

Georgian College

Students' Administrative Council Constitution

4/1/2012

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Georgian College Students' Administrative Council CONSTITUTION

Revised Date: March 2012

Approved Date: April 2012

Article I

Introduction

This Constitution is the governing document for the representational student organization for the student body of Georgian College known as The Students' Administrative Council.

Article II

Authorization

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

Article III

Definitions

The Students' Administrative Council (hereinafter may be referred to as the S.A.C.) is the governing organization for the general student body of Georgian College.

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

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

Directors refers to those students elected to represent through sitting on the S.A.C. Board of Directors

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

Advisor refers to the staff member/s whose primary role it is to assist and advise the S.A.C. in the day to day operations, services and activities.

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

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

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

Good Standing refers to the status of a student when they are meeting the S.A.C. and College requirements academically, financially as well as through the College's Code of Conduct .

S.E.C. refers to the Students' Executive Council and is comprised of the S.A.C. Executive from the three main campuses. (once established, Executives from the College's regional campuses may attend meetings of the S.E.C.)

Article IV

Scope

- a) The S.A.C. currently holds official status at three (3) of the Georgian College campuses: Barrie, Orillia and Owen Sound.
- b) The current S.E.C. recognizes and supports the establishment of Students' Administrative Councils at the regional campuses of Georgian College (Midland, Orangeville, Muskoka, Collingwood and Wasaga Beach).
- c) The S.A.C. is the official representative board for all students attending that pay full activity fees.
- d) In order to be considered members of the official S.E.C. the following criteria must be met:
 - a. A fair and democratic election must have been held.
 - b. A Georgian College staff or faculty member must be in place whose responsibilities include supporting, advising and training the S.A.C.
 - c. The Council Members must be officially elected, acclaimed or appointed from and by the eligible student body from the campus that they will be representing.
 - d. Job descriptions need to be in place prior to elections.
 - e. Students elected must be full activity fee paying students.
 - f. Governing Campus By-laws must be established.

Article V

Statement of Purpose

The purpose of the S.A.C. is:

- a) To act as the campus representative body for the full fee paying students of the College.
- b) To recognize the central position of academic work in college.

- c) To assist in the enrichment of the lives and educational experience of the students through a variety of activities, facilities, publications, and services.
- d) To safeguard and be advocates for student rights while providing assistance, advice, and resources to the best of its ability.
- e) To maintain a democratic system of student government.
- f) To maintain financial policies, procedures and accurate records relating to the collection of activity fees and revenues in order to be accountable and transparent to the students of Georgian College campuses.

Article VI

Membership

- a) The membership consists of all activity fee-paying students of the campuses.
- b) In no aspect of the S.A.C.'s programs shall there be any difference in the treatment of persons because of race, national origin, creed, colour, disability, age (noted exception – where other government regulations supersede i.e. Liquor License Act), gender, any consideration based on affection, sexual, or association preference, or any other classification which would deprive the person of consideration as an individual.
- c) All activity fee-paying students will be permitted and encouraged to participate in the S.A.C. sponsored services and activities.
- d) All non-activity fee-paying students who wish to participate in the S.A.C. sponsored services and activities may be assessed a reasonable charge.

Article VII

Clubs and Associations

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

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

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

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

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

Article VIII

Members and Duties

- a) All Council Members will be elected or acclaimed during an official S.A.C. election.
- b) The Executive Council may differ by campus but shall consist of no less than one President, who holds the responsibility for the overall direction and leadership of the S.A.C as the Chief Executive Officer, one Vice President, whose duties include representing the President in his/her absence, reviewing the S.A.C. Constitution and S.A.C. Policies and Procedures and the coordinating of the election processes; and one Social/Activities Vice President, whose role it is to plan and coordinate S.A.C activities that will utilize the student activity fee to the benefit of the students. (See the Campus By-laws for full Campus S.A.C. structure and job descriptions).
- c) The S.A.C. must assume the responsibility for the safe and appropriate conduct of persons participating in the activities under its jurisdiction and take reasonable precautions to ensure good and safe conduct.
- d) The S.A.C. must ensure that regular meetings are scheduled and properly documented.
- e) The S.A.C. must strive to support and participate in the communication process between the Board of Governors, the student body, the staff, faculty and the College administrators.
- f) All Council Members are responsible to work as a team to identify and achieve the S.A.C. goals and objectives.

