



Calumet College Council Constitution

York University

Amended January 2021

Preamble:

Calumet College, established in 1970, is an integral part of the York University College system. It seeks to offer opportunities for all of its members to develop through active participation. The students of Calumet College have formed the Calumet College Council, this Constitution has been written to illustrate the commitment to a democratic and responsible student government. This government commits to keep up with the educational purpose of Calumet and York University as well as add to the student experience inherent in University life. To these ends, the members of Calumet College which include the students, faculty, fellows, alumni and staff, may participate. The Calumet College Council is responsible and accountable to all Calumet College members, and shall provide a forum for each member of the Calumet Community to have an equal opportunity to express their views.

Land Acknowledgment

York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, the Wendat, and the Metis. It is now home to many Indigenous Peoples. We acknowledge the current treaty holders and the Mississaugas of the Credit First Nation. This Territory is subject of the Dish With One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

Article 1.0: Name

1.1: CCC Acronym

The name of the organization herein constituted shall be the Calumet College Council. “CCC” shall be its acronym.

Article 2.0: Applicability

2.1: Supremacy of Constitution

- i. The Constitution of Calumet College Council is the mandating document of the Calumet College Council and that, which is within the CCC jurisdiction.
- ii. The authority of the Constitution extends to the Calumet College Council and every person or organization deriving its authority and existence from the Constitution or Council. In addition, this includes any person who is directly or indirectly responsible to the Council.

2.2: Non-Conflict Laws

Section 2.1 applies only to the extent that it does not conflict with the valid and applicable laws and regulations of York University, the Office of Student Success Committee, the Government of Ontario and the Government of Canada.

Article 3.0: Definitions

3.1: Definitions

In this Constitution:

- “Academic session” describes three terms; summer, fall and winter together, starting the first day of summer term classes and ending the last day of winter term exams;
- “Academic Term” describes each of the following three terms singularly, fall, winter or summer starting the first day of regular class per specified semester in undergraduate at York University and everyday thereafter until the start of that exam period;
- “Alumni Association”, unless otherwise specified, describes the Calumet College Alumni Association;
- “Annual Term” describes the dissolution and entrance of a council to the dissolution and entrance of a subsequent council, usually from May 1st of one year and ending on April 30th of the following year;
- “ASAY” describes the Aboriginal Students’ Association at York;
- “Term” describes the Summer, Fall or Winter session at York University;
- “CAC” describes the Calumet Athletic Committee;
- “CCC” describes the Calumet College Council;
- “CPC” describes the Calumet Promotions Committee;
- “CRO” describes the Chief Returning Officer;
- “CSC” describes the Calumet Social Committee;
- “Censure” describes the council’s written expressed disapproval accompanied by a Honorarium penalty;

- “Class” describes a system of ordering society into specific sectors based on their perceived social or economic status;
- “College” refers to the college system throughout York University which consists of nine (9) colleges divided by their faculty. This particular constitution refers to Calumet College;
- “Colour” refers to pigment of skin; refers to one’s race;
- “Community Member(s)” describes member(s) of the Calumet College Community as defined in Article 7.0;
- “Constitution” describes the Constitution of CCC;
- “Council Member(s)” describes member(s) of the Calumet College Council as defined in Article 8.0;
- “Council” describes the Calumet College Council;
- “Executive Officer” describes a member of the CCC with specific duties set out in Article 8.2 of this Constitution;
- “Fall term” or “Fall session” describes the first day of regular classes of the fall semester in Undergraduate studies at York University and every day thereafter until the last day of fall exam period;
- “Fellow(s)” describes a student or graduate of Calumet’s learned society; and incorporated senior member of the college in past members of the governing body;
- “Gender” refers to one’s own gender identity and is based on their own individual definition and expression;
- “Honorarium” describes the financial remuneration as recognition of the dedication toward Council Activities;
- “Impeachment” describes the removal of an individual from office and the complete forfeit of the possible honorarium;
- “Land Acknowledgment” describes the significance of giving land acknowledgments is essentially showing recognition of and respect to Indigenous Peoples and their traditional or ancestral territories, which are essential elements of establishing healthy, reciprocal relations. It is also the way forward in the steps toward reconciliation between Indigenous and non-Indigenous peoples.
- “Liaison” refers to the spokesperson or representative position that facilitates a close working relationship between people or organizations;
- “Marital Status” describes a person’s state of being single, married, separated, divorced or widowed;
- “Mascot” describes the Calumet Council Mascot, a cougar, named Rocky;
- “Master” describes the Head of Calumet College;
- “Mental ability” describes a person in regards to their physical or emotional wellbeing, and the power to learn or retain knowledge;
- “Nation/Ethnic Origin” describes an individual who belongs to an ethnic group identified background as then or because they identify as it;
- “Passing the Torch” describes the meeting of the CCC where an outgoing council is dissolved, and immediately turned over to the incoming council, usually held in the month of April before May 1st;
- “Physical Ability” refers to ability to perform physical acts in contrast to mental ability;
- “Personal Pronouns” refers to a set that shows contrast of person, number and case; used to properly identify an individual and describes the way in which an individual chooses to be addressed by based on the gender they choose to identify with such as he/him, she/her, they/them, zie/zir, xe/xir, etc.
- “Proxy Votes” describes the transfer of a voting decision, from a voting member who will be absent during a voting meeting. The absentee must submit a written note of regret and voting decision to the Calumet Council Speaker before the meeting in order for the vote to be approved. More in article 11.13;
- “Public Assistance” refers to the services that an individual may receive from any form of government;
- “Quorum” describes fifty percent (50%) plus one (1) of all the voting members on Council;
- “Race” refers to the classification of human into groups based on physical traits, ancestry genetics or social relation or relations between them;
- “Religion” describes an individual’s belief in or worship and practice in a divine being;
- “Representative”, unless context otherwise requires, describes a representative of the CCC;
- “Rock” describes the symbol of Calumet College;
- “Run off Election” describes an election held within 14 days, when there is an equal number of votes amongst two (2) or more candidates at which another election will be held at the discretion of CRO and Student Success Committee;

- "SAYU" describes the Social Association of York University;
- "Sex" refers to one's biology; based on one's reproductive organs;
- "Sexual Orientation" refers to an individual's preference in sexual relations with others;
- "Summer Term" or "Summer Session" describes the first day of regular classes of the summer term at York University and every day thereafter until the last day of summer exam period;
- "SSC" describes the Student Success Committee; recognized as a joint venture of Calumet College and Stong College;
- "Signing Authority" refers to President, Executive Vice-President and Vice President of Finance who can sign off all documents, cheques, contracts, etc.;
- "SIRC" describes the Student Intramural Recreation Council at York;
- "SC&LD" refers to student community and leadership development;
- "Suspension" describes an honorarium penalty and the retraction of council activities;
- "Standing Committee(s)" describes any committee(s) which is (are) created by this Constitution and which will continue to exist year to year;
- "Subsidiary Regulation" includes any decision, act, bylaw, order regulation, rule, form, commission, proclamation, resolution, directive, or any other instrument used, made or established in the execution of a power conferred by or under the authority of the Constitution;
- "Tkaronto" pronounced as (Tak-ar-on-ta)
- "University" describes York University as established by the York University Act, 1965;
- "Winter Term" or "Winter Session" describes the first day of regular classes of the Winter term at York University and every day after until the last day of exams during the official undergraduate exam period;
- "VP" describes the Vice President;
- "YFS" describes the York Federation of Students, the student union that represents over 50,000 undergraduate students of York University;
- "YODA" describes the York Orientation Directors' Association

Article 4.0: Interpretation

4.1: The CCC as the Authority for Interpretation

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

- 1) Interpretations, if any, set out in the most current edition of Robert's Rules of Order Newly Revised;
- 2) Accepted rules of grammatical and lexical construction will be made in Canadian English.

4.2: Interpreter of Constitution

The Speaker, subject to an appeal to the Council, shall interpret the Constitution and all subsidiary regulations, in the first instance. Where a decision of the Speaker is appealed to the Council, it is the duty of each voting Member of Council to restrict their vote only to the legal correctness of the decision of the Speaker. A disagreement exists when at least four (4) voting members of Council raise objection to the ruling, procedure and interpretation.

In the event of a disagreement, a final decision or ruling of the Speaker may be appealed to

- i. The Head of the College;
- ii. Student Success Committee;

Article 5.0: Purpose

5.1: Purpose of the CCC

The purpose of the Council shall be to provide responsible, accountable, and ethical leadership as a student government and:

- a) to ensure marketing and other relevant communications are distributed amongst all entities of the College and any other appropriate organizations;
- b) to ensure the initiation, sponsorship, encouragement and direction of programs and services that will aim to enhance the University experience for constituents and the York University community as a whole by holding each individual member accountable for their actions and use of inclusive language;

- c) to ensure the safeguarding and upholding of the rights of individual members without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, mental health, sexual orientation, gender, preferred pronoun, class, age, mental or physical ability, marital status, or receipt of public assistance;
- d) to ensure the organization's regulations while upholding the council's own governance;
- e) to assist the University in organizing its resources in support of student learning;
- f) to consult, represent, and liaise with students, groups, and members to seek out the most favourable initiatives;
- g) to participate as a member of the community outside of York University;
- h) to promote democratic values and involvement so that students might have a meaningful impact upon their educational environment and further their own personal learning;
- i) to maintain critical oversight of the University's obligations and responsibilities as outlined in the York University Act, 1965;
- j) to create a safe space for all members of the Calumet College community and York University as a whole;

Article 6.0: Powers

6.1: Powers of the CCC

The powers of the Calumet College Council are:

- a) to receive and administer all Council funds;
- b) to engage in all reasonable undertakings necessary to achieve the objectives of the Council, including adopting subsidiary regulations, establishing subcommittees, and hiring individuals as appropriate;
- c) to do all such other things as are incidental or conducive to the attainment of the objectives of the Council.

Article 7.0: Membership

7.1: Membership

The membership of the Calumet Community shall be limited to any one or more of the following:

- a) Students enrolled in at least 3.0 credits at York University during the current annual term and have declared affiliation with Calumet College (the Registrar's or Head's Office shall rule in cases where questions are raised);
- b) Alumni of Calumet College;
- c) Fellows of Calumet College;
- d) Staff and employees of Calumet College or the Calumet College Council.

7.2: Voting Membership

Voting membership (that is, members of the community who are allowed, under the terms set forth in Section I to vote in any election or hold office in the Calumet College Council) is restricted to individuals satisfying the criteria of Section 7.1a.

Article 8.0: Members of Council and Qualifications

8.1: Number of Members

There are thirteen (13) voting members of Council: six (6) members are Executive Officers, excluding the Vice President of Finance while seven (7) are Representatives.

8.1.1: Multiple Memberships

- No more than one person shall hold any one position on Council.
- No individual can hold more than one elected position, unless stated otherwise under the discretion of the Calumet College Council.

8.1.2 Minimum Credit Requirements

- Must be enrolled in 3.0 credits per annual term; with courses being held on Keele or Glendon campus, including online courses offered by York University.

8.2: Executive Officers

The Executive Officers of Council are:

- i. The President
- ii. The Executive Vice-President
- iii. The Vice-President of Programming
- iv. The Vice-Presidents of Athletics (2)
- v. The Vice-President of Communications
- vi. The Vice-President of Finance

8.3: Representative Members

The Representative Members on Council are:

- i. The Residence Representative
- ii. The Commuter Representative
- iii. The Junior Representative
- iv. The Senior and Alumni Representative
- v. General Member
- vi. Academic Representative
- vii. Calumet YFS Director

8.4: Non-Voting Members

The ex-officio, non-voting members of Council are:

- i. The Head of Calumet College
- ii. The Vice President of Finance
- iii. Calumet Athletics Committee members
- iv. Calumet Social Committee members
- v. A member of the Calumet Residence Life Staff and the Residence Life Coordinator/Manager
- vi. The Student Success Coordinator
- vii. The Administrative Assistant of Calumet College
- viii. The Council Speaker
- ix. The Council Secretary
- x. The Webmaster
- xi. The Orientation Chair
- xii. Calumet Promotions Committee Members
- xiii. CRO

8.5: Co-VP Position

The duties of VP Athletics are divided between two (2) co-candidates.

Both candidates must go through the nomination process listed in By-Law 1 (E). In instances of co-candidate disqualification, both nominees shall be disqualified, and both be declared before the election process. If elected, each VP shall constitute one (1) vote.

8.6: Calumet College Membership Requirement

Every elected member of the Calumet College Council must be a member of Calumet College, and must comply with Article 7.1a, 8.0, 8.1, and 8.1.2. If at any point during a member's term of office they fail to qualify with section 7.1a, their position shall be declared vacant and filled in accordance with Article 8.12.

8.7: Commuter Representative

No Commuter Representative shall reside in any university residence, nor accept a place in any residence at York University during the academic session in which the position is held.

8.8: Residence Representative

The Residence Representative shall reside in Calumet Residence for the duration of the fall and winter term.

8.9: Lack of Qualifications

If at any time an elected or hired member of Calumet College Council no longer possesses the qualifications set out in these sections, the position of that Member shall be vacated immediately upon a majority vote of the council and filled in accordance with Article 8.12.

8.10: Resignation

Any member of Council may resign or give notice of intention to resign, which must be in writing submitted to the President and Speaker. The Speaker shall address a formal written document by Council in the subsequent general meeting. The resignation will be set valid upon the date submitted in writing and the Council shall declare such seat vacated (or that it shall become vacant on some future day, as indicated in the written notification), subsequently to be filled in accordance with Article 8.12.

