

New College Student Council

Constitution, By-Laws, and Appendices



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March 11, 1990

April 7, 1991

March 1, 1992

March 8, 1992

February 28, 1993

February 27, 1994

March 2, 1994

September 2, 1994

March 2, 1997

March 3, 2000

April 8, 2000

March 30, 2003

September 18, 2003

November 21, 2003

March 4, 2004

February 25, 2005

April 2, 2006

February 2007

June 2007

March 31, 2008

April 15, 2009

March 2010

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CONSTITUTION

Article I Article of Presence

1. There shall be a body known as New College Student Council (NCSC).

Article II Definitions

1. “**Council**” shall refer to NCSC unless otherwise specified.
2. “**Member(s)**” shall refer to those elected to NCSC unless otherwise stated (Article V).
3. “**Constituent(s)**” shall refer to a member of the New College Constituency as defined in Article IV.
4. “**Fiscal Year**” shall refer to the period beginning on July 1 and ending on June 30 of the following calendar year.
5. “**First Year**” shall refer to students who have completed less than 4 full course equivalents.
6. “**Middle Year**” shall refer to students who have completed 4.0 to 13.5 full course equivalents.
7. “**Grad Year**” shall refer to students who have completed 14.0 full course equivalents or more.
8. “**Administration**” shall refer to faculty, staff, and administrators employed by U of T.
9. “**Plenary Meeting**” shall refer to meetings of council at which all voting members are required to attend. All plenary meetings are open to the constituency (Article X).
10. “**General Meeting**” shall refer to public meetings called by NCSC at which the constituency may vote (APPENDIX D).
11. “**Representative**” shall refer to those elected to act and speak on behalf of a specific constituency.
12. “**Commissioner**” shall refer to the Chair(s) of NCSC Commissions.
13. “**4 on 1**” refers to a meeting between the Executive and each Director and Representative.
14. “**Ratification**” shall refer to the process by which election results are validated.

Article III Purposes of NCSC

1. The NCSC shall have as its purposes the following:
 - 1.1. To act as the official representative of the students of New College in matters pertaining to that student body as a whole;
 - 1.2. To take the initiative in organizing non-academic activities in New College;
 - 1.3. To encourage and promote such activities and behavior as would reflect well upon the honour, diversity, and reputation of the constituency of New College and the University of Toronto;
 - 1.4. To receive funds from the constituency as per U of T Governing Council Policy for Compulsory Non-Academic Incidental Fees, and administer such funds in support of the constituency and these purposes; and
 - 1.5. To enhance student experience by providing academic, social, & monetary services.

Article IV Constituency

1. The constituency of NCSC shall be composed of students who are registered with the New College Registrar’s Office and divisions of the University of Toronto who have otherwise registered in New College or who have paid the appropriate New College Student Council membership fee.

Article V Membership

1. The following positions shall be filled through the general election by the constituency (Article XI) and shall have the right to vote at meetings of the NCSC:
 - 1.1. Executives
 - (A) President
 - (B) Vice-President, Administration
 - (C) Vice-President, Finance
 - (D) Vice-President, Student Life
 - 1.2. Representatives
 - (A) First Year Representatives (2)
 - (B) Middle Year Representatives (2)
 - (C) Graduating Year Representatives (2)
 - (D) International Foundation Program Representative (1)
 - (E) Off-Campus Representatives (2)
 - 1.3. Commissioners
 - (A) Athletics (2)
 - (B) Education and Philanthropy (1)
 - (C) Equity (1)
 - (D) Mental Health and Wellness (1)
 - (E) Social (4)
 - (F) Sustainability (1)
2. The following non-members will be granted observer status and will be granted speaking rights but not a vote.
 - (A) University of Toronto Students' Union (UTSU) New College Directors (3)
 - (B) New College Residence Council (NCRC) (1)
 - (C) Chief Returning Officer (1)
 - (D) Deputy Returning Officer (1)
 - (E) Speaker (1)
 - (F) Clerk (1)
 - (G) Hired positions
 - (H) New College Office of Residence and Student Life (ORSL)
3. Also, constituency members elected to the New College Director position of the University of Toronto Students' Union (UTSU) Board of Directors in accordance with the by-laws of the UTSU shall each be ex-officio members of NCSC and entitled to speaking rights, but not a vote as UTSU Representatives at the meetings of the NCSC, provided that any conflicts between the UTSU and NCSC Constitutions and by-laws are settled to the satisfaction of NCSC. These members may be removed from their positions on NCSC (BY-LAWS Article XXV) although this may not affect their standing with UTSU.

4. Constituents elected to Executive of NCRC shall be granted a seat on the NCSC, provided that any conflict between the NCRC and NCSC Constitutions and By-Laws are settled to the satisfaction of NCSC.
5. All positions of the NCSC, except those serving in the capacity of UTSU Representatives, NCRC Representative, and Vice-President Finance (Article XV, Clause 7), shall have a term of office which begins upon ratification of the election results for that position, and ends upon the first of either a) the ratification of the election results of their successor, or b) on April 30 of the calendar year following that position's election.

Article VI *The Executive*

1. The Executive shall:
 - 1.1. Consist of the NCSC President, Vice President Administration, Vice President Finance and Vice President Student Life;
 - 1.2. Be responsible for upholding the character and integrity of the NCSC, and shall perform their roles as representatives of Council in a respectable manner in all instances;
 - 1.3. Ensure that Council runs efficiently, is accountable, and is transparent to the constituency;
 - 1.4. Hold regular Executive meetings and publish the minutes of these meetings;
 - 1.5. Devise a tentative schedule or outline for all NCSC activities and initiatives for the entire academic year;
 - 1.6. Arrange 4 on 1 planning sessions and member training;
 - 1.7. In the case of any vacant positions on Council, the Executive together shall take on the responsibilities of said position(s) until the vacant position is filled;
 - 1.8. Coordinate the hiring process of all appointed positions of NCSC prior to September for their term in office (e.g. Speaker and CRO);
 - 1.9. These appointments will be communicated to the rest of Council within 48 hours following the decision being made;
 - 1.10. Encourage advocacy initiatives of Members;
 - 1.11. Ensure an anonymous avenue of communication amongst council and between Council and the constituency; and
 - 1.12. Be permitted to commit the NCSC to expenses totaling up to \$10,000 during the summer. Any expenses exceeding this \$10,000 limit must first be passed by 2/3 majority at an emergency NCSC meeting. For this Article, summer begins with the ratification of the Executive and ends at the first NCSC meeting of the fall academic term, when all summer expenditures must be reported in full to the NCSC.
2. The President shall:
 - 2.1. Be the Chief Executive Officer of the NCSC;
 - 2.2. Be responsible for calling meetings of the NCSC;
 - 2.3. Keep the officers of the College aware of NCSC business;
 - 2.4. Ensure the functionality of the New College Commissioner Program; and
 - 2.5. Serve as the main liaison with other University of Toronto Councils and University wide groups.

