

WINTAB STUDENT UNION INC. BY-LAWS

Herein resides by-laws pertaining to all WINTAB STUDENTS UNION INC. operations including those belonging to Winters College Council Honorarium By-Laws, Winters College Captains Committee By-Laws and Constitution, Electronic Media By-Laws, Winters Free Press By- Laws, Winters College Selection Committee By-Laws, Eleanor Winters Art Gallery Curator By- Laws, WINTAB STUDENTS UNION INC. By-Laws, Absinthe Management Board By-Laws, Winters College Council Duties of Members By-Laws and Winters College Council Orientation By-Laws. This document ends with the Winters College Council Mission Statement. For convenience a Table of Contents has been added on page 2.

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WINTERS COLLEGE COUNCIL HONORARIUM BY-LAW

[Drafted by Steve Martene] [Enacted: February, 1996] [Amended: March 1997] [Amended: August 1997] [Amended: December 1997] [Amended: March 1998] [Amended: November 2006] [Amended: January 2012] [Amended: January 2017] [Amended: April 2018, Sébastien Lalonde & Marlie Keresturi] [Amended: March 2019] [Amended: March 2020]

1. This By-Law is made in accordance with Article XVII of the Constitution
2. There shall be honoraria for Members of Winters College Council.
3. (1) Honorarium payments for Members of Council, as determined by each new Council in the yearly budget, shall make up no more than one-fifth (20%) of the entire budget, not including the roles that are mentioned as receiving precise monetary amounts. The budgeted honorarium amount for Council members is the lower of \$20 000 (twenty thousand dollars) or 20% of the levy of the current Council.
3. (2) Honorarium payments for Members of Council shall be determined by the following criteria:
 - (a) Completion of their general duties, as assigned from time to time by other Members of Council.
 - (b) Completion of their position-specific duties, as specified in "WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW " and any other relevant section found in the By-Laws or Constitution.
 - (c) Other criteria as defined by the Vice President of Internal Affairs in the end-of-term honorarium report that is completed by and presented to Members of Council.
3. (3) Honorariums may not exceed 100% of the amount given to the position, decreases in honorarium can only be made in increments of 5%.
3. (4) Honoraria shall be as follows:
 - (a) The President will receive up to a total of 13% of the honorarium budget. The President shall receive up to 33.3% of this total at the end of the Summer session, up to 33.3% of this total at the end of the Fall session, and up to 33.3% at the end of the Winter session.
 - (b) The Vice-President of Internal Affairs shall receive up to a total of 8% of the honorarium budget. The Vice-President of Internal Affairs shall receive up to 33.3% of this total at the end of the Summer session, up to 33.3% of this total at the end of the Fall session, and up to 33.3% of this total at the end of the Winter session.
 - (c) The Treasurer shall receive a total of 8% of the honorarium budget. The Treasurer shall receive 33.3% of this total at the end of the Summer session, 33.3% of this total at the end of the Fall session, and 33.3% of this total at the end of the Winter Session.
 - (d) The Vice-President of Social & Cultural Affairs shall receive up to a total of 8% of the honorarium budget. The Vice-President of Social & Cultural Affairs shall receive up to 33.3% of this total at the end of the Summer session, up to 33.3% of this total at the end of the Fall session, and up to 33.3% of this total at the end of the Winter Session.
 - (e) The Vice-President of Athletic Affairs shall receive up to a total of 8% of the honorarium budget. The Vice-President of Athletic Affairs shall receive up to 33.3% of this total at the end of the Summer session, up to 33.3% of this total at the end of the Fall session, and up to 33.3% of this total at the end of the Winter session.

(f) The Vice-President of External Affairs shall receive up to a total of 8% of the honorarium budget. The Vice-President of External Affairs shall receive up to 33.3% of this total at the end of the Summer session, up to 33.3% of this total at the end of the Fall session, and up to 33.3% of this total at the end of the Winter session.

(g) The two Directors of Social & Cultural Affairs, the two Directors of Promotions, the Director of Athletics, and the Director of Commuter and External Affairs shall each receive up to a total of 5% of the honorarium budget. Each of the Directors will, respectively, receive up to 33.3% of this total at the end of the Summer session, up to 33.3% of this total at the end of the Fall session, and up to 33.3% of this total at the end of the Winter session.

(h) The Residence Representative shall receive up to a total of 2% of the honorarium budget. The Residence Representative shall receive up to 50% of this total at the end of the Fall session, and up to 50% of this total at the end of the Winter session.

(i) The First-Year Representatives shall each receive up to a total of 2% of the honorarium budget. The First-Year Representatives shall each receive up to 50% of this total at the end of the Fall session, and up to 50% of this total at the end of the Winter session.

(j) The Speaker shall receive a total of 5% of the honorarium budget. The Speaker shall receive up to 33.3% of this total at the end of the Summer session, up to 33.3% of this total at the end of the Fall session, and up to 33.3% of this total at the end of the Winter session.

(k) The Recording Secretary shall receive a total of 3% of the honorarium budget. The Recording Secretary shall receive up to 33.3% of this total at the end of the Summer session, up to 33.3% of this total at the end of the Fall session, and up to 33.3% of this total at the end of the Winter session.

(l) The Orientation Chair shall receive \$2000.00 (two thousand dollars) upon the completion of their Summer duties as Orientation Chair, and \$200.00 (two hundred dollars) upon completion of Frost Week.

(m) The Assistant Orientation Chair shall receive \$1550.00 (one thousand five hundred and fifty dollars) upon the completion of their Summer duties as Assistant Orientation Chair, and \$100 (one hundred dollars) upon completion of Frost Week.

(n) The Webmaster shall receive a total of 3% of the honorarium budget. The Recording Secretary shall receive up to 33.3% of this total at the end of the Summer session, up to 33.3% of this total at the end of the Fall session, and up to 33.3% of this total at the end of the Winter session.

(o) The Editor of the Winters Free Press shall receive \$60.00 (sixty dollars) upon completion of each issue of the paper, and \$120.00 (one hundred and twenty dollars) upon completion of each double issue of the paper.

(p) The Assistant Editor of the Winters Free Press shall receive \$40.00 (forty dollars) upon completion of each issue of the paper, and \$80.00 (eighty dollars) upon completion of each double issue of the paper.

(q) The Design Editor of the Winters Free Press shall receive \$40.00 (forty dollars) upon completion of each issue of the paper, and \$80.00 (eighty dollars) upon completion of each double issue of the paper.

(r) The Chief Returning Officer shall receive \$200.00 (two hundred dollars) upon the presentation of the Fall session By-Election report, and \$200.00 (two hundred dollars) upon the presentation of

the Winter session Election report.

3. (5) The honoraria referred to in section (4) shall not be distributed until Council has first considered whether that recipient merits the honorarium for that session and, by two-thirds vote of those present and voting (and where those on the prevailing side represent at least a majority of the total voting Members then on Council), decide to award it.
4. (1) Before receiving an honorarium, each recipient shall submit a report to Council, outlining their involvement with Council activities during the preceding session. Each report shall consist of a completed honorarium report, created and edited by the Vice- President of Internal Affairs.
4. (2) If a Member of Council or person affiliated with Council affairs fails to submit or present such report, Council may, by a two-thirds vote of those present and voting (and where those on the prevailing side represent at least a majority of the total voting members then on Council), decide to waive such report.
5. (1) Council may decide, by a two-thirds vote of those present and voting (and where those on the prevailing side represent at least a majority of the total voting members then on Council), to decrease any elected or appointed member's honoraria based on performance of duties, attendance, and any other criteria the Council deems Acceptable.
5. (2) Council may decide, by a two-thirds vote of those present and voting (and where those on the prevailing side represent at least a majority of the total voting members then on Council), to grant or not grant any hired member's honoraria based on performance of duties and any other criteria the Council deems acceptable.
6. A member of Council shall only be eligible for their allotted honorarium within their designated position, regardless of duties shared between Members of Council.
7. If any Member of Council is suspended, they may only receive up to 50% of their honorarium. If any Member of Council is impeached, they will not receive an Honorarium.
8. Council shall make its decision to award honoraria within fourteen days before or fourteen days after the final day of each session.

WINTERS COLLEGE CAPTAINS COMMITTEE BY-LAW

[Drafted by Steve Martene] [Adapted from the Vanier College Council Constitution, 1990. Drafted by: Grant Wagman, L.L.B.] [Enacted: February, 1996] [Amended: March 1997] [Amended: Feb 9th 2012] [Amended: January 2017] [Amended: April 2018]

1. This By-law is made in accordance with Article XVII of the Constitution.

2. In this By-law,

"Captains Committee" means the Winters College Athletics Committee;

"S.I.R.C." means the Students' Intramural Recreation Council.

3. (1) It is in the best interest of Winters College Council that there be a Captains Committee of Winters College to promote general interest and maximum participation in intramurals and recreation programs for all students and other Members of Winters College.

3. (2) If no committee exists it is the duty of the Vice President of Athletic affairs and Director of Athletics to abide by the Winters College Captains Committee By- laws.

4. To the extent that it does not conflict with subsection (1) the Captains Committee shall be subject to, and shall abide by, the Constitution of the Captains Committee. 5. (1) The Vice President of Athletic Affairs as well as Director of Athletic Affairs shall recommend for appointment the remaining of the Captains Committee Executive Team.

5. (1) The Constitution of the Captains Committee shall form a schedule to this By-law, and appended thereto.

5. (2) For greater certainty, any amendment to this By-law is a part of this By-law, and shall be amended only in accordance with the procedures set out in the Constitution of Winters College Council for the amendment of Council By-laws.

5. (3) The role of the Captains Committee is to recommend amendments to the Constitution of the Captains Committee is affirmed.

The Constitution of the Winters College Captains Committee

[Adapted from the Bethune Athletic Council Constitution] [Amended: November 2006] [Amended: January 2017] [Amended: April 2018]

ARTICLE I. NAME

1. The name of the organization herein constituted shall be the Winters College Captains Committee.

ARTICLE II. DEFINITIONS

1. In this Constitution,

"Captains Committee" means the Winters College Captains Committee;

"M.V.P." means Most Valuable Player; "O.R.L." means Open Recreation League;

"S.I.R.C." means Students' Intramural Recreation Council

ARTICLE III. PURPOSE/OBJECTIVE(S)

1. To promote general interest and maximum participation in intramurals and recreation programs for all students and members of the Winters College Community.

ARTICLE IV. CODE OF CONDUCT

1. All Captains Committee members shall conduct themselves in a manner that exemplifies good sportsmanship, fair play, and a positive attitude towards intramural and recreational programs.

