



Zaskin College Student Union (Est. 2004)

Student Union Constitution

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The name of the Union shall be Zaskin College Students Union formed on 5th day of January 2004

Preamble

Each student is an integral part in the Zaskin College community, a microcosm of society that is as rich as it is diverse in intellectual pursuits, personal devotions, moral credence, and cultural heritages. While each of us may have varying goals and beliefs, the common bond we share is the opportunity to expand our cultural horizons by being a part of Zaskin College, London. We, the students, in pursuit of our diversified interests and concern for our academic community have faithfully considered our implied rights and inherent responsibilities by which we are guided, with which we are expected to comply and to which we are required to consort. Our contemplation has not been only of what has been historically practiced and assessed, but also, of what is the pragmatic reality today, and of our reasonable expectation of what the future may be. Therefore, we, the student body of Zaskin College, do hereby establish a College-wide student government which shall be named the Zaskin College Student Union and will reflect the recognized academic, social, and community organization of the student body's interests. It shall be the object of the Student Union to facilitate just order in the advocacy of the promotion of the common and diversified needs and interests of all students and the numerous organizations, thereof, under the authority of this Constitution and its bylaws.

Article I: Membership

Membership to the Zaskin College Student Union will be open to all full time students, who are in good academic and social standing with the College.

Article II: Function

Section One: Student Union

- A. The Student Union is the representative entity of the Zaskin College student body. The Student Union will be responsible for addressing issues of general concern which affect the student community, and for any action accorded these issues.
- B. The Student Union is responsible for the management of the Student Activities Fund.
- C. The Student Union will provide student representatives to participate in full faculty meetings and College committee meetings wherever possible, and will keep the student body informed of all important developments, events and student concerns.
- D. The Student Union is responsible for supporting and promoting student clubs and organizations.

Section Two: Executive Board

- A. The Executive Board will be responsible for carrying out the daily business of the Student Union, and setting the agenda for the Student Union meetings.
- B. The Executive Board, upon recommendation of the Student Union, may create Executive Board Committees. The purpose and nature of an Executive Board Committee will be determined by the Executive Board. The Student Union may request a report of Executive Board Committees.

- C. In the event of a tie vote in the Student Union, the Executive Board will cast the tie breaking vote.

Article III: Structure

Section One: Student Union

- A. The Zaskin College Student Union will consist of all full time students as members with equal voting rights. The President of the Student Union will not be included in voting. Students in good standing at the College are eligible for election to the Student Union. For the purposes of class representation, the following will be used for determination of class status which must be met by the first day of classes in the new semester:
- B. In order for a vote taken by Student Union to be valid, a quorum of at least nine members must be physically present.
- C. No Student Union representative position will be filled by appointment Any vacant position without an application from that constituency will remain vacant.
- D. The Student Union will meet weekly at a time convenient for all Student Union members, which will be published ahead of time usually on Fridays.
- E. Meetings of the Student Union will be held in accordance with the procedures set forth in Robert's Rules of Order (latest edition).
- F. All votes taken in Student Union meetings must be recorded with date, vote count, and description, and will be appended to the Constitution as bylaws.

Section Two: Executive Board

- A. The Executive Board shall be made up of three voting members (President, Vice-President and Treasurer), and one non-voting member (Secretary).
- B. The Executive Board will consist of elected officers of the Student Union for a term of one academic year as determined. A vacancy on the Executive Board will be filled by Presidential appointment and approved by a simple majority vote of the Student Union.
- C. An officer will be considered elected only after having received a majority of votes cast by the Student Union.
- D. The Executive Board will meet weekly at a time convenient for all members, which will be published ahead of time.

Article IV: Description of Officers Duties

Section One: President of the Student Union

In order to be eligible for the position of President, a Student Union member must have at least two semesters of service to the Student Union, and must have good academic scoring and his/her name must be proposed by at least two serving members.

- A. The President will serve as the Chief Executive and Operating Officer of the Student Union; represent the student body at Zaskin College; and be responsible for coordinating all efforts of the Student Union.
- B. The President will chair the Student Union meetings.
- C. The President shall be required to vote in all Executive Board matters.
- D. The President of the Student Union will be present at all meetings of the Student Union and Executive Board or face sanctions equal to those of the other Student Union members.

Section Two: Vice-President of the Student Union

In order to be eligible for the position of Vice-President, a Student Union member must have at least two semesters of service to the Student Union, and hold a good academic record

- A. The Vice-President will preside over the Executive Board.
- B. The Vice-President will assume the duties of the President in the event of the Presidents absence. In the event of a vacancy in the office of President, the Vice-President will assume the responsibilities of the President until the Student Union has either approved the succession, or has elected another to the position.
- C. The Vice-President will represent the interests of the Executive Board at each Student Union meeting.
- D. The Vice-President shall be required to vote in all Executive Board matters.
- E. The Vice-President will be responsible for maintaining and inventorying the contents of the Student Union office.
- F. The Vice-President will attend all meetings of the Student Union and Executive Board or face sanctions equal to those of the other Student Union members.