3. The Vice-President, Administration shall:
 - 3.1. Be the Secretary of the NCSC;
 - 3.2. Be responsible for the recording and publishing of proceedings of all NCSC meetings;
 - 3.3. Post on the NCSC website, a copy of the Agenda and Minutes of each meeting of the NCSC;
 - 3.4. Notify NCSC members, the Administration, and the student body of all meetings of the NCSC; and
 - 3.5. Maintain the supplies and equipment of Council.

4. The Vice-President, Finance shall:
 - 4.1. Be the Chief Financial Officer of the NCSC;
 - 4.2. Receive, disburse, and account for all funds of the NCSC. The Vice-President Finances shall deposit the money within two weeks in NCSC's primary bank account;
 - 4.3. Make a report of NCSC's financial condition to the NCSC at every full meeting;
 - 4.4. See that the books and financial statements of the NCSC are audited according to the fiscal year and completed by the date specified in the auditor's engagement letter;
 - (A) In the event that the previous VP Finance does not fulfill their duties, the current VP Finance work with the Executive to aid in the preparation of the audit.
 - 4.5. Have all current financial records, such as books of account, bank statements, paid cheques, deposit books or slips, payment authorizations, invoices and financial correspondences etc., made available to any member of the New College constituency;
 - 4.6. Be responsible for the formulation of a complete Budget of Operation for the NCSC, based in part on budgets submitted by individual Directors and Representatives. The budget shall be formulated during the summer and be submitted to the NCSC to be at its first meeting of the fall term;
 - 4.7. Oversee the Grants Committee; and
 - 4.8. Develop and compile a year-end financial report of the overall expenditure of NCSC. This report shall be presented to the Council at the turnover meeting and shall be made known to all members of the New College constituency.

5. The Vice-President Student Life shall:
 - 5.1. Maintain a public calendar of events for all NCSC activities;
 - 5.2. Oversee the New College Clubs Program (APPENDIX B); and
 - 5.3. Be responsible for coordinating the Representatives and Commissioners in all aspects that pertain to programming and event planning.

Article VII Commissioners and Representatives

1. Members of NCSC shall:
 - 1.1. Not enter into any form of contract committing Council to expenditures over \$500 without the written consent of the Vice-President Finances and one of the other Executives;

- 1.2. Negotiate on behalf of and with the authority of NCSC when a proposed activity extends beyond the sole jurisdiction of the NCSC, provided close contact is kept with the Executive;
 - 1.3. Make a written and verbal report of their undertakings at each meeting of the NCSC; and
 - 1.4. Submit to the NCSC and members-elect at the conclusion of their term of office, a written report of their activities during the past year, a list of recommendations, including any information that may be considered necessary or helpful and the year-end financial statement at the last general meeting.
2. Representatives shall:
 - 2.1. Actively engage with their constituency throughout the year to determine their collective concerns, and seek their opinions on specific issues that may arise;
 - 2.2. Act as the chief spokespersons for and accurately represent the concerns of their specific constituency; and
 - 2.3. Be entitled to host events that are for the primary benefit of their constituency, such events not excluding any constituent of NCSC.
3. Commissioners shall:
 - 3.1. Be the chairs, chief officers, spokespersons and signing officers of their respective Commissions, and shall lead their Commissions in the planning and undertaking of activities;
 - 3.2. Call and chair the meetings of their Commissions;
 - 3.3. The activities of the Commissions shall be decided upon by the Commissions themselves. Notwithstanding, NCSC may veto a proposal of a Commission or advise a Commission to adopt a particular activity or course of action.

Article VIII Goliath

1. The official mascot of NCSC shall be known as Goliath.
 - 1.1. Let it be known that Goliath is a real gnu, of the genus *Connochaetes taurinus*.

Article IX Honorary President

1. By way of recognizing individuals whose merit in the field of upholding the honour and traditions of New College is unsurpassed, New College Student Council maintains the ability to appoint the title of “Honorary President” to these individuals of distinction.
2. Honorary President must be appointed by council as a whole by unanimous vote at any plenary meeting of council, and only one Honorary President may be appointed per year.
3. Once appointed, an Honorary President shall have the permanent right to speak at any meeting of Council.
4. A list of all individuals who have received this honour shall be maintained as a part of this Constitution, along with the year associated with Council that appointed them, the addition of names to the list not being subject to the Amendment process described in Article XVII.
5. The Honorary Presidents of New College Student Council are:

1962-1963	Frank E. Wetmore
1963-1964	Donald G. Ivey
1964-1965	W. Stuart Wilson
1965-1966	David A. A. Stager
1966-1967	F.A (Archie) Hare
2013-2014	Sally Walker
2014-2017	Yves Roberge

Article X NCSC Plenary Meetings

1. The NCSC shall meet in plenary session at least four times per semester during the fall and winter semesters.
2. All NCSC members with voting powers are required to attend all plenary meetings of NCSC during the fall and winter semesters. In the event a member fails to attend more than two meetings during their term in office, the NCSC may remove them from office, as outlined in Article XXV. If NCSC decides to take such action, the motion shall be tabled until the following meeting.
3. A quorum shall consist of a simple majority of the voting membership of NCSC (half plus one). Quorum at meetings shall be met before any proxies are counted.
 - 3.1. A member unable to attend a meeting shall designate in writing, to the Speaker, any constituent of NCSC as their proxy;
 - (A) A New College constituent may only be granted one proxy per NCSC meeting.
 - 3.2. Provide their proxy with written instructions to vote on specific, known motions, and proxies shall not have a vote on any new motions; and
 - 3.3. Provide their proxy with a signed plenary report. Without a report the respective NCSC member will be counted as absent.
4. Any NCSC member may raise for discussion any topic concerning NCSC, upon being recognized by the Speaker.
5. Any constituent may speak on any NCSC business upon being recognized by the Speaker.
6. Anyone who is not a constituent who wishes to speak on NCSC business must make a request in advance to the Speaker or an Executive.
7. This Constitution and precedent shall prevail over Robert’s Rules of Order in cases of conflict.
8. All NCSC meeting times shall be made known to the constituency of New College at least one week before the meeting.
9. Meeting Minutes shall be approved at the following meeting of the NCSC.

Article XI Elections

1. All elections shall be conducted in accordance with the Elections Policy (APPENDIX D, Article I). The Elections Policy is the sole authority for describing the process of nomination and election of the members of the NCSC.
2. Amendments to the Elections Policy may be proposed by the CRO, DRO, or any member of NCSC, but amendments must be reviewed and passed by the Election Grievance Committee before being voted on by NCSC.

3. The election Grievance Committee shall consist of the CRO and DRO (appointed through Article VI, Clause 1.8), two members of the New College Administration chosen by NCSC, and members of NCSC chosen by NCSC and not running for re-election.

Article XII Referenda

1. A New College referendum can be proposed by constituents to the Constitutional Review Committee prior to a referendum.
2. Referenda will be voted on, under normal circumstances, during the NCSC spring elections. Any referendum proposal should be presented at an NCSC meeting on or before the last meeting prior to the spring elections. This issue shall not be voted on solely by NCSC.
 - 2.1. Under special circumstances, a referendum vote may be held prior to the spring elections at the discretion of NCSC.

