

NEW COLLEGE COUNCIL BY-LAWS

(Drafted By Nalinie Singh, adapted from McLaughlin College Council, Vanier College Council, and Stong College Student Government 2013. Edited by Kyra Bendastos November 14, 2022).

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Article I: Responsibilities of Ex-Officio Officers

1. Social Representatives

1. Shall be two constituents who hold the position;
2. Shall be available on a daily basis as soon as they are ratified after hiring the position;
3. Shall remain a non-voting member of the Council;
4. Shall report to the Vice President Social;
5. Shall plan an event cooperatively during their term with the supervision of the Vice President of Social;
6. Shall assist the the Vice President of Social and Director of Social with event planning and prepping when requested;
7. Shall represent the Vice President Social at the Vice President Social Roundtable (SAYU) in case him/her or the Director Social cannot attend;
8. Shall, prior to the completion of his/her period of tenure, submit a written report to the Vice President Operations outlining the events along with recommendations for the consideration of the succeeding Council to be passed at the last Council Meeting in April;
9. Shall assist the NCC in the defining and achievement of its goals, in the best interests of the community, and shall engage in other such duties as may from to time be assigned to him/her by the NCC;
10. Shall take a proactive role in all NCC matters;

2. Athletic Representatives

1. Shall be two constituents who hold the position;
2. Shall be available on a daily basis as soon as they are ratified after hiring the position;
3. Shall remain a non-voting member of the Council;
4. Shall report to the Vice President Athletics;
5. Shall ensure that New College has clean jerseys and be responsible for washing jerseys in a cyclical order;
6. Shall make an appearance at two sports per semester;
7. Shall be the proxy voting member on the Student Intramural Recreational Council (S.I.R.C) incase either the Vice President or Director Athletics isn't available;
8. Shall, prior to the completion of his/her period of tenure, submit a written report to the Vice President Operations outlining the events along with recommendations for the consideration of the succeeding Council to be passed at the last Council Meeting in April;
9. Shall assist the NCC in the defining and achievement of its goals, in the best interests of the community, and shall engage in other such duties as may from to time be assigned to him/her by the NCC;
10. Shall take a proactive role in all NCC matters;

3. Finance Representative

1. Shall be one constituent who holds the position;
2. Shall be available on a daily basis as soon as they are ratified after hiring the position;
3. Shall remain a non-voting member of the Council;
4. Shall report to the Vice President Finance;
5. Shall assist the Vice President of Finance and Director of Finance with event budgeting and monitoring when requested;
6. Shall assist the Vice President of Finance and Director of Finance with the recording of transactions and completing paperwork;
7. Shall oversee spending on small events planned by the council;
8. Shall provide summary notes on events that take place along with the Vice President of Finance and the Director of Finance.
9. Shall assist the NCC in the defining and achievement of its goals, in the best interests of the community, and shall engage in other such duties as may from to time be assigned to him/her by the NCC;
10. Shall take a proactive role in all NCC matters;

4. YFS Representative

1. Shall be a liaison between the Council and the YFS to represent the view of council in YFS meetings and vice-versa at the Council's' meeting;
2. Shall be present in at least two Council events during the Year;
3. Shall remain a non-voting member of the Council;
4. Shall hold at least one office hour per week
5. Shall take a proactive role in all NCC matters;
6. Shall assist the NCC in the defining and achievement of its goals, in the best interest of the Community, and shall engage in other such duties as may from time to time be assigned to him/her by the NCC;

7. Shall train and advise the incoming YFS Representative

5. Speaker of the Council

1. To interpret the constitution and all subsidiary regulations
2. To be present at all council meetings,
3. To be impartial and to maintain order and decorum the meetings of Council,
4. To ensure an agenda for each meeting of council is prepared and distributed,
5. To ensure that responsibility in relation to motions and policies approved by council is delegate, and such motions and policies are implemented;
6. To monitor council member absences and to invite motions of impeachment, as required by the constitution;
7. To notify the Secretary and President of council at least twenty-four hours in advance, if possible, of an intention to be absent from or late to a meeting of Council;
8. To assume other such duties as council may, from time to time, assign, provided that such additional duties do not compromise the impartiality and integrity of the office of the speaker; and
9. To oversee the activities of the secretary
10. Shall hold at least one office hour per week

6. Secretary of the Council

1. To attend all meetings of the Council and take complete and accurate minutes of the same;
2. To give all notices required to be given to members;
3. To ensure that all public documents belonging to Council are maintained in such a way as to be open to inspection by any member of York University,
4. To keep and maintain a copy of the minutes of Council in the Council Office for Council archives
5. To type Council related correspondence,
6. To notify the speaker and the Vice-President Operations of council at least twenty-four hours in advance, if possible, of an intention to be absent from or late to a meeting of Council;
7. To comply with the provision of the constitution and every subsidiary regulation;
8. To assume such other duties as Council may, from time to time assign,
9. Shall hold at least one office hour per week

