

CONSTITUTION AND BY-LAWS

of the

STUDENT UNION OF JOHN ABBOTT COLLEGE

(S U J A C)

February 23, 2017

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PREAMBLE

CONSIDERING the necessity for students to promote and defend their interests;

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

CONSIDERING the necessity to keep the John Abbott Student Body informed;

CONSIDERING the need for organized activities on campus;

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

IT IS HEREBY RESOLVED THAT

An Association of the Students of John Abbott College be formed as follows:

ARTICLE I - THE STUDENT UNION

The Student Union of John Abbott College (SUJAC) is composed of all the students registered in John Abbott College (College).

ARTICLE II - CONGRESS

- Section I The legislative powers herein granted will be vested in a Congress of SUJAC. Congress members will hold office from the time they are elected until May 31 of that academic year.
- Section II Congress responsibilities will be:
- I- To promote the rights and interests of the students of John Abbott College in all matters relating to their part in this College.
 - II- To represent the students of John Abbott College in all matters, be they academic or other, relating to this College.
 - III- To promote and maintain responsible student government and College-wide student participation.
 - IV- To elect the two final candidates for the SUJAC Executive as outlined in Article III of this Constitution.
- Section III Congress membership will be composed as follows:
- I- One (1) Congress member for each one hundred and twenty-five (125) students in a Pre-university Program, to be determined to the nearest one hundred and twenty-five (125) enrolled for the Fall semester.
 - II- One (1) Congress member for each one hundred and twenty-five (125) students in a Professional Program, to be determined to the nearest one hundred and twenty-five (125) enrolled for the Fall semester.
- Section IV Congress member duties will be:
- I- To defend the greater interest of the Student Body as a whole.
 - II- To represent the interests of the students' constituency.
 - III- To adhere to the rules and regulations of Congress as established by SUJAC.
- Section V Congress Chairperson will be:
- I- A position elected at the beginning of each semester.
 - II- Responsible for chairing, and the smooth operation of, all Congress meetings.
 - III- Unable to vote, and will serve as tie-breaker.
 - IV- Responsible for the communication between the SUJAC Congress and SUJAC Executive.
- Section VI Congress Secretary will be:
- I- A position elected at the beginning of each semester.
 - II- Responsible for the recording of Congress Minutes.

ARTICLE III - SUJAC EXECUTIVE

- Section I The Executive powers herein granted will be vested in what will be called the SUJAC Executive. This SUJAC Executive will consist of the President, Vice-President Internal, Vice-President Academic, Vice-President Finance, Vice-President External, and Vice-President Communications.
- Section II SUJAC Executive responsibility will be to:
- I- Implement and maintain policy and legislation of the Congress of SUJAC.
 - II- Act in the interest of the Student Body when no Congressional policy is in existence and be accountable for its actions to Congress.
 - III- Rotate, on a weekly basis, the Chairperson of Executive meetings from among the SUJAC Executives, in order of: President, Vice-President Internal, Vice-President Academic, Vice-President Finance, Vice-President External, and Vice-President Communications.
 - IV- Keep Congress informed of action taken by the SUJAC Executive between Congress meetings.
 - V- Any official position or affiliation affecting the interests of the student population must be ratified by a simple majority in Congress. Should Congress fail to ratify, the said decision must be withdrawn.
 - VI- Write an Annual Report, composed of accomplishments and recommendations.
 - VII- Assist in recruiting Congress nominees.
- Section III SUJAC President will be:
- I- The primary spokesperson of SUJAC.
 - II- Responsible for ensuring that the overall operation of SUJAC complies with the SUJAC Constitution & By-laws.
 - III- Responsible for delegating all Constitutionally undefined responsibilities.
 - IV- Responsible for the management, in conjunction with the VP-Internal, of the SUJAC office staff.
- Section IV SUJAC Vice-President Internal will be:
- I- Responsible for establishing and maintaining communications and relations with all internal student organizations and the Student Body.
 - II- Responsible for all communications, in conjunction with Vice-President Communications, with, and mobilization of, the Student Body.
 - III- Replacement of the SUJAC President when that person is unavailable to fulfil the responsibilities outlined in Article III: Section III of this Constitution.
 - IV- The Chief Returning Officer for all SUJAC elections.
 - V- Responsible to chair the first Congress meeting of each academic year.

