

CONSTITUTION AND BY-LAWS
of
STUDENT UNION OF JOHN ABBOTT COLLEGE (S U J A C)

MARCH 24, 2025

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LAND RECOGNITION STATEMENT

The Student Union of John Abbott College hereby acknowledges that the College exists on the traditional and unceded territories of both the Kanien 'Keha:Ka' (Mohawk) and the Algonquin peoples. We are acknowledging this in order to give respect to indigenous peoples and to the students we represent.

PREAMBLE

CONSIDERING the necessity for students' rights to be promoted and defended;

CONSIDERING the need for the Student Body of John Abbott College to unite and champion this cause;

CONSIDERING the necessity to keep the Student Body of John Abbott College informed of their rights;

CONSIDERING the need for an organized Student Life on campus;

CONSIDERING the need for student involvement in management and access of student funds;

CONSIDERING the need to address the Climate Change emergency and promote sustainability on campus;

IT IS HEREBY RESOLVED THAT An Association of the Students of John Abbott College be formed as follows:

DEFINITIONS

College: *John Abbott College;*

SUJAC: *The Student Union of John Abbott College;*

Procedural Vote: *A vote wherein abstention is forbidden;*

Congress: *The SUJAC Congress;*

Academic Year: *The period lasting from the beginning of classes in the Fall Semester to the end of classes of the following Winter Semester;*

Student Body: *The members of SUJAC, i.e., all students registered in the College in Pre-University and Career programs;*

SUJAC Executive: *The 1 President and 5 Vice-Presidents of SUJAC;*

College-Wide Elections: *Elections wherein the entire Student Body is consulted;*

Referendum: *A binding consultation of the opinion of the entire Student Body on an issue;*

Congressional Committee: *A Committee chaired by SUJAC Executives and composed of Congress Members;*

College Committee: *A Committee chaired by a member of College Faculty that Congress Members and SUJAC Executives may participate in;*

College Faculty: *A person employed by the College in an administrative or pedagogical role;*

Simple Majority: *Half plus one of the voters present;*

Two-Thirds Majority: *Two-thirds plus one of the voters present;*

Quorum: *Half plus one of the total members of Congress or a Committee;*

SAC: *The Student Activity Committee;*

SSC: *Statutes & Statements Committee;*

IAC: *Internal Affairs Committee;*

ARC: *Academic Review Committee;*

FAC: *Finance & Affordability Committee;*

EAC: *External Affairs Committee;*

PREC: *Public Relations & Events Committee;*

ASAC: *Academic Standing & Advancement Committee.*

Article 1
THE STUDENT UNION (SUJAC)

1. SUJAC is composed of all the students registered in the College in Pre-University and Career Programs.

Article 2 CONGRESS

1. The legislative powers shall be vested in Congress.
2. Congress Members shall hold office until the end of the current Academic Year, unless they are removed or submit their resignation.
3. Congress may vote to hold meetings in-person or virtually via a platform of their choice at the beginning of each Academic Year upon the recommendation of the Executives.
4. Congress shall vote on the format of Congress meetings at the beginning of each Academic Year. The meeting formats may take form as the following:
 - a. primarily informative “presentation style’ meetings;
 - b. primarily discussion-based meetings;
 - c. a hybrid of the two previous formats.

Congress members may propose a change of format, or a new format, that will be revised by the Executives and, if approved by them, voted on in Congress.
5. Congress shall be responsible for:
 - a. representing the general will of the Student Body to inform SUJAC policy;
 - b. promoting and defending the rights of the Student Body in all matters;
 - c. holding the SUJAC Executives to account;
 - d. passing on the institutions of the SUJAC Executives to the Student Body of the following Academic Year;
 - e. selecting the final two candidates (prior to the College-Wide Election) for each Executive position in the SUJAC Executive elections.
6. Congress Membership shall be composed as follows:
 - a. One Congress Member for each one hundred and twenty-five students enrolled in a Program at the College, with a minimum of one Congress Member per Program, allowing for representatives of:
 - i. Arts and Sciences, ALC, Double DEC, Liberal Arts, Science, Honours Science, Social Science, Honours Social Science, Visual Arts, and Career Programs;
 - b. One Congress Member for each Club receiving over \$1000 from SUJAC.
7. Career Program students shall be permitted to attend Congress as their respective Program Representative on a rotational basis.
8. In cases of delinquencies towards the rules and regulations of Congress as defined by this Constitution, the consequences shall be:

- a. In the case of a normal Congress Member:
 - i. Removal from Congress after three absences within a period of five consecutive meetings;
 - ii. Removal from Congress after two warnings concerning their behaviour towards fellow members of the Student Body;
 - b. In the case of a Pre-University Program Representative:
 - i. Removal from Congress after three absences within a period of five consecutive meetings, and a reopening of their position as Program Representative to all members of their Program;
 - c. In the case of a Career Program Representative:
 - i. Removal from Congress after three absences within a period of five consecutive meetings, and a reopening of their position as Program Representative to all members of their Program;
 - ii. Removal from Congress after three absences within their designated rotational attendance schedule, and a reopening of their position as Career Program Representative to all members of their Program.
 - d. In the case of a Club Representative:
 - i. Freezing of their Club's budget after three absences within a period of five consecutive meetings.
9. Congress Member shall be responsible for:
- a. Attending all sessions of Congress;
 - b. Sitting on Congressional or College Committees;
 - c. Adhering to the rules and regulations of Congress as defined by this Constitution;
 - d. Voting on set agenda topics.
10. Congress Chairperson shall be:
- a. Elected by the Congress Members as quickly as possible at the beginning of the Academic Year;
 - b. Responsible for presiding over Sessions of Congress;
 - c. Unable to vote unless it is to break a tie;
 - d. Must be present at each Congress meeting;
 - e. Responsible for notifying the Vice-Chair of their potential absences so that they may serve as the replacement Chairperson for those particular meetings.
11. Congress Vice-Chair shall be:
- a. Elected by the Congress Members as quickly as possible at the beginning of the Academic Year;
 - b. Responsible for chairing Congress meetings in the absence of the Chairperson;

- c. Responsible for any tasks delegated by the Congress Chairperson or Secretary.
12. Congress Secretary shall be:
- a. Elected by the Congress Members as quickly as possible at the beginning of the Academic Year;
 - b. Responsible for the recording of minutes;
 - c. Must be present at each Congress meeting;
 - d. Responsible for notifying the runner-up in the Secretary elections of their potential absences so that they may serve as the Replacement Secretary for those particular meetings.

Article 3

SUJAC EXECUTIVE

1. The executive powers shall be vested in the SUJAC Executive. The SUJAC Executive shall consist of the President, Vice-President Internal, Vice-President Academic, Vice-President Finance, Vice-President External, and Vice-President Communications.
2. The incumbent SUJAC Executive shall come to power on the first of June following the SUJAC Executive elections.
3. The SUJAC Executive shall be responsible for:
 - a. Defending the rights of the Student Body;
 - b. Advocating for College policies and actions that would benefit the Student Body academically, financially, or otherwise;
 - c. Executives will appoint an Executive to chair the first two Congress meetings and chair the Congress Vote for the SUJAC Elections until an official Chairperson has been elected;
 - d. Implementing the legislation and recommendations of Congress;
 - e. Keeping Congress informed of the actions and decisions of the SUJAC Executive;
 - f. Rotating the chairing of SUJAC Executive meetings in accordance with the order they were introduced in Article 3.1;
 - g. Seeking the approval of Congress for decisions that could affect the academics or finances of the Student Body taken in the meetings of the SUJAC Executive;
 - h. Writing an Annual Report detailing the actions taken by that year's SUJAC Executive and Congress;
 - i. Assisting in the recruitment of nominees to Congress;
 - j. Opening and chairing Congressional Committees;
 - k. Keeping order in the SUJAC Office;
 - l. Not abusing student funds.
4. The limitations of the Executive powers are such that:
 - a. Executive decisions that could affect this Constitution and all of its content in any way shall be subject to a Referendum by Congress and, if deemed necessary by the Constitution or by Executives and Congress majority, be subject to a College-Wide Election;
 - b. Decisions made by Executives that could affect the mission of SUJAC or its respective branches (Executives, and/or Congress) must be presented to Congress. The decisions must pass by a two-thirds majority vote in Congress. The decision will pass to a College-wide vote if deemed necessary by a Congress two-thirds majority.

