



MARIANOPOLIS STUDENT UNION

MARIANOPOLIS STUDENT UNION CONGRESS CLUB BYLAWS

Last review May 8, 2018

Articles

1. Definitions

1. **Club:** A Club shall be defined as any organization or assembly of students uniting under a common goal, potentially categorized as, but not limited to: philanthropic, cultural, religious, creative or academic. To be considered a Club, a student association must follow proper procedure and complete appropriate documentation, as elaborated in the Club Bylaws. Clubs are, by default, supported by Congress and are entitled to rights and privileges as outlined in the following Club Bylaws
 2. **Standing:** Clubs are categorized as being in either good or poor standing, contingent on their successful attainment of Club responsibilities and duties, as defined by the Executive Advisor and as outlined in the following Club Bylaws.
 3. **Possessions:** Clubs have the right to acquire items that are relevant to their mandate and that can be used by Club members. If these items have been purchased with Congress funds, then these possessions belong exclusively to Congress.
 4. **Inappropriate Conduct:** Clubs' conduct is deemed to be inappropriate if their public actions are in disagreement with federal and provincial Criminal and Civil Law, infringe on others' rights and freedoms or blatantly compromise Marianopolis College's regulatory codes and bylaws.
 5. **No Club shall receive financial funding from Congress until it is officially recognized by Congress.**
2. The process of becoming a club recognized by Congress entails the following:
1. Receive approval by Congress pursuant to a process established by it;
 2. Complete both the Mid-Year and End-Of-Year Club Reports;
 3. Submit a list of all executive members, with a minimum of two (2);
 4. Submit a financial budget for the upcoming year, if applicable;
 5. Send one (1) executive member to the biannual Club Planning Sessions as well as to Congress's Annual General Meeting;
 6. Club executives must submit a copy of their constitution to Congress for review to ensure consistency with the MSU's By-Laws and internal regulations, if it has been amended or created in the past academic year.
 1. Submission must occur before the end of the academic year.

3. Clubs benefit from operational independence, except as required to ensure the application of the By-laws and Constitution of the MSU, of each Club's constitution, and of procedural fairness.
4. Club membership is open to all Members of the MSU, unless a fair and detailed procedure for the granting of membership is defined in the Club's constitution. Continued involvement in the Club must be a condition for membership.
5. The executive council of each Club manages all operations of the Club, and organizes all Club events and activities. Each club's executive council is composed of two (2) to seven (7) executive members. Executives are appointed by the sitting executives among the Club members, or elected by and among Club members, in accordance with the Club's constitution.
6. Notwithstanding any stipulation to the contrary, only Members of the MSU may be members or executive members of a Club, and no Club may delegate or subjugate its administrative or decision-making powers to a person or body who is not a Member of the MSU.
7. Faculty advisors have the sole power to enforce College bylaws, rules and regulations wherever they may apply. They are not considered interested parties and may not engage in public debate pertaining to constitutional amendments or matters pertaining to the structure or administrative functions of a Club or its executive council.
8. Faculty advisors may not hold veto or voting power in regards to matters pertaining to a Club's decisions or administrative functions, and are subject to the whole of clause 6.
 1. Notwithstanding, a Club may delegate to a faculty advisor the determination of a member's participation in an external event or activity, only if it is required to ensure confidentiality, such as a student's academic standing. In any other case, the decision must solely be taken by the Club's members or executive council, who may opt to consult the faculty advisors.
9. The executive council of a Club may appoint, replace or dismiss a faculty advisor. This decision will take effect immediately if the vote of the executive council was unanimous. Otherwise, it will take effect upon ratification by a simple majority of the Club members at a club assembly.
10. The members of each Club have the exclusive power to adopt, amend or repeal its club constitution at a club assembly by a two-thirds (2/3) majority.
11. The executive council of each Club, or one-quarter (1/4) of its members, may call a club assembly. Notice of such an assembly must be distributed to Club members at least 7 days prior to the meeting time.
12. Any official Club whose conduct is deemed inappropriate by Congress is subject to congressional review. Likewise, any Club found by a Review Board to have failed in its responsibilities and duties will be subject to disbandment. Following impartial and thorough review with approval by a two-thirds (2/3) majority vote of Congress, Congress reserves the right to:
 1. Withdraw funding from said Club;
 2. Disband said Club;
 3. Forfeit approval of any future reinstatements of said Club.
13. All Clubs are subject to biannual review by Congress.

14. All Club funding and expenses are subject to review and approval by the congressional Financial Policy Committee as outlined in the Constitution.
 1. A club must contact the Vice-President of Finance within 10 academic days of receiving its funding in order to launch an appeal if at least one of the following conditions are met:
 1. The club believes that an error in its original submission led to insufficient funding;
 2. The club believes that it has sufficient basis to argue that the decision made by the Financial Policy Committee is unfair.
 2. The appeal is first sent to the Vice-President of Finance and discussed by the Financial Policy Committee. If an agreement is not struck, both the Vice-President of Finance and the head of the appealing club will receive equal time in front of Congress to explain their reasoning.
 3. Members of Congress who are not part of the Financial Policy Committee will hold a majority vote on whether the club will receive the additional funding demanded.
15. Upon recognition by Congress, any Club shall have the right to use the following facilities, if available, under the supervision of Congress and Student Services:
 1. Club's storage room (D-418)
 2. Club's meeting room (A-156)
16. Club Executives will be held responsible for all lost, damaged or stolen items. Club Executives must report compromised items to the Vice-President of Administrative Affairs as soon as possible.
17. In accordance with the Canadian Charter of Rights and Freedoms, any group of Marianopolis College students shall have the right to assemble themselves for a common purpose. However, Congress reserves the authority to refuse recognition of all Clubs whose purposes are deemed illegal or inappropriate.
18. Within thirty days of the end of each academic semester, all clubs must submit a complete financial report on their budget to the Vice-President of Finance.
19. Any Marianopolis Student belonging to a Club who wishes to participate in an event or competition related to their Club's planned event or competitions must do so as an independent participant and must first notify the Club's executives.
20. If a Club is inactive for 2 years, their funding activity will be re-absorbed by Congress.
21. Each Club must send one executive member to one General Assembly per semester, if Congress decides to hold a General Assembly. If an executive member is not present, then the club will be in bad standing. A General Assembly must be advertised at least seven school days before it takes place.
22. Each Club must send **at least** one executive member to **every** General Assembly held by Congress. If an executive member is not present, then the club will be in bad standing. A General Assembly must be advertised at least seven school days before it takes place.
23. For clubs that receive funding from the College and fall under the MSU umbrella, Faculty Advisors may participate in and contribute to club activities, with the exception of voting on club decisions (including but not limited to constitutional amendments), which is a right reserved to members of the MSU.