

Stong College Student Government Constitution

THE CONSTITUTION OF THE STONG COLLEGE STUDENT GOVERNMENT (SCSG)

Amended December 2019

PREAMBLE

We recognize that many Indigenous nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, the Huron-Wendat, and the Métis. It is now home to many Indigenous Peoples. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

Stong College, established as the fifth college in 1969, an integral part of the York University College system, seeks to offer opportunities for all of its members to develop through active participation. The students of Stong College have formed the Stong College Student Government, this Constitution has been written to illustrate the commitment to a democratic and responsible student government. This government commits to providing opportunities for all of its members to participate in organizing and implementing clubs, athletics, social events, political and governing activities, and other events in keeping with the educational and socialization purpose of Stong College. To these ends, the members of Stong College which include the students, faculty, fellows, alumni and staff, may participate. The Stong College Student Government is responsible and accountable to all Stong College members, and shall provide a forum for each member of the Stong Community to have an equal opportunity to express her/his views.

Article I: Name of Government

1.1 The name of the organization herein constituted shall be the Stong College Student Government.

1.2 The government shall herein be referred to as the "SCSG".

Article II: Authority

2.1 The SCSG is fully empowered to and responsible for the enforcement of all regulations, Articles, and By-Laws as established by this Constitution. The Constitution of the Stong College Student Government is the supreme law of the SCSG.

2.2 Section 2.1 applies only when not in conflict with the valid and applicable laws of Canada.

2.3 Affiliation with Stong College at York University is acknowledgement that the individual member(s) of the college accepts this Constitution, By-Laws, Articles and Regulations and are bound by the principles herein.

Article III: Interpretation

3.1 The SCSG shall be the sole authority for the interpretation of the Constitution of the SCSG and all subsidiary regulations. The SCSG shall, however, make all interpretations with regard to the following: a) Robert's Rule of Order (Newly Revised); b) interpretive precedents set by the Canadian House of Commons.

Article IV: Purpose of Government

4.1 To represent student interests and needs concerning matters to student well-being within Stong College and York University.

4.2 To act as a liaison between the student and other educational bodies and government organizations within the broad purpose of student government.

4.3 To safeguard and uphold the rights of individual members without discrimination based on race national or ethnic origin, religion, sexual orientation, Gender Identity, age, mental or physical ability, marital status, or receipt of public assistance.

4.4 To promote democratic values so that Stong College members may have a meaningful impact upon their educational environment and further their personal learning.

4.5 To manage the affairs of the SCSG, ensuring accountability and responsibility of its members.

4.6 To ensure the initiation, sponsorship, encouragement and direction of services and activities which will enhance the university experience

for Stong College members and the York University community as a whole.

4.7 To ensure the promotion of communication among all entities of Stong College and any other relevant organizations.

4.8 To assist the university in organizing its resources in support of student learning.

4.9 To hold the university accountable to its obligations and responsibilities as outlined in the York University Act, 1965, and its various public statements of purpose, goals, and objectives.

Article V: Membership in the Stong Community

5.1 Membership of Stong College shall be limited to:

a) Undergraduate students enrolled in at least (3.0) credits per semester at York University during the current academic year. As well, Stong College members must be registered with the Registrar's Office of York University as affiliated members of Stong College. The Office of the Head of Stong College shall rule in cases where questions are raised concerning membership.

b) Officers of Stong College, including the Head of Stong College, Student Success Coordinators (2 members), Administrative Assistant, Residence Life Coordinator (formerly Residence Tutor), Alumni, Fellows, as well as employees of Stong College.

c) Honorary members appointed by the Head of Stong College.

d) Graduate students and students from other York institutions (Osgoode or ACMAPS) may become members of the Stong Community by paying to the Stong College budget the equivalent to that paid by undergraduate members of Stong College.

5.2 Once membership has been held, it is for life unless relinquished by switching colleges, or verbal/written withdrawal of membership.

5.3 All members in 5.1 may vote at a General Meeting, but only members from 5.1 a) and d) may vote in any SCSG election.

Article VI: Membership and Responsibility of SCSG

A. Membership of the SCSG

6.1 The voting members of the SCSG shall be:

- a) The President of the SCSG
- b) Vice President of Administration
- c) Vice President of Finance
- d) Athletic Chair(s) A
- e) Athletic Chair(s) B
- f) The Outreach Director
- g) Commuter Representative
- h) First-Year Representative
- i) Residence Representative
- j) YFS Director

The duties of positions (d) through (g) can be divided into a maximum of two (2) Vice-Chairs/Directors/Representatives, however, each position shall constitute one (1) vote.

6.2 The Executive Committee will be comprised of positions (a) through (c). In the event that one of the Vice-Chairs is no longer part of the SCSG, the following procedure must be followed: Within two weeks of receipt of the letter of resignation, the SCSG Executive President must post a notice to the Stong community in reference to the member's departure. Any objections must be submitted to the President in writing, outlining their objection to the remaining party acting out the duties of the position alone. If any written objections are received within the allotted time frame of at least 5 business days , a vote of confidence must be held. When a vote of confidence is held, by-election procedures are followed. If a vote of confidence fails, the position is put to by-election. each split position must also have their total honoraria divided. In the case of three athletic chairs, the total honoraria of the two positions must be divided into three.

6.3 The Executive Committee shall consist of:

- a) The President of the SCSG
- b) Vice President of Administration
- c) Vice President of Finance

6.4 The Ex-Officio Members of the SCSG shall be:

- a) The Residence Life Coordinator
- b) The President of the Stong Alumni
- c) The Orientation Chair
- d) Assistant Director of Finance
- e) Previous President
- f) Programmes Chair
- g) Student Success Coordinators (2 positions)
- h) The Promotions Director
- i) President, chair or executive leader of clubs ratified by Stong College Student Government
- j) Health Education and Promotion Peer

6.5

- a) Every member of the SCSG must be a member of Stong College, and must comply with Article V, Section 5.1(a). If at any point during their terms of office they fail to qualify with Article V, Section 5.1 (a), their positions shall be declared vacant and a by-election shall be held in accordance to By-Law III, Elections, of the Constitution of the SCSG.
- b) Following the vacancy, the CRO shall submit an official statement regarding the election timeline within 5 business days of the vacant position being announced.
- c) SCSG members must have full-time student status.

6.6 Any member of SCSG may resign or give notice of intention to resign, either verbally in an SCSG Meeting or in writing. Any written notification shall be deemed to be addressed to the SCSG President. When it is determined that the written notification is genuine, the

SCSG shall declare such a seat vacated (or that it shall become vacant on some future day, as indicated in the written notification).

a) Any member of SCSG that resigns shall not receive any of their honoraria from the start of their term to their resignation; and

6.7 Despite Article V, Section 6.6, the SCSG shall not accept a member's resignation if there is reason to believe that such member's resignation was not completely voluntary and, in such a case, the SCSG shall investigate the matter completely.

