



MARIANOPOLIS STUDENT UNION

MARIANOPOLIS STUDENT UNION CONGRESS BYLAWS

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Articles

1. Article 1: Congress Members and their Duties
 - 1.1. Congress must be composed of the following positions:
 - 1.1.1. Six elected members of the Marianopolis Student Union (see, MSU) who have all completed at least one full semester of studies at Marianopolis College: President, Vice-President of Administrative Affairs, Coordinator of Communications, Coordinator of Social Activities, Coordinator of Social Justice, and Coordinator of Student Advocacy.
 - 1.1.2. Two appointed members of the MSU who have all completed at least one full semester of studies at the College: Vice-President of Finance and Coordinator of Communications.
 - 1.1.3. Three elected members of the MSU who are in their first year of studies at the College: the Coordinator of Charities and Volunteering, the Coordinator of Cultural Affairs, and the Coordinator of External Affairs.
 - 1.1.4. Three appointed members of the MSU who are in their first year of studies at the College: Financial Assistant, Coordinator of Internal Affairs, and Administrative Assistant.
 - 1.1.5. The Executive Advisor will be the Student Life Animator of Marianopolis College, and shall not have the right to vote.
 - 1.2. The terms for elected members of Congress and members appointed in the Spring will begin one month after the end of the final exam period to one month after the end of the exam period of the following academic year; the terms for members of Congress appointed in the Fall will be from the time of their appointment until one month after the end of the Spring exam period. At this point, another version of Congress will start its term. The only exception holds for the Vice-President of Finance, whose term will end on July 1st.
 - 1.3. General Duties of Congress Members:

- 1.3.1. Read and be current with the most up to date version of the MSU Constitution twenty days into their first semester of office.
 - 1.3.2. To keep informed of the views and interests of the MSU membership.
 - 1.3.3. To represent the interests of the MSU membership and not one's personal interests (unless such interests should coincide with those of the MSU).
 - 1.3.4. To act in consideration of recommendations made by other Congress members.
 - 1.3.5. To be an active participant in the implementations of Congress policies and programs.
 - 1.3.6. To attend all meetings of Congress.
 - 1.3.7. To encourage that all Congress and club activities and events be carried out in an environmentally responsible fashion.
 - 1.3.8. To be a member in good standing of any Congress or College committee they may be a part of and to attend all meetings of said committees.
 - 1.3.9. To facilitate the transition process for their elected or appointed successor.
 - 1.3.10. To be present before, during and after the events they are hosting.
 - 1.3.11. To ensure the unity of Congress by supporting all decisions once voted upon.
 - 1.3.12. To maintain and update files kept in the Congress filing cabinet.
 - 1.3.13. To keep the Congress office clean.
 - 1.3.14. To maintain regular Congress office hours of at least:
 - 1.3.14.1. 4 (four) hours a week for the Vice President of Finance and Coordinator of Student Advocacy;
 - 1.3.14.2. 3 (three) hours a week for the President and Vice President of Administrative Affairs
 - 1.3.14.3. 2 (two) hours a week for the Coordinator of Social Activities, Coordinator of Charities and Volunteering, and Coordinator of Cultural Affairs;
 - 1.3.14.4. 1 (one) hour a week for the Coordinator of Internal Affairs, Coordinator of External Affairs, Coordinator of Communications, Administrative Assistant, and Member at Large.
 - 1.3.15. To keep statistics reflecting any event that Congress organized (to be filed by the Administrative Assistant).
 - 1.3.16. To understand that failure to abide to individual mandates will result in befitting consequences.
 - 1.3.17. Members of Congress cannot be either an executive or a member of a branch of a journalistic club that covers Congress. However, they can be a member or an executive overseeing the club's non-Congress related publications.
- 1.4. Specific duties of Congress Members:

