



Canadian Mennonite University Student Council Constitution and By-Laws

(Shaftesbury Campus)

April 21, 2021(adopted by consensus at General Assembly)

Table of Contents

1 INTRODUCTION	3
2 MEMBERSHIP OF THE CMUSC	3
2.1 Executive	3
2.2 Directors	3
2.3 Communications Team	3
2.4 Representatives	4
3 ROLES OF CMUSC MEMBERS	4
3.1 Requirements for Membership on Student Council	4
3.1.1 Accountability	4
3.2 Duties of the Executive, Directors, and Communications Team	5
3.2.1 President	5
3.2.2 Vice President External	5
3.2.3 Vice President Activities	6
3.2.4 Vice President Finance	6
3.2.5 Vice President Communications	7
3.2.6 Director(s) of Arts and Entertainment	7
3.2.7 Director(s) of Peace and Sustainability	8
3.2.8 Director(s) of Faith in Life	8
3.2.9 Director(s) of International Student Council	8
3.2.10 Director(s) of Sports and Recreation	9
3.2.11 Director(s) of Social Activities	9
3.2.12 Director(s) of Volunteer and Service	10
3.1.13 Director of the Indigenous Students Committee	10
3.2.14 Doxa Editor(s)	11
3.2.15 Wittenberg Radio Producer(s)	11
3.3 Student Representatives	12
3.3.1 First Year Representatives (2)	12
3.3.2 Blaurock Representative (1)	12



3.3.3 Commuter Assistant Representative (1)	12
3.3.4 Residence Assistant Representative (1, optional)	12
3.3.5 Queer Representative (1, optional)	13
3.3.6 Graduating Student Representative (1-2, optional)	13
3.3.7 Faculty/Staff Representative	13
4 STRUCTURE OF CMUSC	13
4.1 Structure of Meetings	13
4.1.1 General Assembly	13
4.1.2 Executive	13
4.2 Structure of CMUSC Committees	14
4.3 Structure of CMU Clubs and Student Associations	14
5 BY-LAWS OF THE CMUSC	14
5.1 Elections	14
5.2 Voting	16
5.3 CMUSC Fees	16
5.4 CMUSC Finances and Budget	16
5.6 Amendments	17
5.7 The Student Board Member (Vice President External)	18
5.8 CMUSC Communication	18
6 RELATIONSHIP BETWEEN CMUSC AND THE BLAUROCK CAFÉ	18
6.1 Relationship to Blaurock Café	18
6.2 Manager Positions	19
6.2.1 Finance Manager	19
6.2.2 Human Resources Manager	20
6.2.3 Operations Manager	20
6.2.4 Marketing Manager	20
7 CMUSC STUDENT AID	20
7.1 Travel Bursaries	21
7.2 Student Association, Group and Club Subsidies	21
7.3 Fellowship Group Fund	21
8 CMUSC AND BUSINESS CONTRACTS	21
9 KEYS TO CMUSC SPACE	22



10 CMUSC Mileage Policy	22
10.1 CMUSC mileage policy:	22
ATTACHMENT I TO THE CMUSC CONSTITUTION	23
ATTACHMENT II TO THE CMUSC CONSTITUTION	24
ATTACHMENT III TO THE CMUSC CONSTITUTION	26
ATTACHMENT IV TO THE CMUSC CONSTITUTION	27
ATTACHMENT V TO THE CMUSC CONSTITUTION	28
ATTACHMENT VI TO THE CMUSC CONSTITUTION	29
ATTACHMENT VII TO THE CMUSC CONSTITUTION	30

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 cooperation 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

President

Vice President External

Vice President Activities

Vice President Finance

Vice President Communications

2.2 Directors

Director(s) of Arts and Entertainment

Director(s) of Peace and Sustainability

Director(s) of Faith in Life

Director(s) of International Student Committee

Director(s) of Sports and Recreation

Director(s) of Social Activities

Director(s) of Volunteer and Service

Director(s) of the Indigenous Students Committee

2.3 Communications Team

Doxa Editor(s)

Wittenberg Radio Producer(s) (2)

2.4 Representatives

- First Year Student Representatives (2)
- Blaurock Representative (1)
- Commuter Assistant Representative (1)
- Residence Assistant Representative (1, optional)
- Faculty/Staff Representative (1)
- Queer Representative (1, optional)
- Graduating Student Representative (1-2, optional)

3 ROLES OF CMUSC MEMBERS

3.1 Requirements for Membership on Student Council

Responsibilities and duties of members include:

- (i) Members not in their final year of study must be a full-time student as defined by the Institution¹
- (ii) Members in their final year of study may be allowed one semester of membership on CMUSC while they are not full-time students. However, they must, at all times, be enrolled in one CMU course at minimum. Members are not eligible for this exemption if previously voted through to remain on council, as outlined by 3.1 (iii).
- (iii) If a member no longer adheres to the eligibility requirements and wishes to remain a member of CMUSC, the General Assembly must approve of their continued membership by a majority vote. If they do not wish to remain on CMUSC, a new election must be called to fill that position.
- (iv) 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
- (v) Each member must attend CMUSC meetings, unless circumstances do not allow and the President is notified at least the day before. One member of every committee must be in attendance at every meeting
- (vi) Each member is responsible to fulfill at least the duties outlined below and/or delegate, when appropriate
- (vii) Each member shall prepare a binder to be handed off to their elected successor
- (viii) Each member shall fill out a year-end self-evaluation form to be submitted to the CMUSC President

3.1.1 Accountability

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 their position by a vote of half plus one of the members
- (ii) Each CMUSC member will complete a self-evaluation at the end of the year. See Attachment I
- (iii) Committee Directors and First Year Student Representatives are accountable to a member of the Executive who will provide support to the Directors and Representatives on their team. Accountability between the Executive member and their team includes at least one meeting per semester to check in on plans, needs and achievements. These meetings should occur in September and January of each year.

¹ This is to be understood as full-time undergraduate or graduate students.