6.8 A member of SCSG may be removed for just cause. In the event that circumstances warrant the removal of a member for just cause, another sitting member of the SCSG shall give notice of motion at least 14 days in advance of a meeting at which the issue of impeachment will be discussed. Furthermore, the member who is the subject of a notice of impeachment shall also be given 14 days notice, and be asked to attend the meeting where the substance of the allegations are being brought forward. At the meeting where, inter alias, the matter of the allegations against a member are to be brought forward, a member of the SCSG will read the allegations, and the member against whom the allegations are being made, will have an opportunity to defend against the allegations being brought forward. After all parties have been given a reasonable chance to discuss the issue, the SCSG may proceed with a motion of impeachment if it so wishes. Notice of Motion will be given and 14 days hence the SCSG may vote to remove the member from office. Removal requires a 2/3 majority vote in favour of the motion to impeach. Removal of a SCSG member shall be done in a manner that is reasonable, equitable and fair. Grounds for removal include, but are not necessarily limited to, the following:

a) Misappropriation of funds.

b) Flagrant abuse of powers and responsibilities of the position.

c) Serious conflict of interest between the position of government and another position held by that individual.

d) Failure to represent the SCSG effectively.

e) Actions which cause severe public criticism of Stong College.

f) Failure to sufficiently complete the duties and responsibilities as stated in this Constitution.

6.9 In the case of the resignation or removal of a SCSG member, the procedures for replacement are as follows:

a) The vacancy must be advertised around the campus at least five (5) days prior to the selection date. If the vacant position is an elected one, then the procedures outlined in By-Law III, Elections, of the Constitution of the SCSG shall be adapted. If the vacant position is an appointed one, the procedures outlined in Article VII, Section 7.2,(I) (appointment of Vice-Chair) shall be adapted.

6.10 SCSG members under section 6.1 are subject to a probationary period, suspension or deduction of honoraria that may be enforced for actions that do not warrant impeachment.

a) a council member may be placed under probation for committing acts that are outlined in but not limited to section 6.8 of the constitution.

b) the executive President has the power to temporarily suspend a SCSG member until their case can be reviewed by the SCSG at the next SCSG meeting.

c) The SCSG shall give notice of the disciplinary meeting at least 7 days in advance of a meeting at which the issue of discipline will be discussed. Furthermore, the member who is the subject of a notice of discipline shall also be given 7 days notice, and be asked to attend the meeting where the substance of the allegations are being brought forward. At the meeting where, inter alias, the matter the allegations against a member are to be brought forward, a member of the SCSG will read the allegations, and the member against whom the allegations are being made, will have the opportunity to defend against the allegations being brought forward. After all parties have been given a reasonable chance to discuss the issue, the SCSG may proceed with a motion of probation, suspension, or honoraria deduction.

d) After hearing from the SCSG member in question the SCSG will come together at a SCSG meeting to determine a disciplinary action whether it be enforcing a probationary period, suspending the SCSG member from Stong College and or SCSG, deducting or withholding honoraria or a combination of the aforementioned options, or not enforcing any disciplinary action.

e) The length of the probationary period or suspension is determined on a case-by-case basis at the discretion of the SCSG as well as the

behavior and actions that warrant the successful completion of the probationary period.

f) At the end of the predetermined probationary period the SCSG will meet at a SCSG meeting to determine whether the SCSG member under probation has successfully completed the probationary period or whether further disciplinary action will be required

Article VII: Duties of SCSG Members

7.0 The Duties of all SCSG Members are:

a) To vote in any Stong College election, referendum, General Meeting, or other exercise deemed appropriate by the SCSG.

b) To serve as a member, Vice-Chair, or Chair of any committee of the SCSG, or any of its services.

c) To represent Stong College externally through election or appointment to other University or external bodies.

d) To maintain at least two (2) separate regular hours in the SCSG office each week unless otherwise specified in the position specific duties.

e) To be available for all business of the SCSG over the summer including all SCSG meetings.

f) To attend all SCSG meetings, including the SCSG General meetings

g) To prepare and present detailed cross-over notes for the individual(s) assuming their ministry role in the following SCSG school year. Cross-over notes must be completed and passed on in order to receive the second installment of the individual's honorarium

h) To attend and participate in the Stong College Frosh Week as a SCSG Council member and promote the yearly activities of the SCSG during Frosh Week.

i) To prepare a ministry specific budget for July 1st

j) To be a representative of Stong Athletics by participating in a minimum of 5 intramural sports per semester.

k) To attend at least 2 events run by the Head of College's office per semester

l) To appoint an acting Speaker by the first meeting of The SCSG

7.1 The duties of the President are:

I) President Qualifications: Must have one full calendar year term's (May to April) can only have this experience validated if it is one calendar year on the SCSG

a) To be President of the Executive Committee.

b) To only have signing authority in conjunctions with Vice President of Finance not Vice-President of Administration

c) To act as the official spokesperson of the SCSG.

d) To be a member of the Constituency Committee and Student Representative Roundtable.

e) To liaise between the SCSG and the Administration of York University.

f) To liaise between the SCSG and the Office of the Head of Stong College.

g) To liaise between the SCSG and all internal and external organizations.

h) To coordinate the efforts of the Executive Committee and assist other members of the SCSG in the execution of their duties.

i) To be available during the summer for all meetings and business of the SCSG.

j) To be a member of all committees where a person is hired to be an employee of the SCSG, if necessary.

k) To create ad-hoc committees of SCSG.

l) To call all meetings and emergency meetings of the SCSG.

m) To maintain at least Two (2) separate regular hours in the SCSG office each week and maintain at least Two (2) separate regular hours in the SCSG Lounge each week

n) To have the authority to examine the books, records and assets of all clubs and organization operating under the auspices of the SCSG.

o) To allocate funding to the Stong College Alumni for holding events in conjunction with the student members of Stong College.

p) To in the absence of the President of the SCSG, the Vice President of Administration shall serve as President of the SCSG.

q) To ensure the financial integrity of the SCSG.

r) To assist the Vice President of Administration in making the agenda for each meeting.

s) To write a report at the end of their term. This report shall include all duties performed throughout the school year and will be passed on to the incoming President for the New Year.

t) The President is to be elected based on By-Law III: Elections and must be a member of Stong College as outlined by Article V, Section 5.1 (a).

u) To have formal monthly meetings with Vice President of Administration and Vice President of Finance to ensure that all SCSG ministries are completing their duties, as well as to ensure that the financial integrity of the SCSG is intact.

v) To assist the Stong College Orientation Chair over the summer with all duties as outlined by Article VII Section 14

w) To be readily accessible to assist with all ticket sales and money handling ensuring that the respective SCSG ministry has access to the back office in order to safely store all ticket sales money at the conclusion of the ticket sales period for that specific day.

x) To hold individual meetings for all SCSG ministries to outline job responsibilities for the year. These meetings are to be held in conjunction with the Vice President of Administration and are to be complete before August 1st.

y) To co-ordinate the involvement of all SCSG ministries for Frosh Week in conjunction with the SCSG Orientation Chair for the purpose of communicating the yearly activities of the SCSG during Frosh Week

z) To attend meetings in conjunction with the Vice President of Finance twice a month during the summer with the Head of Stong college office to discuss Office of the Head of Stong College Student Success program funding from SCSG for the upcoming year.