- 1.4.1. The President will be responsible for the following:
 - 1.4.1.1. Being the primary spokesperson and representative of the MSU.
 - 1.4.1.2. Being the Chairperson at all Congress meetings, while also maintaining the right to call for the adjournment of a meeting with 2/3 support of Congress;
 - 1.4.1.3. Overseeing the effective operation of Congress.
 - 1.4.1.4. Ensuring proper implementation of Congress policies and programs.
 - 1.4.1.5. Maintaining an effective liaison with the Administration of the College, in conjunction with the Coordinator of Student Advocacy.
 - 1.4.1.6. Acting as a Director on the Board of Governors of the College if he/she is at least 18 years old, or otherwise he/she is responsible for appointing a replacement of legal age from Congress.
 - 1.4.1.7. Ensuring that all Congress positions remain occupied.
 - 1.4.1.8. Ensuring that all Congress Committees are functional and report to Congress on their progress and upcoming projects on a regular basis.
 - 1.4.1.9. Overseeing the cleanliness of the Congress Office.
 - 1.4.1.10. Ensuring, in conjunction with the Executive Advisor, that Congress members submit a mid-year and year-end report, filling for activity evaluation form, and file these reports so that they are accessible for future Congress members.
 - 1.4.1.11. Acting as a voting member of the Congress' Financial Policy Committee.
 - 1.4.1.12. Publicizing any net estimated expenditure exceeding twelve percent (12%) of the MSU's administrative allocation through the Coordinator of Communications at least seven (7) school days before said expenditure is voted upon by Congress.
- 1.4.2. The Vice-President of Administrative Affairs will be responsible for the following:
 - 1.4.2.1. Serving as the primary liaison between Congress and the MSU's student clubs. This includes the following: working the Vice-President of Finance to communicate with Club Executives, helping the Executive Advisor organize a Club Planning Session at the beginning of each semester and organize a Club Guide, ensuring Club Executives attend Congress meetings in order to report their Club's progress and upcoming plans, and ensuring that all Club Executives submit a year-end report to Congress and file these reports in order for them to be accessible for future executives.
 - 1.4.2.2. Acting as the Chief Electoral Officer for all Congress elections, by-elections, and referenda.

- 1.4.2.3. Attend all possible interviews for prospective Congress candidates.
- 1.4.2.4. Acting as the Interim President when the President is unable to fulfill his/her duties (see, 1.3.1)
- 1.4.2.5. Acting as a voting member of Congress' Financial Policy Committee;
- 1.4.2.6. Acting as the Chairperson of the Elections and Referenda Committee;
- 1.4.2.7. Acting as a Director on the Board of Governors of the College if he/she is at least 18 years old, or otherwise he/she is responsible for appointing a replacement of legal age from Congress.
- 1.4.3. The Vice-President of Finance will be responsible for the following:
 - 1.4.3.1. Overseeing the financial operations of all MSU Clubs.
 - 1.4.3.2. Determining Congress' budget based on the value of the MSU funds on an biannual basis and submitting it for approval by Congress.
 - 1.4.3.3. Providing Congress with monthly updates, and an accurate financial statement at least twice a semester, in collaboration with the Financial Assistant.
 - 1.4.3.4. Presenting to Congress an accurate financial report upon the request of any Congress member.
 - 1.4.3.5. Staying aware of all financial commitments made using MSU funds before they become contractual obligations of the MSU.
 - 1.4.3.6. Filing all budget requests, requests for funds, deposits, etc. in a shared digital folder accessible to the entirety of Congress.
 - 1.4.3.7. Acting as a voting member of the College's Finance Committee.
 - 1.4.3.8. Acting as the Chairperson and voting member of Congress' Financial Committee.
 - 1.4.3.9. Assuring proper communication between the Union and its hired professional accountant.
 - 1.4.3.10. Supervising the Financial Assistant's correspondence with the hired professional accountant
- 1.4.4. The Financial Assistant will be responsible for the following:
 - 1.4.4.1. Recording all financial transactions of the Marianopolis Student Union in accordance with proper accounting methodologies, such as single-entry or double-entry bookkeeping.
 - 1.4.4.2. Assuring that these records are stored in a shared platform which will remain in the possession of the Union for years to come, such as a Drive.
 - 1.4.4.3. Assuring proper maintenance and filing of all receipts corresponding to the Union's financial transactions

