STUDENTS’ UNION CONSTITUTION
Created by the Council of Student Executives

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Names

1. This organization shall be called the New Brunswick Community College Students’ Union, hereinafter referred to as the NBCCSU. It shall consist of students of all of the New Brunswick Community College campuses and shall form the provincial board.

2. The Local Campus Union of the NBCC shall be called the “Campus Location” Students’ Union, hereinafter referred to as the LCU.

3. The New Brunswick Community College shall be known as NBCC.

4. The Student Life Coordinator shall be known as the SLC.

5. The Chief Returning Officer shall be known as the CRO.

Definitions

6. The LCU shall satisfy the following criteria:
   
i. It is elected by the student body of the specific campus.

   ii. It operates under the NBCCSU Constitution.

7. NBCCSU Voting Members shall be the current President and Vice President (or their Executive designates) from each local campus.

8. Legal Meeting shall only be considered when it is attended by a quorum of voting members.

9. Quorum shall be fifty percent plus one (50% + 1) of the eligible voting members.

10. Referendum shall be a process of referring a matter proposed or passed by the NBCCSU to the NBCC student body to vote for approval or rejection.

11. Chair shall be the member who is facilitating the meeting. This member is be the President of that council.

12. Term of Office
   
i. The NBCCSU members’ term of office shall be from the date of election until the following NBCCSU Annual General Meeting
and change over occurs OR until that person ceases to be qualified as a representative, whichever is earlier.

ii. The elected LCU members’ term of office shall be from the date of election until a successor is named or until the member is no longer eligible to serve in the position to which he/she has been elected, whichever is earlier.

13. **Voting**

i. Quorum shall be needed to produce a vote.

ii. Two-thirds (2/3) Vote: Because a mere majority should not be able to deprive others of the right to have the rules enforced or the right to hold elected office, selected issues must be approved by two-thirds (2/3) of the eligible voters present at a legal NBCCSU or LCU meeting.

iii. A unanimous vote from all voting members is required when discussing all financial matters.

12. **Slating** shall be a list of candidates nominated by their LCU to run for election. Slating is the act of putting forth such a list of particular candidates.

14. **Local Procedures** shall be the internal rules or procedures for conducting local day-to-day business and affairs.

15. **Class** – shall be a group of students who are enrolled in a common and concurrent program of study, consisting of several courses. Programs with large intakes of students may form several smaller class groupings by dividing the intake into several classes.

**Purpose of the NBCCSU**

16. The purpose of the NBCCSU is as follows:

i. To provide a forum for the students of NBCC to work cooperatively to advance the interests of the students that they represent.
ii. To promote an understanding of the existing and emerging needs, to represent, and advocate the common interests, and issues of the NBCC students.

iii. To promote social responsibility between and among the NBCCSU, the LCU, and the NBCC.

iv. To discuss and decide upon province-wide NBCC recreational activities and other events.

v. To ensure the LCU’s abide by the best practices outlined in this document.

vi. To promote and facilitate strong ties between the students and the faculty members of NBCC.

vii. To administer NBCCSU referenda.

17. The purpose of the Local Campus Unions is as follows:

i. The purpose of the LCU and its election procedures shall be explained to the student body at the earliest opportunity in each academic year. When students commence in the winter semester, the same shall hold true.

ii. A strong working relationship shall develop between a functioning LCU and a committed campus administration. Through this interaction, students shall be properly represented and aided. The student fees collected by each campus administration department are transferred directly to the Local Campus Unions’. Once this fee is received by the LCU it shall be used to conduct its business in accordance with this constitution. By working together the LCU and campus administration department shall resolve emerging ideas, take a proactive approach to new and/or innovative issues and ideas, and provide a meaningful experience for the students of each campus.

iii. To provide a forum for students who are working to advance the interests of the student body at the local campus they represent.

iv. To represent, promote, and advocate the majority interests of the students at the campus level.

v. To promote an awareness of social responsibility among the student body.
vi. To organize and administer extracurricular, social, cultural and recreational activities for the benefit of the student body. Recognizing any legal restrictions or limitations, the LCU shall decide where and when such events and activities shall be held.

vii. To support the purpose of the New Brunswick Community College Students’ Union (NBCCSU).

viii. To promote cooperation between elected class representatives and the LCU executives.

ix. To contribute to the campus by acting as a liaison between the students and the campus administration with regard to the needs and interests of the student body.