- Section V SUJAC Vice-President Academic will be:
- I- Responsible for matters pertaining to academics.
 - II- Responsible for academic departmental representation.
 - III- Responsible for handling student grievances and directing grade reviews.
- Section VI SUJAC Vice-President Finance will be:
- I- Responsible for the preparation and orderly administration of SUJAC's finances.
 - II- Responsible for providing a financial statement of SUJAC's finances twice per semester.
 - III- A representative of SUJAC as Chairperson of Student Activity Committee (SAC).
- Section VII The SUJAC Vice-President External will be:
- I- Responsible for establishing and maintaining relations with organizations external to the College.
 - II- Responsible for matters pertaining to external relations.
 - III- Responsible for active participation in COAC (Confederation of Anglophone CEGEPs).
- Section VIII SUJAC Vice-President Communications will be:
- I- Responsible for the overall awareness of SUJAC's presence.
 - II- Responsible for the promotion of SUJAC events and elections through all available medias.
 - III- Responsible for the smooth functioning of SUJAC's Social Media.

ARTICLE IV - STUDENT ACTIVITY COMMITTEE ("SAC")

- Section I There will be a Student Activity Committee (SAC), whose membership will consist of:
- I- SUJAC Vice-President Finance as Chairperson.
 - II- Two (2) Congress members.
 - III- Director of Student Services.
 - IV- A representative of Student Services appointed by the Director of Student Services.
- Section II SAC will be responsible for the allocation of all Student Activity Fees and SUJAC space.
- Section III SAC will be accountable to the Director General of John Abbott College. The student members will be directly responsible to Congress.
- Section IV Signing Officers of SAC will be the Director of Student Services and the SUJAC Vice-President Finance. Upon the unavailability of the Vice-President Finance, the right to sign shall be accorded upon availability in the following order: President, Vice-President Internal, Vice-President Academic, Vice-President External, Vice-President Communications.
- Section V Signing Officers for SUJAC's operating budget will be the SUJAC Advisor and the SUJAC Vice-President Finance. Upon the unavailability of the Vice-President Finance, the right to sign shall be accorded upon availability in the following order: President, Vice-President Internal, Vice-President Academic, Vice-President External, Vice-President Communications.

ARTICLE V - AMENDMENTS TO THE CONSTITUTION

- Section I Amendments to the Constitution must be:
- I- Given a first reading before Congress.
 - II- Voted upon at a subsequent Congress meeting, to be held at a minimum of three (3) days following the first meeting.
- Section II A two-thirds (2/3) absolute majority vote of Congress is necessary to approve an amendment of an article of this Constitution.

BY-LAWS

THE BY-LAWS OF CONGRESS ARE NOT A PART OF THE CONSTITUTION. THE BY-LAWS REFER TO RULES WHICH HAVE BEEN SET DOWN BY CONGRESS FOR CONGRESS' USE BY THE SIMPLE MOTION METHOD. THEY CAN BE AMENDED, APPENDED OR STRICKEN BY A SIMPLE MAJORITY VOTE AND DO NOT REQUIRE A SECOND READING. THE BY-LAWS ARE INCLUDED IN THIS DOCUMENT REFERENCING SIMPLICITY.