2. All Captains Committee members shall strive to maintain a philosophy and attitude to help ensure that intramurals and recreation programs be accessible to all members of the Winters College Community, regardless of gender, race, age, ability or other.

3. Any Captains Committee member(s) involved in activities that reflect poorly on the Captains Committee or program may be relieved of their position on Captains Committee after investigation by the Captains Committee.

ARTICLE V. POLICY STATEMENTS

1. The Captains Committee believes that the values and benefits of recreation to one's life is far reaching and should always be prominent within our program.

2. The Captains Committee believes that intramural sports are a vital component to the quality of life at Winters College. The Captains Committee also believes that these sports should never be used as a means to glory or a hurtful end, and they should be played in the proper manner of sportsmanship and fun.

3. The Captains Committee believes that sportsmanship is a vital component of our program. It should be exemplified by all involved, especially the Captains Committee members.

4. The Captains Committee does not condone any form of violence within its program. Violence in any form, between players, coaches, fans or referees will not be tolerated and will be dealt with appropriately by S.I.R.C

5. The Captains Committee believes that alcohol has no place in recreation and intramural sports and will not tolerate its use by any of its participants during intramurals and tournaments.

6. The Captains Committee will not condone the use of any illegal substances in the form of drugs or blood doping by any of its participants.

7. The Captains Committee believes that cheating in any form is improper and an unethical manner in which to conduct oneself. Cheating has no place in this program and will not be tolerated.

ARTICLE VI. AUTHORITY

1. The ultimate authority in approving policy related to the intramural program at Winters College rests with the Captains Committee.

2. The Captains Committee reserves the right to suspend, reprimand, or prohibit the participation of any Winters College participant who undermines the policy of the Captains Committee. To institute such a punishment as given by S.I.R.C.

ARTICLE VII. MEMBERSHIP OF ATHLETICS COMMITTEE

1. The Executive Committee of the Captains Committee shall be composed of 3 members:

(a) The Vice President of Athletic Affairs (who shall act as Chair);

(b) Director of Athletics Affairs

(c) Team Captains

2. A member of the Captains Committee can be removed from office only for just cause, the determination of which is within the sole discretion of the Vice President of Athletic Affairs or Director of Athletic Affairs.

3. Non-voting members shall be defined as all members of the Winters College community, with the exception of those referred to in section 1, and are welcome to attend all regular meetings of the Captains Committee.

ARTICLE VIII. DUTIES OF VOTING MEMBERS

1. The duties of all Committee members are:

(a) To follow the S.I.R.C. Constitution defining responsibilities for voting members, subject to the Constitution of Winters College Council, the Captains Committee By-Law, and this Constitution;

(b) To be a student affiliated with Winters College and a student of York University or an Alumni student of York University;

(c) To appoint and oversee team captains for the sport that they are organizing;

(d) To be responsible for the promotion of SIRC events at Winters College;

(e) and to aid in the recording of the minutes of all Captains Committee meetings.

ARTICLE IX CONDUCT OF BUSINESS

1. Meetings shall be held at least once every month during the school year.

2. Special meetings of the Captains Committee may be called by any two members of the Executive with 48 hours' notice.

3. Voting at Captains Committee meetings shall be restricted to the designated voting members.

4. Unless otherwise provided for, all motions shall be passed by a simple majority of those present and voting. When the number of votes for and against a motion is equal, the decision shall be deemed to be in the negative.

5. Captains Committee meetings shall be governed by the most current edition of Robert's Rules of Order, Newly Revised.

ARTICLE X. INTRAMURAL PROGRAM

1. The intramural program shall offer to all Winters College students, and other members of the Winters College community, an opportunity to participate in a variety of sports at both the competitive and recreational levels.

2. Any number of leagues and/or special events shall be established by the Captains Committee in order to fulfill this mandate.

ARTICLE XI. TEAM SELECTIONS

1. Team Captains are responsible for the proper recording and submission of team rosters to the Intramural & Club Sports Officer before the due date.

2. A copy of all team rosters must be made and kept on file for 2 years.
3. Roster Files contain personal information and thus should not be viewed by or the information therein given to anyone who is not a part of the Captains Committee.
4. Roster Files will be used for the sole purpose of creating a list of names of potential participants in Athletic events.
5. A Master Roster can be kept on computer for the easy print out of team rosters. This Master Roster:
 - (a) Must be started new at the beginning of every fall semester.
 - (b) Can be saved for the transfer of information for the following year's Master Rosters
 - (c) Will only have information transferred from a previous year upon confirmation of correctness of this information.

ARTICLE XII. OPEN RECREATION LEAGUE

1. It is recognized by the Captains Committee that facility time is limited and that the S.I.R.C. only allows a certain number of teams into the O.R.L. Thus:
 - (a) Team space is limited to the discretion of the team captain and organizer.
 - (b) All efforts will be made by the Captains Committee to accommodate all individuals wishing to participate in the O.R.L.

ARTICLE XIII. HALF-YEAR AND YEAR-END REPORTS

1. Reports summarizing Captains Committee activities, sports results and York Torch League standings shall be submitted to all Captains Committee members, the College Master, and all members of Winters College Council at the conclusion of the first team sports in December and at the end of the entire intramural program in April of each academic year.
2. The Captains Committee Executive shall be responsible for producing these reports.

ARTICLE XIV. APPEALS

1. Any individual who is not satisfied with a decision of the Captains Committee may appeal to the Vice President of Athletics Affairs.

ARTICLE XVI. AMENDMENTS TO THE CONSTITUTION

1. Amendments to the Winters College Captains Committee Constitution shall be made only in accordance with the procedure set out in the Captains Committee By-Law of Winters College Council, and subject to the Winters College Council Constitution.

WINTERS COLLEGE COUNCIL ELECTRONIC MEDIA BY-LAW

[Drafted by: Steve Martene] [Enacted: March 1997] [Amended: March, 1998] [Amended: November 2006] [Amended: January 2017] [Amended: April 2018] [Amended: March 2020]

1. This By-Law is made in accordance with Article XVII of the Constitution

2. In this By-Law

"Webmaster" means the Editor of a Web page

3. Council shall organize Web Page service, in order to update the Winters and York community, and the rest of the world, on Council activities.

4. (1) Council shall hire a Webmaster to be in charge of organizing the upkeep of the Webpage.

4. (2) At a regular meeting of Council, Council shall hire a Webmaster from among those who have applied.

4. (3) The duties of the Webmaster are;

(a) To have an understanding of any pertinent computer languages and/or programs applicable to the upkeep of the Webpage;

(b) Be responsible for coordinating the updating of all information contained on the Webpage on a regular and timely basis; and/or so deemed by council.

(c) Making a secure and up to date backup copy, on the google drive, of all information contained on the Web Page;

(d) To assume such other duties as Council may, from time to time, assign.

(e) To maintain at least two office hours per week, or as prescribed by Council;

(f) To participate in or watch in full at least 2 intramural sports each week;

(g) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

5. The Web page contents shall include;

(a) A section containing the Winters College Council Constitution and Bylaw;

(b) Upcoming Council events;

(c) The names of all Members of Council and their email addresses;

(d) Office hour schedule

(e) Artichoke tab

(f) Finances

(g) Any other information Council deems as necessary on the Web page.

6. The term of office of the Webmaster shall coincide with the term of office of Council for that year.

WINTERS FREE PRESS BY-LAW or “Artichoke”

[Drafted by Steve Martene] [Adapted from the Vanier College Council Constitution, 1990. Drafted by: Grant Wagman, L.L.B.] [Enacted: March, 1997] [Amended: November 2006] [Amended: February 2012] [Amended: January 2017] [Amended: April 2018] [Amended: March 2020]

This By-Law is made in accordance with By-Law 10 and Article XVII of the Constitution.

1. In this By-Law, "Council" will refer to Winters College Council.

2. The following sections outline the procedures for releasing an issue of the Winters Free Press;

(a) To take steps necessary to adequately staff the Winters Free Press at the beginning of and throughout each year.

(b) To coordinate weekly or as-needed meeting times for staff members of the Winters Free Press to ensure as many members as possible can attend each meeting;

(c) The Editor should attempt to publish six issues during the academic year, with four issues per month and two joint issues.

(d) Issues published immediately prior to the end of a term shall be available not less than one week prior to the end of classes.

(e) The Editor may plan to publish less than eight issues if the amount of content meets or exceeds 20 pages.

(f) If an issue is either significantly late or cancelled, the Editor shall inform the Council as to the reason(s) for the delay or cancellation.

3. The following section outlines the level of involvement that the Winters Free Press and its Editor should have within Winters College Council;

(a) It is the responsibility of the Winters Free Press to keep the Winters community informed as to the activities of Council. There should be a section in each issue devoted to updating affiliates about events, elections, important dates etc. The size of the section can be up to the Editor but must include all relevant information.

(b) Just as with other hired members of Council, the Editor should attend as many meetings as possible throughout the year and send regrets when unable to attend. A weekly report should be submitted to Council to keep them up to date with Winters Free Press activities

(c) The Editor may attend the meeting in the role of a reporter. Except where Council is meeting in camera, the Winters Free Press is entitled to report and carefully interpret Council proceedings

4. The following is standard newspaper policy for Comments and Letters to the Editor, and shall be followed and applied by the Winters Free Press;

(a) All letters must be signed by the author, and shall include an address or telephone number at which the author can be reached;

(b) Anonymous letters shall not be printed, but names may be withheld by request;

(c) The Winters Free Press reserves the right to edit any letter for length; however, each issue should include a printed disclaimer that such editing occurs;

(d) The Winters Free Press shall withhold all correspondence that is of a libelous nature.

(e) The Editor shall provide written reasons to any person whose submission is refused, upon such request being made by that person.

5. The Editor has the right to refuse any and all submissions. If it is decided that a submission, in order to be printed, must be significantly edited, the Editor must advise the contributor before publication. If a workable solution (in keeping with these guidelines) cannot be reached, the Editor should refuse to print the work.

6. The Editor is responsible for formulating, with the guidance of the Treasurer, an issue- by-issue budget. The Editor should become familiar with the method by which bills, advances, and reimbursements are processed. The Editor must submit an up-to-date financial statement to the Treasurer following the publication of each printed issue.

7.(1) The Editor should attempt to publish the Winters Free Press with at least eight (8) pages of content material in each issue.

7.(2) There shall be an honorarium for the Editor of the Winters Free Press, and shall be distributed in accordance with the Winters College Council Honorarium By-Law.