Section Three: Treasurer of the Student Union

In order to be eligible for the position of Treasurer, a Student Union member must have at least one semester of service to the Student Union, and must have good academic scoring

- A. The Treasurer will oversee all accounts of the Student Union.
- B. The Treasurer will present the "Student Union Budget and Fiscal Policy" to the Student Union on the day in which it convenes for the fall semester, and this document is to be ratified by the Student Union by simple majority within one week. The following will be satisfied by the document: i) A complete breakdown for all accounts of the entire Student Union. Figures will be included for past, present, and projected balances. Any accounts closed, created, or merged will be explicitly noted. ii) The budget for all moneys from every Student Union account, including those funds reserved for special projects and new accounts. iii) The document will stand on its own as a reference to present fiscal policy for the entirety of the President's term, and it will supersede all previous documents.
- C. The Treasurer must keep an accurate running record of all Student Union earnings and expenditures.
- D. The Treasurer will give a Student Union financial report at the first Student Union meeting of each month and will prepare a final report at the end of each semester.
- E. The Treasurer shall be required to vote in all Executive Board matters.
- F. The Treasurer will attend all meetings of the Student Union and Executive Board or face sanctions equal to those of the other Student Union members.

Section Four: Secretary of the Student Union

- A. The Secretary will be responsible for keeping minutes of all Student Union Meetings, as well as records of all Student Union activities, projects, and actions, including keeping all relevant advertisements concerning the activities of Student Union, other student groups, and the Administration, where relevant.
- B. The Secretary will have the responsibility of maintaining the archives of the Student Union.
- C. At the end of each semester and academic year, the Secretary will write summary enumerating significant events and the reason and outcome of all votes taken during the academic year.
- D. The Secretary, although a member of the Executive Board, will NOT have a vote in Executive Board matters.

- E. The Secretary will attend all meetings of the Student Union and Executive Board or face sanctions equal to those of the other Student Union members.

Article V: Elections

The election of the Student Union representatives will be held in accordance with the guidelines established in the Student Union Election Bylaws, which shall be appended to this Constitution.

Article VI: Removal

Section One: Procedure for Removal

In the event of the removal of any student from either the Executive Board or from the Student Union itself, these guidelines must be followed.

- A. Charges against a representative or officer must be presented in writing to the accused, the Faculty for Student Welfare, and to the Executive Board.
- B. The charges must then be announced to the Student Union as a whole, and in the case of removal from the Student Union, to the constituency of the accused as well.
- C. A special meeting of the Student Union will then be called, allowing a minimum of 24 hours to pass, to allow the accused to prepare a rebuttal.
- D. The vote to remove can only take place when a quorum of nine members is present.
- E. The vote to remove will be secret ballot, and the removal process will be completed upon receipt of a 2/3 (two-thirds) vote in favor of removal.

Section Two: Standing Reasons for Removal

- A. Student Union Representative - A Student Union representative may be asked to step down from or be removed from their position in the event of excessive absenteeism, as defined as more than three unexcused absences from scheduled Student Union meetings or events. An absence is considered excused when notice has been given, or when approved by majority vote of the Student Union.
- B. Executive Board Members - An Officer of the Student Union may be asked to step down from or be removed from their position in the event of severe dereliction of duties, as put forth in this constitution.

Article VII: Amendments to Constitution

The Student Union Constitution may be amended upon the concurrence of 3/4 (three quarters) of the Student Union. Any and all changes to the Student Union Constitution will be named amendments and will be added at the end of this document with date of ratification.

Election Bylaws

Section One: Student Union

- A. The election of Student Union members for the various open positions will be organized by the Vice President of Student Union or if in the absence by one of the other members of the Executive Board at the beginning of each September Semester.
- B. The first week of announcements will be placed around campus advertising the various positions that are available on Student Union. Applications will be placed at Reception for students to pick-up and return to the office of Student Services by a fixed date.

- C. Students seeking a position on Student Union must be in good academic and social standing at the College. Students that do not meet these criteria will not be allowed to stand for election.
- D. Students completing the application for Student Union membership will be representing college at all times in college, at work and social places.
- E. Students seeking a position are asked to sign the application form at the bottom to indicate that all information is correct and that he or she gives permission to check that he or she is in good academic and social standing.
- F. Elections will be held at a stated date and time on campus in the beginning of September session. A member of the Executive Board and faculty must be present at all times balloting is taking place. A list of all students at the College will be provided so that once a student votes they are checked off the student roster to prevent election fraud.
- G. After the election period ends the election box will be counted by two of the members of the Executive Board and a member of the office of Student Services.
- H. The person who receives the most votes will be the winner for each position on Student Union. In the event of a tie then President will be asked to cast his/her vote.
- I. Students elected by the student body will be notified in writing as soon as possible and notified at the same time of the first meeting of Student Union for the academic year.

Section Two: Executive Board

- A. The election of the Executive Officers will take place two weeks after the Student Union elections, when the new student union will meet for the first time when they will elect students who will play an active role in the union.
- B. Students on the Student Union wishing to run for an officer position will need to complete the appropriate application for eligibility. The form should be available at least three weeks before actual elections are scheduled.
- C. Students seeking a position are asked to sign the application form at the bottom to indicate that all information is correct and that he or she gives permission to check that he or she meets all qualifications and is in good academic and social standing.
- D. Students seeking a position will be named and identified before the actual election meeting by at least one week. Each student running for an Executive Office will be allowed to address the Student Union in regards to his or her qualifications for the position before the election takes place.
- E. The Student Union can allow a member of Student Union to stand for election to a position that he or she does not meet the qualifications for if the Student Union deems it appropriate. To over rule the eligibility requirements for a position a two-thirds majority of Student Union members is needed out of the quorum for approval. The voting will take place by secret ballot.