7.2 The duties of the Vice President of Finance are:

I) The Vice President of Finance is to be selected based on By-Law IV: Hired Positions of the SCSG and must be a member of Stong College as outlined by Article V, Section 5.1 (a).

II) The financial records are not to be removed from the SCSG office at any time except with the permission of the Executive Committee. Any removal of the financial records will result in prosecution within criminal law.

III) The Vice President of Finance shall serve on the SCSG for a 13 month period, from the date of hire until the completion of the Audit in May. Only upon completion of the Audit may the Vice President of Finance receive part of or the entire sum of the remaining 50 percent of their honoraria.

IV) In the month of May the outgoing Vice President of Finance will assist and train the incoming Vice-President Finance on the duties and responsibilities of the position. The Vice President of Finance will hold a minimum of 2 separate in depth of training sessions with the incoming Vice President of Finance. At this time the Vice President of Finance will also complete and pass on his/her carry over notes to the incoming Vice President of Finance.

a) To maintain up-to-date detailed and accurate financial records for the SCSG as a whole. They/them/their shall dispense funds, under the direction of the SCSG, and shall be one of the **co-signers** for SCSG monies. With a combination of one of the two options: Vice President of Administration and Vice President of Finance OR President and Vice-President of Finance; NOT President and Vice-President of Administration

b) To present a monthly report to the SCSG detailing all expenditures and revenues by type and amount, as well as showing the financial standings of the SCSG.

c) To prepare the accounts of the SCSG for audit in December and April of each year and submit the audits of the accounts of the SCSG to the office of Student Affairs after ratification by the SCSG.

d) To address all recommendations outlined by the auditor in writing for the approval of the office of Student Affairs.

e) To bring to the attention of the SCSG any financial difficulties of any committee or service of the SCSG.

f) To be in close communication with anyone in the Office of the Head of Stong College whose responsibilities include student activities and budget.

g) To have the authority to examine the books, records and assets of all clubs and organizations operating under the auspices of the SCSG; if the need arises, they/them/their may freeze their accounts or allocations with the approval of the President and make a full report at the next SCSG meeting, during which any necessary budget reallocation, the funds of which would be redistributed respectively between SCSG clubs and organizations, would be decided upon by the SCSG.

h) To ensure the financial integrity of the SCSG.

i) To complete the Financial Reporting Requirements detailed by the Office of Student Affairs.

j) To maintain at least three (3) separate regular hours in the SCSG office each week and maintain at least one (1) separate regular hours in the SCSG Lounge each week.

k) To be readily accessible to assist with all ticket sales and money handling ensuring that the respective SCSG ministry has access to the back office in order to safely store all ticket sales money at the conclusion of the ticket sales period for that specific day.

l) To provide a training seminar for all SCSG ministries to help them create a proper budget for their term. This meeting shall be held no later than June 15th.

- m) To ensure that all SCSG ministries have submitted their final budgets by July 1st.
- n) To have monthly meetings with the President and Vice President of Administration to ensure that all SCSG ministries are financially sound by reviewing the books and funds of the SCSG.
- o) To write the SCSG Honoraria cheques in conjunction with the President and Vice President of Administration. Honoraria is to be divided into four (2) separate installments as outlined by By-Law II of the SCSG Constitution.
- p) To handle all kit sales and monetary transactions during the SCSG Frosh Week in conjunction with the SCSG President and Orientation Chair.
- q) To Must hold a meeting with the Head of Stong College, the VP Admin and the President at the beginning of every semester to go over finances.
- r) To attend meetings in conjunction with the President twice a month during the summer with the Head of Stong college office to discuss Office of the Head of Stong College Student Success program funding from SCSG for the upcoming year.

7.3 The duties of the Vice President of Administration are:

- I) The Vice President of Administration is to be elected based on By-Law III: Elections and must be a member of Stong College as outlined by Article V, Section 5.1 (a).
- II) Vice President Administration Qualifications: Must have one full calendar year term's (May to April) can only have this experience validated if it is one calendar year on the SCSG.
 - a) To assist the President of the SCSG with her/his duties and responsibilities.
 - b) To act in place of the President in the absence of the President or in situations where the President has declared a conflict of interest.

c) To assume the responsibility of the President should the position of the President become vacant due to removal or resignation, until a by-election is held.

d) To have monthly meetings with each ministry on council (excluding Vice President of Finance and President) to evaluate performance and must report to President and Vice President of Finance with a report every semester

e) To be available during the summer for all meetings and business of the SCSG

f) To be a member of all committees where a person is hired to be an employee of the SCSG

g) To act as the SCSG representative at CC (Constituency Council), SRR (Student Representative Roundtable) meetings and any external committees that when the President is unable to attend providing the guidelines of that committee

h) To present potential CRO candidates to the SCSG. The SCSG will vote one candidate into the position.

i) If the SCSG does not vote in a CRO from the selected group of candidates Article VII, Section 7.3 (h) must be repeated.

i) To maintain office supplies

j) To hold a planning/ brainstorming meeting with each ministry to discuss goals and new ideas at the beginning of the year in May or June as well as holding a reflective/ planning meeting at the conclusion of the fall term in preparation for the winter term

k) To ensure the lounge is open on weekdays and is clean, supervised and is being occupied safely and respectfully by all patrons and to maintain the space and furniture and any other needs regarding the lounge (Room 112 Stong College), deemed necessary by the SCSG in conjunction with the commuter chair(s). They are also responsible to oversee the planning of any events being held in the lounge.

l) To hold monthly meetings with the Stong College Lounge Monitors, Commuter Chair(s) and Frosh Representative to discuss any matters concerning the Stong College Student Lounge.

m) To ensure that the respective SCSG ministry has access to the back office in order to safely store all ticket sales money at the conclusion of the ticket sales period for that specific day.

