



BOOTH

UNIVERSITY COLLEGE

Booth University College Student Council Constitution and By-Laws

March 2025

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1 INTRODUCTION

The Booth University College Student Council (BUCSC) exists to foster a vibrant, engaged, and connected Booth University College student community. This shall be done in support of Booth University College (hereafter the “Institution”), and in agreement with the Institution’s mission statement which is as follows:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army’s Wesleyan theological tradition, brings together Christian faith, rigorous scholarship and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how Christian faith compels them to bring hope, social justice and mercy into our world.

The BUCSC would like to acknowledge that the Institution’s Waldron and Union Station campuses in Winnipeg, Manitoba are located on Treaty No. 1 Territory the home of the Anishinaabeg, Cree, Oji-Cree, and Dakota peoples, and the traditional homeland of the Métis Nation. Treaty 1 was signed in 1871. The Institution’s water is sourced from Shoal Lake 40 First Nation, an Ojibwa community located in Treaty 3 territory. The Institution’s hydro is from Treaty 5 territory, the home of the Ojibwa and Swampy Cree communities. We respect the Treaties that were made in these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to supporting Indigenous communities in a spirit of reconciliation and collaboration. As part of the Institution and greater Winnipeg community, the Student Council is committed to learning and engaging with the responsibility of this land acknowledgement, knowing that it is not fixed but rather ever-changing as we continue to grow in our understanding. Therefore, BUCSC is committed to ongoing reflection and evolution of this land acknowledgment and commitment to reconciliation. As the Institution is a member of Winnipeg’s Indigenous Accord, the BUCSC is committed to building an ongoing process of

reconciliation and to embracing a respectful relationship with First Nations, Métis, and Inuit Peoples in Winnipeg.¹

2 MEMBERSHIP OF THE BUCSC

2.1 Executive

President

Vice President Activities

Vice President Communications

Vice President Operations

2.2 Representatives

First Year Representative (2)

Graduating Student Representative (1)

Indigenous Student Representative (1)

International Student Representative (1)

Salvationist Student Representative (1)

ASPIRE Student Representative (1)

School of Business Student Representative (1)

School of Humanities and Social Sciences Student Representative (1)

School of Social Work Student Representative (1)

3 ROLES OF BUCSC MEMBERS

3.1 Requirements for Membership on Student Council

Responsibilities and duties of members include:

(i) Each member must be considered a full-time student (i.e. registered in 9 credit hours or more) in good academic standing (i.e. above a 2.0 GPA) by the Institution.²

(ii) If a member is no longer considered a full-time student, they will relinquish their position on the BUCSC and the position may be filled according to the processes

¹ More information about the City of Winnipeg's Indigenous Accord is found at <http://www.winnipeg.ca/Indigenous/WIA/>

² Members must be considered "on-campus" students. Students who are solely "distance education" students will not be eligible for membership on the BUCSC.

outlined in sections 3.2 and 3.3. Special consideration can be given on a case-by-case basis.

(iii) If a member is placed on either academic or non-academic probation, they forfeit their position on the BUCSC and the position may be filled according to the processes outlined in Section 3.

(iv) Each member must be able to agree with and uphold the Institution's mission and ethos.³

(v) Each member possesses voting rights and responsibilities for BUCSC issues.

(vi) Each member must attend all BUCSC meetings, unless circumstances do not allow, and the President is notified at least 24 hours before the scheduled meeting. Members who fail to attend more than three meetings without being excused by the BUCSC President by presenting acceptable reasons for their absence may result in their removal from the BUCSC at the discretion of the BUCSC President and Dean of Students.

(vii) Each member is expected to make BUCSC events a priority and to attend all events, unless circumstances do not allow and the President is notified at least three (3) days before the scheduled event.

(viii) Each member is responsible to fulfill at least the duties outlined below and/or delegate, when appropriate.

(ix) In exceptional circumstances, a member may need to step away from their duty on the Council for the remainder of the term. In such a case, the Student Council Executive may select an individual, either from within the Council or from the student body to fill the vacant position.

(x) Twice each year (December and April), each member is responsible to prepare and present a self-evaluation report to the BUCSC evaluating the position. Stipend payments will not be issued to the member until this report has been submitted to the Dean of Students or designate.

³ More information is found at <https://www.boothuc.ca/about/mission-vision/>

(xi) Each member shall compile materials relevant to their activities through the year, including budgets, meeting notes, evaluations, etc, to be handed off to their elected successor. An accompanying summary of the member's responsibilities and accomplishments should also be prepared.

(xii) Each member must participate in a leadership training program prepared by the Dean of Students, which takes place prior to the start of the term in which they are serving on Student Council. The timing of the training program will be determined immediately after election results are announced, in consultation between the incoming BUCSC and the Dean of Students.

3.1.1 Accountability

Members of the BUCSC must be accountable to the students they represent.

Accountability will be achieved by adhering to the following guidelines:

(i) A BUCSC member may be suspended or dismissed from their position for failing to fulfill their position responsibilities as laid out in the BUCSC Constitution. Such a decision must be made by a vote of half plus one of the BUCSC membership and should only be considered after a warning to the member fails to result in the desired change.

(ii) A BUCSC member who is placed on probation for either academic or non-academic misconduct reasons must be removed from the BUCSC for the duration of their probation. In this situation, the Student Council Executive may appoint an individual to the vacated position, either from within the existing Council or from the student body.

