



Constitution

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Constitution

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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

The Georgian College Students' Association will be a recognized and engaged executive council that promotes the rights of students, heightens student engagement, and enhances the quality of student life. We strive to prepare confident leaders of tomorrow, while respecting the diversity and strength of all. We will continuously assess, adapt, and grow to fit the needs of our increasingly diverse student body.

Article III GCSA Mission Statement

We advance the general welfare of all Georgian College students and to that end we:

- serve as a resource and advocate for students;
- serve as a resource for faculty and staff;
- act as liaisons to and from the student body and the College administration;
- remain a major source of information to and from the student body;
- recruit and develop student leaders within a professional culture to benefit the larger community;
- provide activities, services and programs that support the positive social engagement of students;
- are 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.

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

GCSA Ancillary Fee is paid by the students (part time and full time) with their tuition and is entrusted to councils to provide those activities and services that the GCSA has committed to and/or organizes on behalf of the students.

GCSA Ancillary Fee-Paying Member refers to those students who are paying the GCSA fee at the current assessed rate.

Affiliated Institution refers to any institution that has a partnership with Georgian and has students studying at or through Georgian in programs that may or may not pay ancillary fees to Georgian.

Council refers to the local campus student executive team.

Members:

Board of Governor refers to the elected student representative(s) on the Board of Governors of Georgian College who represents all students studying through Georgian.

Executives are GCSA members that include, but are not limited to, president and vice presidents. See Campus By-laws for specific titles.

GCSA Ambassador refers to a hired, non-voting position working with GCSA

GCSA Director refers to the elected representatives and include regional campus locations whereby there may not be a full council.

Eligible Student refers to a Georgian College student who is in good standing academically, financially, conduct-wise and pays GCSA Ancillary Fees.

Georgian College Students' Association (hereinafter may be referred to as the GCSA) is the governing organization for the student body of Georgian College.

Proxy Voting is the ability for a member to cast their specific vote (in regard to a pre-published motion) and delivered to the chair, provided the motion is declared prior to the proxy vote being cast at a properly constituted meeting.

Proportional Voting is the structure that determines how voting for all campus locations is established allowing each member to vote at SEC while still maintaining the vote structure guidelines. (**See Appendix A – SEC Voting Structure**)

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. Good standing also means that the student is not on probation, suspended or under review for any current or prior offence within the College.

LUSU refers to the Lakehead University Student Union.

Primary Advisor refers to the staff member, advisor or manager whose primary role it is to assist and advise the GCSA members and councils in day-to-day operations, services and activities.

SEC refers to the Students' Executive Council and is comprised of the GCSA executive and GCSA directors representing all Georgian College campuses and may include affiliated institution representatives.

Pre-Business Meeting refers to a meeting or meetings of all members and advisors of the SEC whereby any proposed motion/s for consideration are presented for review. This meeting is to be held a minimum of one week before the official SEC vote is to take place. This may be waived with a unanimous vote by all SEC voting members.

Honourarium refers to the monetary value that a GCSA executive or director may receive upon completion of a performance-based review of a pre-determined period of time and based on completion of portfolio duties. (**See Campus By-laws for specific policies regarding honourariums**).

Article VI Scope

- a. The GCSA is the official representative board for all students attending that pay GCSA ancillary fees.
- b. In order to be considered members of the GCSA and SEC, the following criteria must have been met:
 - i. A Georgian College staff member must be in place whose responsibilities include supporting, advising and training members.
 - ii. GCSA executives and directors must have been officially elected, acclaimed or appointed from and by the eligible student body from the campus they will be representing. Refer to specific campus by-law documents for procedures for filling vacancies.
 - iii. Job descriptions need to be in place prior to elections.
 - iv. Members must be GCSA ancillary fee-paying students.
 - v. Governing campus by-laws have been established.
- c. Students representing affiliated institutions may vote on those fees to which they have contributed through Georgian (**See Appendix A – SEC Voting Structure**).

Article VII Statement of Purpose

The purpose of the GCSA is:

- a. To act as the campus representative body for GCSA ancillary fee-paying students of the College.
- b. To recognize the central position of academic work in College.
- c. To assist in the enrichment of the lives and educational experience of the students through a variety of activities, facilities, publications, and services.
- d. To safeguard and be advocates for student rights while providing assistance, advice, and resources to the best of its ability.