7. Head of New College

1. To attend all meetings of Council, and vote on all motions that do not present a conflict of interest,
2. To advise council on any matters they need advising on, and
3. To inform Council of the happenings of the Head of the College's Office,
4. To inform the council of any updates in the University that they should be made aware of,
5. To ensure Council attends open house days and to represent the Council
6. To assume such other duties as council may, from time to time assign

7. Orientation Chair

1. To be available on a weekly basis during the Summer session;
2. To be available to be contacted by people, offices, constituencies, or organizations associated with the Orientation, whether by telephone, electronic mail, fax, or other on a daily basis during the summer session,
3. To attend all activities during New College's Orientation Week;
4. To be available on a daily basis during Orientation Week as well as one week prior to

Orientation;

5. To attend all meetings of council held during the year, and present a report at each meeting outlining the progress of planning Orientation.
6. To work closely, on a weekly basis, throughout the Winter and Summer sessions, with the President and the Vice-President Finance, regarding all monetary transactions pertaining to Orientation, and keep an accurate record of the same;
7. To be responsible for formulating, with the guidance of the President and the Vice-President Finance, a budget for Orientation Week. The Orientation Chair shall become familiar with the method by which bills, advancements, and reimbursements are processed;
8. To co-ordinate with the Head of the College's Office regarding the planning of Orientation;
9. To attend all meetings of York Orientation Directors Association (Y.O.D.A.) or any other such body that, from time to time, is created to govern and oversee Orientation on a University wide basis;
10. To be in weekly contact during the summer session with the appropriate University administration personnel and all Orientation Chairs (or such person in charge of organizing each constituency's Orientation Week) from all other constituencies at York;
11. To report to Council the progress of Orientation Week preparations of all constituencies and other such organizations at York;
12. To ensure all first year incoming students are familiar with the York University Keele campus;
13. To prepare a package or kit for first year students, the contents of which shall help promote the social and academic way of life at York and New College;
14. To recruit with approval of the President captains to lead the teams of frosh week;
15. To recruit with approval of the President an adequate amount of orientation leaders to lead the week, including a Promotions Team for the week;
16. To sufficiently prepare all New College Council members and selected orientation leaders for the events of New College Orientation Week;
17. To devise the design for the Orientation leader jerseys, council jerseys, and director jerseys;
18. To inform all council members of their duties during Orientation week with the approval of the President;
19. To create up to date schedules of all Orientation Week events, and to distribute these schedules to all first year students and any constituencies, offices, or organizations requiring such schedules;
20. To delegate authority (wherever possible and necessary) to the other members of the Orientation Committee and members of Council in order to ensure the successful completion of New College Orientation Week activities;
21. To plan the annual Frost Week during Winter Term;
22. To keep an accurate and up to date list of all other people, businesses, organizations or equivalent who are associated with Orientation, and to provide this list for the next

Orientation Chair;

23. To include with his/her final report to Council, a concise list of recommendations for the next Orientation Chair;

8. New Beat Editor

1. Must produce copies of the New Beat newsletter for fall and winter terms to be distributed in the New College lounge,
2. Shall recruit contributors, including at least one article per edition from another New College Council member
3. Shall remain a non-voting member of New College Council,
4. Shall take a proactive role in all NCC matters,
5. Shall assist the NCC in defining and achievement of its goals in the best interest of the community;
6. Shall engage in other such duties as may from time to time be assigned to him/her by the New College Council

9. Residence Life Coordinator

1. To attend all meetings of Council, and
2. To advise council on any matters they need advising on,
3. To inform Council of the happenings of the Pond Residence when needed
4. To inform the council of any updates in the University that they should be made aware of
5. To ensure Council collaborates with The Pond Residence
6. To assume such other duties as council may, from time to time assign

10. Chief Returning Officer

1. Shall organize New College Council's Elections during their term;
2. The Council shall govern all elections of New College Council;
3. CRO can consult with the ERO, President of NCC, or VP Operations when needed
4. The CRO shall maintain a best practice manual in order to ensure consistency and transparency to the election process;
5. The CRO shall ensure that no one person shall run for more than one position on the Council during the same term; and shall oversee logistics of elections;
6. Recommend election dates to the Council; and Elections shall be comprised of a nomination period, a campaign period, and a voting period;
7. CRO may not seek office and must remain neutral during the election process;
8. The Fall Election shall take place at the beginning of the academic year, no later than the last day of the month of October;

9. The Spring Election shall take place at the end of the academic year, no later than the last day of the month of March;

(ii) During Fall Election, two (2) positions shall be up for election; First Year Representative and Pond Road Residence Representative. Four (4) positions shall be up for hire; Athletic Representatives (2) and Social Representatives (2).

