



NBCC

# **STUDENT REPRESENTATIVES COUNCIL (SRC)**

## ***CONSTITUTION***

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Amended 05 April 2007**

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# 1. Names and Definitions

## 1.1 NAMES

**1.1.1** The name of this organization shall be the **Student Representatives Council** of the \_\_\_\_\_ Campus, New Brunswick Community College (NBCC), hereinafter referred to as the **SRC**.

**1.1.2** The NBCC Student Representatives Council Constitution or “**SRC Constitution**” is the name given to the legal governing document that delineates the fundamental set of laws, rules, principles, and procedures that specify how the SRC is structured and governed. This Constitution further recognizes that the individual character and culture of each respective campus will be reflected in its own local procedures.

## 1.2 DEFINITIONS

### 1.2.1 Business Days

“Business days” are Monday, Tuesday, Wednesday, Thursday, and Friday.

### 1.2.2 Local Procedures

“Local Procedures” are the internal rules or procedures for conducting local day-to-day business and affairs.

### 1.2.3 Campaign Worker

The term “campaign worker” refers to any person who has distributed election paraphernalia for any candidate or who is deemed by the CRO to have had direct involvement in the election campaign of a candidate for the SRC.

### 1.2.4 Class

A "class" at NBCC is a group of students who enroll in a common and concurrent program of study, consisting of several courses. Programs with large intakes of students may form several smaller "class" groupings by dividing the intake into several "classes."

### 1.2.5 Fee-paying Student

A “fee-paying student” is a registered NBCC student who has paid the SRC fees for the current semester.

### 1.2.6 Legal SRC Meeting

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

### **1.2.7 Quorum**

A “quorum” is the number of voting members needed in a meeting to transact business. Unless otherwise indicated, “quorum” is a majority, fifty percent plus one (50% + 1), of eligible voting members.

### **1.2.8 Slating**

A “slate” is a list of candidates nominated by a political party to run for election. “Slating” is the act of putting forth such a list of particular candidates.

### **1.2.9 Term of Office**

An elected SRC member’s “term of office” shall be for the term for which he/she was elected or until a successor is named or until the member is no longer eligible to serve in the position to which he/she has been elected, whichever is earlier. The term of office for all SRC executive positions ends on June 30<sup>th</sup> each year.

### **1.2.10 Voting**

**Majority vote:** Unless otherwise indicated, a “majority” is fifty percent plus one (50% + 1) of the eligible voters present at a legal SRC meeting.

**Two-thirds (2/3) Vote:** Because a mere majority should not be able to deprive others of the right to have the rules enforced or the right to hold elected office, selected issues must be approved by two-thirds (2/3) of the eligible voters present at a legal SRC meeting.

## **2. Purpose of the SRC**

**2.1** The purpose of the Student Representatives Council and the method of electing the SRC will be explained to the student body at the earliest opportunity in each academic year. At campuses where students commence in the winter semester, the same shall hold true.

**2.2** A synergy develops between a strong SRC and a committed Campus Administration. Through this interaction, students are well represented and served. The Campus is the facility in which the SRC conducts its business on behalf of the student body. The SRC fees collected by the Campus Administration are transferred to the SRC to conduct its business. By working together the SRC and Campus Administration resolve emerging ideas, take a proactive approach to new and/or innovative issues and ideas, and provide a meaningful experience for students on the Campus.

The purpose of the SRC is as follows:

- a) To provide a forum for students to work cooperatively to advance the interests of the student body at the local campus they represent.

- b) To represent, promote, and advocate the common interests of the students at the campus level.
- c) To promote an awareness of social responsibility among the student body.
- d) To organize and administer extracurricular, social, cultural and recreational activities for the benefit of the student body. Recognizing any legal restrictions or limitations, the SRC will decide where and when such events/activities will be held, in the best interest of the student body.
- e) To support the purpose of the Council of Student Executives (CSE).
- f) To promote cooperation between elected class Representatives and SRC Executives.
- g) To contribute to the campus by acting as a liaison between the students and the campus administration with regard to the needs and interests of the student body.