- e. To maintain a democratic system of student government.
- f. To maintain financial policies, procedures and accurate records relating to the collection of ancillary fees and revenues in order to be accountable and transparent to the students of Georgian College campuses.

Article VIII Constituents

- a. Students who pay GCSA ancillary fees are considered constituents of the organization and offered the rights and privileges as such.
- b. All GCSA ancillary fee-paying students will be permitted and encouraged to participate in the GCSA sponsored services and activities.
- c. All non-GCSA ancillary 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

- a. Councils may recognize clubs, provided that each club, prior to recognition or sanctioning, shall submit a completed Club Application Package.
- b. **Sanctioned:** Those clubs that meet the council guidelines (as outlined in Club Application Packages). These clubs are open to all GCSA ancillary fee-paying students, must adhere to all Georgian College policies and procedures and may be eligible for council funding.
- c. **Recognized:** Those clubs that may not meet all GCSA and council guidelines. For example, they may restrict membership.
- d. **Academic:** Those clubs that are established to represent the interests of a specific academic area. Upon consideration by the council, they may be considered for funding.
- e. Funding requests may be considered for initial set-up, re-start, or special projects to be reviewed after a proposal presentation is made to council.
- f. Failure to abide by the GCSA Constitution, GCSA Policies and Procedures, Campus by-laws, Club Constitution and/or College Policies and Procedures, may result in the removal of club privileges and/or members, up to and including, dissolution of the club.
- g. An individual student or group of students may act in the name of the GCSA only with the expressed written authority of the GCSA.
- h. It is the responsibility of clubs to secure a staff advisor. The advisor may be removed from their position by the club's executive or council and a new staff advisor named with their approval.
- i. Each club is responsible for keeping the council 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

- a. All GCSA members will be elected or acclaimed during an official GCSA election process.
- b. The GCSA structure 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 lead 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 engagement vice president, whose role it is to plan and coordinate GCSA activities that will utilize ancillary fees to the benefit of the students. (**See Campus By-laws for full campus GCSA structure and job descriptions).**
- c. The councils for the Midland, Muskoka, Orangeville, and South Georgian Bay campuses may have different positions elected to meet the needs of their constituents and may be elected at different times throughout the year.
- d. 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.
- e. The GCSA must ensure that regular meetings are scheduled and properly documented. Councils may video record their meetings for transparency for all our students and may post the material to the Georgian website and/or student portal.
- f. The GCSA must strive to support and participate in the communication process between the Board of Governors, student body, staff, faculty and college administrators.
- g. All GCSA members are responsible to work as a team to identify and achieve the GCSA mission and vision.
- h. The GCSA must allow and support the students' freedom of expression of student issues, concerns and suggestions.
- i. All GCSA members shall conduct themselves in a professional manner and adhere to all college policies and procedures including code of conduct regulations.
- j. All GCSA members must perform the duties pertaining to their respective positions as provided in the Campus By-laws.
- k. During their term of office, each GCSA member shall maintain documents belonging to the GCSA and thereupon be responsible for their safekeeping.
- l. Each GCSA 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.

I. Eligibility

- a. All GCSA members must be GCSA ancillary fee-paying students.
- b. In order to remain eligible to hold office, a student must be attending classes, in a registered co-op and not have more than a one semester gap between programs.
- c. All GCSA members must adhere to the college's code of conduct policies and be in good standing with the GCSA and with the college.
- d. **Academic Standards for Members:**
 - i) 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 academic semester while attending classes. GCSA members with less than four (4) courses per semester may have no failures.
 - ii) In the event that a member's academic performance does not comply with the GCSA's standards there may be opportunity for academic redemption whereby the effected member, the council and the primary advisor agree on 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 the duration of the semester).
 - iii) If the member does not meet the GCSA's minimum academic standard, by the end of the predetermined redemption period (not to exceed the duration of the semester) a motion to impeach may be forwarded.
 - iv) The GCSA members must be available and on campus for a minimum of two (2) of three (3) academic semesters per term of office and be able to meet the requirements of the position (these semesters may be in-class or an on-campus co-op).
 - v) Current members may run for re-election while redeeming academically, however the re-elected member shall not take office if they do not comply with GCSA's minimum academic standard; even if the member is not removed from office.
 - vi) Candidates standing for election must maintain the academic standard. (**See Campus By-laws for specific election regulations.**)
 - vii) 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 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 they would like to represent.

