



# CONSTITUTION

2024

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## ARTICLE 1. Student Government Mission, Values and Goals

Student Government enriches the student experience by being the Loyalist College student voice and advocating for the needs and interests of the diverse student population. Student Government exists to make Loyalist College a safe community for all students and is dedicated to continuously making improvements where necessary.

Student Government is committed to ensuring Loyalist students are represented and supported through the Student Government values. These values are:

**Accountability:** Ensuring the student voice is present and heard

**Inclusivity:** Embracing the unique needs and interests as well as the diversity of Loyalist students and working to meet those needs

**Community:** Building and maintaining a sense of belonging among students

**Engagement:** Encouraging student involvement and participation

**Accessibility:** Ensuring students can access and depend on their Student Government Leaders

The Student Government recognizes that the success of the organization depends on the commitment of individual members to fulfilling the goals and objectives of the organization. Near the beginning of each term, the newly elected Board shall convene as a group to determine what the individual and collective goals of the members will be.

# ARTICLE 2. Board Duties and Responsibilities

## General Roles, Responsibilities and Positions

Student Government members act as advocates for students by representing the Student Government's mission, values and goals to support, promote and enhance student success. In general, every Student Government Board Member must have a working knowledge of and operate within the rules, policies and procedures outlined in the Student Government Constitution, maintain their commitment to be the student voice by actively engaging with students, be knowledgeable about Student Government and college services, be knowledgeable about events on campus and help to promote them, be knowledgeable about and actively adhere to the [Loyalist College Student Code of Conduct](#), be an active member of the Board by attending and contributing to meetings and training sessions as well as completing any assigned tasks or projects, maintain a presence on campus by attending and volunteering at events around the college and the community, and be prepared to represent the students at the annual Student Leadership Budget meeting. Student Government Board Members will receive an onboarding package to better detail their responsibilities as well as act as a reference throughout their term. Board Members must understand their duties in full and be able to commit to an anticipated 24-40 hours of work per month. Remuneration is allotted to the Board in recognition of their service to the students of Loyalist College as outlined in ARTICLE 5. Financial Controls.

Student Government Board Members are paid Ontario's active minimum wage for the hours they work.

## Student Board

Student Government is a student-led organization governed by a Board made up of student members. All student members are elected by their peers, apart from the Student Vice-President, Indigenous Initiatives who is appointed, to help advocate for student life and change on campus.

Voting members on the Board shall be the:

- President
- Student Vice-President, Student Life
- Student Vice-President, Equity, Diversity & Inclusion
- Student Vice-President, Academic
- Student Vice-President, Marketing & Communications
- Student Vice-President, Indigenous Initiatives
- Board of Governors, Student Representative

Ex-officio members of the Board who are non-voting members shall be the:

- Director, Student Experience & Engagement
- Office Coordinator, Student Experience & Engagement
- Chief Returning Officer

## **Student Government President**

The Student Government President is responsible for representing the student body, serving as the official spokesperson for the Student Government, and implementing the Student Government's strategic vision annually. They oversee the administration of the Student Government Constitution, coordinate Board responsibilities, track schedules, and act as a liaison to the Loyalist College President & CEO. Additionally, the role involves approving financial transactions, ensuring student representation on various councils and committees, and developing continuity plans for incoming Board Members.

The President will have the opportunity to work full-time from May to August and shall be allotted payment for 35 hours per week.

## **Student Vice-President, Student Life**

The Student Vice-President, Student Life collaborates with the Student Experience and Engagement Team to administer club policies, oversee the application process, and bring club proposals to the Board for approval. Upon club approval, the Student Vice-President, Student Life will administer the Club Leader Guide to the Club Leader and ensure an understanding of the roles and responsibilities of the position. Responsibilities of the Student Vice-President, Student Life also include creating awareness of clubs and maintaining regular communication with Club Leaders, requesting, and presenting periodic club reports to the Student Government Board, and addressing inactive clubs. Additionally, the position serves as a liaison to the Senior Vice-President, Students, regularly meets with the Residence Council Leader, collaborates with various departments to enhance school spirit, and assists in developing and implementing programming schedules with the Student Experience & Engagement Team.

## **Student Vice-President, Equity, Diversity, and Inclusion**

The Student Vice-President, Equity, Diversity & Inclusion (EDI) ensures that Student Government processes and decisions prioritize equity, diversity, and inclusion. Responsibilities include creating awareness on campus, fostering an inclusive culture among Student Government Members, and actively supporting student belonging. The role involves serving as a liaison to the Executive Director of Equity, Diversity, and Inclusion, representing Student Government on the Loyalist College EDI Committee, and addressing the needs of International Students, Country Leaders, and students with disabilities.

## **Student Vice-President, Academic**

The Student Vice-President, Academic is responsible for maintaining communication with Class Leaders, addressing student concerns, and ensuring feedback is discussed with School Deans or Associate Deans. They act as a primary liaison between students and the Senior Vice-President, Academic and Chief Learning Officer, while also promoting Student Government and College services to encourage student engagement. Additionally, the role involves attending Dean's Committee Meetings, scheduling, and leading events for Class Leaders, and performing other duties as assigned by the Board.

## **Student Vice-President, Marketing and Communications**

The Student Vice President, Marketing and Communications collaborates with the Student Life Marketing Officer to coordinate Student Government promotions and communications, maintains the Student Government image on social media and ensures accurate recording and distribution of Board Meeting minutes. They serve as the Board Secretary, summarizing deliberations and promptly sharing minutes with the Board for review, while also overseeing the posting of approved minutes on the Loyalist Life website. Additionally, the role involves co-leading the print communication strategy for student government areas across all campuses in collaboration with the Marketing Communications (Marcom) team.

