1. **Elections**

1.1 **Executive Members**

Executive Members shall be elected by ballot by the active members of the Association. The Executive Members are the President, Vice-President Academic, Vice-President External, and Vice-President Internal. Any active member of the Association is eligible to run for office, provided that member is in good academic standing.

(1) Written nominations of candidates must be received before the election in accordance with the Student Council Election policy. Nominations need appear only once on a nomination form and a student may nominate him/herself. There is no limit to the number of times a student may run for or hold office.

(2) The person who nominates a candidate must sign the nomination form and
receive a signature of the nominee(s) which indicates the candidate both understands the responsibilities of the position and intends to accept the position, if elected. Upon confirmation of this by the election officiators, the candidate’s name shall be added to the ballot.

(3) The candidate must be given an opportunity to present him/herself before the Regent community (verbally and/or in writing) prior to the election.

(4) If no candidates come forward for any one of these four positions, nominations will re-open until a candidate is willing to run for the office.

(5) If only one candidate comes forward for any one of these four positions, a vote of “Favour” or “Not in Favour” will be taken to determine if the student has the support and confirmation of fellow students.

(6) Upon election, the candidate must affirm his/her commitment by signing a statement indicating the elected candidate is both aware of the responsibilities of this position and is willing to act honestly and in good faith in the best interests of the Association.

1.1.2 Members-at-Large

Members-at-large shall be elected by ballot by the active members of the Association. Any active member of the Association is eligible to run for office, provided that member is in good academic standing.

(1) Written nominations of candidates must be received. Nominations need appear only once on a nomination form and a student may nominate him/herself. There is no limit to the number of times a student may run for or hold office.

(2) The person who nominates a candidate must sign the nomination form and receive a signature of the nominee(s) which indicates the candidate both understands the responsibilities of the position and intends to accept the position, if elected. Upon confirmation of this by the election officiators, the candidate’s name shall be added to the ballot.

(3) If no candidates come forward for any one of these positions, nominations will re-open for a fixed period of time in accordance with the Election policy until a candidate is willing to run for office.

(4) If only six or less candidates come forward for the six Member-at-Large positions (or respectively one for the international representative and/or three for the first-year representatives), a vote of “Favour” or “Not in Favour” will be taken for each person to determine if the student has the support and confirmation of fellow students.

(5) Upon election, the candidate must affirm his/her commitment by signing a statement indicating the elected candidate is both aware of the responsibilities of this position and is willing to act honestly and in good
faith in the best interests of the Association.

1.1.3 Quorum for an election is met when 10% of the active members of the Association participate by casting votes in an election.

1.1.4 One person is to be selected among the general student body of the Association (active or non-active member, but a non-Student Council member) to aide in the procedures of the election. The person is appointed by the President and must be put to the Student Council (passing by 50% simple majority).

1.1.5 There will be three set election times. Elections for Executive Members are on the 10th Tuesday of the Winter Term (excluding Reading Week). Elections for Members-at-Large are on the 11th Tuesday of the Winter Term (excluding Reading Week). Elections for First-Year Representatives are on the 3rd Tuesday of the Fall Term. In the case of a vacancy, a special election can be held.

1.1.6 For the Winter Term elections, nomination forms and job descriptions for each position are to be made public by the 8th Tuesday of the term (excluding Reading Week) for both the Executive Members and Member-at-Large elections. For the Fall Term election, the nomination forms and responsibilities must be made public by the 2nd Tuesday of the term.

1.1.7 Elections are decided on the basis of a simple majority.

1.1.8 No member may hold more than one representative voting office at any one time on the Student Council. It is recommended that a voting member not be employed by the Student Council in a Work/Study position. Additionally, the Administrative Assistant position cannot be filled by a voting Council member. The Accountant position cannot be filled by an Executive Member.

1.2 Term of Office

1.2.1 The term of office for the elected Student Council members shall begin immediately following the final General Student Council meeting of the elected year and continue until the day of the final General Student Council meeting the following year.

1.2.2 All elected Student Council members must remain an active member of the Association for the duration of their term of office. A term of office will terminate if that person is no longer an active member of the Association and the position
will be considered vacant.