Types of Memberships

18. **NBCCSU voting members** shall consist of two (2) representatives from each LCU. These members shall be voting members of the NBCCSU. Each representative must meet the following criteria:
   
i. Be a President of a LCU.

   ii. Be a Vice President (or Executive designate) of a LCU.

19. **NBCCSU non-voting members** shall be permitted to attend all regular NBCCSU meetings, unless there is a perceived conflict of interest. If invited, the following members may also be permitted to attend the NBCCSU meetings:
   
i. LCU’s Student Life Coordinator.

   ii. Members of NBCC administration.

20. **NBCCSU honourary members** shall be at the discretion of the seated NBCCSU. This appointment shall hold no voting privileges. When the vote to appoint a person is held at a NBCCSU meeting, the decision must be unanimous among the voting members present. A person may be appointed to the NBCCSU for the current year based on the following criteria:
   
i. Previously a student of NBCC.

   ii. Alumni member.
iii. A former member of the NBCCSU.

**Duties and Responsibilities**

21. **Composition and Election of the NBCCSU Governing Body**

   i. The NBCCSU governing body shall include the following positions: President, Vice-President, Secretary, and Treasurer. These positions shall be elected by a majority vote at the Annual General Meeting in October of each academic year.

   ii. These executive members shall be known as *Officers* of the NBCCSU.

22. The NBCCSU President, in conjunction with the other officers of the NBCCSU, shall be responsible for:

   i. Solicit and prepare items for discussion for all the NBCCSU meetings.

   ii. Ensure the agenda is sent out to all the members at least two (2) days prior to a meeting.

   iii. Serve as the official spokesperson of the NBCCSU.

   iv. Notify all members of any emergency meetings or conference calls.

   v. Act as the chairperson (or appoint a chairperson) for all NBCCSU meetings.

   vi. Act as the signing authority of the NBCCSU in conjunction with the Treasurer and SLC responsible for NBCCSU accounts.

23. The NBCCSU Vice President shall be responsible for:

   i. Assist the President in the execution of presidential duties, and exercise the power of the President’s chair while acting on the President’s behalf in his/her absence.

   ii. Exercise the power of the President in the event that the position shall become vacant.

   iii. Shall be responsible to implement Roberts Rules of Order during all legal meetings in the President’s absence.
iv. Shall fulfill any other tasks assigned by the President.

24. The NBCCSU Treasurer shall be responsible for:

   i. Act as the Chief Financial Officer of the NBCCSU.

   ii. Maintain accurate financial records with the assistance of the
        appointed SLC responsible for the NBCCSU accounts.

   iii. Submit a written financial statement to all members on a monthly
        basis unless directed not to by the President.

   vii. Consult with the SLC responsible for the NBCCSU accounts on
        all financial expenditures.

   viii. Maintain the signing authority of the NBCCSU in conjunction
        with the President and SLC responsible for the NBCCSU
        accounts.

25. The NBCCSU Secretary shall be responsible for:

   i. To take minutes at all the NBCCSU meetings, including
      conference calls.

   ii. Ensure that the minutes are recorded, printed, and distributed to all
      members within seven (7) days of each meeting. All minutes shall
      be approved by the President before distribution may occur.

   iii. Inform all LCU’s of upcoming activities or of any issues being
        pursued by the NBCCSU.

26. The Director of Student Development shall be responsible for:

   i. Facilitate the first NBCCSU meeting in each academic year and
      appoint the Chair for said meeting.

   ii. Arrange for accommodations, meals, and other required materials
      for all the NBCCSU meetings.

   iii. Maintain all historical records of the NBCCSU.

   iv. Maintain up-to-date copies of the NBCCSU Constitution on behalf
       of the NBCCSU.
27. All the NBCCSU Members are responsible for:

i. The voting members shall administer the operations of the NBCCSU at their respective campuses.

ii. Each NBCCSU member shall support the objectives of the NBCCSU and shall abide by all provisions of this Constitution.

iii. Each NBCCSU member shall be responsible for representing the interests and concerns of the students from the campus in which they were elected.

iv. Each NBCCSU member shall communicate and work cooperatively with each other and the NBCCSU officers.

v. Each NBCCSU member shall be responsible for maintaining the application of Robert Rules of Order during all legal meetings.

