

Canadian Mennonite University Student Council (Main Campus)

Constitution and By-Laws

June 2012

1 INTRODUCTION

The Canadian Mennonite University Student Council (CMUSC) will seek to promote the spiritual, emotional, intellectual, social, and physical welfare of all members of the student body. This shall be done in co-operation with Canadian Mennonite University, hereafter the Institution, and in harmony with CMU's mission and core values, which are based on Biblical principles and rooted in Anabaptist-Mennonite and evangelical perspectives.

2 MEMBERSHIP OF THE CMUSC

2.1 Executive Committee

- President
- Vice President Advocacy
- Vice President Activities
- Vice President Operations
- Vice President Communications

2.2 Directors

- Director(s) of Arts and Entertainment Committee
- Director(s) of Peace and Sustainability
- Director(s) of Faith in Life Committee
- Director(s) of International Student Committee
- Director(s) of Sports and Recreation Committee
- Director(s) of Social Activities Committee
- Director(s) of Witness Through Service Committee

2.3 Representatives

- First year Student Representatives (2)
- Graduating Student Representative (1)
- Blaurock Rep (1)
- Commuter Assistant Rep (1)
- Resident Assistant Rep (2)
- Faculty/Staff Representative (1)

2.4 Communications Team

- Editor(s) of Print and Social Media
- Yearbook Editor(s)

3 ROLES OF CMUSC MEMBERS

4 Requirements for Membership on Student Council

Responsibilities and duties of members include:

- (i) Each member must be a full-time student as defined by the Institution.
- (ii) If a member loses full-time status, s/he will relinquish his/her position and a new election will be called.
- (iii) Each member possesses voting rights and responsibilities for CMUSC issues. If a committee has co-directors they must agree on a vote for or against, or abstain from the vote.
- (iv) Each member must attend all CMUSC meetings (Advocacy and Activities meeting respectively), unless circumstances do not allow and the President is notified at least the day before.
- (v) Each member is responsible to fulfill at least the duties outlined below and/or delegate, when appropriate.
- (vi) Each member is responsible to prepare and present a yearly report to CMUSC at the end of her/his term evaluating the position.
- (vii) Each member shall prepare a binder to be handed off to the incumbent of their position.

Members of CMUSC must be accountable to the student body. Accountability will be achieved by adhering to the following guidelines:

- (i) A CMUSC member may be suspended or dismissed from his/her position by a vote of half plus one of the members.
- (ii) Each CMUSC member will draw up a personal contract, which outlines her/his duties, which will contribute to the mission of CMUSC, and sign it as a declaration of commitment. Please see Attachment I.
- (iii) Each CMUSC member will complete a self-evaluation at the end of the year. Please see Attachment II.

Duties of the members include:

4.1 Executive Committee

4.1.1 President

The President shall lead the CMUSC in accordance and co-operation with the Institution and its mission and core values. Duties of the President shall include but not be limited to:

- (i) Oversee all aspects of the CMUSC and its activities
- (ii) Act as liaison between the CMUSC and the Institution
- (iii) Set agenda in conjunction with the Institution and CMUSC Executive
- (iv) Call and chair CMUSC general assembly meetings and forums
- (v) Call and chair Executive Council meetings after meeting with the Faculty/Staff Advisor

- (vi) Oversee and dialogue with Blaurock Café and attend management meetings as necessary
- (vii) Have signing power
- (viii) Work at connecting with Menno Simons College Student Association (MSCSA) if CMUSC decideds it would be helpful or necessary
- (ix) Approve minutes of CMUSC GA, Activities, and Advocacy meetings and send them out to CMUSC and make them available to the student body.

