



MARIANOPOLIS STUDENT UNION

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CONGRESS BYLAWS

Last review: November 27, 2019

Recognizing the traditional unceded Indigenous lands of the Kanien'kehá:ka/Mohawk

Nation on which the Marianopolis Student Union presides;

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For all definitions, consult the MSU Congress Constitution

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Article 1: Congress Members and their Duties

1.1. General Duties of Congress Members:

- 1.1.1. Voting on all decisions that may directly or indirectly impact the MSU.
- 1.1.2. Reading and being current with the most up to date version of the MSU Constitution, Congress Bylaws, and Club Bylaws within twenty days into their Congress Term.
- 1.1.3. Representing the interests of the MSU. One's personal interests should be clearly separate from Congress and not have an impact on their mandate.
- 1.1.4. Acting in consideration of recommendations made by other Congress members.
- 1.1.5. Protecting the rights of the members of the MSU.
- 1.1.6. Being an active participant in the implementations of Congress policies and programs.
- 1.1.7. To ensure continuity between Congress teams by storing all documents, reports, statistics, pictures, videos, and all forms of media in the Congress GSuite drive.
- 1.1.8. Attending all meetings of Congress. All Congress members must specify their reason to Congress should they miss a meeting.
- 1.1.9. Encouraging that all MSU purchases, activities and events be carried out in an environmentally and socially responsible manner.
- 1.1.10. Being a part of all committees they are required to participate in, as outlined in the MSU Constitution and Congress Bylaws

- 1.1.11. Facilitating the transition process for their elected or appointed successor, even if their mandate is exhausted.
- 1.1.12. Respecting all College and MSU property.
- 1.1.13. Ensuring the unity of Congress by supporting all decisions once voted upon.
- 1.1.14. Maintaining and updating all Congress files kept in the Congress Office, filing cabinet and Google Drive.
- 1.1.15. Maintaining regular Congress office hours of at least:
 - 1.1.15.1. 4 (four) hours a week for the Vice President of Finance and Coordinator of Student Advocacy;
 - 1.1.15.2. 3 (three) hours a week for the President and Vice President of Administrative Affairs;
 - 1.1.15.3. 2 (two) hours a week for the Coordinator of Social Activities, the Coordinator of Charities and Volunteering, the Financial Assistant, and the Coordinator of Cultural Affairs;
 - 1.1.15.4. 1 (one) hour a week for the Coordinator of Internal Affairs, Coordinator of External Affairs, Coordinator of Communications, and Administrative Assistant.
- 1.1.16. Keeping statistics reflecting any event that Congress organized (to be filed by the Administrative Assistant).
- 1.1.17. It is important to note that failure to abide to individual mandates will result in befitting consequences, as outlined in the Congress Bylaws impeachment procedure.

1.1.18. 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.

1.2. **Individual Mandates:**

1.2.1. The President will be responsible for the following:

1.2.1.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.

1.2.1.2. Acting as an administrator of the MSU Facebook Group.

1.2.1.3. Overseeing MSU Congress public relations:

1.2.1.3.1. Being the primary spokesperson and representative of the MSU.

1.2.1.3.2. Maintaining an effective liaison with the Administration of the College, in conjunction with the Coordinator of Student Advocacy.

1.2.1.4. Overseeing the proper functioning of Congress:

1.2.1.4.1. Establishing Congress Office rules.

1.2.1.4.2. 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.

1.2.1.4.3. Overseeing the effective operation of Congress, the mandates of its members, and their well-being.

- 1.2.1.4.4. Ensuring proper implementation of Congress policies and programs.
- 1.2.1.4.5. Ensuring that all Congress Committees are functional and report to Congress on their progress and upcoming projects on a regular basis.
- 1.2.1.4.6. Overseeing the cleanliness of the Congress Office.
- 1.2.1.4.7. Ensuring, in conjunction with the Executive Advisor, that Congress members submit a mid-year and end-year report, filling for activity evaluation form, and file these reports so that they are accessible for future Congress members.
- 1.2.1.5. Being actively involved in the MSU's financial affairs:
 - 1.2.1.5.1. Act as one of the two MSU account holders and authorized signatory. In the case that the President is not 18, the Vice-President of Finance and President will be responsible for appointing a replacement of legal age from Congress.
 - 1.2.1.5.2. Acting as a voting member of the Congress' Financial Policy Committee.
 - 1.2.1.5.3. Publicizing any net estimated expenditure exceeding ten percent (10%) of the MSU (annual) Budget at least seven (7) school days before said expenditure is voted upon by Congress.