- c. For the results of a College-Wide Referendum to be implemented, SUJAC must give College Administrators a minimum of 14 days' notice;
 - d. Executives shall not abuse student monetary funds.
 - e. In the spirit of transparency, SUJAC Executives shall hold a General Assembly at least once every Academic Year. The General Assembly must be open to all members of the student body.
 - f. The General Assembly must include but is not limited to discussions regarding:
 - a. SUJAC finances;
 - b. SUJAC plans and projects;
 - c. Brief explanation of the mission of the Executive and Congressional branches of SUJAC.
 - g. SUJAC and its Executives hold a responsibility regarding the proper dissemination of information about the General Assembly. As such, they must advertise the event; they may use online presence, such as social media as well, as on campus advertisement, such as posters.
5. The President shall be responsible for:
- a. Being the primary spokesperson of SUJAC;
 - b. Ensuring the overall operation of SUJAC complies with the SUJAC Constitution and By-laws;
 - c. Delegating all Constitutionally undefined responsibilities;
 - d. The management, in conjunction with the VP-Internal, of the SUJAC office staff;
 - e. Being the primary liaison between the SUJAC Executives and Congress (implying a frequent attendance to Congress);
 - f. Meaningfully involving themselves in College Administration functions;
 - g. Chairing the SSC.
6. The Vice-President Internal shall be responsible for:
- a. Supervising the state of the different Clubs on campus and ensuring that they abide by SUJAC and College policy;
 - b. Chairing the Clubs Committee and attending IAC;
 - c. Not being a member of the Executive team of any Clubs.
7. The Vice-President Academic shall be responsible for:
- a. Helping students to fully acknowledge their rights and responsibilities in accordance with IPESA, the Grievance Process, and the Grade Review Process;
 - b. Being a mental support for the students in case of grievances or complaints;
 - c. Providing support to students upon request during College hearings within the limitations of College confidentiality policies;
 - d. Acting as liaison between the College's Academic Services and SUJAC;
 - e. Chairing ARC.

8. The Vice-President Finance shall be responsible for:
 - a. Putting student signatures on SAC expenses when required;
 - b. Promoting scholarships, bursaries and miscellaneous student funds to the present and future Student Body;
 - c. Producing a transparent account of SUJAC incomes and expenditures to the Student Body once a year;
 - d. Chairing SAC and FAC;
 - e. Sitting on the Clubs Committee;
 - f. Finding ways of saving money for the Student Body;
 - g. Not allowing the abuse of student funds.

9. The Vice-President External shall be responsible for:
 - a. Being the spokesperson and liaison of SUJAC to external organizations and third parties;
 - b. Representing SUJAC in intercollegiate student organizations;
 - c. Promoting off-campus opportunities to the Student Body;
 - d. Organizing intercollegiate events;
 - e. Serving as a Student Ambassador;
 - f. Chairing EAC.

10. The Vice-President Communications shall be responsible for:
 - a. Managing social media accounts;
 - b. Keeping the SUJAC website updated;
 - c. Promoting events on campus;
 - d. Ensuring that new students are familiar with the presence of SUJAC on social media;
 - e. Having access to the JAC App and its statistics page;
 - f. Chairing PREC.

Article 4
STUDENT ACTIVITY COMMITTEE (SAC)

1. There will be a Student Activity Committee (SAC), whose membership will consist of:
 - a. SUJAC Vice-President Finance as Chairperson;
 - b. Two Congress members;
 - c. The Director of Student Services;
 - d. A representative of Student Services appointed by the Director of Student Services.
2. SAC will be responsible for the collection of Student Fees and their allocation.
3. SAC will be accountable to the Director-General of John Abbott College and the student members will be directly responsible to Congress.
4. Signing Officers of SAC will be the Director General, the Director of Student Services, the SUJAC Vice-President Finance, and the SUJAC President. Should the Vice-President Finance be unavailable, the right to sign shall be accorded to any two available SUJAC Executives.
5. Signing Officers for SUJAC's operating budget will be the SUJAC Advisor and the SUJAC Vice-President Finance. Should the Vice-President Finance be unavailable, the right to sign shall be accorded to any available SUJAC Executive.