8.11: Investigation of Resignation

Despite Article 8.10, the Council shall not accept a Member's resignation if the Council has reason to believe that such member's resignation was not completely voluntary, and, in such a case, the Council shall ask the speaker (or if the speaker's impartiality is in question, a member chosen by the Calumet College Council) to conduct an investigation into the matter that took place.

8.12: Filling Vacancies

- a) If a role other than President becomes vacant before the Fall Bi-election, then that role will be filled by a bi-election in accordance with By-Law 1.
- b) If no runner up exists for an elected position or does not meet the requirements set forth in Articles 7.1a, 8.0, 8.1, 8.1.2, then the Calumet College Council shall promote the availability of the vacant seat to the community through which the hiring committee should nominate more than one individual to fill a vacant seat 1 individual to fill the vacant seat for the remainder of the academic session. Decided by the majority vote of the ccc. After such installation, the incoming member shall hold the position for the remainder of the academic session. In the case that there are no nominees through the promotion to the community, then the CCC shall appoint and a council shall decide by majority vote.
- c) If a hired position becomes vacant, the vacant position will be hired immediately by the hiring committee. The Role will be filled in accordance with Article 9.0. This person's honorarium will be subject to the Calumet College Council's judgment and will not have voting power unless deemed necessary and voted upon by the CCC.
- d) In the instance that the role of President becomes vacant, then the Executive VP will assume the role, and the role of Executive VP shall be filled in accordance with Article 8.12a – 8.12c.
- e) In the event of the resignation or firing of a hired position, a deserving candidate from the hiring process may be hired until the next formal hiring period, at the discretion of the executive council.
- f) In the event of the resignation or impeachment of an elected member, a candidate may be appointed to fill the vacant role as an interim until the next formal election.

8.13 Probation Period

Members who are impeached or fired as deemed necessary by the Calumet College Council may reapply after a probation period of one (1) year after the date of their termination.

Article 9.0: Duties of Members and Council

9.1: Duties of the Executive Officers or Representatives

9.1.1 President

The duties of the President are:

- a) to act as the official spokesperson of the Council;

- b) to handle all necessary room bookings for Calumet designated club spaces, and/or other services in regards to council matters for the academic term with overview from the Executive Vice President;
- c) to sit as a member of the Calumet Social Committee as defined in Article 14.3;
- d) to sit as a member of the Calumet Athletics Committee as described in Article 14.4;
- e) to be an ex-officio member of any council of committee where the President of the Calumet College Council may be required, such as the YFS Constituency Committee, The Student Representative Roundtable, The Student Success Committee, in addition to at least two other voluntary representative positions on York-wide committees of councils over the course of the year, and any other Presidential commitments that may arise; subject to extenuating circumstances or if conflict of interest is not present;
- f) to be one (1) of three (3) signing authorities for the moneys held by the Council;
- g) to be a member of the hiring committee as described in Article 14.5;
- h) to create criteria for club funding (overa by the Executive Vice President and Vice President of Finance), and collect, revise and make recommendations to the council for voting in regards to the distribution of funds to Calumet affiliated clubs, during the club ratification meeting;
- i) to delegate internal/external affairs to other members of council, from time to time as deemed necessary;
- j) to assist in coordinating the orientation programming through collaborative management of the Orientation Chair during the summer term;
- k) to produce and maintain a club funding budget in accordance with the Vice President of Finance once per term and is to presented to the Calumet College Council; with overview from the Executive Vice President and shall be responsible for keeping an accurate account of all club funding requests received and granted by the council; with help from the VP Finance;
- l) to sit as a member of YODA during the summer term;
- m) to assist other members in the execution of their duties when deemed necessary;
- n) to be the Head's liaison with the Council; subject to academic and other work commitments and any other extenuating circumstance subject to approval of executive officers;
- o) to maintain at least two (2) separate regularly scheduled and publicized office hours weekly that will be set and decided at the start of each term by the council and maintain two (2) separate regularly scheduled and publicized office hours in the Calumet Council Office which will be set and decided upon biweekly at general meetings by the President, with overview from the Executive VP, excluding the summer term;
- p) to actively participate in Calumet College's Orientation Week as a Co-Chair;
- q) to create and/or revise the club contracts, club ratification forms and the club application forms; with overview from the Executive Vice President
- r) to chair biweekly Executive meetings, excluding the summer term;
- s) to attend all meetings and social, academic, and athletic events of the Calumet College Council, subject to academic and other work commitments and any other extenuating circumstance subject to approval of executive officers;
- t) to, in the absence of the Executive Vice President or the Vice President of Finance, fulfill their duties;
- u) to overview the Executive Vice President with producing and maintaining a club funding budget in accordance with the Vice President of Finance once per term that is to be presented to the Calumet College Council;
- v) to act as co-chair and Secretary for the Alumni committee meetings; subject to academic and work commitments;
- w) to actively participate at a minimum of two (2) College intramural sport per term, not including the summer term, subject to work and academic commitments;
- x) to run one (1) aboriginal event per annual term in conjunction with Vice President Social Programming, the Head of the College and/or in cooperation with Anduhyaun and ASAY (if applicable);
- y) to act as liaison between clubs with whom joint events are planned, clubs that occupy Calumet Student Space, the Faculty of Health, and the Schulich School of Business, if applicable;
- z) to sit as a member of the Calumet Promotions Committee as described under Article 14.6;
- aa) to table at summer convocation and gather contact information from graduating students in collaboration with the Senior and Alumni Representative subject to academic or other work commitments and any other extenuating circumstance subject to approval of executive officers;

- bb) to work with the Webmaster (if applicable) on the production of the Orientation week and Calumet College Council's website design and be initiated prior to June 30th; with overview from the Executive Vice President and in conjunction with the Orientation Chair and VP of Promotions at the discretion of YODA;
- cc) to assist the Residence Representative in ensuring that none of the Residence Representative's duties conflict with Residence Life policies based on approval of Residence Life Coordinator once the position is filled;
- dd) to attend an action plan meeting with the Executive Vice President at least once per term;
- ee) to overview the Vice President of Finance in the monitoring of the budgets and provide Calumet College Council monthly with budget progress in regards to money spent and money allocated;
- ff) to create a 13-month contract with the incoming Vice President of Finance, stating that 33.3% of the winter honorarium will not be dispersed until the year-end audit;
- gg) to overview the Webmaster (if applicable) in formulating the coding that facilitates the online sales of orientation kits, clothing, etc.;
- hh) to assist in the creation and management of a budget for Orientation in conjunction with the Orientation Chair and Vice President of Finance;
- ii) in conjunction with the Executive Vice President and Vice President of Finance, will create a contract with the Orientation Chair regarding duties, and payment procedures;
- jj) to attend all honorarium meetings, attendance is mandatory except for extenuating circumstances, subject to approval of the executive officers.
- kk) to attend monthly meetings (if applicable) between the President, Residence life Coordinator and the Residence Representative once the position is filled;
- ll) to assist the Vice President of Finance in creating a contract for selling procedures that selling authorities must sign before the start of their designated sell date;
- mm) to hold the council bank card;
- nn) to have monthly meetings with the Executive Vice President and Vice President of Finance to discuss the budget;
- oo) to hire the Chief Returning Officer before the start of the fall bi-elections, one who must not be running in the election due to conflict of interest and must also be a current York student or York Alumni;
- pp) to overview the Executive Vice President in the scheduling of all general meetings, executive meetings, and constitution meetings;
- qq) to assist the Chief Returning Officer in the candidacy of the next Co-Vice Presidents of Athletics (2) and confirm candidacy of athletes on each team after the nomination period; excluding the summer term;
- rr) to create, in accordance with the Orientation Chair, a marketing plan outlining goals, strategies, pricing etc. for consideration by council;
- ss) to assist in the academic Orientation day with the Head and Orientation Chair;
- tt) to assume duties that council may from time to time assign;
- uu) to table at fall convocation and gather contact information from graduating students in collaboration with the Senior and Alumni Representative, subject to academic or other work commitments and any other extenuating circumstance; subject to approval of executive officers;
- vv) to work with the Orientation Chair and Commuter Representative to reserve rooms for Orientation week
- ww) to assist the junior representative in organization the promotion of Calumet College during the designated recruitment sessions; Fall Campus Day and Experience York Day;
- xx) to oversee and assist the VP Social Programming and Orientation Chair (if applicable) in the programming and execution of Frost week;
- yy) to assist in the programming and execution of Winter Orientation Day in conjunction with the Head of the College; excluding the summer term;
- zz) to assist the Head's office in the execution of Head's office initiatives;
- aaa) to reserve and oversee designated rooms for club space in conjunction with the Head's office with assistance from the EVP;
- bbb) to plan 'Passing of the Torch';
- ccc) to meet with the Head of the College to decide the club affiliations with Calumet College in the summer term;
- ddd) in conjunction with the EVP, to plan the club ratification with the executive council prior to ratifying the clubs before the end of the summer;

- eee) to attend all student financial table meetings; if applicable; subject to academic or work related commitments
- fff) to create contracts for the speaker, secretary, CRO, and orientation chair along with the Executive Vice President and VP Finance that must follow Article 18.0;
- ggg) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- hhh) to send updates to the Speaker, Secretary, and EVP 48 hours before the general meeting;
- iii) to overview all incoming contracts with Orientation Chair and any other internal or external companies along with the EVP and VP Finance;
- jjj) to ensure all cash and checks are deposited in a timely manner with assistance from the EVP and VP Finance;
- kkk) to maintain and purchase any necessary cash security equipment (i.e., safe, security camera, etc.) in conjunction with EVP and VP Finance, if applicable and if budget permits;
- lll) to attend all CLAY/Work Study Meetings during the summer term;
- mmm) to plan the annual generation constitution meeting in conjunction with the Executive Vice President;
- nnn) to attend the annual general constitution meeting;
- ooo) to volunteer/attend at the meet and greet dinner with the senior/alumni representative, if applicable
- ppp) to attend all meetings with college head during the academic year subject to other work and school commitments;
- qqq) to assist in creating one (1) action plan during each session (summer, fall, winter) of only the Executive Vice President;
- rrr) to help organize and overview and attend council development initiatives with EVP;
- sss) have the authority, along with both VP Finance and EVP, to sign any contracts and/or cheques on behalf of CCC up to the maximum of \$1500 without requiring immediate or prior CCC ratification. All such acts are applicable under extenuating circumstances and will be reported on the subsequent meeting of CCC;

The council also requires the President to have served on Calumet College Council for at least one annual term as an Executive Officer. The president will be paid at an hourly rate (negotiated by the Executive Vice President and Vice President Finance), and will keep a timesheet to record working hours, and will be paid at the end of the summer term.

9.1.2 Executive Vice President

The duties of the Executive Vice President are:

- a) to produce and maintain an Executive Vice President budget (including office supplies and expenses), prior to the Fall term and present it to the Calumet College Council once per academic term;
- b) to create a timetable of office hours based on members' schedules at the beginning of each academic term excluding summer term;
- c) to monitor and facilitate the cleanliness of council occupied spaces monthly and as need arises;
- d) to have all clubs officially ratified with Calumet College before the end of the summer semester, if applicable;
- e) to ensure the management of all office equipment, including computers, printers, and all hardware and software; subject to the Calumet College Council budget for the academic session;
- f) to be one (1) of three (3) signing authorities for the moneys held by the Council;
- g) to generally assist the President in overseeing the operations of CAC, CSC, CPC, Representatives, and the hired members of council;
- h) to oversee and report decisions made by Calumet affiliated clubs, with the Calumet College Council during biweekly general meetings; if applicable; excluding the summer term;
- i) to delegate and oversee duties, to other members, where expedient, and where the delegation of such duties is allowed by the Constitution, and any other by-laws;
- j) to distribute communications (i.e. Facebook or Email) to the council, from the council as necessary, as a central Council communicator;
- k) to liaise between CSC, VP Athletics, Commuter Representative, Junior Representative, Senior and Alumni Representative, and the clubs affiliated with Calumet College with regards to interest of collaborations if both parties express the interest to meet; if applicable;