4.1.2 Vice President Advocacy

The VP Advocacy shall, along with the President, act as a liaison between the CMUSC and the Institution. Duties of the VP Academics and Administration shall include but not be limited to:

- (i) Fill in for and help the President as needed
- (ii) Hold membership on the Senate of the Institution
- (iii) Hold membership on the Board of Governors of the Institution, and act alongside the MSC Student Representative to decide on a vote
- (iv) Hold membership on CMU Council
- (v) Chair Advocacy Committee
- (vi) Call and chair meetings of the Constitution and By-Law Committee
- (vii) Update CMUSC on Board/Senate Agenda as appropriate
- (viii) Be responsible for the Constitution of the CMUSC and ensure that it is being followed accordingly

4.1.3 Vice President Activities

The VP Activities shall promote the events and activities of the CMUSC. Duties of the VP Activities shall include but not be limited to:

- (i) Be responsible for elections and referendums of the CMUSC
- (ii) Call and chair meetings of the Nominations/Elections Committee
- (iii) Maintain a calendar of events
- (iv) Chair Activities Committee and be an integral part of planning CMUSC events
- (v) Chair Tuition Freedom Day Ad Hoc Committee
- (vi) Hold membership on CMU Community Council
- (vii) Be responsible for overall coordination of Festival Extravaganza

4.1.4 Vice President Operations

The VP Operations shall act as a liaison between the CMUSC and the Finance office of the Institution as well as keep accurate record of the finances of the CMUSC, charing the Blaurock Board of Directors, and overseeing any CMUSC businesses, products and services. Duties of the VP Operations shall include but not be limited to:

- (i) Be responsible for all financial accounts of the CMUSC
- (ii) Chair the Blaurock Board of Directors
- (iii) Oversee CMUSC businesses, products and services
- (iv) Work with directors and committees to establish budgets and, if needed, apply for additional funds from CMUSC's discretionary budget
- (v) Have signing power together with the President
- (vi) Present two reports per year to the student body (via school newspaper, poster, forum etc.) regarding the finances of the CMUSC
- (vii) Be responsible for fundraising as necessary
- (viii) Take minutes at Activities meetings and send them to the President
- (ix) Be head of a Travel Subsidy Ad Hoc Committee. At the end of the year, this committee shall be responsible for dividing the extra budget among the year's applicants as best fit.

4.1.5 Vice President Communications

The VP Communications shall Chair CMUSC Communications Team, and produce all external CMUSC Communications. Duties of the VP Communications shall include but not be limited to:

- (i) Call and Chair weekly communications team meetings
- (ii) Take minutes at General Assembly meeting and forums and send the minutes to the President
- (iii) Communicate monthly (by email or otherwise) with the Residence Director and Coordinator of Commuter, Disability and International Programs about upcoming CMUSC events and CMUSC concerns
- (iv) Send out a weekly events email to the student body
- (v) Present updates to the student body monthly or as deemed necessary through appropriate methods of communication
- (vi) Provide a write-up on Executive for Yearbook at the end of the year

General Assembly

4.1.6 Director(s) of Arts and Entertainment

The Director(s) of Arts and Entertainment sit(s) on Activities committee. The Arts and Entertainment committee shall educate, promote, and organize activities for the student body in the areas of the fine and performing arts. Duties of the Director(s) of Arts and Entertainment shall include but not be limited to:

- (i) Call and chair meetings of the Arts and Entertainment Committee
- (ii) Organize and plan activities for the student body in the areas of the fine and performing arts
- (iii) Facilitate ancillary clubs such as Art Club

- (iv) Find someone to organize Talent Show at Camp Arnes Weekend (September)

4.1.7 Director(s) of the Peace and Sustainability

The Peace and Sustainability committee shall plan and promote activities, which draw students into dialogue, action, reflection, and prayer on issues of peace, social and environmental concerns. Duties of the Director(s) of Environmental and Social Awareness Committee shall include but not be limited to:

- (i) Call and Chair Meetings of the Peace and Sustainability Committee
- (ii) Sit as CMUSC representative on PIT Committee
- (iii) Organize and plan activities to bring understanding of local, national, and global social and environmental concerns to the student body and the actions they can take
- (iv) Organize local food orders
- (v) Advocate for support of sustainability from the institution

4.1.8 Director(s) of Faith in Life

The Faith in Life committee shall develop and implement activities that will nurture Christian character and community at CMU. Duties of the Director(s) of Faith in Life shall include but not be limited to:

- (i) Call and chair meetings of the Faith in Life Committee
- (ii) Hold membership on the community gatherings committee
- (iii) Organize and plan activities, events, retreats, chapels, etc. for the student body which will nurture Christian spiritual character
- (iv) Organize Wednesday Night Worship bands and make up a schedule
- (v) Organize Thursday Night Theology facilitators and make up a schedule
- (vi) Coordinate campfire music during Camp Arnes weekend
- (vii) Assist the Spiritual Life Facilitator with Pastor-In-Residence Week

4.1.9 Director(s) of International Student Committee

The International Student committee shall raise awareness of the presence of the international community on campus and the issues that this community faces during their time at CMU. The ISC will provide opportunities for all students to engage with the international community. Duties of the Director(s) of the ISC shall include but not be limited to:

- (i) Call and chair meetings of the ISC
- (ii) Organize and plan activities for the international CMU students
- (iii) Plan activities where international students and other students can get to know one another and learn from each other

- (iv) Serve as a resource on Canadian culture, climate and other aspects of Canadian life that international students feel they need to learn about and become familiar with

4.1.10 Director(s) of Sports and Recreation

The Sports and Recreation committee shall plan and promote activities, which draw students into healthy, active lifestyles and which allow for fellowship and fun. Duties of the Director(s) of Sports and Recreation shall include but not be limited to:

- (i) Call and chair meetings of the Sports and Recreation Committee
- (ii) Dialogue with the CMU Athletics Director regarding recreational programming¹
- (iii) Plan intramurals and recreational activities on and off campus according to student interest
- (iv) Maintain recreational game and sport equipment (outside of the CMU gym but including the weight room when necessary)
- (v) Plan trips to CMU and city sporting events
- (vi) Enhance the variety of recreational game equipment available to students, when possible

4.1.11 Director(s) of Social Activities

The Social Activities committee shall provide opportunities for the CMU community to meet socially. Duties of the Director(s) of Social Activities shall include but not be limited to:

- (i) Call and chair meetings of the Social Activities Committee
- (ii) Organize and plan social activities which bring students together for fellowship and fun
- (iii) Work in conjunction with CMU Food Services and the Student Life Department to plan banquets
- (iv) Participate in planning orientation week activities

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The CMU Athletics Director will work with the Director of Sports and Recreation to offer recreational programming. CMUSC will attempt to pay for these recreational programs (Aerobics, Tai Chi, etc.), however, students who wish to participate in these activities may need to pay additional fees.

4.1.12 Director(s) of Witness through Service

The Witness Through Service committee shall raise awareness and facilitate involvement in Witness through Service opportunities. Duties of the Director(s) of Witness through Service shall include but not be limited to:

- (i) Call and chair meetings of the Witness through Service Committee
- (ii) Organize and plan service opportunities for students
- (iii) Plan and support events for those involved in service projects to share their experiences and fellowship together
- (iv) Responsible for organization of MDS service trip in conjunction with CMU student life staff

4.1.13 Editor(s) of Print and Social Media

The Editor(s) of Print and Social Media are responsible for actively engaging the CMU student body through various print and web based media. Duties of the Editor(s) shall include but not be limited to:

- (i) Produce a student publication (The Doxa) to discuss community issues, to feature student writing and art, and to provide an opportunity for students to explore the mission of the Institution.²
- (ii) Maintaining the CMUSC Facebook, Twitter, Youtube and updating the CMUSC website as necessary

4.1.14 Yearbook Editor(s)

Give leadership in compiling and publishing the CMU yearbook. Duties of the Yearbook Editor(s) shall include but not be limited to:

- (i) Communicate with the publisher (Friesens) to publish the yearbook
- (ii) Organize photos and text content with digital layouts for publication
- (iii) Organize students interested in assisting with publishing and production of the Yearbook in conjunction with the communications team.

4.2 Student Representatives

CMUSC shall have 4 student representatives. Responsibilities and duties of representatives include:

- (i) Act as a member of CMUSC, possessing voting rights and responsibilities for CMUSC issues

² The Doxa shall be published no less than twice a semester.

