FOUNDERS COLLEGE STUDENT COUNCIL

APPENDICES

Adopted September 7, 2023

The following are the Official Appendices of Founders College Student Council

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April Cole

President

Jaden Arevalo

Vice-President of Operations

Addis-Ababa Bot

Director of Administration

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APPENDIX A - MEETINGS AND PROCEDURES

PART I - PRESIDING OFFICER

1.1 The presiding officer at the meetings of the Founders College Student Council shall be the Director of Administration.

1.2 The Director of Administration shall:

(a) Call the meetings to order by stating your name, date and time, record this information, as well as acknowledge the first person to second the call to order

(b) Keep the meeting to the Order of Business

(c) Handle the discussion in an orderly way in that they shall:

  (i) Give every member a chance to speak.

  (ii) Keep all speakers to the rules of order and the question.

  (iii) In the case of multiple speakers, use affirmative action.

(d) Not enter into the discussion except to contribute relevant objective information or to ask questions to clarify information.

(e) Record who states each motion before it is discussed and before voting.

(f) Collect the votes and announce the outcome of the voting.

(g) Be familiar with the parliamentary procedure to inform the Founders College Student Council of the proper procedure.

(h) Appoint Committees when authorized by the Founders College Student Council to do so.

(i) Suggest procedural motions as to adjournment and so forth to the Founders College Student Council but may not make them.

(j) Adjourn the meeting.

(k) Declare a motion defeated or carried in the event of a tie vote.

(l) Distribute demerits with the approval of the president or Vice President of Operations to council members who commit misconduct during Founders College Student Council meetings to maintain order. Demerits may be

distributed through any method deemed acceptable and where acknowledgement can be given and recorded, such as:

- Online communication,
- Telecommunication,
- E-mail,
- Physical mail,
- A memo created by the Director of Administration intended for reuse over the above channels.

PART II - ORDER OF BUSINESS

2.1 For each meeting of the Founders College Student Council the order of business called on the Agenda, shall be drawn up by the Director of Administration with the President's advice as to the time, date, place and order of the meeting.

2.2 The preliminary and Final Agenda shall be available for inspection at all times in the Founders College Student Council office.

2.3 All items to be discussed at the Founders College Student Council meeting shall be written in moderate detail with the mover's name on the proper Agenda Form and be submitted before that week's meeting.

2.4 Reports to be discussed must be submitted to the Director of Administration.

2.5 Quorum must be met in a meeting to be conducted which will follow the guideline below:

(a) Quorum of council shall require one-half (½) of voting members of council at the meetings during the academic year (September-April, inclusive).

(b) Quorum of council shall require one-quarter (¼) of the voting members of the council at meetings during the summer (May-August, inclusive).

2.6 Should a meeting have less than the number of members mentioned above in the chart, a quorum has not been met thus a meeting will not commence

PART III - RULES OF ORDER

3.1 All members and guests of the Founders College Student Council present at the meetings of the Founders College Student Council shall abide by the Rules of Order set down by the Director of Administration.

3.2 Questions will be decided on the existing rules, and after the question has been decided, a motion may be made to change the rule(s).

3.3 Rules may be suspended only on rare occasions by the consent of two-thirds of the members of the Founders College Student Council.

3.4 Whenever the Director of Administration has given a ruling on a question of the order of privilege, any member may rise in their place and state to the Director of Administration "I respectfully appeal to the Council from your ruling." The Director of Administration will then put the question to the Council, "Shall the ruling of the Director of Administration be sustained?" Upon the voting, the Director of Administration shall declare their ruling sustained or not sustained.

PART IV - PROPOSAL OF MOTIONS

4.1 Questions shall be submitted to a meeting in the form of a motion.

4.2 The Director of Administration shall write the motion.

4.3 The motion is the property of the Council only after it is read to the Council by the Director of Administration.

4.4 The mover of the motion may speak first on the motion or reserve the right to speak later. The motion must be seconded, the seconder may elect to speak second on the motion or reserve the right to speak later.

4.5 The motion once proposed becomes subject to debate (if debatable).

4.6 Until the Director of Administration reads it the motion may be withdrawn or amended by the mover. The seconder must agree upon an amendment.

4.7 The motion once read by the Director of Administration is still subject to debate and may be accepted, amended or negated subject to the approval of a majority of the Council.

4.8 As per implementation of a new rule: All votes are final unless voted for a re-vote by the Student Council in the form of a For, Against or Abstain vote.

4.9 All votes must be separate; there are no more joint motions or re-votes unless it is a united front from FCSC.

PART V - PRECEDENCE OF MOTIONS

In the course of a debate on a debatable motion, several subsidiaries, procedural and privileged motions may arise and need to be decided. To have a close reference, the order of precedence is listed and followed by explanations of special motions.

5.1 Motions, that may not be made if any other motion is pending:

(a) Main Motions: presentation of any proposal to the Council that has been seconded.

(b) Unclassified Motions:

(i) To reconsider and vote on a previously decided motion.

(ii) To rescind a previously decided motion.

5.2 Motions that have precedence rule over the motion to which they pertain:

(a) Procedural Motions:

(i) To withdraw or modify a motion.

(ii) To rise to a point of order.

(iii) To appeal a decision of the Director of Administration.

5.3 Motions that have no definite precedence rule:

(a) Procedural Motions:

(i) To suspend a rule temporarily.

(ii) To close nominations.

(iii) To open nominations.

5.4 Motions that have precedence over all motions in points 1, 2, and 3. These motions have precedence over all motions that precede them.

(a) Subsidiary Motions:

(i) To postpone action on a motion indefinitely.

(ii) To amend the main motion.

(iii) To refer the main motion to the Committee for special consideration.

(iv) To limit discussion to a certain time (2/3 vote required).

(v) To the Previous Question -- a call for the end of the debate and immediate vote on the motion. The previous Question requires a 2/3 majority, it is non-debatable non-amendable and requires a seconder. If this motion is defeated, discussion on the main motion continues.

(b) Privileged Motions:

(i) To table a motion.

(ii) To call for an order of the day.

(iii) Questions of Privilege -- These refer to all members affecting the rights and immunities of the Council collectively, or to the position and conduct of the members in their representative character, members who raise on a so-called question of privilege to correct reports of speeches and so on, are personal explanations only allowed by the indulgence of the Council. The Director of Administration will decide if there has been a breach of privilege. Genuine questions of privilege should be presented at the beginning of the meetings before the order of business is started. When a motion is to be made concerning the conduct, election or right to hold a seat for a councillor, due notice, of at least a week,

will be given to the member to prepare his defence. On making their statement, the member withdraws from the Council room.

(iv) To take a recess.

(v) To adjourn.

(vi) To set down the time for the next meeting.

PART VI - DEBATE ON A MOTION

In modern assemblies, the principle of freedom of speech must be limited to ensure that all the business at hand is covered. Accordingly, some motions must be dealt with or without debate or amendment.

6.1 The following motions are debatable. Any motion:

(a) standing on the order of preceding for the day.

(b) for the concurrence in a report of a standing Committee or Special Committee.

(c) for the adjournment of the council to discuss a definite urgent matter.

(d) to proceed to another order of business.

(e) for the appointment of a Committee.

(f) for the observations of the properties of the Founders College Student Council, the maintenance of its authority, the appointment and conduct of its officers, the management of its business, the arrangements of its business, the correctness of its records and the fixing of the times for meetings.

6.2 The following motions are not debatable. Any motion:

(a) to adjourn a debate.

(b) to adjourn a meeting.

(c) to read the Order of Business.

(d) for suspension of a standing rule.