## **Student Vice-President, Indigenous Initiatives**

The Student Vice-President, Indigenous Initiatives shall identify as First Nation, Inuit, Métis or have Indigenous ancestry. The Executive Director, Indigenous Initiatives and Reconciliation will appoint an Indigenous Student Council Member as the Student Government's Student Vice-President, Indigenous Initiatives. The Student Vice-President, Indigenous Initiatives serves as the primary liaison between Student Government and Indigenous Students. Duties of the Student Vice-President, Indigenous Initiatives include engaging with and providing advocacy for the needs of Indigenous students, bringing Indigenous students' perspective and knowledge to the Board, creating opportunities for Indigenous cultural awareness on campus, informing Indigenous students about Student Government and College services as well as campus activities to encourage student engagement as well as participating on the Indigenous Student Council and bringing forward feedback to the Board and vice-versa.

## **Board of Governors, Student Representative**

The Student Governor offers firsthand student insights and knowledge to the Loyalist College Board of Governors, contributing to setting the college's strategic and policy direction. Responsibilities include attending all board meetings and retreats, representing student interests, providing input on strategic direction and goals, and assisting in monitoring college operations and assessing projects. While Board of Governors members serve as volunteers, the Student Governor may receive compensation for fulfilling responsibilities as a Student Government Board Member.

## **Ex-Officio Members**

Ex-officio members serve as a resource to the Student Government Board. They are non-voting members who can provide support as needed through their knowledge, expertise, and experience. Ex-officio members shall not interfere with the Board's self-governance. The ex-officio members as it relates to Student Government include the Director, Student Experience and Engagement, Office Coordinator, Student Experience and Engagement and the Chief Returning Officer.

Detailed descriptions of each Board Member's and Ex-Officio Member's positions can be found in APPENDIX 2. Board Member Job Descriptions and APPENDIX 3. Ex-Officio Members.

## ARTICLE 3. Terms of Office, Eligibility, Removal from Office and Vacancies

Board Members' term of office shall be from May 1<sup>st</sup> to April 30<sup>th</sup> with the exception of the Board of Governors, Student Representative whose term of office shall be September 1<sup>st</sup> to August 31<sup>st</sup>, as per the Board of Governors By-Laws.

Loyalist Student Government Board Members cannot hold more than one (1) position of student leadership at a time. This includes more than one (1) position on the Student Government Board, Class Leaders, Loyalist Life Ambassadors, and Residence Assistants. Class Leaders, Loyalist Life Ambassadors, and Residence Assistants who are elected to Student Government will be required to choose only one leadership role. This is to provide other students with the opportunity to have a leadership role on campus and to ensure that the roles and responsibilities of Student Government Board Members are fulfilled.

Election policies and procedures are outlined in APPENDIX 4. Elections and Referendum.

### **Eligibility**

In order to seek office and to serve as a member of the Student Government, students must be enrolled at Loyalist College as either a full-time or part-time student at the Belleville, Bancroft, Port Hope or Tyendinaga Campuses, and not have more than a one semester registration gap during their term of office. Students must also maintain good financial standing by paying all ancillary fees, tuition and residence fees (if applicable) or have made necessary payment arrangements. In addition, students must maintain good academic standing at the College by meeting the minimum Program Cumulative Grade Point Average of 2.0 and a minimum Term Grade Point Average of 2.0 in each semester in which the member will serve on the Board. All Board Members will be required to sign an Academic Transcript Review Form (see Appendix 4. Elections and Referendum) providing the Director, Student Experience and Engagement with approval to consult with the Registrar for the purpose of determining eligibility. In the event that a member's grade point average is below the minimum, the Director, Student Experience and Engagement will meet with them to initiate a plan for academic success. A Student Government Board Member has thirty (30) days from the meeting with the Director, Student Experience and Engagement to resolve a grade point average below the minimum.

In order to be eligible for the Student Vice-President, Indigenous Initiatives position, a student will identify as First Nation, Inuit, Metis or have indigenous ancestry.

### **Removal From Office and Vacancies**

A Student Government Member's position will become vacant if a member ceases to meet the eligibility requirements to be a Board Member, is found in breach of the [Loyalist Student Code of Conduct](#), fails, or refuses to sign Student Government Policies or to complete mandatory training sessions. The Student Government Board, in consultation with the Director, Student Experience and Engagement may consider

the removal of a member for impropriety, violation of the Student Government Policies and Procedures, delinquency of duties or failure to act impartially. Such member will be required to meet with the Director, Student Experience and Engagement to discuss their performance.

Board Members who wish to resign during their term of office shall submit their request in writing to the President of the Student Government. If the President wishes to resign, they shall submit their request in writing to the Director, Student Experience and Engagement.

The Board will meet no later than two weeks after the initial announcement of a vacancy to determine if there is an immediate need to fill the vacancy prior to the general election, or if the duties of the vacated position could be completed by other members of the Board. A by-election may be called if the Board decides that a vacancy must be filled prior to the general election. If there is a vacancy and the Board deems it unnecessary to hold a by-election, the Student Government Board will undergo a recruitment process by inviting eligible students to submit a resume and cover letter. The Board will then form a sub-committee to screen and shortlist candidates, conduct interviews and select a successful candidate to fill the vacancy.



## ARTICLE 4. Governance, Oath of Office, Board Code of Conduct and Policies

The Board will self-govern through the policies outlined in the Student Government Constitution and cultivate a sense of group responsibility for excellence in governing. The Board will govern with an emphasis on:

- Outward vision rather than an internal preoccupation
- Encouragement of diversity in viewpoints
- Strategic leadership more than administrative detail
- Collective rather than individual decision
- Future rather than past or present
- Proactivity rather than reactivity

### Oath of Office

Each Board Member shall take the following oath of office during the Board Training session held prior to the beginning of their term of office.

*I swear that I shall faithfully observe and uphold the provisions of the Constitution of the Loyalist Student Government and to the best of my ability shall administer the duties of my position for the students I serve.*

### Board Code of Conduct

Just as all Loyalist Students must abide by the [Loyalist College Student Code of Conduct](#), the Board too, is expected to conduct themselves in a manner that respects the rights of employees, other students, and College property. In addition, Board Members shall be good ambassadors by:

- Consistently acting honestly, in good faith, and in the organization's best interests.
- Maintaining the highest standards of professionalism and ethics at all times,
- Respecting that the Student Government is inclusive of every student, regardless of age, race, gender, sexual orientation, beliefs, or ability.
- Representing the interests of all students at Loyalist College, regardless of their identity, political views, and other opinions.
- Proactively pursuing student input, not wait for input to be initiated by students.
- Behaving appropriately and in a way that enhances, rather than risks, the reputation of Loyalist College and the Loyalist Student Government.
- Holding each other accountable to the policies outlined in the Constitution and work together to implement disciplinary procedures.
- Establishing and maintaining cooperative and collegial relationships with other members, staff, and students.