(iii) Twice each year (December and April) each member is responsible to prepare and present a self-evaluation report to the BUCSC evaluating the position (Appendix I). Completed forms must be submitted to the Dean of Students prior to term-end stipends being issued.

(iv) Each BUCSC member is required to attend BUCSC events and meetings, unless exempted due to exceptional circumstances with prior approval from the BUCSC President.

3.2 Duties of the Student Council Executive

In addition to the requirements stated in section 3.1 Requirements for Membership on the BUCSC, the members of Executive must:

- (i) Maintain a minimum cumulative GPA of 2.5.
- (ii) For the position of President, the individual in this position must have completed one year (30 credit hours) of study at Booth UC. Exceptions may be considered on a case-by-case basis.

3.2.1 President

The President shall lead the BUCSC in accordance and co-operation with the Institution and its mission and ethos. Duties of the President shall include but not be limited to:

- (i) Oversee all aspects of the BUCSC and its activities.
- (ii) Act as liaison between the BUCSC and the Institution. This could include but is not limited to sitting on committees, or meeting with members of administration.
- (iii) Set meeting agendas with input from the BUCSC Executive and the Dean of Students.
- (iv) Call and chair BUCSC meetings and forums.
- (v) Call and chair Executive Committee meetings.
- (vi) Have expenditure approval authority in conjunction with VP Operations.
- (vii) Support the activities and initiatives of other members of the BUCSC as required.
- (viii) Meet regularly with the Dean of Students or designate.

3.2.2 Vice President Activities

The VP Activities shall support, coordinate and promote the events and activities of the BUCSC. Duties of the VP Activities shall include but not be limited to:

- (i) Fill in for and help the President as needed
- (ii) Oversee student clubs and associations, including reviewing applications for new student clubs and providing a recommendation to the BUCSC.
- (iii) Plan and coordinate activities surrounding BUCSC elections and referendums (e.g. candidate forums and presentations) in cooperation with the VP Operations.
- (iv) Support the events and activities planned by BUCSC representatives and Event Leads.
- (v) Create and submit a detailed calendar of events each term to the Dean of Students; Select dates for key annual events for the coming year prior to the end of term of the previous academic year.
- (vi) Be responsible for recruiting a team of volunteers and overall coordination of the annual Christmas Banquet.

3.2.3 Vice President Communications

The VP Communications shall supervise all external BUCSC communications. Duties of the VP Communications shall include but not be limited to:

- (i) Ensure that the Booth UC student community is well informed about events of important significance including BUCSC events, Institutional events, and community initiatives.
- (ii) Coordinate the activities of the various BUCSC communications media (social media, printed media, etc.) in accordance with the Institution's Social Media Policy.
- (iii) Communicate when necessary (by email or otherwise) with the Dean of Students and the Student Engagement Coordinator about upcoming BUCSC events and BUCSC concerns.
- (iv) Provide support to BUCSC events by coordinating the promotion of these events.
- (v) Maintain a calendar of events in cooperation with the VP Activities.

3.2.4 Vice President Operations

The VP Operations shall manage the budget of the BUCSC in a transparent and accountable manner, as well as keep accurate records of the BUCSC. Duties of the VP Operations shall include but not be limited to:

- (i) Be responsible for all financial accounts of the BUCSC.
- (ii) Work with executive, representatives, and committees to establish budgets.
- (iii) Review the BUCSC Constitution and By-Laws annually, present any changes first to the BUCSC for approval, and secondly present the amendments to the Dean of Students for final Booth UC Cabinet approval.
- (iv) Present an annual report to the student body (working in conjunction with VP Communications to produce a poster, release, forum, etc.) regarding BUCSC finances.
- (v) Be responsible for fundraising as necessary in cooperation with the VP Activities.
- (vi) Be responsible for understanding, reviewing and appending the Constitution, and ensuring that it is being followed correctly.
- (vii) Initiate an annual review of the Constitution in cooperation with the Executive and the Dean of Students.
- (viii) Have expenditure approval authority in conjunction with the President.

3.3 Duties of Student Council Representatives

The normal or preferred number of Student Council Representatives each year is seven. However, the Student Council may function with less than seven if fewer Representatives are elected in a given year. Representatives must maintain a CGPA of over 2.0.

3.3.1 First Year Representative

The First Year Representatives (two positions) serve as liaisons between first year students and BUCSC. These are elected positions. In the case there are no nominations for the First Year Representative, the representative may be chosen by the

Dean of Students and approved by the BUCSC President. The First Year Representatives shall:

- (i) Be a student in their first year of studies at the Institution.
- (ii) Represent the interests of first year students at BUCSC meetings.

3.3.2 Graduating Student Representative

The Graduating Student Representative serves as liaison between the graduating students and BUCSC. This is an elected position. In the case there are no nominations for the Graduating Student Representative, the representative may be chosen by the Dean of Students and approved by the BUCSC President. The Graduating Student Representative shall:

- (i) Be a student who has a maximum of 30 credit hours left to complete in their academic program and plans to graduate at the end of the current academic year.
- (ii) Sit on the Convocation Committee of the Institution.
- (iii) Assist Student Services staff to plan, coordinate and promote activities leading up to Convocation for graduating students (e.g. President's Lunch for Graduating Students).
- (iv) Represent the interests of graduating students at BUCSC meetings.