(e) to appoint a question for consideration at a subsequent meeting.

(f) to restore any question or motion to the order paper.

(g) that the decision of the Director of Administration is confirmed.

(h) that any member now is heard.

(i) to change a rule temporarily.

(j) to limit discussion.

(k) for the Previous Question.

PART VII – MINUTES

7.1 All items for the Agenda submitted, before the Founders College Student Council meeting must be approved by the President or Director of Administration before being added to the Agenda.

7.2 The Agenda will be either stapled to the front of the corresponding minutes or be included on the first page immediately following the list of persons present.

(a) All information, agenda and minutes, shall be provided electronically to both constituents and the emails of all FCSC committees.

7.3 Votes will be recorded in either the following manner:

(a) In Favor, Opposed, Abstentions

(b) Unanimous

7.4 Items on the Agenda (with or without motion) may be included in the minutes with a summary of the discussion on the topic.

7.5 Any member may make a specific request to have all the discussion placed in the minutes or to speak off the record.

7.6 Any reports given to the Council must be recorded in the minutes and a written copy of the report submitted to the Secretary after the meeting.

7.7 New groups (i.e. just recently started) who are requesting funds from the Council will have a little description of the function of their group included in the minutes.

7.8 New Business will be recorded as a heading with subheadings or points listed with ideas or a summary of the discussion put forward.

7.9 The President and the secretary sign the minutes after the final copy has been processed.

7.10 Guest names will appear listed under Council members present.

7.11 Guest speakers will appear before business arising from the minutes on the Agenda.

7.12 The President's weekly report shall be given under the President's Remarks on the Agenda immediately following acceptance of the minutes.

PART VIII – RATIFICATION VOTES

8.1 Any motion passed giving Founders College Students Council's support to any non-council organization or agency will be given a thirty-day moratorium at which time a ratification vote will be held to confirm council support. Any further discussion regarding the support of any specified organization can be motioned to be re-opened on a bi-monthly basis with a 2/3 majority of support from the council.

APPENDIX B - Secret Ballot Vote

A secret ballot vote will be carried out any time an "In-camera" matter is being discussed, when constitutional amendments are proposed, or when more time is determined to be needed to consider a motion. The secret ballot vote will consist of two meetings for it to be carried out fairly. In the first meeting, Council will have the opportunity to discuss the issue or dilemma in-camera, which the Director of Administration shall mediate. The second meeting shall occur the week after where the council will vote on the issue or dilemma discussed the previous week. The second meeting will only consist of the vote in camera and there will be no discussion. There may be questions asked that only the Director of Administration has the power to answer.

The majority for any secret ballot vote to pass depending on council members present must be as follows:

14 FCSC voting members present	8 for a motion to pass	57%
13 FCSC voting members present	7 for a motion to pass	53%
12 FCSC voting members present	7 for a motion to pass	58%
11 FCSC voting members present	6 for a motion to pass	54%
10 FCSC voting members present	6 for a motion to pass	60%

The following meetings shall happen such as

1st Meeting

1. An FCSC member shall motion to go "In Camera" ; the majority must be in favour in order to pass the motion.
2. The Director of Administration shall bring up the topic and allow the council to speak.
3. There shall be a speaker's list that the Director of Administration will be responsible for.
4. When the Director of Administration feels that the discussion is no longer leading anywhere after being discussed, the Director of Administration has the power to end the discussion.
5. An FCSC member shall motion to go out of the camera; the majority must be in favour in order to pass the motion.

2nd Meeting

1. FCSC Vice-President of Operations to prepare 48 ballots that shall look such as;

In Favor
Abstain
Opposed

2. An FCSC member shall motion to go into the camera; the majority must be in favour in order to pass the motion.
3. The Director of Administration is responsible to hand out 1 secret ballot to every voting member at a time.
4. Once each voting council member has a secret ballot, the Director of Administration shall state what is being motioned.
5. Council members shall vote, fold their ballot, and hand the ballot to the Director of Administration. (Votes will be made with pens of the same colour)
6. The Director of Administration shall be responsible for counting the ballots in front of the council members so that there is no exploitation of the ballots.
7. If the secret ballot vote did not pass, the council shall continue until a motion is passed.
8. If a motion is not passed after the 48 ballots, the council shall re-discuss the issue or dilemma and must wait until the next meeting where the process of voting will be repeated once again.
9. Council shall also determine whether the issue or dilemma will remain private and kept between all council members or shall go public to let the constituents of Founders College know what is occurring. (Refer to PART V section 5.8)
10. Council to motion to move out of the camera; the majority must be in favour in order to pass the motion.
11. The FCSC President shall be responsible for the letter that needs to be written and to share the information based on who the council has decided to share the information with.

APPENDIX C - FINANCIAL SUPPORT AND CONTROL

The Vice President of Finance and Business Operations will comply with the following policies and regulations concerning financial matters.

I. POLICY STATEMENT ON STUDENT GOVERNMENT AND THEIR FINANCIAL SUPPORT

1. The University supports Student Governments as one of its educational functions, believing that significant educational benefits are available to both the active participants of the Council and to those who enjoy the program options offered by student governments.
2. Because it is educationally important that these options be available to student members of the University, financial support of student governments is guaranteed by the University.
3. The level of financial support is a University decision and may be altered from time to time depending on the needs of the student governments and other considerations affecting the tuition fee charged to students. Discussion regarding changes in the level of support should always commence prior to December 1st to take effect the following September.
4. Student governments receive operating grants from the University which are drawn from general University revenues. A student is not paying a compulsory membership fee to the University which is passed onto a society legally separate from the University which, in turn, supports a wide range of departments, agencies, and activities furthering the University's educational goals.
5. The University may promulgate regulations from time to time concerning relations between itself and student governments, particularly in the area of financial reporting and the openness of a society's records and minutes.

6. Membership in a College or a Faculty is not affected by a refund of such monies to an individual member. For a number of administrative reasons, undergraduate students remain members of a College regardless of their participation in a College Council. Similarly, colleges may extend membership to students of other Faculties (Graduate Studies, Osgoode Hall) without requiring the payment of a student activities fee. This latter form of College membership most frequently prevails in relation to residential accommodation.

J.A. Becker, Assistant Vice President, Approved by the President on May 9, 1973.

II. REGULATIONS REGARDING FINANCIAL REPORTING ON STUDENT GOVERNMENTS

1. These regulations should be read in conjunction with the Policy Statement on student governments and their Financial support issued on the 9th of May 1973.
2. Each student government is required to appoint a qualified auditor each year at the time the previous year's audit financial statements report is received.
3. This auditor is to be instructed to complete an audit within 90 days of the fiscal year-end, covering all financial transactions, including a review of minute book authorities on all of the student government operations.
4. The audited financial reports are to be received by the Council or the appropriate legislative body of the student government and formally accepted by motion. In addition, the Council is responsible for bringing these reports to the attention of and making them available to the general membership of the society.
5. A copy of the audited financial report is to be forwarded within a month of receipt to the Office of the Assistant Vice President (Student Affairs). This office is responsible for maintaining a public file of such audited reports for all student governments.
6. The University may withhold all or part of operating grants normally available to a student government that does not comply with these regulations.

Student Relations Committee, Jan. 26, 1978, approved by the Board of Governors on Feb. 13, 1978.

III. POLICY FOR BETTER FINANCIAL CONTROL

1. Books and Accounting Records

(a) A proper set of accounting records including a general ledger of accounts must be maintained. It shall be maintained by the Vice President of Finance and Business Operations. It is the responsibility of the President and the Vice President of Operations to be aware of all financial information of the Founders College Student Council

(b) The Vice President of Finance and Business Operations shall maintain bookkeeping. A full set of accounting records including a general ledger of accounts, a cash receipts journal, a cash disbursements journal and a payroll journal should be maintained.