II. Honourarium

- a. Honourariums may differ by campus. Performance-based honourarium reviews are required prior to receiving an honourarium (**See Campus By-laws for specific honourarium details**).

III. Term of Office

- a. The GCSA executive and director positions shall have a term of office, not to exceed, 1 year (twelve months). The terms may vary by campus for those positions elected in the spring general elections. There is an option for a longer term in the case that an elected successor begins their term early due to a position vacancy in the final semester of the previous term of the same role. (**See Campus By-laws – Election Procedure for details**)
- b. Every effort is made to hold consistent election dates, but they may differ by campus. (**See Campus By-laws for specific terms and details**).
- c. The Student Board of Governor elections may be held in conjunction with the GCSA general elections.
- d. The GCSA director positions (if applicable) will be elected as needed (**See the Campus By-laws for specific details**).
- e. The GCSA executives and directors 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.

IV. Conflict of Interest

- a. All 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.
- b. No member, including the chair, is entitled to vote upon any issue whereby the members feel that the representative has a direct personal or monetary interest.
- c. No member shall use information that is gained in the execution of the member's position, and which is not available to the general public, to further or seek the member's private interests.
- d. A member shall not use their office to seek to influence a decision made by another person to further the member's private interest.
- e. Where a member accepts a fee, gift, or personal benefit that is connected directly or indirectly with the performance of the member's duties of office, the 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.
- f. The resources of the GCSA office may not be used for personal gain.

Article XI Removal from Office

I. Removal from Office for Barrie, Orillia, and Owen Sound Campuses

- a. Any member of the GCSA may, for negligence, behavior not becoming of an executive or director, or for dereliction of duties, be removed from office with a two-thirds vote by their council present at a properly constituted meeting of the council. The GCSA council, in consultation with the primary advisor, and depending on the nature of the offence(s) may consider the following options for the member in question: impeachment, suspension or censure.
- b. A member's suspension may not extend past the last day of a semester.
- c. At the discretion of the council, an executive or director may be removed from office if they do not maintain a semester weighted average of no less than 60% with no more than one failure, while carrying a full-time course load.
- d. Members who have less than four courses must have no failures and all members must carry a minimum of one credited course per semester in each of the 2 minimum academic semesters.
- e. Any person who has been removed from 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 date. Should a member not complete their term of office through a resignation, there may be an option to allow this student to be reconsidered for a role with council, after review and determination is made by the primary advisor and council.
- f. Every motion of impeachment shall be considered in camera unless the council, by a two-thirds vote, determines that consideration should be public.
- g. The 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.
- h. The 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.
- i. A vote to impeach, suspend or censure a GCSA executive shall be conducted by secret ballot.
- j. If any member has demonstrated a repeated pattern of being late or absent, it is an option of the council to consider a motion of impeachment, suspension, or censure. This includes training meetings and SEC meetings and conferences.
- k. A formal, written letter (drafted by the GCSA president or designate under advisement of the primary advisor) must be presented to any GCSA member prior to any investigation stating grounds for review.
- l. Should any member of the GCSA be unable to perform the duties of the office, they will at once submit their resignation to the council president or to the primary advisor.
- m. Any member may resign or give notice of intention to resign either personally in a meeting of the council, or in writing. When it is determined that the written notification is genuine, the council shall declare such seat vacated (or that it shall become vacant on a specific date), as indicated in the written notification.
- n. The member's resignation while a motion of impeachment, suspension or censure is pending, or while any investigation concerning that member's conduct is pending may not be accepted.