3.2 Duties of the Executive, Directors, and Communications Team

Executive

3.2.1 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 Committee 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) Lead the President's Team (consisting of First Year Student Representatives and the leadership of the International Student Council and Indigenous Students Committee) and provide support to members of this team as needed.
- (ix) Compile a document of all motions made throughout the year to be passed on to the next year's CMUSC.
- (x) Create a document of all major ideas and projects started throughout the school year to be passed on to next year's CMUSC.
- (xi) Coordinate and collect end of year reports from Committee Directors and Executive Members. This report should be consolidated and sent to CMU Archives by the end of April.
- (xii) Hand over pertinent information to the next year's CMUSC President.
- (xiii) Provide the end of year reports from the Committee Directors and Executive Members to the incoming CMUSC members before or during leadership training week.

3.2.2 Vice President External

The VP External shall, along with the President, act as a liaison between the CMUSC and the Institution. Duties of the VP External 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 and the Academic Program Council
- (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) Call and chair meetings of the Constitution and By-Law Committee
- (vi) Update CMUSC on Board/Senate/Academic Program Council agenda as appropriate
- (vii) Be responsible for the Constitution of the CMUSC and ensure that it is being followed accordingly
- (viii) Work at connecting with Menno Simons College Student Association (MSCSA) if CMUSC decides it would be helpful or necessary
- (ix) Work as a liaison between CMUSC and organizations that have a relationship with CMU (i.e. MCC)
- (x) Lead the Advocacy Team (consisting of the committee directors of Peace and Sustainability and Witness Through Service) in setting and achieving goals, and provide support as needed

(xi) Gather end of year reports from the Advocacy Team to be sent to the President and then CMU archives by the end of April.

3.2.3 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) Be an integral part of planning CMUSC events
- (iv) Chair Tuition Freedom Day Ad Hoc Committee
- (v) Hold membership on CMU Community Council
- (vi) Be responsible for overall coordination of a year-end party
- (vii) Have signing power
- (viii) Lead the Activities Team (consisting of the committee directors of Arts and Entertainment, Sports and Recreation, Social Activities, Faith in Life) and provide support to members as needed
- (ix) Gather end of year reports from the Activities Team to be sent to the President and then CMU archives by the end of April
- (x) Create an end of year report that includes a list of major CMUSC events that were held and any feedback/suggestions for next year's VP Activities Member. This report should also include a section containing information you wish you would have known coming into the position and should be sent to the President by the end of April

3.2.4 Vice President Finance

The VP Finance shall act as a liaison between the CMUSC and the Finance Office of the Institution as well as keep accurate records of the finances of the CMUSC, and oversee any CMUSC businesses, products and services. The policies and procedures of Student Council finances are described in Attachment IV. Duties of the VP Finance shall include but not be limited to:

- (i) Be responsible for all financial accounts of the CMUSC
- (ii) Maintain a working relationship with the Blaurock Café
- (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
- (vi) Present two reports per year to the student body (via school newspaper, poster, forum etc.) regarding CMUSC finances
- (vii) 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 they see fit
- (viii) Lead the CMUSC Exec in reviewing and approving the Student Council fee rates
- (ix) Provide an end of year report of CMUSC finances to the President by the end of April to be passed on to next year's VP Finance member.

3.2.5 Vice President Communications

The VP Communications shall supervise all external CMUSC Communications. Duties of the VP Communications shall include but not be limited to:

- (i) Take minutes at General Assembly meetings and forums and send the minutes to the President and CMUSC. These minutes shall be made available to the student body
- (ii) Maintain a calendar of events
- (iii) Maintain CMUSC social media accounts in accordance with the Social Media Policy
- (iv) Manage and facilitate the CMUSC website
- (v) Communicate when necessary (by email or otherwise) with the Residence Director, Coordinator of International and Accessibility Programs, and Coordinator of Commuter Programs about upcoming CMUSC events and concerns
- (vi) Lead the Communications Team (consisting of the Doxa Editor and Wittenberg Radio producer(s)) and provide support as needed
- (vii) Establish and/or maintain a strong line of communication between the CMUSC and the student body. Survey the student body in September and January to discern student needs and receive feedback about the work of the CMUSC. Provide monthly updates to the student body about CMUSC goals and achievements.
- (viii) Hold and advertise Communications office hours twice per semester to provide an opportunity for students to communicate their needs and feedback.
- (ix) Gather end of year reports from the Communications Team to be sent to the President and then CMU archives by the end of April.
- (x) Create an end of year report of all CMUSC minutes from the year in an accessible and searchable manner. This shall consist of one document of CMUSC General Assembly Meeting minutes and another of all the Executive Team meeting minutes. These should be sent to the President by the end of April to be passed on to next year's CMUSC VP Communications member.
- (xi) Compile a document of all necessary information to be sent to the President, and next year's VP Communications member.

Directors

3.2.6 Director(s) of Arts and Entertainment

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) Organize talent shows
- (iv) Aid other committees in organizing and raising awareness of CMUSC events as needed
- (v) Be accountable to the VP Activities
- (vi) Compile an end of year report that includes information about events that were held and recommendations that would be helpful for the next year's CMUSC Arts and Entertainment Director(s). This report must be handed to VP Activities no later than the week after exams have ended

3.2.7 Director(s) of 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 Peace and Sustainability shall include but not be limited to:

- (i) Call and chair meetings of the Peace and Sustainability committee
- (ii) 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
- (iii) Provide opportunities for students to purchase sustainable goods
- (iv) Advocate for support of sustainability from the Institution
- (v) Sit on the Advisory Committee for Sustainability, which relates to the Shaftesbury Council, as stated in the 2015-2016 Senate Nominating Committee report
- (iv) Aid other committees in organizing and raising awareness of CMUSC events as needed
- (vi) Support the CMU campus compost system by cultivating a campus culture of sustainability and resource renewal. This support will involve promoting and facilitating education and participation among the faculty, staff, and students, as well as remaining in communication with the compost student worker.
- (vii) Be accountable to the VP External
- (viii) Compile an end of year report that includes information on events that were held and recommendations that would be helpful for the next year's CMUSC Peace and Sustainability Director(s). This report must be handed to VP External no later than the week after exams have ended