### **3. SRC Representatives and Executive**

#### **3.1 SRC REPRESENTATIVES**

**3.1.1** SRC Class Representatives may be part-time or full-time fee-paying NBCC students.

**3.1.2** Each class shall elect, or otherwise have appointed, at least one (1) Class Representative. The Representative shall be a student in that class and shall be a duly registered student of that NBCC campus. The Representative will represent his/her classmates and their interests on the SRC and will be eligible to vote at all legal SRC meetings. The election or appointment of Class Representatives will normally take place no later than the third week from the start of classes as defined in the College calendar for the new academic year.

**3.1.3** Each class shall also select an alternative Representative who will replace the regular Representative if the regular Representative cannot attend a meeting or cannot continue as the Class Representative.

**3.1.4** Class Representatives shall report regularly to their classes regarding the business of the SRC, to convey information and to maintain communication between the SRC and the student body.

**3.1.5** At each SRC meeting, the Representatives are responsible to bring forward and vote upon the issues and concerns of their respective classes.

**3.1.6** All SRC Executives and Class Representatives are required to perform all the duties and responsibilities of the positions and shall not miss any more than three (3) consecutive meetings of the SRC without just cause. Contravention of this obligation may result in their replacement on the SRC.

## **3.2 SRC EXECUTIVE**

**3.2.1** The President of the Student Representatives Council must be a full-time, fee-paying student of NBCC. All other members of the SRC Executive may be part-time or full-time fee-paying NBCC students.

**3.2.2** All SRC Executive positions shall be elected by the local student body.

**3.2.3** All SRC Executives are eligible to vote at legal SRC and SRC Executive meetings.

**3.2.4** The Executive of the SRC shall include

- President
- Vice-President(s)
- Treasurer (could serve as Secretary/Treasurer)
- Secretary (could serve as Secretary/Treasurer)

## **4. Duties and Responsibilities of SRC Executives and Advisor**

### **4.1 DUTIES**

Each year by October 31, the new SRC Executive will review its business plan with the Principal prior to presenting it to the SRC as a whole for approval. The business plan may also include long term objectives set out by the SRC. The business plan will cover a twelve (12) month period.

### **4.2 RESPONSIBILITIES**

#### **4.2.1 The SRC President**

- a) shall act as chief spokesperson and representative of the SRC;
- b) shall be a financial signing officer of the SRC;
- c) shall sign contracts, documents, or other instruments as required;
- d) may appoint special committees provided they do not infringe on the jurisdiction of other committees;
- e) shall act as chairperson of all SRC and Executive meetings;
- f) shall assist in the execution of Vice-President duties whenever necessary;
- g) shall prepare an agenda for each meeting, in conjunction with the Executive, and notify members of meetings and conference calls;
- h) shall represent and promote the views of the SRC in external communications with media and college administration;
- i) shall prepare or approve any press releases from the SRC;
- j) shall act as a liaison with other post-secondary institutions and student organizations regarding student issues;
- k) shall ensure up-to-date copies of the SRC Constitution are available to the student body, SRC, and Executive.

#### **4.2.2 The SRC Vice-President**

- a) shall assist the President in the execution of his/her duties;
- b) shall exercise the powers of President when the President is unable to do so, and shall act on the President's behalf in his/her absence;
- c) shall exercise the powers of President in the event that the position becomes vacant;
- d) may be a financial signing officer of the SRC;
- e) shall coordinate all internal meetings between the SRC and members of the college faculty, staff, and administration;
- f) shall assist the President in the calling and preparation of all campus SRC meetings;
- g) shall ensure there is student representation on College committees;
- h) shall act as a liaison between the SRC and any clubs or societies under the jurisdiction of the SRC.

#### **4.2.3 The SRC Treasurer** (could serve as Secretary/Treasurer)

- a) shall keep full and accurate account of all receipts and disbursements and oversee the maintenance of the financial books and accounts of the SRC;
- b) may deposit all funds or other valuable effects in the name of the SRC;
- c) shall submit a written financial statement to all SRC members at least once per month;
- d) shall consult with the President and/or Student Council Advisor on all financial matters;
- e) shall post a financial report for the student body to see at least once per month;
- f) may be a financial signing officer of the SRC.

#### **4.2.4 The SRC Secretary** (could serve as Secretary/Treasurer)

- a) shall ensure that the minutes of the SRC Executive meetings and the minutes of the general SRC meetings are recorded, printed, and distributed as soon as possible after each meeting;
- b) shall solicit items for discussion at SRC meetings and prepare an agenda, in conjunction with the President;
- c) may be a financial signing officer of the SRC.

