

Faculty of Liberal Arts & Professional Studies Student Council Constitution

Article 1 - Name

- 1.1 The name of this organization shall be the Student Council of the Faculty of Liberal Arts and Professional Studies.
- 1.2 The official acronym of this organization shall be S.C.O.L.A.P.S.
- 1.3 The acronym SCOLAPS shall be used for the remainder of this document in place of the Student Council of the Faculty of Liberal Arts & Professional Studies.

Article 2 - Interpretation

- 2.1 This document, herein referred to as the Constitution, shall be the ultimate authority of SCOLAPS and shall be interpreted as such.
- 2.2 No by-law motion, resolution or other official act of SCOLAPS, its Executive or committees may violate the articles of this Constitution.
- 2.3 If Article 2.1 is violated as per Article 2.2, the offending item shall be deemed null and void with no effect.

Article 3 - Mission Statement

- 3.1 The mission of SCOLAPS is to advocate, democratically represent, and uphold the best interests of all students in the Faculty of Liberal Arts & Professional Studies, to York University, its faculties, departments and divisions and to the wider community as a whole.

Article 4 - Goals and Ideals of SCOLAPS

- 4.1 The goals and ideals outlined in this article shall be binding upon SCOLAPS, its elected executive, nominated councillors and all of its committees.
- 4.2 The goals and ideals of SCOLAPS are as follows:
 - a. Democratic representation of all students in the Faculty of Liberal Arts & Professional Studies;
 - b. Continued student representation on the Faculty of Liberal Arts & Professional Studies Council and all of the Faculty of Liberal Arts & Professional Studies Committees (herein referred to as FLAPS-C);
 - c. Continued student representation on the Senate of York University;
 - d. Providing all the students of the Faculty of Liberal Arts & Professional Studies with guidance, support and advice on concerns they may encounter as students in the Faculty of Liberal Arts & Professional Studies.

Article 5 - Membership

- 5.1 Every student registered in the Faculty of Liberal Arts & Professional Studies at York University is eligible for membership in SCOLAPS.
- 5.2 The requirement for membership is the completion of the SCOLAPS councillor membership form.

Article 6 - Constituencies

- 6.1 All members of SCOLAPS may belong to one of the recognized constituencies of SCOLAPS.

6.2 Each department and school recognized by the Faculty of Liberal Arts & Professional Studies shall constitute a constituency of SCOLAPS.

Article 7 - Structure of SCOLAPS

7.1 SCOLAPS shall consist of a general council, referred to simply as SCOLAPS; an Executive, as per Article 10; standing committees on the governance and on the academic matters of Council as per Article 12; and any other commissions, sub-committees, special committees and task forces as per Articles 13,14,15 & 16.

7.2 The general Council is the ultimate authority of SCOLAPS and is defined in Article 8.

7.3 The authority and structure of the SCOLAPS Executive are outlined in their respective Articles.

Article 8 - Composition and Powers of Council

8.1 SCOLAPS shall consist of all students in the Faculty of Liberal Arts & Professional Studies who have successfully completed the requirements outlined in Article 5.2.

8.2 Council shall have the power to propose and pass any motion or piece of legislation that it deems fit in a democratic manner. The only constraints on Council's power is that its actions may not violate the articles of this Constitution, as per Article 2 and, furthermore, its actions must remain within the context of Articles 4 and 5, SCOLAPS' mission statement and its goals and ideals.

Article 9 - Duties of SCOLAPS Councillors

9.1 All SCOLAPS Councillors are required to:

- a. Attend all general SCOLAPS meetings, retreats, and other events deemed required by the SCOLAPS executive;
- b. Properly represent the views, opinions and concerns of all students in the Faculty of Liberal Arts & Professional Studies;
- c. Sit on various Committees of LA&PS Council and SCOLAPS whenever possible;
- d. Abide by the rules and procedures of SCOLAPS and LA&PS Council¹.
- e. Freely pursue and fulfill the requirements of certification to the best of his/her ability (see Addendum A: Councillor Certification).

Article 10 – Officers of Council

10.1 The Executive of SCOLAPS shall consist of the following officers:

- a. Chair;
- b. Vice-Chair;
- c. Treasurer;
- d. Secretary;

10.2 Executive Assistants

- a. The members of the SCOLAPS Executive are entitled to appoint, elect or select Executive Assistants on an as needed basis;
- b. The total number of assistants selected will be determined by the SCOLAPS Executive.

