Georgian College

Students’

Administrative

Council

By-Laws



May 2013

**Related Documents**

Georgian College SAC Constitution

SAC Club and Association Package

SAC Election Package

SAC Monthly Honorarium Report

SAC Motion Form

SAC Summer Position Job Description

Pub Contract

SAC Logo Master

Table of Contents

1.0. Guiding Principles 4

2.0. Definitions 4

3.0. Elections of Council Representatives 4

4.0. Committees and Standing Committees 6

5.0. SAC Meetings and Voting Privileges 7

6.0. Rules of Procedures and Voting Powers 8

7.0. Referendums 8

8.0. Delegates 8

9.0. Official Crests and Jackets, etc. 8

10.0. College and CAAT Liaison 9

11.0. Discipline 9

12.0. Financial Records and Funding Requests 10

13.0. Orillia Campus SAC Executive Members 11

14.0. Orillia Campus SAC Directors 16

15.0. Guidelines for Academic Standards of Executive and Divisional Students Council Represntatives 17

16.0. Ancillary Fee Review 18

17.0. SAC & Student Leader Honourariums 18

18.0. SAC Executive Member Vacancies 19

1. **Guiding Principles**
   1. Any conflicts with the by-laws & constitution, the constitution will override the by-laws.
2. Definitions
   1. **ACGC -** Activity Crew at Georgian College - assists with the promotion of all SAC functions.
   2. **CAAT -** College of Applied Arts and Technology.
   3. **CRO -** Chief Returning Officer (SAC VP Internal, unless running for Elections)
   4. **MTCU -** Ministry of Training, Colleges and Universities.
   5. **Poor Academic Standing -** considered to be an accumulation of marks in one semester under 10% above the passing grade for an individual’s program as specified in their program outline.
   6. **SAC -** Students’ Administrative Council.
   7. **SEC -** Students’ Executive Council - comprised of all Georgian College SAC Executives from each campus with an established student governing body, plus representatives from each of the regional campuses
   8. **SLM -** Student Life Manager - a full time employee of Georgian College - Orillia Campus and oversees the daily operations of the SAC.
   9. **VP -** Vice President.
3. **Election of Council Representatives**
   1. Each year, an adequate student representation will be elected in accordance with the requirements of the Orillia Campus.
   2. The nomination and election process of representatives shall be the responsibility of the SAC VP Internal, unless VP Internal is running for current election, then current SAC executive will decide CRO. If VP internal is acclaimed, they will resume CRO position.
   3. Candidate nomination and campaigning must be completed in compliance with Orillia Campus requirements under Section 3.11.4.
   4. All SAC nominees must meet the requirements as deemed by the SAC Constitution and hold good academic standing at Georgian College.
   5. If at any time an executive position is not filled or becomes vacant, the position shall be filled by a current SAC executive member or an elected representative from the SAC Directors, followed by an elected representative from the student population.
   6. All SAC members must be members of the student population during their term in office.
   7. All nominations, to be valid, shall be confirmed by the completion of a SAC Election Package. This package requires 50 student signatures with student numbers, as well as the SAC President, the SAC CRO, and the SLM signatures.
   8. It shall be the responsibility of the candidate to see that all campaign materials are removed by the date outlined in the election package.
   9. All electronic campaign materials shall be removed from their locations by the date outlined in the election package. All Facebook group administrators must remove themselves from the group at this time. All Twitter posts must cease at this time.
   10. Student representatives shall be elected at a time appropriate to campus requirements. Efforts will be made to coordinate election periods with other campuses, including the election of the student Board of Governors representative.
   11. The general procedure for the election of the SAC Executive shall be according to the following stipulations:
       1. As per Section 3.7, each applicant must correctly complete a SAC Election Package, which shall be made readily available to the student population through the SAC office, Printing Services and the SLM.
       2. Applicants must submit completed packages to the SLM for approval by the due date as set in the Election Package.
       3. Once the nomination period has ended, all applicants must attend an ‘all candidates meeting’ or be disqualified unless exigent circumstances arise.
       4. All candidates are to participate in the campaigning period and adhere to all guidelines which are as follows:
          1. All poster advertisements must be approved by the CRO.
          2. Posters may only be placed in specified posting locations, as outlined in the Election Package.
          3. Posters may only be posted during the specified campaigning period as outlined in the SAC Election Package.
          4. During the campaigning period, each candidate must deliver a speech to the student population, which introduces themselves and addresses any concerns regarding their position, or be disqualified unless exigent circumstances arise.
