Georgian College

Georgian College Students’ Association Constitution

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Georgian College Students’ Association

CONSTITUTION

***Revised Date:*** *March 21 2015*

***Approved Date:*** *March**21 2015*

## Article I Introduction

This Constitution is the governing document for the representational student organization for the student body of Georgian College known as The Georgian College Students’ Association.

## Article II Vision

To be a leader in student engagement

## Article III GCSA Mission Statement

To connect with our student body to gain the knowledge necessary to effectively advocate for all students at Georgian College by providing services, activities and opportunities.

## Article IV Authorization

The Georgian College Students’ Association exists by the authority of the Georgian College Board of Governors and is subject to its control in all matters affecting the good name, the reputation, and the administrative efficiency of Georgian College.

## Article V Definitions

***The Georgian College Students’ Association*** (hereinafter may be referred to as the GCSA) is the governing organization for the general student body of Georgian College. Sometimes also referred to as the Council.

***Council Members*** may refer to the GCSA Executive, GCSA Directors and/or GCSA Class Representatives. They are the elected governing officials of the GCSA.

***Executives*** refer to those GCSA members who make up the executive who may differ by campus but includes the GCSA President and the GCSA Vice Presidents.

***Directors*** refers to those students elected to represent through sitting on the GCSA Board of Directors

***Board of Directors*** refers to the Board whose primary role is to meet regularly to discuss matters of the GCSA. This Board may not be at all campuses.

***Advisor*** refers to the staff member, Advisor or Manager whose primary role it is to assist and advise the GCSA in the day to day operations, services and activities.

**Activity Fee** refers to the ministry regulated fee that is paid by the students (part time and full time) with their tuition and in entrusted to the GCSA to provide those activities and services that the GCSA has committed to and /or organizes on behalf of the students.

**Full Activity Fee Paying Member** refers to those students who are paying a non-reduced activity fee at the current rate.

**Eligible Student** refers to a Georgian College student who is in good standing academically, financially and a full activity fee paying

**Good Standing** refers to the status of a student when they are meeting the GCSA and College requirements academically, financially as well as through the College’s Code of Conduct.

**SEC** refers to the Students’ Executive Council and is comprised of the GCSA Executive Representing Georgian College campuses and will be referred to as the SEC.

**GCSA Regional Executive** refers to the elected representatives from Georgian’s Regional campuses which include John DiPoce South Georgian Bay, Orangeville, Midland, and Muskoka campus locations.

## Article VI Scope

#### The GCSA is the official representative board for all students attending that pay full activity fees.

1. In order to be considered members of the official SEC , all elected members for the campuses that they represent must have had the following criteria met:
	1. A fair and democratic election must have been held.
	2. A Georgian College staff or faculty member must be in place whose responsibilities include supporting, advising and training the GCSA
	3. The Council Members must be officially elected, acclaimed or appointed from and by the eligible student body from the campus that they will be representing.
	4. Job descriptions need to be in place prior to elections.
	5. Students elected must be full activity fee paying students.
	6. Governing Campus By-laws must be established.

## Article VII Statement of Purpose

The purpose of the GCSA is:

1. To act as the campus representative body for the full fee paying students of the College.
2. To recognize the central position of academic work in College.
3. To assist in the enrichment of the lives and educational experience of the students through a variety of activities, facilities, publications, and services.
4. To safeguard and be advocates for student rights while providing assistance, advice, and resources to the best of its ability.
5. To maintain a democratic system of student government.
6. To maintain financial policies, procedures and accurate records relating to the collection of activity fees and revenues in order to be accountable and transparent to the students of Georgian College campuses.

## Article VIII Membership

#### The membership consists of all full activity fee paying students of the campuses.

1. GCSA is committed to safe, respectful and inclusive programs that recognize the dignity and worth of every person. Individuals have the right to study and work in an environment free from bullying, harassment and discrimination. GCSA upholds the position of the Ontario Human Rights Code which states that it is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination on certain prohibited grounds.
2. All activity fee paying students will be permitted and encouraged to participate in the GCSA sponsored services and activities.
3. All non-activity fee paying students who wish to participate in the GCSA sponsored services and activities may be assessed a reasonable charge.

