

STUCO By-Laws

I. STUCO Structure

A. Executive (Elected Positions)

The members of the Executive shall be as follows:

- President
- Vice President of Communications
- Vice President of Finances

Each of these members is elected by the Student Association and shall be voting members of both the Executive and STUCO.

B. Committee Chairs (Appointed Positions)

The committee chairs shall be as follows:

- Arts Committee Chair
- Missional Living Committee Chair
- Social Life Committee Chair
- Spiritual Life Committee Chair

Each of these members is appointed by STUCO and shall be a voting member of STUCO

II. Meetings

A. STUCO Meetings

1. There shall be a STUCO business meeting, which shall be the forum for the discussion of all business, according to the agenda set by the Executive. It shall meet at a minimum once (1) weekly, throughout the academic year; at the time and place specified by the President. STUCO must approve all business before being acted upon.
2. Attendance at STUCO meetings is mandatory for all STUCO members. Absences shall be penalized as per By-law II, Section C.2.
3. Quorum is two-thirds of members rounded to the closest whole number.
4. Order in STUCO is governed by the Meeting Policy as outlined in the Policy Manual.
5. The President may give non-members of STUCO the right to speak in STUCO meetings.
6. STUCO meetings will be open to students once a month as scheduled by the Executive. Students must let the Executive know ahead of time if they wish to attend.

B. Annual General Meeting

1. The Annual General Meeting is a special meeting held in the most public forum available on campus with the intent of attracting as many Student Association members as possible, on a date set by the President. The AGM must take place no earlier than one week before the Student Association is given the opportunity to vote on the budget.
2. The Treasurer will present and propose the Student Association's annual operating budget. The proposed annual operating budget shall be made available to the student body no less than one (1) week prior to the Annual General Meeting.
3. The Executive will present its vision for the Student Association.
4. All STUCO members are required to attend and participate (see By-law II, Section C.2).

C. General Meeting Procedures

1. The President and/or the Secretary may call emergency meetings of STUCO, given twenty-four (24) hour notice to all members for whom attendance is mandatory.
2. Unexcused absences to STUCO meetings are subject to the following penalties:
 - a. Following one (1) unexcused absence per semester, a warning shall be issued.
 - b. Following two (2) unexcused absences per semester, a member receiving a stipend will forfeit 25% of his/her stipend, to a maximum of \$200.
 - c. Following three (3) unexcused absences per semester, a member will forfeit his/her office, with subsequent loss of stipend on a pro rata basis.
 - d. An absence is deemed excused or unexcused by the President of the Student Association, whose decision may be appealed to the Executive, by the member in violation.

III. STUCO Members: Eligibility and Replacement

A. Qualifications

Pre-amble: These qualifications exist in order to ensure that STUCO members have the time, energy, and character necessary to perform their duties well and have an understanding of the level of commitment needed for participation on STUCO. A persons ability to meet this level of commitment will guide the Executive upon appeal of any of the following qualifications.

1. Academic
 - i. STUCO Members must be enrolled in a minimum of nine (9) credit hours and a maximum of sixteen (16) credit hours per semester. If a member or applicant is enrolled in less than 9 credits hours or more than 16 credit hours, it will be reviewed by the Executive.
 - ii. In order to run for office , the following GPA requirements must be met:
 1. All STUCO Members must have a minimum cumulative GPA of 2.5 not including the incomplete current semester, or a minimum term GPA in the previous two (2) semesters of 2.75, not including the incomplete current semester.
 - iii. In order to maintain the office, the following requirements must be met:
 1. All STUCO members must have a minimum term GPA of 2.50 in the semester of election and the following semesters in office.
 - iv. All GPA decisions will be made as of June 15 for the ensuing fall semester, and within two weeks of the first day of classes in the spring semester. Any STUCO member not meeting these requirements has the right to appeal his/her situation to the Executive before the aforementioned deadlines according to the appeal procedure outlined in By-law V. C.
 - v. If the above requirements are not satisfied, or if at any time a STUCO member is placed on academic probation, the office is forfeited and a replacement is made according to the restrictions listed under By-law III, Section B.
2. Conduct
 - i. A STUCO member must be a mature, responsible student at Columbia Bible College, who has the respect and endorsement of administration, faculty, staff and students.
 - ii. A STUCO member must give clear evidence of spiritual maturity and be committed to spiritual disciplines, a Christ-honouring life-style and a record of caring for and ministering to people.

- iii. A STUCO member is expected to model servant leadership.
 - iv. A STUCO member is expected to uphold all of Columbia Bible College community standards.
3. Status
- i. Elected Representatives must be members of their constituency throughout the duration of their term of office.
 - ii. Elected Representatives must be members of the class they represent on September 1 of their term in office.
 - iii. All candidates must be members of the Student Association as outlined in Article II, Section 1 (Membership) of the Constitution.

B. Vacancies

1. All vacancies, with the exception of the President which shall be filled by the Secretary, occurring after the Fall election, will be filled or left vacated at the discretion of STUCO. Vacancies will be filled on a position by position basis with each appointment requiring a two-thirds (2/3) majority vote of STUCO.
2. Vacancies occurring after the Spring election will be handled as follows: applicants may be considered for candidacy at the discretion of the President. Committee Chair candidates may be appointed on the basis of a two-thirds (2/3) majority vote of STUCO. Candidates for elected positions may be granted an “Acting Role” at the discretion of the President until the position is affirmed or challenged through the Fall election.

IV. Election and Appointment Procedure

A. Election Code

All elections for Student Council positions are to be conducted according to the election guidelines as set forth by the “Election Code” in the Policy Manual.

