

**FOUNDERS COLLEGE STUDENT COUNCIL
CONSTITUTION**

Amended June 4, 2025

The following is the Official Constitution of the Founders College Student Council

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Constitution Table of Contents

PREAMBLE	3
PART I - PURPOSE	4
PART II - INTERPRETATION	5
PART III – CONSTITUENTS	7
PART IV – ANNUAL GENERAL MEETINGS OF CONSTITUENTS	8
PART V – MEMBERSHIP	10
PART VI – DUTIES OF MEMBERS	14
PART VII – MEMBER’S CONFLICT OF INTEREST	22
PART VIII - PROTECTION OF MEMBERS	24
PART IX – INDEMNITIES TO MEMBERS AND OTHERS	24
PART X – HONORARY MEMBERSHIP	25
PART XI - POWERS	26
PART XII - FINANCES	28
PART XIII - MINUTES OF FOUNDERS COLLEGE STUDENT COUNCIL	30
PART XIV - EXECUTIVE COMMITTEE	31
PART XV - SUPREMACY	33
PART XVI - AMENDATORY PROCEDURE	34

PREAMBLE

Whereas the students of Founders College expressed their desire to have a student-led governmental organization established within York University;

And whereas such a governmental union would promote the best academic, athletic, and social interests of the students of Founders College and York University;

And whereas it is necessary that upon the creation of such an organization by the students and the university, not only that a constitution be provided for, but also that the nature of the governmental organization be established herein;

Therefore, herein is the Constitution of the Founders College Student Council, containing the duties and responsibilities to which the organization is bound.

This, the Constitution of Founders College Student Council shall have as its custodians the Director of Administration of Founders College Student Council, the Vice-President of Founders College Student Council, and the President of Founders College.

PART I - PURPOSE

1.1 The purpose of the Founders College Student Council shall be:

- (a) To develop and maintain responsible student government to promote the interests of its members, to serve as a representative and a liaison between them and Founders College, York University and its other colleges and students, individuals and organizations beyond the York University community.
- (b) To establish, sponsor, manage and provide facilities for the services, activities and publications that promote and enhance the interests of the students of Founders College that are involved.
- (c) To encourage the interchange of ideas and open dialogue between faculty, staff, and students, and to foster the intellectual growth of the students so as to benefit the individuals and the community.
- (d) To safeguard the rights of the individual student regardless of gender, race, colour, religion, age, creed, nationality, ancestry, place of origin, sexual orientation, and mental or physical ability.
- (e) To promote, support and safeguard the college system and its position and identity within the framework of York University as it is the intrinsic responsibility of the Founders College Student Council and its Members to maintain the historical context of the founding of the Keele campus.
- (f) To instill in all members of Founders College a sense of family, community and identity within the larger University environment focusing on the intimate nature of a college setting.

PART II - INTERPRETATION

2.1 In this Constitution, By-laws, and Appendices:

- (a) 'Council' refers to Founders College Student Council;
- (b) 'FCSC' refers to Founders College Student Council;
- (c) 'Constitution' refers to the Constitution of Founders College Student Council, as is most recently amended;
- (d) 'Member of Council' refers to a member of the Founders College Student Council;
- (e) 'Office of the Head' (previously known as Masters Office) refers to the Head Office of Founders College;
- (f) 'Academic Year' refers to the period between May 1 and April 30; and
- (g) 'Executive Committee' refers to the body of members aforementioned in
- (h) 'SCLD' refers to the Student Community and Leadership Development department of the Student Success Centre (SSC)
- (i) 'SIRC' refers to Student Intramural Recreation Council section 14.1;
- (j) 'Positive Space' refers to the support of growth, freedom, and expression of all members of the York Community who embrace a diverse sexual orientation or gender identity;
- (k) 'Equity' refers to the requirement of distributing the benefits and burdens of research participation in such a way that no segment of the population is unduly burdened by the harms of research or denied the benefits of the knowledge generated from it;
- (l) 'YUELI' refers to the program known as York University English Language Institute; and
- (m) 'SAYU' refers to the Social Association of York University

2.2 Founders College Student Council shall be the sole authority for the interpretation of the Constitution and all subsidiary regulations. The council shall, however, make all determinations of construction and interpretation with due regard to the following, whichever are directly applicable in given circumstances:

- (a) interpretations, and guidelines, if any, set out in the most current edition of Roberts Rules of Order (Newly Revised);
- (b) interpretive precedents set by the Canadian House of Commons, including the Director of Administration's rulings;
- (c) Black's Law Dictionary
- (d) Accepted rules of grammatical and lexical construction in Canadian English.

- 2.3** The Director of Administration, subject to an appeal to the Council, shall interpret the Constitution and all subsidiary regulations, in the first instance.
- (a) Where a decision of the Director of Administration is appealed to the Council, it is the duty of each Member of Council to restrict their vote only to the legal correctness of the decision of the Director of Administration.
 - (b) Unless and until Council reverses a decision of the Director of Administration, the decision of the Director of Administration shall be final and conclusive.
- 2.4** The Director of Administration or Council may postpone a decision or ruling for a reasonable period of time and may make an interim decision and order, to be effective until a final decision or ruling is made.
- (a) If the Director of Administration decides to postpone a final decision or ruling, Council may:
 - (i) determine the maximum amount of time the Director of Administration may have before such a ruling must be made, or,
 - (ii) determine the question immediately.
 - (b) Council may not refuse the Director of Administration a reasonable period of time to determine a question unless the Council decides the situation requires immediate attention.
- 2.5** A final decision or ruling of the Director of Administration shall be appealed immediately or, if the Council is not then sitting, at the next meeting of Council.
- (a) Despite subsection (1), if Council is satisfied that there is sufficient cause or reason for doing so, Council may, by a two-thirds vote of those present and voting, extend the period for considering an appeal from a decision or ruling of the Director of Administration.