- n) The honorarium assessment should be looked over every summer (between May 1st -August 31st) to make sure assessment is up to date and reflects the constitution. Vice President of Finance and President must approve assessment before September 1st
- o) To be the SCSG representative and liaison for the Stong alumni chapter and attend all Stong alumni chapter meetings.
- p) To create a timetable of offices hours based on members' schedules at the beginning of each academic term
- q) To create and monitor a weekly office cleaning schedule for council office and ensure the schedule is followed
- r) To delegate duties, to other members, where expedient, and where the delegation of such duties is allowed by the Constitution, and any other by-laws
- s) During all meetings of the SCSG, the VP Admin must present, record, file and distribute accurately detailed: I) detailed meeting minutes of all meetings of the SCSG, II) discussions, III) motions, IV) decisions.
- t) To ensure that the complete minutes of the previous meeting (with notification of the time and place of the next SCSG meeting enclosed) are duplicated and distributed 5 days prior to the next meeting, for discussion and approval during the next regular meetings.
- u) To assist the SCSG President in setting each regular meetings agenda.
- v) To maintain at least two (2) separate regular hours in the SCSG office each week and maintain at least two (2) separate regular hours in the SCSG Lounge each week
- w) To have signing authority only with Vice President of Finance and only with President in the event that the cheque being signed is made out to the VP Finance
- x) To call all meetings and emergency meetings of the SCSG.
- y) To create and maintain a central SCSG message board and calendar located in the office in order to keep all SCSG ministries up to date with important information and other ministries upcoming events.

The duties of the Previous Year's President

- a) To be available during the summer for all meetings. They/them/their will only attend the summer meetings and be available via email/phone throughout the school year
- b) To act as guidance and support for the new SCSG

7.4 The Duties of the Stong Athletics Chairs are:

I) The Athletics Chairs are to be elected based on By-Law III: Elections and must be members of Stong College as outlined by Article V, Section 5.1 (a).

II) Should one of the Athletics Chairs resign or be impeached, the remaining Athletics Chair shall split up there work among the council until a proper By-Election can able to be held in order to fill the position.

a) To work together with the other Stong Athletics Chair whenever it is required and to remain in constant communication with them.

b) To be responsible for the promotion and administration of intramural and recreation programmes within Stong College.

c) To be responsible for the promotion of Stong Athletics during Stong College's Frosh Week by helping to institute events in the week's schedule that will help facilitate the promotion of Stong Athletics to the first year students.

d) To ensure that posts are made in the Stong Athletics Facebook page well before the advertised sport begins in order to gather the names of the athletes in order to place them on teams.

e) To be recognized by the Student Intramural and Recreation Council (SIRC) as a voting representative of Stong College and attend all SIRC meetings and report the actions of SIRC to the SCSG at the monthly meetings.

- f) To be familiar with the SIRC Constitution and the powers allocated to a counsellor therein.
- g) To maintain at least four (4) separate regular hours in the SCSG Office each week.
- h) To be responsible for submitting all Stong College teams before the team entry deadline passes
- i) To be in charge of organizing and running the Stong Athletics Banquet at the end of the school year.
- j) To attend all Intramural Rules Meetings or send a representative in their place.
- k) To be available to attend the first game of every sport or send a representative in their place to give jerseys (if required) to the team as well as to communicate the rules of the specific sport (as determined at the rules meeting) to the team's captain.
- l) To ensure to the best of their ability that the proper amount of teams are entered into each sport on behalf of Stong College and that each team entered meets the minimum player requirement for each scheduled game so to avoid defaulting a scheduled game.
- m) To attend the year end SIRC Banquet as well as to co-ordinate the involvement and attendance of Stong Athletes.
- n) To establish a Stong Athletics Budget by July 1st as well as to ensure the financial integrity of the Stong Athletics Program throughout the year by updating the budget.
- o) To keep a record of all Stong teams submitted as the year progresses as well as a running Torch point record.
- p) To ensure that all Stong College teams are properly registered and paid for well before the deadline

- q) To maintain the Stong Athletics email and promptly respond to any questions or concerns directed towards Stong Athletics as well as to send out the Intramural schedules to all Stong teams and captains.
- r) To maintain constant communication between SCSG and Stong constituents regarding all intramural sports and events.
- s) To continue to present the option of the Stong Athletics Personalized Jersey Program. Personalized Jerseys must be ordered by the end of the fall semester.
- t) To be in communication with and provide the SCSG Promotions Director with all relevant information in order to create advertisement posters for all Stong Athletics needs.
- u) To ensure that the Stong Athletics sports equipment is properly maintained as well as the Stong Athletics storage room is kept clean and orderly. This includes ensuring that all Stong Athletics jerseys are clean and accounted for
- v) To submit Stong College's Athlete of the Month nominations to SIRC before the deadline as well as to submit Stong College's submission for Athletes of the Year and Rookies of the Year at the end of the Intramural season.

7.6 The duties of the Programmes Chair are:

- I) The Programmes Chair is to be selected based on By-Law IV: Hired Positions of the SCSG and must be a member of Stong College as outlined by Article V, Section 5.1 (a).
 - a) To create, implement and organize social and cultural events including special dinners, films, dances, parties, barbecues, theatre, art, etc.
 - b) To ensure the financial integrity of the Programmes ministry in conjunction with the Vice President of Finance of the SCSG.

c) To ensure that all Programmes' activities are widely advertised and that no lasting damage to the community's property, grounds, assets or public image will result.

d) To maintain at least three (3) separate regular hours in the SCSG office each week and maintain at least one (1) separate regular hours in the SCSG Lounge each week.

e) To be available during the summer for all meetings and business of the SCSG.

f) To ensure that all required forms are completed and submitted on time to the proper destination (Service Requests, Application for Temporary Use of Space, Application Permit for Barbecue etc.)

g) To run a minimum of three (3) events each semester

h) To ensure that proper safety precautions are taken for all SCSG events, including the use of waivers and liability forms for all events.

i) To maintain a complete and up to date ticket sales list for all SCSG events.

j) To work to continue to improve the reputation and integrity of the SCSG programmes committee by expanding upon and instituting new events annually.

k) To construct a list including all SCSG ministries events including projected dates. This list to act as a master list for all major and minor SCSG events to help foster communication amongst SCSG ministries. The list is to be created and submitted at an SCSG meeting no later than August 1st.

l) To attend and participate in monthly SAYU meetings in order to create cross college relationships and events. If one of the Chairs cannot attend, they must send a proxy.

7.7 The duties of the Commuter Representative(s) are:

I) The Commuter Chair is to be elected based on By-Law III: Elections and must be a member of Stong College as outlined by Article V, Section 5.1 (a).

- a) To represent and express the interests of Stong commuters to other student groups and to the General Meeting.
- b) To maintain at least four (4) separate regular hours in the Stong College Student Lounge each week.
- c) To report the actions of the Commuter programs to the SCSG each month.
- d) To ensure the financial integrity of the Commuter program.
- e) To ensure the lounge is open on weekdays, is clean, supervised and is being occupied safely and respectfully by all patrons. As well as to maintain the space and furniture and any other needs regarding the lounge (Room 112 Stong College), deemed necessary by the SCSG with the assistance of the Vice President of Administration if needed. The Commuter Chair(s) are also responsible for overseeing the planning and execution of any events that are to be held in the Lounge.
- f) To hire, train and manage the Stong College Lounge Monitors. Lounge Monitors must be finalized and submitted to the SCSG for approval at a SCSG meeting no later than September 12th.
- g) To create a Lounge Monitor schedule, in conjunction with the Vice President of Administration. The finalized Lounge Monitor Schedule must be complete and submitted to the SCSG at an SCSG meeting no later than September 30th.
- h) To hold and attend monthly meetings with the Stong College Lounge Monitors, Vice President of Administration and Frosh Representative to discuss any matters concerning the Stong College Student Lounge.
- i) To run and maintain the SCSG Frosh Week Commuter Room.