- 1.2.1.6. Acting as the President of the Assembly of all General Assemblies, as outlined in the MSU Constitution and Congress Bylaws.
- 1.2.1.7. Acting as a Director on the Board of Governors of the College, as outlined in the MSU Constitution.
- 1.2.2. The Vice-President will be responsible for the following:
 - 1.2.2.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution, Congress Bylaws, and Club Bylaws.
 - 1.2.2.2. Acting as an administrator of the MSU Facebook Group.
 - 1.2.2.3. Ensuring the overall organisation and coordination of MSU Congress, including creating the Google Drive, organizing the planning retreat, updating the inventory of stored Congress possessions, and providing Congress members with access to any necessary tools or documents.
 - 1.2.2.4. Serving as the primary liaison between Congress and the MSU's student clubs.
 - 1.2.2.4.1. Working the Vice-President of Finance to communicate with Club Executives
 - 1.2.2.4.2. Helping the Executive Advisor organize a Club Planning Session at the beginning of each semester and organize a Club Cheatsheet
 - 1.2.2.4.3. Ensuring Club Executives attend Congress meetings in order to report their Club's progress and upcoming plans,

- 1.2.2.4.4. 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.
- 1.2.2.5. Acting as the Chief Electoral Officer for all Congress elections.
- 1.2.2.6. Acting as the Interim President when the President is unable to fulfill their duties (see, 1.6.1)
- 1.2.2.7. Acting as a voting member of Congress' Financial Policy Committee;
- 1.2.2.8. Acting as the Chairperson of the Elections and Referenda Committee;
- 1.2.2.9. Acting as a Director on the Board of Governors of the College, as outlined in the MSU Constitution.
- 1.2.3. The Vice-President of Finance will be responsible for the following:
 - 1.2.3.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution, Congress Bylaws, and Club Bylaws.
 - 1.2.3.2. Acting as the Chairperson and voting member of Congress' Financial Policy Committee.
 - 1.2.3.3. Working in conjunction with the College's Director of Finance and the Finance Office.
 - 1.2.3.4. Working alongside the Financial Assistant.
 - 1.2.3.5. Overseeing the financial operations of all MSU Clubs.
 - 1.2.3.5.1. Allocating a portion of MSU funds to clubs, in conjunction with the Financial Policy Committee.

- 1.2.3.5.2. Filing all budget requests, requests for funds, deposits, etc. in a shared digital folder accessible to the entirety of Congress.
- 1.2.3.6. Overseeing the financial operations of all Congress members and the MSU.
 - 1.2.3.6.1. Determining Congress' budget based on the value of the MSU funds on a biannual basis and submitting it for approval by Congress.
 - 1.2.3.6.2. Providing Congress with monthly updates, and an accurate financial statement at least twice a semester, in collaboration with the Financial Assistant.
 - 1.2.3.6.3. Presenting to Congress an accurate financial report upon the request of any Congress member.
 - 1.2.3.6.4. Staying aware of all financial commitments made using MSU funds before they become contractual obligations of the MSU.
- 1.2.3.7. Acting as a voting member of the College's Finance Committee, as outlined in the MSU Constitution.
- 1.2.3.8. Act as one of the two MSU account holders and authorized signatory. In the case that the Vice-President of Finance is not 18, the Vice-President of Finance and President will be responsible for appointing a temporary replacement of legal age from Congress.
- 1.2.3.9. Assuring proper communication between the Union and its hired professional accountant.

1.2.3.10. Supervising the Financial Assistant's correspondence with the hired professional accountant

1.2.4. The Financial Assistant will be responsible for the following:

1.2.4.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution, Congress Bylaws, and Club Bylaws.

1.2.4.2. Working alongside the Vice-President of Finance.

1.2.4.3. Recording all MSU club and Congress transactions.

1.2.4.3.1. Recording all financial transactions of the Marianopolis Student Union in accordance with proper accounting methodologies, such as single-entry or double-entry bookkeeping.

1.2.4.3.2. Storing all financial records in a shared platform that will remain in the possession of the Union for seven (7) years to come.

1.2.4.3.3. Assuring proper maintenance and filing of all receipts corresponding to the Union's financial transactions.

1.2.4.4. It is important to note that the Financial Assistant will not be a bank account holder, nor an authorized signatory, but they will have access to the MSU's bank statements.

1.2.4.5. Working in conjunction with the hired professional accountant.

1.2.4.5.1. Sending the required financial information to the hired professional accountant to ensure:

1.2.4.5.1.1. The creation of financial statements.

1.2.4.5.1.2. Proper tax return filing to the Federal Government.

1.2.4.6. Acting as a voting member of the Financial Policy Committee.

1.2.5. The Coordinator of Student Advocacy will be responsible for the following:

1.2.5.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.

1.2.5.2. Promoting awareness of Congress and College support services.

1.2.5.3. Ensuring the wellbeing of all MSU students

1.2.5.3.1. Working towards nurturing and strengthening a strong sense of community within the College.

1.2.5.3.2. Promoting mental health awareness throughout the college as well as working with clubs and the Mental Health Taskforce in order to achieve this goal.

1.2.5.3.3. Identifying student needs in the College through at least one survey per semester, and through other means such as personal contacts, focus groups, etc.