- g) The S.A.C. must allow and support the student's freedom of expression of student issues, concerns and suggestions.
- h) All Council Members shall conduct themselves in a professional manner and adhere to all College Policies and Procedures including Code of Conduct Policies.
- i) All council members must perform the duties pertaining to their respective positions as provided in the Campus By-laws.
- j) During their term of office, each Council Member shall maintain documents belonging to the S.A.C. and thereupon be responsible for their safekeeping.
- k) Each Council Member shall, at the conclusion of his/her term of office, deliver to his/her successor any and all S.A.C. documents in his/her possession and such successor shall thereupon be responsible for such documents.

(i) Eligibility

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

(ii) Honourarium

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

(iii) Term of Office

- a) The S.A.C. Executive positions shall have a term of office, not to exceed, one year (twelve months). The term shall begin May 1 and end April 30 (April 1 for Owen Sound), for those positions elected in the spring general elections. Actual election dates may differ by campus.
- b) The Student Board of Governors elections may be held in conjunction with S.A.C. general elections.
- c) The Student Director positions (if applicable) are elected for an 8 month term in the fall semester (see the Campus By-laws for specific details).
- d) The S.A.C. Executives may not hold positions on S.A.C. at the same time as an elected, voting position on S.A.A. (Students' Athletic Association), R.S.C. (Residents Student Council) or Board of Governors.

(iv) Conflict of Interest

- a) All Council Members shall, on all occasions, while holding office, refrain from situation, opportunity, or benefit that is recognized as bringing personal gain to the representative.
- b) No member, including the chair, is entitled to vote upon any issue whereby the council members feel that the representative has a direct personal or monetary interest.
- c) No Council Member shall use information that is gained in the execution of the member's position, and which is not available to the general public, to further or seek the member's private interests.
- d) A Council Member shall not use his/her office to seek to influence a decision made by another person to further the member's private interest.
- e) Where a Council Member accepts a fee, gift, or personal benefit that is connected directly or indirectly with the performance of the Member's duties of office, the Member shall at the next meeting disclose such information, and indicate the nature of the fee, gift, or benefit, its source and the circumstances under which it was given and received.
- f) The resources of the S.A.C. office may not be used for personal gain.

ARTICLE IX

Removal from Office

- a) Any member of the S.A.C. may, for negligence, behavior not becoming a S.A.C. representative, or for dereliction of duties, be removed from office with a two-thirds vote

by the council members present at a properly constituted meeting of the S.A.C. The council, in consultation with the S.A.C Advisor, and depending on the nature of the offence(s) may consider the following options for the member in question: Impeachment, Suspension or Censure.

- b) A Council Member may not be suspended for longer than fourteen (14) days. Honourarium may be reduced to reflect the time away from the office.
- c) At the discretion of the S.A.C., a S.A.C. Member may be removed from office if he or she does not maintain a semester weighted average of no less than 60% with no more than one failure, while carrying a full time course load. S.A.C. Members who have less than four courses must have no failures and all S.A.C. Members must carry a minimum of one credited courses per semester in each of the 2 minimum semesters.
- d) Any person who has been removed from office and/or was unable to complete a full term of office shall be ineligible to run for or accept a position with S.A.C. for a period of one year (twelve months) from the removal or resignation date.
- e) Every motion of impeachment shall be considered in camera unless the Council, by a two-thirds vote, determines that consideration should be public.
- f) The Member of Council to which a motion of impeachment, suspension or censure applies may make a statement and thereafter shall withdraw during the time the matter is in debate.
- g) The Member of Council to which a motion of impeachment, suspension or censure applies shall not have a vote in relation to such motion, but still account for quorum.
- h) A vote to impeach, suspend or censure a S.A.C. representative shall be conducted by secret ballot.
- i) If any Member of Council is habitually late for regular meetings or is absent for three consecutive meetings of council, it is the duty of the members to consider a motion of impeachment, suspension or censure. This includes training meetings and S.E.C. conferences.
- j) A formal, written letter (drafted by the S.A.C. President or designate under advisement of the S.A.C. Advisor) must be presented to any member prior to any investigation stating grounds for review.
- k) Should any member of the S.A.C. be unable to perform the duties of the office, he/she will at once submit his/her resignation to the senior member of the S.A.C. or to the S.A.C. Advisor.
- l) Any Member of Council may resign or give notice of intention to resign either personally in a meeting of Council, or in writing. When it is determined that the written notification is genuine, the S.A.C. shall declare such seat vacated (or that it shall become vacant on some future day), as indicated in the written notification.