Article XIII Transition

1. A joint meeting of the incoming and outgoing Councils shall be held no later than the first of May.
2. All outgoing members shall present complete year-end reports along with a transition document of their respective functions at this meeting.
3. The outgoing members shall advise the incoming members in matters concerning the affairs and operations of NCSC.

Article XIV Contract Signing

1. No contracts for services shall be signed that would continue past the signers' one-year term in office, May 1st to April 30th. All contracts must be signed by at least one executive member in addition to the NCSC member responsible for the project.

Article XV Finances and Awards

1. The finances of NCSC shall consist of all funds collected on its behalf by University of Toronto, and any incidental monies.
2. All monies collected by NCSC from its various functions shall be immediately presented to the Vice-President, Finances.
3. Members may be reimbursed for travel expenses incurred while validly executing official NCSC business if authorized by the Vice President Finances upon presentation of a receipt.
4. NCSC shall set aside a minimum of \$6000 for NCSC bursaries and in-course scholarships. The selection committee shall consist of the following:
 - 4.1. Two members from the New College Registrar's Office
 - 4.2. NCSC President
 - 4.3. NCSC Vice-President Finances
5. Bursaries shall have a minimum value of \$250 each, and in-course scholarships shall have a minimum value of \$200 each.
6. NCSC shall award an appropriate number of bursaries and scholarships, to New College students of all faculties having the value of at most \$500 each. The Selection Committee shall award the bursaries

based on financial need and shall award the scholarships, based on scholastic achievement, with consideration given to other awards already held. The selection process shall be administered by the members of the Registrar's Office, but they will not have voting powers.

7. The signing powers for all NCSC accounts must change on or before the mandate of the incoming NCSC. Except for Vice-President Finances, who will retain signing authority until the end of the Fiscal Year.
8. For any changes to the Director or Representative budgets, or for any unforeseen financial requests up to \$1000 may be approved at the discretion of the Vice-President, Finances. Any changes in the range of \$1000 to \$2000 may be approved at the discretion of the NCSC executives and any changes over \$2000 must be approved by a two-thirds majority vote of NCSC.
9. The Vice-President Finance along with the President, Vice-President Administration, or Vice-President Student Life, shall sign all cheques drawn on NCSC funds.
10. The Vice-President, Finances shall be the sole signatory of the current year's NCSC designated credit card. The following conditions must be met:
 - 10.1. The Vice-President Finance can make purchases on the credit card up to a limit of \$5000.00 for any one single purchase.
 - 10.2. Individual purchases greater than \$5000.00 shall require a two-thirds majority vote from NCSC.
 - 10.3. The credit card shall only be used for NCSC-related business.
 - 10.4. Any infraction of the above-mentioned clauses will require the Vice-President Finance to surrender the credit card to NCSC immediately, address a full emergency NCSC meeting, and assume all liabilities for unauthorized expenditures.
 - 10.5. The Vice-President Finance will be responsible for paying all balances on time.
 - 10.6. At the end of the fiscal year, the current Vice-President Finance shall be responsible for issuing a new credit card to the incoming Vice-President Finance.

Article XVI University-Wide Collaborations

1. The NCSC shall attempt to participate in all university-wide events, such as Homecoming and Winterfest, as well as ensure that there are funds available to cover New College's contribution to these events.
2. The President shall participate in the St. George Round Table on behalf of the NCSC.
3. The NCSC shall foster collaborations with other campus groups.

Article XVII Amendments to the Constitution

1. Amendments may be proposed at any plenary meeting by any voting member.
2. Discussion on proposed amendments shall be deferred until the following meeting, at which time the amendments shall be discussed and voted on; consequently, all amendments must be presented at least two plenary meetings prior to the spring elections in order to be voted on with the elections.
3. In order to be voted on by the constituency, amendments must be approved by 2/3 majority vote of NCSC at a plenary meeting.
4. Amendments to this Constitution must be approved by a 1/2 majority of the constituency in an election or referendum (Article XI and Article XII).
5. All approved amendments to this Constitution shall be made effective as of the upcoming May 1st.
6. NCSC as a whole shall be the sole author and the final interpreter of this Constitution.

Article XVIII Governing Documents

1. This Constitution is the primary governing document of NCSC.
2. In addition, NCSC will be further governed by BY-LAWS.
3. The BY-LAWS amendment process may be governed within the BY-LAWS, but proposed amendments shall:
 - 3.1. Not contravene the Constitution;
 - 3.2. Be presented at a plenary meeting of NCSC and approved by a 2/3 vote or by constituent petition; and
 - 3.3. BY-LAWS amendments may not be voted on at the meeting at which they were initially presented, but rather must wait until the following meeting until a vote may occur to approve them.
 - 3.4. Come into effect immediately following the plenary meeting at which they are approved.
4. In any conflict between the Constitution and BY-LAWS, the Constitution shall take precedence.
5. NCSC is a student society of the University of Toronto, and as such is also responsible for complying with university regulation. NCSC may act contrary to its Constitution and BY-LAWS if required in order to comply with university regulation. Should such a case arise, NCSC must notify the constituency, and amend these documents as per Article XVII at the next election or referendum.
6. NCSC shall not be governed by the documents of other student societies, or by New College, unless explicitly agreed upon by NCSC, such agreements subject to Article XIV.

BY-LAWS

Article I *The Executive*

1. The Executive shall serve to organize, oversee, and manage all operations of NCSC as a whole. This includes but is not limited to the orientation of incoming members, ensuring that NCSC's financial resources are well-managed and utilized responsibly, providing guidance and counsel for all Directors and Representatives as well as ensuring that these positions are fulfilled as per their descriptions outlined in the Constitution, and for undertaking any necessary measures with regards to resolving grievance related to NCSC positions or general operations.
2. The Executive shall specifically be responsible for:
 - 2.1. Holding Executive meetings once per week for the months of September through to April for periods when regular classes are in session (this does not include the December holidays or Reading Week break);
 - 2.2. Holding Executive meetings at least once every two weeks for the summer months of May through to August;
 - 2.3. Organizing "4 on 1" planning sessions with Directors and Representatives during the summer months for members elected in the Spring, and during September or October for members elected in the Fall;
 - 2.4. Periodically conducting internal surveys for members that will provide a venue for anonymously raising concerns or issues with the performance of individual members, or NCSC during September to April, and will address any concerns raised in an appropriate and timely manner;
 - 2.5. Communicating appointments of all appointed positions to NCSC and constituents within 24 hours following the decision being made;
 - 2.6. Providing additional support throughout the year especially for the positions of First Year Representative and IFP Representative on NCSC where it is necessary; and
 - 2.7. Designating the chairs of the various committees outlined in APPENDIX C.