- 1.4.4.4. Sending the required financial information to the hired professional accountant to ensure the creation of financial statements
 - 1.4.4.5. Sending the required financial information to the hired professional accountant to ensure proper tax return filing to the Federal Government.
 - 1.4.4.6. Acting as a voting member of the Financial Committee
- 1.4.5. The Coordinator of Student Advocacy will be responsible for the following:
- 1.4.5.1. Working towards nurturing and strengthening a strong sense of community within the College.
 - 1.4.5.2. Identifying student needs in the College through at least one survey per semester, and through other means such as personal contacts, etc..
 - 1.4.5.3. Developing new projects and programs in conjunction with Student Services to respond to student needs.
 - 1.4.5.4. Providing counsel and assistance to students seeking advice on academic grievances and affairs; and directing these grievances to the appropriate authorities should the issue be beyond the jurisdiction of Congress.
 - 1.4.5.4.1. In the interests of maintaining professional confidentiality, the Coordinator of Student Advocacy cannot disclose the identity or the details of a student grievance without informed written written consent to do so.
 - 1.4.5.5. Working closely, alongside Student Services, with the service Clubs.
 - 1.4.5.6. Acting as a voting member of the Academic Council and helping to appoint two members of the MSU as a representative to the Academic Council.
 - 1.4.5.7. Updating and managing the MSU Constitution, Congress Bylaws and Congress Club Bylaws.
 - 1.4.5.8. Co-chairing and running all Town Halls, Congress assemblies and General Assemblies.
 - 1.4.5.9. Acting as a Chairperson of an annual Constitution Review Committee to review and recommend amendments to the Constitution.
 - 1.4.5.10. Acting as a member of or helping to appoint a member of the MSU as a representative to the Anti-Harassment Education Committee and Sexual Violence Policy Committee.
 - 1.4.5.11. Acting as Chairperson for the Committee for Student Advocacy.

- 1.4.5.12. Hosting at least one (1) event per semester with the goal of outreach and publicity regarding the projects of Student Advocacy and Congress.
- 1.4.6. The Coordinator of Social Activities will be responsible for the following:
 - 1.4.6.1. Ensuring, in conjunction with the Executive Advisor, that, throughout the year, a number of social activities are offered to all students.
 - 1.4.6.2. Ensuring the good operations during each activity.
 - 1.4.6.3. Overseeing, in conjunction with the Vice-President of Finance, all of the Social Activities Committee's financial operations and transactions.
 - 1.4.6.4. Acting as the Chairperson of the Social Activities Committee.
- 1.4.7. The Coordinator of Cultural Affairs will be responsible for the following:
 - 1.4.7.1. Ensuring that, throughout the year, a number of cultural activities are offered to all students.
 - 1.4.7.2. Encouraging cooperation between different ethnic and religious clubs at the College.
 - 1.4.7.3. Overseeing cultural events such as International Day, International Food Fest along with the cultural Clubs.
 - 1.4.7.4. Acting, in conjunction with the Campus Ministry Office, as a resource person for the ethnic and religious clubs.
 - 1.4.7.5. Informing and acclimatizing the Marianopolis community of our cultural diversity.
 - 1.4.7.6. Working closely with the key organizers of the international Studies Certificate.
 - 1.4.7.7. Acting as the Chairperson of the Cultural Affairs Committee.
- 1.4.8. The Coordinator of External Affairs will be responsible for the following:
 - 1.4.8.1. Overseeing and maintaining all external relationships, including Congress' relationships with other Francophone and Anglophone CEGEPs and University institutions.
 - 1.4.8.2. Overseeing the use of any MSU or Congress materials outside of the College.
 - 1.4.8.3. Ensuring, in conjunction with Coordinator of Social Justice, representation of MSU interests with municipal and provincial governments and institutions as well as private industry.
 - 1.4.8.4. Helping identify resources outside the school that might be of use for Congress and Student Services.
 - 1.4.8.5. Organizing one major intercollegiate project in the year.