3.2.8 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) Coordinate campfire music when necessary
- (vi) Assist the Spiritual Life Facilitator with Pastor-In-Residence Week
- (vii) Look after the use and maintenance of the Prayer Room on North Campus
- (viii) Aid other committees in organizing and raising awareness of CMUSC events as needed
- (ix) Be accountable to the VP Activities
- (x) Compile an end of year report that includes information on events that were held and recommendations that would be helpful for the next year's CMUSC Faith and Life Director(s). This report must be handed to VP Activities no later than the week after exams have ended

3.2.9 Director(s) of International Student Council

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

- (i) Call and chair meetings of the International Student Committee
- (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 become familiar with
- (v) Aid other committees in organizing and raising awareness of CMUSC events as needed
- (vi) Be accountable to the President.
- (vii) Compile an end of year report that includes information on events that were held and recommendations that would be helpful for the next year's CMUSC International Student Council Director(s). This report must be handed to the President no later than the week after exams have ended.

3.2.10 Director(s) of Sports and Recreation

The Sports and Recreation committee shall plan and promote activities that draw students into healthy, active lifestyles and 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 programming
- (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) Coordinate transportation to CMU and city sporting events when feasible
- (vi) Enhance the variety of recreational game equipment available to students when possible
- (vii) Aid other committees in organizing and raising awareness of CMUSC events as needed
- (viii) Be accountable to the VP Activities
- (ix) Compile an end of year report that includes information on events that were held and recommendations that would be helpful for the next year's CMUSC Sports and Recreation Director(s). This report must be handed to VP Activities no later than the week after exams have ended.

3.2.11 Director(s) of Social Activities

The Social Activities committee shall provide opportunities for the CMU community to interact outside the classroom. 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 that bring students together for fellowship and fun
- (iii) Work in conjunction with CMU Food Services and the Student Life Department to plan the Christmas and Grad Gala banquets
- (iv) Participate in planning orientation week activities as needed
- (v) Aid other committees in organizing and raising awareness of CMUSC events as needed
- (vi) Be accountable to the VP Activities
- (vii) Compile an end of year report that includes information on events that were held and recommendations that would be helpful for the next year's CMUSC Social Activities Director(s). This report must be handed to VP Activities no later than the week after exams have ended.

3.2.12 Director(s) of Volunteer and Service

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

- (i) Research and facilitate reoccurring local service and volunteer opportunities. This could be things like a monthly Blood Drive, visit to a senior's home, Siloam Mission – Madison House, MCC Thrift Stores and Food Grains Bank.
- (ii) Lead and aid the committee in preparing for the service and volunteer opportunities and make it known to the CMU community.
- (iii) Facilitate and encourage participation.
- (iv) Raise awareness of issues important to the CMU community alongside other CMUSC committees (such as Arts and Entertainment or Peace and Sustainability)
- (v) Aid other committees in organizing and raising awareness of CMUSC events as needed
- (vi) Organize an MDS service trip with substantial help from CMU Student Life staff, if there is sufficient student interest
- (vii) Be accountable to the VP External
- (viii) Compile an end of year report that includes information on events that were held and recommendations that would be helpful for the next CMUSC Witness through Service Director(s). This report must be handed to VP External no later than the week after exams have ended.

3.1.13 Director of the Indigenous Students Committee

The Indigenous Students Committee's goal is to build relationship and community between Indigenous and non-Indigenous students, staff, and faculty at CMU. The committee will host initiatives to raise awareness for issues affecting Indigenous peoples at CMU, in Manitoba, and across Canada. The committee will also plan and host cultural and ceremonial events for Indigenous and non-Indigenous people at CMU. Duties of the Indigenous Students Committee will include, but not be limited to, the following:

- (i) Call and chair meetings of the Indigenous students committee
- (ii) Dialogue with Indigenous students at CMU to ask what they need and strive to meet those needs
- (iii) Hosting cultural and ceremonial events for the Indigenous and non-Indigenous CMU community
- (iv) The Director(s) of the Indigenous Students Committee will also sit on the Indigenous Initiatives Advisory Council at CMU and provide their perspectives and ideas on meeting minutes on behalf of Indigenous students at CMU
- (v) The Director(s) will host Elders who visit campus and ensure protocols are followed where/when an Elder is present
- (vi) The committee will be responsible for caring for the Tipi on campus and maintaining the Indigenous student's lounge
- (vii) The Director(s) and committee will fulfill other needs and duties when and where they identify a need and/or see fit
- (viii) When decisions need to be made as a committee the Director(s) will host a sharing circle where the issue can be openly discussed. Ideally, a consensus will be reached. In serious deliberations, the Directors may ask for support/guidance from Elder(s) and/or relevant CMU Indigenous Engagement staff
- (ix) The committee shall strive to further reconciliation at CMU at grassroots and institutional levels

(x) The Director of the Indigenous Students Committee will not be selected through the voting process that Student Council adheres to. The Directors of this committee will be selected by committee members at the end of each school year. If possible, an Elder who is familiar with the committee will also provide insight into who should lead the group in the following year. In addition, the elder will also be welcome to share their perspective on who should lead the group. This method of election has been selected in accordance with the traditional Indigenous way of electing community leaders. The method of voting shall be as follows:

1. A circle will be held to nominate potential leaders, an opening ceremony, along with smudging and singing will be appropriate. The committee can elect two persons to lead the committee together. Nominees can accept their nomination or decline.
2. A second circle will be held for nominees to share about their vision for the committee. The Elder in residence and Indigenous Engagement Advisor will be present at this circle, if possible. Voting will be held through survey monkey afterward.
3. Nominees will be made aware of their status (whether they have been successful or not) prior to another circle being held.
4. A third circle will be held where the acting committee leader will announce the successful candidate(s) for the position of the Indigenous Students Committee Director(s). The closing ceremony will follow along with food and drinks afterward.
5. In the unlikely event there is no one to succeed an acting Director, guidance shall be sought from relevant CMU Indigenous Engagement staff.

