

The Constitution of The King's University College Students' Association

SECTION 1: The Student Fellowship of The King's University College Community

- 1.1 All students who attend The King's University College and have paid the Student Association Fee are considered members of the Student Fellowship. (See section 5 for clarification)
- 1.2 On or before September of each year, the Students of The King's University College will hold an Annual Membership Meeting as required by the Societies Act of Alberta.

SECTION 2: Purpose

- 2.1 The purpose of the Students' Association is to provide a government structure which will enable students to be involved in the governing and decision-making process of The King's University College, and to be involved in activities and services which will encourage interaction among students, enrich their college experience, and foster an awareness of a student community, a larger college community, and the surrounding Christian and secular community.

SECTION 3: The King's University College Students' Association

- 3.1 The King's University College Students' Association (hereby designated TKUCSA) is designed to serve two functions: to meet the needs of the Student Fellowship and to be the medium whereby the Student Fellowship is properly represented on the University College governing bodies (Senate, Faculty Council, Board of Governors, and the Board of Governors Executive); and inner college communities. This is done by fulfilling these purposes:
 - 3.1.1 To adequately represent student concerns on University College governing bodies.
 - 3.1.2 To coordinate the activities within the Student Fellowship, and between the Student Fellowship and other parts of the University College community.
 - 3.1.3 To be a source of help to and an advocate for the students when dealing with University College issues or administration.
 - 3.1.4 To initiate University College activities and respond to student initiative.
 - 3.1.5 To determine what are and are not legitimate activities of the Student Fellowship.
 - 3.1.6 To collect and disperse money to support Student Fellowship activities.

3.1.7 To represent students on the various disciplinary committees of the University College.

3.1.8 To recommend students to serve on committees of the University College.

3.2 TKUCSA Membership

3.2.1 The Student Fellowship shall elect a President, Vice President (Internal Public Relations), Vice President (External Public Relations), Vice President (Finance Manager), Spiritual Life and Clubs Representative, Secretary and Chief Returning Officer, two Social Coordinators, and a Level Manager as outlined in 3.3.1. A First Year Representative appointed as outlined in 3.3.3.

3.2.2 The Coordinator of Student Programs (hereby designated as C.S.P.) shall act as an advisor to the TKUCSA (as outlined in Section 4.3 of the The King's University College Students' Association Handbook).

3.2.3 Members elected in March shall serve a 13 month (12 as official position holders) period and may be re-elected for any position. The months of overlap (i.e. the 13th month) will be a month dedicated to the training of new members.

3.2.3.1 The First Year Representative will serve an 8 month term beginning in September and ending on the last day of April.

3.2.4 TKUCSA membership must be reviewed annually by the TKUCSA to include representation of students in all years of study at The King's University College and to include sufficient members to accomplish TKUCSA functions.

3.3 Election of TKUCSA Members

3.3.1 Election of the President, Vice President (Internal Public Relations), Vice President (External Public Relations), Vice President (Finance Manager), Spiritual Life and Clubs Representative, Secretary and Chief Returning Officer, two Social Coordinators, and a Level Manager for the upcoming school year shall take place by the end of March, for the term beginning May 1 and ending 12 months later.

3.3.2 In the case of one or more positions not being filled, a by-election shall take place at a time deemed feasible to the TKUCSA.

3.3.2.1 If a by-election is not feasible, the TKUCSA will appoint a person (or persons) from the Student Fellowship to fill the position(s).

3.3.3 A first year student of the Student Fellowship will be elected from the Residence Council by the Residence Council to serve as a First Year Representative on the TKUCSA by the end of September.

3.3.3.1 If an election is not feasible, the Residence directors will appoint a first year student to serve as the First Year Representative.

SECTION 4: Elections

- 4.1 Any student who is a member of the Student Fellowship may declare candidacy for a position on the TKUCSA by completing and submitting a Nomination Form to the election committee. This form shall indicate the applicant's name, a summary of relevant experiences, and a statement of reasons for being a candidate.
- 4.1.1 Any candidate running for the position of president must be entering at least their 3rd year of post-secondary education.
- 4.2 All applications shall be duplicated and posted for public viewing. To enable easy identification on behalf of the voter, the election committee will attach a photo of the applicant to the form.
- 4.3 Each student, provided that he/she is a member of the Student Fellowship, may vote for the preferred candidate.
- 4.4 If there is only one candidate for a position, the vote will take place as a ratification of that candidate. Such ratification shall consist of the support of the majority of the votes cast.
- 4.5 Election campaigns may include posters, badges, or other media material, as well as speeches,, and elections programs.
- 4.5.1 An election forum shall take place before the election to introduce the candidates to the Student Fellowship.
- 4.5.2 Tactics deemed to be dangerous or derogatory to other candidates shall, upon warning from the TKUCSA, cease, or the instigating candidate's name shall be removed from the ballot.
- 4.5.2.1 At least two-thirds of the members of the TKUCSA must be in agreement before a warning may be issued.
- 4.5.2.2 Before a candidate's name may be removed from a ballet, at least two-thirds of the members of the TKUCSA must be in agreement.

4.6 Chief Returns Officer

- 4.6.1 The duties of the Chief Returns Officer (hereby designated as the CRO) are to be assumed by the current Secretary. If the Secretary is running for

a position or unable to perform the duties of CRO, it is his/her responsibility to find a replacement, and that replacement must be approved by the TKUCSA.