- 1.4.8.6. Keeping students informed of activities taking place in the greater Montreal area which may be of interest to student.
- 1.4.8.7. Acting as an executive member of the Coalition Of Anglophone CEGEPs (COAC).
- 1.4.8.8. Acting as a voting member of the Alumni Association Council.
- 1.4.8.9. Acting as the Chairperson of any inter-collegiate meetings hosted by Marianopolis when possible.
- 1.4.8.10. Communicating in both French and English when necessary.
- 1.4.9. The Coordinator of Charities and Volunteering will be responsible for the following:
 - 1.4.9.1. Establishing and maintaining contact with the charities selected by the Coordinator of Charities and Volunteering.
 - 1.4.9.2. Encouraging the organization of Congress fundraisers and the occasional donation of profits from Congress events, as well as from the congress budget, to selected charities.
 - 1.4.9.3. Developing a partnership with a charity or organization in Montreal for which a series of efforts can be organized throughout the year to provide support.
 - 1.4.9.4. Providing volunteering opportunities for students (possibly with the partnered charity/charities).
 - 1.4.9.5. Working closely with Campus Ministry and the Student Life Animator.
 - 1.4.9.6. Acting as a resource person for the charity and fundraising clubs.
 - 1.4.9.7. Acting as the Chairperson of the Charities Committee.
- 1.4.10. The Coordinator of Social Justice will be responsible for the following:
 - 1.4.10.1. Ensuring that all events and activities are carried out in an environmentally and socially responsible manner.
 - 1.4.10.2. Directing student concern on social and environmental issues to municipal and provincial government and institutions, and private industries when necessary.
 - 1.4.10.3. Attending external functions that relate to social justice in conjunction with the Coordinator of External Affairs.
 - 1.4.10.4. Working closely with the Coordinator of External Affairs in organizing inter-collegial action pertaining to social justice, environmentalism, human rights violations, etc.
 - 1.4.10.5. Working closely with the key organizers of the 3rd World Certificate
 - 1.4.10.6. Acting as a member of the Greening Marianopolis sub-committee of the College.

- 1.4.10.7. Acting as a member of or helping to appoint a member of the MSU as a representative to the Sexual Violence Policy Committee.
- 1.4.10.8. Acting as the Chairperson of the Social Justice Committee.
- 1.4.10.9. Working closely with clubs identified with having a Social Justice or Environmental mission to achieve the goals and initiatives of said clubs and congress, through publicity, offering resources and any other method deemed pertinent and ethical.
- 1.4.11. The Coordinator of Communications will be responsible for the following:
 - 1.4.11.1. Managing all Congress communications.
 - 1.4.11.2. Acting as Chairperson of the Yearbook Committee and Technology Committee.
 - 1.4.11.3. Ensuring that all student bulletin-boards are updated and appealing the public.
 - 1.4.11.4. Ensuring that the MSU is informed of Congress activity and activities through: a) Published Minutes (website), b) Journalistic clubs that cover Congress, c) Congress website, d) What's Up, e) TV Screen, f) MSU Facebook Group and Page, g) MSU App
 - 1.4.11.5. Managing the Congress website and ensuring its proper functioning.
 - 1.4.11.6. Acting as the liaison with all the College's communications resources (What's Up, journalistic clubs that cover Congress, etc.).
 - 1.4.11.7. Advertising for positions that are open on Congress and its committees to the MSU.
 - 1.4.11.8. Looking for new and exciting ways of keeping the MSU informed of Congress-sponsored activities and events.
 - 1.4.11.9. Removing any outdated publicity posted by Clubs and organizations in the College.
- 1.4.12. The Administrative Assistant will be responsible for the following:
 - 1.4.12.1. Taking minutes at all Congress meetings (excluding Congress Committees' meetings) and filing them in a binder in the Congress Office.
 - 1.4.12.2. Distributing the minutes, in conjunction with the Coordinator of Communications.
 - 1.4.12.3. Receiving and processing all incoming mail that is not addressed to a specific portfolio.
 - 1.4.12.4. Checking, collecting and distributing mail to Congress members and to Clubs (includes postal, electronic and voice mail).
 - 1.4.12.5. Maintaining a Task List: a list of all pending Congress tasks to be posted in the Congress Office and brought to each meeting to remind Congress members of current events or tasks.