- o. 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 request an investigation of the matter.
- p. If during the term of office, an executive or director is impeached or resigns, a successor may 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 executive or directors of the GCSA only if the vacancy occurs during the last semester of the term and after a presentation and unanimous vote by the remainder of the council is received. (**See Campus By-laws for specific election policies and procedures**).
- q. A GCSA member's normal duties may be suspended or altered when, at the recommendation of the College Administration if it is deemed necessary in order to address safety related concerns and/or to facilitate the resolution of a complaint as outlined in Georgian College policies and procedures.
- r. **Administrative Investigation**
 - i) If a member is subject to an investigation, that member may be placed on administrative leave with pay for the duration of the investigation.
 - ii) Upon completion of the investigation a hearing will be conducted by the primary advisor and a GCSA representative to prepare a report for council with a recommendation. After reviewing the report, council may vote to lift or uphold the suspension, or consider further disciplinary action.

II. Removal from Office for Midland, Muskoka, Orangeville, and South Georgian Bay Campuses

- a. Any issues pertaining to the performance of a GCSA director at Midland, Muskoka, Orangeville, or South Georgian Bay Campuses will be dealt with by the primary advisor in consultation with the campus manager and student body where applicable.

Article XII Appeals of Disciplinary Action

- a. Any member impeached, or suspended (hereafter named respondent), may request an appeal hearing within 48 hours of the notification; to do so, they must inform the primary advisor and/or council president.
- b. The primary advisor must deliver the notification and receive written acknowledgment of the notification delivery.
- c. Appeal hearing/tribunal shall be held within two (2) weeks of the request and the appeal board will be made up of two (2) executives and one (1) GCSA primary advisor acting as chair (not from the respondent's campus). The respondent may bring a person for support if desired.
- d. Appeal hearings will take place in a private location while on campus and booked by the GCSA primary advisor.
- e. The appeal process will be determined in collaboration with two (2) executives and one (1) primary advisor.

- f. 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.
- g. The respondent may present their closing statement and the appeal board may ask any final questions (making two rounds of questions in total).
- h. The respondent will exit the appeal hearing and be informed of the decision by letter within 48 hours by the primary advisor.
- i. The appeal board may uphold or overturn any impeachment or suspension; if overturned, it is the responsibility of the appeal board to provide new sanctions. All decisions by the appeal board are final and may not be appealed again.

Article XIII Co-operative Semesters

- a. The GCSA council may have an opportunity to make available paid co-operative positions for members.
- b. The member will be paid as per the job description details.
- c. Members are required to apply for a co-operative placement. Applications are to be made to the GCSA primary advisor.
- d. 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 primary advisor.
- e. Should the co-op position, within the GCSA office, include more than 50 % of the same duties of the member's portfolio, they will not be eligible to receive a co-op salary as well as an 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

I. Executive Authority

- a. Executive authority is determined by the result of a transfer of voting rights motion passed by council recognizing the succeeding council.
- b. Only elected members may be permitted voting privileges at campus and SEC meetings.
- c. Responsibility to legislate and abide by Campus By-laws and the Constitution.
- d. To administer funds and all monies accruing to the council in accordance to the policies and procedures developed by the GCSA and the College (where applicable).
- e. All executive and director members shall have equal voting rights within their respective campuses.
- f. To do all such things as are incidental or conducive to the attainment of the objectives of the GCSA.

- g. The GCSA, in conjunction with the GCSA primary advisors, and based on the Ministry of Colleges and University's guidelines (Ancillary Fee Protocol), has the authority to set ancillary fees and must also approve all changes to ancillary fees (such as athletics and recreation, health and counselling etc.). GCSA additionally approves ancillary fees as identified by the MCU and program compulsory fees. (**Refer to Georgian College's Ancillary Fee Protocol**)
- h. Review and approve the annual council's operating budget by campus.

II. Executive Authority for Affiliated Institutions

- b. Affiliated institutions have the authority to vote on all ancillary fees which they pay and/or transfer to GCSA
- c. These fees will be outlined and made clear at the onset of the SEC meeting/s where fees are to be discussed.
- d. Affiliated institutions have the authority to vote on referendums which they would pay a fee towards or would be affected by.
- e. GCSA primary advisor will invite student representatives from affiliated institutions wherever discussions are to take place in regard to fees and/or services impacting their students. (**See Appendix A – SEC Voting Structure**)

Article XV Primary Advisors

- a. Primary advisors are given administrative authority, not executive authority.
- b. Each campus GCSA must have a minimum of one staff primary advisor.
- c. The primary advisor's role is to advise the members of the campus GCSA in regard to all issues of training, administration and operations.
- d. All GCSA primary advisors must be bondable.
- e. Primary advisor's roles and responsibilities can be found in Campus By-laws.
- f. All GCSA primary advisors are required to follow all policies and procedures as set by the college.