Article II *Duties of the President*

1. The President shall make arrangements for the selection process of a student to be awarded the F.E. Wetmore Honour Award and the Centennial Award.
2. The President shall sit on the St. George Round Table (SGRT) and represent the constituency on this Council.
3. The President shall ensure the functionality of the Commissions Program. However, the respective representatives and directors shall chair the various Commission Meetings.
4. The President shall be the Chair of the Constitution Review Committee and the By-Law Review Committee.
 - 4.1. The Constitution Review Committee and the By-Law Review Committee shall both be struck at the September meeting of NCSC, and begin their review process immediately, continuing through to April.

5. The President shall be responsible for ensuring student representation at all meetings or events to which they personally, or the NCSC invited. If the President cannot attend a meeting or event on behalf of NCSC, they should seek to send a proxy.

Article III Duties of the Vice-President Administration

1. The Vice-President Administration shall conduct and file all correspondence to the NCSC.
2. The Vice-President Administration shall maintain the office and office supplies; ordering office supplies and ensuring that the office supplies are well stocked and organized.
3. The Vice-President Administration shall be the main liaison with the New College cleaning staff and stewards.
4. The Vice-President Administration shall coordinate in College student elections with the Chief Returning Officer of NCSC.
5. In the fall of each year the Vice-President Administration shall take an inventory of the property of the NCSC.
6. The Vice-President Administration shall make available a copy of Robert's Rules of Order and the NCSC Constitution available for the reference of NCSC members. The Vice-President Administration shall also distribute a simple summary of Robert's Rules of Order to each member of the in-coming NCSC at their first meeting.
7. The Vice-President Administration will be responsible for organizing the booking of the NCSC Boardroom.
8. The Vice-President Administration shall be responsible for the logistical aspect of planning meetings of NCSC. This includes but is not limited to collection and distribution of Director and Representative reports in advance, sending out a detailed agenda, etc.

Article IV Duties of the Vice-President Finance

1. Upon receipt of an invoice of a pre-approved purchase, the Vice-President Finances must reimburse the purchaser within two weeks.
2. The Vice-President Finances shall see that the auditor's report is presented to the NCSC at the earliest opportunity.
3. The Vice-President Finances shall organize, promote, and oversee the grants program.
4. The Vice-President Finances shall be responsible for all aspects related to the Point-of-Sale (POS) machine. This includes maintenance of the machine, closing the batch at a determined schedule, and being the main liaison with the POS Company.

Article V Duties of the Vice-President Student Life

1. The Vice-President Student Life shall oversee NCSC's locker sales program.
2. The Vice-President Student Life shall be responsible for coordinating the NCSC social calendar of events for each semester with the relevant Directors and Representatives and shall oversee and ensure regular correspondence is maintained.
3. The Vice-President Student Life shall be the main liaison between the NCSC and any New College clubs or affiliated groups that wish to petition NCSC for funds. They are responsible for arranging these groups and giving them presentation time where they can directly ask Council for funds, where in Council will have to vote a 2/3 majority to supply them with said funds. (This is not part of the group funding outlined in APPENDIX B, but rather a way for New College Groups to petition for additional funding.)

4. The Vice-President Student Life shall be responsible for running the NCSC apparel & merchandise sales.
5. The Vice-President Student Life shall maintain the NCSC Trophy Cabinet.
6. The Vice-President Student Life shall help Goliath in his events and visits to New College.
7. The Vice President Student Life shall be the chief coordinator and facilitator of the Social Commissioners as they undertake their duties in organizing events relating to the Social Commission

Article VI Duties of the Commissioners and Representatives

1. Be responsible for at least two office hours per week to be held between the hours of 10am – 6pm Monday to Friday. Executive members will be responsible for at least three office hours per week. NCSC members must ask other NCSC members to cover their office hours in case of absence. NCSC members must communicate with the Vice-President Administration to reschedule missed hours.
 - 1.1. If an elected NCSC member misses four designated office hours they may risk impeachment.
 - 1.2. Under extenuating circumstances members who are unable to attend regular office hours can fill their requirements at the discretion of NCSC.
2. Every member must openly state a conflict of interest if present and reveal this conflict to NCSC. Any member in violation of this statute shall be subject to impeachment.
3. No member shall gain any personal financial profit from NCSC activities.
4. Every member must participate in the transition of their position.
5. All members must participate in turnover, member training, and the 4 on 1 meetings.
6. At the conclusion of their term of office, submit to the NCSC, a written report of their activities during the past year, a list of recommendations, including any information that may be considered necessary or helpful and the year-end financial statement at the last general meeting.
7. All Commissioners and Representatives must partake in Risk Assessment Training with the Office of Residence and Student Life before they organize any event.

Article VII Duties of the Athletics Commissioners

1. The Athletics Commissioners shall oversee New College's participation in and be responsible for the intramural athletics and recreation.
 - 1.1. This includes but is not limited to the tracking of team performances and managing of team rosters and report on teams during Plenary Sessions.
2. The Athletics Commission shall promote, encourage and ensure equal opportunity for the participation of any New College constituent in College intramurals and athletics events.
3. Each Athletics Commissioners shall fill the role of Intramural Sports Council (ISC) Representative as follows:
 - 3.1. They shall attend ISC meetings.
 - 3.2. They shall participate in any relevant sub-committees of ISC.
 - 3.3. They shall inform the New College intramural teams of any changes to the intramural program.
4. The Athletics Commissioners, in coordination with the outgoing team captains and previous year's Athletics Commissioners, shall appoint new team captains for each team prior to the first Captain's meeting of the academic year.

- 4.1. Athletics Commissioners shall call and chair a Captain's meeting in the first month of each semester.
5. The Athletics Commissioners shall enter New College teams in their respective leagues as stipulated by the Intramural Programs Office for the fall, spring and summer. This may include the following:
 - 5.1. Attending the balloting meeting.
 - 5.2. Ensuring that all appropriate performance bonds for teams have been paid.
6. The Athletics Commissioners in coordination with the Vice-President Student Life shall be responsible for filling and maintaining the NCSC Trophy Cabinet.
7. The Athletics Commissioners shall be responsible for striking and co-chairing the Athletics Commission.

Article VIII Duties of the Education and Philanthropy Commissioner

1. The Education and Philanthropy Director shall be responsible for the planning and undertaking of projects that are of an educational, or charitable nature, and shall serve as the main liaison with the Career Centre, The Writing Centre and the Math Aid Centre.
2. The Education and Philanthropy Commission shall organize at least one educational initiative and one philanthropic initiative per year. These may be divided up per semester as the Commission sees fit.
3. The Education and Philanthropy Commission shall also provide one volunteer opportunity for New College students each month with an organization the Director sees fit.
 - 3.1. The months of December and April are excluded from this requirement.

Article IX Duties of the Equity Commissioner

1. The Equity Commissioner shall be responsible for ensuring the commitment of the NCSC to anti-oppressive policies and projects. This commission will work to ensure that the constituents of New College experience full and equitable participation within the College.
2. The Equity Commissioner shall monitor the NCSC bulletin boards located in Wilson Hall and Wetmore Hall.
3. The Equity Commissioner shall approve all NCSC promotional materials, ensuring their content is equitable, within 48 hours of receiving them.
4. The Equity Commissioner shall also ensure the NCSC operates in a sustainable manner and promotes sustainability at New College.
5. The Equity Commissioner shall serve as the primary liaison between the NCSC and the equity and sustainability campus groups.