PART III – CONSTITUENTS

3.1 A constituent is:

- (a) A person shall automatically become a constituent of the Founders College Student Council at the commencement of the academic year in which he or she is registered or has completed both fall and winter terms at York University and is officially affiliated with Founders College.
- (b) A person shall no longer be affiliated based on their York residence.
- (c) A person shall no longer be considered a constituent of the Founders College Student Council:
 - i. four months after the constituent graduates; and
 - ii. immediately upon the constituent changing their college affiliation.

3.2 A constituent may:

- (a) vote in the elections, general meetings, and referenda of Founders College Student Council;
- (b) Sign petitions created by Founders College Student Council;
- (c) make nominations for positions within Founders College Student Council;
- (d) be elected or appointed as a member of Founders College Student Council; and
- (e) Attend all FCSC meetings and FCSC committee meetings unless they are declared in camera

3.3 Founders College Student Council shall be the official representative of its constituents.

PART IV – ANNUAL GENERAL MEETINGS OF CONSTITUENTS

- 4.1 Meetings of the constituents should be held at least once a year in the month of October or more often if necessary in Founders College or at any place that Founders College Student Council may determine and on such day as the members shall appoint. Held at least once in both the fall and winter terms.
- 4.2 At every annual meeting, the members of Founders College Student Council shall report their activities as they relate to the business of Council. The financial statement and the report of the auditors shall be presented to the constituents and they shall appoint the auditors for the ensuing year.
- 4.3 Except where stated otherwise in the Constitution and By-laws of Founders College Student Council, the constituents may consider and transact any business at any meeting of the constituents provided it is on the agenda.
- 4.4 All motions made at meetings of the constituents shall not be valid unless ratified by Founders College Student Council by majority vote.
- 4.5 Founders College Student Council or the President shall have the power to call, at any time, a general meeting of the constituents. Founders College Student Council shall call a special general meeting on the written requisition of 50 constituents.
- 4.6 A quorum at any meeting of constituents shall be determined by Founders College Student Council prior to the meeting and in any event, shall not be fewer than 30 constituents present in person or represented by proxy.
- 4.7 At the commencement of each such meeting, the Director of Administration of the meeting will record the names of those persons in attendance and the Chair will determine whether a quorum is present. The Chair of each such meeting shall determine the method of recording votes thereat, provided that any constituent present may require all persons present to declare their votes individually.
- 4.8 Motions will be passed by a majority of the participating constituents by a verbal vote recorded by the Director of Administration.

- 4.9 The initial notice of a meeting of the constituents of Founders College Student Council shall be given no less than 15 days prior to the meeting, by placing a such notice on all bulletin boards designated for this purpose by the Founders College Student Council. If notice cannot be given in this manner, notice shall be given in another reasonable and effective manner selected by Founders College Student Council. The notice shall call for the submission of motions or business to be considered at the meeting to the head office of Founders College Student Council within 5 days.
- 4.10 A second notice shall be given in the same manner as the first no less than 6 days prior to the meeting, including the day, time, and location of the meeting. This second notice shall be given by placing a such notice on all bulletin boards designated for this purpose by Founders College Student Council. If this second notice cannot be given in this manner, the second notice shall be given in another reasonable and effective manner. The second notice shall list the motions and business to be considered at the meeting.
- 4.11 Any notice of a meeting of constituents must state that a constituent has the right to vote by proxy.
- 4.12 Each constituent present at a meeting shall have the right to exercise one vote. A constituent may, by means of a written proxy appoint a proxy-holder to attend and act at a specific meeting of constituents, which is then given to the Director of Administration prior to the start of the meeting in the manner and to the extent authorized by the proxy. A proxy holder must be a constituent of the Founders College Student Council. The proxy must include the signature, college affiliation, and student number of the voting constituent and the signature and, if applicable, the student number of the proxy-holder in order to be effective. The proxy shall be open to examination by the constituents of the Founders College Student Council.
- 4.13 The Director of Administration shall have the discretion to not accept a vote by proxy if he or she has reasonable grounds to do so, such grounds shall be passed on to Founders College Student Council for a final decision.
- 4.14 At all meetings of constituents of Founders College Student Council, every question shall be determined by a majority of votes unless otherwise

specifically provided by federal or provincial statute or by the Constitution and By-laws of Founders College Student Council.