3.3.3 Indigenous Student Representative

The Indigenous Student Representative serves as liaison between Indigenous students at Booth UC and BUCSC. This is an elected position. In the case there are no nominations for the Indigenous Student Representative, the representative may be chosen by the Dean of Students and approved by the BUCSC President. The Indigenous Student Representative shall:

- (i) Be a student who has Indigenous ancestry and is an active member of a First Nation, Metis, or Inuit community.
- (ii) Represent the interests of Indigenous students at BUCSC meetings.

3.3.4 International Student Representative

The International Student Representative serves as liaison between international students at BoothUC and BUCSC. This is an elected position. In the case there are no nominations for the International Student Representative, the representative may be chosen by the Dean of Students and approved by the BUCSC President. The International Student Representative shall:

- (i) Be a student who is new to Canada within the past five (5) years at the time of election
- (ii) Represent the interests of international students at BUCSC meetings.

3.3.5 Salvation Army Student Representative

The Salvation Army Student Representative serves as liaison between Salvationist students at Booth UC and BUCSC. This is an elected position. In the case there are no nominations for the Salvationist Student Representative, the representative may be chosen by the Dean of Students and approved by the BUCSC President. The Salvationist Student Representative shall:

- (i) Be a student who is affiliated with the Salvation Army, and is an active member of a Corps.
- (ii) Provide a signed statement of recommendation from a Corps Officer.
- (iii) Represent the interests of Salvationist students at BUCSC meetings.

3.3.6. ASPIRE Student Representative

The ASPIRE Student Representative serves as liaison between Booth UC students who are enrolled in the ASPIRE Program and BUCSC. This is an elected position. In the case there are no nominations for the ASPIRE Student Representative, the representative may be chosen by the Dean of Students and approved by the BUCSC President. The ASPIRE Student Representative shall:

- (i) Be a student who is enrolled in the Booth UC ASPIRE Program.
- (ii) Represent the interests of other ASPIRE students at BUCSC meetings.

3.3.7 School of Business Representative

The School of Business Representative serves as liaison between students enrolled in the Booth UC Business Programs and BUCSC. This is an elected position. In the case there are no nominations for the School of Business Representative, the representative may be chosen by the Dean of Students and approved by the BUCSC President. The School of Business Representative shall:

- (i) Be a student enrolled in an Associate Degree, a Bachelor Degree, or a RRC Degree Completion program in the Booth UC School of Business.
- (ii) Represent the interests of Business students at BUCSC meetings.

3.3.8 School of Humanities & Social Sciences (HSS) Representative

The School of Humanities & Social Sciences Representative serves as liaison between students enrolled in the Booth UC HSS Programs and BUCSC. This is an elected position. In the case there are no nominations for the School of HSS Representative, the representative may be chosen by the Dean of Students and approved by the BUCSC President. The School of HSS Representative shall:

- (i) Be a student enrolled in an Associate Degree of Arts program or a Bachelor's Degree program in Behavioural Sciences, Community & Urban Transformation, English & Film Studies, Interdisciplinary Studies, Pre-Social Work, Psychology, or Religion.
- (ii) Represent the interests of HSS students at BUCSC meetings.

3.3.9 School of Social Work Representative

The School of Social Work Representative serves as liaison between students enrolled in the Booth UC Social Programs and BUCSC. This is an elected position. In the case there are no nominations for the School of Social Work Representative, the representative may be chosen by the Dean of Students and approved by the BUCSC President. The School of Social Work Representative shall:

- (i) Be a student enrolled in a Bachelor's Degree program in Social Work or in the Social Work – After Degree program.
- (ii) Represent the interests of Social Work students at BUCSC meetings.

3.4 Other BUCSC Positions

3.4.1 Secretary

The Secretary is a non-voting position of the BUCSC. The Secretary will be chosen by the BUCSC President. Duties of the Secretary include but are not limited to:

- (i) Take meeting notes/minutes at BUCSC and Executive Committee meetings and distribute minutes to members.
- (ii) Assist BUCSC with other duties as assigned.

3.4.2 Dean of Students

The Dean of Students is an ex-officio member of the BUCSC and, as such, will receive all meeting notices, agendas, and minutes. The role of the Dean of Students is to be a mentor to BUCSC members, and to provide support and guidance for the operation of the BUCSC. The Dean of Students may choose to attend any meeting of the BUCSC and is expected to attend a minimum of two BUCSC meetings per term. The Dean will also meet with the BUCSC President at least once every two (2) weeks. The Dean of Students is a non-voting member of the BUCSC.

3.4.3 Event Leads

Any member of the BUCSC may choose to lead the planning and execution of events on campus that help build a positive and healthy student community in keeping with the

mission and ethos of Booth UC. Event Leads may also be a member of a BUCSC Club, or a general member of the student body who has been approved through the BUCSC to plan and execute a specific event. Event Leads will take responsibility for preparing an event budget for approval by the VP Operations, involving volunteers as required, working with the VP Communications to promote the event, keeping the BUCSC informed of the event's progress and providing a short evaluation after the event has taken place. Being approved as an Event Lead does not constitute membership in the BUCSC.

3.5 Other Positions

In addition to BUCSC members, there are several other selected positions not affiliated with the BUCSC, but whose nomination process is managed by the BUCSC Constitution.