Article X Duties of the Mental Health and Wellness Commissioner

1. The Mental Health & Wellness Commissioner shall be responsible for overseeing and undertaking projects that contribute to benefiting to the health and wellness of students, be it mental, physical, emotional, or otherwise, as well as promoting sustainability.
2. The Mental Health & Wellness Commissioner shall serve as the main liaison with the students of New College in issues regarding health and wellness, bringing forth their concerns and ideas to the NCSC Executive team.

3. The Mental Health & Wellness Commissioner shall organize at least one initiative per semester that contributes to bringing students' awareness to wellness, working closely with the Equity Commissioner and Education and Philanthropy Commissioner to ensure the initiative(s) are charitable, sustainable, and equitable in nature, as well as provide ample opportunities for community members to get involved.
4. The Mental Health & Wellness Commissioner shall serve as the primary liaison between the NCSC and health and wellness campus groups and promote wellness initiative on campus and in the community.

Article XI Duties of the Social Commissioners

1. The Social Commission shall be responsible for the planning and undertaking of projects that will enhance the social experience of the students of New College.
 - 1.1. The Social Commission shall be responsible for organizing at least one social event per month (optional for the months of December and April).
 - 1.2. One of these projects will involve an event over the reading week break.

Article XII Duties of the Sustainability Commissioner

1. The Sustainability Commissioner shall ensure NCSC operates in a sustainable manner and promotes sustainability at New College.
2. The Sustainability Commissioner shall serve as the primary liaison between the NCSC and Sustainability Commissions/Groups of other student unions.
3. The Sustainability Commissioner must hold at least two events per semester.
4. The Sustainability Commissioner must develop one "Greener and Golden" initiative at the beginning of their term which outlines NCSC's main sustainability goal for the year.
 - 4.1. Evaluation of the success of this initiative must be presented at the final plenary meeting of the year.
5. The Sustainability Commissioner must attend at least two UTERN events with their commission members per year.

Article XIII Duties of the First-Year Representatives

1. The First Year Representatives shall have the following responsibilities:
 - 1.1. They shall act as the chief spokespersons and represent the concerns of First Year students from the constituency of NCSC.
 - 1.2. They shall act as liaisons to administrative initiatives with special concern for First Year issues.
 - 1.3. They shall act as liaisons to the Registrar's Office for all the issues concerning First Year students.
 - 1.4. They shall act as liaisons to the Office of Residence and Student Life for all issues concerning first year students.

Article XIV Duties of the Middle-Year Representatives

1. The Middle Year Representatives shall have the following responsibilities:

- 1.1. They shall act as the chief spokespersons and represent the concerns of Middle Year students from the constituency of NCSC.
- 1.2. They shall act as liaisons to administrative initiatives with special concerns for Middle Year students.
- 1.3. They shall act as liaisons to the Office of Residence and Student Life for all issues concerning middle year students.

Article XV Duties of the Graduating Students Representatives

1. The Graduating Students Representatives shall have the following responsibilities.
 - 1.1. They shall act as the chief spokespersons and represent the concerns of Graduating students from the constituency of NCSC.
 - 1.2. They shall recommend to the NCSC at its first fall meeting a photographer to take charge of the portraits of the Graduating Class and shall be responsible for making all arrangements in this regard.
 - 1.3. They shall act as liaisons to the New College Alumni Association.
 - 1.4. They shall act as liaisons to the New College Registrar's Office for issues concerning graduation.
 - 1.5. They shall act as liaisons to the Office of Residence and Student Life for all issues concerning graduating year students.
 - 1.6. They shall be responsible for organizing the New College Formal.

Article XVI Duties of the International Foundations Program Representative

1. The International Foundation Program (IFP) Representative shall have the following responsibilities:
 - 1.1. They shall act as the chief spokesperson and represent the concerns of IFP students from the Constituency of NCSC.
 - 1.2. They shall act as liaisons to administrative initiatives with special concerns for IFP students.
 - 1.3. They shall act as liaisons to the IFP Office, the Registrar's office, and the Office of Residence and Student Life for all issues concerning IFP students.
 - 1.4. They shall aid the NCSC in designing NCSC events to be more inclusive for IFP students and to be aware of the challenges facing them.

Article XVII Duties of the Off-Campus Representative

1. The Off-Campus Representatives shall be responsible for acting as liaisons with the off-campus students of New College, for planning services and activities to meet their needs, and examining how the NCSC can better serve this group.
2. The Off-Campus Representatives shall actively seek to address relevant issues that pertain to non-residence students and shall work closely with the Vice-President Student Services, the Office of Residence and Student Life, and other college offices and places of residence to better accommodate the off-campus students of New College.
3. The Off-Campus Representatives shall act as the liaison with the Office of Residence and Student Life Commuter Dons.

Article XVIII Duties of the UTSU New College Directors

1. The UTSU New College Directors shall have the following responsibilities:
 - 1.1. They shall serve as the primary liaisons between the UTSU and the NCSC.
 - 1.2. They shall serve as the primary liaisons between the UTSU clubs and Services and the NCSC in order to promote communication and collaboration with external groups on campus.
 - 1.3. They shall be responsible for reporting to the NCSC on the activities of the UTSU Commissions and Committees of which they are members.
 - 1.4. The UTSU New College Directors must attend all Board of Directors meetings in the Fall and Winter Semesters.

Article XIX Duties of the Residence Representative

1. One seat on the NCSC will be filled by-the New College Residence Council (NCRC) Executive.
 - 1.1. NCRC shall ensure that whoever attends NCSC Plenary Sessions is familiar with the business of NCSC and NCRC.

Article XX NCSC Speaker

1. Meetings of the NCSC shall be chaired by the Speaker.
2. The Speaker shall serve without any salary or honorarium.
3. Meetings of NCSC shall be conducted according to *Robert's Rules of Order*. The Speaker shall conduct the meeting with a minimum of formality but shall ensure that good manners and business-like attitudes prevail. The Speaker shall, upon request of any member, or at his or her own discretion, conduct discussion of a motion under *Robert's Rules of Order*.
 - 3.1. The Speaker shall demonstrate working knowledge of *Robert's Rules of Order* and shall enforce its provisions in order to conduct the meeting in the most efficient manner possible.
 - 3.2. The Speaker shall demonstrate working knowledge of the NCSC Constitution.
 - 3.3. If the Speaker fails to demonstrate sufficient knowledge of either *Robert's Rules of Order* or the NCSC Constitution, he or she can be removed from the position following standard impeachment procedures for voting NCSC members.
 - 3.4. The Speaker shall facilitate meetings using an anti-oppressive framework; he or she shall receive training where needed. This will serve to ensure that the meetings of the NCSC are a positive space, which is free from oppression or harassment in any form.
4. The rulings of the Speaker may be overturned only by a majority of at least two-thirds of members present.
5. In the spring of each year the position of Speaker shall be advertised, and the NCSC shall appoint a Speaker from the pool of applicants.
6. The Speaker for the incoming year shall be appointed by the NCSC and shall attend the Turnover meeting in April.
7. The Speaker shall record the attendance at meetings.
8. The Speaker shall serve up to and including the joint meetings of outgoing and incoming NCSC in April.
9. The Speaker shall ensure all NCSC members understand *Robert's Rules*, especially with regards to voting procedures and implications.