PART V – MEMBERSHIP

- 5.1** The majority of the members of the Founders College Student Council shall manage the property and business of the Founders College Student Council. A majority of the number of the members in office at any time shall constitute a quorum. Members must be constituents of the Founders College Student Council throughout the duration of their term.
- 5.2** The constituents of Founders College Student Council shall democratically elect the members of FCSC as determined by its Constitution, By-laws and the rules and regulations developed by Council. The members of Founders College Student Council elected and appointed shall be:
- (a) the President;
 - (b) the Vice-President of Operations;
 - (c) the Vice-President of Athletic Affairs;
 - (d) the Vice-President of Social Affairs;
 - (e) the Director of Social Affairs;
 - (f) the Director of Athletic Affairs; and
 - (g) two First-Year Students Representatives, one on each Social and the Athletics committee.
- 5.3** Notwithstanding paragraph [5.2] the Vice-President of Finance and Business Operations shall be a member in such a manner as set down in the By-laws.
- 5.4** The Founders College York Federation of Students Representative shall be given the same access to Founders College Student Council facilities as all other members of the organization.
- 5.5** The voting members of FCSC shall be the following members:
- a) The President;
 - b) the Vice-President of Finance and Business Operations
 - c) the Vice-President of Operations;
 - d) the Vice-President of Athletic Affairs;
 - e) the Vice-President of Social Affairs;
 - f) the Vice-President of Academics and Outreach;
 - g) the Director of Social Affairs;
 - h) the Director of Athletics Affairs;
 - i) the Director of Promotions Chair A;
 - j) the Director of Promotions Chair B(s);
 - k) the Director of Finance;
 - l) the Director of Academics and Outreach; and
 - m) two First-Year Students Representatives, one on each Social and the Athletics committees

- 5.6 The terms of members shall expire on the 31st day of May in the year following their election. The terms of ex-officio members and members shall expire on the 31st day of May following their becoming a member. Vice-President of Finance and Business Operations membership shall expire on the 31st day of May in the year following that of their hiring.
- 5.7 The term of office for a member who has been appointed by Founders College Student Council before October 15 shall expire with the acceptance of the Chief Returning Officer's report in the annual fall elections. Voting members who are appointed by Founders College Student Council after the annual fall election period shall continue to hold office until May 31st.
- 5.8 Notwithstanding paragraphs [5.6 and 5.7], the President, or any of the Vice-Presidents shall continue in office if his or her successor is unable to assume the duties of the office concerned until such time as his or her successor is able to assume those duties.
- 5.9 The members may, by a motion passed by two-thirds of the members voting and present at a meeting of the Founders College Student Council, remove any member, before the expiration of his or her term of office. No such motion is valid unless proper notice was given to all members, including the member whose removal is sought, that such a move would come before the Founders College Student Council at the meeting in question. Such a motion may be done by secret ballot (refer to Appendix B).
- 5.10 The members may by majority vote remove from office a member who is absent and/or more than 30 minutes late for three meetings of Founders College Student Council for which proper notice was not given. Proper notice should be given to The Director of Administration, or equivalent, 24 hours before the meeting, with the exception of extreme circumstances.
- 5.11 When a member's position is terminated pursuant to paragraph [5.9] or [5.10], the Founders College Student Council may appoint an eligible constituent to assume the position of the removed member for the remainder of that member's term of office.
- 5.12 A member who ceases to be a constituent for whatever reason shall cease to be a member of Founders College Student Council.
- 5.13 A person shall no longer be considered a member:
- (a) if a member shall resign such office by delivering a written resignation to the Vice President of Operations of Founders College Student Council;
 - (b) if the member is found by a court to be of unsound mind; or

- (c) if at a special general meeting of constituents, a motion is passed by two-thirds of the votes cast by the members present at the meeting that the member be removed from office; or
- (d) on death;
- (e) Provided that if any vacancy shall occur for any reason contained in this paragraph, the remaining members of Founders College Student Council, may, by appointment, fill the vacancy with a qualified person.
- (f) In the event that the President resigns, the Vice-President of Operations shall take the position. In the event that the Vice-President of Operations is not the most suitable candidate, the council may appoint another member to the position; if the council wishes a Vice-President of Council may be appointed to assist the newly appointed president.

5.14 A retiring member shall remain in office until the dissolution or adjournment of the meeting at which such retirement is accepted and a successor is elected or appointed.

5.15 The Founders College Student Council shall select a constituent, called the Director of Administration, who shall chair the meetings of the members of the Founders College Student Council. The Director of Administration shall be a member of Founders College Student Council but shall not vote unless it is to break a tie.

5.16 Meetings of Founders College Student Council may be held at any time and place to be determined by the members provided that 24 hours' notice of such meeting shall be given in writing, by telephone, by facsimile, or by electronic mail to each member. Each member is authorized to exercise 1 vote.

5.17 Founders College Student Council may hold meetings by teleconference or by other electronic means that permit all persons participating in the meeting to hear each other. If deemed possible by the Director of Administration, a member may participate in a meeting by means of electronic communication and a member participating in such a meeting by such means is deemed to be present at the meeting.

5.18 At the commencement of each such meeting the director of administration of the meeting will record the names of those persons in attendance in person or by electronic communications facilities and the Director of Administration will determine whether a quorum is present. The Director of Administration of such meeting shall determine the method of recording votes thereat, provided that any member present may require all persons present to declare their votes individually.

5.19 Motions will be passed by a majority of the participating members by a

verbal vote recorded by the Director of Administration. The members shall take such reasonable precautions as may be necessary to ensure that such communications facilities are secure from unauthorized interception or monitoring.

