

THE STONG COLLEGE STUDENT GOVERNMENT CONSTITUTION

Amended November 2024



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PREAMBLE

We recognize that many Indigenous nations have long standing relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, the Huron-Wendat, and the Métis. It is now home to many Indigenous Peoples. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

Stong College, founded in 1969 as the fifth college within the York University system, is dedicated to fostering growth and development through active participation. The Stong College Student Government (SCSG) was created by the college's students to ensure a democratic and responsible approach to student governance. The SCSG is committed to providing opportunities for all members—students, faculty, fellows, alumni, and staff—to engage in organizing and implementing various activities, including clubs, athletics, social events, political initiatives, and other programs that align with the educational and social mission of Stong College. As the governing body, the SCSG is accountable to the entire Stong College community and serves as a platform for members to voice their opinions and concerns. It is dedicated to representing student interests both within Stong College and across York University, promoting democratic values, and ensuring transparency and responsibility. The SCSG upholds the rights of all members, ensuring equality and inclusivity regardless of race, religion, sexual orientation, gender, age, disability, marital status, or receipt of public assistance.

ARTICLE I: INTERPRETATION

1. General

- 1.1. The SCSG is fully empowered to and responsible for the enforcement of all regulations, Articles, and By-Laws as established by this Constitution. The Constitution of the Stong College Student Government is the supreme law of the SCSG;
- 1.2. Section 1.1 applies only when not in conflict with the valid and applicable laws of Canada;
- 1.3. Affiliation with Stong College at York University is acknowledgement that the individual member(s) of the college accepts this Constitution, By-Laws, Articles and Regulations and are bound by the principles herein.
- 1.4. The SCSG shall be the sole authority for interpreting the Constitution of the SCSG and all subsidiary regulations. The SCSG shall, however, make all interpretations regarding the following: a) Robert's Rule of Order (Newly Revised); b) interpretive precedents set by the Canadian House of Commons.

ARTICLE II: MEMBERSHIP IN THE STONG COMMUNITY

1. General

1.1. There shall be three categories of membership in the Stong community:

1.1.1. Student Members:

- a) Undergraduate students enrolled at York University during the current academic year and assigned to Stong College as their college affiliation. The Office of the Head of Stong College shall rule in cases where questions are raised concerning membership;
- b) Graduate students and students from other York institutions (Osgoode or ACMAPS) that have become members of the Stong Community by paying to the Stong College budget the equivalent to that paid by undergraduate members of Stong College;

1.1.2. Officers of Stong College:

- a) Head of Stong College;
- b) Fellows of Stong College, including but not limited to Student Success Coordinators, Administrative Assistant, Residence Life Coordinator, Alumni, and any other employees of Stong College;

1.1.3. Honorary Members:

- a) Honorary members may be appointed by the Head of Stong College;

1.2. Once membership has been held, it is for life unless relinquished by switching colleges, or verbal/written withdrawal of membership.

2. Privileges of Membership

2.1. Only Student Members and Officers of Stong College may vote at General Meetings;

2.2. Only Student Members may vote in SCSG Elections.

ARTICLE III: MEMBERSHIP AND RESPONSIBILITY OF SCSG

1. General

1.1. The business and affairs of Stong community shall be managed by the SCSG;

1.2. The SCSG shall be empowered to:

1.2.1. To represent student interests and needs concerning matters to student well-being within Stong College and York University;

1.2.2. To act as a liaison between the student and other educational bodies and government organizations within the broad purpose of student government;

1.2.3. To ensure initiation, sponsorship, encouragement and direction of services and activities which will enhance the university experience for Stong College members and the York University community as a whole;

1.2.4. To ensure the promotion of communication among all entities of Stong College and any other relevant organizations;

1.2.5. To assist the university in organizing its resources in support of student learning;

1.2.6. To hold the university accountable to its obligations and responsibilities as outlined in the York University Act, 1965, and its various public statements of purpose, goals, and objectives.