10. The committee hiring the Speaker will consist of the Executive and current Speaker, in the event of a conflict of interest a member of NCSC will fill the void.
11. The committee hiring the Speaker will consist of the Executive and current Speaker, in the event of a conflict of interest a member of NCSC will fill the void. The Speaker has the ability to call a recess of the meeting when they deem necessary to maintain order.
12. The Speaker has the authority to dismiss anyone from the meeting if they are exhibiting inappropriate behavior.

Article XXI NCSC Clerk

1. The Clerk shall record all of the minutes during the NCSC Plenary Sessions.
2. The Clerk will not have a vote on the NCSC.
3. The Clerk shall serve without any salary or honorarium.
4. The NCSC Plenary Session Minutes shall be internally distributed one week prior to the following NCSC Plenary Session. Once approved, these Minutes shall be published on the NCSC website within 48 hours.
5. In the spring of each year the position of Clerk shall be advertised and the NCSC shall appoint a Clerk from the pool of applicants.
6. The Clerk for the incoming year shall be appointed by the NCSC and shall attend the Turnover meeting in April.
7. The Clerk shall serve up to and including the joint meetings of outgoing and incoming NCSC in April.
8. The committee hiring the Clerk will consist of the Exec and current Clerk, in the event of a conflict of interest a member of NCSC will fill the void.

Article XXII Elections: General Information

1. All elections shall be conducted in accordance with the Election Policy. The Election policy is contained as APPENDIX A. The NCSC accepts the Election Policy as the sole authority for describing the process of nomination and election of the members of the NCSC.
2. Any member who is elected into multiple positions shall fulfill the duties of all the positions, but shall be limited to one seat, and therefore one vote, at NCSC plenary session. Under no circumstances should they be allowed to proxy the allotted number of votes up to the total of the positions that they hold. However, for their own vote, standard proxy rules apply.

Article XXIII Position Vacancies and Appointments

1. Positions vacant by reason of no nominations having been received may be filled by appointment after the fall elections following the by-election procedure. Vacant positions shall be made known to the constituency by the Chief Returning Officer (CRO) as soon as they occur. This is in addition to NCSC positions normally filled by appointment, and the executive positions. Executive positions may be appointed prior to fall elections.
2. The power of appointment is vested exclusively in NCSC as a whole and shall not be exercised by the Executive or any members thereof, with the exception of CRO and Speaker.
3. The appointment procedure will be a blind alternative vote (otherwise known as a ranked ballot):

- 3.1. If the number of candidates running for a position is less than or equal to the number of positions available, the members(s) may be appointed by a simple majority of the voting NCSC members present.
4. Newly appointed members shall not participate in voting for other members, appointed during the same session of NCSC.
5. An Executive position will be appointed only by a two-thirds majority of NCSC using the same rules outlined above.
6. Other appointed NCSC positions shall be appointed by a simple majority of NCSC using the same rules outlined above.
7. Under the circumstances that a member of NCSC resigns, the standard position vacancies and appointments procedure as outlined in this Article shall be followed.

Article XXIV Removal from Office

1. A member of NCSC may be removed from office by the NCSC for a clear violation of the Constitution or By-Laws, for any unauthorized financial transactions, or for using the name or facilities of the NCSC for personal ends.
2. Any member of NCSC may be asked to resign from NCSC by the constituency (CONSTITUTION, Article III) upon presentation of a petition containing 400 signatures of members of the constituency calling for such a resignation along with a simple majority vote by NCSC. The member shall then resign.
3. Any member whose name has been tabled for impeachment must be notified by official correspondence of such an occurrence no later than one week after the meeting in which that member's name was mentioned.
4. Any individual that has been removed from office through impeachment cannot be a candidate in the NCSC elections of the current or next academic year.
5. If any member commits financial fraud (Article XXVIII) they shall be removed from office.

Article XXV University-Wide Collaborations

1. The NCSC shall attempt to participate in all university-wide events, such as Homecoming and Winterfest, as well as ensure that there are funds available to cover New College's contribution to these events.
2. The President shall participate in the St. George Round Table on behalf of the NCSC.
3. The NCSC shall foster collaborations with other campus groups.

Article XXVI The NCSC Spirit Award

1. The NCSC may, at its discretion, award the NCSC Spirit Award to former Members who have given dedicated and exemplary service towards both New College student life, and the NCSC during their undergraduate career.
2. All intended recipients must have served for at least one year (i.e. two semesters) on the NCSC and must have already graduated at the time of their consideration for this award.
3. The award shall consist of a non-monetary gift not exceeding \$100 in value.
4. The amount of money allocated towards these gifts shall not exceed \$1000 within a given academic year.

5. During the summer, the NCSC executive in consultation with other Members will decide upon the recipients of these gifts and report the award nominees to the NCSC at its September meeting. The NCSC will then vote as to whether to accept the nominees presented.

Article XXVII Financial Fraud and Mismanagement

1. Financial fraud is committed when an individual or club intentionally mismanages NCSC funding for the purpose of personal gain. Financial fraud includes cheque fraud, credit card fraud, financial theft, bribery, embezzlement, money laundering, forgery, and counterfeiting.
2. If financial fraud or mismanagement is suspected amongst NCSC members, NCSC recognized clubs, NCSC grant applicants or other individuals or clubs who acquire financial assistance from NCSC, the Vice-President Finance must follow the outlined process:
 - 2.1. Review financial records detailing the misused expenses and/or revenue;
 - 2.2. Look for evidence to verify that the funds were not spent as initially proposed (e.g. missing cheque stubs, missing receipts, unauthorized transactions, duplicate reimbursements, conflict of interests, etc.)
 - 5.4. Prepare a brief report on the situation and present the report to (in order):
 - (A) The NCSC Executive
 - (B) Office of Residence and Student Life (ORSL)
 - (C) New College Principal
 - 2.3. If further steps are required, a professional investigator will be hired by the New College Principle to examine the fraudulent situation.
 - 2.4. A course of action will be performed in which a letter of fraud will be sent to the individual or club requesting for the misused funds to be returned to NCSC. If the individual or club does not agree to the terms of the letter, further steps will be taken at the discretion of the New College Principal.

Article XXVIII NCSC and the New College Council

1. Traditionally, the New College Council (NCC) allows for four members elected to NCSC to sit on NCC to act as student liaisons and provide feedback to the Administration.
2. The four seats on NCC shall be distributed accordingly:
 - 2.1. There shall be one seat to be rotated amongst the First Year Representatives and the International Foundations Program Representative.
 - 2.2. There shall be one seat to be rotated amongst the Middle Year Representatives.
 - 2.3. There shall be one seat to be rotated amongst the Graduating Year Representatives.
There shall be one seat to be rotated amongst the Off-Campus Representatives.
3. The Representatives shall do their utmost to attend all meetings of NCC and shall coordinate amongst themselves to assure the best possible attendance per shared seat on the NCC.