10.3 The Program Directors of SCOLAPS shall consist of the following officers:

¹ Including internal committees (LA&PS-C) and external committees (LA&PS-SC); review section 11.4(b).

- a. LEAD Director;
- b. Ian Greene Award for Teaching Excellence Director;
- c. Marketing and Promotions Director;
- d. Social Affairs Director;
- e. LA&PS-SCOLAPS International Student Engagement Committee (LISEC) Director

Article 11 - Duties and Powers of SCOLAPS' Officers

11.1 All officers are bound by this Article and are required to fulfill their duties to the best of their abilities.

11.2 All Executive officers and Program Directors are required to have read and fully understood this Constitution as well as their respective Constitutions.

11.3 The powers of the Executive are as follows:

- a. The Executive of SCOLAPS shall be empowered to deal with routine matters in order to expedite the work of the Council;
- b. The Executive shall be the coordinators for the work of SCOLAPS and LA&PS-C Committees, the sole authority over SCOLAPS projects and shall give direction to the general policy of the Council;
- c. The Executive shall act on its own authority on behalf of SCOLAPS during the months of May, June, July, August and September until the first official general meeting of the Council can be called;
- d. The Executive shall have the authority to responsibly spend their budget according to the needs of SCOLAPS.

11.4 Duties of the SCOLAPS Executive

11.41 Duties of the Chair

- a. Shall serve as the Chief Executive Officer of SCOLAPS;
- b. Shall be the official representative and/or spokesperson of SCOLAPS on all suitable occasions;
- c. Shall preside at the meetings of the Executive Committee;
- d. Shall be an ex-officio member without vote on all Committees established by SCOLAPS;
- e. Is a member of the Student Senator Caucus;
- f. Shall act on their own authority if the Executive Committee or the Council cannot be called together within one week, provided that approval of either the Executive Committee or the Council is obtained as soon as possible;
- g. Shall co-sign all financial statements made to the Council, and also maintain signing privileges on the bank account of SCOLAPS.
- h. Shall officially be appointed as a Senator
- i. Shall be appointed as the Alumni Advisor after their term
- j. Shall have at least one academic year of experience while serving on the Executive committee or as a Director

11.42 Duties of the Vice-Chair

- a. Shall serve as the Second Executive Officer;
- b. Shall, in the absence of the Chairperson, perform all duties pertaining to that office and shall succeed the Chairperson in the event that their office is vacated;
- c. Shall be an ex-officio member without vote on all SCOLAPS committees;
- d. Shall be the speaker (presiding officer) of all SCOLAPS regular, general and special meetings.
- e. Shall have at least one academic year of experience in SCOLAPS

11.43 Duties of the Treasurer

- a. Shall be responsible for the policy and administration of all funds accruing to SCOLAPS;
- b. Shall act with the approval of SCOLAPS executive on all matters concerning finance;
- c. Shall handle all bookkeeping and maintain an accurate account of SCOLAPS funds, revenues and expenditures;
- d. Shall co-sign all cheques with the Chair;
- e. Must explore all possible avenues to generate funds in order to support the operations of SCOLAPS;
- f. Any transaction which exceeds \$400 shall be brought forth for the approval of the council. If a meeting cannot be held, a written notice (via email) will be given to council members wherein councillors have no less than 48 hour to object to such expenditure;
- g. Must present expense reports at the halfway point as well as the end of their term.

11.44 Duties of the Secretary

- a. Shall keep an updated register of members;
- b. Shall call the roll of members at the beginning of a meeting when instructed by the presiding officer to do so, and keep a record of attendance and absence of members;
- c. Shall call the roll when a vote is conducted and count the yeas and nays;
- d. Shall read the minutes of the last previous meeting if called upon to do so;
- e. Shall keep a record of the proceedings of meetings and sign his/her name to such documents.

11.45 Duties of the First Year Representative

- a. To abide by, and have an understanding of, Article 11 of this Constitution;
- b. To assist the Executive Committee in the routine matters and tasks necessary for SCOLAPS' operation as an organization at the direction of the Executive members;
- c. Shall preside at the meetings of the Executive Committee of Faculty Council;
- d. The First Year Representative shall report to the chair and vice-chair once a week and shall answer to and take direction from the SCOLAPS Executive Committee. Unless otherwise specified, the First Year Representative will be accompanied by a member of the Executive at all meetings and events, unless otherwise specified, regarding the business of their respective duties as they relate to SCOLAPS. Be it further resolved that no decision will be made by the First Year Representative without the consultation and approval of the SCOLAPS Executive Committee.