1. CONGRESS ELECTION

- 1.1. Congress members are to be elected by their respective academic Program constituencies--i.e., Pre-university or Professional--according to SUJAC's electoral procedures.
- 1.2. Each constituent will be allowed to have one (1) vote for each seat open in their Program (Pre-university or Professional).
- 1.3. Eligibility:
 - 1.3.1. Any full-time student registered in a Pre-University Program will be eligible to be nominated as a candidate in the Pre-University division.
 - 1.3.2. Any full-time student registered in a Professional Program will be eligible to be nominated as a candidate in the Professional division.
 - 1.3.3. Any full-time student registered in a Pre-University Program will be entitled to vote for up to as many distinct candidates in the Pre-University division as there are seats open.
 - 1.3.4. Any full-time student registered in a Professional Program will be entitled to vote for up to as many distinct candidates in the Professional division as there are seats open.
 - 1.3.5. Only those with the above eligibility will be entitled to vote.
 - 1.3.6. Club Leaders:
 - 1.3.6.1 All clubs who receive 1000\$ or more in funding from SUJAC must have a representative sit on Congress
 - 1.3.6.2 This representative would have full voting power
 - 1.3.6.3 No nomination form would be required
 - 1.3.6.4 At the start of the semester, every club must appoint or elect a representative to sit on Congress. The President of each respective club will inform SUJAC at the start of the semester or if there are any changes in representative
 - 1.3.6.5 Club representatives must follow Congress rules regarding attendance. If a club representative is under attendance review, the Chair of Congress will advise the President of the respective club. The respective club budget will be frozen until such time attendance is resumed
 - 1.3.7 Tech Representatives:
 - 1.3.7.1 No nomination form would be required unless they want voting power.
 - 1.3.7.2 The chairs of the Programs will be informed of the opportunity and representatives will be elected at their discretion
 - 1.3.7.3 The pilot project will revolve around career programs showing interest

- 1.3.8 Athletic Representatives:
 - 1.3.8.1 Chosen by the Sports and Recreation department
 - 1.3.8.2 Limited to 2 or 3 total representatives
 - 1.3.8.3 No nomination form would be required unless they want voting power.
- 1.4 Voters List:
 - 1.4.1 The official records of the Registrar's Office will be the recognized voters' list.
- 1.5 Nomination Procedures:
 - 1.5.1 Candidates must be nominated by voters eligible in the same academic division to which the candidate is nominated.
 - 1.5.2 Nominations will open (i) on the first Monday of classes in the Fall semester or (ii) by motion of Congress. Nominations will close after eight (8) to twelve (12) school days, at 4:00 in the afternoon.
 - 1.5.3 The nomination period can be extended by motion of Congress.
 - 1.5.4 All nominations must be submitted on the SUJAC Congress Nomination Form.
 - 1.5.5 Nomination Forms for a Pre-university candidate must carry the signatures of 25 eligible voters in the Pre-University division.
 - 1.5.6 Nomination Forms for a Professional candidate must carry the signatures of 25 eligible voters in the Professional division.
 - 1.5.7 A voter may endorse the Nomination Form of no more than two (2) candidates.
 - 1.5.8 Candidates may sign up to two Nomination Forms, including their own.
 - 1.5.9 Candidates agree to adhere to the Nomination and Election Procedures, and serve on Congress contingent on their election.
 - 1.5.10 Candidates and their appointees will be provided with the SUJAC Election Procedures. Other copies will be readily available to the electorate upon request.
- 1.6 Election Campaign:
 - 1.6.1 The Executives will meet at least once during the Nomination Period to define the general rules and guidelines (e.g., funding and materials allowed to Nominees) in the event of an Election.
 - 1.6.2 The Executives will hold a meeting with the Nominees on the day Nomination Period closes to inform them of the rules to follow.
 - 1.6.3 Nominees will have five (5) school days to prepare before the start of the Election Campaign.
 - 1.6.4 The Election Campaign will last for five (5) school days, followed by two (2) days of voting.
 - 1.6.5 Nominees will have equal access to campaign materials and services provided by SUJAC.
 - 1.6.6 All material must be approved by two (2) members of the Executive before being circulated.
 - 1.6.7 Any material or service purchased by a Nominee must be approved by a member of the Executive and reimbursed by SUJAC for a maximum amount of money decided beforehand by the Executive. Nominees may not purchase materials and services that surpass the maximum amount allocated by SUJAC.
 - 1.6.8 Destruction, defacing or otherwise interfering with the campaign of an opposing candidate will be referred to the Executives. By majority agreement, this may lead to an electoral disqualification.