#### **4.2.5 The SRC Publicity Coordinator** (optional position) shall

- a) organize the public relations of the SRC at the campus level;
- b) oversee the operations of any campaigns organized by the SRC;
- c) act as a press correspondent between the SRC and all forms of external media;
- d) inform the other NBCC campuses of activities of the SRC and its Executive when appropriate;
- e) be responsible for all SRC publicity materials, posters, and other types of information packages (e.g. those on bulletin boards or TV monitors).

**4.2.6 The SRC Special Events Coordinator** (optional position) shall

- a) organize the assistance of students in community-sponsored events;
- b) be responsible, in conjunction with the President, for social events that occur throughout the year (such as Winter Carnival, Christmas festivities, Orientation activities);
- c) be responsible for reporting to the SRC on the progress and success or failure of SRC-sponsored special events.

**4.2.7 The SRC Social Coordinator** (optional position) shall

- a) supervise, direct, and be accountable for all SRC-sponsored entertainment;
- b) be responsible for the advertisement of SRC entertainment events;
- c) be responsible for the collection of monies for the SRC's entertainment events;
- d) ensure that proper security and staff is available at entertainment events.

**4.2.8 The SRC Sports Coordinator** (optional position) shall

- a) act as a liaison between the gym staff (where applicable) and the SRC;
- b) be responsible for all athletic tournaments run by the SRC;
- c) be responsible for interclass tournaments within each campus;
- d) assist the Athletics Director (where applicable) in the running of the intramural program;
- e) be responsible for all other sports events sponsored by the SRC.

**4.2.9 The Student Council Advisor(s)**

- a) shall be appointed to the SRC by the campus Administration, approved by the SRC and shall be a staff member(s) of the local campus;
- b) may attend meetings of the SRC to provide direct advice when necessary and to receive information on student SRC activities;
- c) may monitor the financial records of the SRC, in conjunction with the treasurer;
- d) may be a signing officer of the SRC;
- e) may act as a liaison between campus administration and the SRC;
- f) shall give advice, where deemed necessary, to all members of the SRC;
- g) shall promote the transition of the SRC from one academic year to the next;
- h) shall protect the reputation and name of the campus while acting in the best interests of both the campus and the SRC and shall identify any issues that should be raised with the Principal;
- i) may encourage Student Council members in their political and operational activities on behalf of the student body;
- j) shall support and encourage active and appropriate decision-making by students as part of their learning process;
- k) shall ensure that descriptions of all SRC Executive positions are posted prior to the acceptance of any nominations;

- l) shall ensure that student or SRC fundraising activities do not conflict with College policies and procedures;
- m) shall provide all elected SRC Representatives and Executive members with copies of the CSE Constitution and the SRC Constitution at the first SRC meeting following their elections.

## **5. Election of SRC Executive**

### **5.1 SRC EXECUTIVE ELECTION PROCEDURES**

**5.1.1** In accordance with preceding Articles, candidates for the position of President of the Student Representatives Council must be full-time, fee-paying NBCC students. Candidates for all other SRC Executive positions must be full-time or part-time fee-paying NBCC students during the semester in which they seek office.

**5.1.2** The Student Council Advisor shall publicly post descriptions of all SRC Executive positions prior to the acceptance of any nominations.

**5.1.3** In the event of a total breakdown of the SRC, the Student Council Advisor shall take over or delegate responsibility for the day-to-day operation until a new SRC is elected.

**5.1.4** The Chief Returning Officer (CRO) is responsible for all SRC Executive election procedures.

### **5.2 CHIEF RETURNING OFFICER (CRO) FOR SRC EXECUTIVE ELECTIONS**

**5.2.1** A Chief Returning Officer (CRO) shall be appointed by the SRC in consultation with the Student Council Advisor. The CRO may be the Student Council Advisor.

**5.2.2** The CRO shall accept full responsibility for the conduct and administration of polls and for ensuring the counting of ballots is conducted in a fair and timely manner.

**5.2.3** The CRO shall

- a) call for nominations for all elections;
- b) accept, upon review, nomination papers;
- c) submit to each candidate a written summary of election procedures and the duties of the office for which the candidate is running;
- d) ensure campaigning is undertaken in a fair and unprejudiced manner;
- e) ensure the counting of ballots is undertaken in a fair, unbiased, and timely manner;

- f) oversee and scrutinize all other electoral practices;
- g) announce the results of the election;
- h) submit a written summary of the conduct of the election and the count at the first regular SRC meeting after the election has taken place.