- Respecting and supporting the decisions of the Loyalist Student Government Board.

Board Members shall NOT:

- Engage in any harassing or discriminatory behaviour in their interactions with other members, students or other individuals and will intervene if they witness such behaviour on the part of the Student Government and Loyalist College.
- Engage in behaviours or make remarks that could reasonably be interpreted as threatening and will intervene if they witness such behaviour.
- Intimidate any student verbally and will strive actively to prevent others from engaging in such behaviour.
- Engage in antagonistic discussions.
- Use offensive language.
- Encourage, by action or innuendo, the development of an environment that is fractious, disrespectful to other or intolerant of order and good manners.
- Participate in the spread of negative, malicious, or unkind remarks or rumours.
- Engage in any conduct which is dishonest, fraudulent, deceitful or misrepresentative.

Members who fail to conduct themselves appropriately while in office will be subject to disciplinary action as outlined in the Conflict and Discipline Processes.

## **Confidentiality**

Board Members must maintain the confidentiality of the Student Government's confidential information. Confidential information includes but is not limited to all non-public documentation and information regarding student government, its staff, its members, its operational and employment contracts, communications and practices, and the Board's in camera deliberations and decisions.

Loyalist College considers confidentiality as a priority. It is the responsibility of all members to ensure that the Student Government's confidential information is protected and properly secured at all times. Members are prohibited from using, disclosing, communications, copying, removing, or otherwise misusing the Student Government's confidential information, without prior authorization from the Board. Members must use due diligence and care in the protections of any confidential information that is under their control or to which they have access in order to prevent unauthorized use or disclosure.

A breach in confidentiality will be subject to disciplinary action as outlined in the Conflict and Discipline Processes.

## **Conflict of Interest**

Board Members must ensure that, in the course of carrying out their duties, they are not in any actual, potential, or perceived conflict of interest. Board Members shall not accept or agree to accept gifts, rewards, or advantages of any kind in exchange for influencing or what could reasonably be perceived to

be influencing their actions or decisions as a Board Member or use their position, or act in a manner that could reasonably be perceived as using their position to obtain personal advantage of any kind.

Board Members must declare a conflict of interest and recuse themselves from a discussion or vote which results in a direct or indirect personal benefit to either themselves or immediate family or friends. Failure to disclose a significant or obvious conflict of interest will be subject to disciplinary action as outlined in the Conflict and Discipline Processes.

## **Sexual Assault and Sexualized Violence**

The Loyalist Student Government is committed to ensuring everyone is able to work, learn and express themselves in a safe and positive environment that is free from sexual violence.

Student Government Board Members are responsible for familiarizing themselves with and adhering to the [Loyalist College Responding to Sexual Assault and Sexualized Violence Policy and Related Procedures](#). Failure to comply with the policy may be grounds for disciplinary action. If a Board Member is informed of an incident of sexual assault or sexualized violence against a member of the College community, occurring on or off college property, they must follow the guidelines outlined in the [Procedure for Responding to Sexual Assault and Sexualized Violence – Students](#). Board Members must ensure that those who disclose that they have been sexually assaulted are believed, and that their right to dignity and respect is protected throughout the process of disclosure. Board Members who have experienced sexual assault or sexualized violence are encouraged to come forward to report as soon as they are able to do so.

## **Media Relations**

Loyalist College mandates a consistent and professional approach to college communications to promote a positive image of the college. The Student Government must follow all protocols and procedures outlines in [COMM 101 Communication Policy](#).

All official communications with the media, on behalf of the college, shall be coordinated and supported by Marketing and Communications Services. The President and CEO shall be the primary official spokesperson for the college. For specific requests pertaining to Student Government, the Student Government President is the official spokesperson who has the authority to speak on behalf of the Student Government. In the President's absence, the President will appoint a Board Member in their place. The Student Government President or designated spokesperson is responsible for discussing all media opportunities with Marketing and Communications Services BEFORE responding.

The Student Government Chief Returning Officer as well as the election candidates can answer questions and provide comments to campus media if the subject matter pertains to the Student Government election. The incoming Student Government President is permitted to respond to campus media requests regarding for their impending term of office.

Any member contacted directly by the media, whether internal or external, shall redirect the media to Marketing and Communications or the Student Government President if the request pertains to Student Government BEFORE responding.

Failure to abide by Media Relations policies will be subject to disciplinary action as outlined in the Conflict and Discipline Processes.

## **Social Media Guidelines**

Board Members should exercise good judgement and ensure that their online profiles and content are consistent with how they would portray themselves as representatives of Student Government and Loyalist College. Board Members will not author, forward or post vulgar or offensive notes, texts, hashtags, photographs, or other content that reflect negatively on the Student Government, Loyalist College, other individuals, or themselves.

## **Conflict & Discipline Processes**

Members must demonstrate professionalism in conflict resolution by maintaining an open, non-confrontational attitude with a view to resolving the problem. If informal attempts at resolving the conflict prove to be ineffective, the Director, Student Experience and Engagement may be asked to mediate.

The Board will enforce upon itself whatever discipline is needed to govern with excellent. Any concerns or complaints relating to a member's responsibilities, performance or conduct shall be brought forward confidentially to the President. In the case of the President, concerns or complaints shall be brought forward confidentially to the Director, Student Experience and Engagement.

Grounds for disciplinary actions include, but are not limited to the following:

- Failure to perform position duties.
- Poor attendance at Board meetings or committees.
- Non-compliance of the Constitution.
- Breach of the Student Government Board Code of Conduct and/or [Loyalist College Student Code of Conduct](#).
- Breach of confidentiality.
- Failure to disclose a significant or obvious conflict of interest.
- Non-compliance of Media Relations policies.
- Failure to follow social media guidelines.

