decisions must be enforced and applied equally to all players. If either the cue ball or the 8 ball leaves the boundaries of the table during a serve or normal play, a letter is assigned to the player responsible. Additionally, a letter shall be assigned to any player who handles the 8 ball during play (i.e., not while play is stopped), whether they do so purposefully or accidentally.

Similarly, a letter shall be assigned to any player who interferes with another player’s turn, such as by handling the cue ball or obscuring the table.