



BOOTH

UNIVERSITY COLLEGE

Booth University College Student Council Constitution and
By-Laws

December 2017

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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 BUC’s Winnipeg campus is located within Treaty No. 1 Territory, the traditional lands of the Anishinabe (Ojibway), Ininew (Cree), Oji-Cree, Dene, and Dakota, and the Birthplace of the Métis Nation and the Heart of the Métis Nation Homeland. As BUC 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)

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

Commuter Student Representative (1)
Resident Student Representative (1)
International Student Representative (1)
Graduating 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 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 a new election will be called.
- (iii) Each member must be able to agree with and uphold the Institution's mission and ethos.³
- (iv) Each member possesses voting rights and responsibilities for BUCSC issues.
- (v) Each member must attend all BUCSC meetings, unless circumstances do not allow, and the President is notified at least one (1) day before the scheduled meeting.
- (vi) 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.
- (vii) Each member is responsible to fulfill at least the duties outlined below and/or delegate, when appropriate.
- (viii) Each member is responsible to prepare and present a yearly report to the BUCSC at the end of their term evaluating the position.

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

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

(ix) Each member shall prepare a binder to be handed off to their elected successor.

(x) Each member must participate in leadership training on campus at Booth UC during the week before the start of classes in the Fall semester.

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.

(ii) Each BUCSC member will complete a self-evaluation at the end of year. See Appendix I.

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 GPA of 3.0.

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) Meet weekly with the Dean of Students.

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) Coordinate the planning of BUCSC events in cooperation with BUCSC representatives.

(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 BUC 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 Services Coordinator about upcoming BUCSC events and BUCSC concerns.
- (iv) Provide support to BUCSC events by coordinating the promotion of these events.
- (v) Ensure that BUCSC meeting minutes are communicated with the members of the BUCSC.
- (vi) 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) Call and chair meetings of the Nominations/Elections Committee.
- (iii) Call and chair meetings of the Constitution and By-Law Committee.
- (iv) Present a semi-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 six. However, the Student Council may function with less than six if fewer Representatives are elected in a given year.

3.3.1 First Year Representative

The First Year Representatives (two positions) serve as liaisons between first year students and BUCSC. 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 Commuter Student Representative

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

- (i) Be a student who does not live on campus.
- (ii) Represent the interests of Commuter students at BUCSC meetings.

3.3.3 Resident Student Representative

The Resident Student Representative serves as liaison between the residence students and BUCSC and works in close cooperation with Residence Assistants. This is an elected position. In the case there are no nominations for the Resident Student Representative, the representative will be chosen by the Student Services Coordinator and approved by the BUCSC President. The Resident Student Representative shall:

- (i) Be a student who lives in the Booth UC Residence.
- (ii) Represent the interests of Residence students at BUCSC meetings.

3.3.4 International Student Representative

The International Student Representative serves as liaison between the international students and BUCSC. This is an elected position. In the case there are no nominations for the International Student Representative, the representative will 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.
- (ii) Represent the interests of International students at BUCSC meetings.

3.3.5 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 will be chosen by the Dean of Students and approved by the BUCSC President. The Graduating Student Representative shall:

- (i) Be a student who 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. Lunch with the President).
- (iv) Represent the interests of graduating students at BUCSC meetings.

3.4 Other BUCSC Positions

3.4.1 Secretary

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

- (i) Take minutes at BUCSC and Executive Committee meetings and forums, and send the minutes to the VP Communications.

3.4.2 Dean of Students

The Dean of Students will sit on the BUCSC. 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 is expected to attend a minimum of two BUCSC meetings per term, and to meet with the BUCSC President at least once every two (2) weeks. The Dean of Students is not 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 BUC. 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.

3.5 Other Positions

In addition to BUCSC members, there are several other elected positions not affiliated with the BUCSC, but whose appointment process is governed by the BUCSC Constitution.