APPENDIX A – New College Student Council

Recognized Groups

We wish to thank the following student groups for their assistance in guiding and creating this policy, and for the work they do, both in and outside of the New College community:

- *Equity Studies Students' Union (ESSU)*
- *Human Biology Students' Union (HBSU)*
- *Indigenous Studies' Students' Union (ISSU)*
- *New Dragons*
- *New Resonance*
- *New Roots*
- *Nigerian Students' Association (NSA)*

Article I Purpose

1. The purpose of New College Student Council Recognition is to allow for student groups that operate within New College and/or for its constituents continuous support and access resources via NCSC.
2. NCSC's aim is to help New College Student Council Recognized Groups with everyday operations and to better communicate to New College constituents information about themselves.

Article II Principles

1. New College Student Council Recognized Group is a student-led organization that is understood by the New College Student Council (NCSC) as a group that works alongside and serves New College students.
2. This policy shall be designed to ensure that all clubs receive fair treatment and have full access to the resources available to them.
3. Clubs recognized by the NCSC shall be considered autonomous. The NCSC shall not interfere in the affairs of any recognized club, except in circumstances in which the club has violated its Charter or Constitution or has acted in a way not congruent with this policy.
4. While respecting the autonomy of clubs, all recognized clubs shall act in accordance with the NCSC Constitution as well as official University of Toronto policy as it relates to student behavior.
5. New College Student Council accepts a **maximum** of 25 student clubs a year.
6. NCSC Recognized Group eligibility, application processes, and privileges must fall in concordance with policy insert policy number here.

NOTE: New College Student Council Recognition does NOT include a guaranteed space in the New College Student Centre at 40 Willcocks—attaining a space there is a separate process that involves the New College Office of Residence and Student Life (ORSL).

Article III Requirements

1. New College Student Council Recognized Groups must be willing to reach out specifically to New College students and are encouraged to hold events, meetings, and space at New College and advertise their presence to the New College community.
2. Groups will be expected to send representatives to participate in New College Club Fairs, semesterly NCSC General Meetings, and other events that pertain to the New College community that allow a platform for clubs.
3. Representatives from New College Student Council Recognized Groups must also stay in contact with and meet with the Vice President Student Life within an agreed upon framework.
4. Clubs are open and suggested to hold the NCSC accountable and are asked to provide feedback upon their experience as a Recognized Group by submitting semesterly feedback forms as sent out by the Vice President Student Life. Should a recognized club act in a manner that is inconsistent with its constitution or with this NCSC Recognized Group Policy, Council reserves the right to revoke recognition at its discretion.
 - 4.1. A group which has had its recognition revoked may apply again in the next academic year unless otherwise stipulated by the Council.

APPENDIX B - Events and Committees

Article I Committees

1. The following committees will be chaired by an individual appointed by the NCSC, and it is the responsibility of the NCSC to ensure that these events and committees are struck at the appropriate time:
 - 1.1. Grants Committee
 - 1.2. Grad Formal Committee
 - 1.3. Winterfest Committee

Article II The Grants Committee

1. There shall be a Grants Committee (GC) that is composed of the Vice President Finances, Vice President Student Life, and at least five other members of NCSC.
2. NCSC members sitting on the Grants Committee must:
 - 2.1. Not simultaneously apply for an NCSC grant.
 - 2.2. Declare in writing to the Vice-President Finances any affiliations that may be deemed as a conflict of interest.
3. Any request for financial assistance from:
 - 3.1. Applicants (groups or individuals) within the New College constituency are hereinafter known as Group A; and
 - 3.2. Applicants (groups or individuals) outside the New College constituency are hereinafter known as Group B.
4. All groups (Group A or Group B) applying for financial assistance must submit to the Vice-President Finances a completed Grants Application Form. There must also be included a statement explaining why the financial assistance is needed and how the proposed aid will be spent. All groups (Group A or Group B) accepting financial assistance must agree, in writing, to the following conditions:
 - (A) Accurate financial records detailing the total expenses and revenue for the school year must be maintained;
 - (B) NCSC will be permitted access to all financial records in order to verify that the aid was indeed spent as initially proposed;
 - (C) NCSC must be satisfied that the financial assistance will be and is being spent in the best interest of New College and/or the students of New College.
 - 4.1. If, at any time, one or more of the above conditions are not met to the satisfaction of the NCSC, the NCSC reserves the right to discontinue funding until the requirements are properly met.
5. In addition to requirements in section four, applicants who intend to apply on behalf of a club shall be required to submit a Constitution detailing group objectives, executive responsibilities, membership requirements, and election procedures. The applicant shall be required to submit a completed application form and submit it to the GC before the advertised deadline.

6. The GC shall ensure that the applicant (group or individual) has a legitimate purpose in making the application. It may inquire as to the financial background of the applicant and shall obtain a budget for the proposed project.
7. It is the responsibility of the GC to ensure that the availability of grants is properly advertised. All advertisements should detail and the application deadline, the maximum amount that the applicant can apply for, and where the applicant can access or pick up an application.
8. A minimum of \$4000 dollars shall be budgeted to Group A and a minimum of \$3000 to Group B.
9. The GC shall meet at least twice during its mandate: once during the fall term (it shall make recommendations to NCSC by the November meeting); and once in the winter term (it shall make recommendations by the March meeting). Funds not allotted in the fall term shall be allotted in the winter term. All groups apply for funding in the fall term may reapply in the winter term regardless of whether they receive funding or not.
10. If there is money left from the Group B allotment at the winter term meeting, the GC may choose to allot the remaining funds to a Group A applicant, and if NCSC chooses not to allocate left over funds from Group B to Group A, those funds shall return to the general operation budget. Group A money may never be allotted to a Group B applicant.
11. The GC may request additional funding for both Group A and Group B as per the request process outlined in CONSTITUTION Article XV, Clause 8.

APPENDIX C - General Meetings

Article I Purpose

1. To provide a forum at least twice a year for the New College constituency to publicly address the NCSC and raise concerns surrounding New College issues. This meeting serves to hold the NCSC directly accountable to the constituency.

Article II Principles

1. The General Meetings (GMs) must be held at least once per semester:
 - 1.1. Prior to the end of October during the Fall Semester
 - 1.2. Prior to Reading Week during the Spring Semester
2. The meeting agenda will be made publicly available at least one week prior to the meeting.
 - 2.1. Information about the topics of discussion will also be made publicly available to ensure that people are sufficiently informed prior to the meeting.
3. Constituents must be notified of the official date and location of the meeting 2 weeks prior to the meeting.
4. GMs will cover the following content:
 - 4.1. Presentation of proposed social calendar;
 - 4.2. Presentation of pressing issues pertinent to the New College community;
 - 4.3. Presentation and Ratification of By-Law Amendments; and
 - 4.4. Any other topic that the NCSC would like to share with the constituency.
5. The meeting will also consist of an open forum that gives the constituency the opportunity to address NCSC and voice their concerns.
6. The Constituency shall be granted a vote in which to ratify and/or withdraw By-Law amendments.
7. Attendance by at least 2 NCSC Executives is mandatory to ensure that questions asked by the constituency will be addressed effectively and accurately.
 - 7.1. In the absence of an NCSC Executive, any member of the NCSC must attend as a proxy on their behalf.
 - 7.2. Minutes should be recorded by the appointed Clerks and be made publicly available within one week after the meeting.

