CONSTITUTION AND BYLAWS of the  
CAMPION COLLEGE STUDENTS’ UNION  
at the UNIVERSITY OF REGINA  
April 2018

CONSTITUTION

I. NAME  
The name of the organization is to be the “Campion College Students’ Union of the University of Regina”: herein referred to as the “CCSU”.

II. PURPOSE  
i) To promote and co-ordinate activities for the Campion College community and to maintain a spirit of solidarity within the College.  
ii) To advance the cause of higher learning in a Jesuit tradition at the University of Regina.  
iii) When necessary, to act as a liaison between Campion’s student body and other organizations.

BYLAWS

I. THE UNION  
A member of the CCSU consists of:  
i) All currently enrolled Campion College students  
ii) Any currently enrolled University of Regina students who petition the Executive council for membership.

II. THE EXECUTIVE COUNCIL  
The Executive Council is comprised of Elected Officers.

Elected Officers: The Executive Council consists of members elected to office at the end of the winter semester or in a subsequent by-election. All Elected Officers have a right to vote on all council issues and are required to attend bi-weekly meetings. All Elected Officers must be current CCSU members and have been post-secondary students for a minimum of two semesters. All elected officers are expected to contribute to and participate in all CCSU events whenever possible. All Elected Officers are required to submit a report to the faculty adviser at the end of the winter semester, which outlines the fulfillment of their duties in order to be eligible for a bursary.

III. ELECTED OFFICERS  
President:  
i) Is the Chairperson of the Executive Council.  
ii) Does not vote at Executive Council meetings unless his or her vote is required to reach quorum or in case of a tie vote.  
iii) Is the direct liaison for the CCSU to the Campion Administration  
iv) Is required to attend, or designate the Vice-President (or another Executive member should the Vice-President be unable) to attend, the meetings of the:  
- Campion College Board of Regents  
- Campion College Faculty Forum  
- University of Regina Students’ Union Board of Directors  
- University of Regina Students’ Union President's Advisory Council (URSU PAC),  
Holds a voting position at these meetings,  
Is required to report on the activities of the CCSU to the respective boards,
Is required to report back to the CCSU Executive Council of the proceedings of these meetings.
Acts as a liaison between the Campion College student body and the university community through these boards.

v) Ensures continuity between the current Executive Council and the newly elected Executive Council.

vi) Submits a report of the year’s activities to the following year’s Executive Council upon their election.

vii) Has co-signing authority over the CCSU bank accounts.

**Vice President:**

i) Assumes the responsibilities of the President in his/her absence.

ii) Ensures the attendance of members at council meetings.

iii) Is responsible for informing the executive of upcoming meeting dates with seventy-two (72) notice.

iv) Is responsible for presenting the regrets of absent executive members at meetings.

v) Has co-signing authority over the CCSU bank accounts.

**Public Relations Coordinator:**

i) Is responsible for advertising all CCSU events.

ii) Is responsible for reporting CCSU activities to the University community through various University mediums. These include but are not exclusive to: the Campion College Website, Campion College sandwich boards, the Carillon, URSU TV, the URSU Website, campus poster boards, and other social media.

iii) Maintains the CCSU glass display case, ensuring that it is up to date and current, in addition to a semester-specific calendar of events.

iv) Acts as a liaison with the URSU Communications Coordinator.

v) Is responsible for the printing, approval, and distribution of event posters in Campion, as well as on the U of R campus and in other Federated Colleges.

**Social Justice Coordinator:**

i) Act as a liaison between Campion College Campus Ministry and the CCSU, ensuring CCSU involvement in at least one Campus Ministry event per semester, or where otherwise needed.

ii) Coordinate a joint meeting between Campus Ministry and the CCSU at the beginning of each semester (January and September).

iii) Must plan a minimum of one social justice oriented event for, but not exclusive to, the membership in each of the fall and winter semesters which reflects the Catholic nature of the College. Is responsible for gathering event feedback and presenting an event account to the board and secretary for filing within two weeks of the event.

**Community Coordinator:**

i) Encourages participation of the membership in Intramural activities, such as coordinating a Campion intramural team.

ii) Must plan a minimum of one community service event for, but not exclusive to, the membership in each of the fall and winter semesters. Is responsible for gathering event feedback and presenting an event account to the board and secretary for filing within two weeks of the event.

**Environment Coordinator:**

i) Ensures that decisions and actions of the CCSU are environmentally sound.

ii) Works with Campion College to continually develop sustainable practices.

iii) Must plan a minimum of one environmental sustainability oriented event for, but not exclusive to, the membership in each of the fall and winter semesters. Is responsible for gathering event feedback and presenting an event account to the board and secretary for filing within two weeks of the event.
Student Society Liaison:
i) Acts as a liaison with the Arts Students’ Association (ASA), the Fine Arts Students’ Association (FASA), the Science Students’ Society (SSS), and with their subsidiaries, as well as with other student-run Faculty and Federated College organizations.

ii) Reports back to the Executive Council detailing the activities of other campus student organizations.

iii) Must plan a minimum of one event in coordination with another campus student organization for, but not exclusive to, the membership in each of the fall and winter semesters. Is responsible for gathering event feedback and presenting an event account to the board and secretary for filing within two weeks of the event.