1.2.5.3.4. Developing new projects and programs in conjunction with Student Services to respond to student needs.

1.2.5.4. Ensuring the protection of MSU student's rights.

1.2.5.4.1. Being familiar with the provisions outlined in the Marianopolis Institutional Policy on the Evaluation of Student Achievement (IPESA)

- 1.2.5.4.2. Representing students during the Grade Appeal process upon request, as outlined in the IPESA.
- 1.2.5.4.3. 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.
 - 1.2.5.4.3.1. 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 consent to do so.
- 1.2.5.4.4. Working closely with Student Services to address student concerns.
- 1.2.5.5. Representing student needs and concerns by sitting on College committees, as outlined in the MSU Constitution.
- 1.2.5.6. Updating and managing the MSU Constitution, Congress Bylaws and Congress Club Bylaws as well as chairing the Constitutional Review Committee.
- 1.2.5.7. Chairing and running all General Assemblies, as outlined in the MSU Constitution and Congress Bylaws.
- 1.2.5.8. Chairing the Student Advocacy Committee.
- 1.2.5.9. Facilitating the integration of students at the College, including international students and students transitioning from non-English to English learning.
- 1.2.6. The Coordinator of Social Activities will be responsible for the following:

- 1.2.6.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.
- 1.2.6.2. Ensuring, in conjunction with the Executive Advisor, that, throughout the year, a number of social activities are offered to all students.
- 1.2.6.3. Ensuring safe and equitable operations during each activity.
- 1.2.6.4. Overseeing, in conjunction with the Vice-President of Finance, all of the Social Activities Committee's financial operations and transactions.
- 1.2.6.5. Acting as the Chairperson of the Social Activities Committee.
- 1.2.7. The Coordinator of Cultural Affairs will be responsible for the following:
 - 1.2.7.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.
 - 1.2.7.2. Ensuring that, throughout the year, several cultural activities are offered to the MSU.
 - 1.2.7.2.1. Overseeing cultural events such as International Day, International Food Fest along with the cultural Clubs.
 - 1.2.7.3. Encouraging cooperation between different ethnic and religious clubs at the College.
 - 1.2.7.4. Informing and acclimatizing the Marianopolis community of our cultural diversity.
 - 1.2.7.5. Working closely with the key organizers of the international Studies Certificate.

1.2.7.6. Acting as the Chairperson of the Cultural Affairs Committee.

1.2.8. The Coordinator of External Affairs will be responsible for the following:

1.2.8.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.

1.2.8.2. Overseeing and maintaining all external relationships, including Congress' relationships with other Francophone and Anglophone CEGEPs and University institutions.

1.2.8.2.1. Organizing or assisting with at least one major intercollegiate project in the year.

1.2.8.2.2. Keeping students informed of activities taking place in the greater Montreal area which may be of interest to students.

1.2.8.2.3. Acting as an executive member of the Coalition Of Anglophone CEGEPs (COAC).

1.2.8.2.4. Coordinating any inter-collegiate meetings hosted by Marianopolis when possible

1.2.8.2.5. Ensuring, in conjunction with the Coordinator of Social Justice and the President, representation of MSU interests with municipal, provincial, and federal governments and institutions.

1.2.8.3. Overseeing the use of any MSU or Congress materials outside of the College.

1.2.8.4. Helping identify resources outside the school that might be of use for Congress and Student Services. .

- 1.2.8.5. Communicating in both French and English when necessary.
- 1.2.9. The Coordinator of Charities and Volunteering will be responsible for the following:
 - 1.2.9.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.
 - 1.2.9.2. Establishing and maintaining contact with selected charities
 - 1.2.9.2.1. 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.
 - 1.2.9.2.2. Developing a partnership with a charity or organization in Montreal for which a series of efforts can be organized throughout the academic year to provide support.
 - 1.2.9.3. Providing volunteering opportunities for students (possibly with the partnered charity/charities).
 - 1.2.9.4. Encouraging members of the MSU to be proactive by volunteering or taking part in charitable events.
 - 1.2.9.5. Working closely with the Student Life Animators.
 - 1.2.9.6. Acting as a resource person for the charity and fundraising clubs.
 - 1.2.9.7. Acting as the Chairperson of the Charities and Volunteering Committee.
- 1.2.10. The Coordinator of Social Justice will be responsible for the following:

- 1.2.10.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.
- 1.2.10.2. Ensuring that all MSU events and activities are carried out in an environmentally and socially responsible manner.
- 1.2.10.3. Determining and overseeing the environmental and social justice initiatives that are necessary for Congress to pursue
- 1.2.10.4. Representing student needs and concerns by sitting on College committees, as outlined in the MSU Constitution.
- 1.2.10.5. Directing student concern on social and environmental issues to municipal, provincial, and federal governments and institutions, as well as private industries, when necessary.
- 1.2.10.6. Working in conjunction with the Coordinator of External Affairs to promote intercollegiate social justice initiatives.
- 1.2.10.7. Working closely with the Coordinator of External Affairs in organizing inter-collegial action pertaining to social justice, environmentalism, human rights violations, etc.
- 1.2.10.8. Working closely with the key organizers of the 3rd World Certificate.
- 1.2.10.9. Acting as the Chairperson of the Social Justice Committee.
- 1.2.10.10. 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.