          5. CRO must have access to all social media used by nominees use during campaign period.
          6. Candidates posters are limited to the following:  
             - 2 bristol board posters  
             - 50 posters total (8.5 x 11)   
             - SAC will print 25 black & white  
             - 25 is up to the candidate  
             - The SAC CRO must approve all campaign material
       5. All candidates are permitted to vote in the elections for all positions, including the position which they are running for. An advanced poll will be held for all candidates to avoid any crowding or pressuring of students.
       6. Voting will be done via online ballot. All full-time, activity fee paying students will be able to vote.
       7. Any candidate found to be crowding the polling station or pressuring students will be automatically disqualified from the SAC Elections.
       8. Votes will be finalized by the CRO and SLM.
          1. All results are final.
          2. In the case of a tie, the SAC CRO will have the casting vote, which will take place prior to the beginning of the voting period.
       9. Results will be provided to all candidates within 3 hours of poll closing by the CRO.
       10. Results shall be delivered to all current SAC Executive Members and the student population in a timely manner.
       11. Each SAC member shall be elected for a term not exceeding one (1) year. Members may be re-elected in accordance with the provisions of the SAC Constitution and By-Laws.
       12. All persons shall comply with the SAC Election Process.
   12. All outgoing SAC Executive Members are required to start training all incoming SAC Executive Members in their respective positions following the voting results.
   13. As of May 1st annually, the incoming SAC will officially assume their positions. All outgoing SAC members must pass over their keys and passwords by this date.
   14. In the case that a SAC member does not fulfil their duties, has poor academic standing or lacks professionalism in SAC, the SLM and SAC President may approach a SAC member to ask for their resignation.
4. **Committees and Standing Committees**
   1. All Committees shall be responsible to the SAC Executive.
   2. At least one (1) position on each Standing Committee shall be held open for a first year student.
   3. The President of the SAC shall be an ex-officio member of all committees.
   4. Meetings of a committee shall be held at the call of the Chairperson or, in absence of the Chairperson, the Secretary.
   5. Unless otherwise specified in the Constitution, a quorum of a Committee shall be considered to be two thirds (2/3) of the committee’s voting members. The President may hold a position as the chair or a voter during these meetings.
   6. The detailed work of the committee shall, as far as possible, be carried out by the Executive Committee appointed by the SAC. The Executive Committee shall be responsible to and report to the SAC. The work of the Executive Committee shall be primarily the co-ordination of the general affairs of the student population, subject to the approval of the SAC.
      1. The SAC may appoint a Chairperson for Standing Committees which may be established from time to time on campus, which may include: Constitution, Finance, Publicity, Student Welfare, Social Activities Organization, Shinerama and Orientation, or any others deemed to be necessary.
      2. The Chairperson of these Standing Committees shall report to the SAC.
      3. The SAC Executives shall have the authority to make necessary changes in the Chairperson of the Standing Committees; such changes are to be announced at the next regular meeting of the SAC.
      4. The SAC Executives shall have the power to form any special Committees that may be deemed necessary.
      5. The Chairperson of any Standing Committee may organize such subcommittees as desired for the most efficient operation of the Standing Committee. The Committee Chairperson shall be a member of such subcommittees. The Chairperson must sign all requisitions submitted to the SLM on behalf of such subcommittee.
   7. A Standing Committee, Special Committee, or subsidized organization of the student population must obtain approval from the SAC before entering any undertaking requiring the expenditure of funds allotted to the student population.
   8. Each Committee shall arrange a budget for consideration of the Campus SAC.
5. **SAC Meetings and Voting Privileges**
   1. SAC meetings are mandatory for all SAC Executive Members and are held on a weekly basis. During the summer semester there will be a minimum of two (2) SAC Executive meetings.
   2. The SAC VP Internal is required to take minutes at all sanctioned SAC meetings. SAC VP Internal shall type all minutes and deliver them, along with all motions, electronically to the SAC Executive and the SLM within 24 hours of adjournment of the meeting.
   3. All SAC meetings are open for attendance by any member of the student population, subject to the provisions of Section 5.5. Speaking privileges shall be obtained in advance from the SAC President or Chair.
   4. All SAC Directors are invited to all SAC Executive meetings.
   5. The SAC Executive may go into closed “in-camera” session at any time on the passing of a motion to that effect by a majority of the members present.