7.8 The duties of the Residence Representative (RR) are:

- I) The Residence Representative is to be elected based on By-Law III: Elections and must be a member of Stong College as outlined by Article V, Section 5.1 (a).
- II) The Residence Representative must be a student living in Stong College Residence

- a) To represent and express the interests of Stong Residence to the SCSG and to the General Meeting.
- b) To if applicable, to present Stong College on the various committees and organizations within York University where business regarding Residence issues are discussed.
- c) To fulfill responsibilities as outlined in the Stong Residence Constitution
- d) To organize a Residence Frosh Survey
- e) To promote events in residence
- f) To represent the voice of the Stong Residence
- g) To help assist the Vice President of Administration in ensuring that the SCSG office is kept clean and organized, in conjunction with the Frosh Representative
- h) To attend all Stong Residence meetings and report important information and upcoming residence events to the SCSG at the next SCSG meeting
- i) To meet with the Stong College RLC at the beginning of their term as the SCSG Frosh Representative as well as attending the next set of Residence House meetings following the election.
- j) To maintain the SCSG board located in residence
- k) To attend all SCSG Residence tabling sessions, which are to be held monthly by the SCSG
- l) To be in constant communication with the both Athletic Chairs to post a list of all intramural sports in residence, as well as to provide the Residence Dons with a monthly list of intramural sports and the requirements to submit a Residence House team.
- m) To maintain at least two (2) separate regular hours in the SCSG office each week and maintain at least two (2) separate regular hours in the SCSG lounge each week.

7.9 The duties of the Outreach Director are:

I) The Outreach Director is to be elected based on By-Law III: Elections and must be a member of Stong College as outlined by Article V, Section 5.1 (a).

a) To maintain at least two (2) separate regular hours in the SCSG office each week and maintain at least two (2) separate regular hours in the SCSG Lounge each week

b) To organize and run Stong College Student Government's annual Kid's Day

c) To organize and run Stong College Student Government's annual Deck the Halls with Volleyballs

d) To work to continue to improve and enhance the reputation and integrity of the Outreach Director program by expanding upon and instituting new events annually.

e) To hold at least one (1) minor fundraiser. For example the annual Pie Toss fundraiser held during Stong Frosh Week.

f) To maintain an up to date list of all Outreach supplies.

g) To create and implement events that give back to the immediate community

h) To The Outreach Director must organize a Stong led York wide Annual Food Drive. There must at least be 4 out of 8 colleges participating in this event with the exclusion of Stong

7.10 The duties of First-Year Representative

I) The First-Year Representative is to be elected based on By-Law III: Elections and must be a member of Stong College as outlined by Article V, Section 5.1 (a).

II) The First-Year Representative must be a first year Stong student.

a) To hold four (4) separate regular hours in the Stong College Student Lounge each week.

b) To organize a first year survey

- c) To assist the Commuter Chair and Residence Representative
- d) To represent the voice of all the first-year Stong students.
- e) To help assist the Vice President of Administration in ensuring that the SCSG office is kept clean and organized
- f) To attend the monthly Lounge meetings organized by the Commuter Chair and Vice President of Administration.
- g) To ensure the lounge is open on weekdays, is clean, supervised and is being occupied safely and respectfully by all patrons. As well as to maintain the space and furniture and any other needs regarding the lounge (Room 112 Stong College), deemed necessary by the SCSG in conjunction with the Commuter Chair and Vice President of Administration.

7.11 The duties of the Promotions Director are:

- I) The Promotions Director is to be selected based on By-Law IV: Hired Positions of the SCSG and must be a member of Stong College as outlined by Article V, Section 5.1 (a).
- a) To ensure that promotional materials such as, but not limited to, posters, newspaper advertisements, and electronic promotion/ social networking are organized and maintained for all SCSG ministries and events
- b) To ensure that all SCSG boards are up to date with all SCSG information and that all posters are removed in a timely fashion
- c) To create and aid all SCSG ministries in the creation and printing of all posters. The Promotions director shall be given one (1) week after all of the appropriate information is submitted to him/her to complete SCSG ministry posters.
- d) To ensure the Residence Representative receives appropriate promotional material to be placed in Stong Residence.

e) To design or oversee the design of the Stong College clothing order and ensure that the Stong College clothing order is completed and placed no later than November 1st.

f) To ensure that the frosh week page on Stong College website is updated by July 10th regarding all information has been provided that following frosh week the remainder of the website be transitioned with the information provided by each ministry no later than September 15th, as well as be continually updated with important information to help facilitate the involvement of the Stong College community.

g) To take pictures at intramural events throughout the year including but not limited to tournaments, playoffs and championship games.

h) To maintain at least two (2) separate regular hours in the SCSG office each week and maintain at least two (2) separate regular hours in the SCSG Lounge each week

i) To update the SCSG board outside of the office with pictures and office hours of all SCSG members. To maintain and update the SCSG board located in Central Square with up to date information for the SCSG.

7.12 The duties of the Orientation Chair are:

I) The Orientation Chair is to be selected based on By-Law IV: Hired Positions of the SCSG and must be a member of Stong College as outlined by Article V, Section 5.1 (a).

II) The orientation chair position will consist of assuming a mandatory summer position offered by SCLD (if job is available) in conjunction with the York Orientation Directors Association (YODA)

III) The O-Chair(s) is/are required to attend every YODA meeting and if meeting is missed, they must send a council member to represent them in their place (Preferable Vice-President of Administration)

a) To plan, coordinate and execute Stong College's Frosh Week

b) To attend all York Orientation Directors Association (YODA) meetings over the summer and throughout the year

c) To advertise the SCSG Orientation Leader positions to the Stong

College community making the application package readily available to all applicants

d) To hire all SCSG Orientation Leaders in conjunction with the President.

e) To help coordination and facilitate the involvement of Stong College in joint events for Frosh Week

f) To fill out all appropriate Temporary Use of University Space (TUUS) Forms for all SCSG Frosh Week events

g) To ensure the Frosh Week website is online and ready for July 1st in conjunction with the SCSG Promotions Director.

h) To co-ordinate the involvement of all SCSG ministries for Frosh Week in conjunction with the SCSG President for the purpose of communicating the yearly activities of the SCSG during Frosh Week

i) To ensure all SCSG Frosh Week apparel and promotional material is ordered and received before the start of Frosh Week

j) To ensure the integrity of Stong College is maintained during Frosh Week by planning and executing events that promote inclusivity and the safety and well-being of all participants

k) To work in conjunction with the Vice President of Finance and President to handle all kit sales and monetary transactions during the SCSG Frosh Week

l) To be responsible for the planning, coordination and execution of Stong College's Frost Week

m) To maintain at least four (4) separate regular hours in the SCSG Lounge each week. When the planning of Frost Week begins (End of November to Mid-January), the position must maintain at least two (2) separate regular hours in the SCSG office each week and maintain at least two (2) separate regular hours in the SCSG Lounge each week.