Article 5
AMENDMENT PROCESSES

1. Amendments to the Constitution must be brought to and produced by the Statutes & Statements Committee.
2. Amendments to the Constitution shall be:
 - a. Given a first reading before Congress;
 - b. Read again and voted upon point by point during the next Session of Congress.
3. A vote resulting in a Two-Thirds Majority in Congress is necessary to approve an Amendment.

Article 6
IMPEACHMENT PROCEEDINGS & REMOVAL FROM CONGRESS

1. Impeachment must be acted upon by Congress should a SUJAC Executive, Congress Chairperson or Congress Secretary fail to respect their responsibilities and/or abuse their powers as defined by this Constitution.
2. The Impeachment Hearing of a SUJAC Executive shall be proposed in the next Session's Agenda, and shall:
 - a. Allow willing Congress Members to make their cases against the SUJAC Executive in question;
 - b. Allow willing Congress Members to defend the SUJAC Executive in question;
 - c. Allow the SUJAC Executive in question to defend themselves and their behavior;
 - d. Should a SUJAC Vice-President be impeached, the SUJAC President shall take over their former responsibilities;
 - e. Should the SUJAC President be impeached, Congress shall vote to select another SUJAC Executive to replace them with a plurality of the ballots cast. An Executive Election to replace the incumbent SUJAC President's former position shall follow.
3. A Congressional Impeachment vote shall occur as the first item on the Agenda of the Session of Congress following the Impeachment Hearing to determine whether or not the person in question should be immediately Impeached. To result in Impeachment, such a vote must receive a Two-Thirds Majority.
4. The Removal of a Congress Member from Congress may be advanced by the Congress Chairperson should said Congress Member be in violation of the rules and regulations of Congress as defined by this Constitution.
5. A Removal Vote shall:
 - a. Be advanced by the Congress Chairperson;
 - b. Follow a three-question interview of the Congress Member about their delinquent behavior;
 - c. For a Congress Member to be removed due to a Removal Vote, the vote must have:
 - i. Received universal participation from Congress Members present;
 - ii. Result in a Two-Thirds Majority in Congress in favor of removal.
6. Should a SUJAC Executive be impeached, their position shall be subsumed by:

- a. Another SUJAC Executive chosen by Congress immediately after impeachment by Simple Majority in the case of the SUJAC President being impeached;
- b. The SUJAC President in the case of a SUJAC Vice-President being impeached until a new SUJAC Executive has been elected.

Article 7
NOMINATION & ELECTION PROCEEDINGS

1. Three types of Congress Members exist, who are either:
 - a. Representing a Club;
 - b. Acting as a Program Representative;
 - c. Acclaimed Members.

2. To be eligible to become a Congress Member, one must:
 - a. Be a member of SUJAC;
 - b. Be currently registered as a full-time student of the College;
 - c. Have turned in a properly filled-in Congress Nomination Form, complete with the signatures of at least twenty-five members of the Student Body within the designated time;
 - d. A student in good standing (i.e., not on probation).

3. The Congress Nomination Period shall be:
 - a. From the first full day of classes to the third Monday of classes at 4:00 pm;
 - b. Re-opened after this initial period, if all the Congress spots haven't been filled, whenever the SUJAC Executive Team deems fit.

4. A Congress Chairperson and/or Secretary must be elected by Congress by the Third Session. They hold their position for the entire Academic Year. They are elected following:
 - a. A short speech given by each candidate describing their qualifications for the role;
 - b. A vote wherein all Congress Members must vote, and a plurality of ballots cast is found.

5. To be elected, a candidate for the SUJAC Executive must:
 - a. Give a speech to Congress justifying their fitness for their desired role;
 - b. Be one of the final two candidates selected by Congress elected by a Simple Majority;
 - c. Be elected via a College-Wide Election;
 - d. In the case that there is only one candidate, they must still give a speech and be elected by Congress by a Simple-Majority;
 - e. Should no candidates present themselves for a given position before the deadline, elections for that position shall be opened again after the College-Wide Election.