The President will inform the member where they are not meeting the requirements of the position by having a supportive conversation in a private setting with the Director, Student Experience and Engagement. In the event that the member's performance does not improve within one (1) month of the meeting, a vote of non-confidence can be moved against a member. If the motion is carried by a two-thirds majority, the member will be removed from office and their position will become vacant.

A member will be immediately removed from office following the failure or refusal to sign Student Government Polices or to complete mandatory training sessions.

## **ARTICLE 5. Financial Controls**

The finances of the Student Government are managed by the Director, Student Experience and Engagement in consultation with the Board. The fiscal year of the Student Government is from April 1st to March 31st to coincide with Loyalist College. The funds of the Student Government shall be derived from the Student Leadership ancillary fee, commissions received for contracted services and such other sources as the Student Government may determine. The Student Leadership Budget which is the operating budget for Student Government must be approved annually by the Board before March 31st.

Financial transactions will adhere to the annual Student Leadership operating budget and in accordance with the policies of the Student Government and Loyalist College. Funds shall be used in a manner consistent with the purpose for which they were provided in the operating and capital budget and adhere to Loyalist College financial procedures.

All purchase orders, cheque requisitions, receipts for payment, invoices, MasterCard reports and contracts with suppliers must be signed by the Director, Student Experience and Engagement and the Student Government President. Supporting documentation must accompany all requests. All contracts with suppliers with a term equal to or longer than one (1) year as well as capital projects funded by the Student Leadership ancillary fee shall be approved by the Board.

### **Ancillary Fees**

All students pay non-refundable mandatory ancillary fees which support services and activities distinct from academic programming for the College. These fees may be increased or expanded to include new fees through the implementation of a protocol agreement between Loyalist College and the Student Government, and with the approval of the Loyalist College Board of Governors. The protocol agreement sets out the means by which Student Government will be involved in decisions to alter ancillary fees. As the Board of Governors, Student Representative is a member of both the Student Government and the Loyalist College Board of Governors, they must remove themselves from any votes regarding ancillary fees to avoid a conflict of interest.

Together with the College Executive Team, the Student Government provides to the Loyalist College Board of Governors their recommendation for ancillary fees to take effect in September of the upcoming academic year. An expansion in the rate of institutional compulsory ancillary fees which would increase total institutional compulsory ancillary fees by more than 20% in one academic year must be approved through student referendum.

Money spent using Student Ancillary Fees must comply with the Ministry of Colleges and Universities, Tuition Fee Framework and Ancillary Fee Guidelines as well as the ancillary fee protocol agreement.

Budget Managers for ancillary fee funded areas will be invited each year to discuss with the Board the activities and services they provide so that there is a clear understanding of how the funds are used.

Ancillary fee schedules can be found in APPENDIX 8. Ancillary Fee Schedules.

## **Business Expense Reimbursement**

Loyalist College has rules and principles in place for the reimbursement of expenses to ensure fair and reasonable practices and to provide a framework of accountability to guide the effective oversight of college resources in the reimbursement of expenses. The Student Government must follow all procedures outlined in the [FIN 504 Loyalist Business Expense Reimbursement Policy](#) in regards to corporate travel, accommodations and meal allowances for out of town meetings and conferences. Allowable business expense reimbursements shall be authorized by the Director, Student Experience and Engagement and must be within approved budget allocations.

## **Procurement**

Loyalist College Procurement Services holds responsibility for the acquisition of goods and services College wide through an efficient, cost effective and transparent process. The Student Government must follow all procedures outlined in the [FIN 200 Procurement Services Policy](#) when procuring goods or services. Student Government Members will have an opportunity to participate in competitive procurement processes to review and evaluate company proposals as related to Student Government.

The Student Government is responsible for ensuring the proper disposal of furniture and equipment purchased that is no longer in use because it is either surplus or obsolete.

## **Board Remuneration**

Remuneration is allotted to the Board Members in recognition of their services to the students of Loyalist College. Board members shall receive the Ontario minimum wage for the hours worked to fulfill their roles and responsibilities during their term of office. The Student Government President in collaboration with the Director, Student Experience and Engagement will set and implement the strategic vision and structure for the Student Government Board. The Student Government President will be responsible for preparing and tracking monthly work schedules for the Board Members. The Office Coordinator, Student Experience and Engagement will then process the Board member's hours for the biweekly payroll cycle.

Members of the Loyalist College Board of Governors are volunteers who serve without remuneration; however, the Student Governor can be compensated for fulfilling responsibilities of a Student Government Board Member.

The President will have the opportunity to work full-time May to August and shall receive the Ontario minimum wage for 35 hours per week for 16 weeks.

The Chief Returning Officer (CRO) shall receive the Ontario minimum wage for the hours worked to fulfill their roles and responsibilities during their term of office. The CRO shall report their hours to the President and the Office Coordinator, Student Experience and Engagement who will then process for the biweekly payroll cycle.

## **ARTICLE 6. Board Meetings**

Meetings of the Board shall be held at the request of the President with no less than five (5) day's notice in writing to all Board Members. Emergency meetings of the Student Government may be called on one (1) day's notice by the President if, in the judgement of the President, a matter must be dealt with by the Board prior to the next scheduled Board meeting. There shall be regular monthly meetings during the months of September to April. There shall be a meeting during the months of May to August as the Board deems fit.

Upon receipt of a petition by fifty (50) members of the Student Government, the President shall call within two (2) weeks a special meeting of the Student Government Board to discuss the matter(s) of concern to the petitioners. Ex-officio members and other individuals will only attend on the invite of the Chair of the meeting or with the consent of the meeting and/or to bring specific proposals for the Board's consideration.

### **Attendance**

Meetings of the Board shall be held in person, where possible, with the capability for members to attend by telephonic or electronic means if unable to personally attend. A member participating through such means is deemed to be present at the meeting.