11.5 Duties of the SCOLAPS Directors

11.51 Duties of the LEAD Program Director

- a. Please refer to the LEAD Program Constitution.

11.52 Duties of the Ian Greene Award Program Director

- a. Shall act as the Chief Operating Officer (COO) of the day-to-day operations of the Ian Greene Award for Teaching Excellence Program;
- b. Shall represent SCOLAPS and be the official spokesperson of SCOLAPS in all aspects pertaining to the Ian Greene Award for Teaching Excellence;
- c. Required to adhere and follow the mandate of the Ian Greene Award for Teaching Excellence and its mission statements;
- d. Shall be answerable to the SCOLAPS executive and meet with the executive on a bi-weekly – monthly basis, as necessary;

- e. To organize and call meetings with the appropriate parties, as necessary per the mandate of the Ian Greene Award for Teaching Excellence;
 - f. To promote general awareness of the Ian Greene Award for Teaching Excellence;
 - g. To disperse and collect nomination forms;
 - h. Shall:
 - i. Form the adjudication committee for the Ian Greene Award for Teaching Excellence and its subsequent selection of nominees and eventual recipients of the awards;
 - ii. Act as an ex-officio member of the adjudication committee.
 - i. Provide interim reports to the SCOLAPS executive and council on a timely basis;
 - ii. Shall provide a year-end annual report to council.
- 11.53 Duties of the Marketing and Promotions Director
- a. Manage marketing and advertising projects;
 - b. Maintain and proliferate productive and promising working relationships with other organizations and groups;
 - c. Operating and maintaining new and current informational channels directed towards membership and constituents at large;
 - d. Creating and implementing marketing campaigns;
 - e. Creating and dispersing promotional material;
 - f. Working with LEAD and IGA Directors to promote and expand SCOLAPS projects.
 - g. The Marketing and Promotion Director shall report to the chair and vice- chair once a week and shall answer to and take direction from the SCOLAPS Executive Committee. Be it further resolved that the Marketing and Promotions Director will be accompanied by a member of the executive at all meetings and events, unless otherwise specified, regarding the business of their respective duties as they relate to SCOLAPS. Be it further resolved that no decision will be made by the Marketing and Promotions Director without the consultation and approval of the SCOLAPS Executive Committee.
- 11.54 Duties of the Social Affairs Director
- a. Develop and execute social events for SCOLAPS councillors and LA&PS students to increase social engagement and strengthen council solidarity;
 - b. Create and implement all campaigns directed at social engagement;
 - c. Work with all other program Directors to promote and expand SCOLAPS projects;
 - d. Create taskforces to advance social engagement within SCOLAPS;
 - e. Shall:
 - i. Report to the chair and vice-chair on a bi-weekly – monthly basis;
 - ii. Answer to and take direction from the SCOLAPS executive.
 - f. Analyze the success of initiatives and provide recommendations for improvement in the form of a report to both the SCOLAPS executive and council on a timely manner;
 - g. Provide a year-end report to council.
- 11.55 Duties of the LISEC Director
- a. Shall act as the Chief Operating Officer (COO) of day-to-day operations of the LISEC;
 - b. Meet with Associate Dean External or designate, as required, to share feedback and discuss matters related to international student initiatives;

- c. Shall represent SCOLAPS and be the official spokesperson of the SCOLAPS in all aspects pertaining to the LISEC;
- d. Required to adhere and follow the mandate of the LISEC and its mission statements;
- e. Shall be answerable to the SCOLAPS Executive and meet with the Executive on a bi-weekly — monthly basis, as necessary;
- f. To organize and call meetings with the appropriate parties, as necessary per the mandate of the LISEC;
- g. To promote general awareness of the LISEC;
- h. To disperse and collect nomination forms;
- i. Shall:
 - i. Form the adjudication committee for the LISEC and its subsequent; selection of nominees and eventual recipients of the awards;
 - ii. Act as an ex-officio member of the adjudication committee;
 - iii. Provide interim reports to the SCOLAPS executive and council on a timely basis;
 - iv. Provide a year-end annual report to council.

Article 12 – Standing Committees

12.1 SCOLAPS may create standing committees, which continue from year to year and deal with the ongoing work of SCOLAPS, as per their individual mandate.