(ii) During the Spring Election, eleven (11) positions shall be up for election; President, Vice- President Operations, Vice-President Finance, Vice-President Promotions, Vice-President Social, Vice-President Athletics, and Vice-President of Academics, Director Athletics, Director Social, Director Promotions, and Commuter Representative.

10. Shall ensure that any positions, which have been appointed due to impeachment or resignation, shall be up for election during the next available election.

Article II: Committees

1. Standing Committees

1. The Council shall maintain the following standing subcommittees:

- (a) Executive Committee
- (b) Club Ratification Committee

2. Composition and Terms of Reference for Standing Committees

1. Executive Committee

- a. The Chair of the Executive Committee shall be the President;
- b. The voting members of the Executive Committee shall be the President, the Vice-President Operations, and the Vice-President Finance;
- c. Fifty plus one percent (50+1%) of the appointed members of the Executive Committee shall constitute quorum. Each member of the Executive Committee shall be entitled to one (1) vote;
- d. The Executive Committee shall have the authority to approve expenditures of up to \$1,000.00 in the summer term and up to \$3,000.00 in the fall and winter terms. Approval to exceed this limit shall be granted by The Council as they deem appropriate;
- e. The Executive Committee shall recommend policy, but shall not initiate policy without approval of The Council;
- f. The Executive Committee is required to make a report to The Council once a month summarizing its activities.

2. Club Ratification Committee

- (a) The Chair of the Club Ratification Committee shall be the President;

- (b) In the absence of the President, the Vice-President Academics shall preside at meetings;
- (c) Its members shall include, the President, the Vice-President Operations, the Vice-President Academics and two (2) representatives of the Head of the College's Office;
- (d) Not less than half the appointed members of the Club Ratification Committee shall constitute quorum;
- (e) The Club Ratification Committee shall meet on an once per month basis throughout the summer term;
- (f) The Club Ratification Committee shall have all clubs ratified before the end of July; any clubs missing the deadline must have an individual meeting with the committee;
- (g) The Club Ratification Committee shall have the responsibility to follow the club ratification policy outlined in By-Law 4;

Article III: New College Awards

1. Award List N.C.C. shall be responsible for the selection and distribution of the following awards to members of the New College community:
 2. Athletics: Male and Female Athlete of the Year
 3. Athletics: Male and Female MVP
 4. Athletics: Male and Female Rookie of the Year
 5. Athletics: Alumni Eagle of the Year
 6. Athletics: Team of the Year
 7. Lounger: Someone who is always in the lounge.
 8. Ultimate Commuter: A commuter who is always participating in both social and athletic events.
 9. Head's Choice: An award given to a New College community member by the Head for outstanding contributions to the College.
 10. Member(s) of Hall of Fame (up to 3 people)
 11. Socialite: Someone who engages in social events at a high degree
 12. Club of Year: VP Academics determines which club has engaged within the New College community at the highest degree
 13. President: President of New College Council that term
 14. Any other awards Council deem appropriate
2. Award Committee
 1. The committee shall select the recipients of the awards in a fair and unbiased manner.
 2. The committee shall comprise of at least three (3) representatives
 3. The Head of New College shall determine the recipient of the Head's Choice Award
 4. Council members are not allowed to receive awards with the exception of the President Award and Hall of Fame Award.

3. Awarding All of the awards mentioned in By-Law 1 of Article III are to be presented at the New College Year End Formal.
4. Community Input
 1. Members of the New College community must be given an opportunity to submit their input into the selection of the awards listed for the consideration by the Award Committee; however, the N.C.C shall ultimately be responsible for selecting the winners, by a simple plurality, and with the use of a closed ballot.

Article IV: Club Ratification Policy

New College Council will ratify clubs in accordance with established guidelines as outlined below.

1. Requirements for Ratification
 1. The objectives and activities of groups seeking recognition should be seen as attempting to contribute to, but not limited too, educational, recreational, social, or cultural values of the New College Community.
 - (a) All applications for club ratification must agree to all New College Council policies, By laws and the constitution.
 - (b) Student levy groups are not eligible for ratification by the New College Council.
 - (c) New College Council ratified clubs must be open to all New College students.
 - (d) New College Council will not support clubs that partake in activities that are against the law of Ontario and Canada.
 - (e) New College Council does not support, promote, or fund activities that are discriminatory as defined by the Ontario Human Rights Code and NCC policies.
 - (f) New College Council will not ratify any groups that practice any form of coercive (persistent mental, social and emotional pressure to join the group) techniques of their membership or potential membership, nor any student groups who are found to be associated with an outside body who practices coercion, or knowingly violates any of the procedures listed above.
 - (g) New College Council will not ratify any clubs who threaten, are rude or antagonizing to NCC Staff, Council, or Executive Members.
 - (h) Clubs seeking ratification must have a constitution on file at the New College Council office, which meets all the constitutional requirements of the SSC.
 - (i) Ratified clubs will provide membership benefits to the New College Council VP Operations & President including addition to the club's e-mail list serve.