6. College-Wide Elections must:
 - a. Admit candidates who have received a Simple Majority from Congress;
 - b. Follow a two-week Campaign Period;
 - c. Contain a Meet the Candidates for each position if possible;
 - d. Last at least three school days;
 - e. Be conducted on Omnivox;
 - f. Contain a short 200-character preface from the candidate advocating for themselves, written by themselves.
7. Ballots shall be counted by only the SUJAC Executives, Congress Chairperson and Congress Secretary in a discreet and respectful fashion.
8. The Meet the Candidates shall:
 - a. Be held in the Agora at least five school days before the beginning of the vote;
 - b. Consist of questions asked directly by students to all candidates vying for a position;
 - c. Allow for each position to have ten to fifteen minutes of questions from students, however, the times are up to the discretion of the moderator;
 - d. Last no more than one hour per session, with two sessions total;
 - e. Be moderated by the President;
 - f. Be advertised by posters and social media posters beginning on the first day of the Campaign Period.
9. The winner(s) shall be announced to Congress immediately by the Chairperson of the Congress Vote.
10. During the Campaign Period, it is forbidden to:
 - a. Disparage, slander or libel another candidate;
 - b. Receive the explicit or implicit support of any SUJAC Executive or College Faculty and/or Staff;
 - c. Pin posters outside of the allocated spaces;
 - d. Offer compensation or pressure voters;
 - e. Outspend their allotted Campaign Budget of \$100 given to them by SUJAC.
11. Candidates for the SUJAC Executive must:
 - a. Be in good academic standing;
 - b. Returning for an additional two consecutive semesters;
 - c. Be currently registered as full-time students of the College;
 - d. Have turned in a properly filled-in SUJAC Executive Nomination Form, complete with the signatures of at least fifty members of the Student Body.

12. The SUJAC Executive Nomination Period shall begin the Session of Congress when Congress votes to open the Nomination Period for one or all SUJAC Executive positions and end at 4:00 pm two weeks later.

Article 8

CONGRESSIONAL COMMITTEES

1. There shall be six Congressional Committees from which any number of sub-committees may be formed. They are the:
 - a. Statutes & Statements Committee (SSC);
 - b. Internal Affairs Committee (IAC);
 - c. Academic Review Committee (ARC);
 - d. Finance & Affordability Committee (FAC);
 - e. External Affairs Committee (EAC);
 - f. Public Relations & Events Committee (PREC).

2. Qualification for membership in Congressional Committees may be suggested by the SUJAC Executive who chairs them to the Congress Chairperson and Congress.

3. The SSC shall be responsible for:
 - a. Recommending changes to the structure of SUJAC and its Constitution;
 - b. Ensuring that the rights of the Student Body are not being endangered by College Policy.

4. The IAC shall be responsible for:
 - a. Evaluating incoming Club budget and room requests;
 - b. Mediating disputes between and within Clubs;
 - c. Attracting College Faculty to become guest speakers of Congress.

5. The ARC shall be responsible for:
 - a. Promoting awareness of and recommending changes to IPESA;
 - b. Advancing academic transparency;
 - c. Communicating the general will of the Student Body in relation to academics to the College.

6. The FAC shall be responsible for:
 - a. Promoting awareness of available scholarships; bursaries, miscellaneous student funds, and discounts;
 - b. Forming partnerships between the Student Body and local businesses;
 - c. Lowering costs for the Student Body on campus.

7. The EAC shall be responsible for:
 - a. Drafting policy for SUJAC regarding its interactions with intercollegiate student organizations;
 - b. Negotiating with bodies impacting the Student Body outside of the College;
 - c. Attracting guests to Congress from outside of the College.

8. The PREC shall be responsible for:
 - a. Recommending changes and contributing to SUJAC branding schemes;
 - b. Promoting awareness of SUJAC among the Student Body;
 - c. Proposing changes to SUJAC's online presence.