- 1.4.12.6. Keeping the history of all updates made to the Constitution.
- 1.4.12.7. Maintaining complete Congress files in order.
- 1.4.12.8. Ensuring the upkeep of the Congress computer.
- 1.4.12.9. Filing and compiling all event statistics.
- 1.4.13. The Coordinator of Internal Affairs will be responsible for the following:
 - 1.4.13.1. Act as the main point of reference for Congress for any question regarding the laws and regulations which Congress must abide by as a legally accredited, not-for-profit student union.
 - 1.4.13.2. Reading and understanding the Accreditation documents, all MSU constitutions and Bylaws, and Marianopolis College policies.
 - 1.4.13.3. Work alongside the President and the Vice-President of Finance to ensure that the Marianopolis Student Union files all necessary statements throughout the academic year.
 - 1.4.13.4. Act as a member of the Constitution Review Committee.
- 1.4.14. The Executive Advisor will be responsible for the following:
 - 1.4.14.1. Acting as the advisor and resource person for Congress.
 - 1.4.14.2. Acting as a member of Congress without voting privileges.
 - 1.4.14.3. Assisting the Vice-President of Finance, along with the manager of the Student Help Centre, with the management of Financial Affairs.
 - 1.4.14.4. Assisting the different members of Congress in planning activities and events for the MSU.
 - 1.4.14.5. Assisting Congress in its relationships with the College Community.
 - 1.4.14.6. Assisting, in conjunction with the President, in the selection of the Vice-President of Finance, the Administrative Assistant, the Coordinator of Student Advocacy, the Coordinator of Internal Affairs, and the Coordinator of Communications.
 - 1.4.14.7. Planning, in conjunction with the President, the Fall Congress planning retreats.

2. Congress Committee

- 2.1. The list of Congress Committees is as follows: a) Review Board, b) Financial Policy Committee, c) Constitution Review Committee, d) Elections and Referenda Committee, e) Charities and Volunteering Committee, f) Social Justice Committee, g) Social Activities Committee, h) Yearbook Committee, i) Cultural Affairs Committee, j) Procedural Committee, k) Committee for Student Advocacy, l) Technology Committee.
- 2.2. Notwithstanding any other disposition regarding the composition of Committees, any Congress member may opt to be a member of any Congress Committee.
- 2.3. The Review Board must meet the following conditions:

- 2.3.1. Be chaired by a member of Congress who shall be selected by Congress members and regarded as impartial.
- 2.3.2. Consist of five members chosen from the student body at random who are not involved with the grievance under investigation.
- 2.3.3. Make a report that will serve as a formal recommendation to Congress within five (5) school days of the Board's meeting.
- 2.3.4. Investigate grievances reported to Congress concerning its members or concerning any clubs.
- 2.3.5. Meet only when deemed necessary by Congress.
- 2.4. The Financial Committee must meet the following conditions:
 - 2.4.1. Oversee all MSU financial operations and transactions, including the distribution of Club budgets.
 - 2.4.2. Review and discuss all major budget requests and financial statements for their approval or rejection before they are submitted to Congress.
 - 2.4.3. Ensure the proper implementation of all Congress financial policies.
 - 2.4.4. Determine fair and responsible monetary penalties for clubs found abusing or misusing their budgets.
 - 2.4.5. Ensure the existence and distribution of donations to charities through the Coordinator of Charities and Volunteering.
 - 2.4.6. Consist of the following:
 - 2.4.6.1. Vice-President of Finance (Chairperson)
 - 2.4.6.2. Financial Assistant
 - 2.4.6.3. President of Congress
 - 2.4.6.4. Vice-President of Administrative Affairs
 - 2.4.6.5. The Executive Advisor, who shall not have the right to vote
 - 2.4.6.6. Three students from the MSU who are not affiliated with Congress
 - 2.4.7. When discussing club financing, members of the Financial Policy Committee, excluding the Vice-President of Finance, must recuse themselves from any and all forms of debate regarding the budgetary allocation of clubs that they are members of.
 - 2.4.8. The Vice-President of Finance has a tie-breaker vote.
- 2.5. The Constitution Review Committee must meet the following conditions:
 - 2.5.1. Review and discuss changes to be made to the MSU Constitution and Congress Bylaws before the General Assembly at the end of the Winter semester.
 - 2.5.2. Produce a newly revised copy of the Constitution with the appropriate modifications having been made to be presented at the General Assembly.
 - 2.5.3. Consist of the following:
 - 2.5.3.1. Coordinator of Student Advocacy (Chairperson)