12.2 All appointed and/or elected committee members shall attend all of their meetings on time unless the committee manager and SCOLAPS Executive are informed of an absence 48 hours prior to the scheduled meeting. In addition, it is the responsibility of the committee member to find a suitable replacement from SCOLAPS.

Article 13 - Special Committees

13.1 Special committees are formed to deal with specific issues, which do not continue from year to year.

13.2 When formed, special committees are to be presented and explained in detail in SCOLAPS Council meetings.

13.3 All special committees are automatically dissolved on May 1st of each year, unless otherwise specified in the legislation that formed the committee. However, no special committee may continue for more than twelve consecutive months without dissolving. If the legislation creating the committee calls for it to last longer than twelve consecutive months than the legislation shall be deemed to be in violation of this Constitution as per Article 2.

Article 14 – LA&PS Council Committees

14.1 All SCOLAPS councillors are bound by all rules and procedures of LA&PS Council as well as those rules and procedures set out by this Constitution.

14.2 All SCOLAPS councillors who are also LA&PS Council Councillors are required to attend LA&PS Council meetings and may be elected to the various LA&PS Council Committees.

14.3 The level of student involvement in LA&PS Council Committees is decided upon by LA&PS Council. SCOLAPS will then hold internal elections, as per Article 16, to fill the vacant seats.

14.4 SCOLAPS is bound by all rules and procedures of LA&PS Council.

Article 15 - Senate of York University

15.1 As defined by the York University Act, the Senate of York University (the Senate) is the highest academic body of the university.

15.2 SCOLAPS is bound by all decisions of the Senate that affect LA&PS Council.

15.3 SCOLAPS shall elect, from within itself, a number of student Senators as decided upon by Senate, filling any vacant seats on a yearly basis and as required.

15.4 Members elected by SCOLAPS to serve on the Senate of York University are responsible for attending both the meetings of the Student Senator Caucus and the Senate of York University.

15.5 Members elected to the Senate are responsible for representing Faculty of Liberal Arts & Professional Studies students in York University, as per their mandate as members of SCOLAPS.

15.6 All SCOLAPS members who stand for election to the Senate, shall have at least one full year of experience serving SCOLAPS. If there are not enough eligible candidates at the time of election, this requirement may be waived.

15.7 Members elected to Senate seats shall serve a two-year term as long as they remain a student affiliated with the Faculty of Liberal Arts & Professional Studies.

15.8 All elections of Senators shall be conducted as per Article 17.

Article 16 - Elections to LA&PS Committees

16.1 The Executive shall appoint a Chief Returning Officer external to SCOLAPS to make procedural recommendations to the SCOLAPS Council with regards to elections. The SCOLAPS Council must approve recommendations made by the CRO, through simple majority, in order for them to come into effect. In the event that a recommendation made by the CRO is rejected by Council, Council may propose and vote on its own recommendation. All recommendations adopted by Council must be in accordance with the SCOLAPS Constitution, Senate policy, and York University's Student Code of Conduct.

16.3 All people standing for election to LA&PS Council Committees must be registered SCOLAPS councillors. The conditions of election may vary from year to year based on LA&PS Council recommendations.

16.4 The nomination period may not be less than 10 school days in length and the election period may not be less than 7 school days in length, unless otherwise specified.

Article 17 – Election of Executive

17.1 All councillor-elects and returning Councillors shall hold a meeting, chaired by the outgoing Chair prior to the yearly elections. Normally this meeting would occur sometime in late March or early April. The purpose of this meeting is to elect the executive for the following year.

17.2 All executive positions are one-year terms.

17.3 In order to stand for election to an Executive position, candidates must be:

- a. SCOLAPS Councillors during the year that the executive will serve;
- b. Available during the summer term to carry out SCOLAPS business;
- c. Have at least one year's experience as a SCOLAPS Councillor if running for Chair or Vice-Chair positions;
- d. Both nominated in and seconded from the floor of SCOLAPS.

17.4 The CRO shall call for nominations for each position, in the order they appear in this Constitution, until it is deemed that there will be no more nominations. At this time, the CRO will accept a motion to close nominations and begin the election.

17.5 All prospective candidates shall be given 2 minutes to address the Council, 3 minutes for the position of Chair and Vice-Chair, followed by a question period consisting of a maximum of 3 questions which must be answered by the candidate within a 30 second time period.