(c) The Vice President of Finance and Business Operations should be able to produce a balanced trial balance or financial statement as well as bank reconciliations on a monthly basis by the end of the following month or as required. The Vice President of Finance and Business Operations should review the financial information on a regular basis and report to the Founders College Student Council monthly.

2. Cheque Disbursements

Cheques must be supported by a cheque requisition, and a photocopy of the cheque should be made. The supplier's invoice must then be attached accordingly to prevent the invoice from being paid twice. Cheque requisitions should be filed in a numerical sequence. Voided cheques should be clearly defaced as void cheques then attached to the appropriate cheque requisition and filed in numerical sequence.

3. Cash Disbursements

Cash is taken out of proceeds from various events and used to purchase supplies for that event, resulting in weak controls over cash. All proceeds must be deposited. If cash is required to purchase supplies a cheque should be recorded as receivable. The receivables will eventually be cleared in exchange for the receipts obtained when supplies were purchased, plus the return of any excess funds.

4. Cash Deposits

Avoid loss by depositing on a timely basis. Cash not deposited cannot earn interest as well as a possibility of being stolen. Separate deposit slips should be prepared each week for Addiction cash receipts. The money should be deposited in the bank as soon as possible, preferably on the same day.

5. Ticket Sales

All tickets for events should be sold out of the Addiction and recorded in the cash register. Accurate records of the number sold and the number of attendees should be supplied at the next meeting of the Founders College Student Council or as soon as possible.

Only the President and the Vice President of Finance and Business Operations have the authority to sign out tickets or merchandise and proper records must be maintained when this should occur.

APPENDIX D - EMPLOYMENT CONTRACT FOR THE VICE PRESIDENT OF FINANCE AND BUSINESS OPERATIONS

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

Print Name

The duties of the Vice-President of Finance and Business Operations shall be:

(a) to act as the Chief Financial Officer of Founders College Student Council;

(b) to post and keep a minimum of four office hours per week;

(c) once each semester, to prepare and present a financial report to Founders College Student Council;

(d) to co-ordinate the bookkeeping of Founders College Student Council with the Director of Finance;

(e) to be responsible for and complete the summer audit, with the assistance of the incoming Vice- President of Finance and Business Operations;

(f) to monitor and report any inconsistencies in the Council bank accounts and Courtesy Accounts;

(g) to manage the cash floats of any ticket sales run by Founders College Student Council;

(h) to reconcile bank accounts monthly;

(i) to hold a supervisory role over all business ventures and transactions of Founders College Student Council;

(j) to attend all roundtable meetings with SCLD;

(k) all final paperwork for the audit must be completed by March 31 and be

presented at the final honorarium meeting; council has the right to withhold honorarium if the interim or year-end audit is not submitted.

(l) to hold the position until May 31st to ensure a proper transition into the next academic year and create a reference book to aid with this transition.

Compensation

As the Vice President of Finance and Business Operations, the employee shall be paid upon the completion of their duties an amount up to 10% as determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

Honorariums are awarded in accordance with a percentage-based system, where each position is assigned a fixed percentage of the total available honorarium pool. This pool shall represent between 10% and 15% of the annual levy, as approved by the Founders College Student Council for the given fiscal year.

Dissolution of Contract

This employment contract shall expire on May 31. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of the Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks' written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract, the employee shall be responsible for training for a training period of no less than two weeks with their successor and shall be

remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on

Date: _____

_____

Employee's Signature

_____

President's Signature

_____

Vice President of Operation's Signature

APPENDIX E - EMPLOYMENT CONTRACT FOR THE VICE PRESIDENT OF ACADEMICS AND OUTREACH

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

Print Name

The Duties of the Vice-President of Academics and Outreach shall be:

(a) to organize and ensure the proper and efficient execution of one academic and one fundraising/outreach event per semester held by Founders College Student Council;

(b) to meet and work with officials from the LA&PS Peer Mentorship Network at least once a month to look for opportunities for collaboration;

(c) to coordinate with the Office of the Head in its peer mentorship programme with the intention of providing academic assistance to Founders College Students;

(d) to assist in the planning and execution of Orientation events;

(e) to represent Founders College Student Council before the Founders College Alumni Network;

(f) to enhance relations with other College Councils, the YFS, all student governments; York University institutions, entities and/or organizations in cooperation with the President;

(g) to post and keep a minimum of three office hours per week;

(h) to meet with each academic 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;

(i) attend FCSC academic and outreach events. Must remain engaged for the entirety of the committee's event, with reasonable exception;

(j) to be responsible for the promotion of FCSC academic and outreach events;

(k) to report regularly to the Vice-President of Operations concerning all academic programming, external outreach, and student-related matters;

(l) to ensure that FCSC is kept aware of the academic needs of constituents and the needs of external groups at all times;

(m) to maintain and upkeep academic office supply for the use of York University students;

(n) to work with the Vice-President of Social Affairs to plan and execute one new event that has not been organized in the last two years;

(o) to work with the Vice-President of Operations to coordinate different strategies to increase participation throughout the college;

(p) to explore and share volunteering opportunities for Founders constituents;

(q) to explore and present sponsorship opportunities to FCSC;

(r) to collaborate with YUELI and commuter students to increase college engagement;

(s) Attend all FCSC meetings.

Compensation

As the Vice-President of Academics and Outreach, the employee shall be paid upon the completion of their duties an amount up to 7% if the position is filled from the date of hire until April 30. The amount is to be determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the employee's effort, attitude, and amount of determination.

Honorariums are awarded in accordance with a percentage-based system,

where each position is assigned a fixed percentage of the total available honorarium pool. This pool shall represent between 10% and 15% of the annual levy, as approved by the College Council for the given fiscal year.

Dissolution of Contract

This employment contract shall expire on April 30. This contract may be renewed upon the employee's written request and approved by a two-thirds majority at a meeting of the Council.

Either party may withdraw from this contract and their contractual obligations, both written and implied, for any reason, provided they have served the other with two weeks' written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract, the employee shall be responsible for training for a training period of no less than two weeks with their successor and shall be reimbursed for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on

Date: _____

Employee's Signature

President's Signature

Vice President of Finance Signature

APPENDIX F - EMPLOYMENT CONTRACT FOR THE DIRECTOR OF PROMOTIONS CHAIRS A AND B(S)

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

Print Name

The Duties of the Director of Promotions Chairs A and B(s) shall be:

a) The Chairs of Promotions shall jointly act as the Chief Marketing Officers of the Founders College Student Council, responsible for leading and executing all Council marketing and promotional strategies;

b) to coordinate all advertising and promotional efforts for council operations and events, including the designing and printing of posters, tickets, and promotional materials, and the production of video or digital content as required;

c) to coordinate with other Council members to ensure all relevant promotion material is up at least two weeks prior to a small event (eg. Skating Trip, Raptors Trip, Coffee House, etc.) and a month prior to a large event (eg. Formal, Semi-Formal, Ski Trip, Niagara, etc.);

d) ensure the maintenance and appearance of any official notice sites of Council including, but not limited to, the Council bulletin board outside the Council office, and the display cabinet in Central Square;

e) to help with the maintaining and updating of the FCSC website and other digital platforms as required;

f) to coordinate with Members to include relevant information in The

Phoenix or other student publications;

g) to create designs for FCSC clothing and contacting companies to ensure those designs and clothing will be available for FCSC constituents to purchase;

h) to attend all FCSC meetings.