      1. When a SAC meeting is in a closed session, guests are required to leave the meeting area.
      2. No reports of such meeting shall be released, except upon approval of the SAC Executive.
      3. The record of such a meeting shall only include the motions passed and the names of the movers.
   6. The President shall Chair all SAC Executive meetings. In their absence, the VP Internal, followed by the VP External or SLM shall assume this responsibility.
   7. All SAC Executive members, except for the chair of the meeting, hold voting status. The SLM does not hold voting status.
   8. All agenda items and motions are to be submitted 24 hours in advance of the SAC Executive meeting to the SAC President.
   9. Any requests for presentations/speakers must be submitted at least 24 hours in advance of the SAC Executive meeting to the SAC President.
   10. Voting in regards to Club or Association matters (i.e. funding) will be conducted by all voting SAC members who are not in an Executive Position within said Club or Association.
6. **Rules of Procedures and Voting Powers**
   1. Voting will only occur when quorum is met. Quorum is defined as two thirds (2/3) of all voting members. Four out of five current SAC voting members must be present in order for an admissible vote to occur. All SAC Executive members, except for the chair of the meeting, hold voting status. The SLM does not hold voting status.
   2. Each SAC Executive member’s vote is equivalent to another.
   3. In order for voting items to be reviewed, a motion form must be completed. Once a motion form is voted on, in order for the result to be made official, the chair of the meeting must sign and date the form.
   4. In the event that an individual SAC Executive Member misses two or more consecutive meetings without appropriate notice or does not deliver a vote by proxy, and their absence creates a situation in which the Executive Council members are unable to vote, the President of the Executive Council will be able to vote on behalf of each absent member.
   5. Voting abstentions will be determined on a case by case basis, evaluating the conflict of interest. Such conflicts may include voting on funding requests from Clubs or Associations which a SAC Executive Member currently holds an Executive position on. Such members are recommended not to vote but will not be restricted from voting when the outcomes have the possibility to benefit said Club or Association.
7. Referendums
   1. Quorum, as defined in Section 5.1, must be present to vote on any aspect of a Referendum.
   2. Three-quarters (3/4) of the SAC Executive must vote in favour of holding a Referendum in order for the Referendum process to commence.
   3. The SAC Executive conducting the Referendum shall determine the appropriate Voter Turnout Validation Rate. The topic of the Referendum shall be considered.
   4. If the Voter Turnout is less than the Validation Rate the results shall be considered invalid.
   5. A Referendum may be conducted multiple times on the same topic if the SAC Executive feels that the student population will benefit from the outcomes.
   6. During any Referendum Vote, a majority shall be considered fifty percent plus one (50% + 1).
   7. Referendum votes may be conducted at any time during the fall or winter semester when classes are in session.
8. Delegates
   1. Delegates may be appointed by the SAC President, subject to the approval of the SAC to represent the SAC at any convention, conference, meeting, or assembly. Such Delegates shall not, however, by mere virtue of such appointment, have the authority to bind or obligate the SAC to any expense or to any course of action not specifically approved by the SAC Executive.
9. Official Crests and Jackets, etc.
   1. All swag, posters, and general advertisements relating to the SAC, The Den, Printing Services, or the Fitness Centre will use the official logos. Modifications to these logos are not permitted without SAC approval.
   2. All SAC Executives are annually provided with the opportunity to purchase clothing for their term in office, with funds from the SAC operating budget for that year.
   3. The SAC, in cooperation with the SLM, have the ability to select suitable designs for logos, crests, or any other SAC insignia.
10. College and CAAT Liaison
    1. The SAC is responsible to liaise with other SAC’s within Georgian College, and may liaise with Students' Administrative Councils or equivalents in other provincial student organizations.
11. Discipline
    1. Disciplinary action may result in honorarium reduction, loss of privileges, alternative duties, suspension, or impeachment.
    2. Disciplinary action shall be taken in the following circumstances:
       1. Failure to attend a SAC meeting or any other SAC mandated event, such as SEC meetings, without notice and reason.
       2. Not fulfilling one’s job description.
       3. Monthly Honorarium forms that are not submitted in hard copy or electronically to either the President or the SLM by the Monday following the last day of the month.
       4. Inappropriate conduct at any SAC related events or during SAC hours.
       5. Failure to maintain a report of ‘good academic standing’ in the College.