- m) The S.A.C. need not accept a Member's resignation while a motion of impeachment, suspension or censure is pending, or while any investigation concerning that Member's conduct is pending.
- n) The S.A.C. shall not accept a Member's resignation if they have reason to believe that such Member was intimidated into signing it. In such a case, S.A.C. shall forthwith cause an investigation of the matter to take place.
- o) If during the term of office, a S.A.C. Council Member (elected by the student body) should resign, a successor will be elected during a by-election to be held within the required amount of time. There may be an option to appoint a successor from the remaining council members of the S.A.C. if it is in the final term of the position. See election regulations in the Campus By-laws for specific details.

Article X

Co-operative Semesters

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

Article XI

Executive Authority

- a) To legislate Campus By-laws in accordance with the Constitution.
- b) To administer funds and all moneys accruing to the S.A.C. in accordance to the policies and procedures developed by S.A.C. and the College (where applicable).
- c) All Members of the S.A.C. Executive shall have equal voting rights within their respective campuses.
- d) To do all such things as are incidental or conducive to the attainment of the objectives of the S.A.C.

- e) The S.A.C., in conjunction with the S.A.C. Advisors, and based on the Ministry of Education guidelines, has the authority to set the Student Activity Fee and must also approve all changes to ancillary fees (i.e. Educational Technology Fee, Student Success Fee).
- f) Review and approve the annual S.A.C. budget by campus.

Article XII

Advisors

- a) Each campus S.A.C. must have a minimum of one staff Advisor/Manager.
- b) The Advisors'/Managers' role is to advise the members of the campus S.A.C., as required, in regard to all issues of operation, training, policies and procedures.
- c) All S.A.C. Advisors/Managers must be bondable.
- d) See Campus By-laws for staff Advisors'/Managers' roles and responsibilities.
- e) All S.A.C. Advisors/Managers are required to follow all Policies and Procedures as set by the college (i.e. Code of Conduct/Policies and Procedures).

Article XIII

Meetings

- a) All S.A.C. meetings are to be open to all activity fee-paying students; however, S.A.C. retains the right to hold, an "In Camera" session when confidentiality is an issue.
- b) All S.A.C. minutes shall be made available to any activity fee-paying student of the college with the exception of those minutes deemed not public by the Council Members.
- c) S.A.C. will schedule and hold meetings as necessary and make every attempt to schedule the meetings at a regular time for consistency.
- d) During the fall and winter semesters, the maximum amount of time between S.A.C. meetings must be no more than two (2) weeks and during the summer semester, meetings shall be held at least once per month.
- e) The SAC President or designate shall chair the Executive and Director's meetings.
- f) Quorum of 2/3 membership is required in order for business to occur.
- g) Unless otherwise posted, a simple majority will pass motions.
- h) Those motions achieving equal voted for and against, will be deemed lost.
- i) Prior to the start of the meeting, any member of the S.A.C., who is not able to be present for any voting business, may submit a proxy form to the Chair. All Council Members must be made aware of the proxy and the member's intent for any voting matters.
- j) Meetings will follow Robert's Rules of Order.
- k) No person shall speak to a subject for more than ten minutes including when delivering a report, unless accepted by the S.A.C.

- l) The minutes of any proceedings of the Council held "In Camera", including any documents tabled during such time, shall be deemed to have been expressly declared not public by S.A.C.

Article XIV

Students' Executive Council (S.E.C.)