## Article IX Clubs and Associations

1. The GCSA may recognize clubs and/or associations, provided that each club and/or association, prior to recognition or sanctioning shall submit a completed Club/Association Application Package (available in the GCSA Office).

**Sanctioned:** Those clubs/associations that meet with the GCSA guidelines (as outlined in the Club/Association Application Package). These clubs and associations are open to all full activity fee paying students, must adhere to all College policies and procedures and may be eligible for GCSA funding.

**Recognized:** Those clubs/associations that may not meet all of the GCSA guidelines. For example, they may restrict membership.

**Academic:** Those clubs/associations that are established to represent the interests of a specific academic area. Upon consideration by the GCSA, they may be considered for funding.

1. Funding requests may be considered for initial set-up, re-start, or special projects to be reviewed after a proposal presentation is made to the GCSA
2. The GCSA reserves the right to limit or exclude the actions of any group who, in their opinion, would compromise the unbiased, non-denominational, non-partisan activities and good name of the GCSA and/or the College.
3. Failure to abide by the GCSA Constitution, GCSA Policies and Procedures, Club/Association Constitution and/or College Policies and Procedures, may result in the removal of club/association privileges and/or members, up to and including, dissolution of the club/association.
4. An individual student or group of students may act in the name of the GCSA only with the expressed written authority of the GCSA.
5. Each club or association is responsible for keeping the GCSA informed of its activities and status on campus and a report is required by the end of each year to maintain eligibility.

## Article X Members and Duties

1. All Association Members will be elected or acclaimed during an official GCSA election.
2. The GCSA at Barrie, Owen Sound and Orillia may differ but shall consist of no less than one President, who holds the responsibility for the overall direction and leadership of the GCSA as the Chief Executive Officer, one Vice President, whose duties include representing the President in their absence, reviewing the GCSA Constitution and GCSA Policies and Procedures and the coordinating of the election processes; and one Social/Activities Vice President**,** whose role it is to plan and coordinate GCSA activities that will utilize the student activity fee to the benefit of the students. (See the Campus By-laws for full Campus GCSA structure and job descriptions).

#### The executive for the Regional campuses may have different positions elected to meet the needs of their constituents and will be elected in the fall semester for two terms.

#### The GCSA must assume the responsibility for the safe and appropriate conduct of persons participating in the activities under its jurisdiction and take reasonable precautions to ensure good and safe conduct.

1. The GCSA must ensure that regular meetings are scheduled and properly documented.
2. The GCSA must strive to support and participate in the communication process between the Board of Governors, student body, staff, faculty and College administrators.
3. All Association Members are responsible to work as a team to identify and achieve the GCSA goals and objectives.
4. The GCSA must allow and support the students’ freedom of expression of student issues, concerns and suggestions.
5. All Association Members shall conduct themselves in a professional manner and adhere to all College Policies and Procedures including Code of Conduct Policies.
6. All Association Members must perform the duties pertaining to their respective positions as provided in the Campus By-laws.
7. During their term of office, each Association Member shall maintain documents belonging to the GCSA and thereupon be responsible for their safekeeping.
8. Each Association Member shall, at the conclusion of their term of office, deliver to their successor any and all GCSA documents in their possession and such successor shall thereupon be responsible for such documents.

### *Eligibility*

1. All GCSA members must be full activity fee paying students. Any students not contributing a portion of their GCSA activity fee to the GCSA’s operating budget are not eligible to hold elected positions.
2. All GCSA members must be in good standing with the GCSA and with the College. (Good standing means that the student is not on probation, suspended or under review for any prior offence within the College or in financial debt to the GCSA or to the College).
3. All GCSA members must achieve no less than a semester weighted average of 60% (for full-time students) with no more than one failure during the previous semester. Association Members with less than 4 courses per semester may have no failures.
4. There may be an opportunity for academic probation in certain circumstances whereby the GCSA, the Dean/Coordinator**,** the GCSA Advisor and the Association Members all agree on all set terms. Set terms may include regular class attendance, tutoring, and the development of an Academic Contract and may include a period of probation or suspension (not to exceed fourteen (14) days).
5. The GCSA members must be available and on campus for a minimum of two (2) academic of three (3) semesters per term of office and be able to meet the requirements of the position.
6. The GCSA members must be enrolled at the campus where they are representing during their term of office. (E.g. an Owen Sound student may not hold a position at the Orillia campus.) Students who have classes at more than one campus shall represent at the campus where the regular day classes take place. If classes are day classes at more than one location, the student has the option of choosing which campus he or she would like to represent.