- 5.20** Founders College Student Council may motion to conduct any business of a sensitive nature in camera. Members shall not disclose any details of any business discussed in camera; such a discussion shall be considered a violation of the trust bestowed upon members of Founders College Student Council.
- 5.21** The members of Founders College Student Council may determine that they be paid a reasonable honorarium. The amounts of honorariums are to be determined by June 1.
- 5.22** Founders College Student Council may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by Founders College Student Council at the time of such appointment.
- 5.23** Founders College Student Council shall fix a reasonable remuneration for all members, agents, committee members and employees by motion.
- 5.24** The procedure at meetings of Founders College Student Council of members shall be according to "Robert's Rules of Order" newly revised.
- 5.25** A constituent cannot occupy more than one position on Founders College Student Council.
- 5.26** If a position on the council is left vacant, another member of council may take on some or all of the responsibilities of that position if approved by a 2/3 majority vote of council.
 - (i) This person will retain only one title and if applicable only one vote.
- 5.27** If a council member is impeached for any reason(s), they shall not be given the opportunity to run or apply for any hired or elected position for the immediate year.
- 5.28** A constituent may run for election and/or be on council if they are in the Faculty of Education consecutive and/or concurrent program provided they have a Founders college affiliated major.

PART VI – DUTIES OF MEMBERS

6.1 The duties of the President shall be:

- (a) to act as Chief Executive Officer of Founders College Student Council;
- (b) to preside as chairperson at all meetings of constituents, save that the President may at his or her discretion invite another person to do so;
- (c) to serve as the official representative of the students of Founders College in all matters;
- (d) to report decisions of the Executive Committee to Founders College Student Council;
- (e) to meet with the Master of Founders College on a routine basis;
- (f) to post and keep a minimum of four office hours per week;
- (g) to ensure that an annual report of the activities of the Founders College Student Council is prepared and presented to the Founders College Student Council at the final meeting of each academic year;
- (h) to attend Constituency Committee meetings with priority to Founders College Student Council in case of a conflict;
- (i) to have the power to appoint any person to any committee of Founders College Student Council with the exception of the Executive Committee and the Election Committee;
- (j) to assist the Vice-President of Financial Affairs with the planning and implementation of the annual Council Budget Meeting no later than the last week of July;
- (k) to ensure that all Members and Associates of the Council have appropriate access to the information of all financial documents as appropriate while ensuring that the Vice-President of Financial Affairs is the only other person with free access to the safe;
- (l) to be responsible for the FCSC website and to co-ordinate all FCSC website content changes with the Director of Promotions in order to keep the website relevant and current;
- (m) to maintain an accurate system of keeping track of all keys distributed to all Members and Associates of the Council, and remind such individuals of their duty to return any aforementioned keys if keys aren't returned in a reasonable amount of time, the council reserves the right to withhold the honorarium to an individual;
- (n) to lead and guide the Social Orientation Chair(s) in the planning and executing of Founders Frosh Week events;
- (o) to support the Vice-President of Operations in the annual FCSC transition;

- (p) to organize council training and visioning with the support of fellow council members;
- (q) to be aware of and communicate with all key Founders College and York University contacts at the beginning of their term of office (i.e. Masters Office, Residence Life, SC&LD, Student Clubs, etc.);
- (r) to be responsible for the usernames and passwords of all FCSC-affiliated electronic mail addresses and/or online portals and to pass them on to the appropriate incoming council members;
- (s) to transfer passwords and online admin positions to the incoming president;
- (t) to assist all Vice-Presidents of FCSC (executive committee) in the initial adjudication process for allegations of wrongdoing;
- (u) to assume the role of Director of Administration in their absence; and
- (v) to assist in the planning and execution of Orientation events.

6.2 The duties of the Vice-President of Operations shall be:

- (a) to assist the President as required in the performance of their duties;
- (b) to be the Chief Administrative Officer of Founders College Student Council;
- (c) to act as an all-committee advisor and to present all-committee reports to the Executive;
- (e) to post and keep a minimum of three office hours each week;
- (f) to monitor whether the members of Founders College Student Council are performing their duties as required, and to report the same to Founders College Student Council;
- (g) 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 Council office space;
- (h) to oversee the attendance and proper conduct of Members during office hours, and report to Council any problems arising thereof;
- (i) to be responsible for ensuring the FCSC Constitution remains relevant and updated throughout the course of their term of office and if needed, update the constitution after taking office in the spring and a mid-year update in January;
- (j) to be responsible for all student spaces run by Founders College Student Council, with a priority on creating new spaces and ensuring the viability of current spaces;
- (k) To handle all necessary room bookings and/or services in regard to council matters;

- (l) to be responsible for the administration and processes regarding the Founders College Student Council Awards in By-Law X – Awards;
- (m) to assist in the planning and execution of Orientation events;
- (n) to attend a minimum of 75% of all FCSC hosted events, and compile a short report on the successes and faults of each event; and
- (o) to coordinate the annual transition of the Founders College Student Council.

6.3 The duties of the Vice-President of Athletic Affairs shall be:

- (a) to ensure that Founders College Student Council is providing programming, facilities, etc. that meet and are in touch with the needs of the constituents;
- (b) to organize FCSC intramural sports teams with the assistance of the Athletic Representative and the first-year rep. - i.e. Attend rules meetings, register teams, ensure adequate attendance of each intramural event, appoint interested Founders College students to be captains of intramural teams;
- (c) to organize, direct and ensure the proper and efficient execution of a minimum of one athletic event per semester held by FCSC with the assistance of the Athletic Representative and Athletic Committee with a priority to directly benefit Founders College Student Council constituents;
- (d) to collect reports from the Athletic Representatives regularly, concerning all matters related to York University Intramural Sport;
- (e) to meet and coordinate as required with all athletic organizations such as SIRC affiliated with Founders College. These include going to meetings, submitting monthly fs, submitting POTM (participant of the month) and other awards, as well as participating in their sub-committees.
- (f) to meet and coordinate as required with athletic organizations within York University including SIRC;
- (g) to be responsible for the maintenance and upkeep of "the Lounge", room 004 in the basement of Founders College;
- (h) to post and keep a minimum of three office hours per week;
- (i) to assist in orientation planning and execution of events;
- (j) Attend FCSC athletic events and must remain engaged for the entirety of the committee's event, with reasonable exception;
- (k) to ensure that Founders College Student Council is kept aware of the needs of constituents at all times; and
- (l) Provide the Vice-President of Operations with a monthly report summarizing all athletic events, programmes and their outcome.