8. The following describes the procedures for amending the title of the Winters Free Press;

a) The Editor reserves the right to amend the title of the Winters Free Press, pending approval of the Winters College Council.

b) The Editor must submit a proposal to Council, in writing explaining the rationale for such an amendment.

c) Any proposal to amend the name of the Winters Free Press must be presented to the Council before the publication of the first issue of the Winters Free Press in any given year.

d) If Council approves an amendment to the name, it is the responsibility of the Council to ensure the Editor prominently displays the phrase "Winters College Publication" on the cover of each issue of the amended publication.

e) Upon approval of an amendment by Council the Editor is duty bound to present no other amendment to the name of the Winters Free Press until the end of the term of office of that Editor.

9. The Winters Free Press shall keep an up-to-date file of mail, submissions, and any other material that the Winters Free Press receives. A copy of each Winters Free Press should be filed. Two copies of each issue should be sent to the York University Archives.

10. The Winters Free Press shall refrain from continually promoting any political or ideological point of view. During elections at York University, the Winters Free Press shall feel free to endorse any candidate. The Winters Free Press shall not make any endorsement of candidates in the Winters College Council elections. All candidates being considered for endorsement shall be given equal opportunity and space in the Winters Free Press, with the exception of the editorial space.

11. The duties of the Winters Free Press Editor are;

(a) To act as Winters Free Press liaison at Winters College Council meetings and events;

(b) To adhere to the Model Code of Ethics for Collegiate Journalists by the Associated Collegiate Press, or a similar code of ethics adapted for the purpose of the Winters Free Press;

- (c) To deal with all financial aspects of the Winters Free Press including;
 - i) submitting an annual budget report to the Treasurer
 - ii) keeping records of all expenditures of the Winters Free Press for the publication as well as Winters College Council
- (d) Choose whether or not the publication will have an assistant editor or design editor with a similar level of responsibility as the Editor-in- Chief.
- (e) Will keep the design editor or assistant editor informed of all executive decisions made on behalf of the publication;
 - i) will oversee all responsibilities of design editor or assistant editor;
 - ii) will be available on a daily basis to assist the design editor or assistant editor wherever they need help;
- (f) To choose all content that will appear in each issue of the Winters Free Press.
- (g) To edit and review all content submitted by writers for each issue for length, spelling and grammatical errors, and to ensure it follows the Code of Ethics;
- (h) To act as the liaison between the Winters Free Press and any printing services in use by the publication;
 - i) to review all proofs received by any printing service in use by the publication;
 - ii) to review all product received by any printing service in use by the publication for adequate quality and bring up any problems immediately with the printing service;
- (j) To organize and/or oversee the distribution of all issues across complex one;
- (k) To oversee and deal with all publicity relevant to the Winters Free Press;
- (l) To answer all e-mails and letters of concern received by readers of the publication;
- (m) To maintain at least two office hours per week in the Council office, as prescribed by Council;
- (n) To assume such other duties as Council may, from time to time, assign;
- (o) To participate in or watch in full at least 2 intramural sports each week;
- (p) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

12. The duties of the Assistant Editor are;

- (a) To collaborate with the Editor in creating and selecting content;
- (b) Other duties as assigned by the Editor;
- (c) To hold at least two office hours per week;
- (d) To reach out to guest writers for articles/pieces/submissions;

(e) To adhere to the Model Code of Ethics for Collegiate Journalists by the Associated Collegiate Press, or a similar code of ethics adapted for the purpose of the Winters Free Press;

(f) To assume such other duties as Council may, from time to time assign;

(g) To participate in or watch in full at least 2 intramural sports each week;

(h) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

13. The duties of the Design Editor are;

(a) To collaborate with the Editor and Assistant Editor in creating the design of the issues;

(b) Other duties as assigned by the Editor;

(c) To hold at least two office hours per week;

(d) To adhere to the Model Code of Ethics for Collegiate Journalists by the Associated Collegiate Press, or a similar code of ethics adapted for the purpose of the Winters Free Press;

(e) To assume such other duties as Council may, from time to time assign;

(f) To adequately staff the Design Team of the WFP.

(g) To manage the Design Team and ensure spreads are delivered on time with the style of the WFP.

(h) To plan and implement Design Team meetings as needed before the issue deadline.

(i) To participate in or watch in full at least 2 intramural sports each week;

(i) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

WINTERS COLLEGE SELECTION COMMITTEE BY-LAW

[Drafted by Steve Martene] [Adapted from the Vanier College Council Constitution, 1990. Drafted by: Grant Wagman, L.L.B.] [Enacted: March 1997] [Amended: November 2006] [Amended: January 2017] [Amended: April 2018]

1. This By-Law is made in accordance with Article XVII of the Constitution

2. In this By-Law;

"Committee" means the Winters College Selection Committee.

3.(1) There shall be a Selection and Review Committee which shall review the applications, conduct interviews, and recommend to the Council the appointment or hiring of qualified persons to each position, with or without honoraria, which is to be filled by Council including, but not limited to:

- (a) The Speaker;
- (b) The Recording Secretary;
- (c) Treasurer
- (d) The Orientation Chairs;
- (e) The Chief Returning Officer;
- (f) The A.M.B. Winters affiliated student member;
- (g) The Winters Free Press Editor;
- (h) The Design Editor of the Winters Free Press;
- (i) The Assistant Editor of the Winters Free Press;

3.(2) Subsection (1) does not apply to any position which is to be filled by Council and where such a process is otherwise provided for by the Constitution, a Council By-Law, or other subsidiary regulation.

4. The power of the Committee is restricted to that of recommending to Council the appointment or hiring of persons to positions.

5. Decisions regarding any change in policies or guidelines which are to be followed by the Committee shall not be implemented without the approval of Council.

6. The Committee shall make its decision to recommend a person to a position within fourteen days before or fourteen days after the final day of the Winter Session.

7. The following persons shall be the voting members of the Committee:

- (a) The President of Council;
- (b) The Treasurer of Council;
- (c) The Vice President of Internal Affairs;
- (d) Two Members of Council, other than those set out above;
- (e) The Head of Winters College, *who may be invited as an ex officio member.*

8. The Chairperson of the Committee shall be the President, who shall in all cases have a vote.
9. The presence of at least a majority of the members shall be necessary to constitute a meeting of the Committee.
10. Nothing in this By-Law shall be construed as preventing Council from appointing or hiring a person directly and, therefore, dispensing with the process set out in this By-Law.

ELEANOR WINTERS ART GALLERY CURATOR BY-LAWS

[Drafted by Steve Martene] [Enacted: March 1997] [Amended: November 2006] [Amended: January 2017] [Amended: April 2018] [Amended March 2020]

1. This By-Law is made in accordance with Article XVII of the Constitution
2. In this By-Law; "Gallery" means the Eleanor Winters Art Gallery
3. The Curator shall strive to make the Gallery a showcase for York University based talent and artists.
4. The Curator shall make a monthly operations report to Council, and whenever Council deems it necessary.
5. The duties of the Curator are:
 - (a) To attend one WCC meeting per month;
 - (b) To send one monthly report via email to WCC;
 - (c) To present the EWAG schedule to Council at the beginning of each month within such report;
 - (d) To be available to Council at any time for aid/organization in any Council function where the Gallery facilities might make a contribution;
 - (e) To participate in or watch in full at least 2 intramural sports each week.
 - (f) To assume such other duties as Council may, from time to time, assign, provided that such additional duties do not compromise the impartiality and integrity of the office of the Speaker; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]
6. The duties of the Assistant Curators are:
 - (a) To assume the duties of the Curator in the absence of the Curator;
 - (b) To participate in or watch in full at least 2 intramural sports each week.
 - (c) To assume such other duties as Council may, from time to time, assign, provided that such additional duties do not compromise the impartiality and integrity of the office of the Speaker; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

WINTAB STUDENTS UNION INC. BY- LAWS

WINTAB STUDENT UNION INC. BY-LAW [Drafted by] Sébastien Lalonde and Marlie Keresturi [Amended October 2016] [Enacted 2016]

DEFINITIONS

1. In this by-law and all other by-laws of the Corporation excluding that of the Winters College Council,

"Act" means the *Canada Not-For-Profit Corporations Act* S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time.

"Appointment" the decision of WCC to approach a member to fill a voting position on WCC

"Articles" means the original or restated articles of incorporation or articles of amendments, amalgamation, continuance, reorganization, arrangement or revival of the Corporation.

"Board" means the board of directors of the Corporation and "director" means a member of the board.

"By-law" means this by-law and any other by-law of the Corporation as amended and which are, from time to time, in force and effect.

"Meeting of members" includes an annual meeting of members, a weekly Winters College Council meeting or a special meeting of members; "special meeting of members" includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members.

"Ordinary resolution" means a resolution passed by a majority (50% or more) of the votes cast on that resolution.

"Proposal" means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act.

"Resolutions" means the regulations made under the Act, as amended, restated or in effect from time to time; and "special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

"WCC" means the Winters College Council. "Executive team" means the executive members of WCC, referring to the President, Vice- President of Internal Affairs, Treasurer, Vice-President of Social & Cultural Affairs, Vice- President of Athletic Affairs and the Vice-President of External Affairs.

INTERPRETATION

1. In the interpretation of this by-law, words in the singular include the plural and vice- versa, "they" as well as "persons" refers to an individual within the context of such stated by- laws. Other than as specified above, words and expressions defined in the Act have the same meanings when used in these by-laws.

CORPORATE SEAL

1. The seal, an impression of which is stamped in the margin of this document, shall be the seal of the corporation. The Winters College Council Office shall be the sole residing place for the corporate seal. There shall be no holding custodian of the seal.

EXECUTION OF DOCUMENTS

1. Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its directors. In addition, the board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

FINANCIAL YEAR

1. The financial year-end of the corporation shall be determined by the board of directors.

BOOKS, RECORDS AND FINANCIAL ARRANGEMENTS

1. The directors shall see that all necessary books and records of the corporation required by the by-law of the corporation or by any applicable statute or law are regularly and properly kept by WCC Treasurer, WCC Speaker and/or another member of the executive team.

2. The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. WCC treasurer and/or other persons of the executive team shall transact the banking business and or any part of it.

CONDITIONS AND TYPES OF MEMBERSHIP

1. Subject to the articles, there shall be three (3) classes of members in the Corporation, namely, elected WCC members, non-elected WCC members, Absinthe Pub and Coffee Shop employees and the general constituents of Winters College. The following conditions of membership shall apply to each class specified:

Class A - Elected WCC Members

1. Membership shall be available only to individuals who have been elected by the members and ratified by the current WCC voting members at a two-thirds (2/3) vote.