- 1.7 Polling for Congress Elections in the event that there are more candidates than allotted seats:
 - 1.7.1 Polls will be open for two (2) academic days only, between the 9:30 a.m. and 4:30 p.m.
 - 1.7.2 The advance polling station will be located in the SUJAC Office and the regular polling station will be located in The Agora and Casgrain Hallway.
 - 1.7.3 Polls will be manned by two (2) SUJAC authorized persons at all times.
- 1.8 The Votes
 - 1.8.1 Votes will be counted by the President, the Vice-President Internal, and an independent student not affiliated with SUJAC. In the absence of any of these people, they will be replaced in the following order: the SUJAC Advisor, the Vice-President Communications, and an independent student not affiliated with SUJAC.
 - 1.8.2 The Vice-President Internal will call for a recount of ballots in the event of a tie.
 - 1.8.3 Should a recount still produce a tie, the Vice-President Internal will cast the deciding ballot(s).

2. SUJAC EXECUTIVE APPOINTMENT

- 2.1. SUJAC Executives must be elected by the student body before the first week of May.
2.2. A SUJAC Executive will hold office from June 1 until May 31 of the following year.

3. CONGRESS REMOVAL FROM OFFICE

- 3.1 The Congress Chairperson can, with a two-thirds (2/3) supporting majority of Congress, remove a Congress from office if found to be in violation of Congress rules and regulations.

4. SUJAC EXECUTIVE REMOVAL FROM OFFICE

- 4.1. A three quarter (3/4) absolute majority Congress vote will remove any SUJAC Executive member from office.
4.2. A petition of ten percent (10%) of the SUJAC total membership will force a public hearing on the removal of any SUJAC Executive member from office within one (1) week of the receipt of said petition. A referendum on the removal from office of the impeached SUJAC Executive member will be presented to this assembly.
4.3. The referendum must poll the votes of at least twenty-five percent (25%) of the SUJAC total membership in order to remove from office the impeached SUJAC Executive member.

5. VACANCIES

- 5.1. Congress vacancies will be filled by opening Nominations upon motion from Congress. Standard Congress election procedures are to be followed. Existing Congress members will maintain their seats on Congress.
5.1.1. Congress vacancies will be filled automatically whenever the number of members of a division drops below fifty percent (50%). If the number does not reach fifty percent (50%) of the specific division at the deadline of the nomination period, nominations will be opened again.
5.2. A SUJAC Executive vacancy will be filled by the standard election procedure for a SUJAC Executive, per Article 7 of these by-laws.

6. CONGRESS MEETINGS

6.1. Quorum:

- 6.1.1. Quorum is defined at 50% plus one (1) of the existing Congress members who are currently eligible to vote.
6.1.2. SUJAC Executives do not contribute to quorum; they do not have the right to vote or to motion in a Congress Meeting.
6.1.3. Quorum will exclude proxy votes.
6.1.4. Quorum will be assumed unless an objection is raised from a Congress member within ten (10) academic days following the Congress Meeting.
6.1.5. The time and place of the Congress Meetings must be decided at the preceding Congress Meeting. The SUJAC Executive retains the mandate to call an emergency meeting within twenty-four (24) hours of notice. Quorum applies to emergency meetings.

6.2. Attendance:

- 6.2.1. Any Congress Member found absent for more than two (2) meetings during a period of five (5) consecutive Meetings will have their status as a Congress Member automatically revoked.