       6. Any other action that is deemed to be of an unprofessional or inappropriate in nature.
    3. Any combination or accumulation of these actions may result in impeachment.
    4. In order for a SAC Executive Member to be placed under review for impeachment, a person must:
       1. Miss at least three (3) SAC weekly meetings without notice or explanation.
       2. Consistently not fulfill office hour requirements.
       3. Fail to attend any SEC gathering.
    5. For an impeachment to be sustained:
       1. Noticeable negative conduct by the member must be observed on multiple occasions.
       2. A formal inquiry must be made by the SAC President and SLM.
       3. The impeachment must be raised at a weekly SAC meeting or be addressed at an emergency meeting. The SAC Executive Member in question will be given an opportunity to speak in their defence.
       4. A vote will be made by all other SAC members, including the SAC President, to determine the outcome.
       5. If a person is impeached by vote, they will have 24 hours to remove all of their belongings from the SAC office area.
    6. Any student or student group engaged in an activity under the jurisdiction of the SAC, who is/are charged with conduct inconsistent with the principles or regulations of that activity may be suspended from that activity by the student in charge of said activity, or by the SAC President. This suspension shall be reported to the SAC by the student in charge of the activity within 24 hours of the suspension.
       1. The student or students charged with misconduct shall appear before the SAC Executive which shall rule in the case. At such proceedings the student(s) involved may act in his/her own defence and/or have the privilege of student and/or staff counsel.
       2. Upon proof of misconduct at a SAC authorized activity, the student(s) may be suspended from any or all extracurricular student activities for a period consistent with the nature of the offence.
       3. This section has no bearing on the punishment that may be allocated out to the delinquent by the college.
       4. All decisions are final.
    7. If said student(s) is/are part of the SAC Executive, the Executive member shall:
       1. Not receive honorarium during suspension.
       2. SAC privileges such as the office, computer, and phone will not be permitted use at any time under suspension or impeachment.
       3. This section has no bearing on the punishment that may be allocated out to the delinquent by the college.
       4. All decisions are final.
12. Financial Records and Funding Requests
    1. Accurate financial records must be maintained throughout each academic year. These records must be submitted to the SLM during the SAC Executive changeover period.
    2. The budget will be approved by the outgoing SAC with the necessary revisions and be available by the final meeting of the Outgoing SAC.
    3. Current SAC Executives may not vote on any increases to their honorarium pay.
    4. The SAC will not be responsible for any financial obligations incurred by a student, unless a written request or proposal is given to the SAC prior to the event date. Such request is to be voted on by the SAC. If approved, appropriate requisitions for funding will be submitted by the SAC President.
    5. Signing authority for requisition of funds is to be held by two constant officers within the college, the SLM and the SAC President.
       1. All cheque requisitions pertaining to SAC funds must be signed by the SLM.
       2. Requisitions shall be signed by two signing officers.
    6. Any requests for financial support or funding must be made by a recognized Club or Association on campus. All other requests will be considered, but not necessarily granted.
    7. Clubs or Associations may request funding during the designated funding request period, occurring three (3) times per year. A request for funding form, written proposal, and presentation to the SAC Executive is required in order for a request to be considered.
       1. Start-up requests for start-up seed funds will be accepted with a maximum value of $200.00.
       2. In the case of Clubs or Associations receiving financial assistance from the SAC, all or any part of such funds approved by the SAC shall be transferred to the club or organization, by the SAC in the form of a cheque. This includes start-up seed funds.
       3. Clubs or Associations operating with the financial assistance of the SAC shall, at the end of each year, deposit with the Student Life Manager the funds in hand. Together with a financial statement and shall receive a receipt from them. These shall be held in trust by Georgian College and access to these funds will be given in September to the incoming Treasurer of the Club or Association.
       4. Clubs or Associations operating on the Orillia campus are requested to create a liability account within the College to process all expenses and revenues.
       5. Funding requests may be made in order to host an event. All forms must be completed correctly in order to be eligible.
    8. All funding requests for Program areas shall take into consideration:
       1. The overall maximum annual SAC Budget for Program/Club/Association funding.
       2. The population of the Program area.