- l) to liaise and oversee the responsibilities of the Webmaster, and to ensure approved minutes are posted to the website within seven (7) days after a general meeting subject to Webmaster and website availability;
- m) to maintain three (3) regularly scheduled and publicized office hours; which are to be set and decided upon at the start of each term; excluding the summer term;
- n) to attend all meetings and social, academic and athletic events of the Calumet College Council, subject to academic and other work commitments;
- o) to participate actively in Calumet College's Orientation week as a leader;
- p) to sit in on Calumet affiliated and/or ratified club general meetings in the absence of the President; subject to academic and work commitments;
- q) to maintain and oversee all of the operations of the Junior Common Room;
- r) to be a member of the hiring committee as described in Article 14.5;
- s) to attend biweekly Executive meetings, excluding the summer term;
- t) to create and implement a floor plan for maintenance of space after club use of Calumet designated club space
- u) to, in the absence of the President, act in the place of the President;
- v) to assist in creating one (1) action plan during each session (summer, fall, winter) of all the Executive Officers, Representatives and YFS Director;
- w) to be the Head's liaison with the Council, subject to the President's availability;
- x) to actively participate at a minimum of two (2) College intramural sport per term, not including the summer term, subject to work and academic commitments;
- y) to oversee the operations and maintenance of the Mascot; if deemed necessary at the discretion of the Calumet College Council and subject to budget constraints;
- z) to schedule monthly meetings with the VP Social Programming, VP Athletics (2), and VP of Promotions if one or both parties express the need to meet; if applicable;
- aa) to sit as a member of Calumet Social Committee as described under Article 14.3;
- bb) to sit as a member of Calumet Athletics Committee as described under Article 14.4;
- cc) to sit as a member of Calumet Promotions Committee as described under Article 14.6;
- dd) to overview Vice President Social Programming and Co-VP Athletics (2) with the organization and execution of one (1) special sporting event;
- ee) to overview Vice President Social Programming and Commuter Representative with the organization and execution of one (1) event catered to Commuter students;
- ff) to assist the Webmaster (if applicable) with the Calumet College Council website design and be initiated prior to June 30th, with help from the President;
- gg) to oversee the organization and execution of two (2) Senior and Alumni events, one per academic term with the help of the Vice President Programming, and the Senior and Alumni Representative, excluding the summer term, where one (1) must be a meet and greet dinner;
- hh) to overview the organization and execution of at least one (1) social event during the academic session geared towards first and second year students with assistance from Vice President Social Programming and Junior Representative;
- ii) to overview in the promotion of Calumet College and Calumet College Council during the Experience York Day, the Fall Campus Day and during any other recruitment sessions alongside the Junior Representative and General Member;
- jj) to overview the VP Programming and General Member in the creation of one social event per term;
- kk) to overview the Webmaster in the management of the Calumet College Council website posting new information, pictures, and any other materials as required by the CCC biweekly with the assistance of the VP of Promotions;
- ll) to overview the Webmaster and Commuter Representative in ensuring the posting of updates for students on the status and information of all feeder transit systems biweekly if applicable;
- mm) to schedule and attend all honorarium meetings, attendance is mandatory except for extenuating circumstances;
- nn) to schedule and execute monthly meetings with the President and Vice President of Finance to discuss the budget;
- oo) to schedule all general meetings, executive meetings and constitution meetings; with overview from the President;

- pp) to overview the VP of Promotions assisting the Commuter Representative in developing promotional strategies for each tabling event;
- qq) to attend an action plan meeting with the Orientation Chair at least once per term; excluding the winter term
- rr) to plan, in conjunction with the President, the club ratification meetings with the executive council prior to ratifying the clubs before the end of the summer term;
- ss) to produce and maintain a council development budget in accordance with the Vice President of Finance at the start of the Summer term and present it to Calumet College Council once per academic term;
- tt) to assume duties that council may from time to time assign;
- uu) to assist the Junior representative in organizing the promotions of the Calumet College during the designated recruitment sessions (Fall Campus Day, Experience York Day);
- vv) to attend student financial table meetings in the case that the Vice President Finance is unavailable to attend;
- ww)to assist the President in the creation of contracts for the Speaker, Secretary, Webmaster, CRO, and Orientation Chair;
- xx) to send updates to the Speaker, Secretary, and President 48 hours before the general meeting;
- yy) to overview all incoming contracts with the Orientation Chair and any other internal or external companies along with the President and with VP Finance;
- zz) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview from President and approval from executive council;
- aaa)to ensure all cash and checks are deposited in a timely manner with assistance from the President and VP finance;
- bbb) to maintain and purchase any necessary cash security equipment (i.e., safe, security camera, etc.), in conjunction with President and VP Finance, if applicable and if the budget permits;
- ccc)to overview the VP Finance in the monitoring of the budgets and provide Calumet College Council with monthly budget progress in regards to money spent and money allocated, with help from the President;
- ddd) to assist the president in reserving and overseeing designated rooms for club space in conjunction with the Head's office;
- fff) to plan the annual general constitution meeting in conjunction with the President;
- ggg)to attend the general constitution meeting;
- hhh)to attend an action plan meeting with the President at least once per term;
- iii) to plan and attend at least two (2) council development initiatives for the year, one (1) for the Summer term and one (1) for the F/W term with overview from the President;
- jjj) have the authority, along with both President and VP Finance, to sign any contracts and/or cheques on behalf of CCC up to the maximum of \$1500 without requiring immediate or prior CCC ratification. All such acts are applicable under extenuating circumstances and will be reported on the subsequent meeting of CCC;

The Council requires the Executive VP to have served on Council for a minimum of one (1) academic session (12 months).

9.1.3 Co VP Athletics (2)

The duties of the VP Athletics are:

- a) to sit as the Vice President of the Calumet Athletics Committee as specified in Article 14.4 and to ensure that the Calumet Athletics Committee runs in an efficient manner;
- b) to act as liaison with Student Intramural Recreational Council (SIRC) and provide information to Calumet College Council and the Calumet student community;
- c) to be recognized by the Student Intramural Recreational Council (SIRC) as a Representative of Calumet and to attend all SIRC meetings;
- d) to produce and maintain a budget at the beginning of each term, including breakdowns of incentive programs, equipment, and other spending to be presented to the Calumet College Council;
- e) to assist the Vice President Social Programming with the organization and execution of at least one (1) social sporting event in the fall or winter term; with the overview of the Executive Vice President;
- f) to maintain three (3) regularly scheduled and publicized office hours weekly which are to be set and decided upon at the start of each term, excluding the summer term;

- g) to recruit up to an overall maximum of five (5) committee members where up to a maximum of three (3) committee members in the summer and a maximum of three (3) committee members in the fall session to sit as a part of the Calumet Athletics Committee, at least one of which must be a first year student hired after fall bi-elections (if applicable); as deemed necessary by executive council;
- h) to be a member of the hiring committee, as outlined in Article 14.5;
- i) to actively participate in Calumet College's Orientation Week as a leader;
- j) to attend biweekly Executive meetings, excluding the summer term, subject to academic and work commitments;
- k) to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments;
- l) to play on a minimum of three (3) college teams and participate in one (1) individual sport per academic term; excluding the summer term;
- m) to enter and delegate the responsibilities of entering teams on imleagues.com when applicable;
- n) to submit a male and female Participant of the Month to SIRC and post them in Calumet College, excluding summer term;
- o) to be responsible for purchasing and distributing participation awards (i.e. T-shirts) outside of recognition awards at the Calumet Formal when applicable;
- p) to be responsible for distributing athletics recognition awards at the Calumet Formal when applicable;
- q) to oversee and maintain cleanliness of room 118 Calumet College;
- r) to maintain an inventory management system for all recreational facilities/equipment (pinnies, etc.) which are the property of the College; missing items must be reported to the Calumet College Council;
- s) to delegate duties to Calumet Athletics Committee when deemed necessary;
- t) to attend an action plan meeting with the Executive Vice president at least once per term;
- u) to invite the General Member to all Calumet Athletic Committee meetings;
- v) to attend all honorarium meetings, attendance is mandatory except for extenuating circumstances;
- w) to plan one (1) athletic event during the academic session;
- x) to assume duties that council may from time to time assign;
- y) to schedule and execute biweekly CAC meetings and tri-weekly meetings in the summer term;
- z) to submit intramural teams to Tait Mackenzie in a timely manner decided by the executives of council;
- aa) to attend rule meetings; subject to academic and work commitments;
- bb) to create and/or regularly maintain a communication channel (i.e. Facebook group, or listserv) between Calumet College Council and Calumet students and update biweekly with decisions and events of CCC. If there are no CCC decisions or events, York-wide posts will be sufficient to produce and maintain a budget in accordance with the Vice President of Finance once per term and to present it to Calumet College Council once per academic term;
- cc) to attend club ratification meetings; unless academic or work commitments or extenuating circumstances arise, subject to the approval of executive officers;
- dd) to send updates to the Speaker, Secretary, President, and EVP 48 hours before the general meeting;
- ee) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- ff) to spend at least two (2) games weekly supporting Calumet teams, subject to work and academic commitments;
- gg) to include closer participation and better communication with the Schulich VP Athletic in order to raise awareness about the joint affiliation and opportunities to join Calumet sport teams;
- hh) to attend annual general constitution meeting;
- ii) to attend all council development initiatives, subject to academic or work commitments;

The Council will also require the Co VP Athletics to have actively participated in three (3) sports per academic session in Calumet Athletics and must be playoff eligible for at least one (1) team sports; excluding the summer term.

9.1.4 VP Social Programming

The duties of the VP Social Programming are:

- a) to sit as the Vice President of the Calumet Social Committee as specified in Article 14.3;
- b) to collectively recruit up to a maximum of three (3) committee members to sit as a part of the Calumet Social Committee, at least one (1) of which must be a first year student hired after fall bi-elections (if applicable); as deemed necessary by executive council;
- c) to schedule at least one (1) meeting with the VP Finance and President once a month in the fall and winter academic term;
- d) to maintain three (3) regularly scheduled and publicized office hours which are to be set and decided upon at the start of each term, excluding the summer term;
- e) to organize and execute/implement a minimum of one (1) community outreach event per academic term, excluding the summer term;
- f) to actively participate in Calumet College's Orientation Week as a leader;
- g) to be a member of the hiring committee, as outlined in Article 14.5 and to be scheduled for all social committee interviews subject to work and academic commitments;
- h) to attend biweekly Executive meetings, excluding the summer term;
- i) to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments;
- j) to organize Frost Week with the assistance of the Orientation Chair as well as the President if applicable;
- k) to organize and execute at least one (1) social sporting event in the academic term, in conjunction of both VP Athletics with overview from the Executive Vice President;
- l) to actively participate at a minimum of two (2) College intramural sport per term, not including the summer term, subject to work and academic commitments;
- m) to host one (1) aboriginal event per academic term, excluding summer term, in accordance with the Head of the College, President and with cooperation with ASAY; (if applicable);
- n) to assist the Commuter Representative in organizing and executing an event during the academic session; excluding the summer term; that is catered to commuter students with overview of the Executive Vice

President;

- o) to assist the Junior Representative in organizing and executing an event during the academic term; excluding the summer term; that is catered to first and second year students with overview from the

Executive Vice President;

- p) to attend an action plan meeting with the Executive Vice President at least once per term;
- q) to invite the General Member (if applicable) to all Calumet Social Committee meetings;
- r) to organize one social event during winter term in conjunction with the General Member (if applicable), with overview from the Executive Vice President;
- s) to attend all honorarium meetings, attendance is mandatory except for extenuating circumstances;
- t) to organize and execute one (1) event per academic term; excluding summer; with the Senior and Alumni Representative, where one (1) must be a meet and greet dinner; which will be done on a volunteer basis; with overview from the Executive Vice President;
- u) to maintain the cleanliness of the social closet as the need arises with the assistance of the Calumet Social

Committee;

- v) to produce and maintain a budget in accordance with the Vice President of Finance once per term and to present it to Calumet College Council once per academic term;
- w) to assume duties that council may from time to time assign;
- x) to sit as a representative of Calumet College Council on the Social Association of York University (SAYU);
- y) to schedule and execute biweekly CSC meetings during the fall and winter term, and tri-weekly CSC meetings during the summer term. Note for summer meetings: it is acceptable to execute them through skype/phone call;
- z) to delegate duties within the Calumet Social Committee;
- aa) to create and/or regularly maintain a communication channel (i.e. Facebook group, or listserv) between Calumet College Council and Calumet students and update biweekly with decisions and events of CCC. If there are no CCC decisions or events, York-wide posts will be sufficient;
- bb) to organize and execute one (1) social event per academic session, excluding summer term in conjunction with another student college government or faculty;

- cc) to create a feedback form that should be posted to the community once per term in order to continue the success of future events;
- dd) to actively seek out ways to make social and academic events as inclusive as possible, while accepting feedback and suggestions from students to host well received events that cater to a large portion of the Calumet College population;
- ee) to send updates to the Speaker, Secretary, President, and EVP 48 hours before the general meeting;
- ff) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council. This should include a list of reliable contacts/companies used as well as unreliable contacts/companies used;
- gg) to organize and execute at least one (1) social academic event in the academic term with the assistance of the Academic Representative with overview from the EVP;
- hh) to plan and host at least one (1) small event and one (1) large scale event per month (if applicable, i.e., strike) excluding;
- ii) to attend the annual general constitution meeting;
- jj) to organize and execute one (1) social event with the assistance of the Residence Representative for the resident students of Calumet with overview from the EVP;
- kk) to attend all council development initiatives, subject to academic or work commitments;

The Council will strongly recommend the Vice President Social Programming to have strong previous experience in organizing and programming activities.