2. The term of membership of a Class A member shall be annual, subject to renewal in accordance with the policies of the Corporation.

3. As set out in the articles, each Class A member is entitled to receive notice of, attend and vote at all meetings of members and each such elected WCC member shall be entitled to one (1) vote at such meetings. 3. a) Members who have been appointed to the position with WCC shall then be ratified by a (2/3) vote and is entitled to receive notice of, attend and vote at all meetings of members.

Class B - Non-Elected WCC Members

1. Membership shall be available only to individuals who have been hired by WCC.

2. The term of membership of a Class B member shall be annual, subject to renewal in accordance with the policies of the Corporation.

3. As set out in the articles, each Class B member is entitled to receive notice of and attend at meetings of the members of the Corporation.

Class C – General Constituents of Winters College

1. Membership is automatically attributed to all students affiliated with Winters College at York University.

2. The term of membership of a Class C member shall be continuing until such student; becomes an

alumni upon completion of an undergraduate program at York University, changes their College affiliation or if such student leaves York University.

3. As set out in the articles, each Class C member is not entitled to receive direct notice of, yet may attend meetings of the members of the Corporation. There shall be no membership fees or dues unless otherwise directed by the board of directors.

ANNUAL FINANCIAL STATEMENTS

1. The Corporation shall send a copy of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act or a copy of a publication of the Corporation reproducing the information contained in the documents. Instead of sending the documents, the Corporation may send a summary to each member along with a notice informing the member of the procedure for obtaining a copy of the documents themselves free of charge. The Corporation is not required to send the documents or a summary to a member who, in writing, declines to receive such documents.

2. Until changed in accordance with the Act, the Head Office of the corporation shall be in the City of Toronto, in the Province of Ontario.

MEMBERS' MEETINGS

1. The annual or any other general meeting of the members shall be held within 30 days of the beginning of the York University academic fall term, in the city where the head office of the corporation is situated.

2. At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statements and the reports of the auditors shall be presented. The members may consider and transact any business either special or general at any meeting of the members. The board of directors or the president or a vice-president shall have power to call, at any time, a general meeting of the members of the corporation. The board of directors shall call a special general meeting of members on requisition of the members carrying not less than (2/3) votes. Members present in person at a meeting will constitute a quorum provided they are representative of half the current directors in office.

3. Fourteen (14) days' written notice shall be given to each voting member of any annual or special or general meeting of members. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the members to form a reasoned judgment on the decision to be taken. Notice of each meeting of members must remind the members if they have the right to vote by proxy.

4. A majority of the votes cast by the members present and carrying voting rights shall determine the question on meetings except where the vote or consent of a greater number of members is required by the Act or these By-laws.

5. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member or director for any meeting or otherwise, the address of the member, director or officer shall be their last address recorded on the books of the corporation.

PROXY VOTING

1.(1) Each voting member has the right to submit to the Chair a proxy vote on any and all points that

may be presented within the agenda. A proxy form may come in one of two options:

- a) Through the online google document titled "Proxy Form"
- b) In writing with the date, signed and indicating whether or not the member is in favour or opposed to the motion.

1. (2) The Chair shall not accept a proxy form at the time it was submitted if;

- a) Notice of such motion had been sent to, but not necessarily by, each Director of the Board: or
- b) The Board of Directors knew or ought to have known, that the subject matter was to be considered, and that such a motion could be reasonably contemplated. 1.(3) A proxy form may be submitted at any time before or during a meeting of the Board.

BOARD OF DIRECTORS

1. The property and business of the corporation shall be managed by a board of directors, comprised of the executive members of WCC . The number of directors shall be determined from time to time by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least two-thirds (2/3) of the members of a meeting duly called for the purpose of determining the number of directors to be elected to the board of directors. Directors must be individuals, 18 years of age, with power under law to contract.

2. The applicants for incorporation shall become the first directors of the corporation whose term of office on the board of directors shall continue until their successors are elected. At the following meetings of members, the board of directors then elected shall replace the provisional directors named in the Letters Patent of the corporation.

3.(1) Directors shall be in their position for a term of 1 year(s) and be selected from the executive members from WCC. The executive members include;

- a) President
- b) VP of Internal Affairs
- c) VP of Social and Cultural Events
- d) VP of Athletics
- e) VP of External Affairs
- f) Treasurer

3.(2) Despite the titles of the directors within their positions on WCC, each director is equal in the eyes of the chair. Every director has an equal vote and say in all matters within the WINTAB STUDENTS UNION INC.

4.(1) The position of a director shall be automatically vacated:

- a) if at a special meeting of members, a resolution is passed by the directors present at the meeting that they be removed from office;
- b) if a director wishes to resign their office they may do so by delivering a written resignation to the Chair of the corporation;
- c) if they are found by a court to be unsound of mind;

d) if they become bankrupt or suspends payment or compounds with their creditors;

e) on death;

4.(2) Provided that if any vacancy shall occur for any reason in this paragraph contained, the board of directors by majority vote, may, by appointment, fill the vacancy with a member of the corporation.

5. The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from their position as such; provided that a director may be paid reasonable expenses incurred by them in the performance of their duties.

6. A retiring director shall remain in office until the dissolution of the meeting at which their retirement is accepted and/or their successor is ratified.

POWERS OF DIRECTORS

1. The directors of the corporation may administer the affairs of the corporation in all things and make or cause to be made for the corporation, in its name, any kind of contract which the corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the corporation is by its charter or otherwise authorized to exercise and do.

2. The directors shall have power to authorize expenditures on behalf of the corporation from time to time and may delegate by resolution to WCC and its members the right to employ and pay salaries to employees. The board of directors is hereby authorized, from time to time:

a) to borrow money upon the credit of the corporation, from any bank, corporation, firm or person, upon such terms, covenants and constitutions at such times, in such sums, to such an extent and in such manner as the board of directors in its discretion may deem expedient;

b) to limit or increase the amount to be borrowed;

3. The board of directors shall take such steps they may deem requisite to enable the corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments, and donations of any kind whatsoever for the purpose of furthering the objects of the corporations.

4. The board of directors may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of directors at the time of such appointment.

5. Remuneration of all officers, agents and employees and committee members shall be fixed by the board of directors by resolution. Such resolution shall have force and effect only until the next meeting of members when such resolution shall be confirmed by resolution of the members, or in the absence of such confirmation by the members, then the remuneration to such officers, agents or employees and committee members shall cease to be payable to the date of such meeting of members.

DIRECTORS' MEETINGS

1. Meetings of the board of directors may be held at any time and place to be determined by the directors provided that 48 hours notice of such meeting shall be given to each director. Notice by email shall be sent at least 7 days prior to the meeting. There shall be at least one (1) meeting per year of the board of directors. No error or omission in giving notice of any meeting of the board of directors or any adjourned meeting of the board of directors of the corporation shall invalidate such meeting notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. Each director is authorized to exercise one (1) vote.

2. A majority of directors in office, from time to time, but no less than half of the voting directors, shall constitute a quorum for meetings of the board of directors. Any meeting of the board of directors at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under the By-laws of the corporation.

INDEMNITIES TO DIRECTORS AND OTHERS

1. Every director of the corporation or other person who has undertaken or is about to undertake any liability on behalf of the corporation or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to times, be indemnified and saved harmless out of the funds of the corporation, from and against;

a) all costs, charges and expenses which such director, other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or persecuted against him, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by them, in or about the execution of the duties of their office or in respect of any such liability;

b) all other costs, charges and expenses which they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.

DIRECTORS OF THE CORPORATION

1. The President of WCC shall attend all meetings of the corporation and the board of directors. They shall be a Director of the Board and an active member of the corporation. They are a voting members as a director of the corporation.

2. The Vice-President of Internal Affairs of WCC shall attend all meetings of the corporation and the board of directors. They shall be a Director of the Board and an active member of the corporation. They are a voting member as a director of the corporation

3. The Vice-President of Athletics of WCC shall attend all meetings of the corporation and the board of directors. They shall be a Director on the Board and an active member of the corporation. They are a voting member as a director of the corporation.

4. The Vice-President of Social & Cultural Affairs of WCC shall attend all meetings of the corporation and the board of directors. They shall be a Director of the Board and an active member of the corporation. They are a voting member as a director of the corporation.

5. The Vice-President of External Affairs of WCC shall attend all meetings of the corporation and the board of directors. They shall be a Director of the Board and an active member of the corporation. They are voting member as a director of the corporation.

6. The Treasurer of WCC shall be responsible for the the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the corporation in the books belonging to the corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the registered dealer in securities as may be designated by the board of directors from time to time. They shall disburse the funds of the corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the directors at the regular meeting of the board of directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the corporation. They shall also attend all meetings of the corporation and the board of directors. The Treasurer shall be a Director of the board and an active member of the corporation. They are a voting member as a director of the corporation.

CORPORATE SPEAKER/SECRETARY

1. The Speaker of WCC shall chair all meetings of the board of directors and ensure all aspects of the corporate By-laws are followed. They shall also distribute the meeting agenda at least 24 hours in advance of all meetings except when an emergency meeting is called.
2. The Secretary of WCC shall also be the Secretary of the board and sit in on all meetings to take the minutes of them.
3. Both the Speaker and Secretary of WCC shall be ratified to their position on the Board of Directors at the first meeting of the board.

COMMITTEES

1. The board of directors may appoint committees whose members will hold their offices at the will of the board of directors. The directors shall determine the duties of such committees and may fix by resolution, any remuneration to be paid.

MINUTES OF THE BOARD OF DIRECTORS

1. The minutes of the board of directors shall not be available to the general membership of the corporation but shall be available to the board of directors, each of whom shall receive a copy of such minutes from the secretary no later than one week after the last meeting.

AMENDMENT OF BY-LAWS

1. The By-laws of the corporation not embodied in the letters of continuance may be repealed or amended by By-law, or a new By-law relating to the requirements of subsection 155(2) of the *Canada Corporations Act*, may be enacted by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least (2/3) of the members at a meeting duly called for the purpose of considering the said By-law, until provided that the repeal or amendment of such By-laws shall not be enforced or acted upon until the approval of and ratification of the directors.

AUDITORS

1. The members shall, at each annual meeting, appoint an auditor to the audit of the accounts and annual financial statements of the corporation for report to the members at the next annual meeting. The auditor shall hold office until the next annual meeting provided that the directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the board of directors.