Compensation

As the Director of Promotions Chairs A or B, the employee shall be paid upon the completion of their duties an amount up to 5% if the position is filled from the date of hire until April 30. The amount is to be determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

If the role of Chair B is held by two individuals, each shall be entitled to 50% of the total designated honorarium for the position. However, the final disbursement may be evaluated and adjusted on an individual basis to reflect differences in effort, engagement, and contribution, at the discretion of Founders College Student Council.

Honorariums are awarded in accordance with a percentage-based system, where each position is assigned a fixed percentage of the total available honorarium pool. This pool shall represent between 10% and 15% of the annual levy, as approved by the College Council for the given fiscal year.

Dissolution of Contract

This contract for employment shall expire on April 30. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of the Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks' written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract, the employee shall be responsible for training for a training period of no less than two weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: _____

_____

Employee's Signature

_____

President's Signature

_____

Vice President of Finance's Signature

APPENDIX G - EMPLOYMENT CONTRACT FOR THE DIRECTOR OF ACADEMICS AND OUTREACH

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

Print Name

The Duties of the Director of Academics and Outreach Shall Be:

a) to assist the VP Academics and Outreach with organizing and ensuring the proper and efficient execution of academic events and outreach events held by Founders College Student Council;

b) To coordinate with the Office of the Head in its peer mentorship programme with the intention of providing academic assistance to Founders College Students;

c) to assist in the planning and execution of Orientation events;

d) to represent Founders College Student Council before the Founders College Alumni Network alongside the VP of Academics and Outreach;

e) to assist the VP Academics and Outreach with organizing and ensuring the proper execution of one academic event and one fundraising/outreach event per semester held by Founders College Student Council;

f) to assist the VP of Academics and Outreach in enhancing relations with other College Councils, the YFS, all student governments; York University institutions, entities and/or organizations - in cooperation with the President

g) to post and keep a minimum of two office hours per week;

h) to meet with each academic 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;

i) Attend FCSC academic and outreach events and must remain engaged for the entirety of the committee's event, with reasonable exception;

j) to be responsible for the promotion of FCSC academic and outreach events;

k) to assist the Vice President of Academics and Outreach in the completion of their duties;

l) Attend all FCSC meetings;

m) to report regularly to the Vice-President of Operations concerning all academic programming, external outreach, and student-related matters;

n) to ensure that FCSC is kept aware of the academic needs of constituents and the needs of external groups at all times.

Compensation

As the Director of Academics and Outreach the employee shall be paid upon the completion of their duties an amount up to 4% if the position is filled from the date of hire until April 30. The amount is to be determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the employee's effort, attitude, and amount of determination.

Honorariums are awarded in accordance with a percentage-based system, where each position is assigned a fixed percentage of the total available honorarium pool. This pool shall represent between 10% and 15% of the annual levy, as approved by the College Council for the given fiscal year.

Dissolution of Contract

This employment contract shall expire on April 30. This contract may be renewed upon the employee's written request and approved by a two-thirds majority at a meeting of the Council.

Either party may withdraw from this contract and their contractual obligations, both written and implied, for any reason, provided they have served the other with two weeks' written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract, the employee shall be responsible for training for a training period of no less than two weeks with their successor and shall be reimbursed for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on

Date: _____

_____

Employee's Signature

_____

President's Signature

_____

Vice President of Finance Signature

APPENDIX H - EMPLOYMENT CONTRACT FOR THE DIRECTOR OF FINANCE

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

Print Name

The duties of the Director of Finance shall be:

(a) to assist the Vice-President of Finance with the financial activities of FCSC

(b) to assist with the summer audit in the following year if deemed necessary by FCSC;

(c) to assist in the planning and execution of Orientation events;

(d) to be in charge of and execute the proper procedures of approving FCSC cheques and e-transfers following the standard procedures as outlined in the Constitution under article 12.7;

(e) to post and keep a minimum of two office hours per week;

(f) to manage the cash floats of any ticket sales run by Founders College Student Council;

(g) to be responsible for counting any monies/receipts and disbursements in the presence of the President and/or Vice President of Finance;

(h) to report to the Vice President of Finance periodically, concerning financial matters;

(i) to maintain accurate, up-to-date, accounts of all receipts and payments of the Council;

(j) to assist the monitoring and reporting any inconsistencies in the Council

bank accounts and Courtesy Accounts;

(k) all final paperwork for the audit must be completed by March 31, and be presented at the final honorarium meeting;

(l) to reconcile bank accounts monthly; and

(m) to co-ordinate the bookkeeping of Founders College Student Council with the Vice-President of Financial Affairs.

Compensation

As the Director of Finance, the employee shall be paid upon the completion of their duties an amount up to 4% as determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

Honorariums are awarded in accordance with a percentage-based system, where each position is assigned a fixed percentage of the total available honorarium pool. This pool shall represent between 10% and 15% of the annual levy, as approved by the College Council for the given fiscal year.

Dissolution of Contract

This contract for employment shall expire on April 30. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of the Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks' written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract, the employee shall be responsible for training for a training period of no less than two weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: _____

_____

Employee's Signature

_____

President's Signature

_____

Vice President of Finance's Signature

APPENDIX I - EMPLOYMENT CONTRACT FOR THE DIRECTOR OF ADMINISTRATION

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

Print Name

The duties of the Director of Administration shall be:

(a) to be the chairperson at meetings of Founders College Student Council;

(b) to maintain a high level of familiarity with Founders College Student Council's governing documents, including its Constitution and by-laws, and with the motions of Founders College Student Council and of the members of the Founders College Student Council;

(c) taking and organizing meeting minutes, as well as distributing them before the meeting. Minutes should be archived into a folder in the Google Drive of the Vice President of Operations until the end of the academic year

(d) to prepare and distribute the agenda and minutes of Founders College Student Council's meetings; and

(e) to collect, prepare and distribute the agenda for that week's coming meeting.

Compensation

As the Director of Administration, the employee shall be paid upon the completion of their duties an amount up to 3% as determined by Founders College Student Council. Founders College Student Council will determine how

much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

Honorariums are awarded in accordance with a percentage-based system, where each position is assigned a fixed percentage of the total available honorarium pool. This pool shall represent between 10% and 15% of the annual levy, as approved by the College Council for the given fiscal year.

Dissolution of Contract

This contract for employment shall expire on April 30. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of the Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks' written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract, the employee shall be responsible for training for a training period of no less than two weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: _____

_____

Employee's Signature

President's Signature

Vice President of Finance's Signature

APPENDIX J – EMPLOYMENT CONTRACT FOR THE ORIENTATION CHAIRPERSON(S)

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

Print Name

The duties of the Orientation Chairperson(s)

(a) Abide by the rules instilled by the College Life at York employment contract;
(b) Co-chair the Orientation Committee with the President;
(c) Be responsible for coordinating the marketing, promotion, and corporate sponsorships for Orientation Week events, including the development of a website, and the creation of a "Founders College Frosh Week" Facebook group;
(d) Ensure safety and security during all Orientation events;
(e) Ensure all events ensure inclusively of Founders students;
(f) Be a member of the Frosh Boss/Leader Hiring Committee;
(g) Be responsible for all advertising of events and mail-outs;
(h) Be a liaison with other orientations committees on campus;
(i) Attend all YODA meetings and help plan "Orient the Leader";
(j) Work closely with the President and the Vice-President of Finance on the development of a FROSH Budget to be approved by council;
(k) Organize to have a FROSH registration booth at all Academic Orientation sessions;

(l) Check emails and respond to all email and online (i.e. Facebook) correspondence on a regular basis;
(m) Plan a FROSH Leader social event at some point in the summer before Social Orientation begins;
(n) Responsible for coordinating a safe space talk at the Opening Ceremonies of Frosh Week and in writing when first-year students pick up their Frosh Kit;
(o) Consult the Vice-President of Social before finalizing the Frosh Week schedule in regard to ensuring that all Frosh Week events are inclusive and promote a safe space;
(p) Prepare the Orientation report up to two months after Orientation Week;
(q) Chair the Orientation Review Committee;

Compensation

As the Orientation Chairperson, the employee shall be paid upon the completion of their duties an amount up to 8.8% as determined by Founders College Student Council. Founders College Student Council will determine how much the employee receives based on the effort, attitude and amount of determination put forth by the employee.