       3. The amount of financial assistance a Program is requesting.
       4. Any other previous requests for funds during the SAC Budget year.
13. Orillia Campus SAC Executive Members
    1. All Orillia Campus SAC Executive Members shall:
       1. Submit an article to the Georgian Life before the monthly deadline as requested by the Printing Services Manager.
       2. Represent students on a variety of college committees.
       3. Project an image of responsibility, maturity, and professionalism throughout the college.
       4. Post office hours (minimum of twelve (14) hours per week, including promo hours) and contact information for students to access.
       5. SAC members or SAC Representatives shall be actively promoting SAC activities, events and initiatives for a minimum of two (2) hours per day.
       6. Maintain a clean and professional personal office atmosphere.
       7. Train the incoming SAC Executive Member for the following year during the period following the Election, providing both electronic and hard copies of all major documents from their term and establish a collection of information pertaining to their position.
       8. Maintain the academic standing as outlined by the Candidate Information Form and Constitution.
       9. Attend all SEC conferences and other conferences as designated by the SAC.
       10. Attend all SAC meetings and present reports/updates as required.
       11. Assist with the coordination and planning of SAC activities upon request of other SAC Executive members.
       12. Assist with Orillia Campus Preview Day during incoming and outgoing years.
       13. Provide monthly reports and updates to the VP Internal for their SAC Director meetings.
       14. Assist in the preparation and attend the annual SAC Awards Night during incoming and outgoing years.
       15. Assist with the coordination and planning of SAC activities upon request by other SAC Executive members.
       16. Attend all SAC activities and events whenever possible.
       17. Complete all other duties as assigned.
    2. **The Orillia Campus SAC President Shall:**
       1. Serve as the Chief Executive Officer of the Orillia Campus SAC Executive, providing leadership and guidance to all SAC Executive Members.
       2. Hold a position on the College Council Board.
       3. Direct and supervise the affairs of the Students' Administrative Council.
       4. Approve all requisitions for expenditures of SAC funds with assistance of the SLM.
       5. Attend and preside all weekly SAC Executive meetings or appoint the SAC VP Internal to preside in their place. Coordinate all SAC members to present a weekly report at each meeting.
       6. Prepare and present an agenda to SAC Executive Members 24 hours prior to the weekly meeting’s commencement.
       7. Chair any SEC meetings when deemed necessary.
       8. Ensure that a representative of SAC is at all social, athletic, recreational, special, and memorial events.
       9. Assist with the coordination, planning and delivery of Orientation and Shinerama.
       10. Act with the approval of the SAC when actions are immediately necessary and cannot await an Executive Meeting. Such action is to be reported as soon as possible at the next SAC Executive Meeting.
       11. Present the campus student body with a written report outlining the decisions and activities of the Executive, committees and organizations represented by the SAC, utilizing such vehicles as the Georgian Life or an external newspaper.
       12. Submit articles to the local media throughout the year.
       13. Assist with Elections, and ensure the proper Election Procedures are followed.
       14. Attend regular meetings with the SLM and the Campus Dean to share and discuss student issues and upcoming events.
       15. Address all ideas, concerns, and complaints from the students in a prompt, professional and courteous manner.
       16. Hold a summer position, or with the approval of the SAC appoint a designee from the new Executive.
       17. Ensure group cohesiveness and team work within the Executive. Act as a liaison to College/Campus Administration and Senior Managers.
    3. **The Orillia Campus SAC VP Internal shall:**
       1. Assume the duties of and act as SAC President in their absence.
       2. Co-ordinate, organize and chair SAC Director Meetings; communicate issues and promote SAC activities to all Directors; invite Directors to all SAC meetings; forward SAC Executive Agenda.
       3. Record minutes at all SAC Director Meetings and organize minutes for future reference.
       4. Be an advocate for student’s needs through the SAC Director System.
       5. Contact the Board of Governors’ Representatives and inform them of all SAC meetings.
       6. Send any pertinent information to the Board of Governor’s representative.
       7. Co-ordinate the Cystic Fibrosis Shinerama Campaign or delegate to an appropriate individual within the SAC Executive or the returning student population. (If hired for summer position).
       8. Act as the Campus Representative on the College-wide SAC Constitution Committee and be responsible for any revisions to the SAC Constitution or its by-laws.
       9. Act as the CRO for the Elections of the incoming SAC Executive and co-ordinate all facets pertaining to it.