9.1.5 VP of Promotions

The duties of the VP of Promotions are:

- a) to sit as the Vice-President of Calumet Promotions Committee as specified in Article 14.6;
- b) to organize and oversee the planning, production and maintenance of promotional online media channels (such as Facebook, Twitter, Instagram, etc.);
- c) to implement and distribute promotional photography of an athletic and/or social event weekly for Calumet College Council per academic session, not including summer term; subject to technical issues;
- d) to implement and distribute promotional videos (if applicable) for Calumet College Council per academic session;
- e) to work with the Webmaster (if applicable) on the production of the Orientation Week and Calumet College Council website design and be initiated prior to June 30th, with overview from the Executive VP and help from President and Orientation Chair;
- f) to work with and support all Calumet College Council in creating and implementing a promotional advertising strategy prior to fall term;
- g) to collectively recruit up to a maximum of three (3) committee members to sit as a part of the Calumet Promotions Committee, it is recommended the VP of Promotions hire at least one (1) first year student for the fall bi-elections;
- h) to actively participate at a minimum of two (2) College intramural sports per term, not including the summer term, subject to work and academic commitments;
- i) to attend all meetings, social and academic events of the Calumet College Council, subject to academic and other work commitments;
- j) to maintain three (3) regularly scheduled and publicized office hours; which are to be set and decided upon at the start of each term, excluding the summer term;
- k) to actively participate in Calumet College's Orientation Week as a leader;
- l) to attend biweekly executive meetings, excluding the summer term;
- m) to be a member of the hiring committee as outlined in Article 14.5.
- n) to assist the Head of the College in promoting Head's office specific events and initiatives with the help of the President if applicable;
- o) to delegate duties within the Calumet Promotions Committee;
- p) to assist the Commuter Representative in updating the commuter board monthly; excluding the summer term where it must be updated whenever promotional material arise;
- q) to attend an action plan meeting with the Executive Vice President at least once per term;

- r) to invite the General Member to all Calumet Promotions Committee meetings; once elected in fall bi-elections;
- s) to attend all honorarium meetings, attendance is mandatory except for extenuating circumstances;
- t) to assist the Commuter Representative in developing promotional strategies for each tabling event, with overview of the promotions committee;
- u) to produce and maintain a budget in accordance with the Vice President of Finance once per term and presenting a monthly budget to the Calumet College Council once per academic term;
- v) to assume duties that council may from time to time assign;
- w) to maintain the cleanliness of promotions spaces as it arises with the assistance of the Calumet Promotions Committee;
- x) to schedule and execute biweekly CPC meetings during the fall and winter term, and tri-weekly CPC meetings during the summer term. Note for summer meetings: it is acceptable to execute them through skype/phone call;
- y) to promote the scheduled budget meeting as determined by Vice President Finance on the Calumet Student Publication (if applicable);
- z) to help VP Social Programming with the promotion and decoration of the formal events at the end of the fall term; if applicable;
- aa) to send updates to the Speaker, Secretary, President, and EVP 48 hours before general meetings;
- bb) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- cc) to promote the annual general constitution meeting;
- dd) to attend the annual general constitution meeting;
- ee) to maintain the organization of the files saved on promotions storage devices, including, but not limited to SD Cards, Google Drives, USBs, and the CPC external hard drive;
- ff) to attend all council development initiatives; subject to academic or work commitments;

The Council will also strongly recommend the VP of Promotions to have previous experience in various forms of promotional media and advertising tactics.

Article 9.2: Duties of the Representative Members:

9.2.1 Commuter Representative

The duties of the Commuter Representative are:

- a) to be available for Orientation Week and to coordinate the commuter sleepover during Orientation Week;
- b) to create the commuter sleepover contract and the signup document for Orientation Week in conjunction with the Orientation Chair and President;
- c) to create a schedule for the commuter rooms during Orientation Week in conjunction with Orientation Chair and President;
- d) to create and/or regularly maintain a communication channel (i.e. Facebook group, or listserv) between Calumet College Council and Calumet students and update biweekly with decisions and events of CCC. If there are no CCC decisions or events, York-wide posts will be sufficient; excluding summer term;
- e) to update the Calumet's commuter board in Central Square monthly, with assistance from the VP of Promotions and the Promotions Committee; excluding summer term where it must be updated whenever promotional material arise;
- f) to liaise between the commuter students and the Calumet College Council;
- g) to encourage commuter students to participate in the Council and its activities;
- h) to program at least one (1) social event during the academic session geared towards commuter students with assistance of the Vice President Social Programming overviewed by the Executive Vice President, excluding the summer term;
- i) to maintain three (3) regularly scheduled and publicized office hours which are to be set and decided upon at the start of each term, excluding the summer term;
- j) to participate actively in Calumet College's Orientation Week by being a leader;
- k) to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments;

- l) to organize two (2) tabling sessions per semester, excluding the summer term with the assistance of the Junior Representative and General Member;
- m) to actively participate at a minimum of two (2) College intramural sport per term, not including the summer term, subject to work and academic commitments;
- n) to spearhead the organization and execution of one (1) event per academic session to seek and engage international and exchange students in the programming of the college through liaising with clubs geared to exchange students and York International, in conjunction with all Representatives and the General Member; excluding summer term;
- o) to attend an action plan meeting with the Executive Vice President at least once per term;
- p) to attend all honorarium meetings, attendance is mandatory except for extenuating circumstances;
- q) to promote learning skills and counseling services along with other services that might be available to students;
- r) to produce and maintain a budget in accordance with the Vice President of Finance once per term and to present it to Calumet College Council once per academic term;
- s) to assume duties that council may from time to time assign;
- t) to sit as a member of the hiring committee; as described in Article 14.5;
- u) to send updates to the Speaker, Secretary, President, and EVP 48 hours before general meetings;
- v) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- w) to attend the annual general constitution meeting;
- x) to attend all council development initiatives; subject to academic or work commitments;

The Council will also require the Commuter Representative to not live in any residence at York University for the elected academic session.

9.2.2 Residence Representative

The duties of the Residence Representative are:

- a) to regularly maintain a communication channel (i.e. Facebook group, or listserv) between CCC and Calumet residence students excluding the summer term;
- b) to communicate the ideas, progress and position of the residence and individual residence students to the Council, excluding the summer term;
- c) to report the decisions of Council to residence students, excluding the summer term;
- d) to liaise with the Residence Life Staff and Residence Life Council and Calumet College Council; excluding the summer term;
- e) to encourage members of residence to participate in the Council and its activities, excluding the summer term;
- f) to organize and execute at least one (1) social event per academic session geared primarily towards residence students in conjunction with the Residence Life Staff, excluding the summer term;
- g) to maintain three (3) regularly scheduled and publicized office hours; which are to be set and decided upon at the start of each term, excluding the summer term;
- h) to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments, excluding the summer term;
- i) to sit as a member of the Residence Council and attend all Residence Council meetings, excluding the summer term;
- j) to actively participate at a minimum of two (2) College intramural sport per term, not including the summer term, subject to work and academic commitments;
- k) to attend all monthly house meetings of the Calumet Residence, subject to academic and other work commitments excluding the summer term;
- l) to put up posters for the VP of Promotions when events and promotional material arises, in the Calumet residence when applicable, excluding the summer term;
- m) to ensure that none of the above duties conflict with Residence Life policies based on approval of Residence Life Coordinator and in conjunction with the President;

- n) to attend an action plan meeting with the Executive Vice President at least once per term when applicable; excluding the summer term;
- o) to attend all honorarium meetings, attendance is mandatory except for extenuating circumstances;
- p) to hold meetings once every two (2) months or when deemed necessary between the Residence Representative, President and Residence Life Coordinator;
- q) to promote learning skills and counseling services along with other services that might be available to students;
- r) to produce and maintain a budget in accordance with the Vice President of Finance once per term;
- s) to assume duties that council may from time to time assign, excluding summer term;
- t) to organize and execute one (1) event per academic session to seek and engage international and exchange students in the programming of the college through liaising with clubs geared to exchange students and York International, in conjunction with all Representatives and the General Member; excluding summer term;
- u) to send updates to the Speaker, Secretary, President and EVP 48 hours before the general meeting;
- v) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- w) to attend the annual general constitution meeting;
- x) to be a member of the hiring committee as described in Article 14.5;
- y) to organize and execute one (1) social event with the VP Social Programming for the resident students of Calumet, with overview from the Executive Vice President;
- z) to attend all council development initiatives; subject to academic or work commitments;

The Council will also require the Residence Representative to live in Calumet Residence for the elected year and be elected in the fall bi-election.

9.2.3 Senior and Alumni Representative

The duties of the Senior and Alumni Representative are:

- a) to create and/or regularly maintain a communication channel (i.e. Facebook group, or LinkedIn) between Calumet College Council and at least third year and above Calumet students and Calumet College Alumni;
- b) to communicate the ideas, raise the concerns and position of students in at least their third year and alumni to the CCC biweekly if applicable;
- c) to encourage students in at least their third year to participate in the Council and its activities;
- d) to maintain three (3) regularly scheduled and publicized office hours, which are to be set and decided upon at the start of each term, excluding the summer term;
- e) to participate actively in Calumet College's Orientation Week by being an orientation leader;
- f) to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments;
- g) to run two (2) Senior and Alumni events, one (1) per academic term in accordance with the Calumet Head's Office, the President of the Calumet College Council and with the help of the Vice President Social Programming, excluding the summer term, where one (1) must be a Meet and Greet dinner with overview from the Executive Vice President;
- h) to act as a co-chair in the Calumet-Alumni committee;
- i) to table at the Summer Convocation and gather contact information from graduating students with the collaboration of the President;
- j) to recognize the graduating students of the current academic year in attendance at the Calumet Formal and showcase a personalized video for the graduates if applicable;
- k) to actively participate at a minimum of two (2) College intramural sport per term, not including the summer term, subject to work and academic commitments;
- l) to attend an action plan meeting with the Executive Vice President at least once per term;
- m) to attend all honorarium meetings, attendance is mandatory except for extenuating circumstances;
- n) to promote learning skills and counseling services along with other services that might be available to students;

- o) to produce and maintain a budget in accordance with the Vice President of Finance once per term and to present it to Calumet College Council once per academic term;
- p) to assume duties that council may from time to time assign;
- q) to table at Fall Convocation and gather contact information from graduating students in collaboration with the President, subject to academic or other work commitments and any other extenuating circumstances, subject to approval of executive officers;
- r) to schedule and execute Calumet Alumni Committee Meetings at a minimum of once per term; excluding the summer term;
- s) to sit as a member of the hiring committee; as described in Article 14.5;
- t) to organize and execute one (1) event per academic session to seek and engage international and exchange students in the programming of the college through liaising with clubs geared to exchange students and York International, in conjunction with all Representatives and the General Member; excluding summer term;
- u) to send their updates to the Speaker, Secretary, President and EVP 48 hours before the general meeting
- v) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- w) to attend the annual general constitution meeting;
- x) to maintain a positive relationship with Calumet's Head Office by having at least one (1) meeting in the beginning of the academic year with a representative from the Head Office in order to go over any collaboration opportunities or shared goals;
- y) to attend all council development initiatives; subject to academic or work commitments;

The Council will also require the Senior and Alumni Representative to be an undergraduate student going into at least their third year and to have completed a minimum of 48 credits.

9.2.4 Junior Representative

The duties of the Junior Representative are:

- a) to create and/or regularly maintain a communication channel via social media (i.e. Facebook, or Instagram) between Calumet College Council and the first and second year Calumet students;
- b) to communicate the ideas, concerns and position of the first and second year students and to raise the concerns of first and second year students to the Calumet College Council during biweekly general meetings if applicable;
- c) to encourage first and second year students to participate in the Council and its activities;
- d) to organize and execute at least one (1) social event during the academic session geared towards first and second year students with assistance from the VP Social Programming with overview from the Executive Vice

President;

- e) to maintain three (3) regularly scheduled and publicized office hours; which are to be set and decided upon at the start of each term; excluding the summer term;
- f) to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments; excluding the summer term;
- g) to organize and execute the promotion of Calumet College and Calumet College Council during the Spring Gala, the Fall Campus Day, and during any other recruitment sessions;
- h) to actively participate at a minimum of two (2) College intramural sport per term, not including the summer term, subject to work and academic commitments;
- i) to attend a minimum of three (3) first year Calumet affiliated professors and first year Calumet affiliated program classes per academic session with one (1) or two (2) council members to promote Calumet College, its social events and intramurals program, subject to prior work commitments and at the discretion of the professor;
- j) to attend one (1) tabling session per academic session with the Commuter Representative; excluding the summer term;
- k) to attend an action plan meeting with the Executive Vice President at least once per term;

- l) to produce and maintain a budget in accordance with the Vice President of Finance once per term and to present it to Calumet College Council once per academic term;
- m) to attend all honorarium meetings, attendance is mandatory except for extenuating circumstances;
- n) to promote learning skills and counseling services along with other services that might be available to students;
- o) to assume duties that council may from time to time assign;
- p) to organize and execute one (1) event per academic session to seek and engage international and exchange students in the programming of the college through liaising with clubs geared to exchange students and York International, in conjunction with all Representatives and the General Member; excluding summer term;
- q) to send their updates to the Speaker, Secretary, President, and EVP 48 hours before the general meeting;
- r) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview from EVP and approval from executive council;
- s) to be a member of the hiring committee as described in Article 14.5;
- t) to attend all council development initiatives; subject to academic or work commitments;

The Council will also require the Junior Representative to be a first or second year undergraduate student and be elected in the fall bi-election.

9.2.5 General Member

The duties of the General Member are:

- a) to assist other members of the Calumet College Council in the execution of their duties when deemed necessary;
- b) to participate in one (1) tabling sessions per semester along with the Commuter Representative.
- c) to attend all meetings and social and academic events of the Calumet College Council subject to academic and other work commitments;
- d) to maintain three (3) regularly scheduled and publicized office hours; which are to be set and decided upon at the start of each term;
- e) to attend all CPC, CSC and CAC meetings subject to academic and other work commitments;
- f) to post all posters that are used as advertisement of the council, when deemed necessary; with assistance of Calumet Promotions Committee and VP of Promotions in accordance with Article 14.6;
- g) to participate in the promotion of Calumet College and Calumet College Council during the Experience York Day, the Fall Campus Day and during any other recruitment sessions alongside the Junior Representative, with overview from the Executive Vice President;
- h) to actively participate at a minimum of two (2) College intramural sport per term, subject to work and academic commitments;
- i) to attend multiple first year Calumet affiliated classes per academic session with the Junior Representative to promote Calumet College, its social events and intramurals program, subject to prior work commitments and at the discretion of the professor;
- j) to assist the VP Social Programming with one (1) social event per academic term with overview from the Executive Vice President; excluding the summer term;
- k) to co-captain one (1) college intramural sports team in the fall term and captain one (1) intramural sports team in the winter term;
- l) to promote learning skills and counseling services along with other services that might be available to students;
- m) to create a budget for one (1) social event with overview of VP Social Programming and VP Finance;
- n) to assume duties that council may from time to time assign;
- o) to enter teams onto IMLeagues with overview of the Co-VP Athletics;
- p) to send their updates to the Speaker, Secretary, President and EVP 48 hours before the general meeting;
- q) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- r) to attend the annual general constitution meeting;

- s) to create one (1) poster/promotional material advertising a Calumet social/athletics event with the assistance of the VP of Promotions;
- t) to attend all council development initiatives; subject to academic or work commitments;
- u) to organize and execute one (1) event per academic session, in conjunction with the Commuter Representative, to seek and engage international and exchange students in the programming of the college through liaising with clubs geared to exchange students and York International;

The council will also require the General Member to be a first year Calumet student and be elected in the fall bi-elections. This is a transitional position intended to teach valuable skills for a leadership position.