Communications Team

3.2.14 Doxa Editor(s)

The Doxa Editor(s) are responsible for actively engaging the CMU student body through print-based media. Duties of the Doxa Editor(s) shall include but not be limited to:

- (i) Produce a student publication (The Doxa) to discuss community issues, feature student writing and art, and to provide an opportunity for students to explore the mission of the Institution. The Doxa is expected to have a minimum of two publications a semester.
- (ii) Aid other committees in organizing and raising awareness of CMUSC events as needed
- (iii) Be accountable to the VP Communications
- (iv) Compile an end of year report that includes information on publications that were released (ie. name and date of publication) and information that would be helpful for next year's CMUSC Doxa Editor(s). This report must be handed to VP Communications no later than the week after exams have ended.

3.2.15 Wittenberg Radio Producer(s)

The Wittenberg Radio Producers are responsible for the Wittenberg Radio program and the Wittenberg Door. Duties of the Wittenberg Radio Producers shall include but not be limited to:

- (i) Produce a regular internet broadcast to discuss community issues, such as those emerging from the Wittenberg Door or Chapels/Forums, or other topics selected by the Producers/Committee
- (ii) Organize students interested in assisting with the production of the radio program
- (iii) Facilitate conversation on the Wittenberg Door and enforce its guidelines

- (iv) Manage and maintain the Wittenberg Radio Facebook page
- (v) Host community events and/or livestream other institutional events
- (vi) Aid other committees in organizing and raising awareness of CMUSC events as needed
- (vii) Be accountable to the VP Communications
- (viii) Compile an end of year report that includes information on episodes released (ie. name and date of publication) and information that would be helpful for next year's CMUSC Wittenberg Radio Producer(s). This report must be handed to VP Communications no later than the week after exams have ended.

3.3 Student Representatives

CMUSC shall have 5 student representatives. Responsibilities and duties of representatives include:

- (i) Act as a member of CMUSC, possessing voting rights and responsibilities
- (ii) Attend all CMUSC meetings and forums, unless circumstances do not allow and the President is notified at least one day in advance

3.3.1 First Year Representatives (2)

First Year Representatives serve as liaisons between first year students and CMUSC. First Year Representatives shall:

- (i) Pursue opportunities that aim to connect first year students with the First Year Student community
- (ii) Represent the interests and needs of first year students at General Assembly meetings
- (iii) Establish a steady communication platform between first year reps and first years.
- (iv) Serve as a mentor for next year's first year rep in both official and casual context's
- (iii) Be accountable to the President

3.3.2 Blaurock Representative (1)

The Blaurock Representative shall act as a liaison between the Blaurock Café and CMUSC. The Blaurock Representative shall:

- (i) Present the interests of the Blaurock Café to CMUSC
- (ii) Vote in accordance with the interests of all Blaurock managers

3.3.3 Commuter Assistant Representative (1)

The Commuter Assistant Representative shall 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

3.3.4 Residence Assistant Representative (1, optional)

The Residence Assistant Representative shall serve as liaison between CMUSC and the Residence Assistants. The representative will be chosen by the Residence Director and approved by the Student Council President

3.3.5 Queer Representative (1, optional)

The Queer Representative shall serve as a liaison between CMUSC and CMQ. The representative will be one of the selected leaders of CMQ, designated by their own choosing. It is the responsibility of the President to contact CMQ leadership to make them aware of this position.

3.3.6 Graduating Student Representative (1-2, optional)²

The Graduating Student Representative shall:

- (i) Be identified by the Dean of Student life or other Student Life Staff
- (ii) Be responsible for determining the members of the Grad Committee, if necessary
- (iii) Be responsible to CMUSC for the small budget and borrowing permission granted to the Grad Representative/Committee for events and planning expenses
- (iv) Act as a liaison and organizer between the current graduating class and the Institution

3.3.7 Faculty/Staff Representative

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

4 STRUCTURE OF CMUSC

4.1 Structure of Meetings

In order to facilitate both advocacy and activity planning roles, CMUSC is structured into two separate bodies: General Assembly and Executive. The General Assembly will meet every week. The Executive will meet once a week after the President's meeting with the CMUSC Faculty/Staff Representative. Membership and responsibilities of each body are as follows:

4.1.1 General Assembly

All members of the CMUSC hold membership in the General Assembly

4.1.1.1 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 Executive or General Assembly

4.1.2 Executive

The Executive is made up of the President and four Vice Presidents. The executive shall meet weekly during the fall and winter semesters of the academic year.

4.1.2.1 Mandate of the Executive

- (i) Set agenda for upcoming CMUSC meetings
- (ii) Approve committee budgets

² The Grad Rep(s) will not have a member-at-large role at CMUSC. Its inclusion in the Constitution outlines their role, as CMUSC provides the funds for this person(s).

- (iii) Review year-end reports and initiate any action needed
- (iv) Discuss all Travel Bursary and Association Subsidy forms before they are brought to General Assembly to be voted on.

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) They are a member of CMUSC, possessing voting rights and responsibilities for CMUSC issues
- (ii) They must attend all CMUSC meetings, unless circumstances do not allow and the President is notified at least one day before
- (iii) They are responsible for the formation of the committee and the delegation and implementation of work as described in the committee description
- (iv) They are responsible for a committee end of year report which is to serve as a resource for the current and future committee director(s). Information in the end of year report shall include, but not be limited to, approximate budget breakdowns, student attendance at events, committee planning processes, points of success, and suggestions for improvement. At the end of the term, the end of year report is to be submitted to the Vice President to which they are accountable.
- (v) They are responsible to keep the CMUSC informed of committee activities
- (vi) They are responsible to write for the Doxa and Wittenberg Radio regarding their committee and its activities
- (vii) They are responsible to maintain a positive and respectful environment in the committee free of discrimination, bullying, harassment, and other behaviours that are harmful to the group in any context. In the event that behaviour of this nature does occur, they are responsible to report the incident to the Faculty/Staff representative or President and may ask the individual to leave the committee.
- (viii) They are accountable to a member of Exec and will be expected to provide updates on goals and achievements to their respective Exec member at least once per semester.