       10. Take SAC Executive Council Meetings minutes and submit to SAC Executive members and SAC Directors within 24 hours of adjournment, and place hard copies in Minutes Binder for students (located in the SAC office).
       11. Maintain accurate records of SAC minutes including motions, discussions and attendance for reference.
       12. Co-ordinate and maintain the Food Locker Program, and annual Food Drive & Fundraiser.
    4. **The Orillia Campus SAC VP External shall:**
       1. Assume the duties of, and act as, President in the absence of the SAC President and SAC VP Internal.
       2. Be responsible for the promotion of Municipal, Provincial and Federal elections.
       3. Assist with the planning of the annual SAC Awards Night.
       4. Supervise students, with the assistance of faculty, participating in all on or off campus activities (excluding athletics) and all other SAC functions ensuring their safety, well-being and the image of the College is maintained.
       5. Attend Preview Day Committee Meetings, representing students and provide new ideas and feedback to the Preview Day Committee.
       6. Keep a running list of volunteers and community members utilized by the SAC members and ensure all individuals are thanked for their involvement.
       7. Assist with the coordination and planning of an annual charity event for the students and staff of Orillia Campus, with all proceeds benefiting the Orillia community.
       8. Be the Orillia Campus representative for any RESPECT campaign committees.
       9. Be responsible for taking minutes in the absence of the SAC VP Internal.
       10. Maintain the general SAC office area, ensuring Constitution, By-Law and Meeting Minutes documents are clearly displayed along with handouts, pamphlets, and info forms accessible to students.
       11. Co-ordinate charitable donations from community partners and businesses.
       12. Maintain a good working relationship with the corporations and community agencies for partnership in hosting activities, sponsorship, prizes, etc.
       13. Coordinate campus involvement for a float in the annual Orillia Santa Claus Parade.
    5. **The Orillia Campus SAC VP Social shall:**
       1. Assist the SAC President and summer staff with the scheduling and groundwork of all social activities planned for the fall and winter semesters.
       2. Co-ordinate closely with the VP Public Relations, in a timely manner, to ensure adequate promotion and maximize attendance at all SAC events and activities.
       3. Sign entertainment contracts with the SLM, with the approval of the SAC.
       4. Book the DJ and any equipment rentals for each social event or activity.
       5. Maintain a list of contacts, agents, sponsors etc. to be kept on file for future reference.
       6. Act as a host for social events (i.e. introduce entertainment, promote upcoming SAC events and activities).
       7. Be present at all social events, activities and pubs.
       8. Maintain a calendar of all on and off campus events involving any organization within the student body.
       9. Maintain a good working relationship with the corporations and community agencies for partnership in hosting activities, sponsorship, prizes, etc.
       10. Accept pub request applications.
       11. Maintain social media groups i.e. Facebook, Twitter etc.
       12. Co-ordinate and display all up-to-date information on social media sites.
       13. Chair a social committee to assist with the promotion of SAC events and activities.
    6. **The Orillia Campus SAC VP Public Relations shall:**
       1. Coordinate advertising and promotion of all SAC events and activities, using up-to-date information, by means of announcements, posters, pamphlets, newspapers, bulletin boards, banners, wipe boards, internet, etc.
       2. Chair a social committee (ACGC), which assists with the promotion of SAC events and activities. Provide the committee with a promotional schedule, information and promotional material.
       3. Develop a good working relationship with local media. (i.e. The Dock, Rock 95, Packet & Times, Snap, etc.).
       4. Coordinate annual Student Agenda submission.
       5. Be responsible for the use of, and materials in, the DJ booth.
       6. Update the TV’s at Campus Connections and in the Cafeteria weekly.
       7. Purchase and stock supplies and promotional materials with SAC approval.
       8. Approve publications of other parties prior to posting information on any SAC advertising medium.
       9. Approve and stamp postings for bulletin boards. Maintain boards according to the College posting policy.
       10. Assume the responsibility of the contact person for the Georgian Life on the Orillia Campus.
       11. Develop new and creative ideas for the Georgian Life.
       12. Create YouTube videos to promote SAC events and activities.
    7. **The Orillia Campus SAC VP Athletics shall:**
       1. Act as the liaison between students involved in athletics on the Orillia Campus and the SAC.
       2. Assist with the coordination, organization and promotion of intramural, extramural, tri-campus, recreational activities, and varsity sports including men’s and women’s hockey in accordance with the SAC, student services, college policy, and health and safety procedures.