- (ii) Attend all CMUSC meetings and forums, unless circumstances do not allow and the President is notified at least one day in advance

4.2.1 Representatives (7)

The Year Representatives shall be the “voice” for students in their respective year. Year Representatives will have a member-at-large role on CMUSC and actively participate in discussions. Duties of the Year Representatives shall include but not be limited to:

- (i) Assist VP’s and Committee Directors when necessary
- (ii) Hold membership on Nominations/Elections Committee
- (iii) Bring their respective year concerns and ideas to CMUSC meetings

4.2.2 Graduating Student Representative

- (i) Call and chair Grad Committee meetings
- (ii) Initiate and be responsible for the nomination process of determining the members of the Grad Committee
- (iii) Responsible to CMUSC for the small budget and borrowing permission granted to the Grad Committee for events (i.e. Grad Skip)
- (iv) Co-ordinate orientation week activities in conjunction with the director of Social Activities Committee
- (v) Hold membership on Advocacy Committee

4.2.3 First Year Representative (2)

Serve as a liaison between first year students and CMUSC

- (i) Plan events specifically for first year students to interact
- (ii) One representative will hold membership on Activities committee and the other will hold membership on Advocacy committee

4.2.4 RA Representative (2)

Serve as Liaison between CMUSC and the Resident Assistants. The representatives will be chosen by the Residence Director and approved by the Student Council President. One of the representatives will come from the Dorm RAs and one of the representatives will come from the Apartment RAs.

4.2.4 CA Representative (1)

Serve as Liaison between the Commuter Assistants and CMUSC. The representative will be chosen by the Commuter Coordinator and approved by the Student Council President.

4.2.5 Faculty/Staff Representative

The CMUSC shall have a Faculty/Staff representative. The Faculty/Staff representative shall not vote.

5 STRUCTURE OF CMUSC

5.1 Structure of Meetings

In order to facilitate both advocacy and activity planning roles, CMUSC is structured as five separate bodies: General Assembly, Advocacy Council, Activities Council, the Representative Committee, and Executive. The General Assembly will meet every other week and the Advocacy Council and Activities Council will meet separately during the meeting slot on the weeks in between. The Representative Committee will meet at least twice a month in a meeting slot that does not conflict with other Council meetings. The Executive will meet once a week after the President's meeting with the CMUSC Staff Representative. Membership and responsibilities of each committee are as follows:

4.1.1 Advocacy Council

Advocacy Council is chaired by the VP Advocacy and consists of the President, VP Communications, the Graduating Student Representative, one First-year Representative, and Directors of: Peace and Sustainability, and International Student Committee. The Editor(s) of Print and Social Media as well as the Yearbook Editor(s) shall also sit on the Advocacy Council. The VP Communications will take minutes and send them to the President.

4.1.1.1 Mandate of the Advocacy Council:

- (i) Represent the students externally (i.e. build bridges with other student groups)
- (ii) Respond to the concerns of students
- (iii) Respond to institutional policy and academic changes on behalf of the student body
- (iv) Advocate on behalf of student interests to the Institution
- (v) Advocate on behalf of student interests to the wider community, including other universities
- (vi) Organize venues for students to share their concerns

4.1.2 Activities Council

Activities Council is chaired by the VP of Activities and consists of the President, the VP Finance, one First Year Representative, and Directors of: Arts and Entertainment, Faith in Life, Peace and Social Awareness, Sports and Recreation, Social Activities, Witness Through Service, International Student Committee, and Yearbook. The VP Finance will take minutes and send them to the President.

4.1.2.1 Mandate of the Activities Council:

- (i) Organize internal student activities
- (ii) Discuss upcoming events – seek out additional help if necessary, share insight about past experiences with similar activities
- (iii) Share ideas for future events – discover common interests and synergies, brainstorm the best way to meet the needs of the student body

- (iv) Reflect on past activities – share experiences, what went well, what needs refining, gather feedback from the group

4.1.3 General Assembly

All members of the CMUSC hold membership on the General Assembly.