4.3 Structure of CMU Clubs and Student Associations

Clubs and student associations are groups and create student led initiatives that enhance the quality of student life, services or educational opportunities at the Institution. These initiatives should be directly beneficial to students at CMU

- (i) Once a semester, each club and association will make a report to the General Assembly about the activities they have planned
- (ii) Groups have access to financial support by applying for funding through the Student Association fund
- (iii) Groups receiving funding must maintain a positive and respectful presence within the CMU community by being free of discrimination, bullying, harassment, and other behaviours that are harmful in any context.

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 which consists of the following CMUSC Members³: VP Activities (chairperson), the First Year Representatives, two other eligible CMUSC members and the Faculty/Staff Representative. This committee will facilitate nominations and elections.
- (ii) Two election periods are held during the academic year: First Year Representatives, and Executive/Directors. Election nomination forms shall be made available to the candidates by the Nominations/Elections Committee. Ten current CMU student signatures must endorse the nomination forms. The forms shall be accompanied by a 250-word paragraph in which the candidate will write what it means to be on CMUSC and what they are going to do with their position. Biographies shall be posted publicly on campus. Nomination forms shall be due two weeks before elections
- (iii) Elections must be called on the first Monday of February. All elections must be completed within two weeks of the nomination deadline, and within three weeks after Reading Week
- (iv) Executive and Representative positions can only be held by one person (except for First Year Representatives). 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.). Candidates are encouraged to participate in these public forums before the election.
- (vi) Elections for Executive and Director positions shall be held over two consecutive days. They are held over two consecutive days to ensure that all students have adequate notice that voting is in session
- (vii) Elections for First Year Student Representatives shall take place in September, also over two consecutive days
- (viii) Elections shall be held by secret ballot.
- (ix) Those elected to office must have more ballots than any other candidate, or a majority of favourable ballots in a vote of confidence. In the event of a tie, a re-vote will be called between only the tying candidates
- (x) Any full-time or part-time CMU student, undergraduate or graduate, may vote in CMUSC elections
- (xi) 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 within two weeks of the initial nomination deadline
- (xii) 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
- (xiii) If an Executive or Director position remains unfilled following the spring election, it may be filled by the end of the summer term via an electronic vote organized by VP Communications. If the position remains unfilled, it may be filled by a returning student during the fall election of the First Year representatives in the following school year. Responsibilities of vacant Executive positions over the summer will be shared between Executive positions that have been elected already

³ There must be at least one member of the elections committee who is not running for re-election. All additional members may be running for re-election or for election to another position. If, however, the position for which they are seeking election becomes contested, they must immediately step down from the committee and another member from the General Assembly must be selected to replace them.

(xiv) When the results have been determined, those that have counted votes 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

(xv) A review of the elections process will take place during the 2021 fall semester to receive feedback from the GA and the student body, and to implement changes for the upcoming elections. An elections survey will be distributed to the student body in the Daily Email to collect information on the intentions of students and their experience of the elections process.

5.2 Voting

(i) Votes may only take place in General Assembly

(ii) Voting may only take place when there is quorum⁴

(iii) The voting process is as follows;

1. Member A presents their proposal
2. Member B moves the topic to discussion.
3. Member C restates the motion or makes a new motion that includes the changes made during the discussion period.
4. Member D seconds 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).⁵ The VP Finance will ensure that this process happens

(ii) All students shall pay Student Council fees per credit hour each semester

(iii) CMUSC fees shall be reviewed and approved annually by the Vice President Finance

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 13)

(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) by the end of the current academic year. The budget for each committee may

⁴ Quorum is set at 2/3 of the CMUSC membership. Each co-director of a committee counts as a member. The total number of members should be calculated based on the positions that are currently filled, less the Faculty/Staff and Graduating Student Representatives (because these positions do not vote).

⁵ 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.

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 to use money from the discretionary spending fund will be voted on by General Assembly, by 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

(vii) Committee budgets are to be spent and used at the Director(s) discretion. For the Executive Team, the General Operations Fund functions as their budget. No voting is needed on spending committee budgets, although informing the Executive Team or the General Assembly on purchases above \$500 is strongly encouraged.

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 weekly. Executive meetings will be held every week at a predetermined time

(iii) CMUSC meetings shall be open to all students at the Institution barring sensitive agenda. Executive meetings are open to Student Council members only

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 April 2021” 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 External (chairperson), and members from the current or past CMUSCs⁶, that are current students, totalling at least three people

(iv) If minor procedural changes are necessary, the current CMUSC may pass a resolution by majority vote. Resolutions must be proposed or reviewed by the VP External, and will be appended to this document. Any resolution must refer to the specific subsection it alters. These shall be reviewed by the next Constitution and By-Law Committee, and either adopted into this document or discarded

(v) 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

(vi) In some cases, CMUSC may decide to temporarily amend the CMUSC Constitution for a period of one year. This may be done in the case of a major change that would significantly alter how CMUSC as a whole or a specific committee functions or performs. At least 2/3 of the members of CMUSC must be present and the members in attendance must come to consensus in order to approve a temporary

⁶ In the event that the incoming Vice President External-elect has already been voted in/affirmed by the Student Body, they will be eligible/expected to serve as a member of the Constitution and By-Law Committee. This will aid in continuity in the position and ensure that the new VPE is aware of Constitutional concerns going forward.

amendment. At the end of the school year for which the temporary amendment was in effect, a consultation should be led by the VP External as to how the change went, taking into account the opinions of all those affected, including those on CMUSC, the individual(s) in question, and the members of the committee (if applicable). Based on the information collected, CMUSC shall then make a decision, as per normal Amendment By-Laws, whether to make the amendment permanent or reverse it. Record of this trial should be kept by the VP External whether or not it becomes a permanent change