1.3 Vacancy
In the event of a specific vacancy on Student Council, the following action(s) shall be taken.

1.3.1 President
The duties of the President shall be assumed immediately by another member of the Executive Team until such time as a new President is elected in accordance with clause 1.3.2. The order in which Executives will replace the President is:
   a. Vice-President (Academic)
   b. Vice-President (Internal)
   c. Vice-President (External)
The role of the appointed individual shall remain vacant awaiting the outcome of the election. Once a new President is elected, the acting president will return to his/her original elected position.

1.3.2 Other Executive Members
Vacancies shall be filled within twenty-one days of the date of vacancy (if occurring during the summer or winter breaks, they shall be filled within twenty-one days of the respective Fall or Winter Terms). At the discretion of the Student Council (by two-thirds majority vote), one of the following three options will be used to fill the vacancy:

(1) Nominations will be open to the active members of the Association and elections will be re-run for the specific position.

(2) The other candidate(s) who had run for the position in the Winter Term will be contacted and asked to fill the position.

(3) One of the current members-at-large will be selected by the Council to fill the position.

Upon election or appointment, the selected candidate shall sign the statement of commitment and be installed effective immediately.

1.3.3 Members-at-large
Vacancies shall be filled within twenty-one days of the date of the vacancy (if occurring during the summer or winter breaks they shall be filled within twenty-one days of the beginning of the respective Fall or Winter Terms). At the discretion of the Student Council (by two-thirds majority vote), and taking due regard of the timing of the vacancy, the position may remain unfilled or one of the following two options will be used to fill the vacancy:

(1) Nominations will be open to the active members of the Association, and
elections will be re-run for the specific position.

(2) Student Council may use the results of the previous Winter term election to find and contact alternates who can fill the position.

Upon election or appointment, the selected candidate shall sign the statement of commitment and be installed effective immediately.

2. **Elected Student Council Members**

2.1 Duties

2.1.1 Duties of Executive Members

The job descriptions of the Executive members of the Association shall form Appendix 2 of this document, and shall be reviewed annually. Duties include the responsibilities outlined in “Executive Committee” (see Clause 7.1) as well as the specific responsibilities below.

(1) **President**

The President shall preside at all Student Council meetings of the Association and Regent College Student Council and chair the Executive Committee (see Clause 6.1). The President shall be responsible for overseeing the operation of the whole structure of the Association, in keeping with its stated purposes. The President should maintain regular communication with the President of the school and other staff and faculty as necessary. All work/study positions employed by the Association will be overseen by the President. The President shall serve as a representative on selected committees of the school and has overall responsibility for student representation on all the standing committees of the School. The President must be on the campus for a majority of the summer. The duties of the President shall also include any others outlined in the current job description which shall be deemed to form part of this sub-clause.

(2) **Vice-President (Academic)**

The Vice-President (Academic) shall be responsible for any Student Council-related concerns or activity whose focus is on academic issues. The Vice-President (Academic) should maintain regular communication with the Academic Dean and serve as a representative on selected committees of the school relating to academics. The Vice-President (Academic) shall preside over all meetings in the President’s absence. If for some reason the President is not able to fulfil the duties of the office of the Presidency, the Vice-President (Academic) will act in the President’s place. The duties of the Vice-President (Academic) shall also include any others outlined in the current job description which shall be deemed to
(3) Vice-President (External)

The Vice-President (External) shall be responsible for any Student Council-related concerns or activity whose focus is set outside the walls of Regent College. The Vice-President (External) will serve as the AMS (Alma Mater Society) Representative of the University of British Columbia (UBC). The duties of the Vice-President (External) shall also include any others outlined in the current job description which shall be deemed to form part of this sub-Clause. If for some reason the President is not able to fulfil the duties of the office of the Presidency, and the Vice-President (Academic) and Vice-President (Internal) are not available to carry out the duties of the President, the Vice-President (External) will act in the President’s place.

(4) Vice-President (Internal)

The Vice-President (Internal) shall be responsible for any Student Council-related concerns or activity whose focus is on the social, practical and spiritual life of the student body. The Vice-President (Internal) should maintain communication with the Dean of Students and serve as a representative on selected committees of the school. If the President and Vice-President (Academic) are not available to carry out the duties of the President, the Vice-President (Internal) shall act as President. The duties of the Vice-President (Internal) shall also include any others outlined in the current job description which shall be deemed to form part of this sub-clause.