3.5.1 Member of the Booth UC Senate

The Senate is responsible for the academic policies of Booth University College and has specific powers and duties to make recommendations to the Board of Trustees concerning the establishment, change or termination of academic programs; to consider and determine curriculum, individual courses and degrees; to review student progress, hear student appeals, and determine the recipients of degrees, diplomas and certificates; and, to determine the academic standards for admission to the University College.⁴

The student member of Senate position is for a one-year term and is voted upon by the BUCSC, recommended by the Dean of Students and approved by the Booth UC President, who is also Chair of the Senate. Prior to the decision of final approval, the President will meet with the nominated student to ensure all criteria have been met. In the event that a member of the BUCSC wishes to apply for the position, they shall relinquish their right to vote on the matter. The member may or may not be an active member of the BUCSC. An incumbent may apply for an additional term by following the same application and selection process as new applicants for the position.

⁴ Taken from The Salvation Army William and Catherine Booth University College, By-law #3, pg 3.

The student who is appointed as Member of the Booth UC Senate must meet the following qualifications⁵:

- (i) be currently enrolled and taking courses at Booth UC's Winnipeg campus.
- (ii) maintain a minimum course load of 9 credit hours per semester.
- (iii) agree with and support the mission and ethos of Booth UC.
- (iv) be available for Senate meetings from late August to May. Students wishing to be considered for the Booth UC Senate position must submit a statement outlining the reasons they would like to be a member of the Booth UC Senate, the contributions they believe they can make to the Senate, and the qualifications they bring to this position. This statement shall be submitted to the BUCSC President or VP Operations prior to the end of the winter term of the previous academic year at a date established by the current BUCSC Executive.

3.5.2 Member of the Booth UC Board of Trustees

The Booth UC Board of the Trustees is appointed by the Governing Council of The Salvation Army in Canada and acts as an independent body with responsibility for the governance of the university college. The Board of Trustees is responsible for owner accountability, lawful and ethical governance that includes the exercise of effective stewardship as well as the delegation, and subsequent monitoring of operational responsibility, leadership and control of the University College.⁶

In September 2017, the Board of Trustees passed a motion to appoint a Booth UC student to the board. This position is a one-year term that is voted upon by the BUCSC and recommended by the Dean of Students to the Booth UC President. Following an in-person interview, the Booth UC President will decide whether to recommend the student to the Board of Trustees, who will provide a recommendation to the Governing Council of The Salvation Army in Canada for final approval. In the event that a member of the BUCSC wishes to apply for the position, they shall relinquish their right to vote on

⁵ If the terms listed here differ from the BUC Senate policies, the BUC Senate policy takes precedence.

⁶ Taken from The Salvation Army William and Catherine Booth University College, By-law #1, pg 6. More about the Booth UC Board of Trustees is found at <https://www.boothuc.ca/about/board-of-trustees/>

the matter. The member may or may not be an active member of the BUCSC. In addition to the qualifications for Member of the Booth UC Senate as outlined in 3.5.1 above, the student who is appointed as Member of the Booth UC Board of Trustees must⁷:

(ii) be a dedicated Christian.

(iii) freely subscribe to the Statement of Faith, believing without reservation the authority of the Scriptures

(iv) be in agreement of the objectives of Booth UC and show an active interest in its operations.

(v) be at least eighteen (18) years of age.

(vi) attend all meetings of the Booth UC Board of Trustees, either in person or via conference call.

Students wishing to be considered for the Booth UC Board of Trustees position must submit a statement outlining the reasons they would like to be a member of the Booth UC Board of Trustees, the contributions they believe they can make to the Board and the qualifications they bring to this position. This statement shall be submitted to the BUCSC President or VP Operations prior to the end of the winter term of the previous academic year at a date established by the current BUCSC Executive. An incumbent may apply for an additional term by following the same application and selection process as new applicants for the position.

4 STRUCTURE OF THE BUCSC

In order to facilitate the various different tasks assigned to the BUCSC, the BUCSC is structured as two (2) separate bodies: the BUCSC and the Executive. BUCSC will meet at least once a month, with additional meetings as deemed appropriate by the President. The Executive will meet weekly or bi-weekly after the President's meeting with the Dean of Students. BUCSC Representatives are expected to recruit and

⁷ A full description of Board qualifications are given in the Board of Trustees By-law #1. If the terms listed here differ from the Board of Trustees By-law, the Board of Trustees By-law takes precedence.

organize their own planning teams and to hold regular meetings through the year, bringing items to the monthly BUCSC meetings as necessary. BUCSC monthly meetings will be held in person; BUCSC Executive meetings may be held in person, via phone or via e-mail.

4.1 Membership and Responsibilities of BUCSC Committees

4.1.1 BUCSC Member Mandates

All elected Council members hold membership on the BUCSC.

4.1.1.1 Mandate of the BUCSC

- (i) Collectively represent the student body of Booth UC in fulfilling the mandate of the BUCSC.
- (ii) Act on recommendations made by either the Executive or VP Activities in relation to the planning and coordination of events.
- (iii) Act as a sounding board for ideas presented by the Executive or other BUCSC members.

4.1.2 Executive Member Mandates

The Executive is made up of the President and three (3) Vice Presidents. They meet once a week. The President will bring items forward from the Dean of Students, as required.

4.1.2.1 Mandate of the Executive

- (i) Set agenda for upcoming BUCSC meetings
- (ii) Approve event budgets.
- (iii) Review year-end reports and initiate any action needed.
- (iv) Discuss all Group or Club Application forms before they are brought to the BUCSC to be voted on.
- (v) Retain responsibility until the end of the academic year to mentor and advise the incoming BUCSC on the creation of the budget and a preliminary activities calendar.