- 2.5.3.2. President of Congress
- 2.5.3.3. One to three student members selected at the discretion of the Coordinator of Student Advocacy
- 2.5.3.4. Coordinator of Internal Affairs
- 2.5.3.5. Any additional member of Congress who opts to be a member of the Committee
- 2.5.4. The committee must meet before at least 14 days before a General Assembly in order to discuss potential amendments made to any MSU regulatory document.
- 2.6. The Elections and Referenda Committee must meet the following conditions:
 - 2.6.1. Monitor candidates' behaviours and campaign methods throughout the elections, including possible debates, to ensure fair and ethical elections, while also reserving the right to intervene in the elections if judged necessary to do so.
 - 2.6.2. Enforce the rules for campaigning which must be made public prior to the start of the elections.
 - 2.6.3. Determine whether candidates' actions and campaign methods are ethical and appropriate based on the rules for campaigning found on candidates' election forms.
 - 2.6.4. Determine penalties for candidates found disobeying the campaign rules, according to the penalty rules defined therein. This can never result in a deduction of votes but could result in removal from running.
 - 2.6.5. Consist of the following:
 - 2.6.5.1. Vice-President of Administrative Affairs who will act as a non-voting chairperson who will be responsible for calling meetings of the ERC and offer advisory opinions upon the request of voting members of the ERC
 - 2.6.5.2. Five randomly selected members of the MSU who are not running or applying for Congress positions and are not currently on Congress or any Congress sub-committees.
- 2.7. The Yearbook Committee must meet the following conditions:
 - 2.7.1. Consist of the following:
 - 2.7.1.1. Coordinator of Communications (Chairperson)
 - 2.7.1.2. One (1) ex-officio member of the Marianopolis Alumni Association
 - 2.7.1.3. Four (4) students from the MSU with at least one (1) person from each year represented
 - 2.7.1.4. One (1) non-voting supervising member from Student Services ex-officio
- 2.8. The Procedural Committee must meet the following conditions:

- 2.8.1. Consider and effect matters pertaining to the practice and procedure of Congress, and of the interpretation and application of the MSU Constitution, By-laws and Resolutions;
- 2.8.2. Have its composition determined by a simple majority resolution of Congress;
- 2.9. The Committee for Student Advocacy must meet the following requirements:
 - 2.9.1. Assist the Coordinator of Student Advocacy in offering advisory opinions to students with grievances regarding, but not limited to, the IPESA, Student Code of Conduct and Psychological Harassment Policy.
 - 2.9.2. This committee must consist of:
 - 2.9.2.1. At least two members of the MSU appointed by the Coordinator of Student Advocacy;
 - 2.9.2.2. The Coordinator of Student Advocacy who will act as chairperson.
 - 2.9.3. All communication regarding the grievance will take place between the Coordinator of Student Advocacy and the aggrieved student unless the Coordinator of Student Advocacy permits members of committee to contact the aggrieved student in their stead.
 - 2.9.4. Members of the committee may not disclose the identity of aggrieved students or the details of the grievance unless informed written consent is provided by the aggrieved student to do so.
 - 2.9.5. An aggrieved student can choose to only have the Coordinator of Student Advocacy review their case to the exclusion of this committee.
- 2.10. The Technology Committee must meet the following requirements:
 - 2.10.1. Ensure the good functioning of technological platforms of Congress, which includes but is not limited to: MSU App, MSU Website.
 - 2.10.2. Regularly update the MSU App through the implementation of new features and new designs.
 - 2.10.3. Find and fix bugs and problems.
 - 2.10.4. This committee must consist of:
 - 2.10.4.1. Coordinator of Communications (Chairperson)
 - 2.10.4.2. One (1) Lead Designer
 - 2.10.4.3. One to three members of the MSU
 - 2.10.5. The Lead Designer is mandated to oversee the technical progress and development of the Technology Committee.
 - 2.10.6. The Lead Designer reports directly to the Coordinator of Communications.
 - 2.10.7. The members selected from the MSU must have knowledge in one or all of the following: programming, software developing, app developing, computer science, graphic design, app design, website design.