- (j) Clubs seeking ratification must submit a detailed and fully completed New College Council Club Ratification Form with the required documents including an updated constitution and financial statements each year.
- (k) New College Council will not ratify all clubs who seek ratification. Ratification is only granted to clubs that meet the appropriate requirements as listed above.
- (l) All clubs must be ratified with Student Success Centre before being ratified with New College Council
- (m) A club is not guaranteed to be ratified even though they may previously be a New College Club

2. Ratification Procedures

- (a) All clubs seeking ratification must submit the following information to SSC and if needed NCC VP Academics:
 - (i) A detailed and fully completed New College Council Club Ratification
 - (ii) Application Form with the required documents.
 - (iii) A list of the club executive, including telephone numbers, address, working e-mail address' and student numbers.
 - (iv) The clubs most recent constitution that adheres to the requirements; as outlined in section 6.0 of this policy.
 - (v) Outline of events and projects for the year.
 - (vi) A membership list including names, student numbers, and e-mail addresses.
- (b) Clubs must also submit a preliminary budget that must include the following information:
 - (i) Total projected costs of operations for the upcoming year.
 - (ii) Total projected costs for events and projects for the year.
 - (iii) Disclosure of membership fees.
 - (iv) Disclosure of any external funding support expected and received in the past year.
 - (v) Disclosure of all other sources of revenue expected and received in the past year (include college donations, private contributions et cetera).
- (c) The deadline to submit the Club Ratifications Application is 30 days upon receipt of the package.
- (d) All New College Council Clubs will be ratified on a probationary basis. By the end of the fall semester, if NCC feels that the Club performed in accordance to the tangible goals it set for itself during the summer, the Club will then gain a ratified status with the Council for the winter term.
- (e) Failure to ratify a club will result in a denial of access to benefits offered by New College Council for clubs including club funding.
- (f) All ratified clubs are required to report all changes of signing authorities, executive members, advisors, and contact information on an on going basis.

3. Club Ratification Approval Process

1. All applications for New College Council Ratification will be approved/ denied by the Clubs Ratification Committee.
2. The Clubs Ratification Committee will consist of the President of New College Council, the Vice-President Operations and the Vice-President Academics of the same; as well as two (2) representatives from the Head of the College's Office of New College.
3. The signing authorities must meet with at least half of the ratification committee before being officially ratified;
4. If ratification is granted, the organization will be sent an approval letter to the e-mail address provided.
5. All sections of the Club Ratification Form must be completed in full and must be legible in order for it to be considered.
6. The Clubs Committee will not recognize more than one club of the same name.
7. The Clubs Committee may not also recognize more than one club that provides membership benefits in the same areas as an existing club.
8. The Vice-President Operations or president may ask for a resubmission of applications if the application is deemed inaccurate or does not follow requirements as stated.

3. Conditions for De-ratification

1. Complaints
 - (a) Should a complaint arise about a specific New College Council Ratified Club, the Clubs Committee will review the complaint. Should the club be found at fault, the club will be put on probation and if a second infraction were to occur the club would be de-ratified by resolution of the Clubs Committee. After probation and de-ratification, the club will have a chance to appeal the decision by sending two people to make a presentation to the following Clubs Committee meeting.
 - (b) Should a complaint arise about a specific College Council Club, which is already on probation, the Clubs Committee will review the complaint and take appropriate steps to resolve the issue.
2. Causes for De-ratification Any one or combination of the following will be cause for de-ratification:
 - (a) Failure to comply with the language or the spirit of the Club Ratification policy in any way
 - (c) Abuse of any New College services or privileges
 - (d) Failure to abide by the club's constitution as approved by the Clubs Committee
 - (e) Failure to take adequate precautions to limit liability while hosting or participating in events or activities

- (f) Committing an offence that is contrary to federal, provincial, municipal laws or New College Council policies and procedures
- (g) Failure to attend any meeting marked mandatory by the New College Council, Clubs Committee and/or the Head of the College's Office without a valid reason
- (h) Not following appropriate club funding procedure
- (i) Failure to prove that the greatest effort has been made to meet the goals set at the beginning of the year by each club as per the Club Ratification Form.