**5.2.4** The CRO may require any candidate who commits a breach of rules outlined in this Constitution to withdraw from the election.

**5.2.5** A decision of the CRO may be overturned by a two-thirds (2/3) vote of the eligible voters present at a legal SRC meeting.

**5.2.6** In cases where the CRO is not the Student Council Advisor, the CRO is subject to the Censure and Reprimand guidelines outlined in this Constitution.

### **5.3 NOMINATIONS FOR ELECTION OF SRC EXECUTIVE**

**5.3.1** At least one Executive position shall be elected prior to May 31. Election for all other SRC Executive positions shall take place no later than October 31.

**5.3.2** The date and time for elections shall be determined by the SRC following consultation with the Student Council Advisor.

**5.3.3** The closing date for nominations shall be determined by the campus SRC following consultation with the Student Council Advisor.

**5.3.4** All nomination forms for executive positions shall be endorsed with the signatures of a minimum of 25 full-time or part-time fee-paying students or 02.5% (percentage) of the campus student population.

**5.3.5** Nominations must be open for at least five (5) consecutive business days. On the day that nominations close, the SRC and/or Student Council Advisor must present all nomination sheets, with candidates' telephone numbers, to the CRO by 12:00 noon. No one is considered a candidate for any office until 5:00 p.m. of the same day. No one is to campaign or display posters until officially notified by the CRO that he/she is a candidate.

**5.3.6** Nominations must be closed for at least five (5) consecutive business days before the election.

**5.3.7** For a by-election, nominations must be open for at least three (3) consecutive business days and must be closed for three (3) consecutive business days before the election.

**5.3.8** A fee-paying student may sign for any number of nominees, but may not sign for more than one nominee for the same position. It is the responsibility of the nominee to make sure this requirement is respected.

**5.3.9** If only one candidate is nominated for a position, the said nominee shall be declared elected by acclamation.

#### **5.4 SLATING**

Slating shall not be permitted in elections and/or by-elections. Any candidates running slates shall be subject to a decision of the CRO and may be forced to withdraw from the election.

#### **5.5 SRC EXECUTIVE ELECTION CAMPAIGN EXPENDITURES**

**5.5.1** Candidates for SRC President shall be permitted to spend up to \$75.00 on their campaigns, at their own expense. This sum shall include gifts and donations. No anonymous donations shall be permitted.

**5.5.2** Candidates for SRC Vice-President shall be permitted to spend up to \$50.00 on their campaigns, at their own expense. This sum shall include gifts and donations. No anonymous donations shall be permitted.

**5.5.3** Candidates for SRC Executive positions other than President and Vice-President shall be permitted to spend up to \$40.00 on their campaigns, at their own expense. This sum shall include gifts and donations. No anonymous donations shall be permitted.

**5.5.4** The CRO and SRC may place fair market value upon any election material used by a candidate if it is felt such value placed on the material by the candidate is not a true fair market value.

**5.5.5** If requested, all candidates must provide a complete list of all expenditures and receipts to the CRO by 5:00 pm on the day prior to elections. Failure to do so may result in the forfeiture of their candidacy.

**5.5.6** Any perceived breach of these regulations shall be directed to the attention of the SRC and Student Council Advisor or Student Services Coordinator upon the request of the CRO.

## **5.6 SRC EXECUTIVE ELECTION CAMPAIGN MATERIALS**

**5.6.1** Each campus will set rules with respect to the sizes, locations, and media permitted for campaign materials.

**5.6.2** Any candidate or campaign worker found defacing or destroying campaign materials or property may be required to withdraw from participation in the election at the discretion of the CRO in consultation with the Coordinator of Student Services or designate.

**5.6.3** Each candidate is responsible for removing his/her election materials the day after the election.

## **5.7 VOTING PRIVILEGES**

**5.7.1** All fee-paying NBCC students for that semester may vote for SRC Representative and Executive candidates.

**5.7.2** All members of the SRC must be fee-paying students of NBCC during their terms of office.

## **5.8 ELECTION-DAY RULES**

**5.8.1** Election of SRC Executives will take place on one working day.

**5.8.2** All election posters, banners, and other campaign materials must be removed from the general area of a polling station on Election Day.