28. Local Campus Union Executives

i. The President of the Local Campus Union must be a full-time student of that NBCC campus. All other members of the LCU Executive may be part-time or full-time NBCC students of that specific campus.

ii. Shall be elected by the local student body.

iii. Shall be eligible to vote at the LCU Executive meetings.

iv. The minimum required positions shall include:

1. President
2. Vice President
3. Treasurer
4. Secretary

v. Additional positions may include:

5. Vice President of Events/Social Activities
6. Vice President of Athletics
7. Vice President of Communications
8. First Year Vice President

29. The Local Campus Union President shall be responsible for:

i. Serve as the official spokesperson of the LCU.
ii. Develop annual goals for his/her respective council.

iii. Sit as a voting member on the LCU Executive.

iv. Supervise and liaise with their SLC on behalf of the LCU.

v. Act as a financial signing authority for the LCU bank account.

vi. Guide and support other LCU members.

vii. Implement and sign contracts as required after it is approved by the NBCCSU.

viii. Sign documents and other items as required that are applicable to the LCU.

ix. Appoint LCU committees as necessary.

x. Act as chairperson of all LCU meetings.

xi. Act as a liaison between the other NBCC LCU’s.

xii. Coordinate with the Secretary and SLC to develop and distribute of meeting agendas.

xiii. Shall act as a liaison with other post-secondary institutions and student organizations regarding student issues.

xiv. Shall coordinate all internal meetings between the LCU, faculty members, staff, and the administration.

xv. Shall ensure up-to-date copies of the NBCCSU Constitution are available to the student body, LCU Executive, Class Representatives.

xvi. Shall be a member of the NBCCSU provincial council.

xvii. Shall perform all other reasonable duties or responsibilities assigned by the NBCCSU.
30. The Local Campus Union Vice President shall be responsible for:

i. Aid the LCU President in the execution of his/her duties.

ii. Fulfill the responsibilities of any LCU member who maybe absent during an event.

iii. Oversee any Public Relations of the NBCCSU at the campus level.

iv. Oversee or assist with the maintenance of the LCU social media, development of publicity materials, email communication, and the promotion of special events.

v. Shall exercise the powers of the LCU President when he/she is unable.

vi. Shall act on the President’s behalf in his/her absence.

vii. Shall act as a liaison between the LCU and any clubs or societies under the jurisdiction of the LCU.

xviii. Shall perform all other reasonable duties or responsibilities assigned by the NBCCSU or the LCU President.

31. The Local Campus Union Treasurer shall be responsible for:

i. Work under the supervision and with the assistance of the NBCCSU Treasurer and local SLC in the execution of all financial duties.

ii. Act as signing authority on LCU bank account.

iii. Keep a full and accurate account of all receipts and disbursements of the LCU with the assistance of the SLC.

iv. Oversee the development and implementation of the LCU annual budget.
v. Prepare and present financial reports to the LCU & the NBCCSU Treasurer.

vi. Prepare all necessary documents for the annual financial audit as directed by the NBCCSU Treasurer and SLC.

vii. Shall consult with the LCU President and/or the SLC on all financial matters.

viii. Shall perform all other reasonable duties or responsibilities assigned by the NBCCSU or the LCU President.

32. The Local Campus Union Secretary shall be responsible for:

i. Solicit items for the LCU meeting agendas.

ii. Prepare all documents for all meetings.

iii. Forward meeting agendas to all LCU Executive members at least two (2) full business days before the schedule meeting. Unless materials require more notification as outlined in these regulations.

iv. Record, maintain, and distribute minutes as soon as possible following each meeting. Minutes must be approved by the LCU President within four (4) days of any meeting.

v. Oversee the implementation of the NBCCSU information campaigns at the campus level.

vi. Shall perform all other reasonable duties or responsibilities assigned by the NBCCSU or the LCU President.