- 1.2.10.11. Promote the importance of Indigenous Heritage and Reconciliation efforts on campus.
- 1.2.11. The Coordinator of Communications will be responsible for the following:
 - 1.2.11.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.
 - 1.2.11.2. Acting as an administrator of the MSU Facebook Group and the MSU Instagram Page.
 - 1.2.11.3. Acting as Chairperson of the Yearbook Committee.
 - 1.2.11.4. Managing all Congress communications.
 - 1.2.11.4.1. Ensuring that all student bulletin-boards are updated and appealing to the public.
 - 1.2.11.4.2. Ensuring that the MSU is informed of Congress activity and activities through different media platforms including: Published Minutes (website), Journalistic clubs that cover Congress, Congress website, What's Up, TV Screen, MSU Facebook Group and Page, MSU App.
 - 1.2.11.4.3. Managing the Congress website and ensuring its proper functioning.
 - 1.2.11.4.4. Acting as the liaison with all the College's communications resources (What's Up, journalistic clubs that cover Congress, etc.).
 - 1.2.11.4.5. Advertising positions on Congress and its committees that are open to MSU students.

1.2.11.4.6. Advertising positions on College committees that are open to MSU students.

1.2.11.4.7. Looking for new and exciting ways of keeping the MSU informed of Congress-sponsored activities and events.

1.2.11.4.8. Removing any outdated publicity and public information posted by Congress, Clubs or organizations in the College.

1.2.11.4.9. Managing how Congress information is publicized.

1.2.11.4.10. The Coordinator of Communications must approve posts made by Congress members regarding Congress activities on the MSU Facebook Group. It is encouraged that the Coordinator of Communications post on behalf of Congress and its members when necessary.

1.2.12. The Administrative Assistant will be responsible for the following:

1.2.12.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution, Congress Bylaws, and Club Bylaws.

1.2.12.2. Overseeing the proper functioning of Congress weekly meetings.

1.2.12.2.1. Preparing and publishing the agenda of all Congress weekly meetings.

1.2.12.2.2. Working alongside the Marianopolis World Review club to ensure all published Congress information is accurate and true in nature.

- 1.2.12.2.3. Taking minutes at all Congress weekly meetings as well as distributing the minutes, in conjunction with the Coordinator of Communications.
- 1.2.12.3. Receiving and processing all incoming mail that is not addressed to a specific portfolio.
- 1.2.12.4. Checking, collecting and distributing mail to Congress members and to Clubs (includes postal, electronic and voice mail).
- 1.2.12.5. 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.
- 1.2.12.6. Maintaining complete Congress files in order.
- 1.2.12.7. Ensuring the upkeep of the Congress computer.
- 1.2.12.8. Filing and compiling all event statistics.
- 1.2.13. The Coordinator of Internal Affairs will be responsible for the following:
 - 1.2.13.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.
 - 1.2.13.2. Overseeing all MSU legal matters
 - 1.2.13.2.1. Acting 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.

- 1.2.13.2.2. Reading and understanding the Accreditation documents, all MSU constitutions and Bylaws, and Marianopolis College policies.
 - 1.2.13.2.3. Maintaining proper relations with the College in accordance with the Memorandum of Agreement and updating it when necessary
 - 1.2.13.2.4. Working alongside the President and the Vice-President of Finance to ensure that the Marianopolis Student Union files all necessary statements throughout the academic year.
- 1.2.13.3. Acting as a member of the Constitutional Review Committee.
- 1.2.14. The Executive Advisor will be responsible for the following:
- 1.2.14.1. Fulfilling all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.
 - 1.2.14.2. Acting as the advisor and resource person for Congress.
 - 1.2.14.3. Acting as a member of Congress without voting privileges.
 - 1.2.14.4. Organizing the Club Planning Session, in coordination with the Vice-President, at the beginning of each semester.
 - 1.2.14.5. Assisting the Vice-President of Finance, along with the manager of the Student Help Centre, with the management of Financial Affairs.
 - 1.2.14.6. Assisting the different members of Congress in planning activities and events for the MSU.

- 1.2.14.7. Assisting Congress in its relationships with the College Community.
- 1.2.14.8. 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.
- 1.2.14.9. Planning, in conjunction with the President, the Fall Congress planning retreat.