- 4.6.2 The CRO is to prepare the nomination forms, ballots, and tally sheets.
- 4.6.3 The CRO is to set the dates for election events such as the nomination deadline, speeches, campaigning, and voting. These dates are then to be approved by the TKUCSA. The elections are to be held in March. There must be two consecutive days of voting.
- 4.6.4 The CRO is responsible for finding the necessary volunteers for setting up the polling station and tallying the final results.
- 4.6.5 The CRO is responsible for setting up the polling station on the designated voting days, and for taking it down after the elections are over.
- 4.6.6 The CRO is to be responsible for ensuring that voting and campaign procedures are being followed.
- 4.6.7 The CRO is to meet with all candidates soon after the nomination deadline passes to explain the voting and campaign procedures to them.

4.7 Voting Procedures

- 4.7.1 Polls are to be opened for five (5) daytime hours on the designated voting days.
- 4.7.2 The CRO is to obtain two copies of the list of registered TKUC students. Only one ballot is to be handed out per student and under no circumstances will a student receive a second ballot. The CRO is to ensure that there is an accurate count of how many ballots were handed out.
- 4.7.3 After the polls close, the CRO, TKUCSA President, and two volunteers are to tally the votes. The CRO is to call out the results on each ballot, the two volunteers are to mark the results on the tally sheets and the TKUCSA President is to be present as an observer. The CRO is to ensure that the totals on each tally sheet match. The total number of ballots in the ballot box must equal the total number of votes tallied on the tally sheets. If the totals don't match they must be recounted until they do. If the number of ballots in the ballot box do not equal the number of ballots handed out as indicated on the student lists, and the difference could have changed the result of the polling, a by-election must be held for the disputed positions.
- 4.7.4 Results of the election are to be posted by the CRO, but vote totals are to remain private. If a candidate asks for the voting results for his/her

position they have a right to know. They have a right to an immediate recount with themselves or a representative present to witness the recount. Any request for a recount must be submitted to the CRO in writing within 48 hours of polls closing. Ballots and tally sheets are to be kept secure by the CRO until this time and then destroyed.

4.8 Campaigning Procedures

- 4.8.1 Campaigning should run for three days prior to the first day of voting.
- 4.8.2 Speeches by the candidates are to be held on one of these days at a time chosen by the CRO in consultation with the candidates.
- 4.8.3 There is to be no campaigning of any sort after polls open.
- 4.8.4 The CRO and any volunteers at the polling station are to refrain from commenting on any candidate while the polls are open.
- 4.8.5 Candidates are allowed to vote but cannot loiter around the polling station.
- 4.8.6 Any posters, etc., visible from the polling station are to be taken down by the CRO.
- 4.8.7 Candidates are not to tamper with one another's posters, etc., in any way.
- 4.8.8 Any violation of campaigning rules can result in a candidate's removal from the ballot. Removal of a candidate's name from the ballot can only occur with at least two-thirds of the members in the TKUCSA in agreement.

Section 5: Finance

- 5.1 Management of the Student Association Fee paid to the Registry upon enrollment at The King's University College shall be as follows:
 - 5.1.1 The TKUCSA shall initiate a yearly review of the Student Fee before the end of October. Any changes to the fee are to be ratified with a two-thirds majority vote within the TKUCSA membership after initiating public dialogue deemed adequate by the CSP, TKUCSA Executive, and an Administrative advisor.
 - 5.1.2 Full time students who begin in September will pay \$120.00 per year to the TKUCSA. Part-time students who begin in September will pay \$60.00 per year to the TKUCSA.

- 5.1.3 Full time students who begin in January will pay a fee amounting to half of the sum as outlined in section 5.1.2.
 - 5.1.4 Part-time students who begin in January will pay a fee amounting to half of the sum as outlined in section 5.1.3.
 - 5.1.5 All students may receive a 100% refund of the Students' Association Fee if they withdraw from The King's University College within the first two weeks of classes.
 - 5.1.6 All students may receive a 50% refund of the Students' Association Fee if they withdraw in the third or fourth week of classes.
 - 5.1.7 After the fourth week of classes, no refund of the Students' Association Fee will be made to students who withdraw from The King's University College.
 - 5.1.8 All students are eligible to apply for Student Relief, and will be considered according to the criteria as outlined in the Student Relief Fund Application.
- 5.2 Auditing, visiting, and unclassified students have the option, but are not required to pay membership fees.
- 5.2.1 Payment of membership fees entitles the student to a Photo ID Card.
- 5.3 The fiscal year of TKUCSA begins May 1st of each year.
- 5.3.1 The outgoing Vice President (Finance Manager) will prepare and file proper financial statements after the fiscal year, and have them reviewed by an accountant, and present them at the Student Fellowship Annual Membership Meeting held on or before September of the same year, as required by the Societies Act of Alberta. These statements will be opened to the public.

Section 6: Review of the Constitution

- 6.1 This constitution shall be reviewed annually by the TKUCSA to ensure that its purpose remains workable and relevant.

Section 7: Provisions for Amendments

- 7.1 This constitution may be amended by a two-thirds majority of the votes cast by the Student Fellowship. Suggested amendments will be made in writing by TKUCSA and posted or distributed with the resulting approval or disapproval from the majority of the Student Fellowship.