5.7 The Student Board Member (Vice President External)

It has been agreed with the student leaders of Menno Simons College that the responsibility of designating the Student Board Members 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:

- (i) The term of the Student Board Member is one full calendar year, beginning in September.⁷ They are the only Student Board member for that term, and the students may not appoint an interim board member in the case that they are 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 Student Board Members 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 RELATIONSHIP BETWEEN CMUSC AND THE BLAUROCK CAFÉ

The Blaurock Café is owned by the CMUSC to avoid the necessity of selling it each time there is a turnover in management staff. The following subsections 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 Directors hereafter known as the ‘Board’ which is appointed by CMUSC on recommendation of the President

⁷ There are three board meetings per year, September, January and June, in addition to a conference call in April. In the case of the June board meeting, due to the nature of its location in the middle of the summer break, either the outgoing or incoming VP External may attend the meeting and hold voting rights, on the basis of availability. In the case of both students being available, the incoming student will attend to ensure accountability to CMUSC and the larger student body.

- (i) The Board is chaired by the Vice President Finance and consists of one other Student Council member as well as two members-at-large (one of these members will be a Blaurock Volunteer while the other will be a commuter student, preferably a Commuter Assistant). The four 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 managers for the upcoming year
- (iv) If, at the end of the fiscal year (April 30th), the Blaurock Café has a positive Net Income, 40% of the Net Income shall be donated to an organization chosen by the managers and 60% shall be retained as start-up funds for the following year.
- (v) Managers are to be chosen before the end of March
- (vi) One Manager will attend the weekly CMUSC meetings to be a contact person for the Blaurock. This may be one Manager designated for the year or a rotation of the Managers.
- (vii) 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.
- (viii) 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 and By-Laws, the Constitution and By-Laws shall have final authority.
- (ix) 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 Blaurock Café, the selection and training of volunteers, and the planning of Blaurock-sponsored events. Application forms will be made available at the call for General Assembly nominations. Returning managers need to re-apply, and must go through an assessment process with CMUSC Executive, including a report of activities throughout the year, before being approved to continue in their position the following year.

6.2.1 Finance Manager

- (i) The Finance Manager shall be responsible for all financial aspects of the Cafe. This shall include, but not be limited to, the following: remitting monthly RST payments, reimbursing fellow Managers for expenses, maintaining thorough digital records of payments, depositing cheques received, and preparing end-of-semester income statements.
- (ii) The Finance Manager shall ensure that the procedures as outlined in Attachment II are upheld.
- (iii) The Finance Manager shall meet with the VP Finance at the beginning of each semester to report that a successful transfer of responsibility and signing authority from the previous Managers has taken place. The Finance Manager shall also, at the end of each semester, present a report to the CMUSC, including appropriate financial figures.
- (iv) Where appropriate, the Finance Manager shall provide financial guidance to the other Managers for the purposes of sound decision-making, reasonable pricing, and successful promotions.
- (v) The Finance Manager shall have co-signing authority with the Operations Manager for the Blaurock Cafe's bank account.

6.2.2 Human Resources Manager

- (i) The Human Resources Manager shall be responsible for recruiting, training, and organizing volunteers. This shall include responsibility for scheduling volunteers for events during which the Managers have agreed to be open.
- (ii) The Human Resources Manager shall maintain open lines of communication with the Managers, CMUSC, students, and faculty, and shall report useful information to the Managers.
- (iii) The Human Resources Manager shall, if appropriate, be responsible for planning a volunteer appreciation lunch.
- (iv) The Human Resources Manager shall, as needed, assist the Operations Manager in maintaining the daily operations of the Cafe. This may include, but shall not be limited to, washing rags, cleaning the Cafe, and purchasing needed supplies.

6.2.3 Operations Manager

- (i) The Operations Manager shall be responsible for planning, costing, and stocking the Cafe's inventory. This shall include, but not be limited to, creating an order list, providing sufficiently detailed cost information to the Finance Manager, and ensuring adequate daily inventory levels.
- (ii) The Operations Manager shall have primary responsibility for the cleanliness of the Cafe, washing the rags used for cleaning the machines, and for the general maintenance of the machines at the Cafe. The Operations Manager shall also be responsible for contacting the CMU Hosting Department for larger issues.
- (iii) Where the Managers decide to offer food (in addition to drinks), the Operations Manager shall be responsible for obtaining and displaying a valid health inspection.
- (iv) The Operations Manager shall have co-signing authority with the Finance Manager for the Blaurock Cafe's bank account.

6.2.4 Marketing Manager

- (i) The Marketing Manager shall have primary responsibility for communications from the Blaurock Cafe to the CMU community. This shall include, but not be limited to, managing the Cafe's social media platforms, building the Blaurock Cafe's brand, and designing promotional materials.
- (ii) Where the Managers decide to participate in a campus event, the Marketing Manager shall be responsible for coordinating with the event planners, assisting in promotion, and communicating relevant information to the Managers.
- (iii) The Marketing Manager shall assist the Human Resources Manager, when needed, in recruiting volunteers.
- (iv) Where appropriate, the Marketing Manager shall provide marketing guidance to the Managers for the purposes of informed decision-making, reasonable pricing, and successful promotions.

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 III to this document.

7.2 Student Association, Group and Club Subsidies

Each year CMUSC will approve a new budget for that year's Student Association, Group and Club Subsidies. This money will be allocated on a case-by-case basis, to a maximum of \$500, and must be applied for. These subsidies are meant to fund associations, groups and clubs, which students feel passionate about and are willing to start up and run. These are defined as any group of students, based on a common interest, that meets regularly, advertises and whose membership is open to all students, and is in line with the introduction described in Section 1. Student Association, Group and Club Subsidy forms will be given out by CMUSC and can be found as Attachment V to this document.