17.6 Balloting shall be conducted by secret ballot and each eligible SCOLAPS Councillor is entitled to one vote. The votes shall be counted and reported by the CRO. Each candidate may appoint a scrutinizer to oversee the ballot counting process.

17.7 The process shall continue until all Executive positions have been filled.

17.8 After elections are complete and all business is attended to, the SCOLAPS- elect shall adjourn itself until May 1st, when all elections Executive take effect.

Article 18 – Voting Rights

18.1 All questions that come before the Council shall be decided by a majority vote of the members present and eligible to vote unless otherwise specified or indicated.

18.2 SCOLPAS Councillors are eligible to vote provided they have been registered members of SCOLAPS for at least 3 months.

18.3 In the event of a tie, the motion shall be defeated, unless otherwise specified or indicated.

Article 19 - Removal of Councillors

19.1 Any SCOLAPS councillor may be removed from office, and all committee, senate, executive or FLAPS-C positions he or she holds for:

- a. Misappropriation of SCOLAPS funds;
- b. Dereliction of duty as defined by the articles of this Constitution or the Rules and Regulations of LA&PS Council or its Committees;
- c. A failure to perform his/her duties as specified in this Constitution in a competent, reliable and/or professional manner.

19.2 Any SCOLAPS councillor accused under Article 19 Section 1, must receive an authenticated, written account of the accusations. Furthermore, the SCOLAPS executive must also receive a copy of the accusations.

19.3 Once the provision of Article 19 Section 2 has been fulfilled, the SCOLAPS executive will schedule a meeting of SCOLAPS at the earliest opportunity with notice of the intention of the meeting. The meeting shall progress as follows:

- a. The reading of this Article by the Chair;
- b. Presentation of the accusation by the accuser;
- c. Presentation of the defense by the accused;
- d. Presentation by any and all witnesses called by both sides;
- e. The accuser and the accused shall leave the room and SCOLAPS shall go *in camera* as per Article 23.2;
- f. After debate, a vote shall be called. A two-thirds majority vote of present SCOLAPS members with voting rights is required to remove a Councillor from office;
- g. SCOLAPS shall go out of camera and the Chair shall notify the accuser and accused of the decision of Council.

19.4 As noted in Article 19.3(f), a two-thirds vote of present councillors is required for a motion to remove a councillor from office to pass.

19.5 Any member of SCOLAPS shall be deemed to have resigned his/her seat, if he/she has been absent from three meetings of SCOLAPS without providing an explanation satisfactory to the Executive. For the purpose of this section only, meetings held during the months of May, June, July, August and the first weeks of September until the first

official general Council meeting, shall not be deemed to be mandatory meetings of SCOLAPS. This section shall not be invoked without prior notice being sent to the Councillor in question.

Article 20 - Removal of Executive Officer or Director

20.1 An Executive officer or Director of SCOLAPS may be removed from office, and all committee, Senate or FLAPS-C positions he or she holds for:

- a. Misappropriation of SCOLAPS funds;
- b. Dereliction of duty as defined by the articles of this Constitution or the Rules and Regulations of LA&PS Council or its Committees;
- c. A failure to perform his/her duties as specified in this Constitution, in a competent, reliable and/or professional manner.

20.2 An Executive officer or Director accused under Article 20 Section 1, must receive an authenticated, written account of the accusations at the nearest possible opportunity. Furthermore, the SCOLAPS Executive must also receive a copy of the accusations from the accuser.

20.3 Once the provision of Article 20 Section 2 has been fulfilled, the SCOLAPS Executive will schedule a meeting of the Executive officers at the earliest opportunity with notice of the intention of the meeting. The meeting will be facilitated by the Alumni Advisor and shall progress as follows:

- a. The reading of this Article by the presiding Alumni Advisor;
- b. Presentation of the accusation by the accuser;
- c. Presentation of the defense by the accused;
- d. Presentation by any and all witnesses called by both sides;
- e. The accuser and the accused shall leave the room and the SCOLAPS Executive shall go *in camera* as per Article 24.2;
- f. After debate, a vote shall be called. A three-fourths majority vote of present Executive officers is required to remove an Executive member from office;
 - f.1 In the circumstance that it is impossible to arrange a meeting with all Executive members present at the nearest possible occasion owing to extenuating circumstances, such as prolonged illness or extensive travel, the votes of either or both existing Directors may be included so as to compensate for the absence of an Executive member who is not the accused or accuser;
- g. The Executive members and/or presiding Directors shall go out of camera and the presiding Alumni Advisor shall notify the accuser and accused of the decision of the Executives.