**5.8.3** Campaigning will not be permitted on Election Day. Any candidate or campaign worker found in violation may, at the discretion of the CRO, be forced to withdraw from the election.

**5.8.4** If a candidate is asked to withdraw from the election by the CRO, such decision shall be brought for endorsement before the sitting members of the SRC who are not running in the current election.

## **5.9 CONDUCT OF THE SRC EXECUTIVE ELECTION POLLS**

**5.9.1** The SRC and/or Student Council Advisor must advertise the location of polling station(s) at least one (1) week prior to the election.

**5.9.2** All candidates shall have their names listed alphabetically on the ballot.

**5.9.3** For Executive elections and by-elections, at least one polling station must be operated.

**5.9.4** Only two (2) poll workers may be permitted to sit at a polling station at one time.

**5.9.5** The secrecy of voting must be ensured.

**5.9.6** No candidate or campaign worker shall be permitted to loiter in the vicinity of a polling station.

**5.9.7** For each Executive position, voters shall place an "X" beside the name of the preferred candidate.

**5.9.8** For each Executive position, the candidate with the most votes will be considered elected.

**5.9.9** In the absence of an "X", the Chief Returning Officer shall determine if an otherwise marked ballot is acceptable.

**5.9.10** It shall be the responsibility of the CRO to ensure the validity of election results. Once results have been tabulated, they will be publicly released.

**5.9.11** It is the responsibility of the CRO to announce these results.

## **5.10 BY-ELECTIONS FOR SRC EXECUTIVE**

**5.10.1** By-elections for vacant Executive positions shall be called at the discretion of the SRC as deemed necessary.

**5.10.2** By-election dates for nominations and voting to fill vacant Executive positions shall be set at the first regular SRC meeting after the vacancy arises.

**5.10.3** By-elections shall follow the election processes outlined above.

## **5.11 NULLIFICATION OF AN SRC EXECUTIVE ELECTION**

**5.11.1** Nullification of an election shall be decided by the CRO in consultation with the Student Council Advisor or Student Services Coordinator.

**5.11.2** If an election is nullified, the non-nullified SRC shall set the dates for the new election. The non-nullified SRC shall remain in office until the new election is held and the new SRC is able to take office. The new election shall be held no later than four (4) weeks after the nullification of the previous one.

## **5.12 OVERTURNING AN SRC EXECUTIVE ELECTION**

**5.12.1** If an SRC Executive candidate believes there are grounds to challenge the election results, he/she shall submit an appeal in writing to the CRO. The CRO will submit the written appeal to the appeal committee.

**5.12.2** A candidate wishing to appeal the outcome of an election must give notice of appeal to the CRO, in writing, within one (1) business day of the announcement of the election count.

**5.12.3** An appeal committee shall handle any appeal of election results by the same process as an appeal of censure or reprimand.

**5.12.4** Candidates for election to the position for which the appeal is made are not permitted to take part in the resolution process.

## **6. Rules and Local Procedures**

The SRC may enact or repeal specific campus local procedures as necessary to govern its routine operation, provided these actions do not contravene the Constitution.

## **7. Meetings and Procedures**

**7.1** There shall be at least one general SRC meeting per month and others when deemed necessary. The time and place of these regular monthly meetings shall be determined by the SRC at its first meeting in the academic year.

**7.2** Any member missing three consecutive meetings of the SRC without a reason acceptable to the SRC shall be deemed to be no longer a member of the SRC, and shall be informed, in writing, by the Secretary.

**7.3** All SRC meetings must be conducted in accordance with accepted parliamentary procedures (e.g. Robert's Rules of Order).

**7.4** A majority vote shall govern the ordinary decisions of the SRC. Selected decisions, as noted in this Constitution, will require a two-thirds (2/3) vote.

**7.5** The SRC shall hold an Annual General Meeting to inform the student body of the activities of the SRC.

**7.6** Special meetings of the SRC may be called by any one of the following:

- a) the Principal of the campus;
- b) the Director of Administration of the campus;
- c) the President of the SRC;
- d) three (3) members of the Executive, in writing, to the Coordinator of Student Services of the campus or designate;
- e) a majority of the SRC, in writing, to the Principal of the campus or designate;
- f) or twenty-five (25) students of the campus, in writing, to the Principal of the campus or designate.