4.1.3.1 Mandate of the General Assembly:

- (i) Represent the student body of CMU in dialogue raised by Executive
- (ii) Take action on recommendations made by either the Activities or Advocacy Council
- (iii) Act as a sounding board for ideas presented by the Activities or Advocacy Council

4.1.5 Executive

Executive is made up of the President and four Vice Presidents. They meet once a week.

4.1.5.1 Mandate of the Executive

- (i) Discuss all Travel Bursary and Association Subsidy forms before they are brought to GA to be voted on
- (ii) Set agenda for upcoming CMUSC meetings
- (iii) Approve committee budgets
- (iv) Review year-end reports and initiate any action that needs to be taken

4.2 Structure of CMUSC Committees

Each CMUSC Committee shall consist of either a Director or two co-directors and a committee of students. The Faculty/Staff Representative will assign a Faculty/Staff advisor to each committee. Responsibilities and duties of Directors include:

- (i) S/he is a member of CMUSC, possessing voting rights and responsibilities for CMUSC issues
- (ii) S/he must attend all CMUSC meetings, unless circumstances do not allow and the President is notified at least one day before
- (iii) S/he is responsible for the formation of the committee and the delegation and implementation of work as described in the committee description
- (iv) S/he is responsible for presenting the itemized committee budget to the Executive Committee at the beginning of her/his term of office
- (v) S/he is also responsible to prepare an annual report at the end of her/his term which is to be handed in to the Executive and will be passed on to the members of the next year's CMUSC
- (vi) S/he is responsible to keep the CMUSC informed of committee activities

- (vii) S/he is responsible to write for the Doxa and yearbook (if necessary), concerning their committee and its activities, as requested by the Director(s) of Publications and Yearbook Editor(s)
- (viii) Each committee and representative will be responsible for a committee binder. The binder is to be kept up-to-date and its purpose is to be a resource for current and future committee heads and representatives

5 BY-LAWS OF THE CMUSC

5.1 Elections

Guidelines for the nomination and election process:

- (i) The Executive shall establish a Nominations/Elections Committee at the beginning of the year which consists of the following CMUSC Members³: VP Activities (chairperson), the Student Representatives, two other eligible CMUSC members, and the Faculty/Staff Representative. This committee will facilitate nominations and elections.
- (ii) Three election periods are held during the academic year: First Year Representatives, Executive, and General Assembly. Election nomination forms shall be made available to the candidates by the Nominations/Elections Committee. Ten student signatures (from the student body) must endorse the nomination forms. The forms shall also be accompanied by a 250 word (approx) paragraph in which the candidate will write what it means to be on CMUSC and what s/he is going to do with her/his position. Biographies shall be posted on both North and South sides of the campus. Nomination forms shall be due two weeks before elections.
- (iii) Elections must be called on the first Monday of February and nomination forms are due before the beginning of reading week. All elections must be completed within three weeks after reading week.
- (iv) Executive and Student Representative positions can only be held by one person. Director positions may be shared by two people.
- (v) Before elections take place, all candidates should be announced and presented publicly (Community Gatherings, Student Forum, etc.).
- (vi) Elections for Executive positions shall take place before General Assembly elections and be held over two consecutive days.⁴ After the

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If someone on the Nominations/Elections Committee decides to run for a CMUSC position they shall be relieved of their duties on the Nominations/Elections Committee and the Executive shall appoint a CMUSC member to the committee in their place.

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Elections for the Executive are held first in case anyone not elected would still like to run for a Director position. They are held over two consecutive days to ensure that all students are on campus for at least one day of voting.

Executive has been elected, the Directors, Returning and Graduating, and Student Representatives shall be elected, again over two consecutive days.