       3. Work together with the VP Public Relations to oversee all promotion, publicity and necessary media coverage (internally or externally) for all athletic activities and events.
       4. Ensure good sportsmanlike conduct of students in all Athletic Activities.
       5. Regularly complete inventory checks for damaged or stolen equipment and replace any equipment as necessary with approval of the SLM.
       6. Cooperatively work with the SLM to assess the needs of the students and determine athletic activities.
       7. Consult with the SLM on disciplinary situations where disciplinary action may be required.
       8. Contact community agencies for facilities, sponsorship, prizes etc.
       9. Supervise students participating in all SAC athletic activities, whether on or off campus, ensuring their safety, well-being and image of the College is maintained.
       10. Attempt to initiate one new event according to the students’ needs.
       11. Recruit sporting officials and coordinate the payment of officials.
       12. Co-ordinate the annual Campus Terry Fox Run.
       13. Co-ordinate the annual Active Living Challenge.
       14. Attend all campus extramural, intramural and tri-campus athletic events.
       15. Plan and supervise all intramural events with two events per week during the fall and winter semesters.
14. Orillia Campus SAC Directors
    1. SAC Directors consist of one person, per year, per program of all programs attending the Georgian College Orillia Campus (i.e. first, second, and third year of the Child and Youth Worker Program, first and second year of the Police Foundations Program etc.).
    2. All Orillia Campus Directors shall:
       1. Serve as the primary liaison between the Orillia Campus SAC Executive and the student population.
       2. Illustrate school spirit, assist in the promotion of SAC activities, and maintain a strong communication link with fellow class members.
       3. Be an active member of the SAC promotions team, working with the VP Public Relations to obtain relevant information for all SAC events and activities.
       4. Spend a minimum of one (1) hour per week actively promoting SAC events and initiatives.
       5. Attend all monthly SAC Director Meetings.
       6. Submit a monthly written report to the VP Internal including activities completed and student feedback obtained.
       7. Be in contact with the VP Internal weekly to obtain any updates from SAC.
       8. Address all ideas, concerns and complaints from the students in a professional and courteous manner, and inform the VP Internal and the SAC of any student feedback.
       9. Set up and take down SAC events and activities when possible.
       10. Be given the opportunity to become further involved in the SAC through various special events.
       11. Project an image of responsibility, maturity, and professionalism throughout the College and Community.
       12. Be in good academic standing at the college in accordance with College Guidelines.
       13. Attend weekly SAC meetings whenever possible.
       14. Bring forward any program funding requests to the SAC.
    3. If a Director fails to attend two (2) consecutive meetings, the VP Internal shall inform the SAC Director of the loss of the SAC Director’s Honorarium.
    4. Nominations for Directors will occur within the first two (2) weeks of the fall semester. Campaigning will occur the following two (2) weeks once Nominations have closed. Voting will happen for one (1) week post Campaigning.
    5. Directors will complete a SAC Director Election Package and follow the rules set out in Section 3.11 pertaining to the general procedure for the election of a council representative.
    6. All SAC Director terms are voluntary and one (1) year in length.
    7. Any internal vacancies within the SAC Executive during the school year shall be firstly opened to any interested SAC Director.
    8. As an incentive for their time, Directors shall:
       1. Receive a SAC Director shirt to wear around school and to SAC events.
       2. Receive an invitation for them to attend the annual year end SAC Awards Night.
       3. Be given front of the line passes to all SAC events and activities.
       4. Be included in the pre-sale of tickets to all SAC events.
       5. Receive free cover to all SAC hosted Pub Nights.
       6. Receive a reference letter at the end of their term.
       7. Have an honorarium of $50.00 a semester for completing the above duties as outlined in 14.2.
15. Guidelines for Academic Standards of Executive and Divisional Students Council Representatives
    1. This system is used to monitor Student Council Executives’ academic achievements.
    2. Enacted to ensure that individual students participating in the SAC maintain a good academic standing. Education is to be considered first priority. Every student involved with the SAC must maintain an average of 10% above the passing grade in an individual’s program as specified in their program outline.
    3. SAC Responsibilities:
       1. The SLM shall provide each academic division with a list of all students participating in the SAC at the mid-term of each semester.
       2. The SLM shall obtain end of semester reports from the Registrar’s office on each SAC Executive member.