Honorariums are awarded in accordance with a percentage-based system, where each position is assigned a fixed percentage of the total available honorarium pool. This pool shall represent between 10% and 15% of the annual levy, as approved by the College Council for the given fiscal year.

Dissolution of Contract

This contract for employment shall expire after Orientation (Frosh) Week is complete. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other

with two weeks' written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract, the employee shall be responsible for hosting a training period of no less than two weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: _____

_____

Employee's Signature

_____

President's Signature

_____

Vice President of Finance's Signature

APPENDIX K - EMPLOYMENT CONTRACT FOR THE YUELI REPRESENTATIVE

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

Print Name

The Duties of the YUELI Representative Shall Be:

(a) To act as a representative for YUELI students in FCSC;

(b) To ensure that FCSC is providing programming, facilities, etc. that meet and that are in touch with the needs of constituents with a focus on YUELI students;

(c) To assist with the organization and delivery of intramural sports and social events to benefit YUELI students;

(d) To coordinate one event per semester to connect YUELI and Founders College Constituents

(e) To report to the Vice-President of Operations and the President regularly concerning all matters related to YUELI;

(f) To meet and coordinate as required with all relevant organizations to YUELI in respect to Founders College;

(g) To post and keep a minimum of four office hours per week;

(h) To promote and poster for FCSC events within Founders Residence;

(i) To attend all FCSC meetings;

(j) To attend FCSC athletics and social events and must remain engaged for the entirety of the committee's event, with reasonable exception; and

(k) To ensure that FCSC is kept aware of the needs of constituents at all times

Dissolution of Contract

This contract for employment shall expire on April 30. This contract may be renewed upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks' written notice. Both parties agree to waive all rights and entitlements to severance.

Upon the expiry of this contract, the employee shall be responsible for training a training period of no less than two weeks with their successor and shall be remunerated for such services. Such remuneration shall be left to the discretion of the Executive Committee.

I accept the terms and conditions of this contract on:

Date: _____

_____

Employee's Signature

_____

President's Signature

_____

Vice President of Finance's Signature

APPENDIX L - EMPLOYMENT Contract for the Chief Returning Officer

BETWEEN

FOUNDERS COLLEGE STUDENT COUNCIL

AND

Print Name

The duties of the CRO shall be:

a) To follow the FCSC Constitution with regards to Elections and maintain a high level of familiarity with the aforementioned section of the Constitution;

b) Hold two (2) office hours per day during the campaign period and post said hours in an area of high visibility outside the FCSC office one week before the start of the campaign period;

c) The CRO must respond in writing within 24 hours to all complaints, questions, appeals and concerns presented to them;

d) When the campaign period ends, walk around to check posters and Facebook events have been taken down;

e) The CRO must address with all campaign infractions and complaints within 24 hours;

f) The CRO is responsible for assigning demerit points as well as disqualifying candidates if need be, after a complete and full investigation and notifying the concerning candidate in writing of such actions immediately;

g) Organize and promote the All-Candidates Meeting and Election Debate;

h) The CRO shall post the election results no later than 24 hours after the conclusion of the voting period outside the FCSC Offices;

i) The CRO shall submit, within seven (7) days of posting the final elections results, a written report containing the results of the ballots, recommendations for election procedures, a copy of any protests. This report shall also include the depositions of such protest and reasons, as well as any other material deemed relevant;

j) Outline that all violations should be directed to the CRO at the All-Candidates Meeting

Compensation

As the Chief Returning Officer, the employee shall be paid upon the completion of their duties an amount no greater than 1.4% , with regards to budget restrictions. If the employee meets all requirements as set out by the Constitution, he/she will be entitled to the full amount.

Honorariums are awarded in accordance with a percentage-based system, where each position is assigned a fixed percentage of the total available honorarium pool. This pool shall represent between 10% and 15% of the annual levy, as approved by the College Council for the given fiscal year.

Dissolution of Contract

This contract for employment shall expire after the conclusion of the Fall Elections. This contract may be renewed for the Spring Elections upon the written request of the employee and approved by a two-thirds majority at a meeting of Council.

Either party may withdraw from this contract and their contractual obligations both written and implied for any reason provided they have served the other with two weeks written notice. Both parties agree to waive all rights and entitlements to severance.

I accept the terms and conditions of this contract on:

Date: _____

_____

Employee's Signature

_____

President's Signature

_____

Vice President of Finance's Signature

APPENDIX M – MEMBER'S SALARIES

The President shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 15% for the regular term of May 1 to April 30.

The Vice President of Finance and Business Operations shall receive a set salary for the purpose of bookkeeping responsibilities. The salary shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 10% for the regular term of May 1 to May 30 of the following year.

OR

The Vice President of Finance and Business Operations may at the direction of Council forfeit their set salary and appoint a bookkeeper that shall receive a salary determined by Council. In this event, the Vice-President of Finance and Business Operations shall be eligible to be paid for the number of office hours held.

The Vice President of Operations shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 8.8% for the regular term of May 1 to April 30.

The Vice President of Social shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term

depending on the workload but no greater than 9% for the regular term of May 1 to April 30.

The Vice President of Athletics shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 8% for the regular term of May 1 to April 30.

The Vice President of Academics and Outreach shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 7% for the regular term of May 1 to April 30.

The Director of Social Affairs shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 5% for the regular term of May 1 to April 30.

The Director of Athletic Affairs shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 4% for the regular term of May 1 to April 30.

The Director of Finance shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term

depending on the workload but no greater than 4% for the regular term of May 1 to April 30.

The Director of Academics and Outreach shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 4% for the regular term of May 1 to April 30.

The Director of Promotions Chair A or B shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 5% for the regular term of May 1 to April 30.

The Director of Administration shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 3% for the regular term of May 1 to April 30.

The Chief Returning Officer shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 1.4% for the regular term of May 1 to April 30.

The Orientation Chair(s) shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term

depending on the workload but no greater than 8.8% for the regular term of May 1 to September 30.

The two First-Year Representatives shall receive a set honorarium for the purpose of fulfilling their constitutional duties and responsibilities. The honorarium shall be set prior to nominations and may be negotiated through the course of their term depending on the workload but no greater than 1% (each) for the regular term of May 1 to April 30.

Honorariums are awarded in accordance with a percentage-based system, where each position is assigned a fixed percentage of the total available honorarium pool. This pool shall represent between 10% and 15% of the annual levy, as approved by the College Council for the given fiscal year.