5 BY-LAWS OF THE BUCSC

5.1 Elections

Guidelines for the nomination and election process:

(i) The Executive shall organize and plan the election process, including any information session(s), speeches, and ballots. The Vice President of Communications shall send out the necessary emails with the help from the President and other Vice Presidents. The Representatives shall assist the Executives in the election process.⁸ The BUCSC President will review the planned election process with the Dean of Students at least one week prior to the initial call for candidate applications.

(ii) Two election periods are held during the academic year. The primary election will be held in March for all positions except First Year Representatives. A secondary election will be held in September for First Year Representatives and any remaining positions still unfilled after the primary election.

(iii) Candidate application forms shall be made available to the student body by the Nominations/Elections Committee or the Dean of Students. Two (2) current Booth UC student signatures must endorse the candidate application forms. The forms shall be accompanied by a short candidate description, including a brief biography and platform in which the candidate will write what it means to be on BUCSC and what they hope to do with their position. Candidate descriptions shall be posted publicly on campus. Candidate application forms shall be due on the Friday before Reading Week or as determined by the Dean of Students.

(iv) Elections will be called on the last Monday of January. All elections must be completed before the end of March.

(v) Executive and Representative positions can only be held by one person.

⁸ There must be at least one member of the elections committee who is not running for re-election. All additional members may be running for re-election or for election to another position. If, however, the position for which they are seeking election becomes contested, they must immediately step down from the committee and another member from the BUCSC must be selected replace them.

- (vi) Before elections take place, all candidates should be announced and presented publicly (Community Gatherings, Student Forum, Populi, etc.).
- (vii) Elections for Executive and Representative positions shall be held over a minimum of three consecutive days. This is to ensure that all students have adequate notice that voting is in session.
- (viii) Elections for First Year Student Representatives shall take place in September, also over a minimum of three consecutive days.
- (ix) Elections shall be held by secret ballot.
- (x) Those elected to office must have more ballots than any other candidate, or a majority of favourable ballots in a vote of confidence. In the event of a tie, a re-vote will be called between the tying candidates only.
- (xi) Any full-time or part-time Booth UC student may vote in BUCSC elections.
- (xii) In instances where only one nomination form is received for a position, additional nominations will be received during the week following the posting of the nominations.
- (xiii) In the event of one nomination, the ballot will be a vote of confidence meaning that a yes/no ballot will be presented to the student body.
- (xiv) If an Executive or Representative position remains unfilled following the spring election, it may be filled by a suitable candidate during the fall election period. Responsibilities of vacant Executive positions will be shared between Executive positions that have been elected already until a member can be elected.
- (xv) Candidates are strongly encouraged to participate in a public forum before elections take place. This may take place during a community gathering, lunch, or any other publicly advertised timeslot.
- (xvi) When the results have been determined, those that have counted votes will first contact each candidate privately, and request that the information be kept confidential until all candidates have been contacted. Once all candidates have been made aware of the results, the results become public.

5.2 BUCSC Decisions and Voting

- (i) Votes may only take place in BUCSC meetings. Voting may be conducted by electronic communication with all members when a in-person meeting is not possible.
- (ii) Voting may only take place when there is quorum.⁹
- (iii) For a motion to go into voting procedure, one (1) BUCSC member must second the motion.
- (iv) For a motion to pass, majority support is required.
- (v) The following individuals may not vote: President, Dean of Students, Secretary, and Event Leads.
- (vi) In a case that a vote is tied, the President shall be the deciding factor with consideration from the Dean of Students

5.3 Student Service Fees

- (i) Student Service fees shall be collected by the Institution at the beginning of each the Fall and Winter semesters.
- (ii) All students shall pay Student Service fees per credit hour each semester which are set annually by the Institution.

5.4 BUCSC Finances and Budget

- (i) The annual BUCSC budget is based on a portion of the fee collected per credit hour by the Institution and is allocated by the Institution to the BUCSC according to the amount collected in the previous fiscal year.¹⁰
- (ii) The fiscal year for the BUCSC shall begin on April 1 to March 31.

⁹ Quorum is set at 2/3 of the BUCSC membership. The total number of members should be calculated based on the positions that are currently filled, less the Secretary (who is not a member) and the Dean of Students (who is an ex-officio member)

¹⁰ BUCSC shall retain 10% of the BUCSC fees for the current year and the previous year's 10% shall be placed into the BUCSC account(s) for the current year to be used for one or more major project(s) for the current year.

(iii) BUCSC will set a budget to allocate funds to events and causes it deems necessary. The budget structure will be set in March by the incoming BUCSC in consultation with the outgoing BUCSC. The budgets will be realistically based on the budget that each event has spent in previous years. Any additional money will be assigned by the Executive at their discretion for events arising during the academic year (i.e. "discretionary fund")

(iv) Budgets for the next academic year should be discussed and approved (by majority vote) by the end of the current academic year. The budget for each annually occurring event may be publicized in estimated terms at election time and candidates are expected to understand their financial responsibilities should they be elected to the council.

(v) Event leads must present a budget and obtain approval from the VP Operations in advance of any event related expenditures taking place. Upon budget approval, Event Leads may subsequently spend up to \$50.00 per purchase without additional approval required, provided they have not exceeded the approved budget amount.

Event Leads may spend up to \$300.00 with prior approval from both the VP Operations and President of the BUCSC.

Expenses exceeding \$300.00 will require prior approval from the Dean of Students, and will be considered upon recommendation from the BUCSC President and VP Operations.