6.4 The duties of the Vice-President of Social Affairs shall be:

- (a) to ensure that Founders College Student Council is providing programming, facilities, etc. that meet and are in touch with the needs of the constituents;
- (b) to chair the FCSC Social Committee that meets on a monthly basis;
- (c) to attend SAYU meetings and report back the details of these meetings to FCSC
- (d) to organize, direct and ensure the proper and efficient execution of a minimum of one social event per month held by FCSC with the assistance of the Social Committee with a priority to directly benefit Founders College Student Council constituents;
- (e) Attend FCSC social events and must remain engaged for the entirety of the committees' event, with reasonable exception;
- (f) to meet and coordinate as required with all social and cultural organizations affiliated with Founders College;
- (g) to meet and coordinate as required with all social and cultural organizations within York University;
- (h) to post and keep a minimum of three office hours per week;
- (i) to assist in orientation planning and execution of events, meeting with the FCSC Orientation Chair(s) to discuss and finalize the Frosh Week Schedule such that all events are inclusive and promote a safe and positive space;
- (j) to ensure that Founders College Student Council is kept aware of the needs of constituents at all times; and
- (k) Provide the Vice-President of Operations with a monthly report summarizing all social events, programmes and their outcome.
- (l) Must attend 80% of all events planned by the Founders College Student Council.

6.5 The duties of the Director of Athletic Affairs shall be:

- (a) to ensure that Founders College Student Council is providing programming, facilities, etc. that meet and are in touch with the needs of the constituents;
- (b) To assist with the organization and delivery of FCSC intramural sports teams – i.e. Attend rules meetings, register teams, ensure adequate attendance of each intramural event, appoint interested Founders College students to be captains of intramural teams;

- (c) to assist with the organization and ensure the proper execution of events held by Founders College Student Council which are deemed by Founders College Student Council to be athletics events employing the appropriate committees;
- (d) to report to the V.P. of Athletics regularly, concerning all matters related to York University Intramural Sports;
- (e) to meet and coordinate as required with all athletic organizations such as SIRC affiliated with Founders College. These include going to meetings, submitting monthly reports, submitting POTM (participant of the month) and other awards, as well as participating in their subcommittees.
- (f) to meet and coordinate as required with athletic organizations within York University;
- (g) to post and keep a minimum of two office hours per week;
- (h) to assist in orientation planning and execution of events;
- (i) Attend FCSC athletic events and must remain engaged for the entirety of the committees' event, with reasonable exception; and
- (j) to ensure that Founders College Student Council is kept aware of the needs of constituents at all times.

6.6 The duties of the Director of Social Affairs shall be:

- (a) to organize and ensure the proper and efficient execution of social events held by Founders College Student Council which do not fall within the specified duties of any other member of Founders College Student Council, employing the appropriate committees;
- (b) to assist in the planning and execution of Orientation events;
- (c) to assist with the organization and ensure the proper execution of events held by Founders College Student Council which are deemed by Founders College Student Council to be social or cultural events employing the appropriate committees;
- (d) to post and keep a minimum of two office hours per week;
- (e) to meet with each social and cultural club housed or funded by Founders College a minimum of once each academic term, and to report the activities of such clubs to Founders College Student Council; and
- (f) Attend FCSC social events and must remain engaged for the entirety of the committee's event, with reasonable exception;
- (g) to be responsible for the promotion of FCSC social events;
- (h) Attend all FCSC meetings;
- (i) To attend SAYU meetings and report back the details of these meetings to FCSC

- (j) to assist the Vice President of Social Affairs and work with members of the social committee in the completion of their duties; and
- (k) to act as Social chair in the event that the Vice President of Social Affairs cannot carry out their duties.
- (l) Must attend 80% of all events planned by the Founders College Student Council.

6.7 The duties of the two First-Year Students Representatives shall be:

- (a) To organize and ensure the proper and efficient execution of two events, one in each of the fall and winter academic terms, focused on the participation of first-year students;
- (b) to attend their respective Committee events;
- (c) to post and keep a minimum of one office hours per week; and
- (d) Attend all FCSC meetings;
- (e) The Socials First Year Representative must attend 80% of all events planned by the Founders College Student Council.