### *Honourarium*

1. Honourariums may differ by campus. Performance Reviews will be required prior to receiving a honourarium (see the Campus By-laws for specific honourarium details).

### *Term of Office*

1. The GCSA Executive positions shall have a term of office, not to exceed, one year (twelve months). The terms may vary by campus for those positions elected in the spring general elections. Actual election dates may differ by campus. Refer to Campus By-laws for specific terms.
2. The Student Board of Governor elections may be held in conjunction with the GCSA general elections.
3. The Student Director positions (if applicable) are elected for an 8 month term in the fall semester (see the Campus By-laws for specific details).
4. The GCSA Executives may not hold positions on the GCSA at the same time as an elected, voting position on S.A.A. (Students’ Athletic Association), or Board of Governors.

### *Conflict of Interest*

#### All Association Members shall, on all occasions, while holding office, refrain from a situation, opportunity, or benefit that is recognized as bringing personal gain to the representative.

1. No member, including the chair, is entitled to vote upon any issue whereby the Association Members feel that the representative has a direct personal or monetary interest.
2. No Association Member shall use information that is gained in the execution of the Association Member’s position, and which is not available to the general public, to further or seek the Association Member’s private interests.
3. An Association Member shall not use their office to seek to influence a decision made by another person to further the member’s private interest.
4. Where an Association Member accepts a fee, gift, or personal benefit that is connected directly or indirectly with the performance of the Association Member’s duties of office, the Association Member shall at the next meeting disclose such information, and indicate the nature of the fee, gift, or benefit, its source and the circumstances under which it was given and received.
5. The resources of the GCSA office may not be used for personal gain.

## ARTICLE XI Removal from Office

### *Removal from Office for Barrie, Orillia and Owen Sound Campuses*

1. Any member of the GCSA may, for negligence, behavior not becoming of a GCSA Executive, or for dereliction of duties, be removed from office with a two-thirds vote by the Association Members present at a properly constituted meeting of the GCSA. The GCSA, in consultation with the GCSA Advisor, and depending on the nature of the offence(s) may consider the following options for the member in question: Impeachment, Suspension or Censure.
2. An Association Member may not be suspended for longer than fourteen (14) days. Honourarium may be reduced to reflect the time away from the office.
3. At the discretion of the GCSA, a GCSA Member may be removed from office if he or she does not maintain a semester weighted average of no less than 60% with no more than one failure, while carrying a full time course load. GCSA Members who have less than four courses must have no failures and all GCSA Members must carry a minimum of one credited courses per semester in each of the 2 minimum semesters.
4. Any person who has been removed from office and/or was unable to complete a full term of office shall be ineligible to run for or accept a position with the GCSA for a period of one year (twelve months) from the removal or resignation date.
5. Every motion of impeachment shall be considered in camera unless the GCSA, by a two-thirds vote, determines that consideration should be public.
6. The Association Member to which a motion of impeachment, suspension or censure applies may make a statement and thereafter shall withdraw during the time the matter is in debate.
7. The Association Member to which a motion of Impeachment, Suspension or Censure applies shall not have a vote in relation to such motion, but still account for quorum.
8. A vote to Impeach, Suspend or Censure a GCSA executive shall be conducted by secret ballot.
9. If any Association Member has demonstrated a repeated pattern if being late or absent, it is the duty of the members to consider a motion of Impeachment, Suspension or Censure. This includes training meetings and SEC conferences.
10. A formal, written letter (drafted by the GCSA President or designate under advisement of the GCSA Advisor) must be presented to any Association Member prior to any investigation stating grounds for review.
11. Should any member of the GCSA be unable to perform the duties of the office, he/she will at once submit their resignation to the senior member of the GCSA or to the GCSA Advisor.
12. Any Association Member may resign or give notice of intention to resign either personally in a meeting of the Association, or in writing. When it is determined that the written notification is genuine, the GCSA shall declare such seat vacated (or that it shall become vacant on some future day), as indicated in the written notification.
13. The GCSA need not accept a Member’s resignation while a motion of impeachment, suspension or censure is pending, or while any investigation concerning that Member’s conduct is pending.
14. The GCSA shall not accept a Member’s resignation if they have reason to believe that such Member was intimidated into signing it. In such a case, the GCSA shall forthwith cause an investigation of the matter to take place.
15. If during the term of office, an Association Member (elected by the student body) should resign**,** a successor will be elected during a by-election to be held within the required amount of time. There may be an option to appoint a successor from the remaining Association Members of the GCSA if it is in the final semester of the position. See election regulations in the Campus By-laws for specific details.