- (vii) The First Year Student Representatives shall be elected in September by full-time students.
- (viii) Elections shall be held by secret ballot.
- (ix) Those elected to office must have majority of ballots. If a re-vote is required, all but the two leading candidates shall be deleted from the ballot.
- (x) With the exception of First year Representatives, in the case of a re-vote the chair of the Nominations/Elections Committee shall get both parties together and tell them the voting percentages without disclosing who won. Ask if either party would like a re-vote, if one person does there will be a re-vote, if no one wants a re-vote then the results will stand.
- (xi) Any full-time undergraduate student, as defined by the Institution, may vote in CMUSC elections.
- (xii) In instances where only one nomination form is received for a position, additional nominations will be received during the week following the posting of the nominations. Elections will still occur two weeks after the initial nomination deadline.
- (xiii) In the event of one nomination, the ballot will be a vote of confidence meaning that a yes/no ballot will be presented to the student body.
- (xiv) If an executive position does not receive a vote of confidence the elections committee must find another candidate to run for the vacant executive position during the GA elections. If that fails or if no one is found then the position will be re-opened for election by a returning student along with first year representative elections in the following academic year. Responsibilities of vacant executive positions will over the summer be shared between executive positions that have been elected already.
- (xv) If no GA candidate receives confidence from the student body a re-election for that position will occur along with the election of the first year representatives in the following school year.
- (xvi) Candidates are strongly encouraged to participate in a public forum before elections take place. This may take place during a community gathering, lunch, or any other publicly advertised timeslot.
- (xvii) When the results have been determined, those that have counted will first contact each candidate privately, and request that the information be kept confidential until all candidates have been contacted. Once all candidates have been made aware of the results the results become public.

5.2 Voting

- (i) Votes may only take place in General Assembly
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- (ii) Voting may only take place when there is quorum⁵
- (iii) For a motion to go into voting procedure, one CMUSC member must second the motion
- (iv) For a motion to pass, majority support is required

5.3 CMUSC Fees

- (i) CMUSC fees shall be collected by the Institution at the beginning of the first and second semesters on behalf of the CMUSC, and then transferred into the CMUSC account(s)⁶. The VP Finance will ensure that this process happens.
- (ii) All full-time students shall pay a fee for each semester.
- (iii) CMUSC fees shall be reviewed and approved annually.

5.4 CMUSC Finances and Budget

- (i) The annual CMUSC budget is made up of any money left over by the previous year's CMUSC and the current Student Fees (less 10%- see footnote 6).
- (ii) The fiscal year for the CMUSC shall begin on May 1 and end on April 30.
- (iii) CMUSC will use a guaranteed budget structure to allocate funds to each of its committees. The guaranteed budget structure will be set in March by the outgoing CMUSC for the incoming CMUSC for that following academic year. The budgets will be realistically based on the budget that each committee has spent in previous years. The additional money will be put into a discretionary spending fund to be spent by any committee that applies throughout the academic year.
- (iv) Guaranteed budgets and CMUSC Student Fees for the next academic year should be discussed and approved (by majority vote) no later than one week before elections are called and must be made public at that time. The budget for each committee should be publicized along with the committee director descriptions at election time and candidates are expected to understand their financial responsibilities should they be elected to the council.
- (v) If a committee director(s) decide that additional funds are needed to complete their vision for the committee they may apply for additional funds to be taken out of the discretionary spending fund. The application

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Quorum is set at 2/3 of the CMUSC membership

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CMUSC shall retain 10% of the CMUSC fees for the current year and the previous year's 10% shall be placed into the CMUSC account(s) for the current year to be used for one or more major project(s) for the current year.

to use money from the discretionary spending fund will be voted on by the GA according to normal voting procedure.

- (vi) Unused student fees from the discretionary spending fund can be pooled into a special projects fund to be spent on a service and/or activity of benefit to the entire student body for that year and/or future years.

5.5 CMUSC Meetings

- (i) All members of CMUSC are required to attend all CMUSC meetings unless circumstances do not allow and the President is notified at least one day in advance.
- (ii) General Assembly meets bi-weekly and Activities and Advocacy should meet on the alternate week at the same predetermined time. Executive meetings will be held every week at a predetermined time.⁷
- (iii) CMUSC meetings shall be open to all students at the Institution barring sensitive agenda. However, Executive meetings are open to only Student Council members.