### **Chairperson**

The President will appoint the Chair for each Board Meeting. The Chair shall ensure deliberation is fair, open, and thorough, but remain timely, orderly, and kept to the point. Each item presented for consideration is entitled to a full and free debate. The responsibilities of the Chairperson include, but are not limited to:

- Opening the meeting and calling attendees to order.
- Delivering or appointing a non-indigenous identifying Board member to deliver the Land Affirmation
- Acknowledging each presenter/speaker and providing them the floor to speak.
- Facilitating and announcing the results of any votes.
- Keeping disruptions and distractions to a minimum.
- Keeping the direction of the meeting on the topic according to the agenda.

## **Secretary**

The Secretary will distribute the minutes through email within two (2) business days to the entire Board for review and feedback. Board Meeting minutes will be approved by the Student Government at the following meeting before being posted on the Loyalist Life website.

## **Agenda**

Any member may request that an item of business be included on the agenda by submitting it to the President no less than two (2) business days before the date set for the meeting. Additionally, the President will send a request to all Board Members prior to the meeting date, asking for any items of business to be included on the agenda.

The agenda should be followed in order from top to bottom, and each point needs to be addressed or officially voted on before moving on to the next items of business.

The order of business for Board Meetings shall be:

### **Call to Order and Roll Call**

The member designated as Secretary will:

- Note attendees in the minutes.
- Advise whether quorum has been reached. If quorum is not present, the attendees can vote to adjourn the meeting, to take a break or to schedule a new time to meet.
- Note the time of late arrivals or departures of members in the minutes.

### **The Land Affirmation**

A non-Indigenous member of Student Government shall give a land affirmation:

*“Loyalist College is built upon the lands governed by the Dish with One Spoon wampum agreement. We affirm and thank the Haudenosaunee (Ho-din-a-show-nee), Anishinaabeg (A-nish-in-a-bek), and Huron-Wendat (Hur-on When-dat) nations for their continued caretaking of the land. We offer respect to Indigenous people from all nations who call this area home. We honour traditional knowledge keepers, past, present, and future.”*

### **Adoption of the Minutes of the previous meeting**

Members can advise if anything has been missed or needs updating. Then a vote will take place to approve the minutes as distributed or corrected.

### **Presentations from invited Guests**

In order to have a presentation to the Board, the presentation must be relevant to the role of the Board and approved by the Board.



### **Business from Previous Meetings**

The members will provide updates on their tasks and the actions taken since the previous meeting.

### **Reports from Directors and Committees**

Members will share any relevant updates, proposals, and recommendations. These items can be discussed and voted using the Board Meeting Decision making process.

### **New Business**

Members are able to add topics, propose ideas and/or make announcements relevant to the Board. These items can be discussed and voted using the Board Meeting decision making process.

### **Next Meeting**

The members will plan the time, date, and meeting point for the next regular meeting.

### **Adjournment**

The Chairperson can advise that if there is no further business to come before the Board, the meeting is adjourned.

## **Decision Making**

A quorum at any meeting of the Board shall be fifty percent (50%) plus one among Student Government Members with voting rights. In the instance that quorum is not a whole number, it will always be rounded up to the nearest whole number. For the purpose of determining quorum, a member may be present in person, or by telephonic/electronic means.

Voting on any question proposed for consideration at a meeting of the Board shall be by way of a motion through the following steps:

1. A member obtains the floor and makes a motion.
2. All motions must be seconded by another member who agrees with the motion.
3. Once seconded, the Chair states the motion.
4. Members debate and discuss the motion for and against. The motion may be amended by removing words, adding words, and replacing words or paragraphs.
5. The Chair puts the motion to a vote through a show of hands from members.

The Chair of the meeting shall declare whether or not the motion has been carried and an entry to that effect in the minutes of the meeting shall be evidence of the number or proportion of the votes recorded in favour of or against the motion. A majority vote for or against the motion will prevail.

A resolution in writing approved by all the members entitled to vote on that resolution at a Board Meeting is as valid as if it had been passed at a Board Meeting. A copy of every resolution in writing shall

be kept with the minutes of the Board Meetings.

## **Closed Session**

On occasion, items of a confidential nature may need to be discussed at a Board Meeting. During this portion of the meeting, certain attendees such as the media may be excused.

Matters that will generally be dealt with in a closed session may include, but are not limited to:

- Discussions and dealings with other entities or persons where the information being discussed may compromise the relationship of the Student Government with them or its relationship with its stakeholders.
- Labour relations or human resources issues.
- Financial, personnel, contractual and/or other matters for which a decision must be made in which premature disclosure would be prejudicial.
- Matters related to civil or criminal proceedings.
- Personal information related to an individual.

## ARTICLE 7. Training and Integration

Board Members elected to serve for the next succeeding term of office shall be entitled to attend the last regularly scheduled meeting of the Board in a term of office, but only current members serving in office shall be entitled to vote on matters coming before the Board. Incoming members will receive an onboarding package outlining the expectations of their position as well as providing resources to help in fulfillment of their duties.

Board Training will occur prior to May 1<sup>st</sup> for onboarding and integration, shortly after the start of the governing term, shortly before the September semester begins, and periodically throughout the year. All members will be required to complete Mandatory Loyalist College Employee Training as well as the 4 Seasons of Reconciliation Education.

In the case of positions being appointed outside of the election, the new member(s) must be integrated into the Board. Within the first two (2) weeks of being on the Board, or before the first meeting, whichever comes first, the new member(s) will meet with the President and review the Constitution, receive their onboarding package, and cover anything else that affects the member(s). The President will be responsible for ensuring the member(s) will be able to fully function as a member, and that they are well educated in all the Student Government's rules, regulations, and policies.

## ARTICLE 8. Philanthropy and Community Engagement

Student Government Board Members are to take an active role in activities that benefit others and engage the community. Philanthropy enriches the lives of all involved and brings communities together for the greater good. Philanthropic endeavours and community engagement activities include but are not limited to participation in city parades (ex. Quinte Pride Parade and Santa Claus Parades), winter toy drives, clothing drives, athletic tournaments (ex. Annual charity game ran by the Quinte Rotaract club) and taking an active role in open houses by giving school tours.