### *Removal from Office for Regional Campuses*

Any issues pertaining to the performance of a Regional campus executive will be dealt with by the Advisor in consultation with the Campus Manager and student body where applicable***.***

## Article XII Appeals of Censure

1. Any person impeached, or suspended (hereafter named respondent), may request an appeal hearing within 48 hours of the censure; to do so, they must inform the GCSA Advisor.
2. Appeal hearings will be held within 2 weeks of the request and the appeal board will be made up of 2 Executives and a 2 GCSA Advisors (not from the respondents’ campus). The respondent may bring a Georgian College counselor for support if desired.
3. Appeal hearings will take place in a private location booked by the GCSA Advisor
4. The GCSA advisor will welcome the 2 Executives, as well as the respondent, and explain both the process and the need for confidentiality.
5. The appeal board will review documentation and rationale for impeachment or suspension then ask the respondent for their point of view and for the reasons behind their appeal request. The appeal board may ask any questions they wish, if need be, they may halt the meeting to gather information.
6. The respondent may present their closing statement and the appeal board may ask any final questions (making two rounds of questions in total).
7. The respondent will exit the appeal hearing and be informed of the decision by letter within 48 hours by the GCSA Advisor on the appeal board.
8. The appeal board may uphold or overturn any impeachment or suspension; if overturned, it is the responsibility of the appeal board to provide new censure or sanctions. All decisions by the appeal board are final and many not be appealed again.

## Article XIII Co-operative Semesters

1. The GCSA may have an opportunity to make available paid co-operative positions for Association Members.
2. The GCSA executive will be paid as per the job description details. (See the Campus By-laws)
3. Association Members may be required to apply for a co-operative placement. Applications are to be made to the GCSA Advisor.
4. Final approvals of the GCSA paid co-operative placements are determined by a selection committee with GCSA representation and under the advisement of the GCSA Advisor. Should the co-op position, within the GCSA office, include more than 50 % of the same duties of the Association Member’s portfolio, they will not be eligible to receive a co-op salary as well as a honourarium. Should the co-op include 50 % or less of the Member’s portfolio responsibilities, they may be eligible for an honourarium after completing the requirements.

## Article XIV Executive Authority

#### To legislate Campus By-laws in accordance with the Constitution.

1. To administer funds and all moneys accruing to the GCSA in accordance to the policies and procedures developed by the GCSA and the College (where applicable).
2. All Members of the GCSA Executive shall have equal voting rights within their respective campuses.
3. To do all such things as are incidental or conducive to the attainment of the objectives of the GCSA.
4. The GCSA, in conjunction with the GCSA Advisors, and based on the Ministry of Education guidelines, has the authority to set the Student Activity Fee and must also approve all changes to Ancillary Fees (i.e. Educational Technology Fee, Student Success Fee).
5. Review and approve the annual GCSA budget by campus.