Article 21 –Vacancy in the Executive Committee

21.1 In the circumstance that an Executive officer has resigned or was removed from office through the processes outlined in this Constitution, the Executive Committee may contend with the subsequent vacancy by appointing, electing or selecting an Executive Assistant to serve in the interim. The Executive Committee is obligated to give notice of the availability of this position, and select an eligible candidate through a fair and transparent process, at the nearest possible opportunity. If an Executive Assistant cannot be obtained due to a lack of qualified candidates, or if it becomes impractical to obtain an Executive Assistant in the case that the resignation or removal occurred near the end of the elected term, the Executive Committee may operate with the remaining vacancy intact until the end of their term.

- 21.2 A candidate shall be considered eligible for the position of Interim Executive Assistant if he or she:
- a. Has been a SCOLAPS councillor in good standing for at least 3 months, and has maintained this status during the term that the Executive is serving. If there are not enough eligible candidates expressing interest at the time of selection, this requirement may be waived;
 - b. Is available during the interim period specified to carry out SCOLAPS business.
- 21.3 Duties of the interim Executive Assistant (if selected):
- a. Refer to Article 11, namely First Year Representative.

Article 22 – Probation

- 22.1 Any Councillor or Executive member who has been found to be in breach of the Constitution and have not been removed from their posts as per Articles 19 and 20 may be placed under probation by the Executive, if deemed necessary.
- 22.2 Probationary periods will be decided upon by the Executive and approved upon by Council, if necessary.
- 22.3 Any Councillor or Executive member placed under probation shall have limited powers with regards to their duties and responsibilities as outlined by the constitution.

Article 23 - Procedures of Council

- 23.1 Normally meetings shall be called only when required to discuss and propose policy matters, including reports from SCOLAPS and council committees; however, there shall be no fewer than six meetings of SCOLAPS in each academic session, with at least three in each term, the dates to be set by the Executive of SCOLAPS.
- a. SCOLAPS meetings shall be called by the SCOLAPS executive committee
 - b. The Vice-Chair shall prepare the agenda;
- 23.2 A quorum for the transaction of business at any SCOLAPS meeting shall be one half of active members of the given year.
- 23.3 SCOLAPS meetings shall commence at the specified time and shall continue for no longer than two hours unless two thirds of the active members present agree to continue with the business of the meeting.
- 23.4 Notice of the time, date and place of each meeting of SCOLAPS shall be given to each member at least seven days before the meeting. Notice shall be deemed to have been given via e-mail.
- 23.5 Special meetings of SCOLAPS may be held at the call of the Chairperson. The meeting shall be considered properly constituted if notice has been posted at least 48 hours in advance of the meeting, if notification to every meeting has been arranged and if at least half of said members have acknowledged notification.
- 23.6 When a motion has been made and seconded it shall be disposed of, unless the mover and seconder, with the unanimous consent of the Council, withdraw it.
- 23.7 The speaker may request that any motion shall be put in writing before being debated or put from the Chair, and may call a brief recess of no longer than 5 minutes for the motion to be prepared.
- 23.8 When a question is under debate no motion shall be received by the Chair except for one of the following:
- a. To adjourn Council (not debatable);
 - b. To adjourn the debate (not debatable);
 - c. To put the question (not debatable);
 - d. To refer back (debatable);

- e. To refer the matter to an appropriate committee (debatable and precludes amendments to the main question);
- f. To amend (debatable);
- g. To move to the Committee of the Whole (not debatable).

23.9 All motions, except those carried out as per Articles 19 and 20, passed by SCOLAPS shall remain in force until rescinded or expired by a preassigned date contained in the original motion.

23.10 Motions of SCOLAPS may be rescinded by a two-thirds majority vote or by a majority vote if notice of motions has been given at least one meeting prior.

23.11 Notice of motions shall include the reading or written submission of the motion to SCOLAPS, the moving and seconding of the motion by two voting members of SCOLAPS and the deposit of a copy of the motion with the Secretary for including in the minutes.

23.12 The record of all SCOLAPS and Committee meetings shall be succinct and accurate minutes of the actual motions, resolutions and the results of the deliberations and not a report of the speeches. In the case of SCOLAPS, those records shall be recorded as minutes and in the case of committees as reports.