RULES AND REGULATIONS

1. The board of directors may prescribe such rules and regulations not inconsistent with these By-laws relating to operation to the manage of the corporation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of the members of the corporation when they shall be confirmed, and failing such confirmation at such annual meeting of members, shall at and from that time cease to have any force and effect.

Passed by the board of directors and sealed with the corporate seal this 27th day of October 2016.

ABSINTHE MANAGEMENT BOARD BY-LAWS

[Amended: November 2006] [Amended: November 2008] [Amended: July 2012] [Amended: January 2017] [Amended: April 2018] [Amended: March 2019]

Preamble: The purpose of this by-law is to:

- (a) Have a functioning board to watch over the operations of the Absinthe Pub and Coffee Shop;
- (b) Have good and fair representation of the Winters community on the Absinthe Management Board year to year, and;
- (c) Have some ex officio members (ie. The Head, The Fellows and Alumni representatives) on the board to ensure that there is consistency.

1. This By-Law is made in accordance with Article XVII of the Winters College Council Constitution.

2. In this By-Law,

"Manager" means the Manager of the Absinthe Pub and Coffee Shop.

"A.M.B." means the Absinthe Management Board.

"(the) Board" means the WINTAB STUDENTS UNION INC. Board.

"Member(s) of Council" means Members or Associates of Winters College Council as defined by Article III of the Winters College Council Constitution.

3.(1) The following persons shall be voting members of the A.M.B:

- (a) The Head;
- (b) The President of Council;
- (c) The Treasurer
- (d) The Vice-President of Internal Affairs of Council;
- (e) Two Alumni representatives;
- (f) One student affiliated with Winters College (who are not on WCC)
- (g) Two Fellows: one faculty and one Alumni

3.(2) The following persons shall be Ex-officio members of the A.M.B. (as determined by the Board):

- The previous Winters College Head;
- (b) The previous Winters College Council President;
- (c) The current WCC Secretary
- (d) The manager of the Absinthe Pub

4. Quorum for all A.M.B. meetings shall be five voting members.

5. (1) The Fellows and the Alumni Representatives shall be appointed by Council on May 1st
- 5.(2) The Student Representatives shall be selected by a three-person committee consisting of the Winters College Council President, the Chair of the Board, and the Head.
- 6.(1) The Chair of the A.M.B. shall be appointed by A.M.B. at the first meeting of the Board from amongst its members excluding the Head, the president of Winters College Council and the manager. The Chair shall facilitate all meetings. When the Chair is absent the Board shall appoint an acting Chair for the duration of the absence. The acting Chair will be chosen by simple majority of members present.
- 6.(2) When there is a vacancy in the position of Chair of the A.M.B, the A.M.B. shall appoint a new Chair from amongst its members excluding the Head, the president of Winters College Council, and the manager.
- 6.(3) Unless otherwise provided by the A.M.B, when the position of Chair is vacant, the Speaker of Council shall be the Acting Chair, until the A.M.B. selects a new Chair.
- 7.(1) The term of office for the student member affiliated with Winters College shall be for one year, starting no later than October 1st and until the appointment of the successor.
- 7.(2) Upon completion of a term of office on the A.M.B., all outgoing members shall advise incoming members with regard to their duties, responsibilities and expectations as a member of the A.M.B.
8. Council may remove the Fellow, the Alumni Representative and the student members affiliated with Winters College by a simple majority of those present and voting, provided such motion is tabled at a previous meeting of Council. This removal shall be rendered null and void unless previous notice of one (1) week is issued to the member in question and the A.M.B.
- 9.(1) During the Fall and Winter sessions, a meeting of the A.M.B. shall normally be called at least once every three months, and so that not more than ninety days shall intervene between two meetings.
- 9.(2) During the Summer session, there shall normally be a meeting of the A.M.B. at least once.
- 9.(3) In addition to meetings called in accordance with subsections (1) and (2), the Chair may call meetings at their discretion.
- 9.(4) The chair shall also call a meeting upon the direction, in writing, of any two members of the A.M.B. and said members are duty bound to be in attendance at the resulting meeting.
- 10.(1) The Chair shall in all cases have a vote. Except where non A.M.B. voting member is Chair.
- 10.(2) When the number of votes both for and against a motion are equal, the motion fails.
- 11.(1) The A.M.B. shall appoint and discharge the Manager, subject to the approval of the WINTAB STUDENT UNION Inc. Board of Directors.
- 11.(2) The A.M.B. shall negotiate the salary of the Manager.
- 12.(1) The contract of the Manager, as drafted by the Board, shall contain the following words, or words to that effect:
- The Manager of the Absinthe Pub shall carry out all instructions that may be issued, made or established, from time to time, by the Absinthe Management Board. For greater certainty, the Winters College Council shall have no direct power of instruction over the Manager.
- 12.(2) The contract of the Manager shall not exceed five years. The A.M.B is responsible for all financial decisions and expenditures related to the operation to the Absinthe Pub, except for those pertaining to

the day to day management of the pub, which fall to the Manager. The A.M.B's financial decisions and expenditures are not subject to the approval of Council, but may be overturned by a majority vote of Council.

12. (3) The contract of the Manager shall be reviewed on a yearly basis along with the performance review. The A.M.B after receiving the draft contract from the board will negotiate the contract of the Manager.

13. Performance Review will be conducted once per term by the members of the A.M.B. as written within the Manager's contract. Once, complete the A.M.B. will send a copy of the performance review to the board.

13. (1) The board will send back to the A.M.B. areas of improvement and achievement for feedback to the Manager.

14. All changes in pub policy shall be presented to the A.M.B.

15. The A.M.B shall present a written quarterly report to Council. This report will include a current financial statement and an account of all board decisions and actions.

16. The Manager shall present a written quarterly financial report to the A.M.B., and whenever the A.M.B. deems it necessary.

17. The fiscal year of the Absinthe Pub begins May 1st and terminates on April 30th of the following year.

18. No member of the A.M.B. or Winters College Council shall be employed at the Absinthe Pub.

19. Minutes of previous meetings must be circulated to all A.M.B. members at least seven (7) business days before the next scheduled meeting, unless the next meeting occurs before that time. Upon approval of the minutes, a copy will be sent to the W.C.C. and included on the W.C.C. Google Drive for archival purposes.

20.(1) Members of the A.M.B. must declare any other interests, employment or voluntary activity which could be considered by other members of the A.M.B. to be in direct or indirect conflict of interest with the operation of the Absinthe Pub and Coffee Shop. This includes and is not limited to employment with organizations that have a financial or regulatory relationship with the Absinthe Pub and Coffee Shop or the WCC or would have a competitive interest towards the Absinthe Pub and Coffee Shop.

20.(2) The A.M.B. shall consider all declarations made in accordance with 20.

20. (3) By simple majority vote the A.M.B. shall decide if the declarer can continue as a member of the board. If the declarer remains on the board they shall sign a declaration of confidentiality regarding all A.M.B decisions and actions.

20.(4) If this declaration is not made and the A.M.B discovers a conflict of interest, and this conflict is deemed detrimental to the interests of the A.M.B. and the Absinthe Pub and Coffee Shop, this member may be removed by simple majority vote.

21. All proposed changes to A.M.B. by-laws must be approved by Winters College Council.

WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW

[Drafted by: Steve Martene] [Enacted: December, 1997] [Amended: March 1998] [Amended: November 2006] [Amended: April 2011] [Amended: January 2017] [Amended: April 2018] [Amended March 2020]

1. This By-Law is made in accordance with Article XV of the Constitution.

2. The duties of the President are:

- (a) To be available on a daily basis;
- (b) To act as an official spokesperson of Council in all matters pertaining to the business of Council;
- (c) To be a member of every committee for the purpose of which it is to hire/appoint an employee or associate of Council or of any business owned and/or operated by Council;
- (d) To ensure the coordination of Council activities and assist in these duties should it be necessary;
- (e) To actively engage as a member of all committees or organizations that they may be required to sit on in order to better represent College Council and Winters.
- (f) To represent Council at Y.F.S. general meetings as an ex-officio member;
- (g) To be a liaison between Council and the other student governments and faculty at York University;
- (h) To learn and be familiar with the financial procedures of Council, and to have coincidental authority with the Vice-President of Internal Affairs and the Treasurer to sign or requisition cheques for Council funds;
- (i) To ensure that there is a proper transfer of authority to sign or requisition cheques for Council funds from the Members of Council who held such authority in the prior term of office;
- (j) To assist the Treasurer with the planning and implementation of the annual Council Budget Meeting;
- (k) To change the safe combination used by the Council in the previous term of office, and to ensure that the only other Members who know the new combination are the Treasurer and the Vice President of Internal Affairs;
- (l) To ensure that the two other Members who have access to cheques, receipts, petty cash and financial documents are the Treasurer, and Vice President of Internal Affairs;
- (m) When requested, to advise Members of Council in the discharge of their responsibilities;
- (n) To meet and maintain weekly contact, aside from regular Council Meetings, with all Members of Council and ensure that all Members of Council are working on portfolio based or Council delegated projects in an efficient and proper manner, and if this is found to be in the contrary, to take appropriate steps to remedy the situation;
- (o) To meet and/or maintain weekly contact with, and bring forth and comments or concerns to Council from, all employees and associates of Winters College Council, including but not limited to the following:

- (i) The Manager of the Absinthe Pub;
 - (ii) The Editor(s) of any Winters College based publications;
 - (iii) The Curator of the Eleanor Winters Art Gallery;
 - (iv) The C.R.O. during elections;
 - (v) The Orientation Chair during the Summer session;
 - (vi) The members of the Winters Captains Committee; and to ensure that aforementioned employees and/or associates are performing their prescribed duties in an efficient and proper manner, and if this is found to be in the contrary, to take appropriate steps to remedy this situation;
- (p) To meet and maintain weekly contact with, and bring forth any comments or concerns to Council from the Office of the Winters College Head.
- (q) To oversee the maintenance and proper use of Council office space, and any other space which is in any way, directly or indirectly, under the authority of Council, including, but not limited to the following:
- (i) The Council office (002/002B/002E/003WC);
 - (ii) The Absinthe Pub and Coffee Shop (013 WC);
 - (iii) The Winters College Captains Committee storage (006 WC);
 - (iv) The Council storage room (006A WC); (v) The Winters Free Press office (004 WC);
- (r) To initiate a yearly review of all Council office space, and any other space which is in any way, directly or indirectly, under the authority of Council, and to determine if that space is being used in the most efficient and proper manner possible;
- (s) To initiate a club space review at the end of every session with the assistance of the Vice President of External Affairs, as prescribed by the Winters College Clubs Space By-Law; (specify club rooms 002 A-D, plus upstairs musicians society)
- (t) To ensure a letter, fax, email or other containing an up to date list of all members, employees and associates of Council is received by the following York University organizations
- (i) The Y.F.S.;
 - (ii) SSC (Student Success Centre)
 - (iii) The Office of the Winters College Head
 - (iv) All student governments and faculty student governments;
 - (v) Any other office, organization or group deemed necessary by Council.
- (u) To have up to date records phone numbers, locations and names of the heads of York University offices, organizations and student governments important to Winters College Council, including, but not limited to the
- (i) The Y.F.S.;