- 6.2.2. A Congress member whose status has been revoked has the right to appeal this decision to Congress within two (2) Meetings of his or her status being revoked.
- 6.2.3. With reference to attendance, the method of proxy votes will not constitute as attendance.
- 6.2.4. The reinstatement of a Congress member whose status has been revoked requires a 50%+1 majority.
- 6.2.5. The Congress Chairperson shall inform the Congress members whose status has been revoked of his change in status forthwith.
- 6.3. Each Congress member will hand his/her proxy to a SUJAC Executive or the SUJAC Coordinator prior to the Congress meeting.
- 6.4. Congress must meet within one (1) school week after the Congressional Election.
- 6.5. Congress Meetings will be held weekly and/or at the discretion of Congress Members.
- 6.6. All Congress meetings will be run according to Robert's Rules of Order.
- 6.7. Conflict of Interest:
 - 6.7.1. A conflict of interest is defined as, "*a person is in a position of trust that requires him/her to exercise judgement on behalf of others (people, institutions, etc.) and also has interests or obligations of the sort that might interfere with the exercise of his/her judgement, and that the person is morally required to either avoid or openly acknowledge*".
 - 6.7.2. Congress Members and Executives will abstain their votes should a conflict of interest arise. Any conflicts of interest should be presented to the Congress Chairperson before the motion.
- 6.8. Meetings in Camera:
 - 6.8.1. Meetings of the Student Congress will be public.
 - 6.8.2. Congress may, during any meeting, decide, by a majority of the members present, to hold the meeting, in whole or in part, on camera.
 - 6.8.3. When the Meeting sits on camera, the Chairperson must ensure that only Congress members, Executives, and people invited to be present at a meeting (determined by a majority of a Congress Vote) are present.
 - 6.8.3.1. Persons who are involved in the issue being discussed may stay if a minority of at least one quarter (1/4) of the present Congress Members decides that the person(s) input is important to the debate. These individuals are then required to maintain the confidentiality of the debates.
 - 6.8.4. The Congress Minutes will only report only Congress' decision, where applicable.

7. SUJAC EXECUTIVE ELECTION PROCEDURES

- 7.1. Eligibility:
 - 7.1.1. Any full-time and/or end-of-program student registered in either a Pre-university or Professional Program, and will be returning for two (2) full semesters, will be an eligible candidate for a SUJAC Executive position.
 - 7.1.2. Any John Abbott Student holding a seat on Congress will be entitled to vote for one (1) candidate for each position available, during the preliminary selection.
- 7.2. Nomination Procedures:
 - 7.2.1. Candidates must be nominated by SUJAC members--i.e., full-time registered Students of John Abbott College.
 - 7.2.2. A motion of Congress will open SUJAC Executive Nominations for two (2) school weeks, or ten (10) school days. The Nomination period will close after this time at 4:00 p.m.

- 7.2.3. The advertising of the nominations will be published on the JAC portal, and will also be advertised in JAC's newspaper, *Bandersnatch*. The Executive team is encouraged to use social media to inform the student population of the nomination period.
- 7.2.4 All Nominations must be submitted on the SUJAC Executive Nomination Form bearing the Names and Student ID numbers of fifty (50) SUJAC members and available in the SUJAC Office, P-101.
- 7.2.4.Nomination sheets are due back one (1) week before the Executive's elections in order to allow time for an interview process, per Article 7.3.
- 7.2.5.A SUJAC member may endorse a Nomination Form of no more than two (2) Nominees per position available.
- 7.2.6.Any name appearing on more than two (2) Nomination Forms of the same position will be disqualified as a Candidate's endorsement; doing so is forbidden and the Candidate will be informed.
- 7.2.7.Any candidate, whose Nomination Form bears disqualified endorsements, will have one (1) school day to replace such endorsements and resubmit them to the SUJAC VP Internal or the SUJAC Coordinator.
- 7.2.8. All candidates must sign their forms, thereby accepting the official election procedures, and also, the Nomination.
- 7.2.9. After Nominations close, the names of all SUJAC Executive Nominees will promptly be officially published by the SUJAC VP Internal,
- 7.3. SUJAC Executive Election Committee
- 7.3.1. Either the SUJAC VP Internal or the SUJAC Coordinator will form the SUJAC Executive Election Committee.
- 7.3.2.The SUJAC Executive Election Committee will consist of:
- two (2) SUJAC Executives;
 - two (2) Congress members who are not candidates of any SUJAC Executive position;
 - The SUJAC Advisor OR, in the Advisor's absence, the SUJAC Coordinator.
- 7.3.3.The SUJAC Executive Election Committee will have the responsibility of :
- verify all Nomination Forms to ensure Article 7.2.6 is respected;
 - set up an interview process (questions, topics, etc.) to be carried out with Executive Nominees.
- 7.3.4. During the week prior to the Elections, Candidates will be interviewed by the SUJAC Executive Election Committee and the previous Executive of the Candidate's position, to:
- inform Candidates about the function of an Executive and the fundamentals of SUJAC;
 - Clarify issues and answer any potential questions.
- 7.4. SUJAC Executive Election Procedures
- 7.4.1.The Executive Election Committee will inform Congress of the exact date chosen for the Executive Election.
- 7.4.2.All new Executives' positions will be decided no later than the last Friday of April of the school year.
- 7.4.3.The Congress Chairperson and Executive Election Committee will be responsible for informing all eligible voters of the date, time, and place of the Executive Election.
- 7.4.4.Executive Elections will be held regardless of labour disruptions or other social disturbances.