Article 2: Congress Elections and Appointment Procedures

2.1. General Rules

- 2.1.1. The President and Vice-President may run in slates of two but must be voted separately.
- 2.1.2. All other candidates are prohibited from running in slates.
- 2.1.3. Campaigning is defined as soliciting votes directly and indirectly (i.e. through posters, T-shirts, etc.) while respecting school property (i.e. vandalism, littering and the like are strictly prohibited). Candidates are prohibited from pressuring an unwilling student to vote for them.
- 2.1.4. Each candidate will be limited to spending of only up to a \$50 value on campaign expenses.
 - 2.1.4.1. In consequence, the spending limit of a slate is of \$100.
 - 2.1.4.2. In cases of needed financial assistance, candidates may apply for a refund of all campaign expenses.
 - 2.1.4.3. Candidates must provide receipts of their spending at the date and

time determined by the ERC.

- 2.1.4.4. The value of all campaign expenses are to be determined by the members of the ERC. The value of the expense will be associated to the lowest non-discount retail value of the good.

2.2. **Winter Elections:**

- 2.2.1. The Winter election's Presidential and Vice-Presidential Campaign week must begin at least 4 weeks before the start of the General-Education exam week and the Coordinator Campaign Week must end at least two weeks before the start of the College's General-Education exam week.
- 2.2.2. Winter Elections are comprised of two campaign weeks. The first is dedicated solely to the Presidential and Vice-Presidential candidates, followed by another campaign for all other Upper-Year Winter elected positions.
- 2.2.3. Winter Elections for Coordinators will take place exactly one week after the announcement of the winners of the Presidential and Vice- Presidential elections.
- 2.2.4. Presidential and Vice-Presidential candidates may run for and/or apply for Upper-Year Winter positions, but will be removed from consideration if elected.

2.3. **Fall Elections:**

- 2.3.1. Fall Elections are comprised of one Campaign Week for all candidates running for First-Year elected positions.
- 2.3.2. The Fall Elections Campaign week must begin within twenty days of the start of the Fall Semester.

2.4. Voting Procedure:

2.4.1. Each election process must last no longer than seven (7) calendar days.

2.4.2. Votes will be counted in accordance to the instant runoff system:

2.4.2.1. Each voter may rank candidates in order of preference;

2.4.2.2. Vote tallying will happen in rounds, the first round being voters' first choices, where each round the candidate with the least amount of votes will be eliminated from the count and that candidate's votes will be redistributed to the other candidates based off of second choice, then third, and so forth.

2.4.2.3. In the event of a tie, the elimination of one of the tied candidates will be based on relative ranking per individual MSU student ballot, serving as the tie-breaking method and focusing solely on how one tied candidate compares to the other in each student ballot. For instance, if one student ranked Candidate 1 in second place, and Candidate 2 in fourth, Candidate 1 would win one point because they were ranked higher relative to Candidate 2. This vote-tallying process would continue until all voters' ballots have been considered. The candidate with the least amount of points in this tie-breaking process will be eliminated.

2.4.2.3.1. In the event of a tie that cannot be broken with the previous tie-breaking method, and the tie is not in the final round, the winner of the tie will be determined using an aleatory procedure.

2.4.2.3.2. In the event of a tie that cannot be broken with the previous tie-breaking method, and the tie is between two candidates in the final round, Congress must hold a re-vote for the

final candidates. In the event that a re-vote is not possible or that a re-vote also results in a tie, the winner will be determined using an aleatory procedure.

e-vote procedure and rules would be determined by the ERC.

2.4.2.3.3. In the event of an unaccounted elections scenario that is not specified in the Constitution or Congress Bylaws, Congress will call to order an Election Review Board comprised of the ERC members and 6 random MSU students in no less than 5 days to come up with a solution.

2.4.3. All candidates are allowed to be present during the tallying of votes, or to have a representative of theirs present. The period during which the votes will be tallied must be set prior to the start of the elections by the Elections and Referenda Committee.

2.5. Rules for Endorsements:

2.5.1. For an MSU club or Demons Sports team to publicly endorse a candidate, the club must prove by show of evidence that at least two-thirds (2/3) of its active members voted, and that voting members unanimously support the said candidate.

2.5.1.1. The club or Demons Sports team must make available to its members a Google Form, and only a Google Form, that includes the following three exclusive and mandatory fields: name, student number, yes/no/abstain multiple choice, for each candidate (candidates running in slates of two require a form for each).

2.5.1.2. The nature and question of the form must be unbiased.

- 2.5.1.3. The title of the Google Form must include the full name of the candidate being endorsed, and state the position that the candidate is running for.
- 2.5.1.4. The Google Form can only be sent to the club or Demons team members once the Campaign Week of the candidate begins.
- 2.5.1.5. Absence of a legitimate answer to any of the three fields from a voter will result in the annulment of the said member's vote, and will not count in the total tally.
- 2.5.1.6. Election candidates are not allowed to vote in any of these Google Forms.
- 2.5.1.7. Upon reaching the two-thirds (2/3) count, the club or Demons Sports team must provide ERC members proof of the count before publishing the public endorsement. Once the proof is sent, the club may close the Form.
- 2.5.1.8. Until a week from the end of the Elections, Clubs or Demons Sports teams must keep all records of votes and numbers, and have them readily accessible to any ERC inquiries.
- 2.5.1.9. Non-conformity with any of the endorsement guidelines will result in automatic annulment of the endorsement and demerit points attributed to the candidate to the ERC's discretion.
- 2.5.1.10. Congress is not allowed to endorse a candidate, although members are permitted to do so if they express non-affiliation to Congress as a whole.
- 2.5.1.11. Club or Demons Sports teams are not limited to endorse only one (1) candidate.