       3. Be aware of their academic responsibilities and priorities.
    4. The Georgian College Academic Division shall:
       1. Provide the SLM with appropriate academic status updates at the midterm and end of each semester.
       2. Mark the student as UNSATISFACTORY if a student’s grades indicate concern or potential concern.
       3. Work with the SAC to promote and encourage student participation in activities.
    5. Upon the recognition of poor academic standing of a SAC Executive Member, the SAC and the Georgian College Academic Division shall:
       1. Make an appointment with the appropriate academic administrator and the SLM to discuss potential solutions in order to assist the student in achieving academic credibility.
       2. Determine appropriate actions to assist the student, which may include:
          1. Placing the student on a two week probationary period away from the SAC to bring grades up.
          2. Providing Peer Tutoring Services.
          3. Providing the student with counselling to review their goals.
    6. If a student's grades do not improve during their probationary period, they will be placed on suspension without pay until the end of the semester. At this time, the person shall provide satisfactory evidence that their grades have improved enough to be re-instated to the SAC Executive.
    7. Once a student has been re-instated, they will be placed on a probationary period to ensure that they continually strive for academic credibility.
    8. Every case is unique and the interests of the student are the primary concern.
    9. Section 15.0 shall be used only as a guideline and may be changed with the consent of all concerned.
16. Ancillary Fee Review
    1. A presentation is delivered annually at the October SEC meeting and is approved at the January SEC meeting.
    2. Ancillary Fees may be increased annually (i.e.: Student Activity Fees), by a predetermined method which allows the respective SAC’s of all Georgian College Campuses to plan for increases and budget more effectively.
    3. All activity fee increases shall be tied directly to the MTCU guidelines on tuition fee increases.
17. SAC Executive, SAC Director & Student Leader Honourariums
    1. Are funded solely by Student Activity Fees.
    2. The Honourarium amount shall be reviewed on an annual basis during the budget review process in January.
    3. Upon completion of the annual review, the SAC President and SLM of the incumbent council shall prepare and present a financial remuneration plan for the upcoming term of office.
    4. The SAC shall approve the proposed plan by a two third (2/3) majority vote during the yearly budget acceptance meeting.
    5. The incumbent council are ineligible to benefit from any Honourarium changes while in their current term of office.
    6. New honorariums shall take effect when the incoming council takes office and shall not be increased during that term of office.
    7. Honorarium increases shall be based on a position’s portfolio and shall be deemed necessary with an increase in responsibilities or an increase in workload.
    8. In order for an individual to receive their honorarium, they must submit an Honorarium Report by the first Monday following the last day of the previous month.
    9. The Honorarium Evaluation Process shall be completed by the SLM and/or the SAC President by the Friday after submitting the Honorarium Report.
    10. Honorarium deduction rates are as follows:
        1. Missing the work week before fall semester 25% taken off
        2. Missing a meeting without 48-hours’ notice 20% taken off
        3. Missing SEC meeting 25% taken off
        4. Not completing duties 50% taken off
        5. Not completing office hours 20% taken off
        6. Avoiding office To be determined
        7. Illness or emergencies (unless self-inflicted) 0% taken off
18. SAC Executive member vacancies
    1. SAC Executive member vacancies may occur for the following reasons:
       1. Co-op/placement
       2. Academic suspensions
       3. Resignation
       4. Withdrawal from school
       5. Impeachment
    2. Due to the expense, urgency, time lapses, and executive time delays in procedure, a general election may be impractical for filling these types of vacancies.
    3. If a vacancy takes place in the summer or fall semesters a bi-election will be held to fill the vacancy.
    4. If a vacancy takes place in the winter semester an appointment will take place based on the hierarchy process.
    5. Appointment of positions shall be made based on the hierarchy process listed below:
       1. SAC President shall be filled by the VP Internal with the responsibility for acting on behalf of the President in their absence.
       2. VP Internal shall be filled by the VP External or another SAC Executive member.
       3. Other Executive positions shall be filled by any interested member of the Executive Council, then by a SAC Director, followed finally by a member of the general student population.
    6. All appointments must receive ratification by the existing SAC Executive with a two-thirds (2/3) majority vote.
    7. The SLM or a designee shall be available for advice and guidance during this process.
    8. The SAC constitution shall not be compromised by this process or actions from it.