APPENDIX N – PRESIDENTIAL REGULATION NUMBER 4

The following is for reference purposes only:

White Paper on Student Government & Presidential Regulation Number 4

Description: Regulations regarding student governments/organizations and principles for their activities and finances. With Section A. "Governing Principles" Section
C. "Draft Regulations to be Proposed to the Student Relations Committee of the Board of Governors" and Section D. "Joint Statement. . .", this document is known as "The White Paper on Student Government." The "Introduction" [below] by President Arthurs provides more detail on the jurisdictional aspects of the "White Paper." The current version has appended a list of Constitutional Guidelines for student governments, developed by the office of the Vice President (Campus Relations & Student Affairs). The Guidelines and Procedures for the Conduct of Student Referenda are also developed under this legislation.

Notes: Approved by President: 1988/25/10; Approved by Board 1988/12/05; Sections A, C & D Approved by Board Student Relations Committee: 1988/11/07; Date Effective:1989/01/01.

Approval Authority: President & Board of Governors

Signature: "H.W. Arthurs"

Introduction

For many years, indeed almost from the earliest days of the university, the question of how student government and activities at York should be configured

and financed has been a matter of concern and controversy. Recently, under the leadership of Provost T.A. Meininger, the issue has been addressed in three forums, each of which has made an important contribution to its resolution. An expert, outside opinion, was received from Prof. Gilmor, Provost of Guelph University; the Student Relations Committee of the Board of Governors has considered the matter at length; the student governments themselves have been giving reform anxious consideration.

In addition, student views, developed through internal processes and conveyed in open discussions with the administration, have been given careful consideration. It now falls to me as President to exercise my statutory responsibilities under the York University Act to bring matters to a definitive solution. That solution comprises four elements:

A. Governing principles which define the essential elements of the new arrangements.

B. Presidential regulations concerning student government and activities at York. These regulations will have full force and effect from January 1, 1989.

C. Draft regulations concerning the financing of student government. These draft regulations will be presented as soon as possible to the Student Relations Committee of the Board of Governors and, if approved, to the Board itself for formal enactment. It is anticipated that they will have full force and effect from January 1, 1989.

D. A draft statement concerning the activities and financial affairs of student governments and student organizations. This statement will be issued jointly (if approved) by the Student Relations Committee on behalf of the Board of Governors, and the President.

A. GOVERNING PRINCIPLES FOR THE REFORM OF STUDENT GOVERNMENTS AND ORGANIZATIONS AND THEIR ACTIVITIES AND FINANCIAL AFFAIRS

The following governing principles are now established as the basis of student government, organizations activities and financial affairs at York University.

1. York University believes that independent student governments and student organizations promote learning, growth and responsibility amongst those who conduct these activities and serve the interests of their fellow students. Conversely, it believes that the quality and diversity of life on campus can be enriched by the activities of student governments and organizations. It therefore formally recognizes and supports such duly constituted governments and organizations.

2. Student governments, student organizations and the financing of student activities must be conducted on a democratic, orderly, and responsible basis. The possibility of orderly and democratic change must also be guaranteed.

3. Legal powers and responsibilities conferred by the York University Act on the President and the Board of Governors in relation to student government, organizations, activities and finances prevent the full devolution of authority by them. However, their respective powers and responsibilities should be exercised so far as is legally and practically possible in a manner consistent with the principles described above. The Provost, acting on behalf of the Board and the President, will support and advance these principles.

4. Activities affecting all students occur at three levels: central, faculty and local. Students should have the right to form student governments at the level of the University as a whole, at the faculty level, and--in accordance with York tradition--at the college level. A constitutional framework must exist to ensure that the formation, operation and funding of student governments at all levels

conform to proper standards of democratic practice and financial responsibility. In addition, students have the right to come together in non-governmental organizations at all levels for activities or projects of interest to more specialized constituencies.

5. Student governments should also have the right, subject to the constitutional framework, to fix the amount for the levy to be paid by their constituents and to receive and disburse such funds. The University administration and the Board of Governors should facilitate the collection of the levy, subject only to compliance with regulations governing the approval of levies, and requirements related to financial reporting.

6. All students should be represented by a central student government which can effectively advocate their common and collective interests vis-a-vis the University and outside bodies. While a single government would be most appropriate to represent the common and collective interests of all students, in deference to existing sentiment two central student governments should be established: one for undergraduates and one for graduate and professional students.

7. The internal structure of each central government will be determined by students, in accordance with constitutional procedures. Provision can and should be made to accommodate anomalous groups of students, without depriving them of representation by a central government. Cooperation between the two central student governments should be encouraged, and the possibility of formal linkages should be explored.

8. Student government constituencies at the faculty and college levels will normally be congruent with the membership of the faculties and colleges, as defined by the University.

9. Students may wish to establish voluntary organizations to pursue social, cultural or other activities, or to reflect the academic and extracurricular interests of student members of departments, programs or other academic units. The formation and operation of such organizations should be facilitated by both student governments and the relevant academic units.

10. The central administration, faculties, and other units including the colleges should all provide significant programs of extra-curricular and co-curricular student activities to complement academic programs. Such activities may be provided directly or in cooperation with or with direct support from student governments or organizations.

11. In the context of York's financial situation, the continuity and quality of such programming can only be ensured by appropriate financial allocations from student activity fees. Assurances must be given that (i) student governments or organizations, where they exist, will be consulted concerning such programs and (ii) funds allocated for student activities will not be spent for other academic or administrative purposes.

12. Implementation of the new constitutional regime for student government and finances, and of the new arrangements concerning the college system, require the establishment of transitional financial arrangements. These transitional arrangements must not operate so as to prevent existing governments from receiving less support than they received in the 1987-88 fiscal year.

B. PRESIDENTIAL REGULATION NUMBER 4

Student Governments and Organizations, and their Activities and Finances

Definitions

1(a). A "student government" is a body formally recognized as representing all the students enrolled in one of the following constituencies: a college, a faculty, or a major segment of the University embracing several faculties. A student government is normally concerned with a broad array of activities, including representation of the interests of those students in discussions with the academic and administrative authorities of the university, a faculty or a college.

1(b). A "student organization" is a voluntary association of students with common interests, which may or may not be associated with a particular academic discipline or unit. They include organizations formed for purposes of carrying forward a particular activity, cause or project. Examples of such organizations include the Student Centre Corporation, ethnocultural or religious organizations, and departmental or program organizations (which may also serve as constituencies within recognized student governments).

1(c). The "Student Relations Committee" is a Committee of the Board of Governors of York University charged with exercising its statutory powers and responsibilities in matters relating to student government and finances. It also exercises powers over student finances and activities assigned to it by Presidential
Regulations.

Central Student Government

2. Every student must be represented by, and pay a fee to, a central student government.

3. The Council of York Federation of Students (CYFS) is recognized as the central government for all undergraduate students. It represents:

(i) as full members, all students in the Faculties of Arts, Education, Environmental Studies, Fine Arts, Pure and Applied Science, and undergraduate students in the Faculty of Administrative Studies, and

(ii) as associate members, on terms agreed between CYFS and their respective faculty governments, students in Osgoode Hall Law School, Glendon College, and Atkinson College.

4. The Graduate Students' Association is recognized as the central government for all graduate students. It represents:

(i) as full members, all students enrolled in the Faculty of Graduate Studies, and

(ii) as associate members, on terms agreed between the GSA and the GBC and ESSA respectively, students in the Faculties of Administrative Studies and Environmental Studies.

Faculty Level Student Government

5(a). Every student registered in a faculty will be represented by the student government of that faculty, provided it has been recognized by the Student Relations Committee.

5(b). The following existing student governments are herewith recognized: the Atkinson College Student Association, the Glendon College Student Union, the Environmental Studies Student Association, the Graduate Business Council, the Graduate Students' Association, and the Legal and Literary Society.