9.2.6 Academic Representative

- a) to maintain three (3) regularly scheduled and publicized office hours which are to be set and decided upon at the start of each term, excluding the summer term;
- b) to represent Council in any matter of academic importance, and keep Council informed in these matters;
- c) to be informed of any pertinent academic information or decisions and relay said information to the community;
- d) to work with the Academic Advisor and the Head of the College in the implementation of Academic Orientation, Re-orientation, wellness initiatives (e.g., Wellness Lounge), any other academic workshops, and lecture series;
- e) to ensure that council members are familiar with the various academic and wellness resources available on the campus, and the pertinent contact information, such as names, office locations, e-mail, and phone numbers;
- f) To seek collaboration with Calumet affiliated clubs and Calumet Heads office for joint events at least once per term, excluding summer term;
- g) to contact multiple first year Calumet affiliated professors and first year Calumet affiliated program classes in the summer term, attended in the fall term with the Club Representative, VP Social Programming, and VP Athletics to promote Calumet College, its social events and intramural programs; subject to prior work commitments and at the discretion of the professor;
- h) to have knowledge of PASS session dates/locations and peer tutoring pertaining to programs in the Faculty of Health pertaining to Calumet College;
- i) to actively attend and promote Calumet College club affairs/events;
- j) to coordinate and execute at least one (1) academic event per month during non-exam and excluding summer periods and final exam months subject to extenuating circumstances (i.e. strike);
- k) to liaise with graduate students, and fellows in order to utilize their membership within the community towards academic event planning in collaboration with the Senior and Alumni Representative;
- l) to actively participate in Calumet College's Orientation Week as a leader;
- m) to be a member of the hiring committee, as outlined in Article 14.5;
- n) to attend all meetings and academic events of the Calumet College Council, subject to academic and other work commitments;
- o) to actively participate at a minimum of two (2) College intramural sport per term, not including the summer term, subject to work and academic commitments;
- p) to attend an action plan meeting with the Executive Vice President at least once per term;
- q) to attend all honorarium meetings, attendance is mandatory except for extenuating circumstances;
- r) to produce and maintain a budget in accordance with the Vice President of Finance and the Vice President Social Programming once per term and to present it to Calumet College Council once per academic term;
- s) to assume duties that council may from time to time assign;
- t) to create and/or regularly maintain a communication channel (i.e. Facebook group, or listserv) between Calumet College Council and Calumet students and update biweekly with decisions and events of CCC. If there are no CCC decisions or events, York-wide posts will be sufficient;

- u) to create a feedback form that should be posted to the community once per term in order to continue the success of future events;
- v) to actively seek out ways to make academic events as inclusive as possible, while accepting feedback and suggestions from students to host well-received events that cater to a large portion of the Calumet College population;
- w) to send updates to the Speaker, Secretary, President, and EVP 48 hours before the general meeting;
- x) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- y) to attend the annual general constitution meeting;
- z) to attend all council development initiatives; subject to academic or work commitments;

The Council will require the Academic Representative to be a full-time student throughout the academic session (fall and winter).

Article 9.3: Duties of the Hired Positions to Council:

9.3.1 VP Finance

The duties of the VP Finance are:

- a) to maintain accurate, up-to-date, accounts of all receipts and payments of the Calumet College Council;
- b) to monitor and report at executive meetings, using QuickBooks, any inconsistencies in any of the accounts held by the Calumet College Council;
- c) to disburse the funds of the Calumet College Council, under the direction of the CCC;
- d) to be one (1) of three (3) signing authorities for the moneys held by the Calumet College Council;
- e) to consult with Calumet College Council regarding accounts payable and receivables;
- f) to monitor budgets and provide Calumet College Council monthly with budget progress in regards to money spent and money allocated with overview from the President;
- g) to keep up-to-date and accurate financial records as are normally required for the accountable, ethical, and efficient management of the moneys held by the Calumet College Council;
- h) to be available to assist the auditor in the audit processes;
- i) to arrange for the interim and year-end audit, as required by the University;
- j) to maintain three (3) regularly scheduled and publicized office hours weekly which are to be set and decided upon at the start of each term, excluding the summer term. Office hours may be completed in the finance office while completing financial work relevant to Calumet College Council overview with President;
- k) to present to CCC a budget at the start of each semester within the first month of each term at the general meeting;
- l) to actively participate in Calumet College's Orientation Week as a leader;
- m) to attend biweekly Executive meetings, excluding the summer term;
- n) to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments;
- o) to assist the Editor of the Calumet Student publication (if applicable) in creating budgets;
- p) to attend all student financial table meetings; if applicable; subject to academic or work related commitments. If possible either Executive Vice President or President will go in place of the Vice President of Finance;
- q) to assist in creating and maintaining all Calumet College Council budgets at least once per term where applicable;
- r) to schedule biweekly meetings to assist the Orientation Chair during the summer term;
- s) to assist in training the incoming Vice President of Finance and Executive Vice President for the next school year;
- t) to train for selling procedures during the summer and fall term;
- u) to actively participate at a minimum of two (2) College intramural sport per term, not including the summer term, subject to work and academic commitments;
- v) to attend an action plan meeting with the Executive Vice President at least once per term;

- w) to assist in the creation and management of a budget for Orientation in conjunction with the Orientation Chair and President;
- x) to attend all honorarium meetings, attendance is mandatory except for extenuating circumstances;
- y) to have monthly meetings with the President and Executive Vice President to discuss the budget;
- z) to assume duties that council may from time to time assign;
- aa) to deposit money 48 hours after completion of an event sale and to remove cash funds daily on days of event sales;
- bb) to maintain the cleanliness of the VP Finance office as it arises;
- cc) to schedule the budget meeting and to ensure the budget meeting is promoted on the Calumet Student Publication (if applicable);
- dd) to assist Executive Vice President and President in the creation of the Speaker, Secretary, CRO, and Orientation Chair contract if/where applicable;
- ee) to send their updates to the Speaker, Secretary, President and EVP 48 hours before the general meeting;
- ff) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- gg) to create a selling procedure for every event that needs to be sold by CCC, requested by the representatives or executive members of CCC;
- hh) to create a contract for selling procedures that selling authorities must sign before the start of the designated sell date with assistance from the President;
- ii) to have monthly meetings with co-VP Athletics and President to discuss the athletics budget excluding summer term, if applicable in the summer term;
- jj) to ensure all cash and cheques are deposited in a timely manner with assistance from the EVP and President
- kk) to maintain and purchase any necessary cash security equipment (i.e., safe, security camera, etc.) in conjunction with the EVP and President if applicable and if the budget permits;
- ll) to ensure all credit and debit sales are deposited correctly and accurately into the bank account;
- mm) to create selling items within our credit/debit software (i.e., tickets) prior to every event sale;
- nn) to provide Eventbrite updates on event sales to non-selling members in regards to their events;
- oo) to attend the annual general constitution meeting;
- pp) to attend all council development initiatives; subject to academic or work commitments;
- qq) have the authority, along with both President and EVP, to sign any contracts and/or cheques on behalf of CCC up to the maximum of \$1500 without requiring immediate or prior ratification. All such acts are applicable under extenuating circumstances and will be reported on the subsequent meeting of CCC;

The CCC also requires the Vice President of Finance to have some previous knowledge of accounting practices (i.e., financial statement preparation and analysis) as required by Generally Accepted Accounting Principles, either through accounting courses or previous work experience. The Calumet College Council will require that the eligibility is verified for the incoming candidates for the position of the Vice-President of Finance. The Calumet College Council requires that the Vice President of Finance will be signing a thirteen (13) month contract, with 33.0% winter honorarium being dispersed upon the completion of the year-end audit. The council will also require that the outgoing Vice President of Finance sit on the Hiring Committee for incoming VP Finance; if a conflict of interest does not occur.

9.3.2 Speaker

The duties of the speaker are:

- a) to have sound knowledge of Robert's Rules of Order Newly Revised and the Calumet College Council Constitution;
- b) to uphold and enforce the Constitution and all subsidiary regulations;
- c) to be impartial and to preside over the meetings of Council, and to preserve order and decorum;
- d) to monitor absences and invite motions of impeachment, as required by the Constitution;
- e) to chair regular Calumet College Council meetings, keeping order in accordance with Robert's Rules of Order Newly Revised;
- f) to attend all General, Constitution and Honorarium meetings of the Calumet College Council;
- g) to distribute the agenda for general meetings at least 24 hours before such meetings after consultation with other members of council;

- h) to review and ensure the minutes recorded by the Secretary are correct within 72 hours after the general meeting; with overview from the Executive Vice President;
- i) to participate actively in Calumet College's Orientation Week by being a leader;
- j) to maintain two (2) regularly scheduled and publicized office hours weekly which are to be set decided upon the start of each term, excluding the summer term;
- k) to actively participate at a minimum of two (2) college intramural sports per term, not including the summer term, subject to work and academic commitments;
- l) to propose all motions of censure, in the interest of confidentiality;
- m) to attend a meeting with the Executive Vice President at least once per term to discuss duties and responsibilities;
- n) to attend all Honorarium meetings, attendance is mandatory except for extenuating circumstances;
- o) to attend all social and academic events of the Calumet College Council, subject to academic and other work commitments;
- p) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- q) to assume duties that council may from time to time assign;
- r) to chair the annual general constitution meeting;
- s) to attend all council development initiatives; subject to academic or work commitments;

The Council will also require the speaker to be hired by the Council Hiring Committee before the summer session. The speaker will be paid at an minimum wage and will keep a timesheet to record meeting times, and will be paid at the end of each term. Following their hiring, they will sit in on the negotiations with the hiring committee discussing their payment up until the completion of the audit at which point a second meeting will be held to re-negotiate pay for the remainder of the annual term. There is a guaranteed 66% hourly pay and then (33%) percent of the hourly pay will be allocated to each specific honorarium (summer, fall and winter) which will be subject to honorarium rules and regulations.

9.3.3 Secretary

The duties of the Secretary are:

- a) to take accurate minutes of the General, Honorarium and Constitution meetings of the Calumet College Council;
- b) to track attendance of Calumet College Council members at meetings;
- c) to ensure the distribution of minutes within 96 hours after a general meeting; except under extenuating circumstances;
- d) to be available for all General, Honorarium and Constitution meetings of the Calumet College Council;
- e) to participate actively in Calumet College's Orientation Week by being a leader;
- f) to maintain and edit the Constitution in conjunction with the Speaker;
- g) to maintain two (2) regularly scheduled and publicized office hours weekly which are to be set and decided upon at the start of each term, excluding the summer term;
- h) to actively participate at a minimum of two (2) College intramural sports per term, not including the summer term, subject to work and academic commitments;
- i) to be impartial when in attendance in Calumet College Council meetings;
- j) to attend a meeting with the Executive Vice President at least once per term to discuss duties and responsibilities;
- k) to attend all Honorarium meetings, attendance is mandatory except for extenuating circumstances;
- l) to assume duties that council may from time to time assign;
- m) to ensure the distribution of constitution meeting minutes within 14 days after a constitution meeting; subject to academic and other work commitments;
- n) to attend all social and academic events of the Calumet College Council, subject to academic and other work commitments;
- o) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- p) to attend the annual general constitution meeting;

- q) to attend all council development initiatives, subject to academic or work commitments;

The Council will also require the Secretary to be hired by the Council Hiring Committee before the summer session. The Secretary will be paid minimum wage and will keep a timesheet to record meeting times, and will be paid at the end of each term. Following their hiring, they will sit in on the negotiations with the hiring committee discussing their payment up until the completion of the audit at which point a second meeting will be held to re-negotiate pay for the remainder of the annual term. There is a guaranteed 66% hourly pay and then (33%) percent of the hourly pay will be allocated to each specific honorarium (summer, fall and winter), which will be subject to honorarium rules and regulations.