Article XVI Meetings

I. Meetings at the Barrie, Orillia, and Owen Sound Campuses

- a. All GCSA meetings are to be open for all GCSA ancillary fee-paying students to attend; however, the GCSA retains the right to hold an in-camera session when confidentiality is necessary.
- b. GCSA meeting minutes shall be made available to any GCSA ancillary fee-paying student of the college. Minutes formatting shall be accessible and available in all formats requested by students.

- c. The minutes of any proceedings of the GCSA or council, including any documents tabled during such time, shall be deemed to have been expressly declared not public by the voting body of the meeting during any in camera session.
- d. The council will schedule and hold meetings as necessary and make every attempt to schedule the meetings at a regular time for consistency.
- e. During the fall and winter semesters, the maximum amount of time between council meetings must be no more than two (2) weeks and during the summer semester, meetings shall be held at least once per month.
- f. The council president or designate shall chair meetings.
- g. Quorum of 2/3 of voting members present is required for business to occur.
- h. GCSA will use a simple majority to determine the results of a vote.
- i. Those motions achieving equal voted for and against, will be deemed lost.
- j. Prior to the start of the meeting, any executive, who is not able to be present for any voting business, may submit a proxy form to the chair. All members must be made aware of the proxy and the executive's intent for any voting matters shall be received in writing.
- k. In an effort to keep meeting decorum and professional efficiency, Robert's Rules of Order for parliamentary procedure will be utilized.

II. Meetings at the Midland, Muskoka, Orangeville, and South Georgian Bay Campuses

- a. For guidelines for meetings at the Midland, Muskoka, Orangeville and South Georgian Bay campuses, please refer to the campus specific by-laws.

Article XVII Students' Executive Council (SEC)

- a. The Student Board of Governors Representative (or designate) will chair SEC business meetings. The Chair must remain unbiased and does not receive a vote.
- b. SEC conferences and meetings will be held as deemed necessary.
- c. Meetings shall follow the Robert's Rules of Order unless an exception vote passes by SEC.
- d. The host of the SEC conference will alternate between Owen Sound, Orillia, and Barrie.
- e. 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 Midland, Muskoka, Orangeville, and South Georgian Bay attendees will be covered by each individual campus. The cost of affiliated institution attendees will be covered by each affiliated institution.
- f. Attendance at SEC conferences/meetings is a mandatory part of all SEC Members' responsibilities.

- g. Only elected, acclaimed or officially appointed members may be permitted voting privileges.
- h. 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 meeting or conference, by the host campus in coordination with the Board of Governors' Representative.
- i. Anytime that GCSA members are required to consider motions in regard to fees or services or having any impact on students, a pre-business meeting will be scheduled consisting of all members of SEC. This meeting should be held no less than one week prior to the scheduled vote date and whenever possible, in person.
- j. In recognition of enrolment variances amongst campuses, a SEC voting structure is in place that represents those differences while still valuing the participation of every council, council member and every campus voice.
- k. All GCSA members have the right to vote at SEC meetings, in order to recognize those enrolment variances, there is a calculation valuating those votes. (**See Appendix A - SEC Voting Structure**)
- l. Vote count structure, when voting on fees that affiliated institutions contribute to, will be 7 vote count for Barrie, 5 vote count for Orillia, 3 vote count for Owen Sound, 1 vote count combined for affiliated institution and 2 vote count for the Midland, Muskoka, Orangeville, and South Georgian Bay campuses combined.
- m. SEC Voting structure may be altered to reflect enrollment changes with a motion at a properly constituted SEC meeting.
- n. Voting structure for all matters not involving affiliated institutions will be 7 votes for Barrie, 5 votes for Orillia, 3 votes for Owen Sound and 2 votes for the Midland, Muskoka, Orangeville, and South Georgian Bay campuses combined.
- o. Quorum of 2/3 of GCSA voting members present is required in order for business to occur. In person attendance is expected, but quorum can be met and votes can be cast via teleconference and/or online video conference.
- p. GCSA will use a simple majority to pass motions.
- q. Those motions achieving equal voted for and against, will be deemed lost.
- r. Students from any campus of Georgian College are welcome, at their expense, to attend the meetings of SEC.
- s. The SEC structure will remain until such time as the Georgian College Board of Governors and the GCSA approve the development of an additional student governing body (i.e., GCSA).
- t. Every attempt shall be made to schedule the upcoming SEC meetings and conferences in advance, giving all members notice.