3. Notice of De-ratification

- (a) Notice of de-ratification shall be served through e-mail to the executive of the club.
- (j) A de-ratified club can apply for ratification at the start of the following academic year.

4. Student Club Privileges

- (a) Student clubs ratified by NCC will have access to the following services:
 - (i) Up to but not limited to \$500 in Club Funding per year by the Head of the College's Office
 - (ii) Up to \$150 by NCC subject to availability and timely request for funds
 - (iii) Office Space (subject to availability)
 - (iv) Opportunities to table at certain NCC events
 - (v) Club Listing on the NCC website
 - (vi) An office space is subjected to the approval of the committee; no club is guaranteed their previous office

5. Constitutional Requirements

- (a) All NCC Ratified Clubs require a constitution that meets the following minimum requirements

Article I: Name

- (i) State the full name of the club; this may include abbreviations.

Article II: Purpose

- (i) Outline the purpose or goals of the club; this may include any cultural or academic objectives.

Article III: Membership criteria

- (i) Membership must be open to all York University students. Each club is required to define a membership fee or lack thereof for a student to become a member.

Article IV: Council Roles and Duties

- (i) List all executive titles and outline the duties of each. This list should include an uneven amount of executives as well as the list of non-executive Council members. Also, include who will be the

signing authorities.

- (ii) Executive positions can include Chairperson/ President, Treasurer/ Vice-President Finance, Secretary/ Vice President Internal, Events Coordinator, Community Outreach, Membership Development/ Vice-President External.
- (iii) Indicate the length of the term and the date that it will begin for all positions.

Article V: Committees

- (i) List any committees that exist in the club, the composition of the committee (whether it is open to all members or if certain Council positions are required to sit on the committee or voting members).
- (iv) Committees can include executive committee, finance committee, and events committee. Keep in mind that all committees aside from the executive committee must be open to all members and minutes from all meetings must be available to the membership of the club.

Article VI: Meetings Requirements and Procedures

- (i) Indicate frequencies of executive meetings, Council meetings, and General Meetings open to all members of the club. Clubs must have one General Meeting for its members within the academic year to show financial statements as well as discuss the work of the club.
- (v) The amount of notice that will be given before each meeting should be stated in the constitution.
- (vi) It should also be indicated the level of quorum for each meeting.
- (vii) It should also be stated how the meetings will be conducted, for example Roberts Rules of Order.

Article VII: Elections

- (i) Indicate election timelines including nomination and campaigning periods as well as voting days. Elections must be held at least once a year. To have the most membership participation, it is suggested to have the elections before the end of the academic year.
- (i) All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be unbiased and must be approved by the club Council
- (ii) At least one week notice shall be given before the election iv. Only registered club members are eligible to vote
- (iii) Voting shall take place by secret ballot

- (iv) Elections are to be open to all interested candidates that are members of the club
- (v) A nomination period should include all those interested in positions getting nomination signature of eligible voters
- (vi) The nomination period should be followed by a campaign period
- (vii) A person shall be considered elected if s/he receives a majority vote cast by members of the club
- (viii) A person shall be considered acclaimed if s/he runs unopposed during the election
- (ix) In the case of a by-election, the above regulations must still be followed

Article VIII: Removal from Office

- (i) Indicate the process at which Council and executive members can be removed from office if a Council member is not fulfilling their responsibilities.
- (x) Council members can be removed from office by members of the Council for failing to perform her/his duties as defined by the club constitution, and bylaws.

Article IX: Amendments

- (i) Indicate the process by which the Constitution and By-laws of the club can be changed. For the most accountability and transparency, it is encouraged that the final vote on the changes of the by-laws and constitution should be done at a General Meeting of the members. In addition, state the amount of quorum required to pass constitutional amendments.

Article V: Club Funding Policy

1. General Description

- (a) Club funding is provided to clubs that have successfully completed the affiliation process with New College. See "Club Affiliation Policy" for details on how to affiliate with New College.

2. Terms of Funding Funds will be assigned to clubs in accordance with established guidelines outlined below:

- (a) All clubs applying for funding must be affiliated clubs of the New College Council.
- (b) All applications for club funding must be in accordance with all policies, by-laws, and the constitution of NCC.
- (c) NCC reserves the right to refuse any application and retains sole discretion to determine approved funding amounts in order to accommodate all requests received

and anticipated throughout the year.