- a) S.E.C. refers to the S.A.C. Executive Council Members from the Orillia, Barrie and Owen Sound Campuses of Georgian College. (Other regional campuses may receive official recognition and be added to the S.E.C. at such time when Campus By-laws, an advisor and an election have been established.
- b) The Student Board of Governors Representative (or designate) shall chair S.E.C. business meetings. The Chair must remain unbiased and does not receive a vote.
- c) S.E.C. conferences and meetings will be held as deemed necessary. There are generally three (3) S.E.C. conferences per year.
- d) Meetings shall follow the Robert's Rules of Order unless otherwise posted.
- e) The host of the S.E.C. conference will be alternated between Owen Sound, Orillia and Barrie.
- f) The costs related to the hosting of the S.E.C. conference/meeting shall be shared between each campus S.A.C. These costs will be split using the voting structure percentages (Barrie 46.2%, Orillia 30.8, and Owen Sound 23.0%). This may be revisited upon members attending that represent a regional campus. The costs of the Board of Governors' student representative will be reimbursed by the Georgian College Board of Governors.
- g) Attendance at S.E.C. conferences/meetings is a mandatory part of all S.E.C. Members' responsibilities.
- h) Each campus S.A.C. will have an opportunity to submit agenda items and the final agenda will be drafted and circulated at least one week prior to the conference, by the host campus.
- i) Voting structure will be 6 votes for Barrie, 4 votes for Orillia and 3 votes for Owen Sound.
- j) The voting structure can be revisited with a motion by a member of any S.E.C member.
- k) 50% plus 1 to pass motions.
- l) In the case of a motion achieving equal voted for and against, the chair of the meeting shall cast a vote to break the tie.
- m) Prior to the start of the meeting, any member of the S.E.C. voting structure, who is not able to be present for any voting business, may submit a proxy form to the chair. All Council Members must be made aware of the proxy and the Member's intent for any voting matters.

- n) Students from any campus of Georgian College are welcome, at their expense, to attend the meetings of S.E.C.
- o) The S.E.C. structure will remain until such time as the Georgian College Board of Governors and the Students' Administrative Councils approve the development of an additional student governing body (i.e. S.A.C.).
- p) Every attempt shall be made to schedule the upcoming S.E.C. dates at the changeover conference.

Article XV

Committees

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

Article XVI

Elections

- a) The S.A.C. general elections will begin in January to determine the representatives who will then assume their duties the following May 1 (April 1 for Owen Sound).
- b) At an appropriate time the S.A.C. President (or designate) will recommend to the Staff Advisor, with the approval of the S.A.C., a Chief Returning Officer (CRO) who may chair an election committee.
- c) Any S.A.C. member running for a successive term on council may not sit as a member of the election committee.
- d) See the Campus By-laws for the specific Election Policies and Procedures for Council Members.

Article XVII

Referendum

- a) A referendum is a general polling of the eligible student body to find out their opinion of an issue or question that affects them.
- b) Referenda can be called when the majority of the Executive and /or Board of Directors votes for conducting a referendum at a properly constituted meeting or a petition of support is received that contains the signatures of at least 10 % of the full time student enrollment.
- c) Referenda should only be held under the principle that any given referenda must benefit the entire membership and contribute to the development and growth of the student experience on campus.
- d) The following rules will be applied for the administration of referenda:
- e) Notice of an impending referendum shall be given to the student body no less than fourteen (14) days prior to the start of the referenda voting period. This notice must include:
 - i. The time, date, and location of the referendum.
 - ii. The proposed resolution(s) for the referendum.
 - iii. Any special resolution(s) to be considered in the referendum.
- f) Each question must be positively worded, so that the vote of "yes" signifies agreement with the initiative proposed, and a vote of "no" signifies disagreement with it.
- g) Referenda shall be conducted by secret ballot
- h) If the referendum refers to an external organization, the S.A.C. shall work with and respect both the S.A.C. and the external organization's bylaws, policies and procedures in relation to conducting of such a vote.
- i) The referendum questions must be approved by the S.A.C. Executive and/ or Board of Directors.
- j) The Board of Directors and/or S.A.C. Executive in consultation with the respective S.A.C. Advisors, will appoint a Chief Returning Officer and will be responsible for organizing and conducting all aspects of the referenda.
- k) The questions to be decided by referenda must be published in all available campus media and posted on bulletin boards at least five (5) business days before the opening of the polls.
- l) The results of a referendum will only be upheld by the Board of Directors and/or S.A.C. if there is 10% or more of the eligible voting members having cast a ballot.
- m) This minimum voter turnout may be increased by a majority vote by the Board of Directors and/or S.A.C. but shall not exceed 30 %.
- n) The eligibility of the voters will be determined by the Board of Directors and/or S.A.C. prior to establishing the referendum but may be determined by fees paid, year of study, academic program, full time or part time status, etc.
- o) In order to accept the results of the referendum, there would need to be 50 % plus one (1) majority achieved.
- p) As with the S.A.C. regular elections, there is an option for either regular paper ballots or online voting provided a confidential, secure and accessible system is in place.

- q) Results of the referendum will be published after the Board of Directors and /or S.A.C. Executive have reviewed the results and determined that all requirements have been met. Results to be posted within 48 business hours and posted to all accessible means of student communication.