- 7.4.5. All Executive Nominees will prepare a speech to be presented to Congress at the Election.
- 7.4.6 The SUJAC Vice-President Internal will act as the SUJAC Executive Election Chairperson.
- 7.4.7 All Executive Nominees will have a maximum of five (5) minutes to present their speeches.
- 7.4.8 Only one (1) Nominee may be present at any time during the presentations.
- 7.4.9 Nominees will present their speeches, in alphabetical order, in order of:
President, Vice-President Internal, Vice-President Academic,
Vice-President Finance, Vice-President External, Vice-President
Communications.
- 7.4.10 After each Nominee concludes his/her speech, all present Congress Members have the right up to three (3) questions to that Nominee. The Nominee is not required answer any questions.
- 7.4.11 The Election Chairperson will be the official timer for all Nominees.
- 7.5 SUJAC Executive Voting Procedures
- 7.5.1 All ballots will be cast by secret vote and no voter can be obligated to announce publicly or privately his/her choice.
- 7.5.2 Only Congress members may vote for Executive Nominees ascension to final candidates vote only.
- 7.5.3 If there is only one (1) candidate remaining for a position, then they are acclaimed by Congress.
- 7.5.4 All Congress Members present must vote one of two ways:
- For one (1) of the Nominees per position available; or
 - "No" vote if the voter feels the Nominee(s) running is/are not appropriate.
- 7.5.5 Abstentions will be considered spoiled ballots and are therefore not counted.
- 7.5.5.1 If 'No' receives the majority of the vote, no candidate goes forward.
- 7.5.5.2 If 'No' receives the highest amount of the votes, but not the majority, the lowest voted candidate will be removed from the race and another vote will take place.
- 7.6 SUJAC Executive Vote Results:
- 7.6.1 A successful Nominee must receive either the highest or second highest plurality of the vote.
- 7.6.1 The two nominees who receive the highest plurality of the vote in each respective Executive positions will move on to the Student Body Election.
- 7.6.2 The votes will be counted by the Executive Election Chairperson. The counting of the votes will be witnessed by the President and the SUJAC Advisor, and if requested the SUJAC Coordinator.
- 7.6.3 In the event of a tie, a recount is automatic.
- 7.6.4 If a tie remains Nominee achieves a fifty percent (50%) plus one (1) majority, another round of questions without speeches from the Nominees, followed by a vote, will be called.
- 7.6.5 If a tie remains after the second round, more than two (2) Nominees are running for the same position and none are successful at achieving fifty percent (50%) plus one (1) of all eligible votes, all Nominees whose cumulative votes are lower or equal to fifteen percent (15) of all eligible votes shall be dropped from the running. The fifteen percent (15%) shall be calculated in increasing order from the Nominee with the least amount of votes.