Article 9

CLUBS

1. SUJAC shall recognize Clubs which:
 - a. Promote the spirit of the community within the Student Body;
 - b. Have been approved by the Clubs Committee following a formal Club status request;
 - c. Have a defined structure and a brief description;
 - d. Have had at least one open meeting in the last month.

2. Clubs have the right to:
 - a. Fair mediation in their internal affairs by the Vice-President Internal upon request;
 - b. Room and budget modifications from Clubs Committee.

3. Clubs are responsible for:
 - a. Maintaining a safe space for Club members of any background or orientation;
 - b. Finding new leadership for the next year;
 - c. Respecting College policy regarding Club rooms.

4. Club leadership must be decided by Club members, at the latest, one month after receiving Club status.

5. Clubs representing a political party are forbidden from:
 - a. Having any variation of John Abbott College—save for “JAC” or SUJAC in their name;
 - b. Promoting their party directly on campus outside of specific times and places approved by Clubs Committee.

Article 10
EXECUTIVE RESTRICTIONS

1. The SUJAC Executive shall not:
 - a. Use their power or position for personal gain;
 - b. Promote a political party or business;
 - c. Discriminate against any member of the Student Body or Faculty based on factors determined by, but not limited to, their birth, faith, gender, race, or sexual orientation, mental or physical disability;
 - d. Use their position to make people feel uncomfortable in their presence;
 - e. Discourage students from seeking aid from SUJAC.

Article 11
EMERGENCY PROCEDURES

1. In the abnormal event that the College is shut down, the campus is no longer accessible, and/or students can no longer meet, the SUJAC Executives are permitted to:
 - a. Hold official Executive meetings online via a platform of their choice;
 - b. Hold official Congress meetings online via a platform of their choice;
 - c. Hold the SUJAC Executive Elections online via a platform of their choice;
 - d. Establish a new Quorum at the start of the online meetings based on the nature of the emergency situation at hand.

Article 12

STRIKE PROCEDURES

1. Should there be a strike, an event endorsed by the student body during which regular school hours are cancelled for a day, it shall only take place following the undermentioned process.
 - a. Regular Strike Procedure:
 - i. The group of John Abbott students that wishes to propose a strike shall submit a written proposal for the Executives to consider. The proposal should detail the issue, date and time of the proposed strike, as well as a draft of the Referendum question that would be submitted to the student body. The Executives are responsible to inform the proposing group of their decision no later than after their following Executive meeting. If the proposal is rejected, the Executives must detail the reason(s) for the refusal and inform the proposing group of the appeal process (see 1-c).
 - ii. If the Executives deem the proposal reasonable, the proposing group has 10 school days to collect signatures of a minimum of 5% of the total Student Body.
 - iii. Following the collection of signatures, the proposal shall be presented to Congress for a vote. For the proposal to move to the next step (iv.), Congress must approve with a two-thirds majority.
 - iv. If the proposal passes all the previous steps, it shall be subject to a Referendum. The Executives must take the appropriate actions to hold a Referendum as quickly as possible. The Referendum shall be conducted over 3 school days to allow the student body the time to vote on the matter. For the proposal to be adopted, the results of the Referendum shall be of at least 50% + 1 votes in favour.
 - v. If the proposed strike is approved by the student body, through the Referendum, SUJAC Executives must advise College Administration at least 14 days before the day of the strike.
 - b. Time-Sensitive Strike Procedure:

A time-sensitive strike is a strike involving a broader population than just that of John Abbott College, declared independently of the College, that the student body may wish to participate in, taking place in an amount of time that is less than allowed by the regular strike proposal procedure.

 - i. Should the SUJAC Executives feel, through a majority decision, that a matter is time-sensitive and requires a strike, they must present a proposal to Congress at the nearest meeting.
 - ii. Congress must approve the proposal by a two-thirds majority. If this is reached, the Executive must take the appropriate actions to hold a Referendum as quickly as possible.

- iii. The Referendum should take place in the same fashion as if it were done through the regular procedure.
- c. Appeal Procedure:
If a proposing group feels that their proposition to strike has been unjustly rejected by the Executive group, they are entitled to have their proposal reviewed by an Appeal Committee composed of two (2) Executives and three (3) Congress members that are not associated with the proposing group or its proposal to avoid conflicts of interest.