1.2.7. To safeguard and uphold the rights of individual members without discrimination based on race, national or ethnic origin, religion, sexual orientation, Gender Identity, age, mental or physical ability, marital status, or receipt of public assistance.

2. Membership

- 2.1. The Voting Members of the SCSG shall be:
 - 2.1.1. The President;
 - 2.1.2. The Vice-President of Administration;
 - 2.1.3. The Athletic Chair(s) A;
 - 2.1.4. The Athletic Chair(s) B;
 - 2.1.5. The Outreach Director(s);
 - 2.1.6. The Commuter Representative(s);
 - 2.1.7. The First-Year Representative;
 - 2.1.8. The Residence Representative;
- 2.2. The Non-Voting Members of the SCSG shall be:
 - 2.2.1. The Vice-President of Finance;
 - 2.2.2. The Assistant Director of Finance;
 - 2.2.3. The Orientation Chair(s);
 - 2.2.4. The Promotions Chair(s) A;
 - 2.2.5. The Promotions Chair(s) B;
 - 2.2.6. The Programmes Chair(s);
 - 2.2.7. The Communications Director;
 - 2.2.8. The Speaker;
- 2.3. The Ex-Officio Members of the SCSG shall be:
 - 2.3.1. The Residence Life Coordinator;
 - 2.3.2. The President of the Stong Alumni;
 - 2.3.3. The Previous President;
 - 2.3.4. The Alumni Representative;
 - 2.3.5. The Student Success Coordinators;
 - 2.3.6. The Executive Leaders of Clubs Ratified by the SCSG;
 - 2.3.7. The Health Education and Promotion Peer;
 - 2.3.8. The YFS Director;
 - a) Duties outlined in section 4 must also apply to the YFS Director

2.4. The following positions shall be allowed to be split two ways between members, however, each position shall constitute as one (1) vote if listed under Article III Section 2.1.:

- 2.4.1. The Athletics Chair A;
- 2.4.2. The Athletics Chair B;
- 2.4.3. The Outreach Director;
- 2.4.4. The Commuter Representative;
- 2.4.5. The Orientation Chair;
- 2.4.6. The Promotions Chair A;
- 2.4.7. The Promotions Chair B;
- 2.4.8. The Programmes Chair.

3. Executives of the SCSG

- 3.1. The Executives of the SCSG shall be the President, the Vice-President of Administration, and the Vice-President of Finance;
- 3.2. In the event of resignation from any Executive of the SCSG, the remaining Executives shall post a notice to the Stong community within fourteen (14) days referencing the individual's departure.

4. Duties of SCSG Members

- 4.1. All Members of the SCSG must:
 - 4.1.1. Be in compliance of Article II Section 1.1.1.a);
 - 4.1.2. Be enrolled in at least (3.0) credits per semester at York University during the current academic year;
 - 4.1.3. Serve their position for a 12 month term from the date of ratification until April 30th with the exception of the VP Finance position which will carry a 13 month term from the date of hire until May 31st OR until the year end audit is successfully completed and submitted

- a) If at any point during their terms of office they fail to qualify with Article II Section 1.1.1.a) their positions shall be declared vacant and a by-election shall be held;
- 4.1.4. Staff the SCSG Office for 2 (two) hours every week and the SCSG Lounge for 2 (two) hours every week with the exception of;
 - a) Athletics Chair(s) A and B
 - b) Programmes Chair(s)
 - c) Commuter Representative(s)
 - d) Hours for these positions are outlined under Article IV
- 4.2. All Voting and Non-Voting Members of the SCSG must:
 - 4.2.1. Comply with the constitution and bylaws and take a proactive role in SCSG matters;
 - 4.2.2. Attend all SCSG meetings, including the SCSG Annual General Meetings to the best of their ability;
 - 4.2.3. Attend all SCSG events to the best of their ability;
 - 4.2.4. To attend at least 2 events run by the Head of College's office per semester
 - 4.2.5. Participate in at least four (4) intramural sports each semester or the deemed equivalent(s) by the Athletics Chairs;
 - 4.2.6. Actively participate in Social Orientation in the role of leader;
 - 4.2.7. Prepare and present detailed transition notes for the individual(s) assuming their ministry role in the following year;
 - a) Transition notes must be submitted to the Executives of the SCSG 24 hours prior to the agreed upon date of the winter term honoraria to receive the second installment of honorarium;
 - 4.2.8. Prepare a ministry specific budget for July 1st;
 - 4.2.9. Actively maintain ministry-specific social media platforms and promote all SCSG matters to the members of the Stong community;