**7.7** A petition signed by twenty-five percent (25%) of the fee-paying students on campus shall be required to secure SRC reconsideration for its decisions. In case of such reconsideration, a two-thirds (2/3) vote of the eligible members present at a legal SRC meeting shall be required to reverse the original SRC decision.

**7.8** All petitions must be considered by the SRC if signed by twenty-five percent (25%) of the fee-paying students at the local campus.

## **8. Finances**

**8.1** Any student's fees collected on behalf of the individual campus will be transferred to the local SRC within a month and expended, based on the current business plan accepted by the executives and student representatives of the local campus. This clause is non amendable unless all campuses vote to amend; therefore the majority rule does not apply and 100% acceptance by all SRC Presidents is required to amend this statement.

**8.2** The SRC will maintain a chequing account at a decided institution for financial transactions conducted by the SRC.

**8.3** Each year, immediately following the Student Representatives Council elections, the Student Council Advisor and the SRC Executive shall meet to discuss and decide the signing authorities for the SRC for the academic year. All SRC cheques will require the signature of two signing authorities. If at any time the SRC Executive changes, all parties involved shall meet again to revise and reassign signing authority.

**8.4** A set of records relative to the SRC will be maintained using generally accepted accounting principles.

**8.5** Whenever possible, all single-item purchases over the amount of \$500.00 will require written price estimates from at least three (3) different suppliers. At least

three (3) SRC Executive members and the Student Council Advisor shall agree upon the supplier selected.

**8.6** The financial records may be reviewed at any regular meeting of the SRC and shall be reviewed at least twice annually.

**8.7** The SRC shall establish and ensure that at least the established minimum amount of unencumbered funds remains in the account of the SRC at the end of the academic year for use in the operation of the SRC in the next academic year.

**8.8** At the end of their term of office, the SRC Executive shall transfer all assets, bank accounts, and records to the incoming Executive or designated trustee.

**8.9** Approval for disbursement of funds shall normally be made by a majority vote of the SRC Executive at the meeting when the approval is requested.

**8.10** Where approval for disbursement of funds is not granted in the normal manner, the Student Council Advisor and the Executive of the Student Council shall meet, discuss, and resolve all matters.

**8.11** By September 30 of each year, the SRC will retain a licensed auditor to audit the financial records kept by the Treasurer.

**8.12** The SRC has the option to put in place contracts to assist the Treasurer with bookkeeping services.

## **9. Travel**

SRC members travelling on approved SRC business will be compensated for expenses from SRC funds according to campus local procedures.

## **10. Student Appointments to Campus Committees**

**10.1** NBCC's success is realized through a collaborative and consultative partnership with the SRC. Annually, or as the need arises, the SRC shall facilitate this partnership by identifying members of the student body to sit on campus committees.

**10.2** The SRC may request the establishment of specific committees and the nomination of campus representatives as the need arises.

**10.3** The SRC may appoint student representatives to such campus committees as

- a) Health and Safety
- b) Orientation
- c) Student Life
- d) Recruitment
- e) Graduation
- f) Valedictorian
- g) Hiring of SRC Staff
- h) Marketing
- i) Curriculum Development
- j) Food Services

**10.4** If an appointed student is no longer able to serve as a member of the committee, the SRC will be advised, and it will be the SRC's responsibility to fill the vacancy.

## **11. Clubs and Societies**

**11.1** All student clubs and/or organizations of the campus must be sanctioned by the SRC and are subject to the rules and regulations of the SRC.

**11.2** Only clubs and societies ratified by the SRC are eligible for benefits from the SRC.

**11.3** A club or society may be ratified by a majority vote of the SRC upon the application of the club or society and the submission to the SRC of the Constitution of the club or society.

**11.4** All clubs and societies must be ratified on an annual basis.

**11.5** The SRC reserves the right to investigate the finances and activities of a club or society that is using the benefits of the SRC. The SRC reserves the right to cancel the ratification of a club or society.

## **12. Fundraising**

**12.1** All classes or groups within the campus wishing to raise funds must first submit a letter regarding the nature of the fundraising event to the SRC for approval. The Advisor will ensure that such requests do not conflict with College policies and procedures.

**12.2** All fundraisers must conform to provincial rules and regulations (i.e. lottery licenses).

**12.3** All requests for lottery licenses must be accompanied by a letter from the SRC verifying that the class/group is a recognized group at the campus and is approved by the SRC to proceed with fundraising activities.