3.5.1 Member of the BUC Senate

The BUCSC shall appoint a student to the BUC Senate. This position is a one-year term, and is voted upon by the BUCSC, recommended by the Dean of Students and approved by the BUC President. 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. The student who is appointed as Member of the BUC Senate must:

- (i) be a campus based student enrolled in at least nine (9) credit hours per semester.
- (ii) be taking courses at BUC's Winnipeg campus.
- (iii) maintain a minimum course load of 9 credit hours per semester.
- (iv) agree with and support the mission and ethos of BUC.

(v) be available for Senate meetings from late August to May.

Students wishing to be considered for the BUC Senate position must submit a statement outlining the reasons they would like to be a member of the BUC 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 BUC Board of Trustees

The BUC 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.⁴ In September 2017, the Board of Trustees passed a motion to appoint a BUC student to the board. This position is a one-year term, and is voted upon by the BUCSC and recommended by the Dean of Students to the BUC President.

Following an in-person interview, the BUC 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 the matter. The member may or may not be an active member of the BUCSC. In addition to the qualifications for Member of the BUC Senate as outlined in 3.5.1 above, the student who is appointed as Member of the BUC Board of Trustees must:

(i) be a dedicated Christian.

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

(iii) be in agreement of the objectives of BUC and show an active interest in its operations.

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

⁴ More about the BUC Board of Trustees is found at <https://www.boothuc.ca/about/board-of-trustees/>

(v) must not be an employee of BUC.⁵

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

Students wishing to be considered for the BUC Board of Trustees position must submit a statement outlining the reasons they would like to be a member of the BUC 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.

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 once a week after the President's meeting with the Dean of Students. BUCSC Representatives are expected to recruit and organize their own planning teams and to hold regular meetings through the year, bringing items to the monthly BUCSC meetings as necessary.

4.1 Membership and Responsibilities of BUCSC Committees

4.1.1 BUCSC

All members of the hold membership on the BUCSC.

4.1.1.1 Mandate of the BUCSC

(i) Collectively represent the student body of BUC in fulfilling the mandate of the BUCSC.

(ii) Take action on recommendations made by either the Executive or VP Activities in relation to the planning and coordination of events.

⁵ The BUC Board of Trustees intends to revise their by-laws to extend the exemption of faculty members serving on the BUC Board of Trustees to student employees.

(iii) Act as a sounding board for ideas presented by the Executive or other BUCSC members.

4.1.2 Executive

The Executive is made up of the President and three (3) Vice Presidents. They meet once a week.

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 establish a Nominations/Elections Committee which consists of the following BUCSC Members⁶: VP Activities (chairperson), the First Year Representatives, two other eligible BUCSC members and the Dean of Students. This committee will facilitate nominations and elections.

(ii) Two election periods are held during the academic year: First Year Representatives, and Executive/Representatives. Election nomination forms shall be made available to the candidates by the Nominations/Elections Committee. Five (5) current BUC student signatures must endorse the nomination forms. The forms shall be accompanied by a

⁶ 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.

250-word biography in which the candidate will write what it means to be on BUCSC and what they hope to do with their position. Biographies shall be posted publicly on campus. Nomination forms shall be due on the Friday before Reading Week.

(iii) Elections must be called on the last Monday of January. All elections must be completed before the third week of March.

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

(v) Before elections take place, all candidates should be announced and presented publicly (Community Gatherings, Student Forum, etc.).

(vi) Elections for Executive and Representative positions shall be held over three consecutive days. They are held over three consecutive days to ensure that all students have adequate notice that voting is in session. These days must be Wednesday to Friday.

(vii) Elections for First Year Student Representatives shall take place in September, also over three consecutive days. These days must be Wednesday to Friday.

(viii) Elections shall be held by secret ballot.

(ix) 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 only the tying candidates.

(x) Any full-time or part-time BUC student may vote in BUCSC elections.

(xi) 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.

(xii) 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.