- 4.2.10. Actively collaborate with the Communications Director to promote all business of the SCSG on the website and coordinate ticket sales accordingly;
- 4.2.11. To be available for all business of the SCSG including all SCSG meetings, whether they attend in person or virtually if it is reasonable
- 4.2.12. Send ministry updates to the Vice-President of Administration and Speaker 24 hours before all scheduled SCSG meetings;
- 4.2.13. Inspect, probe, and question the SCSG Constitution bi-monthly to record any amendments brought up at the Annual General Meeting.
- 4.2.14. To vote in and promote any Stong College election, referendum, Annual General Meeting, or other exercise deemed appropriate by the SCSG.

5. Member Resignation

- 5.1. Any member of SCSG may resign or give notice of intention to resign, either verbally in an SCSG Meeting or in writing.
- 5.2. Any written notification must be addressed to the SCSG President.
- 5.3. Once the SCSG member chooses to resign a by-election or hiring process will begin to replace their position (unless it is a position held by two people)
- 5.4. Any member of SCSG that resigns shall not receive any of their honoraria from the start of their term to their resignation
 - 5.4.1. The SCSG shall not accept a member's resignation if there is reason to believe that such member's resignation was not

completely voluntary and, in such a case, the SCSG shall investigate the matter completely.

ARTICLE IV: DUTIES OF EACH SCSG MEMBERS

1. The President must:

- 1.1. Have one full prior academic year term's experience on the SCSG;
- 1.2. Act as the Chief Officer of the Stong community, and therefore shall be charged with final responsibility for carrying out the wishes, legislation, policies, and the Constitution of the SCSG;
- 1.3. Act as the official spokesperson of the SCSG
- 1.4. Assist in the coordination of all SCSG programming;
- 1.5. Be one of at least two (2) official SCSG Members with signing authority for SCSG accounts and shall relinquish authority upon the end of term;
- 1.6. Be a member of the York Orientation Directors' Association, Student Representative Roundtable, Campus Presidents' Association, and any other organizations deemed necessary by the SCSG;
- 1.7. Be the liaison between the SCSG and all external organizations;
- 1.8. Create ad-hoc committees of SCSG, as necessary;
- 1.9. Have the authority to examine the books, records, and assets of all clubs and organizations operating under the auspices of the SCSG;
- 1.10. Write a report at the end of their term that will be passed on to the incoming President for the new year, outlining all duties performed throughout the school year;
- 1.11. Assist the SCSG Orientation Chair with all Social Orientation programming;
- 1.12. Hold onboarding meetings for all SCSG ministries in conjunction with the Vice-President of Administration before August 1st;
- 1.13. Coordinate the involvement of all SCSG ministries for Orientation Week in conjunction with the SCSG Orientation Chair;

- 1.14. To have formal monthly meetings with the Vice President of Administration and Vice President of Finance to ensure that all SCSG ministries are completing their duties, as well as to ensure that the financial integrity of the SCSG is intact.
- 1.15. To allocate funding to the Stong College Alumni for holding events in conjunction with the student members of Stong College.
- 1.16. Attend meetings twice a month during the summer to discuss Stong College Student Success program funding in conjunction with the Vice-President of Finance and the Head of Stong College.
- 1.17. To determine whether or not FPLT or similar trainings are necessary for members of their current council
- 1.18. To keep track of the duties of a ratified club

2. The Vice-President of Finance must:

- 2.1. Be responsible for all the financial matters of the SCSG;
- 2.2. Ensure that the end-of-year audit is completed by August and that the Interim Audit is completed by the end of January;
- 2.3. Be one of at least two (2) official SCSG Members with signing authority for SCSG accounts and shall relinquish authority upon the end of term;
- 2.4. Shall be one of the two co-signers for all SCSG monies;
- 2.5. Be responsible for the accounting of all receipts and disbursements for the SCSG, and shall do so under the direction of the SCSG;
- 2.6. Present a monthly report to the SCSG detailing all expenditures and revenues by type and amount, as well as showing the financial standings of the SCSG;
- 2.7. Prepare the accounts of the SCSG for auditing purposes on a semesterly basis;
- 2.8. Report any financial difficulties or matters of importance to the SCSG;
- 2.9. Have the authority to examine the books, records, and assets of all clubs and organizations operating under the auspices of the SCSG at any

- time. If the need arises, they may freeze their accounts or allocations with the approval of the President, and report the incident to the SCSG with a full report;
- 2.10. Oversee the creation and adherence to ticket sale procedures, internal controls, reconciliation of finances, and deposits of cash on an event-to-event basis;
 - 2.11. Produce, assist in producing and maintain budgets for all ministries of the SCSG;
 - 2.12. Have monthly meetings with the President and Vice-President of Administration to ensure that all SCSG ministries are financially sound by reviewing the books and funds of the SCSG;
 - 2.13. Present SCSG with a budget at the start of each semester with money spent and allocated;
 - 2.14. Handle ticket sales for all SCSG events that require it.
 - 2.15. Keep track of all revenue during the term and submit Goods and Service Tax/Harmonized Sales Tax (GST/HST) by the tax filing deadline.
 - 2.16. Collect and compile all T4A slips, of all council members.
 - 2.17. Ensure that a minimum of \$25,000 CAD is in the primary SCSG bank account by the end of the academic year as an emergency fund.
 - 2.18. Ensure financial records are not to be removed from the SCSG office at any time except with the permission of the Executive Committee. Any removal of the financial records will result in prosecution within criminal law.

3. The Vice-President of Administration must:

- 3.1. Have one full prior academic year term's experience on the SCSG;
- 3.2. Be one of at least two (2) official SCSG Members with signing authority for SCSG accounts and shall relinquish authority upon the end of term;
- 3.3. Assist the President with their duties and responsibilities;

- 3.4. Act in the place of the President in the absence of the President, or in situations where there is a declared conflict of interest for the President;
- 3.5. Have monthly meetings with each ministry of the SCSG (excluding President and Vice-President of Finance) to evaluate performance, discuss new goals and ideas, and any other matters relevant to the respective ministry. A report shall be submitted to the President and Vice-President of Finance every semester;
- 3.6. Be a member of all committees where a person is hired to be an employee of the SCSG;
- 3.7. Present the SCSG with potential CRO candidates to be voted and ratified to hold the position on the SCSG;
- 3.8. Oversee management and upkeep of the SCSG offices;
- 3.9. To create a timetable of office hours based on members' schedules at the beginning of each semester and have it duly advertised to the community;
- 3.10. To maintain the calendar in the SCSG Office room 106A
- 3.11. Assist the SCSG Speaker in setting each regular meeting's agenda;
- 3.12. To keep all SCSG ministries up to date with important information and other ministries' upcoming events;
- 3.13. To ensure that the respective SCSG ministry has access to the back office when deemed necessary.
- 3.14. To work in conjunction with the Speaker to amend the constitution after each AGM accordingly;
- 3.15. To assist the Speaker in taking minutes for all meetings of the SCSG.
- 3.16. To ensure council members are prepared for their crossover meeting and the preparation of crossover notes

4. The Athletics Chairs must:

- 4.1. Be responsible for the promotion and administration of all athletic programming for the SCSG, ensuring that all athletic activities open to

- the Stong Community are widely advertised and promoted to the Community;
- 4.2. Endeavour to encourage and increase participation of the Stong Community in athletic activities;
 - 4.3. Hold events in conjunction with the Orientation Chair during Frosh Week to promote Stong Athletics to incoming first year students;
 - 4.4. Act as a liaison between the Student Intramural and Recreation Council (SIRC) and the SCSG;
 - 4.4.1. This includes representing the SCSG as a voting member in SIRC
 - 4.5. To continue to present the option of the Stong Athletics Personalized Jersey to be available for sale
 - 4.6. To keep a record of all Stong teams submitted as the year progresses
 - 4.7. Be available for daily intramural programming;
 - 4.7.1. Ensure teams that need jerseys have them
 - 4.7.2. To the best of their ability prevent teams from defaulting
 - 4.7.3. Ensure teams are submitted before deadlines
 - 4.7.4. Attend any Intramural Rules Meeting or send a representative in their place
 - 4.8. Oversee and maintain all Stong Athletics sports equipment;
 - 4.9. Submit Stong College's athlete nominations to SIRC at the end of the intramural season.
 - 4.9.1. This includes attending the year end SIRC Banquet as well as to co-ordinate the involvement and attendance of Stong Athletes.
 - 4.10. To maintain at least four (4) separate regular hours in the SCSG Office each week.

5. The Programmes Chair(s) must:

- 5.1. Oversee the planning and execution of all social and cultural events of the SCSG throughout the academic year aimed specifically at the Stong Community;
- 5.2. To ensure the financial integrity of the Programmes ministry in conjunction with the Vice President of Finance of the SCSG;
- 5.3. Work in conjunction with the Vice-President of Finance to ensure budgetary restrictions are followed;
- 5.4. Plan at least three (3) events each semester;
- 5.5. Have all events for the Fall Semester (September – December) planned and approved by the executive team no later than August 15th;
- 5.6. Have all events for the Winter Semester (January – April) planned and approved by the executive team no later than November 30th;
- 5.7. Coordinate an annual “Meet Your Council” event prior to the end of the Fall Semester
- 5.8. Work in conjunction with the Promotions Chair to make sure that all events are promoted in a timely and effective manner.
- 5.9. To ensure to the best of their ability that all Programmes' activities cause no lasting damage to the community's property, grounds, assets or public image
- 5.10. To ensure that proper safety precautions are taken for all SCSG events, including the use of waivers and liability forms for all events.
- 5.11. To ensure that all required forms are completed and submitted on time to the proper destination (Service Requests, Application for Temporary Use of Space, Application Permit for Barbecue etc.)
- 5.12. To maintain a complete and up to date ticket sales list for all SCSG events.
- 5.13. Instituting new events annually to the best of their ability
- 5.14. To attend and participate in monthly SAYU meetings in order to create cross college relationships and events

- 5.15. To maintain at least three (3) separate regular hours in the SCSG office each week and maintain at least one (1) separate regular hours in the SCSG Lounge each week.

6. The Orientation Chair(s) must:

- 6.1. Plan, coordinate and execute Stong College's Frosh Week
- 6.2. Must have one year experience as an orientation leader
- 6.3. Attend all York Orientation Directors Association (YODA) meetings throughout the year and meet all YODA deadlines
- 6.4. To advertise the SCSG Orientation Leader positions to the Stong College community and hire SCSG Leaders in conjunction with the President
- 6.5. To coordinate and facilitate the involvement of Stong College in joint events for Frosh and Frost Week
- 6.6. To fill out all appropriate Temporary Use of University Space (TUUS) Forms for all SCSG Frosh Week events
- 6.7. To ensure all SCSG Frosh Week apparel and promotional material is ordered and received before the start of Frosh Week
- 6.8. To ensure the Frosh Week website is online and ready as per the deadline provided by YODA in conjunction with the SCSG Promotions Chairs and Communication Director.
- 6.9. To ensure the integrity of Stong College is maintained during Frosh Week by planning and executing events that promote inclusivity and the safety and well-being of all participants
- 6.10. To coordinate the involvement of all SCSG ministries for Frosh Week in conjunction with the SCSG President for the purpose of communicating the yearly activities of the SCSG during Frosh Week

- 6.11. To work in conjunction with the Vice President of Finance and President to handle all kit sales and monetary transactions during the SCSG Frosh Week
- 6.12. To work in conjunction with the Vice President of Finance and President to handle all kit sales and monetary transactions during the SCSG Frosh Week
- 6.13. To be responsible for the planning, coordination and execution of Stong College's Frost Week and Mental Health Week during the winter semester

7. The Commuter Representative(s) must:

- 7.1. To ensure the lounge is open on weekdays, is clean, supervised and is being occupied safely and respectfully by all patrons.
- 7.2. To hire, train and manage the Stong College Lounge Monitors. Lounge Monitors must be finalized and submitted to the SCSG for approval at a SCSG no later than September 30th
- 7.3. To create a Lounge Monitor schedule, in conjunction with the Vice President of Administration no later than September 30th
- 7.4. To host parallel events during Orientation week if need be and in conjunction with the Orientation Chair(s)
- 7.5. Run and maintain the SCSG Frosh Week Commuter Room.
- 7.6. To oversee the planning and execution of any events that are to be held in the Lounge.
- 7.7. To ensure that technical equipment and merchandise inside the SCSG lounge and back lounge is properly maintained. This includes key access for the Commuter Representative(s) and President for the duration of their term.

- 7.8. To ensure the financial integrity of the Commuter program.
- 7.9. To maintain at least four (4) separate regular hours in the Stong College Student Lounge each week.
- 7.10. To represent and express the interests of Stong commuters to other student groups and to the Annual General Meeting.

8. The Outreach Director(s) must:

- 8.1. Organize and run Stong College Student Government's annual Kids Day
- 8.2. Organize and run Stong College Student Government's annual charity volleyball tournament
- 8.3. Enact (1) one new outreach event annually
- 8.4. Hold at least one (1) minor fundraiser during Stong Frosh Week
- 8.5. Organize a Stong-led York-wide Annual Food Drive. All officially recognized college council organizations must receive an invitation to join.
- 8.6. Ensure charitable donations for at least one (1) event directly give back to the immediate community of York University or the GTA (Greater Toronto Area)
- 8.7. Select 2 Stong college affiliated constituents who best represent the Stong community as Spartans of the Month for each month of the academic calendar year.

9. The Promotions Chair(s) must:

- 9.1. Ensure that promotional material are organized and maintained for all SCSG ministries and events

9.2. Aid all SCSG ministries in the creation and printing of all posters. The Promotions Chair shall be given one (1) week after all of the appropriate information is submitted to them to complete SCSG ministry posters.

9.3. Design or oversee the design of the Stong College clothing order and ensure that the order is completed and placed no later than January 31 of the school year.

9.4. To ensure that all SCSG boards are up to date with all relevant SCSG information (e.x. council members, events, office hours);

9.5. To take pictures at all SCSG events throughout the year.

10. The Assistant Director of Finance must:

10.1. Assist the Vice President of Finance with the financial activities of SCSG.

10.2. Assist with the summer audit in the following year if deemed necessary by SCSG

10.3. Be readily accessible to assist with all ticket sales and money handling

10.4. Be responsible for maintaining athletics budget

11. The Communications Director must:

11.1. Manage the Stong College Student Government website, posting new information, pictures, and any other materials as required with the assistance of the Promotion(s) director with overview from the Executives

11.2. Ensure the Frosh page on the website is updated and running by the designated YODA deadline with support from the Orientation Chair(s) and Promotions Chair(s)

11.2.1. This includes the facilitation of online sales of orientation kits

11.3. Website be transitioned with the information provided by each ministry no later than September 15th, as well as be continually updated with important information to help facilitate the involvement of the Stong College community.

11.4. Actively publish meeting minutes and yearly financial budgets on the SCSG website in conjunction with the speaker, VP admin and Vice President of Finance.

11.5. Actively communicate to Stong Constituents through monthly newsletter as well as respond to all questions posted on the SCSG website.

11.6. To weekly monitor and maintain the Virtual Spartan Lounge Discord server, as well as promote any materials from other ministries.

12. The Speaker must:

12.1. Have sound knowledge of the most recent version of Robert's Rules of Order and the Stong College Council Constitution.

12.2. Uphold and enforce the constitution and all subsidiary regulations.

12.3. Interpret the Constitution in a fair and unbiased manner.

12.4. Be impartial and to preside over the meetings of Council, and to preserve order and decorum

- 12.5. Create the agenda for the meetings, and ensure that it is delivered to each member no less than 72 hours prior to a meeting
- 12.6. Chair all meetings while ensuring all meetings are called to order on time, run in an orderly fashion and ensure minutes are recorded accurately
- 12.7. Notify the President at least 24 hours in advance, if possible, of any intention to be late, or absent from a meeting of Council
- 12.8. Monitor absences and invite motions of impeachment, as required by the Constitution.
- 12.9. Chair the two Annual General meetings during the regular academic year (one each term).
- 12.10. To assume the duties of the C.R.O. in the absence of the C.R.O, or if one is not appointed.
- 12.11. Keep track, add, subtract and/or amend any constitutional changes after each AGM
- 12.12. To assume such other duties as Council may, from time to time assign, provided that such additional duties do not compromise the impartiality and integrity of the office of the Speaker.

13. The YFS Director must:

- 13.1. Be the liaison between the SCSG and YFS
- 13.2. Represent the best interests and act as a voice for the SCSG and all Stong College constituents in the YFS.
- 13.3. Create a committee to organize and plan the SCSG's annual Pride Week and Black History Month events and programming. These committees should be reflective of the communities being celebrated

14. The First Year Representative must:

- 14.1. Be a first year student
- 14.2. Organize a first year survey
- 14.3. Represent the voice of all the first-year Stong students.
- 14.4. To help assist the Vice President of Administration in ensuring that the SCSG office is kept clean and organized
- 14.5. To assist the Commuter Representative and Residence Representative with their duties

15. The Residence Representative must:

- 15.1. Must be a student living in Stong College Residence
- 15.2. Represent and express the interests of Stong Residence to the SCSG and to the Annual General Meeting.
- 15.3. Fulfill responsibilities as outlined in the Stong Residence Constitution
- 15.4. Promote events in residence
 - 15.4.1. This includes intramurals
- 15.5. To maintain the SCSG board located in residence
- 15.6. Attend all Stong Residence meetings and report important information and upcoming residence events to the SCSG at the next SCSG meeting
- 15.7. To meet with the Stong College RLC at the beginning of their term as an SCSG Representative as well as attending the next set of Residence House meetings following the election.

15.8. If applicable, to present Stong College on the various committees and organizations within York University where business regarding Residence issues are discussed.

15.9. To maintain the SCSG board located in residence

16. The Alumni Representative must:

16.1. Create and/or regularly maintain a communication channel between SCSG and Stong College Alumni.

16.2. Communicate the ideas, raise the concerns and position of alumni to the SCSG at every meeting, if applicable.

16.3. Attend a minimum 1/8th of meetings and at least 1 social and academic events of the SCSG during that term, subject to other work commitments.

16.4. Co-run any Alumni events that may occur.

16.5. Attend an action plan meeting with the Executive Committee at least once per term.

16.6. Attend all AGM meetings and any Emergency General Meetings.

16.7. To assume duties that council may from time to time assign

16.8. Table at Convocation and gather contact information from graduating students in collaboration with the President.

16.9. Sit as a member of the hiring committee.

16.10. Act as guidance and support for the new SCSG.

ARTICLE V: GOVERNMENT MEETINGS AND PROCEDURES

1. General

- 1.1. The SCSG shall meet biweekly throughout the duration of the year
- 1.2. The Speaker shall use applicable law, York University Policy, the SCSG Constitution, the SCSG Bylaws & Policies, Robert's Rules of Order, their own discretion, and a flip of a coin, in that order, in determining all questions of procedures before them;
- 1.3. Only the Speaker shall have the authority to bar Council Members from voting on a motion where the Member has a conflict to interest;
- 1.4. All decisions of the Speaker may be reversed by a two-thirds majority vote of the Council, except regarding applicable law and the governing documents of the SCSG from which there is no appeal
- 1.5. The newly elected government shall become the official government on May 1. The outgoing ministries must have crossover meetings with newly elected ministries to ensure a smooth transition
- 1.6. In the case of an emergency meeting, notice must be given at least 48 hours in advance of the scheduled meeting.
- 1.7. The SCSG may hold all or part of a meeting of the SCSG on camera.
- 1.8. Except for SCSG meetings on camera all meetings are open to every member of the Stong Community.
- 1.9. SCSG members shall present reports at each meeting, if there is nothing to report the member shall announce that there are "no updates".
- 1.10. Quorum shall consist of all voting members.

- 1.11. A voting SCSG member may proxy their vote, if they are unable to attend or remain at the meeting, to any current Stong Council member. A proxy form must be filled out in order to proxy their vote
- 1.12. An SCSG member may not miss more than two meetings in a row. If that member misses a third, they may be subject to impeachment under discretion of the council
- 1.13. If members miss a meeting because they are unable to attend due to a personal emergency, they are able to send in their regrets less than 24 hours in advance if it is reasonable.

2. Annual General Meetings

- 2.1. A quorum shall consist of thirty voting members (as outlined in Article II, Section 1.1.1.)
- 2.2. Voting on an amendment will take place by a show of hands or by ballot
- 2.3. Passage of a motion during the Annual General Meeting requires a $\frac{2}{3}$ majority vote of those voting for or against
- 2.4. All motions forwarded during the AGM must be submitted to the SCSG Speaker at least five (5) business days before the date of the AGM
- 2.5. All motions passed during the AGM shall be administered into the constitution
- 2.6. There are to be two regular Annual General Meetings called by the SCSG Speaker during the regular academic year (one each term). The meeting date must be published and promoted at least fifteen (15) business days prior to the meeting date
- 2.7. A Special General Meeting may be called by the SCSG President, or by a written proposal by a minimum of twenty voting members of the College, whenever the matter cannot be held over until the next Annual

General Meeting. At least five (5) business days' notice of a Special General Meeting must be given to the College membership

ARTICLE VI: ACADEMIC CLUB RATIFICATION

1. Academic Club Ratification

- 1.1. Only academic clubs affiliated with the Schools of Nursing, Kinesiology and Health Science and are ratified with SCLD may be recognized and ratified by Stong College Student Government
- 1.2. Ratification of each academic clubs will be done by the executive committee
- 1.3. Ratification shall be done through an online form facilitated by the SCSG. Clubs interested in ratification must provide an updated copy of their Constitution, proof of ratification with SCLD, as well as any other information deemed necessary by the SCSG. Upon ratification, SCSG affiliated Academic Clubs should receive a Letter of Affiliation in writing.
- 1.4. The last date for ratification shall be on June 30th of each academic year.
- 1.5. All ratified academic clubs shall receive funds no less than one thousand dollars (\$1,000) every academic year.
- 1.6. The President, the chair, or the executive leader of each academic club ratified by SCSG shall be an Ex-Officio member of SCSG and the official representative of the school in SCSG executive meetings.
- 1.7. All clubs who have successfully completed their ratification process by August must receive said funds by October 15th of that year.

2. Duties of a Ratified Club

- 2.1. Each club that is ratified must complete each duty of a ratified club. If all duties are not completed by the end of the academic year, the clubs may be restricted from applying for ratification by the SCSG for two (2) years, at the discretion of the SCSG Executive Committee
- 2.2. A ratified club must send in meeting updates monthly, 48 hours before the incoming SCSG biweekly meeting.
- 2.3. A ratified club must have a minimum one (1) club member at each AGM (excluding Emergency General Meetings) throughout the academic year.
- 2.4. Each member of the ratified club must attend a minimum of one (1) event held by the SCSG each semester.
- 2.5. A ratified club must send the SCSG any promotional materials they wish to be promoted on social media.