



CONSTITUTION

2023

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Article 1. Student Government Overview

Mission & Vision

Student Government enriches the student experience by being the Loyalist College student voice and advocating for the needs and interests of the diverse student population.

Values

Student Government is committed to ensuring Loyalist Students are represented and supported and as such, the Student Governments' values are:

- Accountability – ensuring the student voice is present and heard
- Inclusivity – embracing the unique needs and interests as well as the diversity of Loyalist Students
- Community – building and maintaining a sense of belonging among students
- Engagement – encouraging student involvement and participation
- Accessibility – ensuring students can access and depend on their Student Government Leaders

Goals

The Student Government recognizes that the success of the organization depends on the commitment of individual members to fulfilling the goals and objectives of the organization. Near the beginning of each term, the newly elected Board shall convene as a group to determine what the individual and collective goals of the members will be.

Student Board

Student Government is a student-led organization governed by a Board made up of student members. All student members are elected by their peers, with the exception of the Indigenous Leader who is appointed, to help advocate for student life and change on campus.

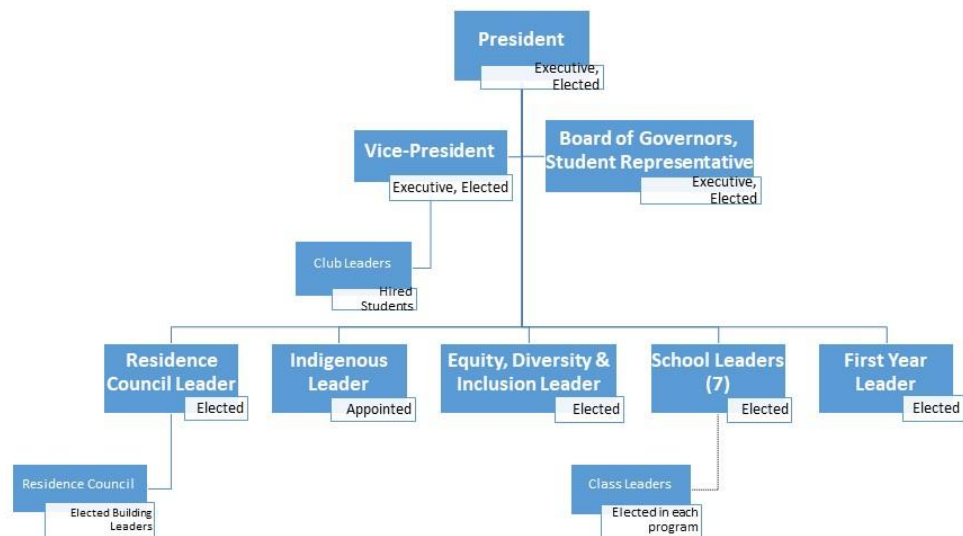
Voting Members shall be the:

- President
- Vice-President
- Board of Governors, Student Representative
- Equity, Diversity & Inclusion Leader
- Residence Leader
- Indigenous Leader
- School Leaders (7)
- First Year Leader

The Executive of the Board shall be the:

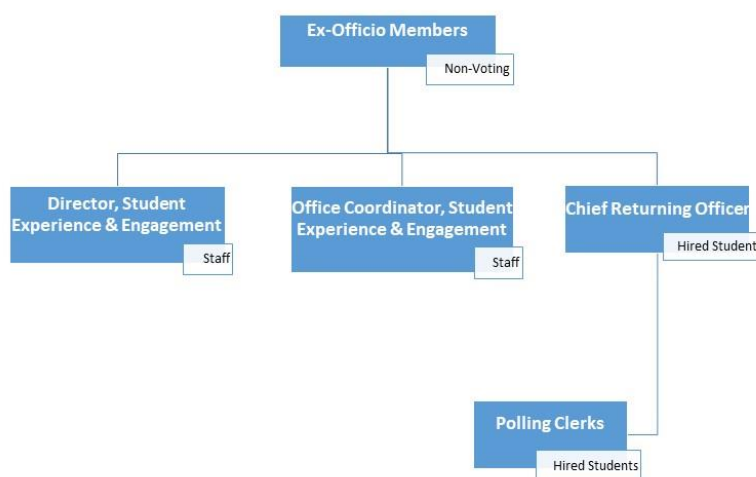
- President
- Vice-President

- Board of Governors, Student Representative



Ex-officio members of the Board who are non-voting members shall be the:

- Director, Student Experience & Engagement
- Office Coordinator, Student Experience & Engagement
- Chief Returning Officer



ARTICLE 2. Membership

All students who are enrolled at Loyalist College Belleville, Bancroft, Port Hope and Tyendinaga campuses automatically become members of the Student Government upon satisfying one of the following conditions:

- Enrollment in a full-time post-secondary program and payment of the Student Leadership Ancillary Fee as set by the Student Government.
- Enrollment in a part-time post-secondary program and payment of the Student Leadership Ancillary Fee as set by the Student Government.

The period of membership shall be for the term of enrollment as a student of Loyalist College. The interest of a member is not transferable, lapses and ceases to exist upon:

- No longer being registered as a full-time or part-time student;
- The resignation or otherwise in accordance with the Constitution;
- The death or dissolution of the member

All members of the Student Government have the right to:

- Vote in the Student Government elections and any general meeting of members.
- Stand for election, provided they meet eligibility qualifications.
- Hold appointed office, provided they meet eligibility qualifications.
- Join or propose a club or group under guidelines and policies established by the Board, unless this privilege is revoked by the Board.
- Receive benefit or benefit from any service offered by the Student Government.
- Vote in any referenda called by the Student Government Board.
- Participate in surveys administered by the Student Government for the purpose of gathering feedback.
- Review and comment on proposed amendments to the Constitution.
- Receive support from the Student Government and have their interest represented in accordance with the objectives of the Student Government.
- Access minutes from Student Government Board Meetings.
- Access services, information and other resources that the Student Government makes available to members.

ARTICLE 3. Board Duties & Responsibilities

General Roles & Responsibilities

Student Government Members act as advocates for students by representing the Student Government's values, mission and goals to support, promote and enhance student success. General duties of all Student Government Members include, but are not limited to:

- Developing a working knowledge of and operate within the rules, policies and procedures outlined in the Student Government Constitution.
- Maintaining their commitment to be the student voice by actively seeking feedback from students.
- Being well informed and knowledgeable about Student Government and College services as well as campus activities to promote student engagement.

- Maintaining confidentiality at all times.
- Adhering to the Loyalist College Student Code of Conduct.
- Attending Board Meetings and preparing in advance by:
 - Requesting additions to agendas to reflect the concerns and ideas of students at large.
 - Reviewing and understanding all materials sent in order to be informed on all decisions.
 - Proactively seeking student input on subjects to be discussed at meetings.
 - Organizing any new business to be brought to the Board.
- Undertaking any agreed upon action from Board Meetings.
- Maintaining a presence on campus by attending and volunteering at Student Government and College events.
- Holding weekly office hours to conduct Student Government business.
- Participating as the student representative on College and Community Committees and attend meetings.
- Participating in leadership and other training sessions.
- Approving the annual Student Leadership Budget which is the operating budget for Student Government.

Remuneration is allotted to the Board in recognition of their service to the students of Loyalist College as outlined in Financial Controls.

President

The President provides leadership, direction and support to the Student Government for the purpose of fostering student engagement and promoting the Student Government's mission. Duties of the President include, but are not limited to:

- Serving as the foremost voice of the student body and acting as the official spokesperson for the Student Government in accordance with direction received from the Board.
- Administering the Student Government Constitution and ensuring the proper coordination, operation, and oversight of Student Government Board's responsibilities.
- Calling and chairing all Student Government Board Meetings, held a minimum of once per month.
- Meeting regularly with the Vice-President, Students to bring forward concerns and recommendations from the Board.
- Meeting regularly with the Director, Student Experience and Engagement to discuss Student Government matters.
- Serving as a primary liaison for all Loyalist students to the College Executive Team.
- Attending college and external events as the primary Student Government representative or assigning a designate.
- Ensuring that there is a Student Government representative for all Loyalist College councils and committees that require student representation.
- Serving as the Student Government representative on the Orientation Committee.
- Developing an effective and appropriate continuity plan for the incoming Board Members in collaboration with the Director, Student Experience and Engagement.
- Approving financial transactions for the Student Leadership Budget.
- Other duties as determined by the Board.

The President will have the opportunity to work full-time from May to August and shall be allotted payment for 35 hours per week.

Vice-President

The Vice-President serves as the principle assistant to the President and the primary liaison between Student Government and the clubs and groups at Loyalist College. Duties of the Vice-President include, but are not limited to:

- Maintaining continuous contact with the President to assist with the oversight of the Student Government.
- Performing duties of the President in their absence.
- Managing Student Government Clubs and Groups including:
 - Administering Club Policies and the Club Application process including bringing club proposals to the Board for consideration and approval.
 - Creating opportunities to bring awareness to clubs and groups on campus.
 - Maintaining regular contact with Club Leaders to provide support with their club events and activities.
 - Ending Clubs if they are inactive.
- Assisting all Board Members in completing their responsibilities.
- Creating opportunities to increase school spirit.
- Other duties as determined by the Board.

Board of Governors, Student Representative

The Student Governor provides first-hand insight into the experience of being a student and brings their knowledge of the college from the student perspective. This position is a member of the Loyalist College Board of Governors, which has the responsibility for setting the strategic and policy direction of Loyalist College.

Duties of the Board of Governors, Student Representative include, but are not limited to:

- Attending all Loyalist College Board of Governors meetings and retreats.
- Being the voice of all Loyalist College students and representing student interests at all meetings.
- Providing input on Loyalist College's strategic direction and goals.
- Assisting in monitoring Loyalist College operations and performance.
- Assisting in assessing Loyalist College projects and proposals.

The specific roles and responsibilities of the Loyalist College Board of Governors are outlined in the Ontario Colleges of Applied Arts and Technology Protocol for Board Nominations and Appointments.

Members of the Loyalist College Board of Governors are volunteers who serve without remuneration; however, the Student Governor can be compensated for fulfilling responsibilities of a Student Government Board Member.

Equity, Diversity & Inclusion Leader

The Equity, Diversity & Inclusion (EDI) Leader ensures that the Student Government's processes, approach and decisions promote equity, diversity and inclusion. Duties of the EDI Leader include, but are not limited to:

- Creating opportunities for diversity, equity and inclusion awareness on campus.
- Creating a culture of inclusion among Student Government Members.
- Taking an active role in fostering student belonging on campus.
- Supporting efforts to address systemic racism and other forms of bias and discrimination.

- Meeting regularly with the Loyalist College Director, Equity, Diversity and Inclusion to bring forward concerns and recommendations from the Board.
- Participating as a representative on the Student Code of Conduct Panels – Complaints Review and Appeals in a general student capacity when needed.
- Other duties as determined by the Board.

Residence Council Leader

The Residence Council Leader must be living on campus in the Residence Village and not be employed as a Residence Assistant. The Residence Council Leader is responsible for leading and coordinating Residence Council for the duration of their term, including coordinating Building Leader elections, facilitating Residence Council meetings, developing and attending residence programming, and liaising with Residence Staff and Loyalist Student Government.

Residence Council is an autonomous body comprising student leaders and fellow representatives who are dedicated to enhancing the quality of life for Residence Students. As a forum for advocacy and engagement, the Council Leader strives to ensure that residents' interests, rights, and voices are heard and integrated into the programming, supports, and decision-making processes concerning Residence at Loyalist College. The Residence Council Leader also liaises with Loyalist Student Government on College-wide matters, ensuring that the Residence student perspective is considered.

The Residence Council Leader is a key figure in driving positive change and fostering a sense of belonging among residents. The responsibilities of the position include:

- *Leadership:* Take the lead in guiding and inspiring the Residence Council, ensuring a collaborative and inclusive environment for all members.
- *Planning and Execution:* Develop and implement a comprehensive year-long council programming plan that caters to the diverse interests and needs of our residents. Facilitate the selection process for nine (9) Building Leaders, each representing a distinct building, including apartments and townhouses. Adept Building Leaders must be selected two weeks after the Residence Council Leader is elected.
- *Resident Advocacy:* Be a strong advocate for residents' concerns, suggestions, and ideas, working closely with the council members and Residence Staff to address needs effectively. Facilitate monthly meetings to coordinate Council efforts and solicit feedback. Represent Residence Student perspectives and issues at the Loyalist Student Government level.
- *Collaboration:* Establish and maintain strong working relationships with Residence Assistants, Building Leaders, and Residence Staff to create a supportive and engaged community.
- *Community Engagement:* Organize and attend monthly events and initiatives that foster a strong sense of community and encourage residents' active participation. Attend other Residence programming to maintain a visible and approachable community presence.
- *Decision Making:* Represent residents' perspectives and preferences in discussions related to on-campus living policies and improvement.

Indigenous Leader

The Indigenous Leader shall identify as First Nation, Inuit, Métis or have Indigenous ancestry. The Director, Indigenous Services will appoint an Indigenous Student Council member as the Student Government's Indigenous Leader. The Indigenous Leader serves as the primary liaison between Student Government and Indigenous Students. Duties of the Indigenous Leader include, but are not limited to:

- Engaging with and providing advocacy for the needs of Indigenous students.
- Bringing Indigenous students' perspective and knowledge to the Board.

- Creating opportunities for Indigenous cultural awareness on campus.
- Informing Indigenous students about Student Government and College services as well as campus activities to encourage student engagement.
- Participating on the Indigenous Student Council and bringing forward feedback to the Board and vice-versa
- Delivering the Land Acknowledgement at Student Government functions.
- Other duties as determined by the Board.

School Leaders

School Leaders must be enrolled in a program within the School they are representing. There is one School Leader for each school of study:

- Applied Sciences Leader
- Business Studies Leader
- Health Sciences Leader
- Human Studies Leader
- Justice Studies Leader
- Media Studies Leader
- Skills & Technology Leader

School Leaders act as a liaison between Student Government and the Class Leaders and students within the School for their program of study. Duties of School Leaders include, but are not limited to:

- Maintaining regular contact with Class Leaders to gather student feedback and work to ensure concerns are addressed and dealt with.
- Meeting with the School Dean or Chair to discuss student and program feedback as necessary.
- Informing Class Leaders about Student Government and College services as well as campus activities to encourage student engagement.
- Attending Dean's Committee Meetings.
- Attending and conducting Class Leader events.
- Other duties as determined by the Board

First Year Leader

The First Year Leader shall be an incoming student in their first year at Loyalist College. The First Year Leader is responsible for representing and being an advocate for first year students, ensuring their interests are included.

Duties of the First Year Leader include, but are not limited to:

- Engaging with and providing advocacy for the needs of new students.
- Supporting new students to make connections and feel a sense of belonging.
- Connecting new students to resources, services and campus activities.

Ex-officio Members

Ex-officio members serve as a resource to the Student Government Board. They are non-voting members who can provide support as needed through their knowledge, expertise and experience. Ex-officio members shall not interfere with the Board's self-governance. The ex-officio members as it relates to Student Government include:

Director, Student Experience and Engagement

The Director, Student Experience is charged with the general management of the affairs of the Student Government according to the Student Government Constitution. The Director, Student Experience and Engagement is a vital link between the Student Government and Loyalist College. Duties include, but are not limited to:

- Offering guidance to the Student Government on goal setting, organization management, program planning, problem solving and group evaluation.
- Supervising the financial matters of the Student Government and maintaining complete and accurate financial records.
- Approving financial transactions using Student Leadership Ancillary Fee funds.
- Support the Student Government in planning training sessions.
- Providing counsel regarding College-related matters and policies as needed.
- Developing an effective and appropriate continuity plan for the incoming Board Members in collaboration with the President to assist new members during the transition process.
- Meeting with the President regularly to discuss the needs of the Student Government, review and prepare the annual budget for the next fiscal year and other matters.
- Other duties as requested by the Board.

Office Coordinator, Student Experience and Engagement

The Office Coordinator, Student Experience and Engagement provides administrative support to the Student Government. Duties include, but are not limited to:

- Arranging catering and room locations for Board Meetings.
- Maintaining records and files for the Student Government Board.
- Assisting the Student Government Board as needed.
- Collecting and tracking members' attendance at meetings and functions.
- Coordinating Student Government's services including Student ID Cards and Graduation Photos.
- Coordinating remuneration for Board Members.
- Coordinating the Student Government's participation in various College events such as Open House.
- Working with the Student Life Marketing Officer to ensure Student Government information and communications are circulated through the Loyalist Life website and social media as well as newsletters.
- Working with the Chief Returning Officer to assist with the Student Government Elections and Referenda.
- Other duties as requested by the Board.

Chief Returning Officer

The Chief Returning Officer (CRO) oversees the general conduct and execution of elections and referendums on behalf of the Board. Please see Elections and Referendums for CRO duties and responsibilities.

ARTICLE 4. Terms of Office

- Board Members' term of office shall be May 1st to April 30th. The General Election of the Student Government Board will begin in February.
- The Board of Governors, Student Representative terms of office shall be September 1st to August 31st, as per Board of Governors by-laws.
- The First Year Leader and Residence Council Leader term of office shall be October to April 30th, as they are elected during the Fall By-Election. The Fall By-Election will begin in September.
- No Loyalist Student Government Member can hold more than one position on Student Government at the same time. Class Leaders who are elected to Student Government will be required to step down from their role unless the position cannot be filled in order to provide other students with the opportunity to have a leadership role.
- Following the annual election of the Board, the newly elected members may be invited to attend Student Government meetings as observers until their term of office commences and/or participate in Student Government functions.
- The Student Government President will have the opportunity to work full-time May to August.

Eligibility

In order to seek office and to serve as a member of the Student Government, a student must:

- Be enrolled at Loyalist College as either a full-time or part-time student at the Belleville, Bancroft, Port Hope or Tyendinaga campuses, and not have more than a one semester gap between classes.
- Maintain good financial standing by paying all ancillary fees, tuition and residence fees (if applicable) or have made necessary payment arrangements.
- Be in good standing at Loyalist College by not being in breach of the Loyalist College Student Code of Conduct.
- Maintain good academic standing at the College by meeting the minimum Program Cumulative Grade Point Average of 2.0 and a minimum Term Grade Point Average of 2.0 in each semester in which the member will serve on the Board. All members will be required to sign an Academic Transcript Review form (see Appendix 2. Forms) providing the Director, Student Experience and Engagement with approval to consult with the Registrar for the purpose of determining eligibility. In the event that a member's grade point average is below the minimum, the Director, Student Experience and Engagement will meet with them to initiate a plan for academic success. A Student Government Member has 30 days from meeting with the Director, Student Experience and Engagement to resolve a grade point average below the minimum.

In order to be eligible for the following positions, a student will:

- Indigenous Leader: identify as First Nation, Inuit, Metis or have Indigenous ancestry
- Residence Council Leader: be living on campus in the Residence Village and not be employed as a Residence Assistant
- First Year Leader: be an incoming student in their first year
- School Leaders: be enrolled in a program within the School they are representing

Removal from Office & Vacancies

- A Student Government member's position will become vacant in the event that a member:

- Ceases to meet the eligibility requirements to be a Director.
- Is found to be in breach of the Loyalist College Student Code of Conduct.
- Fails or refuses to sign Student Government Policies or to complete mandatory training sessions.
- Transfers to a program in a different School, if an elected School Leader.
- Moves off campus or is hired as a Residence Assistant, if the elected Residence Council Leader.
- The Student Government Board, in consultation with the Director, Student Experience and Engagement may consider the removal of a member for impropriety, violation of the Student Government Policies and Procedures, delinquency of duties or failure to act impartiality. Such member will be required to meet with the Director, Student Experience and Engagement to discuss their performance.
- Members who wish to resign during their term of office shall submit their request in writing to the President of the Student Government.
- If the President wishes to resign, they shall submit their request in writing to the Director, Student Experience and Engagement.
- The Board will meet no later than two weeks after the initial announcement of a vacancy to determine if:
 - There is an immediate need to fill the vacancy prior to the General or Fall By-Elections.
 - Duties of the vacated position could be completed by other members of the Board.
- A by-election may be called if the Board decides that a vacancy must be filled prior to a scheduled election.

ARTICLE 5. Elections & Referendum

- The General Election of the Student Government Board will occur in February. Nominations will open no later than three weeks prior to the College Study Week and close 14 calendar days after opening.
- The Fall By-Election for vacant positions from the General Election as well as the First Year Leader and Residence Council Leader positions will occur in the Fall Semester. Nominations will open no later than two weeks from the start of the semester and close 14 calendar days after opening.
- The Director, Indigenous Services will appoint an Indigenous Student Council member by April 30th of each year to be the Student Government Board's Indigenous Leader.
- Candidates and their representatives are responsible for reading and being familiar with the Elections Policy. Candidates are responsible for the actions of their representatives and any infraction by a representative shall be considered as an infraction by the candidate.
- Ignorance of any rule presented in these documents or revisions is not an excuse for violations. Candidates should seek clarification from the Chief Returning Officer if needed.

Chief Returning Officer

The Student Government Board shall hire a student to be the Chief Returning Officer (CRO). The student must not be a current member or seek office in an election during their employment. The CRO will oversee the general conduct and execution of elections and referendums on behalf of the Board and fulfill these duties with all due diligence and impartiality:

- Plan, organize and implement the annual Winter General Election and Fall By-Election(s).
- Determine the nomination, campaign and voting timelines.

- Meet with the Student Government Board to review their election plan and timeline for approval.
- Arrange marketing and communications for the elections, ensuring that students from all campuses are notified, with support from the Student Life Marketing Officer and the campus radio station.
- Create a Nominations Package for distribution to all hopeful nominees.
- Review and approve all nomination applications including verifying that each candidate meets eligibility requirements.
- Notify students who do not meet the requirements and inform them they are unable to stand for election.
- Meet regularly with the Student Government President to provide election updates.
- Organize and conduct an All Candidates Meeting to inform eligible candidates of electoral regulations.
- Review and approve all campaign material produced by candidates.
- Investigate any complaints regarding infractions and irregularities with the election process.
- Regulate and supervise all campaigning activities.
- Organize opportunities for students to meet and hear from the candidates, including at least one Meet The Candidates event.
- Organize all aspects of referenda undertaken, as directed by the Board.
- Organize and conduct a training session for Polling Clerks to outline Polling Station policies and procedures.
- Confirm and announce the election results.
- Other duties as required by the Student Government.

The term of office for the CRO shall be August 1st to March 31st and the position shall be paid minimum wage for hours worked. The Chief Returning Officer shall take the following oath of office during the CRO Training session held at the beginning of their term of office. At least one Student Government Board Director must be in attendance to witness the oath being taken.

I swear that I shall carry out my duties as CRO, without partiality, fear, favour or affection. I agree to uphold the strict requirements for impartiality in order to build and sustain Loyalist Students' confidence in Student Government and the election process. I shall not use my position to support, or be seen to support, one candidate and/or stance over another.

The Board shall act as an oversight body to the elections process and the Chief Returning Officer, while also playing an advisory and support role to the Chief Returning Officer and performing such duties as required. The Board shall not, in any way, interfere in the election process except as permitted under this Constitution.

Nomination Process

- Nominations must be open for a minimum of ten (10) business days.
- All students who meet the eligibility criteria to serve as a Board Member are eligible to run in the election.
- Any student who has been disqualified from an election may not run for a period of one (1) calendar year from the date of disqualification.
- All students wishing to stand for a Board position must make all reasonable efforts to meet with the incumbent member, or an alternative member, to discuss the position and its responsibilities.
- The Nomination Package shall include the following:

- Time period nominations are open
- Time period of the campaign period
- Date, time and location of any candidate meetings or events
- A copy of all election-related policies
- Descriptions of all positions presently open for election
- A copy of the Student Government Constitution
- An Academic Transcript Review form (see Appendix 2. Forms) to authorize the CRO access to verify with Loyalist College that the nominee meets eligibility requirements.
- An Election Policies Acknowledgement form (see Appendix 2. Forms) to demonstrate they have read, understand and comply with the election and voting policies.
- All relevant forms within the Nomination Package must be completed and submitted before the close of nominations in order for the nominee to meet the criteria to become an official candidate for an election.
- A nominee and/or candidate may withdraw their nomination by providing signed written notice to the CRO. Nominees and/or candidates are strongly encouraged to meet with the CRO and the Director, Student Experience and Engagement prior to withdrawing to discuss their decision.
- If there is only one (1) approved candidate for any position, their name shall appear on the ballot and shall be subject to a confirmation vote. The confirmation ballot shall contain the candidates' name, statement and vote of "In Favour – Yes" or "Against – No". If the candidate receives a majority of "yes" votes, or an equal number of "yes" and "no" votes, the candidate shall be declared elected. If the candidate receives a majority of "no" votes, the candidate shall not be declared elected and the position will be vacant until a by-election is held.

All-Candidates Meeting

- The CRO shall organize at least two (2) opportunities for all candidates to attend a mandatory information meeting before the start of an Election's Campaign Period. The purpose of this meeting shall be to inform candidates about electoral regulations and of important times and dates.
- All candidates must attend one (1) All-Candidates meeting in its entirety.
- Any candidate who fails to attend an All-Candidates meeting shall be disqualified from the election.
- The topics at the All-Candidates meetings shall include, but are not limited to:
 - Election policies & violations
 - Campaigning – tips, what is permitted and not permitted
 - Voting timelines and procedures
 - Election issue reporting process
 - Demerit penalty system
- Each candidate will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the Election.
- It is the responsibility of each candidate to understand the information provided at the All-Candidates meeting.

Campaigning

- The CRO, with approval from the Board, will be responsible for determining the start and end of the campaign period.
- Campaigning must end prior to the beginning of the Polling Period.

- The CRO will advise candidates when they are permitted to campaign. Candidates and their representatives can only campaign during the times determined by the CRO.
- Candidates for the Board of Governors, Student Representative Position will follow Board of Governors guidelines provided by the Office of the President.
- Campaign materials that were up prior to the end of the campaign period will be allowed to remain in place until they are required to be removed following the end of voting.
- Campaigning is defined as any activity carried out by the candidate, directly or indirectly by or on behalf of the candidate, with the intent to promote oneself for position as a Board candidate, and includes but is not limited to the following:
 - Any online activity, on any social media account or website in the candidate's control that is being or has been in any way used to promote the candidate throughout the election. Online activity that is done on a representative basis shall be considered within the candidate's control.
 - Any distribution or creation of printed materials including but not limited to posters, flyers, business cards, leaflets, pamphlets, etc.
 - Any distribution of promotional materials such as pens or t-shirts
 - Any conversation, discussion or verbal exchange promoting oneself as a candidate in the election
 - Any other activity that advances one's candidacy for the position for which they were nominated, intended or otherwise
- Candidates are responsible for all their volunteers/representatives who assist in their campaign. Campaigners are bound by the same rules as candidates.
- During the course of the campaign period, no candidate may:
 - Campaign or loiter around any polling station.
 - Make promises of any kind.
 - Disrupt any academic setting whether physical or remote, including but not limited to the Library, study rooms, classrooms, lecture halls and labs.
 - Send communications regarding their campaign to students using any internal systems used by Loyalist College such as Canvas, Outlook and Teams.
- Under any condition that the College is closed or primarily operating remotely during the specified campaigning period, there will be no in-person campaigning of any kind.
- Slates, campaign parties and cross-campaigning are not permitted which refers to two (2) or more candidates campaigning together. In addition, candidates cannot influence voters to vote for other candidates.
- The following people shall not be permitted to campaign for any candidate(s) and must remain neutral in their support of the elections:
 - A member of the Board
 - Staff member of the Student Government
- Any campaign materials and methods must be approved and can be revised by the CRO before being circulated. Candidates must allow two (2) business days to receive a response from the CRO on their campaign plans.
- Campaign materials, methods and behaviour may not contain content, including but not limited to:
 - Nudity, violence, alcohol, drugs, or weapons
 - Discriminatory or offensive content
 - Negative content about another candidate, the Elections Process, the Student Government or Loyalist College
 - Other content as identified by the CRO

- The Loyalist Student Government, Loyalist College, Shark Tank Pub and Loyalist Lancer logos, names and branding cannot be used on any campaign materials.
- Candidates are allowed 50 coloured copies of a poster/flyer and 75 black and white copies on pastel paper. The original(s) can be given to the CRO for duplicating prior to the deadline determined by the CRO.
- Candidates are NOT to place materials as follows:
 - On top of signs or other candidates' materials
 - On bulletin boards designated for specific campus organizations, programs or services
 - In the vicinity of any polling station
 - On windows and doors
 - On walls including painted or wood surfaces
 - On pillars or columns
 - Around the exterior of the campus including on benches, vehicles and in transit shelters
 - On plants or on plant holders
- Any candidates or their staff/supporters found destroying, defacing and/or altering any opponents campaign materials will cause the candidate to be subject to disqualification.
- Candidates who have issues or concerns with another candidate must complete and submit an Election Incident Reporting Form. Candidates are not permitted to confront each other.
- The CRO may remove any campaign materials at their discretion or request that candidates remove materials improperly placed.
- All elections-based social media accounts must be officially confirmed and approved by the CRO. The CRO will monitor all officially confirmed social media accounts promoting a candidate and will notify the candidate if content is deemed inappropriate.
- Candidates must have approval from the Residence Manager before campaigning in Residence areas including posting campaign materials.
- No candidate or their representatives/volunteers may abuse positions they hold with any group on campus, or any benefits associated with it, in order to provide greater resources, exposure, or support to their campaign. Such abuses shall include, but are not limited to:
 - Using their shifts and/or work location for the purpose of campaigning.
 - Using privileged access to contact lists or social media platforms to campaign.
 - Any other actions deemed inappropriate by the CRO.
- The CRO will advise when campaign materials are to be removed by candidates.

Meet The Candidates

- The Student Government will post candidate profiles on the election page of the Loyalist Life website shortly after nominations close which will include a photograph, the platform and program information of the candidate.
- The CRO will work with the Campus Radio Station Manager to arrange opportunities for candidates to have airtime to promote their campaign.
- The CRO shall organize and promote at least one meet the candidates' event to be held no later than twenty-four (24) hours prior to the beginning of the Polling Period. The purpose of this event shall be to give students an opportunity to ask questions to the candidates, and for candidates to make their views known.

Violations & Penalties

Complaints Process

- Complaints and concerns regarding the organization, operation, or outcome of the election must be submitted directly and without delay to the CRO through the [Election Incident Reporting Form](#). Any verbal complaints will not be accepted and any rumours will not be acted on or ruled on.
- Candidates who have issues or concerns with another candidate must complete and submit an [Election Incident Reporting Form](#). Candidates are not permitted to confront each other.
- The CRO shall have forty-eight (48) hours to consider the merits of the complaint and prepare a response. The CRO shall prepare and deliver a written ruling to both the candidate and the complainant.
- Following the ruling of the CRO, a candidate shall have twenty-four (24) hours to appeal the decision to the Director, Student Experience and Engagement. Appeals must provide an explanation as to why the ruling of the CRO was incorrect, as well as a desired outcome or remedy.
- The Director, Student Experience and Engagement shall have forty-eight (48) hours to consider the merits of an appeal, and prepare a response. Once prepared, the Director, Student Experience and Engagement shall deliver a written ruling to the candidate. Rulings of the Director, Student Experience and Engagement shall remain final.

Penalties

- The CRO shall be responsible for enforcing campaign regulations, and shall have the power to assign penalties, in consultation with the Director, Student Experience and Engagement, against any candidate for any infraction of the policies related to elections.
- Any violation of the election policies by a candidate or other individuals representing and/or acting on behalf of the candidate shall be considered grounds for penalties.
- The CRO, in consultation with the Director, Student Experience and Engagement, has the discretion to develop any investigative process as they see fit for complaints so long as it is equally applied to all candidates in that Electoral Period.
- The CRO, in consultation with the Director, Student Experience and Engagement, shall employ a demerit system as a tool to quantify the severity of infractions. A demerit system assigns values to particular offences.
- Candidates shall be disqualified upon receiving twenty (20) demerit points.
- Penalties may be assigned to candidates by the CRO, in consultation with the Director, Student Experience and Engagement, according to the following schedule:

Violation/Cause for Complaint	Penalty
Failure to attend the All-Candidates meeting or meet with the CRO within twenty-four (24) hours	Disqualification
Campaigning before the start of the Campaign Period	10 demerit points per offense
Campaign material/method not reviewed and approved by the CRO	15 demerit points per offense
Campaign material displayed in an unauthorized area	10 demerit points per offense
Destroying, defacing and/or altering other candidates' campaign materials	Disqualification

Cross-campaigning, campaign parties or slates	Disqualification
Campaigning in an unauthorized area	15 demerit points per offense
Campaigning after the Campaign Period	10 demerit points per offense
Abuse of position on campus	15 demerit points per offense
Making frivolous, vexatious, baseless complaints	5 demerit points per offense
Confronting another candidate in regards to an election issue	10 demerit points per offense
Campaigning in the vicinity of Polling Stations	Disqualification
Attempting to influence a voter or giving direction for the purpose of casting a specific vote	Disqualification
Any other violation	At the discretion of the CRO, in consultation with the President and Director, Student Experience and Engagement

- In the case that a candidate disqualification is being considered, the CRO shall immediately call for a meeting with the President and Director, Student Experience and Engagement.
- The CRO will communicate written notice of the violation via email to the candidate. The notice will include the alleged violation, the section of the election policies that the violation infringed, and any penalties being assigned.
- Depending on the severity of the violation, a candidate may be subject to further discipline under the Loyalist College Student Code of Conduct.
- Following the ruling of the CRO, a candidate shall have twenty-four (24) hours to appeal the notice of violation to the Director, Student Experience and Engagement. Appeals must provide an explanation as to why the ruling of the CRO was incorrect, as well as a desired outcome or remedy.
- The Director, Student Experience and Engagement shall have forty-eight (48) hours to consider the merits of an appeal, and prepare a response. Once prepared, the Director, Student Experience and Engagement shall deliver a written ruling to the candidate. Rulings of the Director, Student Experience and Engagement shall remain final.

Voting Process

- Voting for the Student Government Election and Referendum shall take place through a secure online voting platform. Eligible voters will have the opportunity to cast their electronic ballot during the election by:
 - Belleville Campus: visiting a physical polling station on campus.
 - Bancroft, Tyendinaga and Port Hope Campuses: visiting an online link provided directly by the CRO.
- All full-time and part-time students at the Belleville, Bancroft, Port Hope and Tyendinaga campuses are eligible to cast one (1) vote for each position or proposal, regardless of the program in which they are enrolled.
- Only students living in Residence are eligible to cast one (1) vote for the Residence Leader position.

- Eligible voters from the Belleville campus must present a valid Student ID Card or government-issued photo identification and have their name on the list of voters in order to obtain a ballot.
- Eligible voters from the Belleville campus who are unable to visit an on-campus polling station can still vote by completing and submitting an [Alternative Voting Method Request Form](#) at least two business days prior to the start of voting. The Chief Returning Officer will contact the individual to schedule a remote meeting allowing the individual to cast their vote from an off-campus location.
- No candidate and/or representatives/volunteers may observe, interfere, or be actively involved in the process of a student casting their vote. An attempt to influence a voter or giving direction for the purpose of casting a specific vote will result in immediate disqualification.

Online Voting Platform

- Two separate online voting platforms will be available, one for the Belleville campus and one for the Bancroft, Port Hope and Tyendinaga campuses.
- Candidates will appear in the order of the positions listed and alphabetically by last name for their respective positions.
- The online voting platform shall ensure that voters can vote only once in each category.
- A complete list of eligible voters shall be provided by Loyalist College to the CRO. The list will only include students who are eligible to vote at their respective campus. If a student is not on the voters' list, they may contact the CRO who will address the issue.
- The CRO shall ensure that electronic ballots are functional prior to the first day of the Voting Period.
- The online voting platform shall store each vote and the time that the vote was cast in an electronic medium.

Polling Stations at the Belleville Campus

- The CRO shall setup polling stations for five (5) business days in areas across the Belleville campus. This would include placing a polling station in the Kente Building as well as Residence Commons. Polling stations will not be setup during events in which alcohol is being served.
- The CRO will ensure polling stations are accessible to all students, including students with disabilities.
- The polling stations shall have at least two (2) workstations at which to cast a vote, and shall be staffed by two (2) poll clerks at all times during which the polling station is open. No candidate or their supporters/representatives shall be permitted to staff a polling station.
- The polling stations shall be strictly limited to Polling Clerks and students actively casting their vote. Candidates and their campaign staff as well as Student Government Members are strictly prohibited from:
 - Being at polling stations unless they are actively casting their vote.
 - Speaking to any students waiting in line at polling stations to cast their vote.
- Candidate marketing materials will not be permitted at the Polling Stations.

Polling Clerks at the Belleville Campus

- All Polling Clerks shall be hired by and liaise with the CRO.
- Under no circumstances shall any Polling Clerk:
 - Be a candidate in the Election.
 - Campaign on behalf of any candidate.
 - Be a current member or staff of the Loyalist Student Government.

- Answer any questions or discuss the election with Student Government Members, candidates and their campaign staff or the media, i.e. CJLX and *The Pioneer*, *Qnet News*. They must refer the media to the CRO.
 - Take direction from any individual, other than the CRO. This includes Student Government Members, candidates and/or their campaign staff.
- The duties of the Polling Clerks shall include:
 - Attending a training session to learn polling rules and processes.
 - Being familiar with and upholding the Loyalist Student Government Election Rules and Procedures.
 - Being the first point of contact and a resource for all voters.
 - Verifying the eligibility of all voters by way of valid Student ID Card or government-issued photo identification checked against the voter list.
 - Administering online ballots, and enabling voters to cast their vote.
 - Monitoring the voting area to which they are assigned.
 - Ensuring the smooth operation of their designated polling location.
 - Ensuring the privacy, anonymity and confidentiality of every Voter and vote cast.
 - Completing the [Election Incident Reporting Form](#) to report any incidents, if applicable, occurring at their designated polling location.
 - Signing a Non-Disclosure Agreement (see Appendix 2. Forms) in regards to having access to confidential student information.
 - Other duties as assigned by the CRO.
- Polling Clerks shall act impartially and shall not show or promote bias towards any candidate, even if those opinions are solicited.
- Polling Clerks may assist voters with online voting, but are prohibited from voting or casting a vote on behalf of a voter, except where requested to do so by a voter for the purposes of a physical accommodation.

Electronic Voting at the Bancroft, Port Hope & Tyendinaga Campuses

- The CRO will arrange for students at the Bancroft, Port Hope and Tyendinaga Campuses to receive an email on the first day of voting containing the link to the voting site as well as details about how to cast their vote.
- The CRO will arrange for at least one (1) reminder to be sent to all students before the final day of voting.

Election Results

- The Chief Returning Officer shall have the power to extend the voting period beyond the date and time previously established, in the event of extenuating circumstances occurring during elections such as, but not limited to:
 - inclement weather
 - mass power or internet connection failures
- The online voting platform allows for ballots to be tabulated automatically for the Belleville campus as well as the Bancroft, Port Hope and Tyendinaga campuses. Results from both elections will be combined to provide the final results.
- Votes for a candidate who has withdrawn or been disqualified from an election, but whose name could not be removed from the ballot, shall be discounted.
- All decisions regarding candidate disqualification must be made prior to the release of election results.

- Candidates with the majority of votes will be elected to serve their respective offices.
- In the event a winning candidate in any election is disqualified, the runner-up will take the place of the disqualified winner.
- If two (2) or more leading candidates have received an equal number of votes, the CRO shall arrange a meeting with the following individuals for the purpose of selecting the successful candidate by the flipping of a coin:
 - Leading candidates
 - Current Student Government President or delegate from the Board
 - Director, Student Experience and Engagement
 - Others as requested
- Voting results for eligible candidates only will be emailed to all students and posted on the Loyalist Life website and social media no more than two (2) hours after voting closes unless extenuating circumstances prevent this from occurring such as, but not limited to, delays with complaint and appeal processes. All candidates and the Loyalist community will be notified of the expected timeline for any delay.
- The CRO is in charge of the voting results. Only the CRO may force a recount.

Referendum

The Board may initiate a referendum alongside an election to find out the opinion of the membership on any issue or question that affects them. Referenda can be called when:

- The majority of the Board votes to do so
- Ten percent (10%) or more of the membership petition to do so

In the event that a proposed increase or expansion in the rate of compulsory ancillary fees increases the total compulsory ancillary fees by more than 20% in one academic year, the increase and/or new fees must be approved through a student referendum. The referendum must itemize each compulsory ancillary fee to be increased/introduced and the amount of the increase contributed by each fee so students have the opportunity to vote for/against individual fee increases.

The following rules will be applied for the administration of referenda:

- Referendum questions must be phrased in such a way that a vote of “yes” signifies agreement with the proposal, and a vote of “no” signifies disagreement with the proposal.
- The questions to be decided by the referenda must be published on the Loyalist Life website and social media and emailed to students at least five (5) business days before the opening of the polls.
- A minimum of ten percent (10%) of the student population must vote to pass a referendum. Fifty percent (50%) plus one student or more of cast votes must be in favour of the question to pass the referendum.
- In the event of a tie vote for a Referendum question, the Referendum question shall be deemed defeated.

ARTICLE 6. Training & Integration

Members elected to serve for the next succeeding term of office shall be entitled to attend the last regularly scheduled meeting of the Board in a term of office, but only members serving in office during that term shall be entitled to vote on matters coming before the Board.

Board Training will occur during the following time periods and attendance shall be mandatory:

- Prior to May 1st: The purpose of this training will be to prepare newly-elected members for their leadership role through a series of sessions focusing on, but not limited to:
 - Outgoing Board Review and Discussions
 - Board Governance
 - Board Duties and Responsibilities
 - Team Building
- August: The purpose of this training is to prepare the Board for the upcoming year as well as review all College policies and services to help support and advocate for all students during the term. In addition to this Student Government training, Board Members will join with other Student Leader training across campus by participating in various workshops to enrich their knowledge and skills.
- Other training may occur at other points in the term, at the discretion of the Board.

In the case a by-election has occurred, or positions have been appointed, the new member(s) must be integrated into the Board. Within the first two (2) weeks of being on the Board, or before the first Meeting, whichever comes first, the new member(s) will meet with the President, and review the Constitution and anything else that affects the member(s). The President will be responsible for ensuring the member(s) will be able to fully function as a member, and that they are well educated in all of the Student Government's rules, regulations and policies.

ARTICLE 7. Board Planning Cycle

The Student Government will follow an annual planning cycle to accomplish its mission. The timelines identified are not meant to provide an exhaustive list of all Student Government activities.

April

- Board Training for Incoming Board
- April 30: Board Member Term of Office Ends

May

- May 1: Board Member Term of Office Begins
- Board participation at the Spring Orientation

June

- Board participation at the Pride Parade

August

- Recruit and select Chief Returning Officer
- Student Leadership Training Week
- Members enrolled in spring/summer semester to complete Academic Transcript Review Form to confirm eligibility
- August 31: Board of Governors, Student Representative Term of Office Ends

September

- September 1: Board of Governors, Student Representative Term of Office Begins
- Board participation at the Fall Orientation

- Fall Election Nomination Period & Application Event
- Leadership Workshop

October

- Fall Election Voting Period
- First Year Leader and Residence Council Leader Term of Office Begins
- Class Leader Assembly (School Leaders)
- Leadership Workshop
- Ancillary Fee presentations from College Directors

November

- Class Leader Meetings (School Leaders)
- Board participation at Remembrance Day Ceremony
- Leadership Workshop
- Membership Meeting

January

- Members enrolled in fall semester to complete Academic Transcript Review Form to confirm eligibility
- Board participation at the Winter Orientation
- Class Leader Meetings (School Leaders)
- Leadership Workshop

February

- Winter Election Nomination Period & Application Event
- Constitution Amendments Review
- Class Leader Meetings (School Leaders)
- Leadership Workshop

March

- Winter Election Voting Period
- Class Leader Appreciation (School Leaders)
- Continuity Plan for Incoming Board (President and Director, Student Experience & Engagement)
- Membership Meeting (if required)

ARTICLE 8. Governance

The Board will self-govern through the policies outlined in the Student Government Constitution and cultivate a sense of group responsibility for excellence in governing. The Board will govern with an emphasis on:

- Outward vision rather than an internal preoccupation
- Encouragement of diversity in viewpoints
- Strategic leadership more than administrative detail
- Collective rather than individual decision
- Future rather than past or present
- Proactivity rather than reactivity

Oath of Office

Each member shall take the following oath of office during the Board Training session held prior to the beginning of their term of office.

I swear that I shall faithfully observe and uphold the provisions of the Constitution of the Loyalist Student Government and to the best of my ability shall administer the duties of my position for the students I serve.

Board Code of Conduct

Just as all Loyalist Students must abide by the Loyalist College Student Code of Conduct, the Board, too, is expected to conduct themselves in a manner that respects the rights of employees, other students and College property. In addition, Board Members shall be good ambassadors by:

- Consistently acting honestly, in good faith, and in the organization's best interests.
- Maintaining the highest standards of professionalism and ethics at all times.
- Respecting that the Student Government is inclusive of every student, regardless of age, race, gender, orientation, beliefs, or ability.
- Representing the interests of all students at Loyalist College, regardless of their identity, political views and other opinions.
- Proactively pursuing student input, not wait for input to be initiated by students.
- Behaving appropriately and in a way that enhances, rather than risks, the reputation of Loyalist College and the Loyalist Student Government.
- Holding each other accountable to the policies outlined in the Constitution and work together to implement disciplinary procedures.
- Establishing and maintaining cooperative and collegial relationships with other members, staff and students.
- Respecting and supporting the decisions of the Loyalist Student Government Board.

Board Members shall NOT:

- Engage in any harassing or discriminatory behaviour in their interactions with other members, students or other individuals and will intervene if they witness such behaviour on the part of the Student Government and Loyalist College.
- Engage in behaviours or make remarks that could reasonably be interpreted as threatening, and will intervene if they witness such behaviour.
- Intimidate any student verbally, and will strive actively to prevent others from engaging in such behaviour.
- Engage in antagonistic discussion.
- Use offensive language.
- Encourage, by action or innuendo, the development of an environment that is fractious, disrespectful to others or intolerant of order and good manners.
- Participate in the spread of negative, malicious, or unkind remarks or rumours.
- Engage in any conduct, which is dishonest, fraudulent, deceitful or misrepresentative.

Members who fail to conduct themselves appropriately while in office will be subject to disciplinary action as outlined in the Conflict and Discipline Processes.

Confidentiality

Board Members must maintain the confidentiality of the Student Government's confidential information. Confidential information includes, but is not limited to all non-public documentation and information regarding:

- Student Government
- Its staff
- Its member
- Its operational and employment contracts, communications and practices
- The Board's in camera deliberations and decisions

Loyalist College considers confidentiality as a priority. It is the responsibility of all members to ensure that the Student Government's confidential information is protected and properly secured at all times. Members are prohibited from using, disclosing, communicating, copying, removing or otherwise misusing the Student Government's confidential information, without prior authorization from the Board. Members must use due diligence and care in the protection of any confidential information that is under their control or to which they have access in order to prevent unauthorized use or disclosure.

A breach in confidentiality will be subject to disciplinary action as outlined in the Conflict and Discipline Processes.

Conflict of Interest

Board Members must ensure that, in the course of carrying out their duties, they are not in any actual, potential or perceived conflict of interest. Board Members shall not:

- Accept or agree to accept gifts, rewards, or advantages of any kind in exchange for influencing or what could reasonably be perceived to be influencing their actions or decisions as a Board Member.
- Use their position, or act in a manner that could reasonably be perceived as using their position to obtain a personal advantage of any kind.

Board Members must declare a conflict of interest and recuse themselves from a discussion or vote which results in a direct or indirect personal benefit to either themselves or immediate family or friends.

Failure to disclose a significant or obvious conflict of interest will be subject to disciplinary action as outlined in the Conflict and Discipline Processes.

Sexual Assault & Sexualized Violence

The Loyalist Student Government is committed to ensuring everyone is able to work, learn and express themselves in a safe and positive environment that is free from sexual violence.

Student Government Board Members are responsible for familiarizing themselves with and adhering to the [Loyalist College Responding to Sexual Assault and Sexualized Violence Policy and related procedures](#). Failure to comply with the policy may be grounds for disciplinary action.

If a Board Member is informed of an incident of sexual assault or sexualized violence against a member of the College community, occurring on or off College property, they must follow the guidelines outlined in the [Procedure for Responding to Sexual Assault and Sexualized Violence – Students](#). Board

Members must ensure that those who disclose that they have been sexually assaulted are believed, and that their right to dignity and respect is protected throughout the process of disclosure.

Board Members who have experienced sexual assault or sexualized violence are encouraged to come forward to report as soon as they are able to do so.

Media Relations

Loyalist College mandates a consistent and professional approach to College communications to promote a positive image of the College. The Student Government must follow all protocols and procedures outlined in the [COMM 101 Communications Policy](#).

All official communications with the media, on behalf of the College, shall be coordinated and supported by Marketing and Communications Services. The President and CEO shall be the primary official spokesperson for the College. For specific requests pertaining to Student Government, the Student Government President is the official spokesperson who has the authority to speak on behalf of the Student Government. In the President's absence, the Student Government Vice-President shall act as the spokesperson. The Student Government President or designated spokesperson is responsible for discussing all media opportunities with Marketing and Communication Services BEFORE responding.

The Student Government Chief Returning Officer as well as election candidates can answer questions and provide comments to campus media if the subject matter pertains to the Student Government Election. The incoming Student Government President is permitted to respond to campus media requests regarding plans for their impending term of office.

Any member contacted directly by the media, whether internal or external, shall redirect the media to Marketing and Communications or the Student Government President if the request pertains to Student Government BEFORE responding.

Failure to abide by Media Relations policies will be subject to disciplinary action as outlined in the Conflict and Discipline Processes.

Social Media Guidelines

Board Members should exercise good judgement and ensure that their online profiles and content are consistent with how they would portray themselves as representatives of Student Government and Loyalist College. Board Members will not author, forward or post vulgar or offensive notes, texts, hashtags, photographs or other content that reflect negatively on the Student Government, Loyalist College, other individuals or themselves.

Failure to follow social media guidelines will be subject to disciplinary action as outlined in the Conflict and Discipline Processes.

Conflict & Discipline Processes

Board Members shall strive actively to avoid conflict between themselves and other members, staff and/or students. Members must demonstrate professionalism in conflict resolution by maintaining an open, non-confrontational attitude with a view to resolving the problem. If informal attempts at resolving the conflict prove to be ineffective, the Director, Student Experience and Engagement may be asked to mediate.

The Board will enforce upon itself whatever discipline is needed to govern with excellence. Any concerns or complaints relating to a member's responsibilities, performance or conduct shall be

brought forward confidentially to the President. In the case of the President, concerns or complaints shall be brought forward confidentially to the Director, Student Experience and Engagement.

Grounds for disciplinary action include, but are not limited to, the following:

- Failure to perform position duties
- Poor attendance at Board meetings or Committees
- Non-compliance of the Constitution
- Breach of the Student Government Board Code of Conduct and/or Loyalist College Student Code of Conduct
- Breach of confidentiality
- Failure to disclose a significant or obvious conflict of interest
- Non-compliance of Media Relations policies
- Failure to follow social media guidelines

The President will inform the member where they are not meeting the requirements of the position by having a supportive conversation in a private setting with the Director, Student Experience and Engagement. In the event that the member's performance does not improve within one (1) month of the meeting, a vote of non-confidence can be moved against a member. If the motion is carried by a two-thirds majority, the member will be removed from office and their position will become vacant.

A member will be immediately removed from office following failure or refusal to sign Student Government Policies or to complete mandatory training sessions.

ARTICLE 9: Membership Meetings

The purpose of Membership Meetings is to give members an opportunity to meet the Board, receive information about the Student Government and vote on changes and additions to policies that govern the Loyalist Student Government.

At least one Membership Meeting shall be held each year, between October 1st and March 31st at a time and place determined by the Board. Additional Membership Meetings may be called if business must be resolved prior to the next scheduled Membership Meeting.

The purpose of the Membership Meeting shall be to:

- Establish the Student Leadership Ancillary Fee for the following academic year and present the Financial Statements for the previous fiscal year
- Review all new and proposed Constitution amendments as adopted by the Board, or as proposed by members
- Receive a report from the Executive Members regarding the activities of the Student Government
- Create an open forum for members to ask questions and express concerns
- Transact such other business as may be properly brought before the meeting

Calling of Meetings

Notice of any Membership Meetings shall be delivered to members no less than twenty (20) business days prior to the date of the meeting using the following forms of communication, but not limited to:

- Loyalist Life website and social media accounts
- Email

- Student Portal

All documents to be presented, discussed and approved at the membership meeting shall be viewable and circulated to members prior to the meeting. An agenda of all items up for consideration must be made available ten (10) business days prior to the meeting. Members are able to request for resolutions to be considered.

Meeting Procedures

Attendance at Membership Meetings is mandatory for all current-serving members of the Board, and any absence is considered to be equivalent to an absence from a Board Meeting.

To be eligible to vote at any Membership Meeting, each member shall produce a valid Loyalist College Student ID Card, and the Student Government shall verify their name and student identification number upon registration. In the event that a member does not have a Loyalist College Student ID Card, they will be required to produce proof of enrollment and a piece of government-issued photo identification.

The Student Government President shall preside over any Membership Meetings, unless decided by a Board Resolution that another person shall chair the Meeting. The Chairperson shall not be entitled to vote at a Membership Meeting, except in the cases of an equality of votes cast on a matter, and then only to break such equality of votes.

The Board Member designated to take minutes at Board Meetings, shall take minutes of any Membership Meetings, unless decided by a Board Resolution that another person shall take minutes.

Following the Call to Order at a Membership Meeting, the Indigenous Leader shall read the Land Acknowledgement and the Chairperson shall read a statement identifying the Student Government's Mission and Values.

Decision Making

Quorum for any Membership Meeting shall consist of thirty (30) members present in person or virtually, including existing members of the Board.

If a quorum is present at the opening of a Membership Meeting, the meeting may proceed even if a quorum is not present throughout, unless the number of members in attendance drops below twenty (20) members including existing Board Members.

Voting at Membership Meetings shall be by a show of hands, electronic voting, or by secret ballot, at the discretion of the Chair. A simple majority of the votes cast by the members present, in person or virtually, shall determine all motions in Membership Meetings. Members can vote to approve, not approve or abstain from a motion that is brought forward.

ARTICLE 10. Board Meetings

Calling of Meetings

Meetings of the Board shall be held at the request of the President with no less than five (5) days' notice in writing to all Board Members. Emergency meetings of the Student Government may be called on one day's notice by the President if, in the judgement of the President, a matter must be dealt with by the Board prior to the next scheduled Board Meeting. There shall be regular monthly meetings

during the months of September to April. There shall be a meeting during the months of May to August as the Board deems fit.

Upon receipt of a petition signed by fifty members of the Student Government, the President shall call within two weeks a special meeting of the Student Government Board to discuss the matter(s) of concern to the petitioners.

Ex-officio members and other individuals will only attend on the invite of the Chair of the meeting or with the consent of the meeting and/or to bring specific proposals for the Board's consideration.

Media Coverage

Loyalist College Media are welcome to attend Board Meetings. Media student(s) must:

- Notify the Student Government President two (2) business days before of their intention to cover the meeting.
- Seek consent from all who are present to take photos and video during the meeting.

Although the Student Government President is the official spokesperson, comments made during Board Meetings can be included in reports unless media student(s) are advised otherwise. Material presented during meetings can be made available to Loyalist College Media, upon request, through the Student Government President.

Meeting Procedures

Board Meetings shall follow these principles:

- All members have equal rights, privileges and obligations. Everyone has the right to be heard.
- Only one item of business or question can be taken up at any time. This gives the chance for a full and fair discussion, dissuades topic tangents and maintains order.
- The majority vote rules. However, this doesn't mean the rights of every individual are not protected.
- An impartial chairperson must be present.

Attendance

Meetings of the Board shall be held in person, where possible, with the capability for members to attend by telephonic or electronic means if unable to personally attend. A member participating through such means is deemed to be present at the meeting.

Chairperson

Meetings shall be chaired by the President and in the event that the President is absent, the Vice-President will chair the meeting. In the event that both the President and Vice-President are not present, the members who are present and entitled to vote at the meeting shall choose a member to chair the meeting.

The Chair shall ensure deliberation is fair, open, and thorough, but remain timely, orderly, and kept to the point. Each item presented for consideration is entitled to a full and free debate. The responsibilities of the Chairperson include, but are not limited to:

- Opening the meeting and calling attendees to order.
- Acknowledging each presenter/speaker and providing them the floor to speak.
- Facilitating and announcing the results of any votes.

- Keeping disruptions and distractions to a minimum.
- Keeping the direction of the meeting on the topic according to the agenda.

Secretary

The Board shall appoint from among its members a Secretary who will be responsible for recording minutes summarizing Board deliberations as well as identifying any decision made or action assigned during every meeting. In their absence, the Chair is responsible for delegating another member to keep an accurate record of the meeting.

The Secretary will distribute the minutes through email within two (2) business days to the entire Board for review and feedback. Board Meeting minutes will be approved by the Student Government at the following meeting before being posted on the Loyalist Life website.

Agenda

The order of business for Board Meetings shall be:

Call to Order and Roll Call

The member designated as Secretary will:

- Note attendees in the minutes.
- Advise whether quorum has been reached. If quorum is not present, the attendees can vote to adjourn the meeting, to take a break or to schedule a new time to meet.
- Note the time of late arrivals or departures of members in the minutes.

The Land Acknowledgement

The Indigenous Leader or delegate shall give a land acknowledgement: *Loyalist College is located on the territory of the Huron-Wendat, the Anishnaabeg, and the Haudenosaunee people. We acknowledge our shared obligation to respect, honour, and sustain these lands and the natural resources contained within.*

Adoption of the Minutes of the previous meeting

Members can advise if anything has been missed or needs updating. Then a vote will be taken place to approve the minutes as distributed or corrected.

Presentations from invited Guests

In order to have a presentation to the Board, the presentation must be relevant to the role of the Board, and approved by the Board.

Business from previous meeting

The members will provide updates on their tasks and the actions taken since the previous meeting.

Reports from Directors and Committees

Members will share any relevant updates, proposals and recommendations. These items can be discussed and voted using the Board Meeting decision making process.

New Business

Members are able to add topics, propose ideas and/or make announcements relevant to the Board. These items can be discussed and voted using the Board Meeting decision making process.

Next Meeting

The members will plan the time, date and meeting point for the next regular meeting.

Adjournment

The Chairperson can advise that if there is no further business to come before the Board, the meeting is adjourned.

Any member may request that an item of business be included on the agenda by submitting it to the President no less than two (2) business days before the date set for the meeting. Additionally, the President will send a request to all Board Members prior to the meeting date, asking for any items of business to be included on the agenda.

The agenda should be followed in order from top to bottom, and each point needs to be addressed or officially voted on before moving on to the next items of business.

Decision Making

A quorum at any meeting of the Board shall be fifty percent (50%) plus one among Student Government Members with voting rights. In the instance that quorum is not a whole number, it will always be rounded up to the nearest whole number. For the purpose of determining quorum, a member may be present in person, or by telephonic/electronic means.

Voting on any question proposed for consideration at a meeting of the Board shall be by way of a motion through the following steps:

1. A member obtains the floor and makes a motion.
2. All motions must be seconded by another member who agrees with the motion.
3. Once seconded, the Chair states the motion.
4. Members debate and discuss the motion for and against. The motion may be amended by removing words, adding words and replacing words or paragraphs.
5. The Chair puts the motion to a vote through a show of hands from members.

The Chair of the meeting shall declare whether or not the motion has been carried and an entry to that effect in the minutes of the meeting shall be evidence of the number or proportion of the votes recorded in favour of or against the motion. A majority vote for or against the motion will prevail.

A resolution in writing approved by all the members entitled to vote on that resolution at a Board Meeting is as valid as if it had been passed at a Board Meeting. A copy of every resolution in writing shall be kept with the minutes of the Board Meetings.

Closed Session

On occasion, items of a confidential nature may need to be discussed at a Board Meeting. During this portion of the meeting, certain attendees such as the media may be excused.

Matters that will generally be dealt with in a closed session may include, but are not limited to:

- Discussions and dealings with other entities or persons where the information being discussed may compromise the relationship of the Student Government with them or its relationship with its stakeholders;
- Labour relations or human resources issues;
- Financial, personnel, contractual and/or other matters for which a decision must be made in which premature disclosure would be prejudicial;

- Matters related to civil or criminal proceedings;
- Personal information related to an individual.

ARTICLE 11. Student Clubs & Groups

Student Government is committed to enhancing the student experience outside of the classroom by supporting campus clubs and groups. Clubs and Groups provide students with an opportunity to serve the campus community by sharing their hobbies, talents, cultures, traditions, and interests.

Students who are interested in starting a club on campus are encouraged to review the Club Policies as well as the list of existing clubs on campus before completing the [online club application](#).

The Student Government Board will review the club application at a Board Meeting. Following the Board Meeting, the Student Government Vice-President will contact the Club Contact through email to advise if the Club was ratified by a majority vote in favour or if there are questions regarding the application or the Board would like more information.

General Policies

- The Loyalist Student Government will not sanction any club that is political or religious in nature. Please note that the Loyalist Student Government is not against any political or religious group but will not support one party or faith over another.
- Membership must be available to all current full-time students of Loyalist College regardless of religion, ethnicity, age, gender, financial position, sexual orientation or disability.
- The name of the Club cannot include the words, "Loyalist College." However, the use of the word "Loyalist" is acceptable.
- Students who wish to start an athletic type of club must contact the Loyalist College Athletic department, as activities performed by sanctioned clubs must not be athletic-related.
- No clubs sanctioned by the Loyalist Student Government shall take part in any form of initiation of its members. All ratified clubs must abide by the Loyalist Student Government Constitution and the Loyalist College Student Code of Conduct.
- The club is not an agent or representative of the Loyalist Student Government, and has no authority to act on behalf of the Loyalist Student Government. The views and actions of the club in no way represent the Loyalist Student Government.
- The Club Contact is the official representative for the club with regards to interaction with the Loyalist Student Government.
- An optional non-student position exists for a College Staff or Community Member to provide advice and guidance to the club and its members as well as assist the club in sustaining itself from year to year.
- Membership fees shall not be collected from each member unless approved by the Loyalist Student Government Board.
- The Loyalist Student Government has the authority to suspend and/or de-ratify any club that is in breach of the Club Policies or any Loyalist College policies and procedures.
- Should the club wish to continue each year, the current Club Contact must appoint a Club Contact for the following year at the end of each academic year. The name and contact information must be given to the Student Government Vice-President.

Club Leader Roles & Responsibilities

The role of Club Leader is to oversee the Club and create a safe, welcoming and friendly environment for its members.

Club Leaders will:

- Recruit members
- Maintain the club's email and respond to inquiries in a timely manner from students and staff
- Schedule and facilitate meetings with members
- Maintain regular communication with members
- Work with club members to determine and plan activities
- Manage the club's social media account(s) and ensure that all content is appropriate including posts and comments from other users
- Refrain from smoking or using impairing substances – legal or illegal whilst performing their duties

Club Leaders will liaise with the Student Government via the Student Government Vice-President in regards to the following:

- The needs of the Club including space as well as advertising and activity requirements
- Feedback from club members
- Gathering information to share with club members

Club Leaders are responsible for their own actions as well as the actions of the Club members during Club functions.

Club Leaders cannot:

- Speak for Loyalist College or the Loyalist Student Government.
- Sign any legal documents (purchase orders, contracts, leases, agreements, etc.) on behalf of their Club.

Compensation is available for Club Leaders in recognition of the time commitment and responsibility involved in leading a club on campus. Club Leaders are responsible for keeping track of the work they are doing and the time spent and will be paid minimum wage for their hours. This information must be submitted to the Student Government Vice-President bi-weekly.

Club Leaders will be provided an opportunity to participate in student leader training opportunities.

Club Activities

- Clubs must ensure that their events and activities are:
 - Ethical
 - Legal
 - Non-alcoholic
 - Non-discriminatory
 - Safe
- The club must intend to carry on activities that do not infringe on federal, provincial, municipal or regional laws, and which will not interfere with the ordinary course of business at the College; nor infringe on the rights or privileges of others, which include the rights to privacy and freedom of expression and association.
- Club members agree to indemnify the Loyalist Student Government and Loyalist College from and against all actions, suits, claims, and demands in connection with club events and activities.
- Club Contacts must notify the Student Government Vice-President of any changes to meeting and activity dates and locations to ensure Student Government Communications are up to date.
- Requests to have food available at club meetings and/or activities must be submitted to the Student Government Vice-President.

- Requests to organize large-scale club events must be submitted, at a minimum, four weeks in advance to the Student Government Vice-President.
- The [Loyalist College Fundraising Prospect Approval Form](#) must be completed and submitted at least two weeks in advance of any fundraising initiatives.

Marketing & Communications

Each club will be featured on loyalistlife.com with a description of the club as well as the contact email to join the club. Clubs shall also be featured in various Loyalist Life and Loyalist College marketing channels.

Each semester, the Loyalist Student Government will allow each club up to 30 colour copies of their posters. A request for these copies must be made **at least one week in advance** of the posting date to the Student Government Vice-President.

The Clubs Display Case in the Link Lounge is available for all clubs for advertising, awards, etc. If you wish to add items to the display case, please contact the Student Government Vice-President.

Every club must abide with the following posting policies. Failure to do so may result in a suspension of posting privileges.

- All posters **MUST** be approved by the Student Government Vice-President before putting them up.
- All posters are **ONLY** to be posted on non-program or service-related bulletin boards unless pre-approved.
- Posters will **NOT** cover other posters.
- Requests to post meeting schedules and other club information through the various Loyalist Life and Loyalist College marketing channels must go through the Student Government Vice-President. Please allow **at least one week in advance** on requests.
- **Posters are NOT to be put up in/on the following surfaces/areas:**
 - Washrooms
 - Glass/Windows/Lockers
 - Painted surfaces
 - Pillars
 - Plants or plant holders

Club logos must be approved by the Student Government Board.

The Loyalist College and Loyalist Student Government logos are **NOT** to be used in any print or online marketing materials.

Social Media

- Clubs and groups sanctioned by the Student Government are welcome to use social media as a place for members to connect, share information and ask questions. Social media platforms include but are not limited to:
 - Social networking sites such as Facebook, Instagram, Snapchat, Twitter, LinkedIn, etc.
 - Online forums
 - Blogs
 - Message boards
 - Chat rooms
- The Loyalist Student Government is not liable for any content posted by Clubs or Groups on social media and these posts do not necessarily reflect the opinions of the Loyalist Student Government.
- Club Leaders will be responsible for:
 - Ensuring that all content is appropriate including posts and comments from other users. Posts and comments must **NOT**:
 - Violate any Loyalist College policy including the Student Code of Conduct

- Be abusive, threatening, profane, derogatory, slanderous, defamatory or offensive
- Include obscene language or sexual content
- Promote, foster or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, national origin, physical or mental disability or sexual orientation.
- Contacting the Student Government Vice-President regarding requests to post information on the Loyalist Student Government as well as Loyalist College social media platforms.
- Should there be an occurrence where inappropriate conduct is reported or found, depending on the severity of the incident; the Club Leader will meet with the Student Government Vice-President to discuss disciplinary action.

Room/Space & Equipment Bookings

- Clubs approved by the Student Government Board will be able to use College space and multimedia equipment. Bookings will be arranged with the College as follows:
 - **Rooms & Booths:** Student Government Vice-President (semester-to-semester basis)
 - **Multimedia Equipment:** Club Organizer through the Service Desk
 - **Student Government Equipment:** Student Government Vice-President
- It is the Club Leader's responsibility to ensure:
 - College spaces are left in a clean and tidy state.
 - Equipment purchased for use by the Club is well-maintained.
 - Borrowed equipment is returned in good working condition.

ARTICLE 12. Committees

Board Committees

The Board may from time to time establish Ad Hoc Committees as necessary or for such purposes, and with such powers that the Board sees fit, that facilitate the activities and goals of the Student Government.

Any such Committee may formulate its own rules and procedures, subject to such regulations or directions as the Board may from time to time make.

Any motion to establish a Committee by the Board shall include the following:

- The purpose of the Committee
- The term of the Committee which shall not exceed one year, or the expiration of the fiscal year without renewal
- Who shall serve on the Committee, and how they will be selected
- The Chairperson of the Committee
- What the Committee is to report on
- The mechanism(s) by which the Committee is to provide a report
- Any additional items as the Board may from time to time see fit

Board Committees will be used sparingly, only when all other reasonable methods of carrying out the Student Government's business have been considered ineffective.

Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Unless otherwise stated, a committee ceases to exist as soon as its task is complete or dissolved by Board vote.

College & Community Committees

The Board will decide upon the appointment of Student Government positions to serve on College and Community Committees. Any delegate will be a representative of the Student Government and must:

- Adhere to all relevant Student Government policies and procedures while representing the Student Government on the committee.
- Make every reasonable effort to find another delegate from the Board if they are unable to attend a meeting.
- Provide representation in the best interest of all students, and to take a pro-active role on the committee to ensure student concerns are voiced.
- Provide reports regularly to the Board regarding the progress of the College or Community Committee.

ARTICLE 13. Financial Controls

The finances of the Student Government are managed by the Director, Student Experience and Engagement in consultation with the Board. The fiscal year of the Student Government is from April 1st to March 31st to coincide with Loyalist College. The funds of the Student Government shall be derived from the Student Leadership ancillary fee, commissions received for contracted services and such other sources as the Student Government may determine. The Student Leadership Budget which is the operating budget for Student Government must be approved annually by the Board before March 31st.

Financial transactions will adhere to the annual Student Leadership operating budget and in accordance with the policies of the Student Government and Loyalist College. Funds shall be used in a manner consistent with the purpose for which they were provided in the operating and capital budget and adhere to Loyalist College financial procedures.

All purchase orders, cheque requisitions, receipts for payment, invoices, mastercard reports and contracts with suppliers must be signed by the Director, Student Experience and Engagement and the Student Government President. Supporting documentation must accompany all requests. All contracts with suppliers with a term equal to or longer than one (1) year as well as capital projects funded by the Student Leadership ancillary fee shall be approved by the Board.

Ancillary Fees

All students pay non-refundable mandatory ancillary fees which support services and activities distinct from academic programming for the College. These fees may be increased or expanded to include new fees through the implementation of a protocol agreement between Loyalist College and the Student Government, and with the approval of the Loyalist College Board of Governors. The protocol agreement sets out the means by which Student Government will be involved in decisions to alter ancillary fees. As the Board of Governors, Student Representative is a member of both the Student Government and the Loyalist College Board of Governors, they must remove themselves from any votes regarding ancillary fees to avoid a conflict of interest.

Together with the College Executive Team, the Student Government provides to the Loyalist College Board of Governors their recommendation for ancillary fees to take effect in September of the

upcoming academic year. An expansion in the rate of institutional compulsory ancillary fees which would increase total institutional compulsory ancillary fees by more than 20% in one academic year must be approved through student referendum.

Money spent using Student Ancillary Fees must comply with the Ministry of Colleges and Universities, Tuition Fee Framework and Ancillary Fee Guidelines as well as the ancillary fee protocol agreement.

Budget Managers for ancillary fee funded areas will be invited each year to discuss with the Board the activities and services they provide so that there is a clear understanding of how the funds are used.

Business Expense Reimbursement

Loyalist College has rules and principles in place for the reimbursement of expenses to ensure fair and reasonable practices and to provide a framework of accountability to guide the effective oversight of college resources in the reimbursement of expenses. The Student Government must follow all procedures outlined in the [FIN 504 Loyalist Business Expense Reimbursement Policy](#) in regards to corporate travel, accommodations and meal allowances for out of town meetings and conferences. Allowable business expense reimbursements shall be authorized by the Director, Student Experience and Engagement and must be within approved budget allocations.

Procurement

Loyalist College Procurement Services holds responsibility for the acquisition of goods and services College wide through an efficient, cost effective and transparent process. The Student Government must follow all procedures outlined in the [FIN 200 Procurement Services Policy](#) when procuring goods or services. Student Government Members will have an opportunity to participate in competitive procurement processes to review and evaluate company proposals as related to Student Government.

The Student Government is responsible for ensuring the proper disposal of furniture and equipment purchased that is no longer in use because it is either surplus or obsolete.

Board Remuneration

Remuneration is allotted to the Board Members in recognition of their service to the students of Loyalist College. Board Members shall receive the Ontario minimum wage for the hours worked to fulfill their roles and responsibilities during their term of office. Board Members must report their hours to the President and the Office Coordinator, Student Experience and Engagement who will then process for the biweekly payroll cycle.

Members of the Loyalist College Board of Governors are volunteers who serve without remuneration; however, the Student Governor can be compensated for fulfilling responsibilities of a Student Government Board Member.

The President will have the opportunity to work full-time May to August and shall receive the Ontario minimum wage for 35 hours per week for 16 weeks.

The Chief Returning Officer (CRO) shall receive the Ontario minimum wage for the hours worked to fulfill their roles and responsibilities during their term of office. The CRO shall report their hours to the President and the Office Coordinator, Student Experience and Engagement who will then process for the biweekly payroll cycle.

ARTICLE 14. Amendments

Any member can propose an amendment to the Constitution. Proposed amendments to the Constitution, including supporting materials, shall be provided to the Student Government President for distribution to all Board Members prior to the next scheduled Board Meeting.

The Constitution may be amended following a two-thirds affirmative vote of the voting members of the Board on two separate readings of the Constitution, one at a Board Meeting and one at the AGM. The text of any amendments or revisions proposed shall be viewable and circulated to members prior to the AGM.

The Constitution, as amended, shall be deemed to be in effect after it has been accepted by the Student Government's membership on its final reading. Amendments to the Constitution shall follow the same procedure for adoption.

Editorial Changes

Board Members, the Director, Student Experience and Engagement and Engagement and the Office Coordinator, Student Experience and Engagement may rectify the following in the Constitution, upon approval from the Board:

- Spelling, punctuation, grammatical and formatting errors.
- Incongruences of language and terms used throughout, including titles and positions.

The Board shall be notified in writing when a correction has been made, and the updated Constitution published upon approval.

APPENDIX 1. Definitions

Abstain: To formally decline to vote either for or against a proposal or motion.

Academic Transcript Review Form: A form providing the Director, Student Experience and Engagement or delegate with approval to consult with the Registrar for the purpose of determining eligibility to seek office and to serve as a Member.

Agenda: An outline of the business to be discussed at meetings.

Ad Hoc Committee: A committee established for a limited timeframe and to address a specific issue for Student Government.

Alternative Voting Method Form: A form providing students with the opportunity to cast their ballot online for the election, if they cannot visit an on campus polling station.

Amendment: A change to an existing clause or adding a new clause which does not require the entire Constitution to be re-written.

Ancillary Fees: Fees charged to support services and activities distinct from academic programming or general overhead for Loyalist College.

Ancillary Fee Protocol: A formal agreement between Loyalist College administration and Student Government which set out the means by which students will be involved in decisions to introduce a new or modify an existing compulsory ancillary fee.

Annual General Meeting (AGM): A meeting of the general membership of the Student Government to make important decisions and inform the members of the Student Government's activities.

Board of Governors: Loyalist College is overseen by a Board of Governors comprised of 13 external governors (appointed) and four internal governors (elected from within the College representing students, academic, administrative and support staff).

Business Day: A day on which Loyalist College is open and in session, not including any Saturday, Sunday or statutory holiday in the Province of Ontario.

By-Election: An election process held to fill any positions that are vacant.

Campaign Material: Any item, design, symbol or mark that is created or copied in any form in order to encourage a student to cast a ballot in favour of a candidate.

Campaigning: Any attempt by an individual to encourage a student to cast a ballot in favour of a candidate. This may occur with or without campaign material.

Campaign Party: A group of two or more candidates who join together to conduct joint campaign activities.

Campaign Period: The time period allotted by the Chief Returning Officer for election candidates to promote their candidacies.

Candidate: Any individual who has met the requirements to stand for election into Student Government office.

Chairperson: The Member who is responsible for leading Board Meetings from the beginning to the end.

Chief Returning Officer (CRO): A student hired by the Student Government as the official in charge of conducting and supervising elections on behalf of the Student Government Board.

Closed Session: An “in private” session, meeting, or portion of a meeting, where one or more of the people normally in attendance are excused.

College Executive Team: Loyalist College’s College Executive Team (CET) is comprised of the President & CEO as well as College Vice-Presidents and Executive Directors, who provide strategic leadership to the College community and ensure the successful execution of the College’s Strategic Plan.

Conflict of Interest: This occurs when a member’s personal interests such as family, friendships, financial or social factors could compromise their judgment or decisions with Student Government.

Constitution: A written document stating principles and rules of the Student Government as well as the rights and duties of its members.

Cross-Campaigning: The sharing of campaign materials, slogans, tactics, identifying marks or names, and/or joint campaigning with the intent of associating two (2) or more candidates in the mind of a voter.

Demerit System: A tool used to quantify the severity of election infractions which assigns values to particular offences committed by candidates and/or their representatives/volunteers.

Discipline: A rule or set of rules governing conduct or activity.

Editorial Changes: The act of improving the clarity of text or addressing obvious errors or omission of information.

Election Incident Reporting Form: A form used to report any complaints or concerns regarding the organization, operation or outcome of the election.

Electoral Period: The applicable time period in which an election occurs.

Executive Members: The members responsible for supervising the affairs of Student Government. These roles require a significant amount of time and focus compared to other Board positions.

Ex-Officio Member: A non-voting member who holds another office of importance or relevance and offers the Board knowledge, expertise and experience.

Fiscal Year: A twelve-month period that Loyalist College uses for financial reporting and budgeting.

Full-Time: For a student to qualify as full-time, their course load must represent at least 70% of the billable hours of the courses required for the semester of the program in which they are enrolled.

General Election: An election process held each year in the Winter Semester to fill positions for the following Student Government term.

Governance: It consists of the structures and processes implemented to represent the best interests of Loyalist Students.

Government-Issued Photo Identification: Any piece of identification as recognized by the Government of Ontario as an 'acceptable identity document'.

Incumbent Member: The person who holds a particular position before the election, whether seeking re-election or not.

Infraction: A violation of a policy or agreement.

Minutes: The official record of what decisions were made, who was in attendance and all other important actions that occurred during a Board Meeting.

Motion: A formal proposal made by a member to help with the decision-making process.

Oath of Office: An official promise by a member who has been elected or appointed to the Student Government to fulfill their duties.

Operating Budget: An estimate of the income and expenditures of the Student Government over a set period.

Part-Time: Students taking a course load that is less than that prescribed for full-time students are designated as part-time students.

Polling Clerk: A student employed at an election to ensure that voters are able to cast their vote in secret, free from influence.

Polling Period: The period of time during the Election when eligible students are capable of voting for candidates.

Polling Station: An area where voting takes place during an election.

Procurement: The Loyalist College department responsible for purchasing goods, services or other works from an external source.

Quorum: The minimum number of Board Members who must be present at any meetings to make the proceedings of that meeting valid.

Ratify: To provide approval and sanction formally.

Referenda/Referendum: The submission of a proposal or question to a direct vote of approval or disapproval by Loyalist Students.

Registrar: The Loyalist College employee responsible for overseeing student admissions and the graduation process.

Resolution: A formal statement of the feelings, wishes or decision of an individual or group.

Robert's Rules of Order: A set of rules to effectively run a meeting.

Remuneration: Money paid to members for their work and service for Student Government.

Sanction: In terms of discipline, a penalty for disobeying a rule. In terms of clubs, official permission or approval.

Second: To "second" a motion means that another member agrees with the motion and would also like for it to be considered.

Secretary: The member appointed by the Board to keep records of meetings.

Slate: A group of two or more candidates who join together to conduct joint campaign activities.

Spokesperson: The member who is chosen to speak officially for the Student Government.

Student Code of Conduct: The primary purpose of the Loyalist College Student Code of Conduct is to be a guideline for appropriate non-academic behaviour across Loyalist College's diversified community.

Student Leadership Ancillary Fee: A fee charged to all full-time and part-time students at the Belleville, Bancroft, Port Hope and Tyendinaga campuses to support the Student Government.

Student Leadership Budget: The operating budget of the Student Government.

Telephonic or Electronic Means: Any means, other than direct speech or writing, by which communication at a meeting can occur, including by phone, video chat and voice calls between computers, tablets, or mobile devices via the Internet.

Vice-President, Students: A member of Loyalist College's College Executive Team whose portfolio includes leadership and support to the Student Government.

Vote of Non-Confidence: A vote about whether a member is still deemed fit to hold that position for reasons such as failing to carry out their obligations.

APPENDIX 2. School Leader Program Breakdown

Applied Sciences School Leader

Biotechnology/Biotechnology - Advanced (BTDS/BTDJ, BTAJ/BTAS)
Chemical Engineering Technician/Technologist (CHEM, CHEJ)
Environmental Technician/Technologist (ENVJ, ENVR, ENV3)
Natural Product Technologies (NTGS)

Business Studies Leader

Accounting (ACCT)
Artificial Intelligence & Data Science (AIGS)
Business (BUSI)
Business Sales & Marketing (SALE)
Culinary Skills/Culinary Management (CULS, CULM)
Esthetics & Spa Management (ESTH)
Financial Technology (FTGS)
Global Business Management (GBMG)
Human Resources Management (HRPG)
Logistics & Supply Chain Management (LOGS)
Project Management (PJMG)

Health Sciences Leader

Bachelor of Science in Nursing (Loyalist Bridging NRBM)
Bachelor of Science in Nursing (Loyalist Standalone NRBS)
Collaborative Nursing (NURS)
Fitness & Health Promotion (FAHP)
Massage Therapy (MTAS)
Occupational Therapist Assistant & Physiotherapist Assistant (OTPT)
Paramedic (PMED, PMDA, PMDM)
Personal Support Worker (PSWP, PSWJ)
Practical Nursing (PNUR, PNDJ)
Pre-Service Firefighter Education & Training (PFCJ)
Recreation, Sport & Leisure (RSDS)

Human Studies Leader

Child & Youth Care (CYAS, CYWP)
Developmental Services Worker (DSWJ, DSWP)
Early Childhood Education (ECEP)
Social Service Worker (SSDJ, SSWP)

Justice Studies Leader

Customs Border Services (CUSB)
Community & Justice Services (CJSW)
Paralegal (PARA)
Police Foundations (PFND)
Protection, Security & Investigation (PSIN)

Media Studies Leader

Advanced Filmmaking - Digital Content Creation (AFGS)
Advertising & Marketing Communications - Creative Design (ACDS)
Animation & Game Development (AGAS)
Community Integration Through Co-operative Education (CICE)
Film & TV Production (TVAS)
General Arts & Science (GASC, GASP)
Journalism - Communications (JCDS)
Photojournalism (PHJN)
Pre-Health Sciences (PREC/D)
Public Relations (PRGS)
Radio Broadcasting (RADB)
Television, Filmmaking & Digital Content Creation (TFDS)

Skills & Technology Leader

Architectural Technician/Technology (ARCH, ARC3)
Carpentry & Renovation Techniques/Technician (CARC, CARD)
Civil Engineering Technician/Technologist (CIVJ, CIV3, CIVL)
Computer Systems Technician (CTDJ, CTDS)
Construction Engineering Technician (CONJ, CONS)
Cyber Security (CYGJ, CYGS)
Electrical Techniques/Electrical Engineering Technician - Industrial (ELTP, ELPJ, ELTT)
Electromechanical Engineering Technician - Mechatronics (MCDJ, MCDS)
Heating, Refrigeration & Air Conditioning Techniques/Technician (HACJ, HACS)
Manufacturing Engineering Technician (MANU, MANJ)
Mechanical Techniques (MECH, MCHJ)
Motive Power Fundamentals - Parts & Counter Personnel (MPFP)
Motive Power Technician - Service & Management (MPTN)
Survey Engineering Technician (SURV)
Welding Techniques (WELT, WLTJ)
Welding & Fabrication Technician (WELP, WLPJ)

APPENDIX 3. Class Leader Guide

View the Class Leader Guide. *Please Note: the Class Leader Guide is currently under revision.*

APPENDIX 4. Polling Clerk Bylaws

1. **Hiring and Liaison:** All Polling Clerks shall be hired by and liaise with the Chief Returning Officer (CRO).
2. **Eligibility:** Under no circumstances shall any Polling Clerk be a candidate in the election, campaign on behalf of any candidate, be a current member or staff of the Student Government, or take direction from any individual other than the CRO.
3. **Impartiality:** Polling Clerks shall act impartially and shall not show or promote bias towards any candidate, even if those opinions are solicited. They should not display any preferences or favoritism towards any candidate, or make any comments that may influence the voting process.
4. **Election Rules and Procedures:** Polling Clerks shall be familiar with and uphold the Student Government election rules and procedures. By being familiar with these rules, Polling Clerks can provide accurate information and assistance to voters and ensure that the election process runs smoothly. Polling Clerks must also be able to provide assistance to voters in following the rules and procedures for voting.
5. **First Point of Contact:** Polling Clerks shall be the first point of contact and a resource for all voters. They are responsible for creating a welcoming and friendly environment for all voters. As the first point of contact, Polling Clerks should be available to answer any questions that voters may have about the voting process, voter eligibility, or any other election-related concerns.
6. **Voter Eligibility:** Polling Clerks must verify the eligibility of all voters by checking their valid student ID cards or government-issued photo identification against the voter list. This ensures that only eligible voters are allowed to cast their votes.
7. **Monitoring Voting Area:** Polling Clerks must monitor the voting area to which they are assigned and ensure the smooth operation of their designated polling location. This ensures that the election process is conducted in an orderly and efficient manner.
8. **Privacy and Confidentiality:** Polling Clerks must ensure the privacy, anonymity, and confidentiality of each voter and their casted votes. This ensures that each voter's vote remains confidential and protected.
9. **Duties:** Polling Clerks must perform any other duties as assigned by the CRO to ensure the election process runs smoothly and efficiently.
10. **Prohibited Actions:** Polling Clerks are prohibited from:

- Answering any questions or discussing the election with Student Government members, candidates and their campaign staff, or the media. They must refer all election questions to the CRO.
- Voting or casting a vote on behalf of a voter, except where requested to do so by a voter for the purposes of a physical accommodation. These rules ensure that Polling Clerks do not engage in any activity that may compromise the integrity of the election.
- Campaigning: Polling Clerks are prohibited from engaging in any campaigning activities while working at a polling station. This means that they cannot wear clothing or accessories that promote a particular candidate, distribute campaign literature, or engage in any other activities that may be seen as supporting a particular candidate.
- Discrimination: Polling Clerks are prohibited from discriminating against voters on the basis of race, gender, religion, or any other protected characteristic. This means that they cannot turn away voters who are eligible to vote or treat them differently based on their personal characteristics.
- Intimidation: Polling Clerks are prohibited from intimidating or harassing voters in any way. This includes using aggressive or threatening language, behaving in a confrontational manner, or trying to prevent voters from exercising their right to vote.
- Disclosure of Results: Polling Clerks are prohibited from disclosing any results or vote counts until after the polls have closed and the results have been officially announced. This is to prevent any premature disclosures that could potentially influence the outcome of the election.
- Unauthorized Assistance: Polling Clerks are prohibited from providing unauthorized assistance to voters. For example, they may not assist voters in filling out their ballots unless the voter specifically requests help and meets the criteria for assistance.

Failure to abide by these rules may result in disqualification as a Polling Clerk or other sanctions, as determined by the CRO. This ensures that Polling Clerks are held accountable for their actions and that the election process is conducted in a fair and transparent manner.

APPENDIX 5. Forms

Academic Transcript Review Form

In order to seek office and to serve as a member of the Student Government, this is to verify that,

_____ in _____
Student Name *Program Name & Year*

with student number _____:
Student Number

- Is registered as a full time or part time student at the Belleville, Bancroft, Port Hope or Tyendinaga campus, and does not have more than a one semester gap between classes.
- Has good financial standing by paying all ancillary fees, tuition and residence fees (if applicable) or has made necessary payment arrangements.
- Has a minimum Program Cumulative Grade Point Average of 2.0 and a minimum Term Grade Point Average of 2.0.

Loyalist College Registrar

Date

I hereby authorize the Student Government Chief Returning Officer or the Director, Student Experience and Engagement to consult with the Registrar for the purpose of determining eligibility to seek office in the Student Government Election or to serve as a member of the Student Government.

Candidate's Signature

Date

Election Policies Acknowledgement Form

I _____ acknowledge that:

Student Name

1. I have read and understand the Student Government Election Policies.
2. I agree to adhere to the Student Government Election Policies.
3. I understand that if I violate the Student Government Election Policies, I may face sanctions up to and including immediate disqualification, and I may be subject to further discipline under the Loyalist College Student Code of Conduct.

I understand all the information as presented and have been provided with an opportunity to ask questions relating to the Student Government Election Policies.

I agree to adhere to the requirements of the Student Government Election Policies provided.

Candidate's Signature

Date

Polling Clerk Non-Disclosure Agreement

I _____ understand that during the course of my employment as a Polling Clerk, I will have access to confidential student information for the purpose of assisting with the Student Government Election.

Confidential Information shall constitute all students' personal information including but not limited to student number and date of birth is subject to efforts that are reasonable under the circumstances to maintain its secrecy.

I agree not to reproduce, distribute, disclose, use for my own benefit, or otherwise disseminate the Confidential Information and shall not take any action causing, or fail to take any action necessary to prevent, any Confidential Information disclosed to me to lose its character as Confidential Information.

I understand that access to Confidential Information is limited to those employees working as a Polling Clerk or the Chief Returning Officer. I agree under no circumstances to release, share, or publish the Confidential Information.

I have read and understand my responsibility to ensure confidential student information is protected. I am aware that any violation of this agreement could result in discipline under the Loyalist College Student Code of Conduct.

Signature

Date

APPENDIX 6. Student Code of Conduct

View the [Loyalist College Student Code of Conduct](#).

APPENDIX 7. Important & Commemorative Days for Loyalist College Community

May

- Sexual Assault Prevention Month
- May 1-7: Mental Health Week
- May 5: National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People (Red Dress Day)
- May 17: International Day Against Homophobia, Transphobia & Biphobia

June

- National Indigenous History Month
- Pride Month
- June 21: National Indigenous Peoples Day

July

- July 1: Canada Day
- July 24: International Self-Care Day

August

- August 15: India Independence Day
- August 31: International Overdose Awareness Day

September

- September 10: World Suicide Prevention Day
- September 18-22, 2023: Consent Awareness Week
- September 20: #WeBelieveYou Day
- September 25-30, 2023: Truth and Reconciliation Week
- September 30: National Day for Truth and Reconciliation

October

- October 1: Nigeria Independence Day
- October 1-7, 2023: Mental Illness Awareness Week
- October 10: World Mental Health Day
- October 11: National Coming Out Day
- October 15-21: Invisible Disabilities Week
- October 19, 2023: International Pronouns Day

November

- November 1: International Stress Awareness Day
- November 5-11: Veterans' Week
- November 8: Indigenous Veterans Day
- November 11: Remembrance Day
- November 12: Diwali (Hindu festival of lights with its variations also celebrated in other Indian religions)
- November 13: World Kindness Day
- November 20: Transgender Day of Remembrance
- November 25-December 10: 16 Days of Activism Against Gender Violence
- November 25: International Day for the Elimination of Violence Against Women
- November 28, 2023: GivingTuesday (a day for Canadians to come together and donate to charities and causes that are important to them)

December

- December 6: National Day of Remembrance and Action on Violence Against Women
- December 10: Human Rights Day

January

- January 26: Republic Day in India

February

- Black History Month
- February 14-20, 2024: Random Acts of Kindness Week
- February 17, 2024: Random Acts of Kindness Day
- February 22: Pink Shirt Day

March

- March 8: International Women's Day
- March 17: World Sleep Day
- March 21: International Day for the Elimination of Racial Discrimination
- March 22: World Water Day
- March 25, 2024: Holi (popular Hindu festival celebrated as the Festival of Colours, Love and Spring)
- March 31: International Transgender Day of Visibility

April

- April 7: World Health Day