

CONSTITUTION AND BYLAWS of the Campion College Students' Union at the UNIVERSITY OF REGINA

August 2020

CONSTITUTION

I. NAME

The name of the organization is to be the "Campion College Students' Union of the University of Regina": herein referred to as the "CCSU".

II. PURPOSE

- To promote and co-ordinate activities for the Campion College community and to maintain a spirit of solidarity within the College.
- To advance the cause of higher learning in a Jesuit tradition at the University of Regina.
- When necessary, to act as a liaison between Campion's student body and other organizations.

BYLAWS

I. THE UNION

A member of the CCSU consists of:

- All currently enrolled Campion College students
- The Executive Council of Elected and Non-Elected Officers
 - Non Campion students may join the Executive Council

II. THE EXECUTIVE COUNCIL

The Executive Council is comprised of Elected Officers and Non-Elected Officers.

Elected Officers serve as the Executive Council of CCSU and are expected to:

- Attend monthly meetings, and all other meetings as needed;
- Have one Executive Council member present at each of the following scheduled meetings;
 - Campion College Board of Regents
 - Campion College Faculty Forum
 - University of Regina Students' Union Board of Directors
 - University of Regina Students' Union President's Advisory Council (URSU PAC)
- Contribute and participate in a minimum of 70 per cent of CCSU events;
- A minimum of 2 weeks prior to the start of both the Fall and Winter semester, each member of the executive must submit a one-page document outlining

what they are committing to do in the upcoming semester to the Director of Communications and Marketing. For example:

- Events being planned along with the dates and locations,
 - Commitments to meetings / relationship building with other campus and community organizations outside of the CCSU,
 - Organization of Champion students' participation in other campus events (ie. intramurals),
 - Outline how you are going to actively increase the participation of Champion students in both events and in the CCSU.
- By January 15 (for the Fall semester) and May 15 (for the Winter semester), you will submit a document outlining how you accomplished the tasks, events, and other commitments you made for the previous semester. Statistics must be included like attendance at events; dates for meetings, who they were with and what was discussed; and dollars raised from any fundraising initiatives. Also to be included are the CCSU events which you have assisted and participated in.

III. ELECTED OFFICERS

President:

- Is the Chairperson of the Executive Council;
- Coordinates a minimum of 1 event per semester (Fall & Winter) for the Champion College student body;
 - Events planned with other CSSU members, or student groups, satisfies this requirements
- Is the direct liaison (along with the Vice President) for the CCSU to the Champion Administration
- Ensures continuity between the current Executive Council and the newly elected Executive Council;
- Submits a report of the year's activities, in coordination with the Vice President, to the following year's Executive Council upon their election;
- Has co-signing authority over the CCSU bank accounts;
- Additional duties as required.

Vice President:

- Assumes the responsibilities of the President in his/her absence;
- Is the direct liaison (along with the President) for the CCSU to the Champion Administration;
- Coordinates a minimum of 1 event per semester (Fall & Winter) for the Champion College student body;
 - Events planned with other CSSU members, or student groups, satisfies this requirements

- Submits a report of the year's activities, in coordination with the President, to the following year's Executive Council upon their election;
- Has co-signing authority over the CCSU bank accounts;
- Additional duties as required.

Outreach & Events (2 positions):

- Is responsible overseeing the CCSU communication channels;
- Coordinates a minimum of 1 event per semester (Fall & Winter) for the Campion College student body;
 - Events planned with other CSSU members, or student groups, satisfies this requirements
- Is responsible reaching out to and coordinating events with other student groups on campus
- Acts as a liaison between CCSU and other student groups on campus;
- Is responsible advertising of CCSU events at Campion, as well as on the U of R campus and in other Federated Colleges.

Secretary / Treasurer:

- Ensures that new Executive Council members receive a copy of this constitution upon their election;
- Maintains all CCSU electronic and hard-copy files, the composite event account binder, and poster board, as well as documents CCSU events with photographs;
- Records and files the minutes of each meeting, and supplies each member of the Executive with a copy of these minutes;
- Ensures the attendance of members at council meetings;
- Is responsible for informing the executive of upcoming meeting dates;
- Is responsible for presenting the regrets of absent executive members at meetings;
- Is responsible for keeping current and accurate records of the CCSU's finances;
- Is responsible for the management of CCSU office keys and deposits;
- Is responsible to acquire floats prior to events, to manage or designate another Elected Officer to manage the cashbox at events, and to account for event funds;
- Has co-signing authority over the CCSU bank accounts.

IV. NON ELECTED OFFICERS

Alpha Sigma Nu Rep.

- Is an active member of Alpha Sigma Nu at Campion College;

- Represents Alpha Sigma Nu at CCSU events and activities;
- Coordinates a minimum of 1 event per semester (Fall & Winter) for the Campion student body in conjunction with Alpha Sigma Nu;
- Additional duties as required.

Campus Ministry / Peer Support Rep.

- Is an active member of the Campus Ministry of Peer Support team at Campion College;
- Represents Campus Ministry and Peer Support at CCSU events;
- Coordinates at least 1 event per semester (Fall & Winter) in conjunction with Campion College Peer Support or Campus Ministry for the Campion College student body;
- Additional duties as required.

Members at large (as needed)

This role does not qualify for the CCSU bursary

- Is an active member of CCSU but does not have role specific duties;
- Assists the CCSU council as needed;
- Additional duties as required.

V. SIGNING AUTHORITY

- The Treasurer/Secretary, President, and Vice-President have signing authority of the CCSU bank account. Two of the three authorized signers must co-sign each cheque.
- All expenditures must have the approval of the Executive Council. Written approval from two of the three authorized signers is required prior to the transaction. Receipts must be submitted at the next meeting.
- Transaction receipts must be filed prior to reimbursement for expenses.

VI. ELECTIONS AND VOTING

- All elections for the CCSU Executive Council must be held before the end of the Winter term.
- An election date will be decided by the CCSU Executive Council
- All members of the CCSU will be entitled to vote in a CCSU election.
- Candidates for Executive positions must submit a completed nomination form to the faculty adviser at least seven days prior to the election.

- A super-majority of two-thirds (2/3) of the Executive Council is required in order to expel any member of the Council. This will be done by a secret ballot vote.

VII. MEETINGS

- The CCSU will conduct monthly meetings throughout the year. The day, time, and location of the meetings will be decided at the beginning of each semester by the Executive Council. If necessary, additional meetings will be called as required.
- All CCSU members, and other interested parties, will be welcomed at these meetings. Visitors may contribute to discussion.
- Attendance of ALL Council members is imperative. If an Executive member fails to attend two meetings without sending regrets, they will be asked to resign. Regrets must be submitted in advance to the Secretary. Exceptions are made only under extenuating circumstances.
- President acts as Chair of the meeting.