(vi) If an Event Lead, in cooperation with the VP Activities, decides that additional funds are needed beyond the budgeted amount previously approved by the VP Operations, they may apply for additional funds to be taken out of the discretionary spending fund. The application to use money from the discretionary spending fund will be voted on by the Executive, by normal voting procedure.

(vii) Unused student fees from the discretionary spending fund can be pooled into a special projects fund to be spent on a service and/or activity of benefit to the entire student body for that year and/or future years.

5.5 BUCSC Fundraising

(i) Any events or initiatives undertaken by the BUCSC to raise funds for projects or causes that are either internal or external to Booth UC must be in compliance with Booth UC Institutional policies and procedures. This includes, but is not limited to, a ban on events involving raffles, lotteries, and the serving of alcohol.

5.6 BUCSC Meetings

(i) All members of the BUCSC are required to attend all BUCSC meetings unless circumstances do not allow and the President is notified at least one (1) day in advance. Failure to attend more than three meetings without being excused by the BUCSC President by presenting acceptable reasons for their absence may result in the member's removal from the BUCSC at the discretion of the BUCSC President and Dean of Students.

(ii) BUCSC meetings may be governed by Appendices II and III of the BUCSC Constitution and By-Laws, or another structure as set by the President.

(iii) The BUCSC meets monthly.¹¹ Executive meetings will be held weekly or as determined by the President.

5.7 BUCSC Member Stipends

Financial stipends will be provided to BUCSC members appropriate to their level of responsibility. Stipends are not considered to be a wage for employment, nor do they compensate members for time spent in BUCSC work. Rather, stipends offer a small allowance to members in recognition of time spent on BUCSC responsibilities and to provide a source of accountability among members concerning the duties of their position.

5.7.1 Stipend Terms and Conditions

Stipends will be given to BUCSC members at the end of each term pending satisfactory completion of the following requirements:

¹¹ A schedule for BUCSC meetings will be set by the President at the start of each term.

- (i) Completed Member Review Form. This form will include a list of all events and meetings the council member attended, as well as a brief description of the work they put into organizing, helping, or supporting Student Council events. This form will be reviewed by the Student Council Executive, who will submit a recommendation to the Dean of Students as to whether the Council Member qualifies to receive the appropriate stipend. See Appendix I.
- (ii) Stipends will be in the amounts as follows:
- Executive members: \$300 per term or \$600 per year.
 - Representative members: \$200 per term or \$400 per year.
 - Secretary: \$200 per term or \$400 per year.

5.7.2 Stipends for Executive Position Vacancies

At the beginning of each school year, if there is a vacancy in any of the Executive positions, the responsibilities assigned to the vacant position may be reassigned to one or more members of the current Student Council. If the vacant position responsibilities are assigned to more than one student, a plan must be made to divide the work and corresponding stipend amount in a manner agreed upon by each party. A proposed arrangement for the division of responsibilities and stipend amount will be recommended by the Student Council Executive and approved by the Dean of Students prior to additional responsibilities being undertaken by any BUCSC member.

5.7.3 Increases to Stipend Amounts

Any increases to the amount of stipend awarded to BUCSC members must be passed in a general referendum of the Booth UC student body by a 51% majority. This is based on 20% of the student body participating in the referendum vote.

5.8 Constitution Amendments

- (i) Amendments to the BUCSC Constitution and By-Laws shall be processed by the present BUCSC.

(ii) The BUCSC Constitution and By-Laws shall be reviewed annually in the Winter Term. Small amendments may be made to the Constitution outside of the annual review period with the approval of the Dean of Students.

(iii) The BUCSC VP Operations or President will initiate the review process and will seek input from other Council members concerning necessary changes.

(iv) Changes to the Constitution will be adopted by the BUCSC based on majority vote of at least 2/3 of the BUCSC membership.

(v) Constitution changes must be reviewed by the Dean of Students and approved by the BUC Cabinet.

(vi) In some cases, BUCSC may decide to temporarily amend the BUCSC Constitution for a period of one year. This may be done in the case of a major change that would significantly alter how BUCSC as a whole or specific event functions or performs. At least 2/3 of the members of BUCSC must be present and the members in attendance must come to consensus in order to approve a temporary amendment. At the end of the school year for which the temporary amendment was in effect, a consultation should be led by the VP Operations as to how the change went, taking into account the opinions of all those affected, including those on BUCSC, the individual(s) in question, and the members involved in the planning of the event (if applicable). Based on the information collected, BUCSC shall then make a decision, as per normal Amendment By-Laws, whether to make the amendment permanent or reverse it. Record of this trial should be kept by the VP Operations whether or not it becomes a permanent change.

5.9 Validity of the BUCSC Constitution and By-Laws

(i) The provisions of these By-Laws are valid and binding in regard to all of the activities of the BUCSC. In such areas that these By-Laws read contrary to the rules of the Institution or the laws of the land which we are all subject to, then these By-Laws shall be considered subordinate and Institutional rules and the laws of Canada shall take precedence.

(ii) These By-Laws may not at any time be suspended or contravened by any member of the BUCSC unless so resolved at a BUCSC meeting in accordance with this Section 5.6 of the BUCSC Constitution and By-Laws.

6 BUCSC CLUBS

The purpose of a BUCSC club is to provide valuable experiences and opportunities to all Booth University College students to build a healthy community around a common interest. BUCSC clubs shall promote content that is in keeping with Booth UC mission and values. BUCSC clubs will be open to all Booth University College students. BUCSC clubs will work with the Booth UC Student Council.