Article XVIII Committees

- a. The GCSA may create committees to conduct such business, as the GCSA shall determine. (e.g., Winter Carnival, Elections, Diversity Week, Referendum)

- b. The GCSA shall appoint the chair of each committee, who shall hold office at the discretion of the GCSA.
- c. Only GCSA ancillary-fee paying members shall be granted voting privileges on committees.
- d. The chair of every committee shall report to the GCSA or council when requested by GCSA.
- e. Every committee of the GCSA 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.
- f. Unless otherwise specified by the GCSA, the president is an ex-officio non-voting member of every GCSA committee, but shall not be counted in any quorum.
- g. The chair of the committee in all cases shall have a vote at their meetings.
- h. 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

- a. The GCSA general elections will begin in January to determine the representatives who will then assume their duties the following May 1.
- b. At an appropriate time, the GCSA president (or designate) will recommend to the primary advisor, with the approval of the GCSA, a Lead Returning Officer (LRO) who may chair an election committee.
- c. Any GCSA member running for a successive term on the council may not sit as a member of the election committee.
- d. Midland, Muskoka, Orangeville and South Georgian Bay campus elections may take place during any semester. (**See Campus By-laws for specific election policies and procedures).**
- e. In order to protect the integrity of the democratic process, it is absolutely mandatory to keep all election processes confidential including voting and ballots. If an election candidate or any representative thereof, is found to be in breach of election confidentiality, there may be cause for disqualification after a review of the occurrence has taken place. Review to be completed by the campus primary advisor, lead returning officer and any other representatives as needed. (**See Campus By-laws for specific election policies and procedures).**
- f. If a position with voting privileges becomes vacant in summer or fall semester, a by-election will be held.
- g. There may be an option to appoint a successor from the remaining executive or directors of the GCSA only if the vacancy occurs during the last semester of the term and after a presentation and unanimous vote by the remainder of the council is received. (**See Campus By-laws for specific election policies and procedures).**

Article XX Referendum

- a. A referendum is a general polling of the eligible student body to find out their opinion of an issue or question that affects them.
- b. Referenda can be called when the majority of the GCSA council votes in favour of 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.
- c. Referenda should only be held under the principle that any given referendum must benefit the entire membership and contribute to the development and growth of the student experience on campus.
- d. The following rules will be applied for the administration of referendum: 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:
 - i) The time, date, and location of the referendum.
 - ii) The proposed resolution(s) for the referendum.
 - iii) Any special resolution(s) to be considered in the referendum.
- e. 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.
- f. All referenda shall be conducted by secret ballot
- g. 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.
- h. The referendum questions must be approved by the GCSA council (if campus specific) and/or SEC (if it impacts more than one campus).
- i. The GCSA council, in consultation with the respective GCSA primary advisor, will appoint a Lead Returning Officer and will be responsible for organizing and conducting all aspects of the referenda.
- j. The questions to be posed during the referendum must be published on all available campus and social media and posted on bulletin boards at least five (5) business days before the opening of the polls.
- k. The results of a referendum will only be upheld by the council/s if there is 10% or more of the eligible voting members having cast a ballot.
- l. The minimum voter turnout may be increased by a majority vote by the council/s but shall not exceed 30 %.
- m. The eligibility of the voters will be determined by the GCSA council/s prior to establishing the referendum but may be determined by fees paid, year of study, academic program, full time or part time status, etc.
- n. The results of the referendum will be determined by the response that receives more than 50% of the vote.
- o. 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.
- p. Results of the referendum will be published after the GCSA council 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