- 7.6.5.1 If a tie between two (2), three (3) or more Candidates is reached at the fifteen (15%) mark, none of these tied candidates shall be dropped from the running.
- 7.6.6 If no Nominee can be dropped according to the rules stated in 7.6.5, the Nominee(s) with the lowest amount of votes will be dropped from the running.
- 7.6.6.1 In the case of a tie, all Nominees with the least amount of votes will be dropped.
- 7.6.6.2 If a tie for lowest amount of votes involves all of the Nominees except one (1) Nominee who has the plurality of the votes will become a final candidate {and the vote will repeat without the final candidate in the running. does not have fifty percent (50%) plus one (1) majority}, In case of another tie after the final candidate has been removed the Executive Election Chairperson will vote for one (1) of the Nominees involved in the tie. This Nominee will proceed to the next round of voting along with the Nominee who had the most votes.
- 7.6.6.3 In the case of a tie between all Nominees, no Nominee shall be dropped from the running and a subsequent round of questions and voting will take place.
- 7.6.6.3.1 In the event that, even after the procedure stated in 7.6.7, the tie between all Nominees should remain, the Executive Election Chairperson shall cast his/her vote for one (1) Nominee. This Nominee will thus be elected, even if he/she has not received fifty percent (50%) plus one (1) of the total votes
- 7.6.7 Voting Order:
- President
 - VP Internal
 - VP Academic
 - VP Finance
 - VP External
 - VP Communications
- 7.6.8 The two nominees who receive the highest plurality of the vote in each respective executive positions will move on to the Student Body Election.
- 7.6.9 The Student Body Election will take place on a day agreed upon by the Election Committee during the final week of April.
- 7.6.10 The Student Body Elections will take place over two (2) consecutive academic days before May 1 and the vote will end on the second day at 10:00 PM. The dates will be chosen by the Election
- 7.6.10.1 Congress retains the right to modify the Student Body Election dates if necessary.
- 7.6.11 Every member of SUJAC will be allowed one (1) vote for each position in which two (2) candidates are presented. An abstain option will be available for each position.
- 7.6.12 The final candidates selected by Congress and put forward for elections shall have one (1) week to campaign. Campaigns can include, but are not limited to: posters around campus, social media advertisement, pins, flyers, and a short blurb on the Omnivox portal.

- 7.6.12.1 Attack campaign ads are not permitted
- 7.6.12.2 Each candidate will have a 50\$ budget provided by SAC. The candidate must provide receipts to the committee to be reimbursed.
- 7.6.12.3 Any attempts to buy votes will result in disqualification.
- 7.6.13 The Student Body Election will be carried out through an Omnivox Survey.
 - 7.6.13.1 A SUJAC Omnivox pop-up will appear upon logging in, informing the student body of the vote.
- 7.6.14 The winner(s) of the Student Body Election will be those who receive the majority of the vote for their respective positions. Upon confirmation their names will be published as soon as possible.
 - 7.6.14.1 Any election grievances must be submitted to the election committee who will determine the validity of the claim and possible consequences.

8 SUJAC CONGRESSIONAL COMMITTEES

- 8.1 Any full-time student in good standing may be a member of any of the SUJAC Congressional Committees.
- 8.1 Five (5) Congressional Committees will be set up with the structures and mandates as stated in Appendix I - SUJAC Congressional Committees.

9 REFERENDUM

- 9.1 SUJAC is the decision-making body for JAC students. SUJAC will consult the Student Body through a College-wide referendum regarding certain issues. A referendum will be called if either of the following conditions is met:
 - 9.1.1 A motion passed by a two-thirds (2/3) absolute majority of Congress through secret ballot.
- 9.2 An official petition obtained in SUJAC and signed by ten percent (10%) of the student body with a valid student ID number. A student wishing to hold a referendum will be strongly advised to consult with Congress. SUJAC is responsible for the release to the student population of a statement of the issue and date on which the referendum will be held within seven (7) school days of receipt of petition or motion by Congress.
- 9.3 The referendum will take place a minimum of five (5) school days and a maximum of seven (7) school days after notice of referendum is given.
- 9.4 Students holding a valid JAC student ID will be eligible to vote.
- 9.5 The Committee that shall count the votes will include:
 - 9.5.1 Two (2) students appointed by SUJAC;
 - 9.5.2 The Student Activities Department Chairperson;
 - 9.5.3 The SUJAC Coordinator.
- 9.6 For the referendum to be valid, the majority vote must be equal to or exceed fifteen percent (15%) of the student population.
- 9.7 Results of the referendum will be considered a mandate for action. The exact course of action will be decided by SUJAC

10 BOARD OF GOVERNORS STUDENT REPRESENTATIVES

- 10.1 In accordance with College policy there are two Board of Governors student representatives. One (1) from a Pre-University program and one (1) from a Professional program.
- 10.2 The SUJAC Executive will appoint the representatives in order of preference of: SUJAC Executive members followed by SUJAC Congress members out of those who are interested.