(ii) The Office of the Winters College Head

(iii) All student governments and faculty associations;

(v) To initiate (with the Selections Committee) and oversee the search and appropriate selection of the following Members and associates of Council;

(i) The Treasurer

(ii) The Speaker;

(iii) The Recording Secretary;

(iv) The Orientation Chair;

(v) The C.R.O.;

(vi) The A.M.B. Student member;

(vii) The Winters Free Press Editor

(viii) The Winters Free Press Assistant Editor

(ix) The Design Editor of the Winters Free Press

(w) To advertise and promote to all incoming First Year students and all other non-Winters affiliated students of the merits of being affiliated with Winters College, including, but not limited to the following

(i) During First Year Summer advising sessions in the Summer Session;

(ii) during Orientation Week;

(iii) during any campus wide events/activities;

(iv) during any Winters College Council events/activities;

(v) in the package to be mailed out to all First Year incoming students (as prescribed by the Winters College Orientation By- law);

(vi) and any other time Council deems appropriate and necessary.

(x) To be a member of the A.M.B., and to initiate and oversee (with the Selections Committee) the replacement of members of the A.M.B, should the membership not meet the specifications prescribed by the Absinthe Management Board By-Law;

(y) To initiate a review, where needed, (with the assistance of the Members of the A.M.B.) of the Absinthe Pub Manager's contract and to initiate any changes that may be required, with the approval of the A.M.B.;

(z) To organize and prepare with the assistance of the Treasurer the initial A.M.B meeting, and to ensure that the members of the A.M.B. from the prior Council term of office are in attendance;

(aa) To ensure that the following criteria are met concerning the Annual Council Audit;

(i) The Audit must be completed before July 31;

- (ii) The completed Audit must be passed by simple majority at a regular Council meeting;
- (bb) To ensure that the following pieces of information from the Annual Council Audit are brought to the SCC in order for Council to receive funding
 - (i) One copy of the completed Audit and letter to Management;
 - (ii) One copy of the minutes of the regular Council meeting in which the Audit was passed by simple majority;
 - (ii) To ensure that the schedule with weekly office hours as prescribed in the Vice President of Internal Affairs By-Laws is displayed outside the Council office.
- (cc) To be an ex-officio member on all committees or commissions of Council, and may hold a voting position;
- (dd) To ensure that all Members and associates have read and understand their duties and responsibilities, as prescribed by this By-Law, the Constitution and any other subsidiary regulation;
- (ee) To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed by the Constitution, By-Laws, and any other subsidiary regulation;
- (ff) To maintain a set number of office hours, as prescribed by Council, which shall not be less than six hours per week.
- (gg) To chair weekly meetings of the Executive Committee including all executive members of council and those honorary executive members being the Speaker and Secretary of Council.
- (hh) To participate in or watch in full at least 2 intramural sports each week;
- (ii) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

3. The duties of the Vice-President of Internal Affairs are:

- (a) To be available on a daily basis;
- (b) To discharge the duties of the President in the absence of the President;
- (c) When the position of President is vacant, to assume the duties of the President until Council fills such vacancy;
- (d) To ensure that a method of informing all Members of the day to day changes of Council affairs is maintained and updated on a daily basis;
- (e) To organize an up-to date schedule with the weekly office hour duties of all Members and associates included, as prescribed in this By-Law, and to display the aforementioned schedule outside the Council office space.
- (f) To keep on file all correspondence to Council that the President or other Members deem important enough to retain;
- (g) To organize and/or learn the organization method of all Council filing systems, and to inform all other Members and associates of the organization method of the aforementioned filing system;

- (h) To retain and make readily available to all Members, employees and associates, all correspondence of the Council from the previous term of office;
- (i) To maintain an accurate list of all Members, employees and associates, including telephone numbers, e-mail addresses (if applicable) and any other information deemed appropriate by Council, and to ensure that the aforementioned list is available and distributed to all Members, employees and associates of Council
- (j) To ensure that the Webmaster (as prescribed by the Council Electronics Media By-Law) is performing their duties in an expedient fashion;
- (k) To ensure that all Council computer related hardware, software and files are securely maintained in a safe and proper fashion, and to oversee the upkeep of aforementioned inventory;
- (l) To make sure the Speaker and President are present at all meetings and majority of members can attend
- (m) To review the Vice President of Internal Affairs' File (as prescribed by the Council Archives By-Law) and to determine, with Council, the appropriate steps which should be taken to ensure a successful term of office;
- (n) To maintain a set number of office hours, as prescribed by Council, which shall not be less than six hours per week;
- (o) To participate in or watch in full at least 2 intramural sports each week;
- (p) To carry out the duties assigned to all Members, as prescribed in this Article, and as required in any By-Law or other subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

4. The duties of the Treasurer are:

- (a) To be available on a daily basis;
- (b) To maintain accurate accounts of all receipts and disbursements of the monies of Council on a bi-weekly basis, and to maintain all financial records;
- (c) To monitor and report any inconsistencies in Council's banking accounts and Courtesy Account(s);
- (d) To oversee the financial management of every business owned and/or operated by Council in such a manner as Council may, from time to time, direct;
- (e) To disburse the funds of Council under the direction of Council, and therefore have authority to co-sign or requisition cheques (with the President and the Vice President of Internal Affairs) for Council monies;
- (f) To be accountable to Council for all transactions carried out or authorized by them in their role as Treasurer;
- (g) To present a bi-weekly financial statement to Council at the weekly council meeting.
- (h) To safely retain the financial records of previous Council terms of office for no more than seven years;

- (i) To attend monthly finance roundtable meetings with SSC as a mandatory duty;
- (j) To be responsible for preparing Council's budget for the upcoming year, before the annual Budget Meeting
- (k) To organize the annual Budget Meeting, this is to be held during the general meeting of members
- (l) To generally oversee financial procedures of Council, and to ensure that they are carried out in accordance with the Constitution and every By- Law or other subsidiary regulation concerning such financial procedures;
- (m) To organize and prepare (with the assistance of the President) the initial A.M.B meeting, and to ensure that the members of the A.M.B. from the prior Council term are in attendance;
- (n) To review the Treasurer File to determine, with Council, the appropriate steps which should be taken to ensure a successful term of office;
- (o) To ensure that all correspondence in the Audit File, the Insurance File and the Inventory File is added to the Secondary Files for that Council term of office
- (p) To maintain a set number of office hours, as prescribed by Council, which shall not be less than six hours per week;
- (q) To oversee all events that involves cash;
- (r) To maintain an ongoing relationship with our auditors;
- (s) To participate in or watch in full at least 2 intramural sports each week;
- (t) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

5. The duties of the Vice-President of Social & Cultural Affairs are:

- (a) To be available on a daily basis;
- (b) To respond to requests for, and promote any, activities and events that are deemed to be culturally and socially enriching to Winters College;
- (c) To be an aid in the planning of events for Orientation Week(s), and to help with the successful implementation of the same;
- (d) To review the Vice President of Social & Cultural Affairs' past folders to determine, with Council, appropriate events and activities that have been successful in previous years that could be organized again;
- (e) To maintain a set number of office hours, as prescribed by Council, which shall not be less than six (6) hours per week.
- (f) To work closely with the Directors of Promotions in assuring all events held by the Social & Cultural team are being promoted within a timely manner;
- (g) To delegate tasks to, and work closely with the Directors of Social & Cultural Affairs;
- (h) To assure that a minimum of four (4) events be in place each month for the Winters College

constituents for the entirety of the fall and winter term

(i) To enhance collaborative events with clubs, organizations and groups who stand by the values of Winters College Council and its constituents;

(j) To be a member and representative of Winters College Council on SAYU Social Association of York University with other university colleges and promote inter-college collaboration;

(k) To participate in or watch in full at least 2 intramural sports each week;

(l) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

6. The duties of the Vice-President of Athletic of Affairs are as follow

(a) To produce half-year and year-end reports;

(b) To follow the S.I.R.C. Constitution defining responsibilities for voting members, subject to the Constitution of Winters College Council, the Captains Committee By-Law, and these By-Law;

(c) To appoint and oversee team captains for the sport that they are organizing;

(d) To be responsible for the promotion of SIRC events at Winters College;

(e) To chair monthly Captains committee meetings where no more than thirty (30) days are between meetings and have official meetings with the Director of Athletics every 2 weeks, where no more than ten (10) business days are between meetings.