## Article XV Advisors

#### Each campus GCSA must have a minimum of one staff Advisor.

1. The Advisor’s role is to advise the members of the campus GCSA, as required, in regard to all issues of operation, training, policies and procedures.
2. All GCSA Advisors must be bondable.
3. See Campus By-laws for staff Advisor’s roles and responsibilities.
4. All GCSA Advisors are required to follow all Policies and Procedures as set by the College (i.e. Code of Conduct/Policies and Procedures).

## Article XVI Meetings

### *Meetings at the Barrie, Orillia and Owen Sound Campuses*

1. All GCSA meetings are to be open to all activity fee paying students; however, the GCSA retains the right to hold, an in camera session when confidentiality is an issue.
2. All GCSA minutes shall be made available to any activity fee paying student of the College with the exception of those minutes deemed not public by the Association Members.

#### The GCSA will schedule and hold meetings as necessary and make every attempt to schedule the meetings at a regular time for consistency.

1. During the fall and winter semesters, the maximum amount of time between GCSA meetings must be no more than two (2) weeks and during the summer semester, meetings shall be held at least once per month.
2. The GCSA President or designate shall chair the Executive and Director’s meetings.
3. Quorum of 2/3 membership is required in order for business to occur.
4. 50% plus 1 to pass motions.
5. Unless otherwise posted, a simple majority will pass motions.
6. Those motions achieving equal voted for and against, will be deemed lost.
7. Prior to the start of the meeting, any member of the GCSA, who is not able to be present for any voting business, may submit a proxy form to the Chair. All Association Members must be made aware of the proxy and the member’s intent for any voting matters.
8. Meetings will follow Robert’s Rules of Order.
9. No person shall speak to a subject for more than ten minutes including when delivering a report, unless accepted by the GCSA
10. The minutes of any proceedings of the GCSA held in camera, including any documents tabled during such time, shall be deemed to have been expressly declared not public by the GCSA.

### *Meetings at the Regional Campuses*

#### For guidelines for meetings at the Regional campuses, please refer to the campus By-laws.

## Article XVII Students’ Executive Council (SEC)

1. The Student Board of Governors Representative (or designate) shall chair SEC business meetings. The Chair must remain unbiased and does not receive a vote.
2. SEC conferences and meetings will be held as deemed necessary. There are generally three (3) SEC conferences per year.
3. Meetings shall follow the Robert’s Rules of Order unless otherwise posted.
4. The host of the SEC conference will be alternated between Owen Sound, Orillia and Barrie.
5. The costs related to the hosting of the SEC conference/meeting shall be shared between each campus GCSA. These costs will be split using the voting structure percentages (Barrie 46.5%, Orillia 33.5%, and Owen Sound 20.0%). The costs of the Board of Governors’ student representative will be reimbursed by the Georgian College Board of Governors. The cost of each Regional Executive will be covered by each Regional campus.
6. Attendance at SEC conferences/meetings is a mandatory part of all SEC Members’ responsibilities.
7. Each campus GCSA will have an opportunity to submit agenda items and the final agenda will be drafted and circulated at least one week prior to the conference, by the host campus in coordination with the Board of Governors Representative.
8. Voting structure will be 7 votes for Barrie, 5 votes for Orillia, 3 votes for Owen Sound and 1 vote for the Regional campuses.
9. The voting structure can be revisited with a motion by a member of any the SEC.
10. Quorum of 2/3 membership is required in order for business to occur.
11. 50% plus 1 to pass motions.
12. Those motions achieving equal voted for and against, will be deemed lost.
13. Prior to the start of the meeting, any member of the SEC voting structure, who is not able to be present for any voting business, may submit a proxy form to the chair. All Council Members must be made aware of the proxy and the Member’s intent for any voting matters.
14. Students from any campus of Georgian College are welcome, at their expense, to attend the meetings of SEC
15. The SEC structure will remain until such time as the Georgian College Board of Governors and the GCSA’s approve the development of an additional student governing body (i.e. GCSA).
16. Every attempt shall be made to schedule the upcoming SEC dates at the changeover conference.