2.6. Appointments:

- 2.6.1. The process of appointments must last no longer than fourteen consecutive days.
- 2.6.2. The appointment process will occur within 30 days from the due date of application submissions and end when the decision has been rendered by the selection committee.
 - 2.6.2.1. The Fall appointment process must be complete no later than one day after the end of the Fall elections Campaign Week.
 - 2.6.2.2. The Winter appointment process must be complete no later than one day after the end of the Winter elections Coordinator Campaign Week.
- 2.6.3. Interviews will be started no later than 1 week after the application submission deadline.
- 2.6.4. The selection committee reserves the right not to interview all applicants.
- 2.6.5. If students deem a candidate unqualified for the position they have been appointed to, they may follow referendum procedure to address their concerns.
- 2.6.6. Since applicants that have been nominated could be running for an elected position that would remove them from consideration for the appointed position, decisions regarding nominees must be confidential between the members of Congress and only released once the election results are to be released as well.
- 2.6.7. Election results, number of votes cast for every Election candidate, and appointment results must be released simultaneously to the MSU and remain available for a minimum of three days.

Article 3: Student Petitions, Referenda, and Opinion Polls

3.1. Petitions:

3.1.1. Petitions must follow a specific format in order to be recognized by Congress.

3.1.1.1. The purpose of the petition should be clearly stated on the document or form the students are signing.

3.1.1.2. The full name, student ID and signature of students are required.

3.2. Referenda:

3.2.1. Steps Required for a Student Referendum to Pass

3.2.1.1. At least one hundred members of the MSU must sign a petition requesting a referendum regarding a Congress or College action. Congress will then call for a GA, following the aforementioned petition procedure.

3.2.1.2. The President and the Chair of the Assembly will introduce the issue that the referendum addresses at the GA

3.2.1.2.1. Two speakers for the referendum and two speakers against will be invited to present their points, with a speaking time determined by the chair.

3.2.1.3. The GA votes on whether a referendum should be issued. This requires a simple majority to pass.

3.2.2. If running a referendum passes, the referendum must run on Omnivox no more than two days after the GA vote.

3.2.2.1.1. Polls must remain open for a minimum of eight hours.

3.2.2.1.2. Congress is required to issue the referendum immediately after the GA if the issue at hand is deemed urgent enough.

3.2.2.1.3. Polls may be shortened or extended in exceptional circumstances within reason.

3.2.2.1.4. A majority of 50% +1 is required for the referendum to pass.

3.2.2.1.5. The decision of a referendum is binding on Congress if 25% or more of the students of the MSU vote.

3.3. **Opinion Polls:**

3.3.1. MSU students are permitted to run various polls regarding the student's opinions, including on the MSU Facebook Group.

3.3.2. Polls on the MSU Facebook Group must adhere to the regulations of that platform.

Article 4: The General Assemblies of the members of the MSU

4.1. The Chair of the GA will be the Coordinator of Student Advocacy.

4.1.1. Their responsibilities during the GA include, but are not limited to:

4.1.1.1. Ensuring that the GA runs smoothly and efficiently.

4.1.1.2. Informing the voters on the details of the contents of the agenda and GA procedure.

4.1.1.3. Addressing the concerns of the voters.

4.1.1.4. Presenting the GA agenda.

- 4.2. Voting will take place by a show of hands, or by secret ballot if necessary. In the case of a tie, voting will be redone without the option of abstention. If there is still a tie, the President of the Assembly is required to vote in order to break the tie.
- 4.3. General Assemblies may be called in the following situations:
 - 4.3.1. At Congress' discretion.
 - 4.3.2. At the request of members of the MSU, who may make such a request through the use of a petition.
 - 4.3.3. On a bi-annual basis, in the form of a Bi-Annual General Assembly (BAGA), during an Activity Period.
- 4.4. A General Assembly can serve to deal with the following:
 - 4.4.1. Poll or vote on issues of interest.
 - 4.4.2. Inform the Union of College and Congress policies relevant to them.
 - 4.4.3. Advertise positions available to MSU members in Congress or its affiliated organizations.
 - 4.4.4. Opt by simple majority, to affiliate or disaffiliate the Student Union from any other organization.
 - 4.4.5. Opt by simple majority, if it deems advisable, to hold a referendum on any question, subject to the provisions on referenda outlined in the Constitution and Congress Bylaws.
 - 4.4.6. Approve changes to the Constitution, Congress Bylaws and/or Club Bylaws with a two thirds majority.