9.3.4 Webmaster

The duties of the Webmaster are:

- a) to manage the Calumet College Council website, posting new information, pictures, and any other materials as required by the CCC biweekly with the assistance of the VP of Promotions with overview from the Executive Vice President;
- b) to design and program one (1) Calumet College Council social orientation website with the help of the Orientation Chair and President; to be initiated by June 30th, with the discretion of YODA;
- c) to attend all meetings and social and academic events of the Calumet College Council, subject to academic and other work commitments;
- d) to formulate coding facilitating the online sales of orientation kits, clothing, etc.; if deemed necessary by Executive Council and the Orientation Chair;
- e) to participate actively in Calumet College's Orientation Week by being a leader;
- f) to maintain two (2) regularly scheduled and publicized office hours weekly, to be set and decided upon at the start of each term, excluding the summer term;
- g) to actively participate at a minimum of two (2) College intramural sport per term, not including the summer term, subject to work and academic commitments;
- h) to attend an action plan meeting with the Executive Vice President at least once per term;
- i) to attend all Honorarium meetings, attendance is mandatory except for extenuating circumstances;
- j) to assume duties that council may from time to time assign;
- k) to promote the scheduled budget meeting as determined by Vice President Finance on the Calumet Student Publication, as well as the website (if applicable);
- l) to promote the vacancy of a position on the CCC website in conjunction with Vice President of Promotions and Executive Vice President, if applicable;
- m) to send their updates to the Speaker, Secretary, President and EVP 48 hours before the general meeting;
- n) to write and provide a detailed transition report for the incoming council to be presented before winter honorarium with overview and from EVP and approval from executive council;
- o) to attend the annual general constitution meeting;
- p) to attend all council development initiatives; subject to academic or work commitments;

The Council will require the Webmaster to have demonstrated outstanding skill in website design and maintenance; to surrender the intellectual property rights of completed work to the council upon the end of the year; and be hired by the Council Hiring Committee before the summer session. The council will require the eligibility is verified for the incoming candidates for the position of the Webmaster. The council will also require the outgoing Webmaster to sit on the Hiring Committee for the incoming Webmaster; where a conflict of interest does not occur.

9.3.5 Orientation Chair

The duties of the Orientation Chair are:

- a) to initially create a marketing plan outlining goals, strategies, targets, pricing, etc. for consideration by Council; in accordance with the President;
- b) to, upon the approval of such plan from council, organize, manage, and lead Calumet Social Orientation for incoming students including arranging all daily activities and procuring goods for the orientation kits;

- c) to create and execute a marketing plan in conjunction with VP of Promotions; where promotional material is distributed to the community at a minimum of once every three (3) weeks; after a date is set out by

YODA;

- d) to create and manage a budget for Orientation in conjunction with the VP Finance and President;
- e) to be available on a weekly basis during the Summer session as specified by the Calumet College Council and Student Success Committee, such that contact with people, offices, constituencies or organizations associated with Orientation can be maintained;
- f) to present triweekly reports at the general meetings and update them on all activities;
- g) to work with other student governments and faculty-affiliated programs (Faculty of Health, Schulich School of Business) to create joint events to improve attendance; subject to both parties' availabilities;
- h) to work with other student governments and/or clubs of York University to create joint events and successfully execute during social orientation week;
- i) to attend all summer general meetings; subject to academic and work commitments. For the remainder of the Calumet College Council general meetings for the fall and winter terms are subject to academic and other work commitments. With regards to Honorarium meetings, attendance is mandatory, except for extenuating circumstances;
- j) to attend all activities during the Calumet Orientation Week; except for extenuating circumstances;
- k) to be available on a daily basis during Orientation Week, and one (1) week prior to Orientation; except for extenuating circumstances;
- l) to assist in organizing Frost Week in conjunction with Vice President Social Programming; if applicable;
- m) barring that the Orientation Chair does not hold a position on the Calumet College Council, they will maintain two (2) regularly scheduled and publicized weekly office hours for the duration of the first semester;
- n) to actively participate at a minimum of two (2) college intramural sports per term, not including the summer term, subject to work and academic commitments;
- o) to attend an action plan meeting with the Executive Vice President at least once per term; excluding the winter term;
- p) to sit as Co-Chair for Orientation Week;
- q) to plan room booking with the Commuter Representative and President;
- r) to assist in the Academic Orientation Day with the Head of the College and President;
- s) to assume duties that council may from time to time assign;
- t) to schedule and execute health education events and initiatives on preferably non-school days during social orientation week;
- u) to write and provide a detailed transition report for the incoming council to be presented before summer honorarium with overview and from EVP and approval from executive council;
- v) to provide copies of all contacts and/or invoices for President, Vice President of Finance, and Risk Management at York University, when applicable;
- w) to create the playbook for all leaders, captains and the Calumet College Council, with overview from the President. The playbook will include a breakdown for each event, including times, locations, materials needed, etc.;
- x) to execute at least one (1) captains' and council leads' meeting to prepare them for their roles during Orientation Week during the summer term, with overview from the President. As well as having a specific council and captains' training after the Calumet specific training which will be in August;
- y) to attend all council development initiatives, subject to academic or work commitments;

The Council will also require the Orientation Chair to:

- . have previous experience in social programming and outstanding organization skills;
- . not make any spending commitments without approval from the Council;
- . to be able to fully commit to the position;
- . have previously participated in Calumet Social Orientation Week as an Orientation Leader, Orientation Chair, or first-year student participant;

The Orientation Chair may be an Executive Officer (excluding the President, VP Finance, Executive VP), but must fulfill all the above requirements, and complete their elected duties simultaneously over the summer term. The council will require that the eligibility be verified for the incoming candidates for the position of the Orientation Chair. Up to two (2) candidates may be hired for the position of Orientation Chair, at the discretion of the executive council.

The Orientation Chair will be paid a summer hourly rate through Student Success Committee and will be assigned various other tasks to fulfill Student Success Committee's Orientation Chair position requirements.

If there is no CLAY position available from the Student Success Committee, the Orientation Chair will meet with the President and Vice President of Finance following their hiring to negotiate their pay; a percent (33%) of which will be allocated to the summer honorarium following Frosh Week. The 25 hours for the planning of Orientation Week will be discussed at a meeting with the President and Executive Vice President where the Orientation chair will sign a contract and show proof of a record of hours worked, which does not need to be 25 hours fully worked at Calumet College.

The Orientation Chair will be given the opportunity to become a social committee member after Orientation Week ends, as a non-selling member, at the discretion of executive council.

9.3.7: Membership of the Hired Positions to Council

Hired positions to the council, while preferably Calumet College Constituent, do not necessarily have to be Calumet constituents in order to find the most qualified individuals for the position, with exception to the CAC, CSC, CPC and Orientation Chair. The CCC will require any hired individual who is not a Calumet College Constituent to switch their college affiliation to Calumet.

9.3.8 Athletics Committee Member

The duties of the Athletic Committee Member are:

- a) to play a minimum of three (3) sports, team or individual, per term, excluding the summer term; and captain or co-captain three (3) teams, subject to work and academic commitments;
- b) to attend all general meetings and Calumet College events, and attend at least one (1) rule or SIRC meeting, subject to academic and other work commitments;
- c) to actively participate in Orientation Week as a leader for Calumet College or as a leader for Schulich frosh (with the President's discretion); if applicable;
- d) to post weekly social media posts to promote Calumet's athletics and sports as a whole and actively recruit members of the community to come out to sports;
- e) to keep and maintain a minimum of two (2) scheduled office hour(s) for room 100 Calumet College;
- f) to assist the VP Athletics (2) in maintaining the athletic equipment and cleaning room 118 Calumet College, biweekly;
- g) to assist the VP Athletics (2) in the coordination of the Athletic event;
- h) to assist VP Athletics (2) in the distribution of recognition awards at the Calumet Formal; if applicable
- i) to assume duties that council may from time to time assign;
- j) to attend meetings with Co-VP Athletics;
- k) to be familiar with the SIRC handbook;
- l) to attend the annual general constitution meeting;
- m) all Athletic committee members are welcome and encouraged to attend SIRC meetings at the discretion of the SIRC President;
- n) to attend all council development initiatives, subject to academic or work commitments;

9.3.9 Promotions Committee Member

The duties of the Promotions Committee Member are:

- a) to keep and maintain a minimum of two (2) scheduled office hour(s) for room 100 Calumet College;
- b) to make posters upon request from the VP of Promotions within a timely manner and print poster(s) at the request of the VP of Promotions as events arise;

- c) to take photos at a minimum of one (1) sporting event per week and take photos at a minimum of one (1) social event per academic semester and upload these photos to social media within 48 hours of that event, as well as post a minimum of twice weekly on one (1) of the various Calumet College social media sites, at the discretion of the VP of Promotions;
- d) to play a minimum of two (2) sports per semester with Calumet College; excluding the summer term, subject to work and academic commitments;
- e) to actively participate in Orientation Week as a leader; if applicable;
- f) to attend all general meetings and Calumet College events, subject to academic and other work commitments;
- g) to assist VP Communication and General Members with posters and putting them up;
- h) to assume duties that council may from time to time assign;
- i) to assist VP Communication in maintaining cleanliness of the promotion spaces;
- j) to attend meetings with VP of Promotions;
- k) to promote the scheduled budget meeting as determined by Vice President Finance on the Calumet Student Publication (if applicable);
- l) to attend the annual general constitution meeting;
- m) to attend all council development initiatives; subject to academic or work commitments;

9.3.10 Social Committee Member

The duties of the Social Committee Member are:

- a) to keep and maintain a minimum of two (2) scheduled office hour(s);
- b) to actively participate in Orientation Week as a leader; if applicable;
- c) to play a minimum of two (2) sports per semester with Calumet College; excluding the summer term, subject to work and academic commitments;
- d) to attend all general meetings and Calumet College events, subject to academic and other work commitments;
- e) to plan a minimum of one (1) social event per semester with assistance from the Vice President

Programming;

- f) to assist the Vice President Programming in the coordination of all social events;
- g) to assist the Vice President Social Programming in cleaning the social closet once per term;
- h) to assume duties that council may from time to time assign;
- i) to attend biweekly CSC meetings during the fall and winter term, and triweekly CSC meetings during the summer term. Note for summer meetings, it is acceptable to attend them through skype/phone call;
- j) to assist the VP Social Programming in maintaining the communication channel (i.e. Facebook group, or listserv) between Calumet College Council and Calumet community and update biweekly with decisions and events of CCC. If there are no CCC decisions or events, York-wide posts will be sufficient; excluding summer term;
- k) to attend the annual general constitution meeting;
- l) to attend all council development initiatives, subject to academic or work commitments;

All social committee members are welcome to attend SAYU meetings at the discretion of the SAYU President.

Article 10.0: Council Terms of Office and Matters Concerning Secession to New Council

10.1: Terms of Council

A single year's Council shall exist for approximately one (1) year, the term of which shall begin upon the dissolution of an outgoing Council in one (1) particular year, and shall continue until its own dissolution the following year.

10.2: Dissolution of Council

A Council may be dissolved, at any time following the annual general elections, provided a motion to the effect is passed by a 2/3 vote of those present and voting (and where those on the prevailing side represent at least a majority of the total number of voting members than on Council);

Where Council has not been dissolved pursuant to the above, Council shall be deemed to be immediately dissolved upon the last day of the winter academic session (i.e. April 30th).

10.3: Sharing of Duties Through the Transition of Councils

Following the annual general elections, incoming members will share duties with outgoing members in order to assure a smooth transition of government. This transition period will last no longer than one (1) calendar month; It is strongly recommended, however, that the outgoing officers be present during the transition period; At the same time, only incoming officers shall be counted at Council meetings during the transition month to determine quorum. All outgoing members of council excluding committee members, must provide a detailed transition report for the incoming council to be presented before winter honorarium.

Article 11.0: Procedures of Council

11.1: Council Establishes Procedures

Council shall establish additional rules and regulations concerning the procedures of Council, provided such rules and regulations do not conflict with the requirements of this Article or any other Article of the Constitution.

11.2: Robert's Rules of Order

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Constitution or other subsidiary regulations, including any special rules or order the Council may adopt. The council shall keep a copy of the Robert's Rules in the main office at all times for consultation.

11.3: Nature of Meetings

The Speaker shall preserve order and decorum, and shall decide questions of order following Robert's Rules of Order Newly Revised. It is strongly recommended, however, that in order to preserve the spirit of free and open discussion that a Speaker's list be kept.

11.4: Executive Meetings

Executive officers shall meet at least once every 14 calendar days in the Fall/Winter terms, excluding exam periods.

11.5: Meeting Times

All dates and times for the next Council meeting shall be decided before the Calumet College Council adjourns a current meeting, unless otherwise specified. There shall be at least two (2) meetings held per calendar month, excluding exam periods, and excluding the summer term in which meetings will be held triweekly.

11.6: Meeting Called for Three Members

The President shall call a meeting of Council upon the direction, in writing and electronically, of any three Members of Council.

11.6.1 (a): Emergency Meetings

In the case of an emergency meeting, notice must be given to the President no less than 48 hours in advance of the scheduled meeting. If applicable the Webmaster must post electronic notices on the Council's website, and the executive committee must poster the college.

11.7: Distribution of Agenda

The Speaker, or the Executive Vice President in the absence of the Speaker, shall prepare the agenda for each meeting of Council, and distribute to the members of Council no less than 24 hours prior to any general meeting. The agenda of the meeting will be accompanied by any relevant supporting materials sufficiently detailed to inform each Member of the matters to be discussed at that meeting. The Speaker, under the guidance of the Executive VP and the President, should normally create the agenda. The Executives and the Representative members will have 48 hours prior to the scheduled meeting to email their current updates and any changes that are followed after the meeting to the President, the Executive Vice President, the Speaker and the Secretary.

11.8: Items on the Agenda

Members may submit items to be placed on the agenda to the Speaker, no less than 48 hours prior to the meeting, unless amendments are made and motioned for by the Calumet College Council at the current meeting.

11.9: Adoption of Minutes

The minutes of each meeting shall be reviewed by the Members and adopted, with or without amendments, at the next meeting of the Council. The minutes, being a statement of the facts and events, which occurred at such meeting, may be amended only to reflect those facts and events better. Upon adoption by the Council, the minutes shall be approved by the majority of voting members or proxies present before publicly posting on the Calumet College Council website. The minutes of any meeting of Council, upon being signed, shall be prima facie evidence of the facts therein stated.

