



**CANADORE  
STUDENTS'  
COUNCIL**

## **Terms of Reference - PDF**

### 1.0 Preamble

This temporary student council model has been formed to assist in facilitating student leadership, representation and advocacy on campus, while in transition into a new council. The temporary council will be formed using 4 student Representatives. The Canadore Students' Council is comprised of representatives of the student body from the Panthers Athletic Council, the Aboriginal Student Association, the Residence Council, an International representative, along with members of the college administrative team.

### 2.0 Purpose of Council

Through regular meetings during the current academic term, the council's priorities, aside from assisting in the formation of a new representative body, will be to focus on creation of student activities, advocacy for the student body and to foster the creation of committees within the council structure. These committees will cover topics pertaining to the health & dental plan, social events & activities, finance, administration and governance.

The membership of this council, recognize the need for the maintenance of a representative body, and through effective cooperation and communication between its members, agree to;

- Form temporary student government structure until new student government is determined
- Take an active role in advocating and creating responsible student government
- Be representative of student body; including Athletics, International, First Peoples, Residence and General Population
- To develop a cohesive on campus programming model that encourages cultural, educational, social and athletic development of student programming and leadership at Canadore College
- Provide proper guidance and direction for individual clubs, associations ,etc
- Ensure appropriate methods of coordinating and conducting student government functions and finances
- Take an active role in pursuing involvement in student associations; pending membership on a provincial, national and international level, for the purpose of developing the leadership skills of the students to benefit the organization

### 3.0 Membership

#### 3.1 Student Members 4 Student Representatives

One (1) Member of the Canadore Aboriginal Student Association

One (1) Member of the Panthers Athletic Council

One (1) Member of the Residence Council

One (1) International Representative

### 3.2 College Administration

Vice President, Enrolment Management, Student Services & Recruitment

3.3 Each student member outlined above will be the official representative of their respective areas, and will hold a single vote in council

3.4 The Vice President, Enrolment Management, Student Services & Recruitment will also hold a single vote in council, and maintains the right to veto motions

### 3.5 Resource Membership

One (1) Aviation Student

One (1) Part Time Clerk

Members of the Student Services Administration

Team Director, First Peoples Centre

Director, Student Services & Athletics

Registrar and Manager of Institutional Research College

Controller

Residence General Manager

3.6 Resource members do not carry a vote within council

3.7 If the position of a member on council becomes vacant, or if a member above takes part in or condones any action that could in any way reflect upon or jeopardize the integrity of the council, or greater student body, the member is to be replaced with another representative from an existing on campus association

3.8 The term of all members above is valid until June 30, 2014

### 4.0 Council Operations

The Council will strive to remain an accountable and integral representative body of the Canadore Students, until which time new by-laws and constitution are created and this temporary council is disbanded. Council Operations include;

4.1 The Vice President, Enrollment Management, Student Services & Recruitment will serve as Chair of the Council

4.2 The council part time clerk, will serve as Recording Secretary who shall record and circulate agenda and meeting minutes of each meeting to all members

4.3 Meetings will occur on a regular frequency throughout the academic term. The Chair will call additional meetings as required

4.4 Any member of the council may submit items for the agenda by notifying the Recording Secretary of the items in advance. These items must be submitted no less than five (5) business days prior to a scheduled meeting.

4.5 The Recording Secretary will distribute the agenda no less than three (3) business days prior to a scheduled meeting and will distribute the minutes of each meeting to the members, no less than ten (10) Business days in advance of the next scheduled meeting

4.6 The quorum for conducting a meeting will include the Chair, Recording Secretary and four (4) members of the council.

4.7 Resource persons may be invited to speak on a specific item on the agenda and may take part in discussions of that item, but will not carry voting privileges

4.8 All members that are involved in council will be required to sign an Ethical Pledge.

4.9 Meeting minutes will be open for general public

#### 5.0 Council Voting

5.1 The quorum for conducting a council vote will include the Chair and four {4} members of the council

5.2 Each member of the council, excluding resource members, carry a single vote with respect to recommendations and/or changes to the council, activities, etc.

5.3 Council Majority is the goal of any decision made; however when a consensus is not reached, recommendation will go forward on the basis of simple majority vote

5.4 The Chair of the council reserves the right to veto recommendations and/or changes

5.5 Members who are not present at a meeting, will forfeit voting privileges, excluding those of by-law and constitutional nature, in which case absentee voting will be permitted

5.6 Votes will be cast in secret ballot votes; these ballots will be kept for seven (7) days in a sealed envelope. The ballots will be counted, recorded, entered into the minutes and sealed by the Recording Secretary. Within the seven day period, members of the committee may request the chair conduct a recount of votes. After seven days, the Recording Secretary must destroy the ballots.

#### 6.0 Council Membership Ethical Pledge

As a member of the Temporary Canadore Student Council, I pledge;

- i. To promote and follow guidelines set forth in this document
- ii. To abide by the policies and by-laws of the college, our associations and our affiliates
- iii. To follow all policies, procedures and established Student Codes of Conduct
- iv. That in the event that I am found to have misrepresented the morals of this council, Canadore College or the associations held within, to terminate my membership within the council
- v. That upon signing this document that I am in agreement of the terms and will strive to abide by them throughout my term

- vi. To uphold the integrity of the Council, Canadore College and its associations
- vii. To advocate for students, rather than myself
- viii. To be accountable to the council, other members of the council, and to the general student body
- ix. To foster a collaborate working relationship with other council members, and through teamwork develop a cohesive council throughout the term
- x. To recognize that the turn over and renewal of the council membership, constitution is a primary goal and this council will disband no later than June 30, 2014
- xi. To recognize the need for the maintenance of a representative body to voice the opinions and concerns of Canadore College students. Additional we, as a council, will strive to foster leadership and provide diverse programming for all students at Canadore College. We will maintain and further the growth of effective cooperation and communication between Canadore College, its Board of Governors, its associations, community partnerships and Canadore Student Body
- xii. In the instance that I am found to have compromised the membership statement, that I will attend a meeting with the Chair of the Council