7.13 The duties of the Assistant Director of Finance:

I) The Assistant Director of Finance is to be selected based on By-Law IV: Hired Positions of the SCSG and must be a member of Stong College as outlined by Article V, Section 5.1 (a).

- a) To assist the Vice President of Finance with the financial activities of SCSG.
- b) To assist with the summer audit in the following year if deemed necessary by SCSG
- c) To be readily accessible to assist with all ticket sales and money handling
- d) To assist in the planning and execution of Orientation events
- e) To maintain at least two (2) separate regular hours in the SCSG office each week and maintain at least two (2) separate regular hours in the SCSG Lounge each week.
- f) To be responsible for maintaining athletics budget

7.14 The duties of the YFS Director (Stong college)

I) The YFS Director (Stong College) is to be selected based on By-Law IV: Hired Positions of the SCSG and must be a member of Stong College as outlined by Article V, Section 5.1 (a).

- a) To liaise between the SCSG and the YFS.
- b) To represent the views of the SCSG in YFS Meetings and vice versa.
- c) To represent the best interests and act as a voice for the SCSG and all Stong College constituents in the YFS.
- d) To encourage YFS support for all the Stong College initiatives.
- e) To assist and participate in the Stong College Frosh week.
- f) To maintain at least two (2) separate regular hour in the SCSG office each week and maintain at least two (2) separate regular hours in the SCSG Lounge each week.
- g) To Maintaining communication with the YFS and SCSG
- h) To Promotion of the YFS activities on all social media platform
- i) To Attending and participating in frosh week

j) To Assisting the SCSG with printing services when necessary to ensure the 50% discount is required

Article VIII: Government Meetings and Procedures

8.1 SCSG Meetings:

a) The SCSG shall meet at least twelve times each year, ideally once each month.

b) The SCSG shall agree early in its period of tenure to the day and time of the week for SCSG meetings.

c) There shall be several joint meetings of the outgoing and newly elected governments following the elections to allow the newly elected government to benefit from the experience and procedures of the outgoing government. The newly elected government shall become the official government on May 1.

d) It is the responsibility of the SCSG Speaker to call the meeting to order at the proper time, propose the acceptance of the previous meetings minutes, present the agenda, put motions to vote, regulate order and decorum.

e) In the case of an emergency meeting, notice must be given at least 48 hours in advance of the scheduled meeting.

f) SCSG members shall submit items to the Vice President of Administration to be placed on the agenda at least 48 hours prior to the meeting.

g) The minutes of each meeting shall be reviewed by the SCSG members, and accepted with or without amendments at the next SCSG meeting. The minutes are statements of the facts and events which have occurred and been reported at SCSG meetings.

h) The SCSG may hold all or part of a meeting of the SCSG on camera.

i) Except for SCSG meetings on camera all meetings are open to every member of the Stong Community.

j) SCSG members shall present reports at each meeting, if there is nothing to report the member shall announce that there is "no business".

k) Quorum shall consist of five voting members of the SCSG; summer quorum consists of four voting members.

l) Proxy Votes: A voting SCSG member may proxy their vote, if they are unable to attend or remain at the meeting, to any current Stong Council member. No member may proxy their vote for more than two meetings in a row (the exception to this is during the summer months of May-August). A SCSG member must fill out a proxy form in order to proxy their vote (this form will need to be made up).

m) Attendance: An SCSG member may not miss more than two meetings in a row. If this occurs a warning will be given to that SCSG member after the third missed meeting. The warning will let the individual know that if they are not present at the following meeting, impeachment procedures will be initiated at discretion of council. If this should occur, the position will go up for election. The exception to the attendance rule is during the summer months of May-August. All council members must send in their regrets at least 24 hours in advance of the meeting.

8.2 General Meetings:

a) The purpose of General Meetings is to make decisions on matters concerning the general Stong community (as defined in Article V, Section 5.1 in this Constitution). This power resides in the hands of the membership of Stong College present and voting at General Meetings.

b) Unless otherwise specified, passage of a motion by the General Meeting requires a majority vote of those voting for or against.

c) A quorum shall consist of thirty voting members (as outlined in Article V, Section 5.1)

d) At General Meetings, an amendment to the existing constitution may be proposed by following these procedure: I) a complete text of such an amendment must be submitted in writing to the SCSG Speaker at least (5) business days before the General Meeting at which it is to be introduced. II) Proposed amendments must be posted around the college at least five (5) business days prior to the general meeting in which this amendment will be voted on. III) Voting on an amendment will take place by a show of hands or a vote by ballot. IV) An amendment is considered passed when it has received majority support of 2/3 or more of the voting members voting. V) A defeated amendment may not be proposed for the remainder of that academic year. VI) All amendments that successfully pass shall go into effect the

following academic semester except in the case that a proposed effective date is in the proposed amendment.

e) All decisions within the scope and limits of the Constitution, except where authority is delegated otherwise.

f) There are to be two regular General Meetings called by the SCSG President during the regular academic year (one each term). The dates should be posted on the SCSG website, posted on SCSG social media and on bulletin boards around Stong College and across campus at least fifteen (15) business days prior to the proposed meeting.

g) A Special General Meeting may be called by the SCSG President, or by a written proposal by a minimum of twenty voting members of the College, whenever the matter cannot be held over until the next General Meeting. At least five (5) business days' notice of a Special General Meeting must be given to the College membership.

Article IX: Policies of the SCSG

9.1 An academic club is a club that is affiliated with a particular school in York University, and has been ratified by SCLD.

9.2 Ratification

a) Only academic clubs affiliated with the Schools of Nursing, Kinesiology and Health Science may be recognized and ratified by Stong College Student Government.

b) Academic Clubs as described in 9.2a shall be recognized once and ratified by the Stong College Student Government every academic year.

c) The recognition and ratification of each academic club shall be done by the SCSG executive committee

d) The Ratification process for all Academic Clubs as described in 9.2a shall ratify via an online process that is facilitated by the SCSG. The online ratification process should include a specific form in which clubs can provide any required information, an updated copy of their Constitution, as well as proof of ratification with SCLD. Upon ratification, SCSG affiliated Academic Clubs should receive a Letter of Affiliation in writing."

e) Only one academic club shall be ratified by the SCSG from each of the schools in 9.2a

f) The last date for ratification shall be on June 30th of each academic year.

g) It is the responsibility of each ratified academic clubs to be in good standing with SCSG in order to remain ratified.

9.3 These academic clubs shall be responsible and accountable for providing opportunities for its members to participate in organizing and implementing social events, educational activities and political and governing activities.