11.10: Meetings shall have an Agenda

The Council shall, at the beginning of a meeting, formally adopt the prepared agenda and thereafter, any changes to the agenda shall require a majority vote.

11.11: Meetings in Camera

Council may, from time to time, hold all or part of a meeting of the Council in camera. Minutes must be recorded separately and archived by the secretary. These minutes taken during this time will be destroyed after the dissolution of the council. What is discussed in Camera cannot be repeated with the exception of the final decision. If archived minutes are requested, the secretary and speaker have the final decision to provide them or not.

11.12: Attempt for Consensus

For voting purposes, the Speaker shall at all times attempt to see if Council has reached consensus. Failing consensus, all motions shall be passed by a simple majority vote of those Members present and voting (except in situations specifically called for in this Constitution).

11.13: Proxy Votes

Each voting member of council will be allowed only two (2) written proxy votes outside of class conflicts and work commitments, per academic term. Proxy votes must be submitted to the speaker no less than 24 hours prior to a meeting. In the case of a Council member needing to leave early, they may write a proxy vote without using their limited two (2) Proxy votes. Proxy votes will be recorded in the minutes as being used. Proxies will only be allowed for situations not needing members present and voting.

11.14: Public Nature of Meetings

Except when the Council is meeting in camera, all meetings are open to every member of York University. At the same time, while only Members of Council are permitted to vote, it is inherent to the spirit of Calumet that any person present at the Meeting of Council is permitted to speak on any issue.

11.15: Quorum

During the Fall and Winter academic terms, the presence of at least seven (7) voting members of Council (of which a minimum three (3) shall be Executive Members) shall be necessary to constitute a meeting of Council. During the Summer, the presence of at least five (5) voting members of Council (of which a minimum of three (3) shall be Executive Members) shall be necessary to constitute a meeting of Council.

11.16: Referenda

The Speaker shall call an issue-oriented College referendum, to be held under the University regulations governing said referendum, upon receipt of a petition of Calumet students (which must list printed names and student numbers). In order for this subsection to take effect, the petition must be signed by 15% of all registered Calumet undergraduate students. This regulation allows students to voice their concerns regarding specific issues before the Council.

Article 12.0: Temporary/Permanent Removal of Authority

12.1: Censure, Suspension and Impeachment Procedures

Council may, for any reason(s) considers appropriate censure, suspend, impeach of a Member of Council. A motion of censure, suspension, and impeachment must be passed by two-thirds majority vote of these present and voting (and where those on the prevailing side represent at least a majority of the total number of the voting Members then on council). All motions of Censure, Suspension, and Impeachments brought to the Speaker must remain confidential unless their motion goes against the Calumet College Council Constitution. It is the duties of Council Members to consider motioning for censure, suspension or impeachment of a Council Members due to the following reasons:

1. Incompetence
 2. Misappropriation of funds
 3. Flagrant abuse of powers and responsibilities of the position
 4. Evident inability of the Member to work with their committee/services
 5. Acting in any manner detrimental to the intent, image, and direction of Calumet College Council
 6. Failure to attend more than three (3) meetings in the Fall or Winter semester
- In the case of the hired positions of Council, a motion of impeachment, suspension, or censure may be passed by a simple majority of those present and voting;
 - Any Member must be given at least fourteen (14) days notice of a motion to censure, suspend, or impeach;
 - Any voting Member of Council to which a motion of censure, suspend, or impeach applies shall not have a vote in relation to such motion;
 - When, by general consensus, Council is of the opinion that a motion of censure, suspension, or impeachment should be considered, a formal motion need not be moved by any particular Member, but shall be deemed to have been moved and seconded;
 - The Speaker, or the President if the Speaker is the Member in question, shall present a list of offenses against the Member to which a motion of censure, suspension, or impeachment applies or, if the person is absent, shall state the offenses to Council;
 - The Member of Council to which a motion of censure, suspension, or impeachment applies may make a statement and thereafter shall withdraw during the time the matter is in debate. A vote to censure, suspend, or impeach a Member of Council shall be conducted by secret ballot;
 - Every motion of censure, suspension, or impeachment shall be considered in camera unless Council, by a two-thirds vote, determines that consideration should be public;
 - If removal from office occurs, the position shall be filled according to Article 8.8 of this Constitution if the position is elected or according to the hiring procedure for any employed position;

12.2: Censure

- Violation of Offense #6, "Failure to attend more than three (3) meetings in the Fall or Winter semester";
- If a Member of Council is censured, then the potential honorarium for that member as outlined in Article 18 of the constitution shall be reduced by one third (1/3);
- Any motion of censure may, by a two-thirds vote, be amended to be a motion of impeachment or suspension;
- Honorarium penalties due to censure are cumulative;
- For every motion of censure will be proposed by the Speaker with evidence, to ensure confidentiality unless the Speaker is in question, the President will fulfill these duties.

12.3: Suspension

- Any ONE violation of offense #1-5 listed above will lead to a suspension;
- If a Member of Council is suspended, then the potential Honorarium for that Member as outlined in Article 18 of the constitution shall be reduced by two thirds (2/3);
- Any motion of suspension may, by a two-thirds vote, be amended to be a motion of impeachment or censure;
- Any Member who is suspended more than once shall immediately be considered for impeachment;
- All Calumet College Council benefits (i.e. subsidization to events) will be rescinded;

- Honorarium penalties due to suspension are cumulative.

12.4: Impeachment

- Violation of two (2) or more offenses as listed above will lead to an impeachment;
- If a Member of Council is impeached, then the potential honorarium for that Member as outlined in Article 18 of the Constitution shall be forfeited;
- Any motion of impeachment may, by a two-thirds vote, be amended to be a motion of suspension or censure;
- Member will be relieved of all council duties and privileges. All access codes must be changed; impeached Member must return keys to the Head's office within 24 hours.

Article 13.0: Finances of the Council; Contract Auditors:

13.1: Procedures to Spend Money

Council shall, by Act of Council, establish additional rules and regulations concerning the financial procedures of Council, provided those rules do not conflict with any part of this Constitution.

13.2: Right of Council to Spend Money

All moneys authorized, allocated and spent by the Council shall be done so responsibly, acting on behalf of the students of Calumet College, and it is the right of the Council to direct the distribution and purposes of these moneys.

13.3: Powers of Council to Spend Money

Council may:

- i. Increase or decrease the amount of;
- ii. Enact, amend or repeal conditions or regulations governing the spending of, or;
- iii. Revoke, suspend or re-allocate any or all moneys budgeted or allocated.

13.4: Individual Spending Limit

No member of Council may authorize the spending of non-approved budgeted amounts over \$100.00 without the permission of Council.

13.5: Signatories for Cheques

All cheques must be signed by any two (2) of the following:

- i. The President
- ii. The Executive Vice President
- iii. The Vice President of Finance

If a cheque is issued out to either one (1) of these three (3) parties, the other two (2) must sign the cheque.

13.6: Bookkeeper

Council may, from time to time, appoint a bookkeeper in order to maintain proper financial records.

13.7: Appointment of Auditor

Each year, during the winter session, the Council must appoint an auditor.

13.8: Auditor's Report

The auditor's report shall be submitted to the earliest possible council meeting for approval. Upon approval, copies shall be sent to the Head's office, the Office of the Student Success Committee, and shall be published in the Calumet Student Publications (if applicable) as well as the Calumet website or in any other campus publications as soon as possible.

13.9: Fiscal Year End

The fiscal year of the Council shall terminate on April 30th of each year.

13.10: Budget Meeting

The Vice President of Finance will ensure that all budgets for the upcoming academic year will be discussed at one (1) of the May Meetings of Council. The Calumet Promotions Committee and the Webmaster will ensure that this meeting will be well publicized. Final budgets must be published in the Calumet Student Publication (if applicable) and the Calumet College Website.

Article 14.0: Committees

14.1: The Standing Committees

All Standing Committees of the Calumet College Council shall continue in existence from year to year and the membership for each committee is reconstituted each year.

14.2: The Council Standing Committees

There shall be five (5) Standing Committees of the CCC:

1. The Calumet Social Committee
2. The Calumet Athletic Committee
3. The Hiring Committee
4. The Senior and Alumni Committee
5. The Calumet Promotions Committee

14.3: The Calumet Social Committee (CSC)

The CSC will consist of:

- a) President
- b) Executive Vice President
- c) Vice President Social Programming
- d) Maximum of three (3) hired members of the CSC
- e) General Member (1)

The purpose of this committee will be to organize, plan, and implement a social program for the Calumet College Council. It is the primary responsibility of the Vice President Social Programming to carry out the programming of the Council; however, the President will provide leadership insights, while all members will provide insights into the interests of students.

14.4: The Calumet Athletic Committee (CAC)

The CAC will consist of:

- a) President
- b) Executive Vice President
- c) VP Athletics (2)
- d) Maximum of five (5) hired members of the CAC
- e) General Member (1)

The purpose of this committee will be to organize, plan, and implement the athletics program for the Calumet College Council. It is the primary responsibility of the VP Athletics (2) to carry out the athletic programming of the Council; however, the General Member (1) of the Calumet Athletic Committee and other volunteers will assist wherever necessary to ensure that the athletics program is effectively marketed and communicated to all members of the college and the university.

14.5: The Hiring Committee

The hiring committee will consist of:

- a) President
- b) Executive Vice President
- c) VP Social Programming

- d) VP Athletics
- e) VP of Promotions
- f) Commuter Representative
- g) Senior and Alumni Representative
- h) Residence Representative
- i) Academic Representative
- j) Junior Representative

The purpose of this committee will be to interview and review applicants for the hired positions of council as well as make recommendations to council as per Article 8.12. A minimum of three (3) members and a maximum of five (5) members must be present upon interview, with either the President or Executive Vice President. Decisions will be made on a majority basis of the hiring committee present and voting. For selecting a Student Publication Editor (if applicable), the outgoing editor will sit on the committee. The hiring committee will also act as a review board when determining a member's future with the council. If the new hiring committee deems it necessary the outgoing Orientation Chair, Webmaster, Vice President of Finance, will sit in the meetings, provided a conflict of interest does not occur.

14.6 The Calumet Promotions Committee (CPC)

The CPC will consist of:

- a) President
- b) Executive Vice President
- c) VP of Promotions
- d) Maximum of three (3) hired members of the CPC
- e) General Member (1)

The purpose of this committee will be to facilitate communications on behalf of Calumet College Council to the Calumet community through various forms of social media and advertising strategies. It is the primary responsibility of the VP of Promotions to carry out the promotions and advertising of the Council; however, the President will provide leadership insights, while all members will provide insight into the interests of students. The intent of hired committee members will be to advertise and publicize all events, and to ensure that the efforts of the Calumet Promotions Committee are effectively marketed and communicated to all members of the college and the university.

Article 15.0: Clubs

15.1: Club Funding and Clubs

Council shall, by enacting either a by-law or an Act of Council, establish rules and regulations concerning the recognition or other aid to clubs, provided such rules and regulations do not conflict with this Constitution, Student Success Committee, and the Student Body Government.

Article 16.0: Constitution

16.1: Amendments

Amendments to the Constitution must be passed by a majority vote of the voting members present.

16.2: Proposed Amendments Reading 14 Days Prior to Vote

All proposed changes to the constitution must be made public a minimum of 14 days prior to the scheduled meeting. Changes may still be proposed and voted on during this meeting, at the discretion of the CCC. However, any concurrent changes must be made public.

16.3: Summer Constitution Meeting

The Executive Vice President and President will plan a summer constitution meeting in the months of June, July, or August where council will go over the constitution and make any necessary amendments. All members of Calumet College is permitted to attend.

16.4: Annual General Constitution Meeting

During the month of January, Calumet College Council will hold an annual general constitution meeting where all are welcomed, on York University property. All amendments to the constitution must be passed by a majority vote during a later date of voting members present. Duties shall be dispersed to the President, EVP, VP of Promotions, Speaker and Secretary.

Article 17.0: Miscellaneous

Article 17.1: Repeal

Every Constitution, Act of Council and By-Law of Calumet College enacted before September 2010, is hereby repealed.

Article 18.0: Honorarium

Honorarium payments for council members shall be no less than following percentages/amounts of budgeted honorarium:

- President – 20% (33.3% of the total amount per term)
- Executive VP – 14% (33.3% of the total amount per term)
- VP Finance – 14% (33.3% of the total amount per term)
- VP Athletics (2) – 20% (with a distribution of 20% of the total during the summer term, and 40% of the total during each of the Fall and Winter terms)
- VP Social Programming – 10% (with a distribution of 20% of the total during the summer term, and 40% of the total during each of the Fall and Winter terms)
- VP of Promotions – 10% (with a distribution of 20% of the total during the summer term, and 40% of the total during each of the Fall and Winter terms)
- Commuter Representative (3%)
- Residence Representative (2%)
- Senior & Alumni Representative (3%)
- Junior Representative (2%)
- Academic Representative (2%)

The budgeted honorarium amount for non-hourly, non-hired members annually is \$18500.

Additional honorarium will need to include payments at a maximum of:

- Webmaster – \$1250
- 33% of Orientation Chair's hourly wage will be allocated to Honorarium
- 33% of Speakers hourly wage will be allocated to Honorarium
- 33% of Secretary hourly wage will be allocated to Honorarium

The Webmaster will be paid at a maximum \$1250 in total over the course of the year: 60% at the end of the summer term upon the successful completion of the website and sales coding, and 20% at the end of each fall and winter term upon the successful updates and website/electronic upkeep.