- 2.11. The Social Activities Committee, the Charities and Volunteering Committee, the Social Justice Committee, and the Cultural Affairs Committee will meet on a monthly basis. Each Committee will be chaired by the relevant Coordinator (outlined above in the specific duties of Congress members), and must include the following: at least one other Congress member and at least three members of the MSU who are not part of Congress who are selected by the relevant committee.
 - 2.12. Committee chairs must form their committees no more than two (2) weeks after the Congress planning session.
 - 2.13. The remaining committees of Congress shall meet at the discretion of the Chair on a regular basis or when deemed necessary.
3. Removal from Congress
 - 3.1. Any Congress member who feels that s/he can no longer fulfill his/her duties must notify Congress of his/her resignation three weeks before leaving.
 - 3.2. All Congress members must remain in good Academic Standing.
 - 3.3. Any Congress member found failing in his/her duties, as outlined in Article 1 or, where applicable in Article 1, to be in violation of his/her mandate, or to display behavior unbecoming of a Congress member (as determined by Congress), may be removed from their position.
 - 3.4. In order for a Congress member to be removed from their position, it is necessary that a grievance be made in writing to Congress, and that this grievance be signed by a minimum of fifty members of the MSU.
 - 3.5. A Review Board will be assembled and a Chairperson chosen. It will meet as described in Article 2.
 - 3.6. Congress, after considering the Review Board's recommendation, and after having given the accused a chance to defend him/herself in front of Congress, will meet (without the accused) and vote on impeachment. Should the vote result in a decision against impeachment, the charges will be officially dismissed for the remainder of the semester.
 - 3.7. Voting procedures will proceed as follows:
 - 3.7.1. The vote shall take place no sooner than five (5) school days but no later than ten (10) school days after the receipt of the grievance.
 - 3.7.2. A motion for impeachment shall be made and seconded.
 - 3.7.3. The vote shall take place by secret ballot.
 - 3.7.4. The motion shall only carry if it wins by a two-thirds (2/3) majority.
 4. Removal from Committees
 - 4.1. Any committee members representing Congress found to be failing in the performance of his/her duties, as per the requirements of said committee, may be removed from the committee by a two-thirds (2/3) majority vote of Congress.

- 4.2. Any member of a Congress committee found to be failing in the performance of his/her duties, as per the requirements of said committee, may be removed from the committee by the chair of that committee.
5. Organizing Events
 - 5.1. When relevant or required by the event, Congress members must ensure that:
 - 5.1.1. A written contract is obtained for Congress-hosted functions.
 - 5.1.2. All parties involved should sign this contract.
 - 5.1.3. The contract must be signed before the event can be advertised.
 - 5.1.4. A list of contacts is to be provided to all parties involved.
 - 5.1.5. An information sheet is given to the Coordinator of Communications.
 - 5.1.6. A work order is submitted at least one week prior to the event.
6. Meeting Procedures and Other Congress Affairs
 - 6.1. Fifty percent (50%) + one (1) person of non-abstaining present voters must vote in favour in order to pass a motion.
 - 6.2. The quorum at all meetings of Congress shall be fifty percent (50%) plus one (1) of voting members of Congress.
 - 6.3. If abstention surpasses fifty percent (50%) of voters, a call for a re-vote is required. If the same result occurs, the motion shall fail or be tabled at the chair's discretion.
 - 6.4. By default, the chairperson or a committee member will be responsible for recording the minutes at each meeting of the relevant committee. These minutes will be filed with the Administrative Assistant within three (3) school days after the last meeting.
 - 6.5. Meetings of Congress will function according to rules proposed by the Chair and approved by a two-thirds (2/3) majority.
 - 6.6. There is a 40 cents/km reimbursement allotted for Congress related travel expenses.
 - 6.7. There is an 80 cents/km reimbursement allotted for Congress related travel expenses if the trip is done by taxi or a similar ride sharing service (i.e. Uber or Lyft). The travel expense must be agreed upon by the Financial Policy Committee.
 - 6.8. The Vice-President of Finance cannot sign a request for funding for him/herself.
 - 6.9. The Congress office is a space for Congress work.
 - 6.10. Congress work is given priority over all other uses of the computer, and the Congress computer is exclusive to Congress members.
 - 6.11. Non-Congress members may stay in the Congress office at the discretion of and with the consent of all Congress members present.