- 4.5. In the case that a GA ends without all the points on the agenda being addressed, Congress can choose to extend the GA on a different date. The extension must occur a maximum of six weeks after the GA.

Article 5: Congress Committees

- 5.1. 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) External Affairs Committee, k) Student Advocacy Committee, l) and Technology Committee.
- 5.2. Notwithstanding any other disposition regarding the composition of Committees, any Congress member may opt to be a member of any Congress Committee.
- 5.3. The Review Board must meet the following conditions:
 - 5.3.1. Be chaired by a member of Congress who shall be selected by Congress members and regarded as impartial.
 - 5.3.2. Consist of five members chosen from the student body at random who are not involved with the grievance under investigation.
 - 5.3.3. Make a report that will serve as a formal recommendation to Congress within five (5) school days of the Board's meeting.
 - 5.3.4. Investigate grievances reported to Congress concerning its members or concerning any clubs.
 - 5.3.5. Meet only when deemed necessary by Congress.
- 5.4. The Financial Policy Committee must meet the following conditions:

- 5.4.1. Fulfill all mandatory responsibilities outlined in the Club Bylaws.
- 5.4.2. Oversee all MSU financial operations and transactions, including the distribution of Club budgets.
- 5.4.3. Meet at the discretion of the Chair on a regular basis or when deemed necessary.
- 5.4.4. Review and discuss all major budget requests and financial statements for their approval or rejection before they are submitted to Congress.
- 5.4.5. Ensure the proper implementation of all Congress financial policies.
- 5.4.6. Determine fair and responsible monetary penalties for clubs found abusing or misusing their budgets.
- 5.4.7. Ensure the existence and distribution of donations to charities through the Coordinator of Charities and Volunteering.
- 5.4.8. Consist of the following:
 - 5.4.8.1. Vice-President of Finance (Chairperson)
 - 5.4.8.2. Financial Assistant
 - 5.4.8.3. President of Congress
 - 5.4.8.4. Vice-President
 - 5.4.8.5. The Executive Advisor, who shall not have the right to vote
 - 5.4.8.6. Three students from the MSU who are not affiliated with Congress
- 5.4.9. When discussing club financing, members of the Financial Policy Committee must recuse themselves from any and all forms of debate regarding the budgetary allocation of clubs that they are members of.

- 5.4.10. A majority vote of 50% + 1 is required for a motion to pass.
- 5.5. The Constitution Review Committee must meet the following conditions:
 - 5.5.1. Review and discuss changes to be made to the MSU Constitution and Congress Bylaws before the Bi-Annual General Assembly.
 - 5.5.2. Produce a newly revised copy of the Constitution with the appropriate modifications having been made to be presented at the General Assembly.
 - 5.5.3. Consist of the following:
 - 5.5.3.1. Coordinator of Student Advocacy (Chairperson)
 - 5.5.3.2. President of Congress
 - 5.5.3.3. Two to six student members selected at the discretion of the Coordinator of Student Advocacy, ensuring there is an odd number of members.
 - 5.5.3.4. Coordinator of Internal Affairs
 - 5.5.3.5. The committee must meet at least seven days before a General Assembly in order to discuss potential amendments made to any MSU regulatory document.
 - 5.5.4. All Suggested Amendments must be presented at the Constitutional Review Committee meetings and voted on to be converted into a Proposed Amendments.
- 5.6. The Elections and Referenda Committee must meet the following conditions:
 - 5.6.1. Fulfill all mandatory responsibilities outlined in the MSU Constitution and Congress Bylaws.

- 5.6.2. 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.
- 5.6.3. Meet at the discretion of the Chair a minimum of one time prior to the start of an election period or when deemed necessary.
- 5.6.4. Enforce the election rules which must be made public prior to the start of the elections, as outlined in the MSU Constitution.
- 5.6.5. Determine whether candidates' actions and campaign methods are ethical and appropriate based on the rules for campaigning found on candidates' election forms.
- 5.6.6. 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.
- 5.6.7. Consist of the following:
 - 5.6.7.1. Vice-President 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
 - 5.6.7.2. 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. Selected members must strictly follow the mandate of the members of the ERC, or be subject to removal from the committee.

5.7. The Yearbook Committee must meet the following conditions:

- 5.7.1. Oversee the creation and distribution of the annual Yearbook.

5.7.2. Meet at the discretion of the Chair on a regular basis or when deemed necessary.

5.7.3. Consist of the following:

5.7.3.1. Coordinator of Communications (Chairperson)

5.7.3.2. One (1) ex-officio member of the Marianopolis Alumni Association

5.7.3.3. A minimum of four (4) students from the MSU with at least one (1) person from each year represented

5.7.3.4. One (1) non-voting supervising member from Student Services ex-officio

5.8. The Student Advocacy Committee must meet the following requirements:

5.8.1. 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.

5.8.1.1. 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.

5.8.1.2. 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.