(f) Assist in the selection of the Winters College Captains Committee

(g) Sign up Winters College intramural teams

(h) Attend S.I.R.C meetings on a regular basis

(i) To maintain a set number of office hours, as prescribed by Council, which shall not be less than six (6) hours per week;

(j) To coordinate the bi-weekly cleaning of the Winters College jerseys with the Director of Athletic Affairs;

(k) To post promotional material to social media in regards to athletic events;

(l) To coordinate the transportation of the Winters College jerseys to teams with the Director of Athletics;

(m) To update and maintain the athletics board outside the council office by regularly updating schedules, events, athletes of the month and any other relevant information;

(n) To select and recognizing the outstanding player of the month;

(o) To participate in or watch in full at least 2 intramural sports each week;

(p) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

7. The duties of the Vice-President of External Affairs are:

- (a) To be available on a daily basis
- (b) To assist with advertising in collaboration with the Directors of Promotions for Council operations and events;
- (c) To offer approval of promotional material when needed;
- (d) To be responsible for assisting the Directors of Promotion in the marketing and fundraising for Council events by all council members with the assistance of the Directors of Promotions;
- (e) To support all Winters affiliated clubs through:
 - (i) club renewals
 - (ii) club funding
 - (iii) club events
 - (iv) club space
 - (v) club promotions
 - (vi) general club assistance;
- (f) To coordinate with the Directors of Promotions for the routine upkeep and performance of all Council social media outlets;
- (g) To maintain a relationship with the Office of the Head and have a formal meeting with the office at least once per academic term, and report back to council on any new information;
- (h) To maintain a relationship with all affiliated clubs and have a meeting with them at least once per academic term, and report back to council on any new information
- (i) To guarantee the recognition of the Winters College affiliation on club promotional material via name or logo;
- (j) To guarantee clubs attend a Winters College Council general meeting, at least once per both Fall and Winter terms;
- (k) To be active in the role with any external outreach program with Winters College Council;
- (l) To be active during collaborations with external groups (ie. sponsors, external event collaboration etc.);
- (m) To maintain a set number of office hours, as prescribed by Council, which shall not be less than six (6) hours per week.
- (n) To participate in or watch in full at least 2 intramural sports each week;
- (o) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

8. The duties of the Directors of Promotions are:

- (a) To be responsible for the maintenance and appearance of the Council official social media

outlets;

(b) To be responsible for coordinating all council Members in the printing and distribution of posters, monthly council events calendars, flyers, pamphlets and/or tickets used to advertise and promote all Council operations and events if given at least a one-week notice before expected day of submission;

(c) To carry out any video related promotions, including but not limited to the idea and concept of the video, music (copyrights, rearrangement, crewing, informing people who will be performing or appearing on camera and more, if given at least one months notice, prior to the shooting dates, by any council member;

(d) To assist the Vice-President of External Affairs in performing their duties;

(e) To create a promo team in collaboration with the first year representatives and residence representative

(f) To maintain at least four (4) office hours per week, as prescribed by Council.

(g) To participate in or watch in full at least 2 intramural sports each week;

(h) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

9. The duties of the Director of Commuters and External Affairs are:

(a) To Assist the Vice-President of External Affairs in completing their duties;

(b) To act as a liaison between the commuter students of Winters College, and Council;

(c) To create a minimum of one event per month relevant to the academics of the Winters College affiliated students.

(d) To update the Commuter Board located in Central Square when Necessary;

(e) To represent the interests of Winters College commuter students;

(f) To maintain at least (4) office hours per week, as prescribed by Council.

(g) To plan at least two or more commuter events throughout the year

(h) To participate in or watch in full at least 2 intramural sports each week.

(i) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

10. The duties of the Director(s) of Social & Cultural Affairs are:

(a) To assist the Vice-President of Social & Cultural Affairs in performing their duties;

(b) To maintain at least four (4) office hours per week, as prescribed by Council;

(c) To participate in or watch in full at least 2 intramural sports each week;

(d) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the

WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

11. The duties of the Director of Athletic Affairs are:

- (a) To assist the Vice-President of Athletic Affairs in performing their duties;
- (b) To be a member of the Captains Committee;
- (c) To maintain at least four (4) office hours per week, as prescribed by Council.
- (d) To follow the S.I.R.C. Constitution defining responsibilities for voting members, subject to the Constitution of Winters College Council, the Captains Committee By-Law, and these By-Law;
- (e) To assist the Vice-President in chairing monthly Captains meetings with no more than thirty (30) days are between meetings.
- (f) To coordinate the bi-weekly cleaning of the Winters College jerseys with the Vice President of Athletic Affairs;
- (g) To coordinate the transportation of the Winters College jerseys to teams with the Vice President of Athletic Affairs;
- (h) To post weekly schedules on social media and any events as provided by SIRC;
- (i) To assist the Vice-President of Athletic Affairs in selecting and recognizing the outstanding player of the month;
- (j) To participate in or watch in full at least 2 intramural sports each week.
- (k) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

12. The duties of the First Year Students' Representative(s) are;

- (a) To act as a liaison between the first year students and Council;
- (b) To represent the interests of first year students;
- (c) To collaborate with the Directors of Promotions on promotions relevant to Winters College Council
- (d) Maintain at least four (4) office hours per week, as prescribed by Council.
- (e) To participate in or watch in full at least 2 intramural sports each week.
- (f) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

13. The duties of the Winters Residence Students' Representative are;

- (a) To act as a liaison between the Winters College Residence Council and Winters College Council;
- (b) To represent the interests of Winters College residence students;

- (c) To maintain at least two (2) office hours per week, as prescribed by Council;
- (d) To collaborate with First Year Representatives on events and ideas;
- (e) To participate in or watch in full at least 2 intramural sports each week;
- (f) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

14. The duties of the Speaker are:

- (a) To uphold and enforce the Constitution and all subsidiary regulation
- (b) To be impartial and to preside over the meetings of Council, and to preserve order and decorum;
- (c) To ensure that the agenda for each meeting of Council is prepared and distributed 24 hours in advance;
- (d) To ensure that responsibility in relation to motions and policies approved by Council is delegated, and such motions and policies are implemented;
- (e) To monitor absences and invite motions of impeachment, as required by the Constitution;
- (f) To assume the duties of the C.R.O. in the absence of the C.R.O.
- (g) To notify Council at least twenty-four hours in advance, if possible, of any intention to be absent from, or late for, a meeting of Council, if such notification is possible;
- (h) To comply with the provisions of the Constitution and every subsidiary regulation;
- (i) To maintain at least two (2) office hours per week, as prescribed by Council.
- (j) To contact the Canada Revenue Agency (CRA) and make sure the directors of the WINTAB STUDENTS UNION INC. are changed at the beginning of their term;
- (k) Make sure that Corporations Canada has updated information about WINTAB STUDENTS UNION INC. Directors (online in April following election);
- (l) Assemble the Board of Directors WINTAB Inc. and hold meetings;
- (m) Create an agenda for all W.C.C. and WINTAB Inc. meetings (make sure secretary or chair of A.M.B. have access to the A.M.B. agenda template);
- (n) Know and make sure every aspect of the constitution and by- laws are followed by WCC and WINTAB Student Union Inc.;
- (o) To chair and facilitate the meetings of both the WCC and WINTAB Student Union Inc.;
- (p) To present to the new council at the fall retreat the information of the WINTAB Student Union Inc. So, there is a transparent understanding of it and its relations to the WCC;
- (q) To ensure that there are adequate paper copies of the Constitution and By- Laws available for members of the Winters College Community, as prescribed in Article XX of the Constitution;
- (r) To securely retain, and make available to all Members and associates, the most current

edition of Robert's Rules of Order;

(s) To participate in or watch in full at least 2 intramural sports each week;

(t) To assume such other duties as Council may, from time to time, assign, provided that such additional duties do not compromise the impartiality and integrity of the office of the Speaker; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

15. The duties of the Chief Returning Officer (C.R.O.) are:

(a) To maintain at least two (2) office hours per week, as prescribed by Council;

(b) The C.R.O. shall receive honoraria in accordance with the Winters College Council Honorarium By-law.

(c) To participate in or watch in full at least 2 intramural sports each week;

(d) To assume such other duties as Council may, from time to time, assign, provided that such additional duties do not compromise the impartiality and integrity of the office of the Speaker; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

(e) To fulfill the duties stated within the constitution in regards to Elections [See ARTICLE XII. ELECTIONS of the Constitution]

16. The duties of the Y.F.S. Representative to Winters College are:

(a) To attend all meetings of the Y.F.S. Council;

(b) To attend all meetings of Winters College Council which do not conflict with Y.F.S. Council meetings;

(c) To facilitate communications between Winters College Council and the Y.F.S.;

(d) To report to Winters College Council on the proceedings and activities of the Y.F.S., and to seek the recommendations and/or direction of Winters College Council concerning the same;

(e) To vote at Y.F.S. meetings in a manner that is in the best interests of the constituents of Winters College. If a matter in any Y.F.S. meeting directly concerns or is in the interest of Winters College Council or Winters College, the Y.F.S. Councilor(s) shall seek the direction of Council;

(f) To maintain at least two (2) office hours per week, as prescribed by Council.

(g) To participate in or watch in full at least 2 intramural sports each week;

(h) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

17. The duties of the Recording Secretary are:

(a) To attend all meetings of Council and take complete and accurate minutes of the same;

(b) To submit a copy of the minutes of each meeting of Council to a shared public drive accessible through the Winters College Council website, and send an email to all Council members to alert when the minutes are available to be read.

(c) To maintain at least two (2) office hours per week, as prescribed by Council.

(d) To oversee the proper handling and storage of the minutes of all meetings of Council, and ensure that all appendices, reports, letters, and other applicable documents are physically attached to the minutes

(e) To safely retain all minutes taken at all meetings of all previous Council terms of office;

(f) To participate in or watch in full at least 2 intramural sports each week;

(g) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

18. The duties of the CASA representative are:

(a) To attend Winters Council Meetings;

(b) To attend CASA Meetings;

(c) To report to Council (Winters) any new and/or outgoing developments within CASA;

(d) To act as a liaison between Winters Council and CASA.

(e) To maintain at least two (2) office hour per week, as prescribed by Council.

(f) To participate in or watch in full at least 2 intramural sports each week;

(g) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

19. The duties of the College Council Health Education Peer are:

(a) To promote the health and well-being of Winters constituents through the Health Education and Promotions at York

(b) To attend council meetings

(c) To be responsible for delivering Health Promotion activities; presentations during frosh week, etc.

(d) To provide resources from Health Education and Promotion at the council office to be accessible for Winters constituents

(e) To be hired in collaboration with the President and Health Education and Promotion

(f) To maintain at least two (2) office hours per week, as prescribed by council;

(g) To participate in or watch in full at least 2 intramural sports each week;

(h) To carry out the duties assigned to all Members, as prescribed in this By- Law, and as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

20. The duties of all Members of Council are:

(a) To notify Council at least twenty-four hours in advance, if possible, of any intention to be absent from, or late for, a meeting of Council or office hours, if such notification is possible;

(b) To read and fully understand and comprehend the Constitution, By- Laws and every subsidiary regulation;

(c) To assist the Directors of Promotions in performing their duties;

(d) To inform the President, on a weekly basis, all the Council related duties performed by that Member since the last meeting of Council, and to prepare and present, at each meeting of Council, an up to date report outlining aforementioned duties.

(e) To review their drive, to determine the appropriate steps which should be taken to ensure a successful term of office;

(f) To adhere to the York University Student Code of Rights and Responsibilities.