33. Local Campus Union shall Vice President of Events/Social Activities shall be responsible for:

i. Work under the supervision, and with the assistance, of the SLC in the execution of all duties.

ii. Shall be responsible for social events that occur throughout the academic year.
 iii. Shall be responsible for the implementation of the NBCCSU sanctioned events at the campus level.

 iv. Shall lead a committee, as needed, to develop social and special events at the campus level.

 v. Supervise and direct entertainment for events at the campus level.

 vi. Work with the Treasurer on the collection and management of revenues, as applicable, from campus level events.

 vii. Ensure that proper security and staffing (paid or volunteer) are available for all events.

 viii. Organize the NBCC student presence for community-sponsored events.

 ix. Shall perform all other reasonable duties or responsibilities assigned by the NBCCSU or the LCU President.

34. The Local Campus Union Vice President of Athletics shall be responsible for:

 i. Work under the supervision and with the assistance of the SLC in the execution of all duties.

 ii. Shall be responsible for all intramural activities at the campus level.

 iii. Shall be responsible for the storage, inventory, and maintenance of all the NBCCSU athletic and fitness equipment at the campus level.

 iv. Work with the SLC in the coordination of the NBCCSU athletic tournaments.

 v. Work with the SLC in the development of campus level teams to participate in local leagues or the NBCCSU tournaments.
vi. Shall be responsible for all other athletic endeavours supported by the NBCCSU, including, but not limited to, ski trips, hiking, camping, kayaking, curling, fitness programs, and yoga.

vii. Shall perform all other reasonable duties or responsibilities assigned by the NBCCSU or the LCU President.

35. The Student Life Coordinator (SLC) shall be responsible for:

i. Shall attend all the LCU meetings to provide direction and advice as needed.

ii. Shall monitor the LCU financial records in conjunction with the Treasurer.

iii. Shall be a signing officer for the LCU.

iv. Shall act as a liaison between campus administration and the LCU.

v. Shall give advice to all members of the LCU as needed to perform their duties.

vi. Shall promote the transition of the LCU from one academic year to the next.

vii. Shall encourage appropriate decision-making by students as part of their learning development.

viii. Shall work with the Chief Operating Officer to ensure the student council elections occur according to the guidelines in this document.

ix. Shall ensure the descriptions of all the LCU Executive positions are posted prior to accepting any nominations.

x. Shall ensure the LCU fundraising activities do not conflict with College policies and procedures.

xi. Shall ensure the NBCCSU Constitution is available to all elected LCU Executive members and Class Representatives.
xii. Shall attend the NBCCSU meetings.

xiii. Refer to the Policies & Procedures document for a full job description of Local Campus Union Student Life Coordinator.

36. Chief Returning Officer (CRO) for the LCU shall meet the following criteria:

i. Shall be appointed by the LCU in consultation with the SLC.

ii. The CRO may be the Student Life Coordinator or a member of the NBCC administration.

iii. The CRO shall share the responsibility for the student elections for each academic year. Including the conduct and administration of polls and for ensuring the counting of ballots is being conducted in a fair, unbiased, and timely manner.

37. Local Campus Union Representatives shall meet the following criteria:

i. Shall be a part-time or full-time NBCC students.

ii. Each class shall elect at least one (1) Class Representative. The Representative will represent his/her classmates and their interests on the LCU and will be eligible to vote at all general LCU meetings. The election or appointment of Class Representatives will normally take place no later than the third week from the start of classes or immediately after the LCU executives are elected, as defined in the college calendar for the new academic year.

iii. Each class may select an alternative representative who will replace the regular member in the event that person is not available to attend a meeting or cannot continue as the Class Representative.

iv. Shall report regularly to their classes regarding the business of the LCU, to convey information and to maintain communication between the LCU executive members and the student body.

v. Responsible to bring forward the interest of their individual class and vote upon the issues and concerns that may arise as the general LCU meetings.
vi. Responsible to perform all the duties and responsibilities of the position and shall not miss any more than three (3) consecutive meetings. Contravention of this obligation may result in their replacement on the LCU.