9.4 All ratified academic clubs shall receive funds no less than one thousand dollars (\$1,000) every academic year.

9.5 The President, the chair, or the executive leader of each academic club ratified by SCSG shall be an Ex-Officio member of SCSG and the official representative of the school in SCSG executive meetings.

9.6 Head of College Funding

a) The SCSG will put aside a minimum of \$5,000 for the Head of Stong College for academic support. The Head of Stong College must submit a detailed proposal on what the \$5,000 is to be used on. This detailed proposal is to be voted on and approved before funds are released to the Head of Stong College.

b) If the proposal is not approved by the SCSG, the SCSG must provide feedback and work with the Head of College to reach a solution for successful proposal which will be voted on and passed by November 30th of that academic year.

c) In addition, up to a maximum of \$10,000 in total per school year can be requested upon approval of another detailed proposal regarding this additional funding by the SCSG council. The SCSG voting members must vote to approve additional funding above the minimum amount put aside for the Head of College office.

d) The detailed proposal must include a completed budget. In addition to a complete budget, the Head of College must provide a list of events, list of all expenditures, and their costs.

e) Funding that is requested for an event or expenditure that is not listed in the detailed proposal will not be funded.

f) The SCSG will publish any detailed proposals submitted on time to the SCSG website, stongcollegesg.com.

9.7 All clubs who have successfully completed their ratification process by August must receive said funds by October 15th of that year. In order to receive said funds by October 15th of that year. In order to receive said funding, Academic Clubs cannot miss more than two meetings in a row. The exception to the attendance rule is during the summer months of May-August. Furthermore, club executives must send their regrets at least 24 hours in advance of an SCSG meeting.

9.8 Policies are to be implemented by the SCSG concerning rules and regulation that the SCSG wish to make official without including them in the constitution.

a) Policies may not be made to overturn any matter within the constitution or with regard to any of the articles or By-Laws in the constitution.

b) Policies may be proposed regarding operational procedures of the SCSG, financial operations, excluding budget and honoraria, and any other unforeseen needs which do not conflict with section 11.1 a

9.9 To instate a policy, the policy must be proposed in writing 7 days prior to an SCSG meeting. At the meeting the motion to create the policy will occur and all member of SCSG will be given a chance to discuss the policy before voting. The policy will pass with a majority vote and shall then be official policy of the SCSG until a time at which the policy is overturned

a) To remove or amend a policy, the removal or amendment must be submitted in writing 7 days prior to an SCSG meeting. At the meeting the motion to remove or amend the policy will occur and all members of SCSG will be given a chance to discuss the policy before voting. The motion will pass with a majority vote.

By-Law I: Postering Policy within Stong College and Residence

a) The purpose of this By-Law is to ensure accessibility to appropriate spaces while protecting the broad interests of all elements of the Stong Community.

b) Groups may poster on bulletin boards (tack boards) which are designated for their type of group (Stong, SCSG, External, etc.)

c) The SCSG reserves the right to remove any poster or other material for violation of this By-Law, and further reserves the right to revoke posting privileges to any group or person violating this By-Law.

By-Law II: Honoraria and Salaries

a) All honoraria shall be paid in two installments, the first at the SCSG meeting in December, the second at the SCSG meeting in April.

b) Honoraria can be reviewed/ revised annually to accommodate factors such as but not limited to inflation, cost of living, the state of the global economy and changes within the structure and workings of the SCSG

c) The Honoraria for each position on council will be as follows for 2017 - 2018:

\$6,859.00 – Single Residence Room

President – 100% - \$6,859.00

VP Administration – 35%

VP Finance – 65% -

Assistant Director of Finance - 10%

Athletics Chair (A) – 40% -

Athletics Chair (B) - 40% -

Programmes Chair – 50% -

Commuter Representative – 10% -

Residence Representative – 5% -

Outreach Director – 20% (with option of \$150 bonus) -

Orientation Chair – 55% (with option of \$800 bonus) -

Promotions Director - 30% -

Frosh Representative – 2.5% -

Total: 29,986.50 (2019-2020)

Before - 29,507.50 (2017-2018) \$27,44.44 (2015-2016) \$25,764.38 (2012-2013), \$22,189.35 (2011-2012)

d) The payments described section c are to be made in full, even in the event that the academic year's eight issues are not all published due to extreme circumstances, if proof that a reasonable amount of work on the issues in question has been completed. Said circumstances would be reviewed by the SCSG in a timely manner.

e) In case SCLD does not hire the O-chair in the summer, the O-chair has the option to be paid by the SCSG at a rate of \$12 per hour working a total of 10hr a week which would be paid bi-weekly, OR,

receive a lump-sum 70 percent of Honoraria in the fall meeting and 30 percent in the Winter. The amount that is left over from the honorarium of the O-chair should be divided between frosh and frost week execution

f) Task lists must be done by all SCSG members for all SCG members at Honoraria meetings

g) CRO \$150 per election \$50 per by-election

By-Law III: Elections

A. Interpretation

1. Immediately following the results of the SCSG General election the nomination period for all SCSG hired positions will begin.
2. SCSG hired positions include: VP Finance, Assistant Director of Finance, Orientation Chair, Programmes Chair and Promotions Director
3. All hired positions will consist of a 12 month term from the date of hiring until April 30th with the exception of the VP Finance position which will carry a 13 month term from the date of hire until May 31st OR until the year end audit is successfully completed and submitted

B. The Chief Returning Officer

1. The SCSG shall appoint a Chief Returning Officer (CRO) by no later than November 30, whose responsibilities shall be to administer this By-Law, and supervise any elections or by-elections.
2. Should a CRO be required before that date, one may be appointed by the SCSG on the advice of the Executive Committee at least two weeks before an election. This CRO must be re-appointed for the permanent position, as outlined in By-Law III, Section B,(1).
3. The CRO, with the approval of the SCSG shall appoint Stong students to provide assistance on the administration of this election.
4. The SCSG shall provide the CRO with notice of any election at least seven (7) calendar days prior to the opening of the nomination period.
5. Upon the date that the SCSG advises the CRO that an election has been called, the full authority of its administration, unless otherwise

specified herein, shall lie with the CRO. The CRO shall then be responsible to ensure that this By-Law is followed exactly.

6. The CRO shall publicize the election in such a manner as to reasonably notify members of the electorate. Such publicity shall include the dates of the election, the dates of the nomination period and the positions to be contested. The CRO shall also publicize office location, and shall invite and receive nominations at that office. The CRO shall ensure that nomination forms and copies of the Constitution of the SCSG are available at the Office of the CRO.

7. The SCSG shall advise the CRO in its Declaration for Election of the offices of the SCSG that are open to be contested for elections.

8. The CRO shall be empowered to make any additional regulations as the need arises (e.g. poster rules that may change from year-to-year).