National Student Society Liaison:
i) Acts as a liaison with the Canadian Catholic Students’ Association (CCSA), and the Canadian Federation of Students (CFS), as well as with other national or international student-based organizations.

ii) Reports back to the Executive Council detailing the activities of these student organizations.

iii) Must plan a minimum of one event reflecting the relationship between Campion College and other student organizations for, but not exclusive to, the membership in each of the fall and winter semesters. Is responsible for gathering event feedback and presenting an event account to the board and secretary for filing within two weeks of the event.

Secretary:
i) Ensures that new Executive Council members receive a copy of this constitution upon their election.

ii) Maintains all CCSU electronic and hard-copy files, the composite event account binder, and poster board, as well as documents CCSU events with photographs.

iii) Supplies each Executive Council member with an agenda twenty-four (24) hours before each meeting.

iv) Records and files the minutes of each meeting, and supplies each member of the Executive with a copy of these minutes within seventy-two (72) hours of the meeting.

v) Coordinates an annual survey of Campion students in the month of September.

vi) Posts CCSU office hours, as well as meeting dates and times, at the beginning of each of the fall and winter semesters. This is to be done in a public location, such as the CCSU glass display case, the CCSU office door, or both.

Treasurer:
i) Is responsible for keeping current and accurate records of the CCSU’s finances.

ii) Must have Executive Council approval for all expenditures, except for expenditures up to twenty dollars ($20).

iii) Is responsible to present a current account balance and budget for the upcoming year to the Executive Council at the second meeting in September and the first meeting in January.

iv) Is responsible to present fiscal updates to the Executive Council upon request.

v) Is responsible for the management of CCSU office keys and deposits.

vi) Is responsible for maintaining an inventory of CCSU belongings.

vii) Is responsible to acquire floats prior to events, to manage or designate another Elected Officer to manage the cashbox at events, and to account for event funds.

viii) Has co-signing authority over the CCSU bank accounts.
IV. SIGNING AUTHORITY
i) The Treasurer, President, and Vice-President have signing authority. Two of the three authorized signers must co-sign each cheque.

ii) All expenditures must have the approval of the Executive Council, except for expenditures up to twenty dollars ($20). Such expenses can be paid from petty cash. Written approval from two of the three authorized signers is required prior to the transaction. Receipts must be submitted at the next meeting.

iii) Transaction receipts must be filed prior to reimbursement for expenses.

V. ELECTIONS AND VOTING
i) All elections must be held in accordance with the Provincial Election Act.

ii) Election of the student executive will take place on the third Wednesday and Thursday of March, with a day for advanced voting taking place on the third Monday of March – in conjunction with URSU annual general elections.

iii) All members of the CCSU will be entitled to vote in a CCSU election.

iv) Candidates for Executive positions must submit a completed nomination form to the faculty adviser at least seven days prior to the election.

v) A super-majority of two-thirds (2/3) of the Executive Council is required in order to expel any member of the Council.
   a) This will be done by a secret ballot vote.

vi) The CCSU faculty adviser will appoint a Chief Returning Officer (CRO) one month prior to the election.
   a) The CRO is in charge of running the election and reporting the results.

VI. BI-WEEKLY MEETINGS
i) The CCSU will conduct bi-weekly meetings throughout the year. The day, time, and location of the meetings will be decided at the beginning of each semester by the Executive Council. If necessary, additional meetings will be called as required.

ii) All CCSU members, and other interested parties, will be welcomed at these meetings. Visitors may contribute to discussion.

iii) Attendance of ALL Council members is imperative. If an Executive member fails to attend two meetings without sending regrets, they will be asked to resign. Regrets must be submitted forty-eight (48) hours in advance to the Vice-President. Exceptions are made only under extenuating circumstances.

iv) President acts as Chair of the meeting.

v) Quorum is six (6) Elected Officers.

VII. ANNUAL GENERAL MEETINGS
i) The CCSU shall hold at least one AGM within every fifteen (15) months of the prior AGM.

ii) A report from the President and Treasurer will be tabled.

iii) The membership must approve the reviewed/audited financial statements.

iv) The AGM must be announced thirty (30) days in advance. The members are able to submit motions for the AGM twenty-one (21) days in advance. These motions must be posted two (2) weeks prior to the meeting, by means such as the Carillon, the CCSU display case, social media and otherwise.

v) Quorum is twenty-two (22).