23.13 The reports of Committees shall be submitted to SCOLAPS at the next regular meeting after a request to this effect has been passed by SCOLAPS.

- a. Any recommendations of a committee contained in any of its report may be presented to SCOLAPS in the form of a motion;
- b. A dissenting minority on a committee may present any of its recommendations in the form of an amendment to any of the majority's motions.

23.14 A quorum of the transaction of business at any SCOLAPS meeting shall consist of not less than one half of the active members of SCOLAPS. If a quorum is not present thirty minutes after the designated time for commencement of the meeting than it shall be cancelled. Quorum must be maintained throughout the course of the meeting.

23.15 A quorum for any meeting of committees shall be a majority of the registered active members of that particular body during the academic session, excluding any ex-officio members.

23.16 Every member shall, in speaking, address the speaker, him/herself to the matter under discussion and avoiding personalities and unparliamentarily language.

23.17 If anything shall come in question regarding the conduct of any member, or his/her election, or his/her right to hold his/her seat, he/she may make a statement and shall withdraw during the time the matter is debatable.

23.18 No speaker shall speak more than twice upon a motion except in explanation of a part of his or her speech. The duration of any speech shall not exceed five minutes. These provisions shall be implemented at the discretion of the speaker.

23.19 A ruling of the speaker may be appealed at any time. After the round of appeal and reasons for the ruling has been stated, the question, without debate, shall be put as follows:

"Shall the ruling of the Speaker be sustained?"

A two-thirds majority of members present and voting is required to override the Speaker's ruling.

23.20 Cases not provided for in the foregoing rule shall be governed by "Burinot' s Rules of Order" and "Provincial Standing Orders of the House of Commons" s.28-38, the interpretation of which shall be made by the Speaker.

Article 24 – Openness of SCOLAPS Meetings

24.1 The meetings of SCOLAPS shall be open to all student members of the Faculty of Liberal Arts & Professional Studies and any other persons who have been invited by a member of SCOLAPS with the following stipulations:

- a. Only voting members of SCOLAPS shall be allowed to vote and introduce motions;
- b. Each member of the Faculty of Liberal Arts & Professional Studies present shall be permitted to speak when granted permission by the speaker to do so, and shall follow the rules and procedures of the Council. Should guests fail to comply with the rules and procedures of the Council, they will be required to leave the chambers.

24.2 SCOLAPS may hold a meeting *in camera* at the passing of a motion to that effect by a majority of the members present.

- a. When SCOLAPS is in camera, guests shall be required to leave the chambers;
- b. No report of such sessions shall be released except with the approval of SCOLAPS;
- c. The record of such sessions shall include only the motions passed, the names of the movers and the numerical record of the vote.

Article 25 - Quorum and Residual Powers

25.1 If SCOLAPS fails to meet quorum for at least two consecutive meetings, of no less than one month apart, the Executive has the authority to conduct SCOLAPS business on its own, in order to keep the organization active.

Article 26 - Summer Authority

26.1 As detailed in various articles of this Constitution, it shall be the responsibility of the Executive to maintain the smooth running of SCOLAPS during the summer months (i.e. between May and September) until the first official general Council meeting is held.

26.2 As detailed in various articles of this Constitution, the SCOLAPS Executive shall gain special powers during the months noted in Article 22.1 to deal with all matters brought before SCOLAPS during the summer.

26.3 All actions of the Executive taken under Summer Authority shall be reported to SCOLAPS at the first Council meeting. At this time, debate may occur on the actions of the summer actions of the executive if council deems it necessary.

Article 27 - Conflict of Interest

27.1 A conflict of interest shall be deemed to have occurred when the personal interests of a Councillor overlap with the interest of SCOLAPS or an issue under debate within SCOLAPS.

27.2 Any Councillor who finds him/herself in a conflict of interest shall be required to declare said conflict and abstain from both the discussion and the vote on the matter at hand.

Article 28 - Amending this Constitution

28.1 A motion to amend this Constitution must be introduced to SCOLAPS at a general meeting. If the Constitutional amendments achieve a simple majority it may be introduced for debate and voting at the next general meeting. If the motion is defeated here, it may not be reintroduced again that year. No debate may occur when the motion is introduced but it must be widely distributed to all members.

Last revision date: January 26th, 2015.