- (d) NCC will not fund activities that are against the law in Ontario and Canada.
- (e) NCC does not support, promote, or fund activities that encourage gambling, illegal activities, or where individual members of the club stand to have personal or financial gain.
- (f) NCC will not consider alcohol an eligible expense to receive funding.
- (g) NCC will not fund levy-funded organizations.
- (h) NCC will not provide funding for staff, alumni, faculty events, or activities that are not for the benefit of New College constituents without prior approval.
- (i) Funding cannot be used to cover more than the costs involved in a proposed project.
- (j) Club funding requests can only be made during the school year (May 1 – April 30th) in which the event is taking place.
- (k) Club funding provided by NCC will be used for the approved uses only. Misuse of club funding can lead to probationary status, de-ratification, or other consequences subject to review by the Clubs Committee.
- (l) Event funding will not be granted for any type of fundraising event intended to raise money for, including but not limited to, the club or external entities.
- (m) Club funding will not be granted to fund political campaigns (i.e. canvassing).
- (n) NCC will not fund capital purchases unless approved by Council prior to its purchase.
- (o) NCC will not fund club executive meetings.

3. New College affiliated clubs can apply for funding from two sources to suit their various needs:

- (a) From the Office of the College Head. See YU Connect for funding process, application form and entitlement amount.
- (p) Up to \$150 (\$75 per term) from New College Council, earned by completing the following criteria.
- (q) Important to note: If there is money not claimed by clubs at the end of the year, clubs who have claimed for more will get their share of the remainder at the end of the academic year. Refer to 5, Adjudication section.

CLUB BREAKFAST	ATHLETICS EVENT	SOCIAL EVENT	COLLAB EVENT	ATHLETICS EVENT	SOCIAL EVENT	TOTAL SUPPORT EARNED
\$25	\$25	\$25	\$25	\$25	\$25	MAX \$150
FROSH WEEK	FALL TERM	FALL TERM	FALL/WIN TER	WINTER TERM	WINTER TERM	

4. Application Process

- 1. In order to receive club funding, the appropriate application procedure must be

followed.

- (a) Your funding request must be sent via email to the VP Academics:
academics@newcollegecouncil.com
- (b) Your email must be received 48 hours BEFORE a Council meeting in order to get onto the Agenda of items to discuss. Some exceptions will be considered.
- (c) Your email must include the following information:
 - Event title
 - Date, time and location of event (if available)
 - Topics to be discussed/presented
 - A budget breakdown of expected revenues and expenses
 - The amount of funding you are requesting
 - Projected number of New College members participation
 - Where else are you seeking funding from
 - Expected revenue/loss
2. The VP Academics will reply back with receipt acknowledgement and notification that your request has been added to the agenda for the next Council meeting.
 - (a) The VP Academics will attach a Cheque Requisition form.
 - (d) Your funding request must be motioned at the meeting and captured in the minutes.
3. Your funding request must be motioned at the meeting and captured in the minutes.
 - (a) Your motion can be presented to Council prior to your event, but money will be given after all funding requirements are met for the given amount requested and after the event has taken place.
4. At least ONE Club Executive must attend the Council meeting in order to submit the completed Cheque Requisition form (including an event poster and all ORIGINAL receipts to be reimbursed), to answer any potential questions.
 - (a) All sections of the cheque requisition form must be completed in full and must be legible in order for it to be considered. Should the group fail to comply with any of the guidelines in this document, funding may be withheld.
5. Adjudication
 1. In the event of a club requesting more than their \$150 entitlement for the year, and there is money available for use, the Clubs Committee shall determine the appropriate distribution of club funding that remains. The Clubs Committee will only consider complete funding requests.
 2. The distribution of club funding will be based on the outlined criteria and procedures set out in NCC Policies, By-laws and NCC Constitution.
 3. NCC Clubs Committee will meet on an as needed basis
 4. NCC Clubs Committee shall consider Club Funding Applications according to the following regulations:
 - (a) Any clubs applying for funding must be an NCC affiliated Club;

- (b) Groups receiving levies are ineligible for funding;
 - (c) A detailed and complete Club Funding Application is submitted; relevant criteria including, but not limited to, projected number of New College members participation, the existence and/or significance of other funding sources, and expected revenue/ loss
 - (d) If there are outstanding receipts or documentation from previous granted Club Funding requests, future funding requests may be withheld.
5. Decisions by NCC Clubs Committee will be sent via e-mail.

1. Funding Pick Up

- 1. After approval of the Cheque Requisition at the Council meeting, Clubs can pick up the cheque from the NCC Office (105 Atkinson) within 7 business days.
- 2. Cheques have a lifespan of 3 months. Cheques not picked up from the NCC Office will be made void and will not be reissued.
- 3. Cheques will only be released to a signing authority listed in the Club Affiliation Application.
- 4. Photo identification may be requested to confirm the signing authority at the time of cheque pick up.

Article VI: Rules of Elections

1. Residence

- 1. No campaigning is allowed on any residence building on York's campus.