- 10.3 In the event there are no SUJAC Executive or congress members of an academic division the existing college policies for Board of Governors election will be applied for the relevant academic division's seat on the Board of Governors.
- 10.4 The student representatives on the Board of Governors will be responsible for reporting the details of Board of Governors meeting to Congress.

APPENDIX I - SUJAC CONGRESSIONAL COMMITTEES

- Section I There will be six (6) permanent Congressional Committees by the names of:
- 1 Committee of Statutes & Statements ("CSS").
 - 2 Committee of Internal Affairs ("CIA");
 - 3 Committee of Academic Review ("CAR").
 - 4 Committee of Finance ("CFF")
 - 5 Committee of External Affairs ("CEA")
 - 6 Committee of Events & Public Relations ("EPR")
- Section II Committee of Statutes & Statements (CSS) will be responsible to make recommendations to Congress on SUJAC structure and constitution, as well as on matters pertaining to student rights and responsibilities that are endangered or affected by any situation or policy.
- Section III Committee of Internal Affairs (CIA) will be responsible to make recommendations to Congress on all matters that pertain to communications and relations with all internal student clubs and organizations and the Student Body and to report on decisions made inside the College that would affect students.
- Section IV Committee of Academic Review (CAR) will be responsible to make recommendations to Congress on all matters that pertain to academics, handling grievances and grade reviews, and improvements of those areas.
- Section V Committee of Finance (CFF) will be responsible to make recommendations to Congress on all matters that pertain to College Finances that affect students.
- Section VI Committee of External Affairs (CEA) will be responsible to make recommendations to Congress on all matters that pertain to the maintenance and creation of communication with bodies outside the College and to report on all decisions made outside the College that would affect students.
- Section VII Committee of Events & Public Relations (EPR) will be responsible for the preliminary planning, organization, and discussion of all possible events that, SUJAC in conjunction, with student activities may perform in the College. Furthermore, this committee will be responsible for the continued improvement of SUJACs' relations with the college community and public.

Section VIII Each Congressional Committee will have a Chairperson who will:

- 1- Be responsible for the smooth running of Committee meetings.
- 2- Be responsible for the formation of the agendas.
- 3- Along with the Secretary, be responsible for the publication and distribution Committee agendas and minutes to Committee and Congress members.
- 4- Have the right to vote on motions in order to break a tie.
- 5- Be elected at the first Committee meeting of each academic year.
- 6- Be responsible for following Robert's Rules of Order for the Committee meetings.

Section IX Each Committee will have a Secretary who will:

1. Be responsible for taking general minutes of the Committee at their respective meetings.
- 2- Be responsible for printing and publication of Committee meeting minutes and agendas to Committee and Congress members.
- 3- Be responsible for recording attendance at each meeting.
- 4- Be responsible for advising Committee members of the time, place, and date of Committee meetings.
- 5- Have full voting privileges; however, cannot move motions.
- 6- Be elected at the first Committee meeting of each academic year.

Section X Ex-officio members of Congressional Committees will be as follows:

- 1- Statutes & Statements - SUJAC President.
- 2- Internal Affairs - SUJAC Vice-President Internal.
- 3- Academic Review - SUJAC Vice-President Academic.
- 4- Finance - SUJAC Vice-President Finance.
- 5- External Affairs - SUJAC Vice-President External.

Section XI Voting rights of SUJAC Congressional Committees are as follows:

- 1- Any student attending Congressional Committee meetings shall have the right to vote, on any motion unless a particular member is otherwise defined in this proposal.
- 2- Only members in good standing will have the right to move a motion.