5(c). Students in any faculty for which there is not an existing recognized government may establish one, and seek recognition by

(i) presenting a petition signed by 10% of the students registered in the faculty, or

(ii) conducting a referendum, in accordance with standards established by the Board of Referendum Commissioners and approved by the Student Relations Committee.

5(d). The Student Relations Committee will extend recognition to a faculty-level government that:

(i) files a constitution which complies with the principles set forth above, and
(ii) provides proof that approval for recognition has been demonstrated by either a petition or a referendum, as indicated above.

5(e). Only one faculty-level student government shall be recognized for each faculty.

5(f). Where there is a recognized faculty level student government, each student registered in that faculty will pay to it a membership fee determined and approved in accordance with the regulations.

Associate Membership

6(a). Subject to the principles governing these regulations, a central or faculty-student government may make constitutional provisions for associate membership for categories of students (in addition to those specified above) who are the beneficiaries of some of its activities, but are unable to participate in its affairs because of the location of their studies or other anomalous conditions.

6(b). Provision for associate membership must be approved by the Student Relations Committee.

College Level Governments

7. Every student who is a member of a college will be represented by the recognized college government.

(Note: Under the new arrangements, college membership is proposed to be compulsory for all first-year undergraduate students in the Faculties of Administrative Studies, Arts, Environmental Studies, Fine Arts, and Pure and Applied Science. Following the first year, all undergraduate students will retain their college membership unless they either transfer or terminate it. All resident undergraduates must maintain college membership.)

8. All existing college governments are automatically recognized.

9(a). Every member of a college shall pay a membership fee.

9(b). Every undergraduate student who opt not to maintain membership in a college shall pay in lieu of a college membership fee or an equivalent special activities fee. Such equivalent fees will be used to support the Faculty Student Activities Fund described below.

Student Activities

10(a). Students may form organizations to promote activities, causes or projects in which they are interested.

10(b). Upon approval or authorization by the relevant body, such organizations are eligible to

(i) receive grants from a sponsor, including a student government or a faculty, college, department or other academic units, and

(ii) receive funds generated by a levy approved in accordance with these regulations.

10(c). All such organizations must, prior to receiving funds, provide the Provost with

(i) a copy of their constitution or equivalent written statement of purposes and goals,
(ii) a current listing of the names and addresses of executive officers, including the treasurer or equivalent, and
(iii) an undertaking to observe the general regulations and policies of the university and the regulations and procedures governing financial accountability.

10(d). If a student organization fails to observe these requirements, the Provost may suspend the payment of funds to them and draw the situation to the attention of the sponsor or (in the case of an organization receiving a levy) of the Student Relations Committee for appropriate action.

Student Activities Funds

11. In order to promote programs of co-curricular and extra-curricular activities at the level of the faculty, college, department or other academic units, a portion of the aggregate student activities fees collected from undergraduate students in the Faculties of Arts, Fine Arts, Science, and Administrative Studies, and students enrolled in the concurrent program of the Faculty of Education, will be used to establish

(i) A Faculty-Student Activities Fund shall be established, for which the Dean of the faculty will be responsible and
(ii) a College Student Activities Fund, for which the Master

of the college will be responsible.

12. The total amount of Student Activities Funds allocated for these purposes will be equally divided between

(i) the undergraduate faculties in proportion to their course enrolments, and
(ii) the colleges in proportion to the number of their full-time equivalent members, provided however that in order to ensure the stability of funding all allocations will be made within a range stipulated from time to time, by the Provost, following consultation with the Council of Masters.

13(a). The responsible Dean or Master shall:

(i) expend the Student Activities Fund only for the purposes for which they are intended, and not for other academic or administrative purposes,
(ii) publish annually and provide to the Provost and the relevant faculty-level student government, a year-end statement showing how funds have been expended,
(iii) consult at least once each year with the relevant student government, on the basis of a proposed budget and program statement, concerning the activities to be supported by the Student Activities Fund, or
(iv) in the absence of a student government in a faculty, publish the proposed budget and program statement and invite and seriously consider any written suggestions or proposals from students concerning the such expenditure.

13(b). The Dean or Master may either make direct expenditures for student activities or make grants to a student government or organization, for purposes of
specific co-curricular or extra-curricular programs.

Financial Arrangements for Student Governments

14. Financial arrangements for student governments and the funding of student activities will be organized on a new basis, following a transition period from 1988-89 to 1990-91 inclusive.

15(a). The following student government fees will be levied:

(i) college student government fees, or equivalent fees, payable by all eligible undergraduate students,
(ii) Faculty-student government fees payable by all students, as full or associate members, in faculties with student governments recognized under present or new procedures, and
(iii) central student government fees payable by all students as full or associate members.

15(b). The amount of such fees shall be the amount levied in 1988-89 or such other amount as may in the future be authorized by the Student Relations Committee under these regulations.

15(c). Subject to the provisions governing the transition period, each student government will receive as of right a Base Financial Allocation (BFA) equal to [the amount of its authorized levy] times [the number of full-time equivalent students it represents].

16. During the transition period,

16(a). The university will remit to each previously recognized student government a BFA, which is not less than its 1987-88 grant.

16(b). The BFA of a newly recognized student government will be calculated according to a formula authorized by the Student Relations Committee.

16(c). Should financial circumstances permit, after establishing the Student Activities Funds and remitting a BFA to each student government, the university may distribute additional funds to the relevant student governments to assist them in responding to significant changes in revenues and obligations, if any, which may occur during the transition period.

(Note: The Provost will promptly review with all student governments the financial consequences of these transitional measures.)

C. DRAFT REGULATIONS TO BE PROPOSED TO THE STUDENT RELATIONS COMMITTEE OF THE BOARD OF GOVERNORS

Definitions and Powers

1(a). In these regulations, the terms "student government" and "student organization" shall have the same meaning under the relevant Presidential Regulations.

1(b). A "levy" is a requirement imposed on a student to pay a certain sum through a nonacademic fee. Payment of a levy is mandatory. By way of example, a student government membership fee or an annual amount for the support of the student centre is a levy.

2. In exercising its powers under these regulations, the Student Relations Committee is exercising powers delegated to it by the Board of Governors and by the President.

Approval And Termination Of Levies

3. The Student Relations Committee and Board of Governors will authorize a levy:

3(a). by or on behalf of a new or existing student government if it is approved in a referendum;

3(b). by or on behalf of a student organization

(i) if the levy is approved in a referendum; and
(ii) if the organization meets the reasonable financial and legal criteria set by the Student Relations Committee in order to safeguard the interests of students eligible to pay the levy.

4(a). In the event that a student government is dissolved, or that a student organization ceases to be viable, the Student Relations Committee may

(i) suspend collection of the levy,
(ii) continue to collect the levy for a period not exceeding one year, to permit the student government to be reconstituted, or student organization to regain viability, and then remit the funds on hand as originally contemplated, or
(iii) in the event that after one year the government is not reconstituted, or the organization has not regained viability, remit any funds on hand to another appropriate student government or organization.

4(b). The Student Relations Committee shall afford a reasonable opportunity to make submissions to representatives of any student government or student organization and, in its discretion, to other affected persons or groups, before taking any action under the provisions described above.

4(c). Upon application by a student government or student organization to vary the amount of, or to terminate its existing levy, the Student Relations Committee

shall apply the same procedures as in the case of an application to institute a levy.

4(d). Nothing in these regulations is intended to alter the terms of explicit agreements between the University and student organizations or corporations concerning certain student activities or projects. (Note: Such agreements presently exist with regard to CHRY Community Radio and the Student Centre Corporation of York University.)