(xiii) If an Executive or Representative position remains unfilled following the spring election, it may be filled by a returning student during the fall election of the First Year Representatives in the following school year. Responsibilities of vacant Executive

positions will be shared between Executive positions that have been elected already until a member can be elected.

(xiv) 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.

(xv) 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 Voting

(i) Votes may only take place in BUCSC meetings.

(ii) Voting may only take place when there is quorum.⁷

(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.

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.

⁷ 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 and the Dean of Students (because these positions do not vote).

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.⁸

(ii) The fiscal year for the BUCSC shall begin on April 1 to March 31.

(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.

⁸ 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.

(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 BUC must be in compliance with BUC 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.

(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.⁹ Executive meetings will be held weekly at a predetermined time.

5.7 Amendments

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

(ii) Amendments can be made when deemed necessary; however, the current “BUCSC Constitution and By-Laws November 2017” shall be reviewed and revised within a maximum of two (2) years.

⁹ BUCSC meetings routinely occur on first Monday of the month from 11:30-12:30.

(iii) When changes are necessary to this document the Executive shall appoint a Constitution and By-Law Committee consisting of: VP Operations (chairperson), and members from the current or past BUCSCs¹⁰, that are current students, totalling at least three people.

(iv) If minor procedural changes are necessary, the current BUCSC may pass a resolution by majority vote. Resolutions must be proposed or reviewed by the VP Operations, and will be appended to this document. Any resolution must refer to the specific subsection it alters. These shall be reviewed by the next Constitution and By-Law Committee, and either adopted into this document or discarded.

(v) To agree on the final version of any amendment or final copy of a revised "Constitution and By-Laws" at least 2/3 of the members of Student Council must be present and the members in attendance must come to consensus.

(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 a 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.

¹⁰ In the event that the incoming Vice President Operations-elect has already been voted in/affirmed by the Student Body, they will be eligible/expected to serve as a member of the Constitution and By-Law Committee. This will aid in continuity in the position and ensure that the new VP Operations is aware of Constitutional concerns going forward.

5.8 Validity of the BUCSC Constitution and By-Laws

(i) The provisions of these By-Laws are valid and binding in regards 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 BUC GROUPS AND CLUBS

The creation of groups and clubs at BUC shall be governed by the BUCSC Constitution and By-Laws.

(i) Any student can start the process of forming a group or club.

(ii) If a student wishes to form a group or club, they must complete the BUCSC Group or Club Application Form (Appendix IV of the BUCSC Constitution and By-Laws).

(iii) A student applying to form a group or club must have the endorsement of a minimum of five (5) other students.

(iv) After completing the BUCSC Group or 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 majority vote.

(v) If a club or group wishes to have funding from the BUCSC, they can apply in writing to the VP Activities, and it must be approved by the BUCSC Executive.

(vi) An existing club or group has until the first week of October to state whether or not they wish to remain certified.

7 KEYS TO BUCSC SPACES

BUCSC has an office space, located in Room B105 in the Waldron Building. This room is to remain locked at all times. Keys for these rooms should be held by BUCSC members in the following positions:

(i) President

(ii) VP Activities

(iii) VP Communications

(iv) VP Operations

Keys must be returned to the Hospitality Manager 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.

APPENDIX I TO THE BUCSC CONSTITUTION
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 TO THE BUCSC CONSTITUTION

BUCSC Rules of Order

- (i) President calls meeting to order.
- (ii) VP Operations takes roll call (Quorum¹¹ 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).

¹¹ 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 OF THE BUCSC CONSTITUTION
BUCSC 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 plurality¹² 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 absentee¹³ or proxy voting¹⁴ be allowed; absent members' voting rights are protected only by quorum.

¹² Plurality – Voting on an issue with more than two possible choices where the choice with the most votes wins.

¹³ Absentee Voting – An absent member voting before a meeting on an issue to be discussed at that meeting.

¹⁴ Proxy Voting – One member voting in the stead of another absent member of the council as well as their self.

APPENDIX IV TO THE BUCSC CONSTITUTION
BUCSC Group or 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: