



NBCC

COUNCIL OF STUDENT EXECUTIVES (CSE)

CONSTITUTION

**Last Updated 22 June 2005
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1. Names and Definitions

1.1 NAMES

1.1.1 This organization shall be called the “**Council of Student Executives,**” hereinafter referred to as the **CSE**, and it shall consist of students of the New Brunswick Community College and the College CSE Advisor.

1.1.2 A campus Student Representatives Council or “**SRC**” is the name given to the organization of students that satisfies the following criteria:

- a) It is elected by the student body of a single campus
- b) It operates under the NBCC Student Representatives Council (SRC) Constitution.

1.2 DEFINITIONS

1.2.1 CSE Voting Members

“CSE voting members” shall be the current President and Vice President (or their Executive designates) from each campus of NBCC.

1.2.2 Legal CSE Meeting

A CSE meeting is considered “legal” when it is attended by a quorum of elected SRC members.

1.2.3 Quorum

“Quorum” for any meetings of the CSE shall be fifty percent plus one (50% + 1) of the eligible voting members of the CSE.

1.2.4 Referendum

A “referendum” is a process of referring a matter proposed or passed by the CSE to the NBCC student body to vote for approval or rejection.

1.2.5 Term of Office

A CSE member’s “term of office” shall be from the date of election until August 31 of the academic year in which the member is elected OR until that person ceases to be qualified as a representative, whichever is earlier.

1.2.6 Voting

Unless otherwise stated, a “majority vote” shall be fifty percent plus one (50% + 1) of the eligible voting members present at a legal CSE meeting.

2. Purpose of the CSE

The purpose of the CSE is as follows:

- a) To provide a forum for the students of the New Brunswick Community College to work cooperatively to advance the interests of the students that they represent.
- b) To promote understanding of the existing and emerging needs and issues of current and potential students of the New Brunswick Community College.
- c) To represent, promote, and advocate the common interests, needs, and issues of NBCC students to government, agencies, industry, and the public.
- d) To promote social responsibility between and among the New Brunswick Community College campus Councils and the College as a whole.
- e) To discuss and decide upon province-wide NBCC recreational activities and other events.
- f) To cooperate with the Association des étudiants des Collèges Communautaires francophones du Nouveau-Brunswick Inc. (AECCFNB).
- g) To promote and facilitate strong ties between students and faculty.
- h) To administer NBCC referenda.

3. Types of CSE Memberships

3.1 CSE voting members: Each campus of NBCC shall appoint two (2) representatives to be voting members of the CSE. Each representative must meet the following criteria:

- a) be a President or Vice-President (or Executive designate) of a campus SRC.
- b) be a fee-paying student of NBCC.

3.2 CSE non-voting members: At the discretion of the sitting CSE, a person may be appointed to the CSE for the current year based on criteria of being a past student, Alumni member, or former member of the CSE. This appointment will give no voting privileges to the appointee. When the vote to appoint a person is held at a CSE meeting, the decision must be unanimous among the voting members present.

4. Responsibilities of CSE Members

4.1 The voting members shall administer the operations of the CSE.

4.2 Each CSE member shall support the objectives of the CSE and shall abide by all provisions of this Constitution.

4.3 Each CSE member shall be responsible for representing the interests and concerns of the students from the campus in which they were elected.

4.4 Each CSE member shall communicate and work cooperatively with the CSE and its Executive.

5. Composition and Election of the CSE Governing Body

The CSE Governing Body, including President, Vice-President, Secretary, and Treasurer, shall be elected by majority vote at the first meeting of the CSE in October of each year.

6. Other CSE Positions

6.1 The NBCC Dean of Students and/or the Dean's representative shall serve as the CSE Advisor.

6.2 CSE Committee positions (e.g. Academic Council, Student Development Committee, etc.) shall be elected at the first meeting of the CSE in October of each year.

7. Duties and Responsibilities

7.1 The **CSE President**, in conjunction with the Executive of the CSE, shall be responsible for

- a) notifying members of meetings and preparing an agenda for each meeting (except the first meeting in each academic year);
- b) soliciting items for the agenda for each meeting;
- c) preparing, in conjunction with the CSE Executive, material for each meeting;
- d) sending a draft agenda package to each member at least two (2) weeks prior to a meeting and sending an agenda at least one (1) week prior to a meeting;
- e) serving as the official spokesperson of the CSE;
- f) notifying all members of any emergency meetings or conference calls along with all agenda items.

7.2 The **CSE Vice-President** shall be responsible for

- a) assisting the President in the execution of Presidential duties, and exercising the power of the President's office while acting on the President's behalf in his/her absence;

b) exercising the powers of the President in the event that the office becomes vacant.

7.3 The CSE Secretary shall be responsible for

- a) taking minutes at all CSE meetings, including conference calls;
- b) ensuring that the minutes of all meetings are recorded, printed, and distributed to all members within thirty (30) days of each meeting;
- c) informing all campus SRCs of activities undertaken and issues being pursued by the CSE.