NBCCSU Finances

38. Powers shall be:

i. To acquire by purchase, grant, lease, gift, donation, devise, legacy, bequest or otherwise real and personal property and to hold, manage and turn the same to account for the purposes or objectives for which the Association is incorporated and to sell, lease, mortgage, let or otherwise dispose of any such real or personal property as may be properly deemed necessary for the carrying out of the objects of the Student Union.

ii. To invest or otherwise use for the objects of the Student Union any monies received.

iii. To enter into arrangements or transactions with any governmental, municipal, local, or other authority that may seem conducive to or consistent with the attainment of the objects of the Student Union, and to obtain from any such authority any rights, privileges, benefits, or concessions which the Student Union may have the capacity to receive and may deem desirable for the carrying out of the objects and purposes of the Student Union.

iv. To erect, maintain, improve, repair and otherwise deal with any building or buildings in order to further the objects and purposes of the Student Union, subject to the approval of the College where any such building or buildings are situated on College property.

v. To borrow money for the objects of the Student Union, and to secure repayment of same by any form of debenture, bond, hypothec, mortgage, promissory note or any security; and without restricting the generality of the foregoing, to make and issue debentures or bonds and to secure the repayment of same by deeds of trust or mortgage.
vi. To authorize, make, execute, issue and endorse bills of exchange, cheques, promissory notes, and other such instruments as may be necessary or convenient to further the objects of the Student Union.

vii. To raise money for the objects and purposes of the Student Union by all properly authorized means, including without limiting the generality of the foregoing, the granting of concessions to organizations at student activities and the granting of such other concessions as the Student Union may deem advisable, subject to the approval of the college where any such concession may be of a permanent nature and may affect the operation of the College.

viii. To do all such other things as may be ancillary or incidental to the attainment of its objects and the exercise of its powers.

ix. To have the right to create or maintain a contract for the position of SLC based upon the qualifications and job description listed in the Policies & Procedures.

39. Student Fees shall be as follows:

i. Fees shall be set, and adjusted, according to need as defined by the NBCCSU.

ii. Any adjustment of a fee can only be the result of a unanimous vote in favor of such an amendment at a legal NBCCSU meeting.

iii. All student fees shall be collected by the NBCC administration and transferred to the LCU in entirety at regular, pre-determined dates.

40. Disbursement of the Student Fees shall be as follows:

i. The amount of funds distributed for the salaries and other operational expenses will be based on a predetermined rate per academic year. Reference the Policies & Procedures documents for specifics.
ii. 100% of all Health & Dental fees, including any remaining funds at the end of any coverage year, shall be retained and managed by the NBCCSU.

iii. Until such a time that this section is amended, all additional incomes via corporate sponsorships, partnerships, or any income as not otherwise covered in these articles, shall be maintained at the LCU where it was received.

41. Financial Management shall be as follows:

   i. Acceptable accounting procedures must be in place for the management of all funds.

   ii. NBCCSU shall decide what procedures are acceptable according to provincial and national regulations.

42. LCU Revenues shall be as follows:

   i. Revenues generated by the LCU is to remain with that council.

   ii. Only long-term contracts are subject for approval by the NBCCSU.

   iii. Any revenues generated via external contracts are subject to the NBCCSU approval when up for renewal.

   iv. NBCCSU will negotiate as a whole on behalf of all, or as many LCU’s as possible.

43. Monetary and Physical Assets shall be as follows:

   i. NBCCSU reserves the right to withhold future funding, if there is reason to believe that funds are being mismanaged, misappropriated, or the LCU is involved in illegitimate activities or acting in contravention to the NBCCSU mandate, until such a matter is resolved.

   ii. The management, including the maintenance, removal, disposal, or transfer, of such physical assets will be at the sole discretion of
the relative LCU.