- 5.8.1.3. An aggrieved student can choose to only have the Coordinator of Student Advocacy review their case to the exclusion of this committee.
- 5.8.2. Assist the Coordinator of Student Advocacy with their mandate, including Suggested Amendments, school-wide projects, and Congress awareness campaigns.
- 5.8.3. Meet at the discretion of the Chair on a regular basis or when deemed necessary.
- 5.8.4. This committee must consist of:
 - 5.8.4.1. Chairperson: Coordinator of Student Advocacy
 - 5.8.4.2. At least two members of the MSU appointed by the Coordinator of Student Advocacy;
- 5.9. The Technology Committee must meet the following requirements:
 - 5.9.1. Ensure the good functioning of technological platforms of Congress, which includes but is not limited to: MSU App, MSU Website.
 - 5.9.2. Regularly update the MSU App through the implementation of new features and new designs.
 - 5.9.3. Find and fix bugs and problems.
 - 5.9.4. This committee must consist of:
 - 5.9.4.1. Chairperson: A member of Congress that is appointed by Congress
 - 5.9.4.2. At least two other members of the MSU

- 5.9.5. 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, or website design.
- 5.9.6. Meet at the discretion of the Chair on a regular basis or when deemed necessary.
- 5.10. The Social Activities Committee, the Charities and Volunteering Committee, the Social Justice Committee, the External Affairs Committee, and the Cultural Affairs Committee must meet the following requirements:
 - 5.10.1. Meet on a monthly basis.
 - 5.10.2. Assist the relevant Coordinator with their mandate and school activities.
 - 5.10.3. The committee must consist of:
 - 5.10.3.1. Chairperson: the relevant Coordinator
 - 5.10.3.2. A minimum of three other members of the MSU who are not a part of Congress.
- 5.11. Committee chairs must form their committees no more than two (2) weeks after the Club Planning Session.

Article 6: Removal from Congress

- 3.1. Any Congress member who feels that they can no longer fulfill their duties must notify Congress of their resignation three weeks before leaving.
- 3.2. **Impeachment Procedure**
 - 3.2.1. The Congress member must be acting in violation of one of the following:

- 3.2.1.1. Consistently failing in their duties, as outlined in the MSU Constitution and Congress Bylaws.
- 3.2.1.2. In severe violation of their mandate, as outlined in the MSU Constitution and Congress Bylaws.
- 3.2.1.3. Displaying behavior unbecoming of a Congress member (as determined by Congress through a $\frac{2}{3}$ supermajority vote).
- 3.2.1.4. Acting against the interests or wellbeing of the MSU.
- 3.2.2. A grievance must be made in writing and presented to all Congress members, including the member being subject to impeachment procedure.
- 3.3. Such a grievance must be signed by a minimum of a hundred members of the MSU.
 - 3.3.1. Following a written grievance, a Review Board shall be formed, in accordance with the Congress Bylaws, and assess the matter at hand.
 - 3.3.1.1. The Review Board will invite the Congress member subject to impeachment procedure, as well as the author of the written grievance, to present their points. If necessary, witnesses from both sides will be invited as well.
 - 3.3.1.2. The Review Board will assess the situation and submit a formal recommendation to Congress.
 - 3.3.2. Congress, after strongly considering the Review Board's recommendation, and after having given the accused a chance to defend themselves in front of Congress, will meet (without the accused) and vote on impeachment.
 - 3.3.2.1. Congress would be required to publicize the decision of the Review Board as well as the results of the vote on impeachment.

3.3.3. Voting procedures will proceed as follows:

3.3.3.1. Such a vote would require a $\frac{2}{3}$ supermajority.

3.3.3.2. 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.

3.3.3.3. A motion for impeachment shall be made and seconded.

3.3.3.4. The vote shall take place by secret ballot.

3.3.4. Should a Congress member resign or be impeached from Congress before two months of the Congress Term semester have elapsed, then the position must be filled as soon as possible by either election or appointment depending on the nature of the position. If a member resigns or is removed after two months of the Congress Term have elapsed, then Congress can choose to either appoint a new member according to the appointment procedures, or can keep the position vacant while collectively assuming the responsibilities of the position for the remainder of its term.

3.3.4.1. In the circumstance a resignation or removal from Congress, election or appointment procedure will be voted upon by Congress. A $\frac{2}{3}$ supermajority of Congress members is required for the procedure to pass.

3.4. Removal from Congress Committees:

3.5. Any committee members 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 ($\frac{2}{3}$) majority vote of Congress.

Article 7: Organizing Events

- 4.1. When relevant or required by the event, Congress members must ensure that:
 - 4.1.1. A written contract is obtained for Congress-hosted functions.
 - 4.1.1.1. All parties involved should sign this contract.
 - 4.1.1.2. The contract must be signed before the event can be advertised.

Article 8: 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 65 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 primarily a space for Congress work, but can also be used for personal work at the discretion of and with the consent of all Congress members present.
- 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.