7.4 The CSE Treasurer shall be responsible for

- a) being Chief Financial Officer of the CSE;
- b) keeping accurate financial records;
- c) submitting a written financial statement to all members three (3) weeks prior to all meetings;
- d) consulting with the CSE Advisor on financial expenditures;
- e) maintaining the signing authority of the CSE in conjunction with the CSE Advisor.

7.5 The CSE Advisor or designate shall

- a) call the first meeting of the CSE in each academic year, appoint the Chair for said meeting, and in cooperation with the CSE members, appoint the Chair for each subsequent meeting;
- b) attend all meetings of the CSE;
- c) monitor the financial records of the CSE in conjunction with the Treasurer;
- d) arrange for accommodations, meals, and other required materials for all CSE meetings;
- e) maintain signing authority of the CSE in conjunction with the CSE Treasurer;
- f) maintain all historical records of the CSE;
- g) maintain up-to-date copies of the CSE Constitution on behalf of the CSE.

8. Notice of CSE Meetings

8.1 Notice of all meetings shall be sent to each voting member of the CSE at least four (4) weeks prior to the date of the meeting.

8.2 Each member shall be asked to indicate his/her intention to attend or not to attend each meeting.

8.3 If a member cannot attend a meeting, an alternate may attend. In such a case, the member shall notify the CSE President and the CSE Advisor of the alternate.

8.4. Notice of any emergency meeting / conference call shall be given at least forty-eight (48) hours prior to the meeting / conference call.

9. General CSE Meetings

9.1 The CSE shall meet a minimum of three (3) times during each academic year.

9.2 The first meeting of the CSE shall be held in the month of October each year. Subsequent meetings shall be held when deemed necessary by the CSE President, or by a majority of the CSE.

9.3 All meetings of the CSE shall be conducted in accordance with accepted parliamentary procedures (e.g. Robert's Rules of Order).

9.4 The CSE Advisor shall be notified of all meetings of the CSE.

9.5 If primary and secondary locations for a meeting are not feasible, then CSE Executive may decide on an alternative location.

10. Elections for CSE Committees

10.1 CSE elections for committee positions shall be conducted at the opening meeting of the CSE in October of each year, or as needed.

10.2 Voting shall be conducted by secret ballot.

10.3 Each voting member present at the meeting shall be permitted one (1) vote for each position.

10.4 For each position, the candidate with the most votes will be considered elected.

10.5 A by-election will be held at the CSE meeting that immediately follows the occurrence of a vacancy.

11. Resignation from the CSE

A member who wishes to resign from his/her position on the CSE must inform the CSE Executive and his/her campus SRC, in writing, three (3) weeks prior to the resignation date.

12. Censure, Reprimand, and Appeal

12.1 CENSURE

12.1.1 The CSE may, with just cause, censure any person holding office in the CSE.

12.1.2 Notice of a motion to censure shall be given, in writing, no later than two (2) months prior to a motion to censure. Motions must be presented at a CSE meeting stating member(s) involved and reason(s) for censure.

12.1.3 Should a member of the CSE miss two (2) consecutive meetings or the majority of the debate therein, without just cause, an automatic motion of censure shall be brought to the CSE by the Executive.

12.1.4 No debate shall be allowed until the member charged has been notified and has been given an opportunity to speak in his/her defense.

12.1.5 A two-thirds (2/3) vote of the eligible voters present at a legal CSE meeting is required for censure.

12.1.6 A censured member is required to resign from the CSE.

12.1.7 If a member has been censured, notice will be sent to the censured member's campus.

12.2 REPRIMAND

12.2.1 An order of reprimand shall follow the same procedure outlined for motions of censure, with the following conditions applied:

- a) A majority of the voting CSE members must approve the order at a legal CSE meeting;
- b) The reprimanded member shall not be required to resign.

12.2.2 The option of suspension of membership for a designated period may be included in the motion to reprimand. For this option to be valid, it must

- a) be introduced with the original motion of reprimand;
- b) be voted on separately from the motion of reprimand.

12.3 APPEAL

An appeal of a CSE motion to censure or reprimand shall follow the SRC process.

13. Issuance of Press Releases

Press releases will be issued by the CSE President in consultation with the CSE Advisor.

14. Amendments to the CSE and the SRC Constitutions

14.1 Four weeks' notice must be given at a regular CSE meeting before a meeting to ratify any amendments to the CSE Constitution or the SRC Constitution.

14.2 Any proposals for amendments to the Constitution shall show which portions of the Constitution shall be deleted or amended and shall show the proposed replacements or additions to the Constitution.

14.3 The proposals for amendments to the Constitution must be placed on public display at each campus for a period of two weeks prior to any vote.

14.4 A two-thirds (2/3) vote of the eligible voting members present at a legal CSE meeting shall be necessary to ratify an amendment to either Constitution.