18.1 Allocation of Honorarium:

If any positions eligible for honorarium and is vacated, their honorarium may not be allocated to anyone else within the council. Each Member is only allowed to receive the percentage allocated within article 18.0.

**Calumet College By-Laws
February 2010**

By-Law 1: Elections

A: Interpretation

- The Calumet College Council shall hold an annual general election and shall set a date for that election by February 1st which is not earlier than the first (1) of March or later than the thirty-first (31) of March of each year, following the guidance of the Student Success Committee.
- The Calumet College Council shall also hold a bi-election in the fall for any vacant seats and to elect a Junior Representative, Residence Representative and General Member.

B: Definitions

Use of the term "election" in this By-Law shall include in its meaning any bi-election:

- i. A "student" is any person duly admitted as a student member of York University by the University Senate and who has been a member of a Calumet College. Any person who has withdrawn from the University or has withdrawn from Calumet College before the date of the election shall not be considered a student.
- ii. An "Executive" shall mean specifically an individual who sits as an Executive Officer and is a student who belongs to Calumet College.

C: Chief Returning Officer

- i. The Calumet College Council shall appoint a Chief Returning Officer (CRO) by no later than the first week of September, whose responsibilities shall be to administer this By-Law, and to supervise any election or bi-election.
- ii. Should a CRO be required before that date, one (1) may be appointed by the Calumet College Council on the advice of the Executive Officers at least two (2) weeks before the election. This temporary CRO must re-apply for the permanent position of CRO as outlined by Section (1) should they wish to fill that position permanently.
- iii. The CRO, with the approval of the Executive Officers shall appoint Calumet students to provide assistance on the administration of the election.
- iv. The Calumet College Council shall provide the CRO with notice of any election at least seven (7) calendar days prior to the opening of the nomination period.
- v. Upon the date that Calumet College Council advises the CRO that an election has been called, the full authority of its administration, unless otherwise specified herein, shall lie with the CRO. The CRO shall then be responsible to ensure that this By-Law is following the letter of the law, as it exists at the date of declaration.
- vi. The CRO, upon receipt of notice of the authorization of an election, shall cause it to be publicized in such a manner as to reasonably notify members of the electorate. Such publicity shall include the dates of the election, the dates of the nomination period, and the positions to be contested. The CRO shall also publicize office location, and shall invite and receive nominations at that office. The CRO shall ensure that nomination forms and copies of the Calumet College Council Constitution are available at the Council Office and Room 100.
- vii. The Calumet College Council shall advise the CRO in its Declaration for Election of the offices of the CCC that are open to be contested for elections.
- viii. The CRO must send the unbiased executive members of council (those who are not running in the election) all regulations prior to the beginning of the elections. Those members will have the opportunity to remove or amend any regulation with a unanimous vote. If those members want to remove or amend a regulation they must invite the CRO to be present during voting, who may also bring one (1) witness to be present during voting.
- ix. The CRO shall be empowered to make any additional regulations as the need arises (e.g. poster rules that may change from year-to-year).
- x. The CRO will need to confirm (either by discussion with the candidate or by seeking supplementary documentation) with each candidate seeking nomination that they in fact meet the prerequisite for each position if applicable.
- xi. The CRO will need to arrange and host a candidates speech night where all candidates must be in attendance or send in a video of their speech; the CRO must remind candidates that if they do not participate in a speech night their position in the election will be revoked.

D: Rules of Eligibility – Executives and Representatives

Every nominee and nominator of the former must be a student of York University and a member of Calumet College.

- i. In the case of the Annual General Elections, no student shall be nominated for an Executive position unless that student has been a York University student and a member of Calumet College since November first of the same fall-winter academic session in which that general election is held. In the case a student has taken a temporary leave from school during the fall-winter academic session they will still be eligible, but if they are elected in they will have until August first to prove enrolment to the new council or face immediate removal from council.
- ii. In the case of the position of President, no student shall be nominated unless that student has previously held an Executive Officer position on the Calumet College Council for at least one year prior.
- iii. In the case of the Executive Vice President, no student shall be nominated unless that student has served on council previously for a full twelve (12) months as a Speaker, Secretary, Representative, Vice President of Finance, or other Executive position. Students who have had inaugural positions are not able to run for Executive Vice President.
- iv. In the case of the Vice President of Finance, no student shall be hired unless that student has some previous knowledge of bookkeeping practices, either through accounting courses or previous work experience.
- v. In the case of the VP Athletics, the council will require the winning individual to have actively participated in three (3) sports per academic session in Calumet Athletics previously as a player or as a council member. The council also requires the VP Athletics to run separately, however, the VP Athletics can campaign together.
- vi. In the case of the Residence Representative, no student shall be nominated unless they are currently residing in Calumet Residence for the elected year; and must be elected in the fall bi-election.
- vii. In the case of the Commuter Representative, no student shall be nominated unless they do not live in Calumet residence or any other residence at York University for the elected year.
- viii. In the case of the Junior Representative, no student shall be nominated unless they are a first or second year undergraduate student, and must be elected in the fall bi-election.
- ix. In the case of the Senior and Alumni Representative, no student shall be nominated unless they are a third or fourth year undergraduate student. The Senior and Alumni Representative must be second year standing.
- x. In the case of the General Member, no student shall be nominated unless they are a first year undergraduate student.

E: Nomination Forms

- During the nomination period, nomination forms may be obtained from the Calumet College Main (Head's) Office, the Calumet College Council common room, as well as online via the Calumet College Council website if applicable. Properly completed nomination forms shall be filed solely by the nominee with the Calumet College Main (Head's) Office by the specified deadline. The names of the nominees shall only become public information directly after the close of the nomination period. The CRO may relieve against the strict application of the deadline for filing of nominations where they reasonably believe circumstances warrant the exercise of this discretionary power. No alterations will be made to the nomination package. If alterations are needed, a new nomination package would need to be obtained.
- The onus is on the person nominated to file a properly completed nomination form, according to the procedure described in the rest of this article. The nominee may correct errors or irregularities in the nomination form or their appointee authorized in writing who shall initial the correction in the presence of the CRO; or in the absence of the CRO, in the presence of a Calumet College staff member. Correction of these errors or irregularities shall occur before the close of the nomination period.
- Any error or irregularity discovered after the close of the nomination period shall only be corrected if the CRO determines that it is of an insignificant nature. The CRO shall attempt to notify a nominee before the close of the nominating period of any errors in their nomination form that has come to the attention of the CRO but this shall not change the onus on the nominee to submit a properly completed nomination form.

- A nominee or their duly authorized appointee, who does not withdraw their nomination by submitting a written request to the office of the CRO within two (2) business days after the close of the nominations, shall be deemed a candidate for election.
- A nomination form for the President position must bear the signatures of no less than sixty (60) students of Calumet College while a nomination form for all other positions must bear the signatures of no less than forty (40) students of Calumet College.

F: Nominations and Campaigns

- For an annual general election, a minimum campaigning period of seven (7) consecutive calendar days commencing immediately on the close of the nomination period shall be allowed for all positions in accordance with Student Success Committee.
- For a bi-election, a minimum campaign period of four (4) consecutive calendar days commencing immediately on the close of the nominating period shall be allowed in accordance with Student Success Committee.
- All candidates must abide by the campaigning regulations set out in By-Law 3. Failure to comply will result in removal from the election.

G: Polling

- The poll times will be set and posted by the CRO no less than 48 hours prior to the first elections day, unless E-VOTE has been established through the Student Success Committee office. In that case, it will be the CRO's responsibility to liaise with Student Success Committee about the CCC's elections prior to the election period.
- In the event that circumstances arise that would adversely affect students' ability to vote on the day specified for an election or bi-election, and the CRO considers that in the interest of a fair election that the constitutional provision appointing the number of voting days as inadequate, the CRO may increase the number of days the polls will be open for voting. The aforesaid decision to extend the voting period must be made in advance of the originally scheduled closing times for the polls and every reasonable attempt must be made to notify candidates and the electorate.

H: Acclamation

- The CRO shall declare elected any candidate for a position for which there are fewer nominees than, or the same number of nominees, as there are available positions. The CRO will make public those positions, which will be contested no later than forty-eight (48) hours after the close of the nomination period.
- Verification, to state that candidates who run unopposed with a minimum 50% +1 of those votes being in favour.

I: Voting

- Each member of Calumet College (a voter) shall be entitled to each vote once per position that the voter meets the requirements for, as outlined by the E-VOTE program.
- The CRO and Deputy Returning Officer shall not vote in any election or bi-election.
- The CRO will work with the Student Success Committee in order to ensure that online voting takes place as set out in the nomination packages. Upon the completion of the voting period, the CRO will contact the Student Success Committee to obtain the results of the election and release them no more than two (2) days after close of polls.

J: Equal Number of Votes

In any election in which two (2) or more candidates receive an equal number of votes, and when the addition of one (1) vote would entitle one of those candidates to be elected, the successful candidate shall be determined immediately by a "run-of election" to be held within fourteen (14) consecutive calendar days from the original voting day.

K: Report of the CRO

- The CRO shall submit within seven (7) days of posting the final election results a written report containing the results of the election and recommending changes in procedure for the conduct of future elections, a copy of any protest, submitted along with the dispositions of such protests and reasons therefore, as well as any other matters deemed necessary or relevant.

- A majority vote of Calumet College Council approving the report of the CRO shall validate the election. The CRO must disclose the final voting numbers with the President. However, the number will not be shared with the rest of the public.

By-Law 3: Campaigning Policy

A: Posting in Calumet

Posting within Calumet College must follow these guidelines:

- i. Posting rules must be consulted with the Calumet RLC;
- ii. Posting is not permitted on painted walls;
- iii. All posters must be hung in designated areas only; as determined by CRO;
- iv. No posters are to be placed on Council designated boards by non-council members. During the elections, members may not place campaign material on these boards unless specified by the CRO; If you are currently running in the election you may not post election promotional material on CCC design spaces;
- v. During the general elections or bi-elections, candidates are allowed to place up to twenty-five (8 ½ x 11) (or smaller) pieces of campaign material and up to two 1m by 1m (or smaller) poster in the Calumet Building;
- vi. Event posting in Calumet College, for non-Council organized events, is limited to the designated boards located throughout the college. There is a limit of one (1) poster per event per designated area;
- vii. Campaigners may add up to a maximum of three (3) posters (8 ½ x 11) promoting their campaign in the Schulich building upon approval of the faculty's undergraduate student government.
- viii. After two (2) infringements, a specified person/group will lose posting privileges within Calumet College.
- ix. Any persons/groups not adhering to this restriction will have all their posters removed. The Calumet College Council may also conduct a follow-up action in regards to non-compliance with this policy. One (1) week prior to the beginning of the voting period, Calumet College Council will be responsible for publicizing the dates and instructions for the specific voting period.
- x. Only candidates running for Residence Representative may poster in Calumet Residence, pending approval from the RLC.

B: Social Media Policy

- All policies pertaining to social media platforms campaigning will be created and governed by the CRO.
- Violation of any social media platforms will result in a review by the CRO. If the violation is severe, giving advantage to a particular candidate, then the CRO has the right to remove said candidate from the election. Should any violation occur during e-vote period, the candidate will automatically be disqualified.

C: Enforcement

- All candidates must sign an agreement contract acknowledging the Campaigning policy. The signature must be witnessed by the CRO.

- All campaigners of the Calumet College Council will participate in a cleanup day where all posters shall be removed from the walls, bulletin boards, and posts.
- Posters must be removed by the end of the campaign periods by the nominee.
- During elections the CRO in conjunction with the Calumet College Council will enforce the campaigning requirements, provided there is no conflict of interest.
- All members of council will actively enforce the policy at all times.

By-Law 4: Agreement between the CCC and the Calumet Student Publication

- The Calumet College Council can recognize one (1) Calumet Student Publication (if applicable) as the official Student publication of Calumet College.
- While historically this has always been the Pipe, any student run publication by members of the Calumet Community that will draw interest to the community may be chosen. This publication though, must have the editor hired by the Hiring Committee as outlined in Article 14.5.
- The hiring of an editor for the publication means that council will provide a certain amount of financial assistance as deemed appropriate at the first budget meeting each term.
- Council has the right to suspend the financial support if financial or publication mismanagement, poor quality, or lack of community representation can be shown.
- The student publication will report on a monthly basis to the Council with a draft of the coming issue for approval. Otherwise, the Executive Vice President will act as a liaison between the publication and council on all matters.
- The Calumet Student Publication (if applicable), when chosen each year will be allocated office space. Previous publications do not have a claim on such space, as an office only be delegated for the current Calumet Student Publication (if applicable).

By-Law 5: Agreement Between the CCC and Calumet Residence

- The Calumet College Council recognizes that the Calumet Residence is an integral part of the Calumet Community.
- The Calumet College Council also recognizes the valuable input of the Residence Life Coordinator/Manager, and will seek to gain insight from said coordinator/manager through monthly meetings between the President, Residence Representative, and the RLM/RLC.
- If the Residence Representative were to be removed from council, a replacement would be found in accordance with Article 8.12.

By-Law 6: Account for Missing Money

- The VP Finance and the President must file a report with York University security 24 hours maximum after the notice of missing monies.
- VP Finance and the President must report security incidence number to the CCC 24 hours maximum after meeting with York University security.
- As per recommendation from York University security, the VP Finance and the President must file a report with the Toronto Police Service.
- VP Finance and the President must report money missing at the general meeting.
- The President; or if the President is in question then Speaker will take over duties; start an internal investigation of money missing.

- The suspected member in question will forfeit duties of CCC until determined by the executive members.