### **13. Subordinate Committees**

**13.1** Subordinate committees may be appointed by the SRC President, on the advice of the SRC, to be responsible to the SRC for the execution of special SRC projects.

**13.2** The chairperson of each subordinate committee will be a member of the SRC, and that person will act as the liaison with the SRC.

**13.3** The SRC liaison shall be responsible for protecting the interests of the SRC and shall have the power to temporarily suspend further activities of the committee until reviewed by the SRC.

**13.4** Each subordinate committee shall prepare a budget for its proposed activities prior to any allocation of funds from the SRC. This budget shall be subject to approval or revision by the SRC.

**13.5** If the subordinate committee receives funding from the SRC, the committee shall elect a Secretary-Treasurer who will keep an accurate and detailed account of the financial activities of that committee, including the receipt and disbursement of all funds allocated to it by the SRC.

**13.6** Each subordinate committee shall present, to a general meeting of the SRC, a report on its activities when requested by the SRC.

### **14. Censure, Reprimand, and Appeals**

In cases where SRC members are not performing duties as outlined in the Constitution, censure and reprimand guidelines will apply.

#### **14.1 CENSURE**

**14.1.1** The SRC may censure any person holding office with the SRC, either elected member or SRC staff.

**14.1.2** One (1) week's notice of a motion to censure must be given prior an SRC meeting. The notice must state the SRC member or SRC staff member involved and reason(s) for the recommended censure.

**14.1.3** No debate shall be allowed until the SRC member or SRC staff member recommended for censure has been notified.

**14.1.4** The person on charge of censure shall be given every opportunity to speak in his/her own defense.

**14.1.5** All SRC Representatives must be given a reasonable opportunity to attend the meeting at which the vote is taken.

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

**14.1.7** A censured person is required to resign.

## **14.2 REPRIMAND**

An order of reprimand shall follow the same procedure as outlined for motions of censure, except the following conditions shall apply:

- a) the reprimanded person shall not be required to resign;
- b) a majority vote must endorse the order at a legal SRC meeting.

## **14.3 APPEALS**

**14.3.1** An Appeal Committee shall be comprised of the campus SRC Executive and the SRC Advisor.

**14.3.2** A member can appeal, in writing, to the SRC Appeal Committee regarding the order of censure or reprimand.

**14.3.3** The Appeals Committee shall bring forth their findings to a legal SRC meeting. A two-thirds (2/3) vote of the eligible voters present at that SRC meeting is required to reverse the decision to censure or reprimand.

## **15. Proposing Amendments to the SRC Constitution**

**15.1** Proposals for amendments to the SRC Constitution are voted on by the local SRC and then presented to the NBCC Council of Student Executives (CSE) for provincial approval.

**15.2** Any proposals for amendments to the Constitution shall require two (2) weeks' notice be given at a regular SRC meeting.

**15.3** Any proposals for amendments to the Constitution shall clearly indicate the portions of the Constitution that shall be deleted or amended and shall include the proposed replacements or additions to the Constitution.

**15.4** The proposals must be placed on public display before the student body for a period of one (1) week prior to any vote by the campus SRC.

**15.5** A two-thirds (2/3) vote of the eligible voters present at a legal SRC meeting shall be necessary to recommend an amendment to the Constitution be presented to the CSE.

**15.6** Approved recommendations must then be forwarded to the CSE for review and ratification.

**15.7** The President of the SRC is responsible for keeping up-to-date copies of the Constitution.

## **16. Representation on the Council of Student Executives (CSE)**

**16.1** The SRC President or Executive designate shall be a voting member of the Council of Student Executives (CSE). One SRC Vice-President or Executive designate from each campus shall also be a voting member of the CSE.

**16.2** There will be two (2) CSE representatives from each campus.

**16.3** The Student Council Advisor or designate at the campus will provide all elected SRC Representatives and SRC Executive members with copies of both the current CSE Constitution and the current SRC Constitution at the first SRC meeting following their elections.

**The Council of Student Executives met at the Saint John Campus on April 5, 2007 and amended the following articles in the SRC Constitution.**

**Article 1.2.9**

**Article 4.2.9 (A)**

**Article 5.3.1**

**Article 5.3.4**

**Article 5.5.5**

**Article 8.1**