## Article XVIII Committees

1. The GCSA may create committees to conduct such business, as the GCSA shall determine. (e.g. Winter Carnival, Elections, Diversity Week, Referendum)
2. The GCSA shall appoint the Chair of each committee, who shall hold office at the discretion of the Association.
3. The Chair of every committee shall report to the Association when requested by the GCSA.
4. Every committee of the Association shall continue to serve until discharged by the GCSA or until the submission of a final report, or at the end of a term of office, whichever comes first.
5. Unless otherwise specified by the Association, the President is an ex-officio non-voting member of every GCSA committee, but shall not be counted in any quorum.
6. The Chair of the committee in all cases shall have a vote at their meetings.
7. The size and membership of each committee shall be determined by the GCSA, or by other such person as the GCSA may authorize.

## Article XIX Elections

1. The GCSA general elections will begin in January to determine the representatives who will then assume their duties the following May 1 (April 1 for Owen Sound).
2. At an appropriate time the GCSA President (or designate) will recommend to the Staff Advisor, with the approval of the GCSA, a Chief Returning Officer (CRO) who may chair an election committee.
3. Any GCSA member running for a successive term on the Association may not sit as a member of the election committee.
4. Regional campus elections will take place in the fall semester.
5. See the Campus By-laws for the specific Election Policies and Procedures for Association Members.

## Article XX Referendum

1. A referendum is a general polling of the eligible student body to find out their opinion of an issue or question that affects them.
2. Referenda can be called when the majority of the Executive and /or Board of Directors votes for conducting a referendum at a properly constituted meeting or a petition of support is received that contains the signatures of at least 10 % of the full time student enrollment.
3. Referenda should only be held under the principle that any given referenda must benefit the entire membership and contribute to the development and growth of the student experience on campus.
4. The following rules will be applied for the administration of referenda:
5. Notice of an impending referendum shall be given to the student body no less than fourteen (14) days prior to the start of the referenda voting period. This notice must include:
6. The time, date, and location of the referendum.
7. The proposed resolution(s) for the referendum.
8. Any special resolution(s) to be considered in the referendum.
9. Each question must be positively worded, so that the vote of “yes” signifies agreement with the initiative proposed, and a vote of “no” signifies disagreement with it.
10. Referenda shall be conducted by secret ballot
11. If the referendum refers to an external organization, the GCSA shall work with and respect the GCSA and the external organization’s By-laws, policies and procedures in relation to conducting of such a vote.
12. The referendum questions must be approved by the GCSA Executive and/or Board of Directors.
13. The Board of Directors and/or the GCSA Executive in consultation with the respective GCSA Advisor will appoint a Chief Returning Officer and will be responsible for organizing and conducting all aspects of the referenda.
14. The questions to be decided by referenda must be published in all available campus media and posted on bulletin boards at least five (5) business days before the opening of the polls.
15. The results of a referendum will only be upheld by the Board of Directors and/or the GCSA if there is 10% or more of the eligible voting members having cast a ballot.
16. This minimum voter turnout may be increased by a majority vote by the Board of Directors and/or the GCSA but shall not exceed 30 %.
17. The eligibility of the voters will be determined by the Board of Directors and/or the GCSA prior to establishing the referendum but may be determined by fees paid, year of study, academic program, full time or part time status, etc.
18. In order to accept the results of the referendum, there would need to be 50 % plus one (1) majority achieved.
19. As with the GCSA regular elections, there is an option for either regular paper ballots or online voting provided a confidential, secure and accessible system is in place.
20. Results of the referendum will be published after the Board of Directors and /or the GCSA Executive have reviewed the results and determined that all requirements have been met. Results to be posted within 48 business hours and posted to all accessible means of student communication.

## Article XXI Finances

1. The finances of each campus GCSA are to be managed within each campus GCSA.
2. The GCSA funds may not be used to purchase or otherwise acquire real estate property.
3. Any student ancillary fee (including the GCSA Activity Fee) increases are determined at a properly constituted business meeting at SEC.
4. The members of the GCSA Executive shall be responsible and accountable for those funds assigned or transferred to them, together with any self-generated funds or assets.
5. The Executive of the GCSA will ensure that all financial records will be available for review and auditing purposes at the request of the College senior management or students.
6. All equipment purchased or otherwise acquired, and any proceeds there-from shall be held on behalf of the students of the College.
7. It is the responsibility of the GCSA to administer funds and all moneys accruing to the GCSA in accordance with all of the policies and procedures developed by the GCSA and the College.
8. End of fiscal year will be in accordance with the College’s year-end of March 31.
9. The GCSA (its Members and Staff) will adhere to all GCSA and College Financial Policies and Procedures.
10. Any fees that are campus specific are to be determined at a properly constituted meeting of the respective GCSA.