Referenda

5(a). Referenda concerning the recognition or dissolution of student governments or the imposition, alteration or termination of levies, shall be conducted fairly and efficiently so as to ensure that the students affected have a reasonable opportunity to indicate their wishes and that the University, in acting on the results of the referenda, will in fact be responding to student opinion.

5(b). The Student Relations Committee may approve standards for the conduct of referenda on the recommendation of a committee comprised of the Provost and the heads of the central student governments. [See Guidelines and Procedures for the Conduct of Student Referenda .]

Trust Funds

6. The trust funds, comprising the portion of the central student government levy collected from student constituencies, previously not affiliated with CYSF, will be discontinued forthwith.

D. DRAFT A JOINT STATEMENT BY THE PRESIDENT AND THE BOARD OF GOVERNORS CONCERNING THE ACTIVITIES OF STUDENT GOVERNMENTS AND ORGANIZATIONS AND THEIR FINANCIAL AFFAIRS

1. By virtue of the York University Act, the Board of Governors and the President possess and have exercised their respective powers to enact regulations concerning student governments and student organizations, including their activities and financial affairs. It is the intention of the Board and the President that all such regulations should be administered by the Provost and the Student Relations Committee on behalf of both of them.

2. The Provost acting under the authority delegated by the President and the Board has issued regulations concerning minimum standards of accountability in the handling of funds by, or on behalf of student governments and student organizations, and has established procedures for ensuring compliance with these regulations. These regulations and procedures shall have full force and effect as if made by the President and the Board. [A copy of these requirements is appended as "Constitutional Guidelines" below]

3. Compliance with the regulations and procedures is a condition of the right to receive a levy, or other funds such as those derived from facilities, activities, or solicitations operated or sponsored by student governments or student organizations.

4. To assist both student governments and student organizations, on the one hand, and the university administration on the other, in the proper management of student financial affairs, and acting under the authority of the President and the Student Relations Committee, the Provost has appointed a Financial Liaison Officer (Student Affairs).

APPENDIX A: CONSTITUTIONAL GUIDELINES

In keeping with Presidential Regulation Number 4, which underlines the basic standards of democracy, order, responsibility and financial accountability that all student governments and student organizations must adhere to, the following constitutional guidelines have been developed:

1. Interpretation: The Constitution should clearly describe the method for its interpretation. (Example: The Council of _____ shall be the sole authority for the interpretation of the Constitution. The Council shall, however, make all determinations of construction and interpretation with due regard to accepted rules of procedure, i.e. Robert's Rules of Order, etc. The Director of Administration of the organization, subject to an appeal to the Council, is generally the first source for interpretation of the Constitution.)

2. Objectives: The Constitution should clearly state the objectives of the organization. These must be consistent with University policies, federal and provincial laws, as well as the Ontario Human Rights Code.

3. Powers: The Constitution should clearly state the powers accorded to the organization and to all members and/or to elected representatives, i.e. members of the Council, members of the Executive, etc.

4. Membership-Constituency: The Constitution should clearly define constituency membership.

5. Membership-Council/Executive: The Constitution should clearly define Council Membership, Executive membership, and/or membership on a Board of Directors, including qualification for membership, terms of office, procedures to deal with vacancies and the responsibilities and privileges associated with membership. Definitions of full vs. associate memberships should be included if

applicable. (Example: the voting members of the Council are: the President, the Vice-President of Finance, ..., etc.)

6. Duties of Members: The Constitution should clearly describe the duties of all members of the Council and/or of elected representatives. Job descriptions should also be included. (See Number 11). (Example: The duties of the President are ..., the duties of the Secretary are ..., the duties of the Senators are..., etc.)

7. Conflict of Interest: The Constitution should address the issue of conflict of interest for members of the executive, council, and/or members of advisory/management boards.

8. Election Procedures: The Constitution should include election procedures to deal with any/all elected positions. These procedures should clearly assign responsibility for calling elections, advertising elections to ensure that new members of the relevant constituency will have ample opportunity to participate, appointing a Chief Returning Officer(CRO), approving election results, and dealing with challenges to election procedures and/or results. The Job of the CRO position should also provide a job description for the CRO. The description of the nomination procedures, definitions of eligibility to vote, to run for office, campaign guidelines (expenses), ballot and polling procedures, etc., should also be stipulated. Some organizations may wish to specify annual dates for elections within their Constitution; nevertheless, they must ensure that elections are well advertised.

9. Procedures of Council: The Constitution should include provisions for all Procedures of the Council. This may include provisions on how often meetings take place, who has responsibility for calling meetings, chairing meetings (i.e. will a Director of Administration be appointed?), setting the agenda, how to notice for meetings will be given, how much notice is required for meetings, who have voting privileges at meetings, procedures for proxy voting (if desired), a procedure to deal with a tie vote, quorum requirements, etc. (NOTE: The

Constitution should contain a clear and concise statement on quorum requirements for all orders of business. Example: Quorum for meetings of Council, Quorum for meetings of the Elected Officials, etc.)

10. Financial Responsibility: The Constitution should clearly delineate financial responsibility. This should include who is to have signing authority, who is to strike the budget, approve the budget, maintain the financial records of the organization, who will prepare financial reports and make them available to members, and who is responsible for financial reporting to the Vice-President, (CR/SA), etc.

11. Committees: The Constitution should include descriptions of all Committees, including how they are created, who may serve as members, terms of reference for all standing committees, quorum requirements, responsibilities, reporting requirements, etc.

12. Allegations of Wrongdoing & Disciplinary Action: The Constitution should include provisions for dealing with allegations against any member of the Council or an elected representative. Provisions should include the circumstances which might dictate disciplinary action: censure, suspension, impeachment and should indicate whose responsibility it will be to hear allegations and/or dictate sanctions. Constitutions which include job descriptions for elected officials will prove useful in determining the breach of responsibility should this become necessary. Provisions for replacing elected officials (by-elections) if and when vacancies occur should also be included. Conflict of interest guidelines with regard to procedures of the Council, serving as an elected official and/or as an employee of the organization may also prove useful.

13. Amendment Procedures: The Constitution should include Amendment Procedures. Specifics should state how much notice is required to introduce

changes to the Constitution and/or by-laws, voting procedures to approve changes, quorum, etc.

14. External Affiliations: If necessary, the Constitution should include descriptions of any affiliations and/or jurisdictional relationships. (Example: memberships in outside organizations, i.e. OFS/CFS.)

15. Employees: The Constitution should include job descriptions for employees of the organization. Descriptions should indicate employees' responsibilities, hours of work, etc., as well as who has responsibility for hiring, supervising and disciplining employees.

16. Employment Standards All funded organizations with paid employees must conform to the Employment Standards Act.

17. Custodian of the Constitution Each funded group must designate an official "custodian of the constitution" for purposes of continuity between elected officials and for ensuring timely review and reporting regarding the Constitution. Where appropriate, a member of the Dean's or Master's staff could fulfill this role. If the group has permanent employees, one of their own staff members may be charged with this custodial role.

18. Advisory/Management Boards Organizations that own and operate small businesses such as pubs, coffee shops, newspapers, games rooms, etc. should establish advisory/management boards to oversee these operations. Advisory/management boards provide student governments with an opportunity to manage their businesses in an appropriate arms-length relationship from the businesses. Advisory/management boards should ideally be composed of students, staff, faculty and alumni who can lend their expertise to the organization. Conflict of interest guidelines should be adhered to when selecting membership for these advisory/management boards.