Article XVIII

Finances

- a) The finances of each campus S.A.C. are to be managed within each campus S.A.C.
- b) The S.A.C. funds may not be used to purchase or otherwise acquire real estate property.
- c) Any student ancillary fee (including the S.A.C. Activity Fee) increases are determined at a properly constituted business meeting of the S.E.C.
- d) The members of the S.A.C. Executive shall be responsible and accountable for those funds assigned or transferred to them, together with any self-generated funds or assets.
- e) All S.A.C. Members, Advisors and Staff must be bondable.
- f) The Executive of the S.A.C. will ensure that all financial records will be available for review and auditing purposes at the request of the college senior management or students.
- g) All equipment purchased or otherwise acquired, and any proceeds there-from shall be held on behalf of the students of the college.
- h) It is the responsibility of the S.A.C. to administer funds and all moneys accruing to the S.A.C. in accordance with all of the policies and procedures developed by S.A.C. and the college.
- i) End of fiscal year will be in accordance with the college's year-end of March 31.
- j) The S.A.C. (its Members and Staff) will adhere to all S.A.C. and College Financial Policies and Procedures.
- k) Any fees that are campus specific are to be determined at a properly constituted meeting of the respective S.A.C.

Article XIX

S.A.C. Business Operations

- a) With advisement from the Manager or Director of Student Life and/or S.A.C. Advisor, S.A.C. may develop, support, and/or fund the operation of a new or existing S.A.C. business operation.
- b) The S.A.C. has a responsibility to protect and work in the best interests of the existing S.A.C. business operations.
- c) Council shall have the opportunity to discuss questions, suggestions and concerns of the various S.A.C. business operations, and it is the S.A.C. President (or designate) who shall be responsible to take such issues to the Manager or Director of Student Life or appropriate senior manager.

- d) There shall be student representation from the S.A.C. Executive (or designate) on each selection committee to replace any non-student, staff positions within the Student Life Department.
- e) It is the responsibility of the S.A.C., in conjunction with the Manager or Director of Student Life and/or S.A.C. Advisor, to receive and review funding proposals from SAC business operations where there are to be non-budgeted expenses incurred (capital expansions or substantial changes to the business operations).

Article XX

Constitution and By-laws

- a) The Constitution Review Committee shall be made up of at least one member from all S.A.C. member campuses as well as the S.A.C. Advisor from each campus. This committee shall meet at least once per year to discuss the Constitution and whether any changes need to be submitted to the S.E.C. business meeting.
- b) Any recommended additions, amendments, or revocation to the Constitution must be brought to the business meeting of the S.E.C. conference.
- c) Changes may be made only once per year and must be passed with a majority vote with at least two thirds of all the S.A.C. representatives present.
- d) The recommended changes to the Constitution must be posted at each campus for no less than two (2) weeks, prior to as well as two (2) weeks after the S.E.C. business meeting.
- e) The S.A.C. may establish, amend or repeal Campus By-laws, once annually, as determined by the S.A.C., providing such changes do not conflict with the Constitution.
- f) All full activity fee-paying students shall have access to all public documents of S.A.C. and S.A.C. is responsible for the maintenance of any and all records in such a way that they are accessible.
- g) All Campus By-laws and the S.A.C. Constitution, as well as those of the various clubs and associations with S.A.C., shall be kept on file at campus libraries at all times.
- h) S.A.C. must provide, upon request and within a reasonable amount of time, photocopies of the requested public documents of S.A.C. There will be no copy charge for any reasonable request for such documents. An electronic version is to be made available on a publically accessible website as well.
- i) Each of the following shall be considered a public document:
 - o The Constitution;
 - o Campus By-laws (including any amendments thereto);
 - o Minutes of each meeting of S.A.C. unless S.A.C. has expressly declared a particular document, or part thereof, not to be public;

- S.A.C. Operating Budget, and
- Any other document Council deems fit to declare a public document.

Article XXI

Dissolution

- a) The S.A.C., as an unincorporated organization, must receive written authority from the College's Board of Governors in order to change the official name.
- b) Upon the dissolution of the S.A.C., all assets and liabilities shall become the responsibility of the College Board of Governors with the exception of a transfer to a new organization/corporation as approved by the Board of Governors.

Article XXII

Interpretation

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

Approval of S.A.C. Presidents

Dated this _____ day of _____, 20____

Signatures:

Barrie S.A.C. President

Orillia S.A.C. President

Owen Sound S.A.C. President