## Article XXII GCSA Business Operations

1. With advisement from the GCSA Advisor and/or the Manager or Director of Student Life, The GCSA may develop, support, and/or fund the operation of a new or existing GCSA business operation.
2. The GCSA has a responsibility to protect and work in the best interests of the existing GCSA business operations.
3. The Association shall have the opportunity to discuss questions, suggestions and concerns of the various GCSA business operations, and it is the GCSA President (or designate) who shall be responsible to take such issues to the GCSA Advisor and/or the Manager or Director of Student Life, or appropriate Senior Manager.
4. There shall be student representation from the GCSA Executive (or designate) on each selection committee to replace any non-student, staff positions within the Student Life Department.
5. It is the responsibility of the GCSA, in conjunction with the GCSA Advisor and/or the Manager or Director of Student Life, to receive and review funding proposals from the GCSA business operations where there are to be non-budgeted expenses incurred (capital expansions or substantial changes to the business operations).

## Article XXIII Constitution and By-laws

1. The Constitution Review Committee shall be made up of at least one member from all GCSA member campuses as well as the GCSA Advisor from each campus. This committee shall meet at least once per year to discuss the Constitution and whether any changes need to be submitted to the SEC business meeting.
2. Any recommendedadditions, amendments, or revocation to the Constitution must be brought to the business meeting of the SEC conference.
3. Changes may be made only once per year and must be passed with a majority vote with at least two thirds of all the GCSA executive present.
4. The recommended changes to the Constitution must be posted at each campus for no less than two (2) weeks, prior toas well as two (2) weeks afterthe SEC business meeting.
5. The GCSA may establish, amend or repeal Campus By-laws, once annually, as determined by the GCSA, providing such changes do not conf**l**ict with the Constitution.

#### All full activity fee paying students shall have access to all public documents of the GCSA and the GCSA is responsible for the maintenance of any and all records in such a way that they are accessible.

1. All Campus By-laws and the GCSA Constitution, as well as those of the various clubs and associations with GCSA, shall be kept on file at the respective GCSA offices as well as being posted on all GCSA websites.

#### The GCSA must provide, upon request and within a reasonable amount of time, photocopies of the requested public documents of the GCSA. There will be no copy charge for any reasonable request for such documents. An electronic version is to be made available on a publically accessible website.

1. Each of the following shall be considered a public document:
	1. The Constitution;
	2. Campus By-laws (including any amendments thereto);
	3. Minutes of each meeting of the GCSA unless the GCSA has expressly declared a particular document, or part thereof, not to be public;
	4. The GCSA Operating Budget, and
	5. Any other document the GCSA deems fit to declare a public document.

## Article XXIV Dissolution

1. The GCSA, as an unincorporated organization, must receive written authority from the College’s Board of Governors in order to change the official name.
2. Upon the dissolution of the GCSA, all assets and liabilities shall become the responsibility of the College Board of Governors with the exception of a transfer to a new organization/corporation as approved by the Board of Governors.

## Article XXV Interpretation

1. Campus GCSA refers to all elected positions representing the GCSA including the executive members and any other approved positions as per Campus By-laws.
2. In this Constitution and the Campus By-laws pursuant to the same, unless the context otherwise requires, words importing the singular number or masculine gender shall include the plural number and the feminine gender as the case may be, or vice versa.
3. Reference to persons shall also include firms and corporation, where applicable.

**Approval of the GCSA Presidents**

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

**Signatures**: **Names:**

Barrie GCSA President Barrie GCSA President

Orillia GCSA President Orillia GCSA President

Owen Sound GCSA PresidentOwen Sound GCSA President

Regional Campus Executive Regional Campus Executive