6.8 It will be the duty of all members of the council to:

- (a) Failure to do the following will result in the reduction of honorarium which is located in Member Salaries;
- (b) submit an annual report describing the activities and duties that they participated in during their term of office, with the exception of the Finance committee and the Director of Administration. These reports will be provided to the VP of Operations who will provide a FCSC Annual Report to the Master's Office and incoming council;
- (c) maintain a high standard of professionalism and civility toward all other Council members while working towards the objectives of FCSC outlined in the Constitution; and
- (d) have a general understanding of the Founders College Student Council Constitution as a whole, with specific knowledge and understanding of any section that corresponds to their given position on the council.
- (e) Members of FCSC must play at least 1 league sport per semester and 1 tournament/drop-in per academic year and be eligible to participate in playoffs. Exceptions can be made within reasons decided by the President and Vice-President of Athletics.
- (f) Attend 1 Office of the Head events per semester excluding etc. to demonstrate support.
- (g) Each member must attend a minimum of 2 events in the fall semester, and 3 events in the winter semester. Each member must attend formal as well

which can be considered one of your 5 mandatory events. Exceptions can be made within reasons decided by the President and Vice-President of Socials.

PART VII - MEMBERS' CONFLICT OF INTEREST

- 7.1** Any member of Founders College Student Council who:
- (i) is a party to a material contract or proposed material contract with Founders College Student Council, or
 - (ii) is a member or officer of or has a material interest in any body corporate or business firm who is a party to a material contract or proposed material contract with Founders College Student Council,
 - (iii) shall disclose in writing or have entered in the minutes, the nature and extent of such member's interest in a such material contract or proposed material contract with Founders College Student Council.
- (b) The disclosure required by the above shall be made:
- (i) at the meeting at which a proposed contract is first considered;
 - (ii) if the member was not then interested in a proposed conflict, at the first meeting after the such member becomes so interested; or
 - (iii) if the member becomes interested after a contract is made, at the first meeting held after the member becomes so interested.
- (c) If a contract or a proposed contract is one that, in the ordinary course of carrying on Founders College Student Council's non-pecuniary purpose or purposes, would not require approval by the members, a member shall disclose in writing the nature and extent of the member's interest at the first meeting held after the member becomes aware of the contract or proposed contract.
- (d) A member referred to in subparagraph (a) above is liable to account for any profit made on the contract by the member or by a corporate entity or business firm in which the member has a material interest, unless
- (i) the member disclosed the member's interest in accordance; with sub-paragraphs (b) or (c) above or (e) or (f) below;
 - (ii) after such disclosure the contract was approved by the members; and
 - (iii) the contract was reasonable and fair to Founders College Student Council at the time it was approved.
 - (iv) Provided that a member who has made a declaration of the member's interest in a contract or a proposed contract and has not voted in respect of such contract contrary to the prohibition contained in sub-paragraph (e) below, if such prohibition applies, is not accountable to Founders College Student Council or any of its members or creditors by reason only of a such member holding that office or of the fiduciary relationship thereby established, for any

profit realized by such contract.

- (e) A member referred to in sub-paragraph (a) above shall not vote on any motion to approve the contract, unless the contract is an arrangement by way of security for money lent to or obligations undertaken by the member for the benefit of Founders College Student Council.
- (f) For the purposes of this paragraph, a general notice to the members by a member declaring that the person is a member or officer of or has a material interest in a body corporate or business firm and is to be regarded as interested in any contract made therewith, is a sufficient declaration of interest in relation to any contract so made.
- (g) A contract is not void by reason only of the failure of a member to comply with the provisions of this paragraph.

PART VIII - PROTECTION OF MEMBERS

- 8.1** Any member of Founders College Student Council shall not be liable for any act, receipt, neglect or default of any other member or employee or for any loss, damage or expense happening to Founders College Student Council through any deficiency of title to any property acquired by Founders College Student Council or for any deficiency of any security upon which any moneys of Founders College Student Council shall be invested or for any loss or damage arising from bankruptcy, insolvency or tortious act of any person including any person with whom any moneys, securities or effects shall be deposited or for any loss, conversion, or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to Founders College Student Council or for any other loss, damage or misfortune which may happen in the execution of the duties of such members respective office unless such occurrence is as a result of such member's own willful neglect or default.

PART IX – INDEMNITIES TO MEMBERS AND OTHERS

- 9.1** Every member of Founders College Student Council or other person who has undertaken or is about to undertake any liability on behalf of Founders College Student Council or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the finds of Founders College Student Council, from and against;
- (a) all costs, charges and expenses which such member or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him or her, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of the duties of his or her office or in respect of any such liability; and
 - (b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

PART X – HONOURARY MEMBERSHIP

10.1 Honorary membership:

- (a) Honorary memberships are awarded to persons in recognition of outstanding service to Founders College Student Council, Founders College, or York University. A person is eligible to be an honorary member when a motion nominating the person for honorary membership has been passed by at least two-thirds of the voting members of Founders College Student Council present at a meeting of the members held for this purpose.
- (b) Any person who has held office of President of Founders College Student Council through democratic means is eligible to become an honorary member of Founders College Student Council.
- (c) An honorary membership is valid for the existence of the Founders College Student Council.
- (d) An honorary member may participate in social activities of Founders College Student Council.

10.2 An honorary member may:

- (a) vote in the general meetings of constituents, and referenda of Founders College Student Council;
- (b) sign petitions created by Founders College Student Council;
- (c) attend meetings of Founders College Student Council of members; and
- (d) not vote at meetings of members.

PART XI - POWERS

11.1 Founders College Student Council shall be empowered to:

- a) create legislation in the context of this Constitution;
- b) receive and administer all funds accruing to Founders College Student Council;
- (c) engage in any undertaking necessary to achieve the objectives of the Council; and
- (d) to do all such things as are incidental or conducive to the attainment of the objectives of Council.