C. Rules of Eligibility

1 Every applicant and nominator must be a member of Stong College as outlined in Article V, Section 5.1 (a).

2. In the case of the Annual General Elections, no student shall be nominated for an SCSG position unless that student has been a York University student and a member of Stong College since November 1 of the same fall- winter academic session in which that general election is held.

3. Should a vacancy occur with regard to an elected SCSG position, it shall be filled in a by-election of the SCSG.

4. President Qualifications: Must have one full calendar year term's (May to April) can only have this experience validated if it is one calendar year on the SCSG.

5. Vice President of Administration Qualifications: Must have one full calendar year term's (May to April) can only have this experience validated if it is one calendar year on the SCSG.

6. Anyone who holds a position on the SCSG as determined by the results of the general election is NOT eligible to apply for a hired position on the SCSG. An individual is only allowed to occupy a single position on the Stong College Student Government.

7. All applicants must submit an attached resume in addition to the nomination package when submitting their nomination package to the CRO

8. Each position will require job specifications as well as interview requirements that will be determined by the hiring committee. The requirements will be as follows:

Vice President Finance Requirements:

Must possess and demonstrate knowledge of a working budget as well as working with and handling large sums of money.

Assistant Director of Finance Requirements:

Must possess and demonstrate knowledge of a working budget as well as an interest and taking on the position of Vice President Finance in the future.

Programmes Chair Requirements:

Must have relevant experience planning and coordinating events, both small and large scale events. Must also have relevant experience working with a budget. At the interview the candidate must provide the details of a mock event including both the planning and coordination of such event.

Orientation Chair Requirements:

Must have relevant experience planning and coordinating events, both small and large scale events. Must also have relevant experience working with a budget. At the interview the candidate must provide the details of both a large scale and smaller scale mock events including both the planning and coordination of running the event.

Promotions Director Requirements:

At the interview the applicant will be required to present a portfolio of all promotional material relevant to the position being applied for. Relevant promotional material could include but is not limited to work done in Photoshop, Adobe Illustrator and any web design software.

D. Nomination Forms

1. Nomination forms may be obtained in the SCSG Office during the nomination period. Properly completed nomination forms shall be filed to the Office of the Head of Stong College. The names of the nominees shall only become public information directly after the close of the nomination period. The CRO may modify the deadline for filing of nominations where they/them/their reasonably believes circumstances warrant the exercise of this discretionary power.

2. The onus is on the person nominated to file a properly completed nomination form according to the procedure described in the rest of this article. Errors or irregularities in the nomination form may be corrected by the nominee or her/his appointee authorized in writing. The amender shall initial the correction in the presence of the CRO. Correction of these errors or irregularities shall occur before the close of the nomination period.

3. Any error or irregularity discovered after the close of the nomination period shall only be corrected if the CRO determines that it is of an insignificant nature. The CRO shall attempt to notify a nominee before the close of the nominating period of any errors in her/his nomination form which have come to the attention of the CRO. This shall not change the onus on the nominee to submit a properly completed nomination form.

4. Nomination Process: In order to be eligible for all elected council positions, a current nomination form bearing the signature of a Stong student must be filed with the CRO bearing the name of the nominee and the name of one nominator. It must be filed with the CRO in accordance to the election procedures.

E. Nominations and Campaigns

1. For the annual general elections and by- elections a minimum nomination period of seven (7) consecutive calendar days shall be allowed for all positions. A minimum campaign period of seven (7) consecutive calendar days commencing immediately on the close of the nomination period shall be allowed for all positions.

F. Polling

1. Polls shall remain open between the hours of 10:00 a.m. and 5:00 p.m. local time. The SCSG may vary the times the polls are open provided the CRO is notified in writing prior to the opening of the nomination period.

2. In the event that circumstances arise that would adversely affects students' ability to vote on the day specified for an election or

by-election, and the CRO considers that in the interest of a fair election that the constitutional provision appointing the number of voting days as inadequate, the CRO may increase the number of days the polls will be open for voting. The aforesaid decision to extend the voting period must be made in advance of the originally scheduled closing times for the polls and every reasonable attempt must be made to notify candidates and the electorate.

3. Polling can also be arranged with Student Community and Leadership Development with the eVote system.

G. Acclamation

1. Acclaimed positions need to be approved by the Stong student body. Those individuals acclaimed to a position on council must still attend all town hall meetings. If an individual is running unopposed they will still be placed on the ballot with their name and approve or disapprove. The candidate will require a majority vote to be successfully elected to the acclaimed position.

H. Ballot

1. The CRO shall cause to be printed one ballot for all of the SCSG positions being contested in that election. Each ballot shall contain the heading "Stong College Election" (or by- election) and the date(s) of the election. There shall be lines across the ballot and under each line the heading of the position being contested. Each section of the ballot shall contain the name of the candidate as found on the nomination form. The ballot shall contain no other information.

I. Procedures at the Polls

1. All voting will be set up with SCLD using the online e-vote system. The CRO will advertise the link for the SCSG election and the times that the polls will be open. The SCSG e-vote will only be open to Stong College constituents as outlined by Article V, Section 5.1 (a).

2. No candidate will be permitted to campaign during the specified polling periods.

3. Each member of Stong College is entitled to vote once for each SCSG position contested.

4. A voter may wish to decline any or all of her/his ballots. In such a case the voter may select to choose abstain on the ballot provided.

J. Announcing Results

1. The number of votes received by each candidate shall be announced as well as the number of rejected ballots received after the results have been tabulated. The CRO shall post the final results in public view outside her/his office, and shall notify each candidate of the result in writing.
2. Non-partisan statements informing students of the time and place of polling, or statements encouraging students to vote without in any manner attempting to solicit votes for any particular candidate, group of candidates are not contravening this By-Law.

K. Report of the Chief Returning Officer.

1. The CRO shall submit, within seven (7) days of posting the final elections results, a written report containing the results of the ballots, recommendations for election procedures, a copy of any protests. This report shall also include the depositions of such protest and reasons, as well as any other material deemed relevant.
2. The SCSG shall validate the election by approving the Report of the CRO.

L. The Hiring Committee

1. The Hiring Committee shall be formed by the incoming and outgoing President of SCSG, incoming and outgoing Vice President of Administration of SCSG, one representative from the Admin office, the Head of Stong College, one other individual who holds a position of leadership in the Stong College community. For example this could be the Stong RLC or an experienced SCSG member and all the hired members of the SCSG pending if they are applying for an elected position.
2. The Incoming President shall make interview packages available to all members of the Hiring Committee.
3. The Incoming President shall schedule all interview slots with the candidates and relay the interview schedule along to the remainder of the hiring committee
4. The SCSG reserves the right to re-open nominations if the interview process yields that no qualified applicants applied for the position.

5. The Incoming President will notify all applicants of the final decision of the Hiring Committee

6. If applicants are applying for a hired position as a co-run ministry, the hiring committee has the choice of take one of the co-run applicant and not the other applicant if committee feels that one of the applicants does not meet the requirement. It has to be unanimously agreed upon by the committee