## ARTICLE 9. Amendments and Editorial Changes

Any member can propose an amendment to the Constitution. Proposed amendments to the Constitution, including supporting materials, shall be provided to the Student Government President for distribution to all Board Members prior to the next scheduled Board Meeting.

The Constitution may be amended following a two-thirds affirmative vote of the voting members of the Board on two separate readings of the Constitution, one at a Board Meeting and one at the Membership Meeting (please see ARTICLE 9 Membership & Membership Meetings). The text of any amendments or revisions proposed shall be viewable and circulated to members prior to the Membership Meeting.

The Constitution, as amended, shall be deemed to be in effect after it has been accepted by the Student Government's membership on its final reading. Amendments to the Constitution shall follow the same procedure for adoption.

### **Editorial Changes**

Board Members, the Director, Student Experience and Engagement and Engagement and the Office Coordinator, Student Experience and Engagement may rectify the following in the Constitution, upon approval from the Board: spelling, punctuation, grammatical and formatting errors, incongruences of language and terms used throughout, including titles and positions. The Board shall be notified in writing when a correction has been made, and the updated Constitution shall be published upon approval.

## ARTICLE 10. Membership and Membership Meetings

All actively enrolled ancillary fee-paying Loyalist College students are members of the Loyalist College Student Government. The period of membership shall be for the term of enrollment as a student of Loyalist College. A member's interest in something is not transferable and comes to an end under certain circumstances, including no longer being a registered student (full-time or part-time), resignation according to this constitution, or in the event of a member's death or dissolution.

All members of the Student Government have the right to:

- Vote in the Student Government elections.
- Attend Student Government Membership Meetings, where they may review and comment on proposed amendments to this constitution.
- Stand for election, provided they meet eligibility requirements.
- Hold appointed office, provided they meet eligibility qualifications.
- Join or propose a club or group under guidelines and policies established by the Board, unless this privilege is revoked by the Board.
- Vote in any referenda called by the Student Government Board.
- Receive support from the Student Government and have their interest represented in accordance with the objectives of the Student Government.
- Access minutes from Student Government Board Meetings.
- Access services, information, and other resources that the Student Government makes available to members.

### Membership Meetings

The purpose of Membership Meetings is to give students the opportunity to meet the Board, receive information about the Student Government and vote on changes and additions to policies that govern the Loyalist Student Government.

At least one Membership Meeting shall be held each year, between October 1<sup>st</sup> and March 31<sup>st</sup> at a time and place determined by the Board. Additional Membership Meetings may be called if business must be resolved prior to the scheduled Membership Meeting.

Membership Meeting procedures and decision-making protocols can be found in Appendix 11. Membership Meetings.

## APPENDIX 1. Definitions

**Abstain:** To formally decline to vote either for or against a proposal or motion.

**Academic Transcript Review Form:** A form providing the Director, Student Experience and Engagement or delegate with approval to consult with the Registrar for the purpose of determining eligibility to seek office and to serve as a member.

**Agenda:** An outline of the business to be discussed at meetings.

**Ad Hoc Committee:** A committee established for a limited timeframe and to address a specific issue for Student Government.

**Alternative Voting Method Form:** A form providing students with the opportunity to cast their ballot online for the election if they cannot visit an on-campus polling station.

**Amendment:** A change to an existing clause or adding a new clause which does not require the entire Constitution to be re-written.

**Ancillary Fees:** Fees charged to support services and activities distinct from academic programming or general overhead for Loyalist College.

**Ancillary Fee Protocol:** A formal agreement between Loyalist College administration and Student Government which set out the means by which students will be involved in decisions to introduce a new or modify an existing compulsory ancillary fee.

**Board of Governors:** Loyalist College is overseen by a Board of Governors comprised of 13 external governors (appointed) and four internal governors (elected from within the College representing students, academic, administrative and support staff).

**Business Day:** A day on which Loyalist College is open and in session, not including any Saturday, Sunday, or statutory holiday in the Province of Ontario.

**By-Election:** An election process held to fill any positions that are vacant.

**Campaign Material:** Any item, design, symbol, or mark that is created or copied in any form in order to encourage a student to cast a ballot in favour of a candidate.

**Campaigning:** Any attempt by an individual to encourage a student to cast a ballot in favour of a candidate. This may occur with or without campaign material.

**Campaign Party:** A group of two or more candidates who join together to conduct joint campaign activities.

**Campaign Period:** The time period allotted by the Chief Returning Officer for election candidates to promote their candidacies.

**Candidate:** Any individual who has met the requirements to stand for election into Student Government office.

**Chairperson:** The Member who is responsible for leading Board Meetings from the beginning to the end.

**Chief Returning Officer (CRO):** A student hired by the Student Government as the official in charge of conducting and supervising elections on behalf of the Student Government Board.

**Closed Session:** An “in private” session, meeting, or portion of a meeting, where one or more of the people normally in attendance are excused.

**College Executive Team:** Loyalist College’s College Executive Team (CET) is comprised of the President & CEO as well as College Vice-Presidents and Executive Directors, who provide strategic leadership to the College community and ensure the successful execution of the College’s Strategic Plan.

**Conflict of Interest:** This occurs when a member’s personal interests such as family, friendships, financial or social factors could compromise their judgment or decisions with Student Government.

**Constitution:** A written document stating principles and rules of the Student Government as well as the rights and duties of its members.

**Cross-Campaigning:** The sharing of campaign materials, slogans, tactics, identifying marks or names, and/or joint campaigning with the intent of associating two (2) or more candidates in the mind of a voter.

**Discipline:** A rule or set of rules governing conduct or activity.

**Editorial Changes:** The act of improving the clarity of text or addressing obvious errors or omission of information.

**Election Incident Reporting Form:** A form used to report any complaints or concerns regarding the organization, operation or outcome of the election.

**Electoral Period:** The applicable time period in which an election occurs.

**Executive Members:** The members responsible for supervising the affairs of Student Government. These roles require a significant amount of time and focus compared to other Board positions.

**Ex-Officio Member:** A non-voting member who holds another office of importance or relevance and offers the Board knowledge, expertise and experience.