V. Referendum, Recall and Appeals

A. Referendum

Upon petition by fifteen percent (15%) of the members of the Student Association, any decision of STUCO may be referred to the Student Association membership for approval or rejection. Such a petition must be filed with the President of the Student Association within ten (10) calendar days after the first signature. STUCO shall call for a referendum on the decision in question seven (7) days after receiving such a petition. Voting shall be by secret ballot. A two-thirds (2/3) majority of those voting shall be necessary to rescind a STUCO decision.

B. Recall

Upon petition by twenty-five (25%) of the Student Association for a Student Council member to be removed from their position, this person, hereinafter referred to as the recallee, may request that the Executive call for a special meeting where at the recallee will be given an opportunity to respond to the petition for recall. The petition will be referred to the voting members of the Student Association for approval or rejection, within two (2) weeks of its submission to the Executive. Voting shall be by secret ballot. A two-thirds (2/3) majority of those voting shall be necessary to implement the petition for recall. If necessary, vacancies shall be filled in accordance with By-law III, Section B (Vacancies).

C. Appeals

In the case that a STUCO member fails to maintain Academic, Conduct, or Status standards set out in Bylaw III, Section A (Qualifications), the member may appeal the resulting forfeiture of position. The appeal process is as follows.

- If the Council member falls below the standards set out for Council eligibility they must first issue a letter of appeal to the President of the Student Association communicating why they believe their forfeiture should be reviewed.
- The Executive and the Dean of Students will then meet with the member involved to discuss the matter and give the member an opportunity to present their case in person.
- The Executive and the Dean of Students will then privately convene to discuss the matter. After due deliberation the executive will then vote on the matter. This vote must be at least a two-thirds (2/3) majority decision.
- If the member in question is unsatisfied with the decision they may appeal to the College President's Office.

D. Quorum

Quorum for all referendum and recall votes is fifteen percent (15%) of the appropriate Student Association membership.

VI. Finances

A. Audit

The Student Association's financial records shall be available for inspection by the membership. During the course of the semester any member of the Student Association may view the previous month's financial statements upon giving forty-eight (48) hours notice to the Treasurer. Each year an internal audit shall be conducted by the College's accountants in co-operation with STUCO.

B. Fees

1. A general Student Fee percentage shall be assessed each semester to each member of the Student Association. Full-time students shall pay the full fee of 14% of one tuition credit hour. Part-time students shall pay 8% of one tuition credit hour. Full-time and part-time status determined per College academic standards.
2. The Student Fee will be collected by the College's Financial Department and transferred into the Student Association's account. Student Fees shall be collected at the beginning of each semester. The Treasurer will monitor and report on the collection and transfer of these funds.
3. STUCO maintains responsibility and control over the allocation of Student Fees. These funds are to remain in a single (1) Student Association account. After budgeting, remaining Fees are to be transferred into the General Budget. Funds in the General Budget remain in order to fund all proposals that are brought forth to Council. Remaining funds are to carry over into the following years' account.
4. New increases of the Student Association Fee shall be submitted to the Administration for approval and implementation for the following academic year. Members must be publicly notified of any changes to fees prior to the implementation of changes.

C. Budgets

1. Each Committee Chair, along with the President, is responsible for submitting a proposal budget to the Treasurer to cover anticipated departmental expenses for the academic year. The Treasurer will aid and advise STUCO members during the creation of these budgets.

The Treasurer is to ensure that all budgets are completed and turned in on time. It is not the job of the Treasurer to dictate or control the content or value of each proposed budget. The Executive will meet to review the proposed budgets and discern the allocation of Student Association funds as appropriate, and create a proposal budget for the entire Student Association. The Executive shall then present the proposal budget to STUCO for approval and discernment. Upon approval, the proposal budget shall be released to the Student Association no less than one week prior to the AGM. At the AGM STUCO will present the proposal budget to the Student Association (See Section II. B. for AGM procedure).

2. STUCO is responsible for setting aside sufficient funds, at minimum \$1000 to cover all Pre-AGM expenses to be incurred by the proceeding year's STUCO.
3. The following budgets will be submitted for funds from the Student Fees Account:
 - a. Administration – The President
 - b. Arts and Communications – Arts and Communications Committee Chair
 - c. Missional Living – Missional Living Committee Chair
 - d. Social Life – Social Life Committee Chair
 - e. Spiritual Life – Spiritual Life Committee Chair
4. A majority vote of the Student Association is required to pass the proposal budget. The vote should be no more than one week following the AGM.

E. End of the Year

The Treasurer is responsible for ensuring accurate and complete financial closure at the end of his/her year in the position.

1. All revenues must be accounted for and deposited in the Student Association's account.
2. All reimbursement requests must be handed in prior to the last day of finals. It is the responsibility of the Treasurer to remain on duty until this date to assist in closing off financial matters. Reimbursement requests handed in after this date will not be honoured *unless* a special arrangement has been previously made with the Treasurer.
3. All Student Association funds remaining at year end are to be placed in the Student Association account and re-allocated in the next year's budget.

VII. Rights of Membership

The rights of every Student Association member, as defined in Article II, Section 1 of the Constitution, are as follows:

- Vote for representation within STUCO.
- Attend open STUCO meetings, which will take place once a month, as scheduled.
- Have access to minutes of all STUCO meetings.
- Participate on Student Association committees.
- Attend all Student Association events
- Have access to a copy of the Constitution, By-laws and Policy Manual of the Student Association.