2. Social Media

- 1. No new facebook groups can be made for the purpose of campaigning
- 2. only facebook events can be made to promote the candidate on facebook
- 3. events must be taken down by the end of the campaign period
- 4. status updates are allowed to tell people to vote during the campaign period
- 5. all campaign material must be taken down at the end of the campaign
- 6. no private messages can be sent after the campaign period telling people to vote
- 7. no new Instagram accounts can be created to promote the candidate
- 8. all private messages sent out and captions used on posts and stories must be pre-approved
- 9. no group chats are permitted to be created for the promotion of the candidate

3. Campaigning

- 1. No slates are permitted;
- 2. A candidate may only campaign for his/herself;
- 3. It is the candidate's responsibility to ensure that nobody else campaigns for them;
- 4. No pre-campaigning shall take place before the nomination period and before the

start of the campaigning period; and

5. No campaigning shall take place after the conclusion of the campaign period.

4. Posters

1. A maximum of fifty (50) posters are allowed;
2. Standard letter format (8 ½" by 11") can only be used for posters;
3. All posters must be approved by the CRO before being posted;
4. All posters must promote the election with all relevant information (URL and Dates/Times of the Voting Period);
5. SCLD guidelines regarding elections must be followed (cannot poster on fire stairwells, exit doors, glass, drywall, official university or college bulletin Councils, or any other areas that may restrict or confuse access to any university building);
6. Masking tape must be the only tape used to attach posters to walls; and
7. It is the responsibility of the candidate to follow these guidelines.

5. Election Spending

1. No more than fifty dollars (\$50.00) can be spent on the campaign;
2. Receipts must be submitted at the close of the campaign period.

6. New College Spaces

1. No candidates are allowed to be in the NCC office unless they are conducting official council business;
2. Each candidate may put up one campaign poster in the lounge;
3. Verbal campaigning is NOT allowed in the lounge;
4. Postering is not allowed in the lounge;
5. No one may use any resources controlled by NCC with the purpose to campaign, by either e-mail, Facebook, or other means of communication.

7. All-Candidates Meeting

1. All nominees, or an authorized representative of each nominee, must attend the All-Candidates meeting in its entirety or arrange to meet with the CRO within twenty-four (24) hours of the meeting;
2. For an authorized representative to be valid, they must communicate to the CRO that the representative has the authority to act on the behalf of the candidate for the duration of the meeting;

3. Any candidate who fails to attend or send a representative to the All-Candidates Meeting, or fails to meet with the CRO shall be disqualified from the election;
4. Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates s/he understands the rules and regulations governing the election, including the Code of Student Rights and Responsibilities
5. It is the responsibility of each candidate to understand all information provided at the All- Candidates Meeting.

8. Candidates Shall Not Poster or Canvas in the Following Areas

1. Any place clearly and expressly identified to the candidates by the CRO;
2. Any enterprise of New College

9. Fair Play Candidates shall campaign in accordance of the rules of fair play. Breaking the rules of fair play includes, but is not limited to; breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process, and misrepresentation of fact.

10. Candidates Responsibility It is the responsibility of each individual candidate to be aware of and know the rules governing NCC elections, and to follow them.

11. Demerit Points Demerit points are equivalent to negative votes on the candidate's results. Multiple demerit points and offences can be placed on a candidate's single infraction.

1. Campaign Material Violation Demerit Points

Unintentional Misrepresentation of Facts	2
Multiple violation in the same location/building	3
Unapproved material	5
Campaigning in an Unauthorized Area (materials or otherwise)	3
Pre/Post Campaigning (materials or otherwise)	5

Intentional Misrepresentation of facts	5
Failure to Submit Campaign Receipts and/or a signed statement of having no expenses, failure to gain approval for expenses if election is held online	3
Improper Distribution of Campaign Materials	5
Improper Distribution of Campaign Materials	5
Gross Misrepresentation of Fact	5
Malicious or Intentional violation of Elections Policy	5
Abuse of Position or Status	5

Breaking University, Municipal, provincial, and/or Federal law/ regulation while campaigning – automatic disqualification*

12. Disqualification

1. Violations of the following nature will result in an automatic disqualification of a candidate:
 - (a) Anyone improperly declared an eligible candidate
 - (b) Failure to attend the All-Candidates Meeting
 - (c) Any candidate spending over the maximum spending limit as set by the Committee
 - (d) Intentional misrepresentation of campaign expenditures
 - (e) A candidate accruing greater than one hundred percent (100%) of their allowable demerit point limit of ten (10) demerit points

- (f) Any attempted interference in the Election process as regulated by this By-Law
 - 2. In case of disqualification, the candidate will not be eligible to run for the following election or by-election without a written note to the elections committee at least 72 hours prior to the start of the nomination period stating why they should be considered eligible to run. The election committee must vote on a decision to allow the candidate to participate and inform the candidate at least 24 hours prior to the start of the nomination period.
 - 3. Disqualification of Winning Candidate In the event a winning candidate is disqualified, the second place candidate shall take the place of the disqualified winner.
13. Online Elections
- 1. a candidate will not be permitted to spend in excess of \$50 in the campaign, all expenses must be pre-approved by the CRO. If approved candidate must submit all receipts to the CRO
 - 2. The nominating period shall open at 12:00am EST on the first day set for such purpose, and shall close at 10:00pm EST on the last day set for such purpose
 - 3. the campaign period shall begin at 12:00 am, 2 hours after the close of the nomination period and end at 11:59pm on the last day set for such purpose
 - 4. All in person postings or meetings that would take place on campus are to be moved onto an appropriate online platform
 - 5. The number of signatures required in a nomination package during an online election will be reduced from 25 to 15

Article VII: Referendum

- 1. BE IT ENACTED as a By-Law of New College Council, as follows:
 - 2. The New College Council shall have the power to hold referendums.
 - 3. New College Council shall hold a referendum on a motion passed by two-thirds of the members.
 - 4. The referendum question must be phrased in a format to be answered by a vote of "Yes" or "No." It must be a neutral question without bias for either response.
 - 5. The issue to be questioned in a referendum must fall within the constitutional mandate of the New College Council and must be of importance to the constituents of New College.
 - 6. The referendum in question must be advertised two weeks prior to voting.
 - 7. New College Council shall appoint a CRO to monitor the referendum.

8. The CRO shall follow the basic provisions for the positions described for elections. h. The CRO must make the result of the referendum public within twenty-four (24) hours of the close of ballots and a full report must be given to the New College Council the following week.
9. The CRO may request that a Fellow of New College or the Head of New College to act as arbiter in the instance that any infractions or other problems arise.
10. The results of any referendum held by the New College Council must be made public and provided to any individual who requests it.

Article VII: Publications

1. BE IT ENACTED as a By-Law of New College Council, as follows: In recognizing the need for a consistent source of media in the New College Community, New College Council shall commit itself to maintaining a community publication according to the following provisions.

11. GENERAL

- (a) The name of this publication shall be known as the “New Beat”
- (g) In this By-Law
 - (i) “Editor(s)” refers to the Editor(s)-In-Chief of the New Beat.
- (h) New Beat shall be published once a month.
- (i) It is the responsibility of the Editor of New Beat to keep the New College community informed as to the activities of New College. Except when meeting in camera, the New Beat Editor is entitled to report and carefully interpret council proceedings.
- (j) The Editor(s) shall receive a per issue stipend (C.L.A.Y. student) for their services. The amount shall be determined before applications are distributed.
- (k) It is the responsibility of the outgoing Editor(s) to train the Incoming Editor(s). A transitional period shall be established at the discretion of the Committee.
- (l) The Head of New College as well as the President and Vice-President Academics of New College Council will carry out hiring of the Editor.

2. TITLE

- (a) The Editor(s) reserve the right to amend the title of New Beat, pending approval of Council.
 - (i) The Editor(s) must submit a proposal to New College Council, in writing, explaining the rationale for such an amendment;

- (ii) If the Council approves an amendment to the name, it is the responsibility of the New Beat Editor(s) to prominently display the phrase “New College Community Publication” on the cover of each issue of the amended publication.
- (iii) Upon approval of an amendment by the Committee, the Editor(s) cannot present another amendment to the name of New Beat until the end of their term of office.

Article VIII: Contracts

1. All Council members must sign a contract provided by the President and Vice President Operations.
2. All contracts must be stored in the storage room until the council member’s term is completed, or otherwise terminated.
3. If a council member is censored, a record must be attached to their contract file.
4. Any impeached council member’s contract may be destroyed once the person transitions their replacement.
5. Contracts must clearly state the council member’s job description as stated in the Constitution
6. Ex-Officer’s job descriptions can be found in By-Law 1; this must be on their contracts.
7. The Executive Committee’s contract should be a thirteen-month term contract as they need to ensure the final audit of their term is completed before their duties are considered over.
8. A council member will receive their final cheque only once they have fulfilled the requirements outlined in their contract.
9. All contracts are binding and must be witnessed by the President and Vice President Operations.
10. The Vice President Finance shall witness the President and Vice President Operations contracts.

Article IX: Former By-Laws Revoked

These By-Laws, once in force, precede all previous By-Laws, written or implied. Certifies a true and correct copy of the By-Laws of the New College Council, enacted by the New College Council on the 27th of June 2018