5.6 Amendments

- (i) Amendments to the CMUSC Constitution and By-Laws shall be processed by the present CMUSC.
- (ii) Amendments can be made when deemed necessary; however, the current “CMUSC Constitution and By-Laws June 2010” shall be reviewed and revised within a maximum of five years.
- (iii) When changes are necessary to this document the Executive shall appoint a Constitution and By-Law Committee consisting of: VP Advocacy (chairperson), and members from the current and past CMUSCs, that are current students, totalling three people.
- (iv) To agree on the final version of any amendment or final copy of a revised “Constitution and By-Laws” at least 2/3 of the members of Student Council must be present and the members in attendance must come to consensus.

5.7 The Student Board Member (Vice President Advocacy)

It has been agreed with the Student Leaders of Menno Simons College that the responsibility of designating the student board member will be held between the student representatives from both Shaftesbury and MSC. The student board members work together to bring student interests and opinions from both campuses to the board, as well as to keep students of both campuses informed of board agenda and decisions. This will be done in the following manner:

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Traditionally this has been during Monday lunch.

- (i) The term of the student board member is one full calendar year, beginning in September. S/he is the only student board member for that term, and the students may not appoint an interim board member in the case that s/he is unable to attend board meetings. However, another student may attend as a member of the public to ensure that a student voice is present.
- (ii) The representatives have one vote between them, and must agree on a vote. If an agreement cannot be reached, they will abstain from the vote.

5.8 CMUSC Communication

- (i) All CMUSC email communication will take place through cmu.ca email accounts. CMUSC members are expected to regularly check their email to ensure reliable communication.
- (ii) All CMUSC positions are expected to provide an annual report of their position to the incoming CMUSC member to ease transition from year to year.

6 RELATIONSHIPS BETWEEN CMUSC AND THE BLAUROCK CAFÉ

The Blaurock Café is owned by the CMUSC to avoid the necessity of selling the café/store each time there is a turnover in management staff. The following points define the relationship CMUSC has with Blaurock Café.

6.1 Relationship to Blaurock Café

The Blaurock café is to be governed by a board of governors hereafter known as the 'board' which is appointed by CMUSC on recommendation of the President

- (i) The Board of Directors is chaired by the Vice President Operations and consists of one (1) other student council member as well as two (2) members-at-large (one (1) of these members will be a Blaurock Volunteer while the other shall be a commuter student, preferably a Commuter Assistant). The four (4) Blaurock managers also hold full membership on the board.
- (ii) The board shall be responsible for visioning the Blaurock into the future as well as keeping the Blaurock management and staff accountable to CMUSC.
- (iii) The Board shall be responsible for hiring of managers for the upcoming year.
- (iv) At the end of the Blaurock Café fiscal year, if the Blaurock Café has turned in a profit after covering their licence fees, 30% of the profit will be given to CMUSC in the form of a cheque⁸; 40% will be donated to an

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This will be held by CMUSC as a reserve fund for future development of the Blaurock, and not placed into surplus funds.

organization chosen by the managers; and 30% will be used for start-up funds for the following year

- (v) Managers are to be chosen before the end of March
- (vi) One senior manager will be chosen to act as General Manager and will be responsible for over-seeing all aspects of the Blaurock Cafe.
- (vii) The Board shall be responsible for the hiring of managers for the upcoming year.
- (viii) The board shall make a presentation to CMUSC that includes financial updates as well as any other significant events of the Blaurock at a minimum of once per semester.
- (ix) The board is responsible for updating and amending the Blaurock policies and procedures manual which serves to provide overall governance for the Blaurock. If there is a discrepancy between any board issued document and the CMUSC constitution, the constitution shall have final authority.
- (x) If an issue cannot be resolved at the board level that issue shall be brought to CMUSC for consideration

6.2 Manager Positions

- (i) All managers will oversee the day-to-day functions of the cafe, the selection and training of volunteers, and planning Blaurock sponsored events. Application forms will be made available at the call of Executive nominations (for nomination time frame, please see 4.1). Returning managers do not need to re-apply, but must go through an assessment process with CMUSC Executive, including a report of activities throughout the year, before being approved to continue in their chosen position the following year.