7.3 Fellowship Group Fund

Each year CMUSC will approve a new budget for that year's Fellowship Group Fund. Funds will be given out on a case-by-case basis and must be applied for by Fellowship Group leaders. The purpose of the Fellowship Group Fund is to provide Fellowship Groups with access to funding to improve the experience of students involved with Fellowship Groups. The Fellowship Group Fund application form will be given out by CMUSC and can be found as Attachment VI to this document.

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 or publication 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, publication, 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.⁸

(ii) If the contract is for the current school year only, then majority support is needed to adopt the contract obligations for that year.

(iii) If the contract is for multiple academic years, GA must come to consensus in favour 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 a private company is subject to the above procedure.

9 KEYS TO CMUSC SPACE

CMUSC has a room on South side, which is to remain locked at all times. Keys for this room may be held by CMUSC members in any position, provided that they return the keys at the end of the year.

10 CMUSC Mileage Policy

The policy, as outlined below, will be applied in the event that a CMUSC committee arranges transportation to/from/or as part of an event. The money for paying mileage will come out of committee budgets. In order to claim mileage, receipts must be provided.⁹

10.1 CMUSC mileage policy:¹⁰

The reimbursement rate for CMUSC event transportation using private automobile is \$0.40 for the first 50 km (each round trip) and \$0.30 thereafter. Travel to procure supplies, check on event locations, etc., will not be reimbursed.

⁸ In the case that a member of CMUSC is approached by a business looking to enter into a contract with CMUSC or one of its committees or publications, the member shall bring the matter to CMUSC attention for discussion regardless of the member's personal opinion on the matter.

⁹ In this way, some financial oversight will be ensured as the VP Finance will have access to receipts.

¹⁰ The CMUSC mileage policy follows the one used by CMU. It is advised that CMUSC keep the mileage policy similar to that of the Institution.

ATTACHMENT I TO THE CMUSC CONSTITUTION
End of Year Self-Evaluation for CMUSC Members

Date:

Name:

Position on CMUSC:

Please answer the following questions honestly:

1. My participation on CMUSC this year and as a student leader is best described as _____ because:

2. I feel satisfied / unsatisfied after being on CMUSC.
Please explain your selection.

3. I feel that I did the following things well:

4. I would suggest the following as areas of improvement:

Thank you for taking the time to complete this form, and thank you for all your efforts on CMUSC this year!

ATTACHMENT II TO THE CMUSC CONSTITUTION Policies and Procedures for Blaurock Finances and Operations

1. Blaurock Café is a service operated by Student Council. The relationship of the Blaurock to Student Council is defined in the Student Council Constitution. Blaurock managers are selected in a manner authorized by Student Council and thereby delegated by Student Council on behalf of all students.
2. The goal of Blaurock is to provide a service to students, faculty, staff and other guests. While the goal is service and promoting good stewardship, as opposed to earning profit, the business plan will require making sales with sufficient margin to cover all anticipated and unforeseen costs each year. It is expected that Blaurock operations will have sufficient sales revenue to cover all operating costs in order to provide its services on a sustainable, ongoing basis. Profits at the end of the year will be divided as per the Student Council Constitution point 6.1.iv.
3. Blaurock managers and students assigned to provide services are trustees of the funds and other assets of the Blaurock on behalf of all students. The highest level of integrity and trust are required in these roles.
4. It is important to use appropriate procedures in order to ensure everything is done properly and for the protection of those with responsibilities from accusations of impropriety. Any major purchases not related to daily operations must be cleared by Student Council Executive before purchasing takes place.
5. Blaurock managers will operate a bank or credit union account and reconcile the statement monthly. One or more of the managers will have signing privileges registered with the bank. Cheques may not be signed until both the amount and payee are filled in.
6. Sales revenue will be recorded through the use of the Square app or a suitable replacement. Should there be regular cash sales, an appropriate float amount should be maintained, with any additional amount regularly deposited into the bank account.
7. Should there be cash sales, the amount of cash float will be recommended by the Blaurock Managers at the beginning of each semester and must be approved by the Board, as defined in Section 6.1(i) of the CMUSC Constitution. The cash float will not be used for payments of any kind.
8. All payments will be made from the bank account by cheque.
 - a. Payments to vendors are to be supported by appropriate receipts with the list of the items printed or handwritten on them.
 - b. Payments to students as reimbursement for supplies are to be supported by appropriate receipts plus the signature of the student being reimbursed.

- c. Payments to students as honoraria or wages (should such be made) are to be thoroughly supported by listing the name of the student, the date, and the basis on which the amount has been calculated.
9. Blaurock managers are to maintain all proper records so that they can be checked later. Ideally, records will be kept digitally to aid in future referencing. Records should include, at least, the following:
 - a. Lists of expenses including the name of the payee, amount, date, and item(s) paid for
 - b. Bank statements, and
 - c. RST returns.
10. Blaurock managers are responsible to maintain accounts with, to respond to communication from and to make the required payments to appropriate tax authorities including Retail Sales Tax and SOCAN (levy for copy written music played in public).
11. Blaurock Finance Manager will submit monthly financial reports to CMUSC at the end of each semester, including relevant financial and operating insights and a report from the end-of-semester income statement.
12. Signing authority, account logins, and the cheque book will be passed on to the new Finance Manager in the spring. If neither the old nor new Finance Manager will be available over the summer, signing authority, account logins, and the cheque book will be given to the CMUSC Faculty Advisory or VP Finance until September.

During the summer months, if a Blaurock manager familiar with the financial matters is not expected to be available, all books, records, and bank information are to be left with the Dean of Student Life to respond to any matters which may arise. Should any payments need to be made on behalf of Blaurock when no one with signing authority on the Blaurock bank account is available, the Dean of Student Life may request that the Student Council VP Finance make such payments on behalf of Blaurock from Student Council funds. Alternately, if the VP Finance is not available, requisitions may be made from the Student Council account held by the CMU business office. Any such payments will be withheld from the funds that come to Student Council the following September.