**Fiscal Year:** A twelve-month period that Loyalist College uses for financial reporting and budgeting.

**Full-Time:** For a student to qualify as full-time, their course load must represent at least 70% of the billable hours of the courses required for the semester of the program in which they are enrolled.

**General Election:** An election process held each year in the Winter Semester to fill positions for the following Student Government term.

**Governance:** It consists of the structures and processes implemented to represent the best interests of Loyalist Students.

**Government-Issued Photo Identification:** Any piece of identification as recognized by the Government of Ontario as an 'acceptable identity document'.

**Incumbent Member:** The person who holds a particular position before the election, whether seeking re-election or not.

**Infraction:** A violation of a policy or agreement.

**Membership Meeting:** A meeting of the general membership of the Student Government to make important decisions and inform the members of the Student Government's activities.

**Minutes:** The official record of what decisions were made, who was in attendance and all other important actions that occurred during a Board Meeting.

**Motion:** A formal proposal made by a member to help with the decision-making process.

**Oath of Office:** An official promise by a member who has been elected or appointed to the Student Government to fulfill their duties.

**Operating Budget:** An estimate of the income and expenditures of the Student Government over a set period.

**Part-Time:** Students taking a course load that is less than that prescribed for full-time students are designated as part-time students.

**Polling Clerk:** A student employed at an election to ensure that voters are able to cast their vote in secret, free from influence.

**Polling Period:** The period of time during the Election when eligible students are capable of voting for candidates.

**Polling Station:** An area where voting takes place during an election.

**Procurement:** The Loyalist College department responsible for purchasing goods, services or other works from an external source.

**Quorum:** The minimum number of Board Members who must be present at any meetings to make the proceedings of that meeting valid.

**Ratify:** To provide approval and sanction formally.

**Referenda/Referendum:** The submission of a proposal or question to a direct vote of approval or disapproval by Loyalist Students.



**Registrar:** The Loyalist College employee responsible for overseeing student admissions and the graduation process.

**Resolution:** A formal statement of the feelings wishes or decision of an individual or group.

**Robert’s Rules of Order:** A set of rules to effectively run a meeting.

**Remuneration:** Money paid to members for their work and service for Student Government.

**Sanction:** In terms of discipline, a penalty for disobeying a rule. In terms of clubs, official permission, or approval.

**Second:** To “second” a motion means that another member agrees with the motion and would also like for it to be considered.

**Secretary:** The member appointed by the Board to keep records of meetings.

**Slate:** A group of two or more candidates who join together to conduct joint campaign activities.

**Spokesperson:** The member who is chosen to speak officially for the Student Government.

**Student Code of Conduct:** The primary purpose of the [Loyalist College Student Code of Conduct](#) is to be a guideline for appropriate non-academic behaviour across Loyalist College’s diversified community.

**Student Leadership Ancillary Fee:** A fee charged to all full-time and part-time students at the Belleville, Bancroft, Port Hope and Tyendinaga campuses to support the Student Government.

**Student Leadership Budget:** The operating budget of the Student Government.

**Telephonic or Electronic Means:** Any means, other than direct speech or writing, by which communication at a meeting can occur, including by phone, video chat and voice calls between computers, tablets, or mobile devices via the Internet.

**Vote of Non-Confidence:** A vote about whether a member is still deemed fit to hold that position for reasons such as failing to carry out their obligations.

## APPENDIX 2. Board Member Job Descriptions

View the [Student Government Board Member Job Descriptions](#).

## APPENDIX 3. Ex-officio Members

Ex-officio members serve as a resource to the Student Government Board. They are non-voting members who can provide support as needed through their knowledge, expertise, and experience. Ex-officio members shall not interfere with the Board's self-governance. The ex-officio members as it relates to Student Government include the Director, Student Experience and Engagement, Office Coordinator, Student Experience and Engagement and the Chief Returning Officer.

### **Director, Student Experience and Engagement**

The Director, Student Experience oversees the general management of Student Government affairs, serving as a crucial link between the Student Government and Loyalist College. Responsibilities include providing guidance on goal setting, organization management, program planning, and problem-solving, supervising financial matters, approving transactions, supporting training sessions, and offering counsel on college-related matters. The role also involves collaborating with the President to develop an effective continuity plan for incoming Board Members, reviewing and preparing the annual budget, and addressing other matters as requested by the Board.

### **Office Coordinator, Student Experience and Engagement**

The Office Coordinator, Student Experience and Engagement, provides essential administrative support to the Student Government, including arranging meetings, maintaining records, and assisting the Board as needed. Responsibilities also involve coordinating services like Student ID Cards and Graduation Photos, tracking attendance, managing remuneration for Board Members, and facilitating the Student Government's participation in college events. The role extends to collaborating with various departments, such as the Student Life Marketing Officer and Chief Returning Officer, to ensure effective communication and assistance in activities like elections and referenda.

### **Chief Returning Officer**

The Chief Returning Officer (CRO) oversees the general conduct and execution of elections and referendums on behalf of the Board. Please see APPENDIX 4. Elections and Referendums for CRO duties and responsibilities.

## APPENDIX 4. Elections and Referendum

View the [Student Government Elections and Referendum](#).

## APPENDIX 5. Loyalist College Student Code of Conduct

View the [Loyalist College Student Code of Conduct](#).

## APPENDIX 6. Club Leader Guide

View the [Student Government Club Leader Guide](#).

## APPENDIX 7. Class Leader Guide

View the [Class Leader Guide](#).

## APPENDIX 8. Ancillary Fee Schedules

View the [Loyalist College Ancillary Fee Schedules](#).

## APPENDIX 9. Board Planning Cycle

The Student Government will follow an annual planning cycle to accomplish its mission. The timelines are identified are not meant to provide an exhaustive list of all Student Government activities.