6.1 Club Application Procedure

Individuals wishing to form a BUCSC club may do so according to the following procedure.

- (i) Any Booth University College student may start the process of forming a club.
- (ii) If a student wishes to form a club, they must complete a BUCSC Club Application Form. (See Appendix IV of the BUCSC Constitution and By-Laws).
- (iii) After completing the BUCSC Club Application Form, the student must submit the document to the VP Activities, who will review and either return for additional information or make a recommendation to the BUCSC on its approval. The document must be voted on by the BUCSC and must pass by a majority vote.
- (iv) A student applying to form a BUCSC club must have the endorsement of a minimum of five (5) other Booth University College students.
- (v) A **club leader** must be a student who is an admitted to a Booth University College program. The club leader is the point person for communication for the club. They hold responsibility for the activities and the bookkeeping of the club; though this responsibility may be passed down to any club member. If the club is started by multiple members, a club leader must still be chosen; however, co-

founding/co-leader positions may also exist. The club leader position may be voted on by the club members.

- (vi) A **club member** must be a student who is admitted to a Booth University College program. A club's membership must be open to all students at Booth University College. This also includes Booth UC students enrolled at the College for Officer Training (CFOT).
- (vii) Any BUCSC member may also be part of a club. However, they must not participate in decisions concerning funding for the club in which they hold membership.
- (viii) Clubs must register annually in order to be recognized as a club for funding by the BUCSC. Clubs may apply at any time in the academic year.

6.2 Finances and Funding

- (i) Clubs must be ratified in order to receive funding from BUCSC.
- (ii) The **club leader** is responsible to document all financial activities of the club. This responsibility may also be handed down to any **club member**, provided that the name and contact information for this individual is provided in advance to the BUCSC VP Operations.
- (iii) Clubs may request funds from the BUCSC as required to implement their proposed events and activities. If a club or group wishes to have funding from the BUCSC, they may apply in writing to the VP Activities or VP Operations, and it must be approved by the BUCSC Executive. The Funding Request form is in Appendix V in the BUCSC Constitution and By-Laws. This document must be fully completed, including a budget and rationale for the event or activity. Funds will be dispersed to BUCSC clubs based on decision made by the Executive team.
- (iv) All funding applications must be submitted at least two (2) weeks before the funds are required.
- (v) All expenditures must be accounted for with the original receipts.

(vi) Invoicing for externally contracted services needs approval by the Dean of Students prior to the event or activity.

(vii) Clubs members may request to BUCSC equipment and supplies with prior approval from VP Activities or Operations.

6.3 Communication

(i) A club is required to work with the BUCSC Vice President of Communications regarding any promotional material, including social media.

(ii) Any club wishing to incorporate the BUCSC or Booth UC logo or name in any sign, letter, invoice statement, email correspondence, poster, et cetera must seek prior approval from the BUCSC VP Communication or the Dean of Students.

(iii) Any emails intended for the Booth UC student body ~~require prior review and~~ must be submitted to the VP Communications for review and editing in advance. The VP Communications will submit the final draft to the Student Engagement Coordinator for bulk email distribution.

(iv) Clubs must respect the Booth UC Social Media Policy and Guidelines. Inappropriate use of social media can result in sanctions against the club ~~found guilty of this~~.

6.4 Club Rights and Responsibilities

(i) Registered clubs are granted the following rights:

1. To be listed as an official BUCSC Club on the bulletin board and Booth UC website.
2. To have access to funding.
3. To have access to BUCSC equipment and supplies.
4. To receive assistance from the VP Operations when preparing club financial documents.
5. To receive assistance from the VP Activities when preparing club activities and events.
6. To post approved club notices, advertisements, etc. on appropriate bulletin boards designated by the VP Communications.

7. To receive assistance and support through Student Services for events and activities.

(ii) The BUCSC clubs have the following responsibilities and limitations:

1. Honour the purpose for BUCSC Clubs stated above and respect the mission and ethos of Booth University College.
2. Registration as a club leader or member does not constitute membership in the Booth UCSC.
3. Prepare communications for Club events.
4. Account for any funds received and provide original receipts.
5. Conduct regular meetings throughout the term.
6. Determine Club leadership and organizational structure.

7 FACILITIES AND ACCOUNT ACCESS

7.1 Keys to BUCSC Spaces

BUCSC has an office space that is shared with Student Services, located in Room 213 in the 290 Vaughn Street Building. This room is to remain locked outside of business hours. Keys for this room are made available to BUCSC Executive members only and may not be shared with other students.

Keys must be returned to the Student Services Assistant at the end of the academic year and are the responsibility of the key holder. Fees will be charged to the key holder if keys are not returned.

7.2. Access to BUCSC Accounts

The Booth UC Student Council has access to several different accounts to support its activities. The main holder of these accounts should be the Vice President of Communications. Other Executive members or Representatives may have access to these accounts as deemed necessary.

BUCSC accounts are: Canva, Facebook, Eventbrite, Instagram, and Zoom.