ATTACHMENT III TO THE CMUSC CONSTITUTION Travel Subsidy Form

The Canadian Mennonite University Student Council budget has allocated \$1,250.00 per year to help subsidize extra-curricular educational experiences for full-time students. The purpose of the fund is to help alleviate the burden of conference costs that may affect a student's decision to participate. Please note, the subsidization is explicitly for extra-curricular conferences, and under no circumstances will funding be provided for conferences that fulfill a class requirement. If the student's budget for the trip is less than \$250.00, the applicant could receive up to 40% of the total costs. However, if the total cost of the trip exceeds \$250.00, the applicant could receive an initial cheque of \$100.00. If there is more than one student attending the same conference, up to \$500.00 may be allotted for the entire group for the initial subsidy (individual limit still in place). There is a possibility of receiving an additional cheque at the end of the year that may fulfill up to 40% of the total cost with a maximum of \$200.00. The second amount depends on the extra travel subsidy at the end of the year.

Please fill out the pertinent information below and return to the CMUSC President or VP Finance via mailbox. This form must be submitted at least **ten days** before the conference.

Today's Date: _____

Name of Student Participating: _____

Conference Title: _____

Date of Conference: _____

Location: _____

Subsidy Amount Requested: _____

Please give a brief synopsis of the conference and explain how this will enhance your field of study: _____

Please fill out your anticipated costs associated with your attendance at the conference:

	Cost	Explain (if needed)
Conference Fees		
Travel Costs		
Lodging Expenses		
Incidentals		

Please list three other possible sources of funding for your trip:

- 1) _____
- 2) _____
- 3) _____

For CMUSC use only:

Initial amount: \$ _____ Max receivable: \$ _____ Additional Amount: \$ _____

ATTACHMENT IV TO THE CMUSC CONSTITUTION Policies and Procedures for Student Council Finances

1. The Student Council is the trustee of funds contributed by students to fund Student Council activities. It is important that all Student Council members handling funds act responsibly as they are a steward of other people's money. It is important to use proper procedures in order to ensure everything is done properly and for the protection of those with responsibilities from accusations of impropriety.
2. The Student Council delegates the recording and management of funds to the VP Finance who is responsible for them.
3. Student Council fees are collected by CMU and transferred to Student Council at the beginning of each semester or other time mutually agreed upon.
4. VP Finance will maintain a bank account in the name of CMU Student Council.
5. All payments are to be requisitioned in writing by the Student Council member who is in charge of a particular budget area.
6. All Student Council expenses are to be paid by cheque from the bank account and signed by the President, VP Finance, or VP Activities (2 signatures required).
7. All payments (except for advances as described below) are to be made only when supported by receipts or invoices from third party vendors.
8. Advances – Advances are permitted up to a limit of the amount in the budget for that item or \$100, whichever is less. Advances can only be made to a Student Council member. The person requesting the advance must make their request in writing. The invoices or receipts from the purchases are to be turned in to the VP Finance together with the unused balance of the advance which shall return to the bank.
9. VP Finance is to properly maintain all invoices and receipts so that they can be checked later.
10. Student Council records including bank account statements and supporting documents will be reviewed periodically by the Student Council staff liaison and/or the CMU Controller.

ATTACHMENT V TO THE CMUSC CONSTITUTION
Student Association Fund Application Form

Date of application: _____

Contact Person for Project:

Name: _____ Email: _____

Phone: _____

Proposed Project:

Title: _____

Project Duration: _____

Amount of Funding Requested: _____

Please Include a Brief Response to the Following:

1. Description of Project

The CMUSC Student Association Fund is available to students to form groups and create student led initiatives that enhance the quality of student life, services or educational opportunities at Canadian Mennonite University. These initiatives should be directly beneficial to students at CMU. Please give a description of your project. Describe who will benefit from your project and how.

2. Promotion of Project

You must promote your project to students at Canadian Mennonite University, in particular how they can be involved with your project. Please describe your planned promotional efforts.

3. Itemized Budget

Show how you plan on spending money received from the fund.

4. Participants

Please include an estimate of the number of students that will benefit from your project.

5. Timeline of Project

Please attach a timeline of activities for your project including any prep work. The timeline should include a proposal date of completion.

Funding is subject to withdrawal if funds are spent towards purposes other than those agreed upon in the approved proposal.

All applications must be submitted to the CMUSC. If you have any questions, please contact the CMUSC President or VP Finance.



ATTACHMENT VI TO THE CMUSC CONSTITUTION
Fellowship Group Fund Application Form

Date of application: _____

Fellowship Group leader:

Name: _____ Email: _____

Phone: _____

Amount of Funding Requested: _____

Please Include a Brief Response to the Following:

1. Description of Project

The CMUSC Fellowship Group Fund is available to fellowship group leaders in order to improve the experience of students in Fellowship Groups. Please give a description of your project. Describe who will benefit from your project and how.

2. Itemized Budget

Show how you plan on spending money received from the fund.

All applications must be submitted to the CMUSC. If you have any questions, please contact the CMUSC President or VP Finance.



ATTACHMENT VII TO THE CMUSC CONSTITUTION
Community Improvement Fund Application Form

Date of application:

Contact person for proposal:

Name: _____ Email: _____

Phone: _____

Proposed Project:

Title: _____

Amount of funding proposed: _____

Please include a brief response to the following:

1. Description of Proposal

The CMUSC Community Improvement Fund is available to student to create proposals for projects and initiatives that enhance the quality of student life, services, or educational opportunities at Canadian Mennonite University. These initiatives should be directly beneficial to students at CMU. Please give a description of your proposal. Describe who will benefit from your proposal and how.

2. Itemized Budget

Show a cost breakdown for the proposal including the specific price of all products and services (if applicable). Include names of companies from which all products and services are purchased.

3. Participants

Please include an estimate of the number of students that will benefit from your proposal.

All applications must be submitted to the CMUSC. If you have any questions, please contact the CMUSC President or VP Finance.



CMUSC
CANADIAN MENNONITE
UNIVERSITY
STUDENT COUNCIL