6.2.1 Purchasing and Finance Manager

- (i) Responsible for paying taxes Ensuring that the procedures as outlined in Attachment V are upheld. Pay bills and invoices, keeping a record of all sales and expenditures
- (ii) Meet monthly with CMUSC President and/or VP Finance to review the monthly bank statement and sales spreadsheets

6.2.2 Public Relations Manager

- (i) Attend CMUSC meetings, and hold the vote for the Blaurock Training and Organizing volunteers
- (ii) Set up inspection with the local health inspector⁹
- (iii) Act as liaison for groups who wish to rent the space or hire the Blaurock to be open during events

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This should be arranged in January and is the prerogative of the Public Relations Manager

- (iv) Be in contact with the Hosting Department, and communicate information from students and faculty to the rest of the managers

6.2.3 Day to Day Operations Manager

- (i) Handle all financial aspects of the cafe, including taxes, cash outs, and making sure there is enough change at the Blaurock
- (ii) Be in contact with the Finance Department to ensure that the Blaurock finances are in order Ensure all items are stocked and fresh
- (iii) Make sure machines are running and the cafe is clean
- (iv) Cash-out transit record to Finance Manager

6.2.4 Events Manager

- (i) Organize events that promote the Blaurock
- (ii) Booking space and sound equipment as needed
- (iii) Arranging for workers and communicating with performers

7 CMUSC STUDENT AID

7.1 Travel Bursaries

Each year CMUSC will approve a new budget for that year's Travel Bursaries. Bursaries will be given out on an individual basis and must be applied for. The maximum amount that will be given for any one trip per person is \$100.00, at the end of the academic year if there is money left in the Travel Bursary budget, CMUSC will distribute further funds to those that received monies throughout the year. The amount given may be no more than 40% of the total trip cost. The Travel Bursary form will be given out by CMUSC and can be found as Attachment IV to this document.

7.2 Student Association Subsidies

Each year CMUSC will approve a new budget for that year's Student Association Subsidies. This money will be allocated on a case-by-case basis and must be applied for. Student Association Subsidies are meant to fund associations, which students feel passionate about and are willing to start up and run. Student Association Subsidy forms will be given out by CMUSC.

8 CMUSC AND BUSINESS CONTRACTS

At times, CMUSC might want to enter into a business contract with a private company to ensure that a service to the students will be continued for one year, or for multiple years. The benefits to the CMUSC, whether it be the General Assembly or a single committee acting on its own, for entering a business contract with a private company are numerous: stability for an event or publication in the wake of leadership change from year-to-year, gaining professional expertise in a particular area (such as a publication), financial incentives (ex. buying bulk), etc.

There are also drawbacks. For example, in a particular year there may be a lack of student interest in a project/activity that the CMUSC is obligated to put on due to a long-term contract.

For the benefits and drawbacks listed above, the following procedure must take place for any CMUSC committee, or the General Assembly, to enter into a business contract with a private company:

- (i) Should a CMUSC committee, or the General Assembly, wish to enter into a business contract to provide a service to the student body, or to organize an activity, the committee responsible for the service/activity must present the contract to the GA to be voted upon before any signatures from the CMUSC are signed to the document.
- (ii) If the contract is for the current school year only, then only majority support is needed to adopt the contract obligations for that year.
- (iii) If the contract is for multiple academic years, there needs to be consensus at the GA in favor of adopting the contract obligations.
- (iv) CMUSC signatures needed on the contract are: the committee head responsible to implement the service/activity, the president, the VP Finance, and the Faculty/Staff Advisor to the CMUSC.
- (v) Renewal of a contract between the CMUSC and private company is subject to the above procedure.

9 KEYS TO CMUSC SPACE

CMUSC has a storage room and an office space, both are on South Campus. Both rooms are to remain locked at all times. Keys for these rooms should be held by CMUSC members in the following positions:

- (i) Executive
- (ii) Director(s) of Social Activities
- (iii) Yearbook Director(s)
- (iv) Doxa Editor(s)

Keys must be returned to the Facilities department at the end of the academic year and are the responsibility of the key holder. Fees will be charged to the key holder if keys are not returned.