11.2 Founders College Student Council may administer its own affairs in all things and make or cause to be made for Founders College Student Council, in its name, any kind of contract which Founders College Student Council may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as Founders College Student Council is by its purpose or otherwise authorized to exercise and do.

11.3 The members shall have the power to authorize expenditures on behalf of Founders College Student Council from time to time and may delegate by motion to a member of Founders College Student Council the right to employ and pay salaries to employees on behalf of Founders College Student Council.

11.4 The voting members shall take such steps as they may deem requisite to enable Founders College Student Council to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments, and donations of any kind whatsoever for the purpose of furthering the objectives of Founders College Student Council.

11.5 Founders College Student Council Executives shall be empowered to represent the interests of Founders College Student Council as a whole and its affiliated constituents and to take any actions deemed appropriate within the confines of the Constitution to ensure the viability of Founders College Student Council and administrate on behalf of the Council.

11.6 The Founders College Student Council may appoint committees in the manner provided for in the by-laws of the Founders College Student Council.

- (a) The Standing or Special Committees established by Founders College Student Council shall have the right to establish regulations in addition to,

but not in contradiction to, regulations set down by Founders College Student Council.

- 11.7** The employees of Founders College Student Council shall at the pleasure of the Executives be empowered to oversee the daily operations of the enterprises of Founders College Student Council that they were hired to administer.
- 11.8** Founders College Student Council shall administer its own electoral process with due regard for democracy and rule of law.
- 11.9** Budget re-allocations require unanimous votes from the involved committees for a budget re-allocation motion to pass.
 - (a) Motion to re-allocate \$1000 from the athletics budget to the social's budget
 - (b) 3 out of 3 Social must vote in favor and 3/3 must vote in favor of athletics
 - (c) If votes are not unanimous the budget re-allocation does not proceed to the council vote

PART XII - FINANCES

- 12.1** The Board of Governors of York University is authorized and requested to collect from every undergraduate student of Founders College each year, at their registration, a sum, the amount of which shall be determined by the Board of Governors.
- 12.2** The Founders College Student Council "will administer its own funds, keep adequate records and will provide the University with an audited financial statement at each year end." (From the letter by H.B. Parks, Vice President Finance M. Jackson President Founders College Student Council, dated October 1965.)
- 12.3** All expenditures must conform to the budgetary appropriations as authorized by the Founders College Student Council. No expenditures are to be made until such authorization has been received. No motion regarding monies shall be introduced unless charged against a budget.
- 12.4** The Chair of the Finance Committee must present the annual budget to the Founders College Student Council no later than the first of October of each year.
- (a) Itemized budgets must be received from all Members and the Chairs of all the Committees by the fifteenth of September of each year. First-Year Representatives will submit an itemized budget within two weeks after the acceptance of the fall Chief Returning Officers report. These budgets are to be submitted to the Chair of the Finance Committee.
 - (b) The Committee's budgets will be reviewed at the Council meeting following the annual elections in March, prior to the fiscal year-end.
 - (c) Mandatory member reports will be personally submitted and presented to Council on a monthly basis.
 - (d) The Finance Committee shall be convened in March to create a budget for the period from May 1 to September 30.
- 12.5** In the event that a budget is not prepared for the current fiscal year, Founders College Student Council is presumed to have adopted the budget from the previous fiscal year.
- (a) Founders College Student Council may not increase the amount of spending to any budget without a new budget being prepared.

- 12.6** All expenditures over two hundred dollars must be approved by the Founders College Student Council before any monies are transferred.
- (a) Monies for items costing less than two hundred dollars, not included in the original budget appropriations must be approved by three-quarters of the Executive members.
- 12.7** Contracts, documents or any instruments in writing requiring the signature of Founders College Student Council, shall be signed by the members as specified in the by-laws of Founders College Student Council, or in the absence of such by-laws, by the following members of FCSC:
- (i) the President;
 - (ii) the Vice President of Finance and Business Operations;
 - (iii) the Director of Finance Operations; and
 - (iv) any FCSC executive member designated by the executive committee in the absence of two of the three signing officers stated above.
- (b) All cheques, purchase orders, service orders, etc. require the signature of the President and one of the other two members with signing authority unless they are pre-approved by the Council and are charged to a budget.
- (c) All cheques and e-transfers must be processed by the Director of Finance following the standard procedure:
- (i) Vendor invoice will be received by the Director of Finance
 - (ii) The Director of Finance Operations will prepare the expense approval form noting the vendor's name, date, description and nature of expenses, and expense account allocations
 - (iii) The completed expense approval form and related invoice will be sent to two separate executives for approval (i.e., Vice-President of Finance and Business Operations, President, etc)
 - (iv) The two signatories will review the expense approval form along with the invoice to ensure that the expense is appropriate, the amounts recorded are accurate, and that the expense has been appropriately allocated to the correct expense accounts
 - (v) Once approved by the two signatories, the expense approval form is sent to the Director of Finance for cheque or e-transfer preparation
 - (vi) The expense invoice is entered into Quickbooks online
 - (vii) A copy of the cheque or e-transfer confirmation is attached to the expense approval form and stored for records

- 12.8** All contracts, documents and instruments in writing so signed shall be binding upon Founders College Student Council without any further authorization or formality. The members also shall have power from time to time by motion to appoint persons on behalf of Founders College Student Council to sign specific contracts, documents and instruments in writing. The members may give Founders College Student Council's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of Founders College Student Council.
- 12.9** The fiscal year-end of Founders College Student Council shall be the last day of April each year.
- 12.10** The constituents have the authority to appoint an auditor to audit the accounts of the Founders College Student Council for reporting to the constituents at the next annual meeting. The auditor shall hold office until the next annual meeting, provided that Founders College Student Council may fill any casual vacancy in the office of the auditor. The Founders College Student Council shall fix the remuneration of the auditor.
- 12.11** Should Founders College Student Council dissolve for whatever reason, the remaining funds in our bank account shall first be used to pay off all outstanding debts, with the remaining funds being sent to the Student Council of Liberal Arts and Professional Studies (SCOLAPS).