21. The duties of all Members and associates of Council are:

(a) To ensure that the outgoing Council Member, employee or associate from the previous term of office informs them regarding duties, responsibilities, and expectations in the upcoming term of office;

(b) To consider the Constitution, By-Laws and every subsidiary regulation and bring forth any concerns regarding pertinent changes that the Member or associate believes need to be made;

(c) To learn, and be prepared to teach other Members and associates, the proper upkeep and efficient running of the Council office space, including, but not limited to the following;

(i) How and where to send out and pick up letter mail;

(ii) How to work any applicable phone answering system;

(iii) How to find files in all Council filing systems;

(iv) How to efficiently use any pertinent computer programs;

(v) How to properly, efficiently and neatly arrange any pertinent computer files;

(vi) How and where to find campus names, phone numbers and addresses.

(d) To keep the office a workable space, by cleaning up individual messes and cleaning the office as a whole;

(e) To return all keys, upon completion of the term of office;

(f) To inform the incoming Council Member, employee or associate elected or appointed to the outgoing person's position of in their duties, responsibilities, and expectations in the upcoming term of office;

(g) To be prepared, at or near the end of Council's term of office, to assist with the efficient transition from the outgoing Council to the incoming Council;

(h) To comply with the provisions of the Constitution, the By-Laws and every subsidiary regulation;

(i) To assume such other duties as Council may, from time to time, assign.

(j) To participate in minimum 1 (one) intramural team throughout the year. This can include, but is not limited to, Rage events, drop in sports, special tournaments, and weekly teams.

WINTERS COLLEGE COUNCIL ORIENTATION BY-LAWS

[Drafted by Steve Martene] [Enacted: December 1997] [Amended: November 2006] [Amended: July 2012] [Amended: January 2017] [Amended: April 2018] [Amended: March 2019] [Amended: March 2020]

1. This By-Law is made in accordance with Article XVII of the Constitution

2. In this By-Law

"Orientation Week" or "Orientation" means the week prior to the first day of the Undergraduate Arts Faculty Fall session, or any other such week that the University has designated as a time for Welcoming incoming First Year Students

"Winters Orientation Week", which coincides with Orientation Week, means a time of revelry, fun, excitement and great times for Winters affiliated first year students. Intended to Kick off your time at York University the right way with events such as Jam sessions, quad parties, Winters Nuit Blanche, boat cruise, Wasaga Beach, York Orientation Day, and so much more! Each step will get you acquainted with York's campus, the Winters community and your peers. And mostly importantly it's the time to feel free to be yourself as you find your new home at Winters!

3.(1) Council shall hold events designed to prepare all Winters affiliated First Year students for their York University career, and these events shall be known as "Winters Orientation Week".

4. Council shall ensure that funds are allocated and available for Winters Orientation Week purposes.

5. (1) The Orientation Chair, and Assistant Orientation Chair shall be appointed by Council no later than the first day of April.

5. (2) Applications for the Orientation Chair and Assistant Orientation Chair will be released before the first day of March.

5. (3) Applications will be due 2 (two) weeks after its release so that no more than 10 (ten) business days will be allowed for applicants.

5. (4) The Selection Committee will be given 2 (two) weeks to conduct interviews so that no more than 10 (ten) business days will be allowed for interviews.

5. (5) The Selection Committee must then present decisions to Winters College Council at the following council meeting, provided that they were given at least 10 (ten) business days of review.

5. (6) Council shall not spend more than two meetings on the ratification of the O-Chair selection process. Unless Council votes otherwise where those in favour of an extension are two-thirds of council.

6. The duties of the Orientation Chair are:

(a) To be available on a daily basis during the Summer session;

(b) To be available to be contacted by people, offices, constituencies or organizations associated with Orientation, whether by telephone, electronic mail, or other, on a daily basis during the Summer session;

(c) To ensure all activities during the Winters Orientation Week are running effectively and be visibly present throughout the week attending/ running and or participating in events;

(d) To be available on a daily basis during Winters Orientation Week

- (e) To attend all meetings of Council held during the Summer, Fall and Winter sessions, and present a report at each meeting outlining the progress of the planning of Orientation;
- (f) To work closely, on a weekly basis throughout the Summer and Fall sessions, with the President and Treasurer, regarding all monetary transactions pertaining to Orientation, and to keep an accurate record of the same;
- (g) To be responsible for formulating, with the guidance of the President, Assistant Orientation Chair, and the Treasurer, a budget for the Winters Orientation Week. The Orientation Chair shall become familiar with the method by which bills, advances and reimbursements are processed.
- (h) To coordinate with the Winters Head office regarding planning of the Orientation;
- (i) To attend all meetings of the York Orientation Directors Association (Y.O.D.A.), or any other such body that, from time to time, is created to govern and oversee Orientation on a University wide basis;
- (j) To be in weekly contact during the summer session with the appropriate University administration personnel and all Orientation Chairs (or such persons in charge of organizing each constituencies Orientation Week) from all other constituencies at York;
- (k) To report to Council on the progress of Orientation Week preparation of all constituencies and other such organizations at York;
- (l) To ensure all First Year incoming students are familiar with the York University Keele campus and the downtown Toronto core;
- (m) To prepare a package or kit for First Year Winters Students, the contents of which shall help promote the social and academic way of life at York and Winters College;
- (n) To select, Upper Year Winters affiliated students as Winters Orientation Week Leaders, who shall assist with the proper implementation of all Winters Orientation Week Activities;
- (o) To sufficiently prepare all Council members and selected Orientation Leaders for the events of Winters Orientation Week;
- (p) To devise, a method (whether by clothing item or otherwise) of easily distinguishing Winters First Year students from all other York First Year students, and to also devise, a method (whether by clothing item or otherwise) of easily distinguishing Winters Orientation Week Leaders and Council members from Winters First Year students;
- (q) To inform (especially during Orientation Week) all Council members of their duty to attend all Winters Orientation Week Events;
- (r) To create up to date schedules of all Winters Orientation Week events, and to distribute these schedules to all Winters First year students and any constituencies, offices or organizations requiring such schedules;
- (s) To devise, with the approval of Council, a theme for the Winters Orientation Week, and to incorporate said theme in several events or activities throughout the Winters Orientation Week.
- (t) To create a weekly 'To Due List' and delegate tasks and duties to the Assistant Orientation Chair, Head Leaders, Council and Leaders on both Orientation Week and Frost Week during the planning;
- (u) To delegate authority (wherever possible and necessary) to members of Council in order to

ensure the successful completion of Winters Orientation Week activities.

(v) To advertise in the Winters Free Press (or other equivalent Winters College based publication) the events and proceedings of the Winters Orientation Week.;

(w) To arrange with the Manager of the Absinthe Pub and Coffee Shop, where possible, to use the Pub facilities, stock or staff for meals for the First Year students (if provided) in order to stimulate business for the Absinthe Pub.

(x) To keep an accurate and up to date contact list of all other people, businesses, organizations or equivalent who are associated with Orientation, and to provide this list for the next Orientation Chair;

(y) To include with their final report to Council, a concise list of recommendations for the next Orientation Chair;

(z) To advise and shadow the new incoming Orientation Chairs and prepare them for their Frosh Week.

(aa) To create a clean-up schedule for after Frosh Week to ensure that the college is returned to normal. To help with cleaning and finding leaders/council members to assist when necessary.

(bb) To create a space where leaders, frosh and the surrounding community feel safe. Ensuring that consent culture, inclusivity and self-care is practiced.

(cc) To reach out and delegate opportunities to leaders who show passion considering Head Leader and Orientation Chair/Assistant Orientation Chair during Frosh week and Frost week.

(dd) To participate in or watch in full at least 2 intramural sports each week.

(ee) To carry out the duties assigned to all Members, as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

7. The Duties of the Assistant Orientation Chair are:

(a) Attend all Y.O.D.A meetings and any other meetings that are important to the completion and execution of Orientation Week;

(b) Complete delegated tasks from the Orientation Chair;

(c) To attend all meetings of Council held during the Summer, Fall and Winter sessions, and present a report at each meeting outlining the progress of the planning of Orientation;

(d) To be available to meet in person or via phone call or communication platforms 3 days a week from the start of the position as well as to be available daily for two weeks prior to Orientation Week;

(e) To ensure all activities during the Winters Orientation Week are running effectively and be visibly present throughout the week attending/ running and or participating in events;

(f) To assist with planning and complete all delegated duties for Frost Week;

(g) To ensure all activities during the Winters Frost Week are running effectively and be visibly present throughout the week attending/ running and or participating in events;

(h) To draft an email indicating sponsorship opportunities for companies. Reaching out to

companies to gain sponsorship. Keep up to date with progress and secure sponsors by mid-June;

(i) To present options of designers to the Orientation Chair and President. Then appoint a designer to create a logo and schedule. Keep up to date with progress and communicate revisions requested by the team;

(j) To organize buying and storing food for events and communicate with the orientation chair about costs that fall within this planned budget. Ensure that the food is removed and any borrowed equipment is returned the week after Frosh week;

(k) To be in charge of posting and managing a 'post schedule' for orientation week's social media (different from the winters promo, WCC promo, any frosh related promo) This includes the YU start groups, Instagram, other social media and delegating to the Heads of Media as deemed necessary;

(l) To record the minutes of all Head Leader Meetings and provide the team with written minutes before the following meeting;

(m) To assist in creating a clean-up schedule for after Frosh Week to ensure that the college is returned to normal. To help with cleaning and finding leaders/council members to assist when necessary;

(n) To create and manage leader groups and frosh groups;

(o) To participate in or watch in full at least 2 intramural sports each week;

(m) To carry out the duties assigned to all Members, as required in the Constitution, the By-Laws, or any subsidiary regulation; [See sections 20 and 21 of the WINTERS COLLEGE COUNCIL DUTIES OF MEMBERS BY-LAW]

MISSION STATEMENT

Whereas it is a goal of Winters College Council to ensure that all incoming First Year students are given a fair and equal opportunity to learn about life as a student of Winters College and York University;

and Whereas Winters College Council recognizes both the academic and social aspects of a University education are vitally important to maintaining a student's successful post-secondary career;

and Whereas all York University Students shall be treated equally with regard to race, social status, gender, gender expression, sexual preference, ability and age;

and Whereas a properly informative, exciting and enjoyable first impression of University will be remembered by a University student for the rest of their life;

Whereas it is a goal of Winters College Council to avoid confusion at the time of transition between two terms of office;

and Whereas it is a goal of Winters College Council to remember events, activities, achievements and changes that have happened in the past;

and Whereas we can always gain from our past successes;

and Whereas we can always learn from our mistakes;

Thus, Winters College Council shall bring into effect a certified and true copy of a Council By- Law, enacted by Winters College Council on the 4th day of April, 2020.



Monica Martinez
Speaker, Winters College Council



Jessie Whyte
President, Winters College Council