2.1.2 Duties of the Members-at-Large

To volunteer approximately 3 hours per week in serving the needs of the Association. Members-at-large are to find a specific area of service to take responsibility for. These specific portfolios shall be decided quickly after the beginning of the term of office of such members; a description of these portfolios shall form Appendix 3 of this document and shall be updated annually. Help may be found among the general student body of Regent College (active or non-active members of the Regent College Student Association) to fulfill the responsibilities that fall under these Student Council positions, upon approval of Student Council.

2.1.3 All Council members are expected to act in accordance with the provisions of this Constitution.
2.2 Remuneration
Elected Student Council members of the Executive Committee receive remuneration on a salary basis: President; Vice-President (Academic); Vice-President (Internal); and Vice-President (External).

2.3 Attendance
All Student Council members are expected to attend at least 75% of the General Student Council meetings. Additionally, to constitute attendance, a member must be present at more than 75% of the meeting. If a member fails to attend 75% of the meetings, the situation will be reviewed by the Council.

3. Student Council Meetings

3.1 General Student Council Meetings

3.1.1 Frequency
The Regent College Student Council shall meet at least once every two weeks while classes are in session, excluding reading weeks.

3.1.2 Conduct
At the beginning of the Fall term, the Student Council shall decide upon the basis upon which the meetings will be conducted, by “voting” or “consensus” model. While this document assumes the former, the latter may be employed by substituting a consensus of the members present over a majority vote. If the “voting” model is selected, Robert’s Rules of Order will be the default for meeting conduct and order. In either case, the President shall chair the meeting unless s/he has delegated the role of chair.

3.1.3 Qualification
Any and all members (active and non-active) of the Association are welcome to attend the Student Council meetings, except for when the presider calls an in camera meeting at which time only the elected members may be present.

3.1.4 Voting
Only the elected members of the Student Council shall have voting privileges in Student Council meetings.

3.1.5 Proxy
An elected member may choose a proxy to sit in his/her stead provided the proxy is another member of the Student Council. A proxy has the full voting privileges
of the Student Council member and acts and votes on behalf of the Student Council member. The proxy’s presence constitutes attendance for the Student Council member. A proxy form must be given to the Administrative Assistant at the beginning of the meeting, having already been signed by the Student Council member and the proxy.

3.1.6 Quorum
(1) Quorum is needed to conduct official business.
(2) Quorum is reached when over 50% of the elected Student Council members are present at the meeting.

3.1.7 Order
The general order of the agenda will be the following:

(1) Call to Order
(2) Prayer/Devotion
(3) Minutes of Council
(4) Agenda Items (motions and other items for voting/discussion)
(5) Other Items
(6) Reports
(7) Next Meeting
(8) Adjournment

3.1.8 Agenda
(1) All agenda motions and items will be organized by the Presider of the meeting and given to the Administrative Assistant no later than 48 hours prior to the meeting.
(2) Agendas will be prepared by the Administrative Assistant and issued to each Student Council member no later than 24 hours prior to the meeting.
(3) Any item that is brought to the Presider after the deadline for giving agenda items to the Administrative Assistant but before the next meeting will be placed onto an addendum and distributed to the Student Council members at the beginning of the next meeting.

3.1.9 Motions
(1) Motions can be put forward by any elected member of the Student Council.
(2) Motions must be seconded by another elected member of the Student Council.
(3) Motions can be discussed by guests and elected members. Motions are
voted upon by the elected members of the Student Council (for, against, abstain) and passed upon simple majority (over 50%) vote.

3.1.10 Amendments
(1) Amendments may be made to the motion by any elected member of the Student Council while the motion is under discussion.
(2) Amendments must be seconded by another elected member of the Student Council.
(3) Amendments can be discussed by guests and elected members. Amendments are voted upon by the elected members of the Student Council and passed upon simple majority (over 50%) vote.
(4) After the amendment passes or fails, the amended motion is then considered under clause 3.1.9.

3.1.11 Calling the Question
(1) At any point in the discussion of a motion or an amendment, the question may be called by any elected member of the Student Council in order to cease discussion and take an immediate vote.
(2) Calling the question is seconded by another elected member.
(3) A vote is taken to call the question. Passed upon simple majority (over 50%), discussion ceases and a vote for the motion or amendment is taken. Otherwise, discussion continues.