PART XIII - MINUTES OF FOUNDERS COLLEGE STUDENT COUNCIL

- 13.1** The minutes of Founders College Student Council meetings shall be available to the members of Founders College Student Council, each of whom shall receive a copy of such minutes. Constituents shall receive a copy from the Director of Administration within a reasonable time after a written request. Copies of the minutes will be available in the office bi-monthly.

PART XIV - EXECUTIVE COMMITTEE

14.1 There shall be an Executive Committee. The members of the Executive Committee shall be:

- a) the President;
- b) the Vice-President of Finance and Business Operations;
- c) the Vice-President of Operations;
- d) the Vice-President of Athletic Affairs;
- e) the Vice-President of Social Affairs;
- f) the Vice-President of Academics and Outreach

14.2 The President shall be the chairperson of the Executive Committee. The President shall have one vote.

14.3 The members of the Executive Committee shall be paid such a salary as authorized by Founders College Student Council of members in addition to any other remuneration specified in the by-laws. This salary will not exceed seven thousand dollars per fiscal year.

14.4 The Executive Committee shall, in addition to any other powers assigned to it, have the power:

- (a) to exercise all the powers of the Founders College Student Council that the Founders College Student Council may exercise by majority decision, save that the Executive Committee may not alter or act in contradiction to any decision of Founders College Student Council which is effective at the time the Executive Committee seeks to exercise its powers; and
- (b) to require from any committee of Founders College Student Council such reports as it desires to place before Founders College Student Council.

14.5 The duties of the Executive Committee shall be:

- (a) To review, propose, implement, and provide recommendations for improvements relating to the by-laws, policies, and procedures of Founders College Student Council;
- (b) to review the hiring and termination of employees;
- (c) To ratify the decisions of the Chief Returning Officer of Founders College Student Council prior to their presentation to Founders College Student Council;
- (d) the Executive Committee shall see that all necessary books and records of

Founders College Student Council required by the Constitution or by-laws of Founders College Student Council or by any applicable statute or laws are regularly and properly kept;

- (e) to formulate and present to the council for consideration policies on matters external to the Founders College Student Council; and
- (f) in the event of a situation deemed to be a "campus-wide crisis" by the Executive committee, to meet within a reasonable time to formulate and present to the Founders College Student Council for consideration a plan or plans of action for the Founders College Student Council in response to the event.

14.6 Any member of the Executive Committee may call a meeting of the Executive Committee with forty-eight [48] hours' notice.

14.7 Any two members of the Executive Committee may call an emergency meeting of the Executive Committee with twenty-four [24] hours' notice.

14.8 A quorum of the Executive Committee shall exist when the majority of members of the Executive Committee are present.

14.9 Unless otherwise provided for by statute or the by-laws, decisions of the Executive Committee shall be decided by majority vote.

PART XV - SUPREMACY

- 15.1** The Constitution, By-laws, and Appendices of Founders College Student Council are the principle rules and regulations governing the activities of the members; any motion made by Founders College Student Council must be in accordance with these rules and regulations or shall be considered of no force and effect.
- 15.2** Notwithstanding [15.1] Founders College Student Council shall be empowered in cases of the utmost importance to temporarily suspend any part of its Constitution, By-laws or Appendices and to enact new regulations with a two-thirds majority vote of all members. [Adapted from the Canadian Charter of Rights and Freedoms (1982) Section 33]
- 15.3** Cases of the “utmost importance” referred to in [15.2] shall be when Council determines that following its Constitution, By-laws, or Appendices may cause great harm to the integrity, purpose, or other such noble causes embodied in the existence of Founders College Student Council.

PART XVI - AMENDATORY PROCEDURE

- 16.1** Provided quorum exists, a two-thirds majority of all voting members of the Founders College Student Council present at the meeting, shall be required to adopt, rescind, or amend the Constitution of Founders College Student Council or one of its by-laws.
- 16.2** A notice of motion shall be given to the Founders College Student Council at least one regular meeting prior to voting on:
- (a) Proposed amendments to this Constitution.
 - (b) Proposed amendments to a Founders College Student Council by-law.
- 16.3** Amendments to this Constitution must clearly be stated to be such. Only constitutional precedents shall be considered binding on successive councils. Motions thus not prefixed and without a meeting's notice, will not be considered viable amendments.
- 16.4** Appendices may be changed by a two-thirds majority vote.
- 16.5** A dated master copy of the Constitution must be kept in the Executive office, at all times.
- (a) The Constitution and any attachments to it approved by Council shall bear the signatures of the President and the Director of Administration attesting to its validity.
 - (b) A new master copy of the Constitution shall be created after an amendment is made within thirty days or the amendment shall be considered expired.
 - (c) An expired amendment may be re-enacted by the Council with a 50 percent majority vote at the next meeting.
 - (d) An amendment that has expired for a period exceeding six months shall be considered null and void.