### **April**

- Board Training for Incoming Board
- April 30: Board Member Term of Office Ends

### **May**

- May 1: Board Member Term of Office Begins
- Board participation at the Spring Orientation

### **June**

- Board participation at the Pride Parade

### **August**

- Recruit and select Chief Returning Officer
- Student Leadership Training Week
- Members enrolled in spring/summer semester to complete Academic Transcript Review
- Form to confirm eligibility
- August 31: Board of Governors, Student Representative Term of Office Ends

### **September**

- September 1: Board of Governors, Student Representative Term of Office Begins
- Board participation at the Fall Orientation
- Fall By-Election Nomination Period and Application Event (if required)
- Leadership Workshop

### **October**

- Fall Election Voting Period
- Class Leader Assembly (Student Vice-President, Academic)
- Leadership Workshop
- Ancillary Fee presentations from College Directors

### **November**

- Class Leader Meetings (Student Vice-President, Academic)
- Board participation at Remembrance Day Ceremony
- Leadership Workshop
- Membership Meeting

### **December**

- Board members organize and run a charity toy drive

**January**

- Board Members enrolled in fall semester to complete Academic Transcript Review Form to confirm eligibility
- Board participation at the Winter Orientation
- Class Leader Meetings (Student Vice-President, Academic)
- Leadership Workshop

**February**

- Winter Election Nomination Period and Application Event
- Constitution Amendments Review
- Class Leader Meetings (Student Vice-President, Academic)
- Leadership Workshop
- Board participation in charity curling game held by the Sunrise Rotaract Club

**March**

- Winter Election Voting Period
- Class Leader Appreciation (Student Vice-President, Academic)
- Continuity Plan for Incoming Board (President and Director, Student Experience & Engagement)
- Membership Meeting (if required)

## APPENDIX 10. Important and Commemorative Days for Loyalist College Community

### May

- Sexual Assault Prevention Month
- May 1-7: Mental Health Week
- May 5: National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People (Red Dress Day)
- May 17: International Day Against Homophobia, Transphobia & Biphobia

### June

- National Indigenous History Month
- Pride Month
- June 21: National Indigenous Peoples Day

### July

- July 1: Canada Day
- July 24: International Self-Care Day

### August

- August 15: India Independence Day
- August 31: International Overdose Awareness Day

### September

- September 10: World Suicide Prevention Day
- September 18-22, 2023: Consent Awareness Week
- September 20: #WeBelieveYou Day
- September 25-30, 2023: Truth and Reconciliation Week
- September 30: National Day for Truth and Reconciliation

### October

- October 1: Nigeria Independence Day
- October 1-7, 2023: Mental Illness Awareness Week
- October 10: World Mental Health Day
- October 11: National Coming Out Day
- October 15-21: Invisible Disabilities Week
- October 19, 2023: International Pronouns Day

### November

- November 1: International Stress Awareness Day
- November 5-11: Veterans' Week
- November 8: Indigenous Veterans Day
- November 11: Remembrance Day
- November 12: Diwali (Hindu festival of lights with its variations also celebrated in other Indian religions)

- November 13: World Kindness Day
- November 20: Transgender Day of Remembrance
- November 25-December 10: 16 Days of Activism Against Gender Violence
- November 25: International Day for the Elimination of Violence Against Women
- November 28, 2023: Giving Tuesday (a day for Canadians to come together and donate to charities and causes that are important to them)

#### **December**

- December 6: National Day of Remembrance and Action on Violence Against Women
- December 10: Human Rights Day

#### **January**

- January 26: Republic Day in India

#### **February**

- Black History Month
- February 14-20, 2024: Random Acts of Kindness Week
- February 17, 2024: Random Acts of Kindness Day
- February 22: Pink Shirt Day

#### **March**

- March 8: International Women's Day
- March 17: World Sleep Day
- March 21: International Day for the Elimination of Racial Discrimination
- March 22: World Water Day
- March 25, 2024: Holi (popular Hindu festival celebrated as the Festival of Colours, Love and Spring)
- March 31: International Transgender Day of Visibility

#### **April**

- April 7: World Health Day

# APPENDIX 11: Membership Meeting Protocols

The purpose of Membership Meetings is to give students the opportunity to meet the Board, receive information about the Student Government and vote on changes and additions to policies that govern the Loyalist Student Government.

At least one Membership Meeting shall be held each year, between October 1<sup>st</sup> and March 31<sup>st</sup> at a time and place determined by the Board. Additional Membership Meetings may be called if business must be resolved prior to the scheduled Membership Meeting.

## Calling of Meetings

Notice of any Membership Meetings shall be delivered to members no less than twenty (20) business days prior to the date of the meeting using the following forms of communication, but not limited to: Loyalist Life website and social media accounts, email, and the student portal. All documents to be presented, discussed, and approved at the Membership Meeting shall be viewable and circulated to members prior to the meeting. An agenda of all items up for consideration must be made available ten (10) business days prior to the meeting. Members are able to request for resolutions to be considered.

## Meeting Procedures

Attendance at Membership Meetings is mandatory for all current-serving members of the Board, and any absence is considered to be equivalent to an absence from a Board Meeting.

The Student Government President shall preside over any Membership Meetings, unless decided by a Board Resolution that another person shall chair the meeting.

The Student Vice-President, Marketing and Communications or designate shall take minutes of any Membership Meetings, unless decided by a Board Resolution that another person shall take minutes. Following the Call to Order at a Membership Meeting, a non-indigenous identifying member of the Board shall read the Land Acknowledgement and the Chairperson shall read a statement identifying the Student Government's Mission and Values.

## Decision Making

Quorum for any Membership Meeting shall consist of thirty (30) members present in person or virtually, including existing members of the Board. If a quorum is present at the opening of a Membership Meeting, the meeting may proceed even if a quorum is not present throughout, unless the number of members in attendance drops below twenty (20) members including existing Board Members.

To be eligible to vote at any Membership Meeting, each member must produce a valid Loyalist College Student ID card, and the Student Government shall verify their name and student identification number



upon registration. In the event that a member does not have a Loyalist College Student ID card, they will be required to produce proof of enrollment and a piece of government-issued photo identification.

Voting at Membership Meetings shall be by a show of hands, electronic voting, or by secret ballot, at the discretion of the Chair. A simple majority of the votes cast by the members present, in person or virtually, shall determine all motions in Membership Meetings. Members can vote to approve, not approve of, or abstain from a motion that is brought forward.