- a. The finances of each council are to be managed by the primary advisor in consultation with the president and shall be appropriated by council.
- b. The GCSA funds may not be used to purchase or otherwise acquire real estate property.
- c. Any ancillary fee (including the GCSA Ancillary Fees) increases are determined at a properly constituted business meeting at SEC. Any fees that are campus specific are to be determined at a properly constituted meeting of the respective council.
- d. All ancillary fee changes must go through the ancillary proposal process. (**Refer to Georgian College's Ancillary Fee Protocol**)
- e. Members shall be responsible and accountable for those funds assigned or transferred to them, together with any self-generated funds or assets.
- f. The executive will ensure that all financial records will be available for review and auditing purposes at the request of the college senior management or students.
- g. Each council will ensure that financial information is posted as a link on the college web site and/or student portal and updated annually.
- h. All equipment purchased or otherwise acquired, and any proceeds there-from shall be held on behalf of the students of the college.
- i. It is the responsibility of the GCSA to administer funds and all monies accruing to the GCSA in accordance with all of the policies and procedures developed by the GCSA and the college.
- j. End of fiscal year will be in accordance with the College's year-end of March 31.
- k. The GCSA (its members and staff) will adhere to all GCSA and College Financial Policies and Procedures.

Article XXII GCSA Business Operations

- a. With advisement from the GCSA primary advisor, manager and Director of Student Success, the GCSA may develop, support, and/or fund the operation of a new or existing GCSA business operation.
- b. The GCSA has a responsibility to protect and work in the best interests of the existing GCSA business operations.
- c. The GCSA 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 primary advisor, the manager and Director of Student Success, or appropriate college senior manager.
- d. There shall be student representation from the GCSA executive (or designate) on each selection committee to replace any non-student, staff positions within the GCSA team.
- e. It is the responsibility of the GCSA, in conjunction with the GCSA primary advisor, manager, and Director of Student Success, 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

- a. The constitution review committee shall be made up of at least one member from all GCSA member campuses as well as the GCSA primary 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.
- b. Any recommended additions, amendments, or revocation to the constitution must be brought to the business meeting of a SEC meeting.
- c. 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 and directors present.
- d. The recommended changes to the constitution must be posted at each campus for no less than two (2) weeks, prior to as well as two (2) weeks after the SEC business meeting.
- e. The GCSA may establish, amend or repeal Campus By-laws, once annually, as determined by the GCSA, providing such changes do not conflict with the Constitution.
- f. All ancillary 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.
- g. 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 and student portal.
- h. 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 publicly accessible website.
- i. Each of the following shall be considered a public document:
 - i. The Constitution;
 - ii. Campus By-laws (including any amendments thereto);
 - iii. Minutes of each meeting of the GCSA unless the GCSA has expressly declared a particular document, or part thereof, not to be public;
 - iv. The GCSA Operating Budget, and
 - v. Any other document the GCSA deems fit to declare a public document.

Article XXIV Dissolution

- a. The GCSA, as an unincorporated organization, must receive written authority from the College's Board of Governors in order to change the official name.

- b. 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.

GCSA Acknowledgement

Signed on behalf of the Georgian College Students' Association and the students we represent and

dated this 16th day of April, 2021.

Names:

Sarah Long
Per Barrie GCSA President

Elaine Gilpin
Orillia GCSA President

Ashley Schlorff
Owen Sound GCSA President

Whitney Baldaro
Midland GCSA Director

Victoria Collins
Orangeville GCSA Director

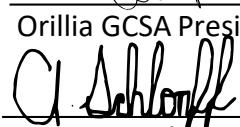
Utsav Kalia
South Georgian Bay GCSA Director

Sarah McReynolds
Muskoka GCSA Director

Signatures:

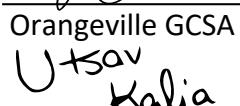

Sarah Long
Per Barrie GCSA President

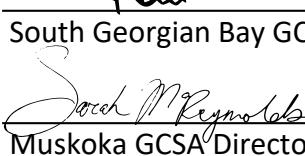

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Sarah McReynolds
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