3.1.12 Presentations
(1) Any person can be invited to bring a presentation to the Student Council by the President.
(2) The content and nature of the presentation must be presented to the presider of the meeting prior to its being placed on the agenda.
(3) Presentations normally take place after the approval of the minutes and before the agenda items are discussed.

3.1.13 Minutes
(1) Minutes are prepared by the Administrative Assistant and distributed to the Student Council members within three days after the meeting. Minutes may be amended at any time up to the day before the next full Student Council meeting; at that meeting the minutes of the previous meeting shall be approved by simple majority (over 50%) vote.
(2) Minutes include the time, place and date of meeting, as well as those present, absent, and present as guests. A summary of the discussion, proceedings and decisions made and all motions and amendments in their
entirety are recorded and kept on file.

3.1.14 Cancelling a meeting
A general Student Council meeting may be cancelled at the discretion of the President or Presider. It is the responsibility of the President or Presider to communicate the change to the Student Council and the public.

3.2 Special Meetings

3.2.1 A special meeting of the Student Council may be called by any of the following members:
(1) Any member of the elected Executive Committee
(2) A quorum (over 50%) of the Members-at-large.

3.2.2 The meeting will be chaired by the President unless a conflict exists. If a conflict exists the Student Council will select an impartial chair from the Active Members of the Association. This can include members of the Student Council.

3.2.3 The President is responsible to ensure that all members of the Council are notified of the special meeting.

3.2.4 Quorum (over 50%) needs to be met for conducting official business.

3.2.5 The regulations regarding General Student Council Meetings also apply to Special Meetings.

4. Student Council Committees

4.1 The Executive Committee shall be comprised of the President and the Vice-Presidents and shall meet every two weeks (excluding Reading Weeks) while classes are in session. The Executive Committee shall invite such other persons to attend the meeting(s) as they deem appropriate. The Executive Committee shall hold the power to act and vote on behalf of the Student Council on emergency decisions when time and circumstance do not allow the Student Council to meet.

4.2 The Student Council shall form other committees at such times as deemed appropriate by the Executive Committee.

4.2.1 Student Council committees shall be formed when the Executive Committee determines it to be beneficial to Student Council by advising on decision-making.
4.2.2 Committees shall be no less than three (3) members in size. One (1) Executive Committee member shall provide oversight. The Executive overseer may choose whether to sit as an active member of the committee.

4.2.3 Committees shall be composed of no less than two (2) Student Council members, one of which may be the Executive overseer. The remainder of committee membership may be drawn from the membership.

4.2.4 Committee Chair shall be a member of Student Council, and shall be responsible for the activities of the committee to the Executive overseer.

4.2.5 Committee membership shall be affirmed by Student Council at the next possible Council meeting by simple majority vote.

4.2.6 In the event that a committee must be formed in a timely fashion, Executive Committee members shall hold the power to initiate interim committees on a volunteer basis, subject to the committee composition guidelines described above. Executive council members must notify the rest of council in a timely manner of the creation of an interim committee. Interim committees will automatically dissolve at the next Student Council meeting.

4.2.7 Committees shall be dissolved by consensus of the committee in consultation with the Executive Committee.

5. **Student Representation on the Standing Committees of the College**

The RCSA is invited to represent students on specific committees each year by the College. Student representation on Standing Committees of the College shall be reviewed annually by the Executive Committee. The Committee section of the Governance Handbook may be modified by majority vote of the Executive Committee.

6. **Work/Study Positions**

The job descriptions of the work-study positions of the Association shall appear in the Work/Study section of the Governance Handbook, and shall be reviewed annually. The Work/Study section of the Governance Handbook may be modified by majority vote of the Executive Committee. All RCSA employment is subject to approval and hiring practices of Regent College. Regent College Human Resources is available to collaborate with the Council on employment-related matters.
7. **Finances**

7.1 **Budget**  
A draft budget shall be prepared by the outgoing Accountant and outgoing President in consultation with the members of the Executive Committee and ready for Student Council’s approval at the first official meeting in the Fall term. A budgetary analysis shall be prepared by the outgoing Accountant and outgoing President in consultation with the members of the Executive Committee. The outgoing President will be responsible for explaining this analysis to the incoming President.