44. Local Campus Union Finances shall be as follows:

i. Each academic year, following the election of the LCU President and Treasurer, the SLC and the LCU executives shall meet to discuss and decide the signing authorities for the LCU. All LCU cheques will require the signature of two (2) signing authorities, one (1) of which must be the SLC. If at any time the LCU executive members changes, all parties involved shall meet again to revise and reassign signing authority.

ii. The LCU shall establish and ensure that at least the established minimum amount of unencumbered funds remains in the account at the end of each academic year for use in the operation of the LCU in the next academic year.

iii. At the end of their term of office, the LCU executive members shall transfer all assets, bank accounts, and records to the incoming Executive or designated trustee.

iv. Approval for disbursement of funds shall be made by a majority vote of the LCU executive members at a legal meeting when the approval is requested.

v. Where approval for disbursement of funds is not granted in the normal manner, the SLC and the LCU shall meet, discuss, and resolve the matter.

vi. The LCU has the option to put in place contracts to assist the Treasurer with book-keeping services or guidance as needed.

Committees, Clubs, and Societies

45. Cooperation between NBCC, NBCCSU, and LCU:

i. NBCCSU and the LCU shall engage with NBCC in a consultative and collaborative process as often as possible to further the
success of both entities, realizing that their successes are inextricably linked to one another.

ii. NBCCSU may, annually or as the need arises, appoint members to sit on the NBCC committees at the macro or campus level.

iii. Subordinate committees may be appointed by the LCU President, on the advice of the LCU, to be responsible for special projects or events.

iv. The LCU liaison shall be responsible for protecting the interests of the LCU and shall have the power to temporarily suspend further activities of the committee until reviewed by the LCU.

v. Each committee shall prepare a budget for its proposed activities prior to any allocation of funds from the LCU. This budget shall be subject to approval or revision by the LCU.

vi. If the committee receives funding from the LCU, the committee shall elect a Secretary-Treasurer who will keep an accurate and detailed account of the financial activities of that committee, including the receipt and disbursement of all funds allocated to it by the LCU.

vii. Each committee shall present a report on its activities when requested by the LCU.

46. Clubs & Societies shall be as follows:

i. NBCC student clubs, societies, and/or organizations must be sanctioned by the NBCCSU and are subject to the rules and regulations of NBCCSU.

ii. Only those clubs, societies, and organizations that are ratified by the LCU are eligible to financially benefit from the LCU.

iii. Ratification is to be the result of a majority vote at any legal LCU meeting upon the application request of the club or society. Whether the vote is to take place at the NBCCSU or LCU level, it shall be contingent upon the scope of the organization.
iv. No reasonable request shall be denied.

Fundraising

47. Fundraising guidelines are as follows:

i. All classes or groups within the campus wishing to raise funds must first submit a letter regarding the nature of the fundraising event to the LCU for approval. The SLC will ensure that such requests do not conflict with College policies and procedures.

ii. All fundraisers must conform to provincial rules and regulations (i.e. lottery licenses).

iii. All requests for lottery licenses must be accompanied by a letter from the LCU verifying that the program, club, or organization is a recognized group at the campus and is approved by the LCU to proceed with the fundraising activity.

iv. A standard request form for fundraising shall be made available for all, with strict guidelines as to the allowable purposes for funds.

Censure, Reprimand, and Appeal

48. Censure shall be as follows:

i. In the event that all other measures have failed, the NBCCSU or the LCU may, with just cause, censure any person holding office in the NBCCSU or the LCU.

ii. If a member has been censured, notice will be sent to the censured member’s campus.

iii. See the Policies & Procedures document for specifics.
49. Reprimand shall be as follows:

i. An order of reprimand shall follow the same procedure outlined for motions of censure. Refer to the Policies & Procedures document for specifics.

50. Appeals shall be as follows:

i. A member can appeal, in writing, to the Appeal Committee regarding the order of censure or reprimand.

ii. All appeals will be managed by the NBCCSU and this executive council reserves the right to make the final decision.

iii. Refer to the Policies & Procedures documents for specifics.

Amendments to the NBCCSU Constitution

51. Four weeks’ notice shall be given at a regular NBCCSU meeting before a meeting to ratify any amendments to the NBCCSU Constitution may occur.

52. Any proposals for amendments to the Constitution shall show which portions of the Constitution shall be deleted or amended and shall show the proposed replacements or additions to the Constitution.

53. The proposals for amendments to the Constitution shall be placed on public display at each campus for a period of two weeks prior to any vote.

54. A two-thirds (2/3) vote of the eligible voting members present at a legal NBCCSU meeting shall be necessary to ratify an amendment to the Constitution.