The BUCSC E-mail is: StuCo@myboothuc.ca

APPENDIX I End of Year Self-Evaluation for BUCSC Members

Date:

Name:

Position on BUCSC:

Please answer the following questions honestly:

1. My participation on BUCSC this year and as a student leader is best described as _____ because:

2. I feel satisfied / unsatisfied after being on BUCSC. Please explain your selection.

3. I feel that I did the following things well:

4. I would suggest the following as areas of improvement:

APPENDIX II BUCSC Rules of Order

- (i) President calls meeting to order.
- (ii) VP Operations takes roll call (Quorum¹² of 2/3 of the BUCSC required for business).
- (iii) Secretary reads minutes.
 - (a) President motions for approval of minutes.
 - (b) Vote for approval of minutes.
- (iv) Reports of Executive members (The President or any VP if necessary).
 - (a) Motion and second for adoption of Executive member's proposals (if necessary).
 - (b) Vote for adoption of Executive member's proposals.
 - (aa) If report requires no action, President thanks reporter and the report is put on file.
- (v) Reports of Events.
 - (a) Motion for adoption of event lead's proposals (if necessary; no second required).
 - (b) Vote for adoption of event lead's proposals.
 - (aa) If report requires no action, President thanks reporter and the report is put on file.
- (vi) Reports of Special Committees.
 - (a) Same procedure as reports of standing committees.
- (vii) Special orders of business (Items that must be decided immediately or ASAP).

¹² Quorum – The number of members of the Council required to be present to transact business legally. As outlined in Section 5.2 of the BUCSC Constitution and By-Laws.

- (a) Refer to Procedures for Conducting Business.
- (viii) Unfinished orders of business.
 - (a) Refer to Procedures for Conducting Business.
- (ix) New orders of business.
 - (a) Refer to Procedures for Conducting Business.
- (x) For the good of the order.
 - (a) Members given the floor may make comments and observations on the BUCSC and its work.
 - (b) VP Operations files report of breaches of the BUCSC Constitution (if necessary).
- (xi) Announcements.
 - (a) Upcoming events.
- (xii) Guest Speaker.
 - (a) May be placed earlier in agenda for the sake of the speaker's schedule, etc.
- (xiii) Adjournment.
 - (a) Motion and second to adjourn.
 - (b) President announces adjournment.

APPENDIX III Procedures for Conducting Business

(i) Business is presented.

(ii) Motion made and seconded.

(iii) Discussion/Debate.

(a) Members request the floor (by raising of hands).

(b) President recognizes member to speak.

(c) A member is entitled to speak a second time only after everybody else who wishes to speak has done so.

(d) No member may speak while another has the floor, and will be called out of order by the President, excepting:

(aa) Interruptions may only be made for Point of Information motions, in which a member asks for a specific piece of information (such as the amount of money the BUCSC has, or cost of a proposed idea) that will assist them in making decisions, and Raising a Question of Privilege, which allows members to express a complaint of some condition that prevents the member from concentrating on the issue at hand (other members talking out of order, in ability to hear the speaker, etc.).

(bb) If either of these interruptions can be avoided it will greatly help the flow of the meeting. Waiting to be recognized separately to ask for information is more practical, and if a procedural mistake shows no injustice, it may be better to let it stand. Please keep these things in mind for the sake of the meeting.

(e) If a member feels the debate has become repetitive, they may move to close the debate by correctly obtaining the floor. This motion may be passed by a two-thirds vote of the present BUCSC, and the BUCSC will proceed to vote on the motion at hand.

(f) If a member believes the issue is taking more time than is practical for the completion of the meeting's agenda, they may move to Postpone to a Certain Time (or Postpone Definitely), usually to the next regular meeting.

(aa) This motion must be seconded, is debatable, and requires a majority vote to be approved.

(iv) Vote on the motion (by show of hands).

(a) The motion will be passed or denied by majority vote (or plurality¹³ in the case of three or more voting options).

(b) On the occasion of a tie, the President decides the outcome; if their vote does not affect the outcome of the vote, the President has no vote in any matter.

(c) The vote on an issue is denied to those absent at the meeting; under no circumstances will absentee¹⁴ or proxy voting¹⁵ be allowed; absent members' voting right are protected only by quorum.

¹³ Plurality – Voting on an issue with more than two possible choices where the choice with the most votes wins.

¹⁴ Absentee Voting – An absent member voting before a meeting on an issue to be discussed at that meeting.

¹⁵ Proxy Voting – One member voting in the stead of another absent member of the council as well as their self.

APPENDIX IV Student Club Application Form

Date: _____

First name: _____ Last name: _____

Email: _____

Name of club: _____

Purpose of club:

How many meetings/semester: _____ Plan on requesting funds? _____

Signatures (Applicant + 5 student endorsements):

BUCSC Office Use Only

Date received: _____ Date of vote: _____

Approved? _____

Signatures of the President and the VP Operations:

APPENDIX V Student Club /Event Funding Request

Contact Name: _____ BUCSC Club Name: _____

Date of Proposal: _____ Funds needed by: _____

Description of event/ purpose for which funds are being requested:

Anticipated Expenses

Category	Description	Amount Requested
Supplies		\$
Advertising		\$
Food/Drinks		\$
Equipment		\$
		\$
		\$
TOTAL		\$

(for Student Council use)

Approved Amount: \$_____ ☐ Petty Cash ☐ Corporate Credit Card

Club Leader

VP Operations

Dean of Students

APPENDIX VI End of Term Reporting Form for BUCSC Members

Name:
Position:

Description of Tasks Completed:

Click or tap here to enter text.

List All Events Attended:

Click or tap here to enter text.

Things That Went Well this Term:

Click or tap here to enter text.

Things to Improve on:

Click or tap here to enter text.

Positives and Challenges You Had While a Member in Student Council:

Click or tap here to enter text.

Signature: _____

Date: _____