7.2 **Reporting**  
The Accountant shall be responsible to prepare and maintain financial records of the Student Council. A report of financial activities (verbal and/or written) shall be presented to the Student Council at least once in each of the Fall and the Winter terms.

7.3 **Inspection**  
The Accountant’s records shall be open to inspection by any member of the Association at any time.

7.4 **Signing Authority**

7.4.1 Signing Officers are the following: President, Vice-President (Academic), Vice-President (External), and Vice-President (Internal).

7.4.2 All disbursement of funds shall be authorised by two of the four signing officers.

7.4.3 Signing authority must be signed over at the bank immediately upon completion of service and before leaving campus at the end of the Winter term.

7.5 **Benefits**

7.5.1 Students must either appear on a list indicating they have paid their current student fees or have their payment confirmed by the finance department of Regent College in order to receive the benefits of the Association (this includes thesis students).

7.5.2 A description of the benefits available to students shall be available on request.

8. **Records**
8.1 Ownership
The minutes of the meetings of the Association and its committees shall be kept in the office of the Student Council. All reports, correspondence, publications, and any records of the Student Council acting on behalf of the Association are the property of the Association and shall remain within the Association.

8.2 Inspection
Confidentiality issues notwithstanding, the minutes and the financial records of the Association may be inspected by any member of the Association upon request within a reasonable timeframe in the office of the Student Council.

8.3 Email Archives
Electronic mail sent using regent-college.edu addresses is the property of Regent College. Emails with potentially relevant information must be saved for future Council members and organized appropriately.

8.4 Dropbox
Council members are to save relevant documents on Dropbox (or other shared file system) for future Council reference.

8.5 Transition Documents
Each Council Member is to complete a transition document at the end of Winter Term for the incoming Council members.

9. Confidentiality
The elected members and employees of the Association shall seek at all times to keep confidential all personal information of members of the Association, personal information of employees of the College, and information regarding the College which has not been made public, except by prior agreement of the person or representative.

All elected members and Association employees are expected to take the utmost care and use discretion in handling confidential information and may not use this knowledge for personal benefit or gain.

10. Logo
The Association Logo is the official symbol of the Association (see Appendix 1). The logo is not to be affixed to any document, publication, clothing, or otherwise without the consent and resolution of the Association and/or its Student Council.
11. **Removal of Elected Student Council Members**

Upon review of an elected member’s performance, and after all effort has been put into restoring right relationship with the offending Student Council member, dialoguing with the member and attempting to reconcile the grievances, issues, cause or concern for removal, an elected Student Council member may be removed from office. For a Member-at-Large, the Council should consult Regent College Human Resources. For an Executive Member, the removal must be approved by Regent College Human Resources.

The procedure must meet the following conditions:

11.1 Via Student Council

11.1.1 The Council must show good cause.

11.1.2 The Council must give the member a two-week notice of its intentions (passed by greater than 50%) and allow the member an opportunity to represent him/herself.

11.1.3 The resolution of removal must be approved by a two-thirds majority vote of the entire Student Council.

11.2 Via Association

The Association may require the removal of any Student Council member by referendum.

12. **Removal of Work/Study Employees of the Association**

Upon review of an employee’s performance, and after all effort has been put in restoring right relationship with the offending worker, dialoguing with the member and attempting to reconcile the grievances, issues, cause or concern for removal, an employee may be asked to resign or be fired from the job. The removal must be approved by Regent College Human Resources. The procedure must meet the following conditions:

12.1 Via Student Council

12.1.1 The Council must show good cause.

12.1.2 The Council must give the employee a two-week notice of its intentions (passed by greater than 50%) and allow the employee an opportunity to represent him/herself.

12.1.3 The resolution of removal must be approved by a two-thirds majority vote of the entire Student Council.
12.2 Via Association
The Association may require the removal of any employee by referendum.

13. Bylaws and Supporting Documents
These bylaws, job descriptions, information, policies, or procedures are deemed to form secondary documents to the Constitution. Amendments to these non- Constitutional documents require a two-thirds majority vote by the elected members of the Student Council.