APPENDIX D - Policies

Article I Purposes of Council Policies

1. This document entitled “Council Policies” shall include all policies enacted by the New College Student Council.
2. Policies shall be supplementary to the New College Student Council Constitution and By-Laws.
3. All Policies contained in this document shall be binding to the membership of the New College Student Council.
4. In the event of contradiction, the New College Student Council Constitution and By-Laws shall take precedence.
5. Council Policies shall be amended according to the procedures outlined in Article XVIII, subsection 4 and shall be amended to reflect the best practices of Council.

Article II Policies on All Council Members

1. Office Hours
 - 1.1. All Elected Representatives and Commissioners and Hired members shall be responsible for holding office hours at least once a week.
 - 1.2. Executive members shall be responsible for holding office hours at least three times a week.
 - 1.3. The office hour schedule shall be coordinated by the Vice-President Administration.
 - 1.4. An office hour schedule will be published on our website and social media platforms as soon as it is available.
 - 1.5. It is the responsibility of the Vice-President Administration that all council members shall receive training for office hour duties.
 - 1.6. It is the responsibility of the Vice-President Administration to ensure that all Council members receive key access by submitting a list of members to the New College Office of Residence and Student Life.
2. General Training
 - 2.1. All members of Council are required to attend the General Training Date.
 - 2.2. The Executive shall coordinate a training wherein members will be instructed on office duties, Roberts Rules of Order and Risk Assessment Training.
 - 2.3. Training will be completed after Fall Elections of the same year.
3. Equity and Accessibility Training
 - 3.1. The Executive in coordination with the Equity Commissioner shall coordinate ongoing Equity training for all Council members.
 - 3.2. Equity training should be informed by equity groups on campus and in consultation with the Equity Studies Student Union.

Article III Policies on Hiring Process

1. Hiring Committee
 - 1.1. The New College Student Council shall establish a hiring committee. This committee shall consist of:
 - (A) The Executive

(B) Outgoing hired members

* Outgoing hired members who are applying for any NCSC hired position are not eligible to sit on the Hiring Committee.

1.2. The Hiring Committee shall meet regularly throughout the summer and complete the hiring process prior to the September plenary meeting.

1.3. The hiring committee shall draft and propose the stipends and hired positions according to the needs of Council.

1.4. The hiring committee shall draft and approve all contracts of hired members.

1.5. The hiring committee shall present the contracts and stipend amounts at the September plenary meeting.

2. Stipend Payment Process

2.1. Hired Members shall be paid in the Fall and the Winter semester contingent on their adherence to their contracts.

2.2. The Executive shall see to their payment at the end of the Fall and Winter Semester.

Article IV Elections Policy

Purpose

To describe the process of nomination and election of members of NCSC, and for voting on referenda.

Role of the Chief Returning Officer (CRO), Deputy Returning Officer (DRO), Grievance Committee

4. All applicants for the positions of CRO and DRO will be members of the constituency and must not be running in any NCSC election during their terms.
5. The Chief Returning Officer (CRO) shall be responsible for all things related to the spring and fall election. The CRO and DRO shall have authority for interpreting this Appendix.
6. The Grievance Committee must be selected by the NCSC, the CRO, and the DRO at the meeting before Election period begins.

Grievance Committee

1. The Grievance Committee's purpose is to reflect and resolve grievances filed during the elections period.
2. The Grievance Committee shall consist of:
 - (A) The CRO
 - (B) The DRO
 - (C) Two members of the NCSC as chosen by the NCSC (and who are not running for re-election)
 - (D) Two members of the New College Administration as chosen by the NCSC
3. The Grievance Committee shall remain standing until the conclusion of spring elections of the following year.
4. The Grievance Committee will meet with the current NCSC prior to the fall elections to review the policy for Elections and implement any changes deemed necessary.

5. The Grievance Committee shall exist provided that there is competition for at least one position, regardless of whether there is competition for the positions run.
6. All questions asked to the CRO and all answers and decisions given by the CRO pertaining to the election process shall be notified to all candidates and the Grievance Committee in a timely manner.
7. The CRO shall not have a vote in the NCSC elections except in the case of a tie in the number of votes cast for student candidates in the NCSC elections to break the tie.
8. The CRO, in conjunction with the DRO and the Vice-President Administration, shall determine the dates for the fall and Spring Elections, as well as the polling dates and times. The fall by-elections must be held before November 1st, and the spring elections must be held before April 1st. The elections voting period shall take place over two days from 10:00AM to 6:00PM at least at minimum three days during (but not limited to) NCSC office hours after the close of campaigning week.

Election Review Committee

1. The Election Review Committee shall consist of:
 - (A) The CRO
 - (B) The DRO
 - (C) Two members of the NCSC as chosen by the NCSC (and who are not running for re-election)
 - (D) Two members of the New College Administration as chosen by the NCSC
2. The Election Review Committee shall remain standing until the conclusion of spring elections of the following year.
3. The Election Review Committee shall exist to review the current electoral procedures and rules, voter turnout and improvements for further elections.
4. Issues that are not resolved by the Grievance Committee shall be carried over to Election Review Committee. The decision made shall be final and binding.

Eligibility of Candidates

1. All candidates for NCSC positions shall be members of the constituency (as per Article III of the New College Student Council Constitution) and must remain so during their term in office.
2. All potential candidates running for President, Vice-President Administration, Vice-President Finance, or Vice-President Student Life must have served at least one term as an elected or appointed member of the NCSC as listed in Article IV, Clause 2. If a potential candidate has not served at least one term, they can be accepted as a candidate by a two-thirds majority vote of the existing NCSC, in an emergency plenary meeting before the All-Candidates Forum begin. Decisions cannot be appealed.
3. The positions of all Athletic Directors shall be filled with no discrimination on the basis of gender. All appointed positions within NCSC shall be filled with no discrimination on the basis of gender, race, religion and sexual orientation.
4. The positions of First-Year Representatives are only open to students in their first year of registration with New College and the University of Toronto.
5. The positions of Graduating Students Representatives are only open to students with more than 14 FCEs with New College and the University of Toronto.

Nominations

1. The CRO shall publicize and make available to all constituents a short description of the positions available, an outline of the nomination process, and a copy of election policies at least one week prior to the Nomination Period.
2. The CRO will also make nomination forms available with the deadline for submission clearly stated on them.
3. All positions listed in Article IV Clause 2 of the NCSC Constitution will be filled in the spring elections, except the two Mid-Year Representatives, the Equity and Sustainability Director, 2 of the 4 NCC Representatives, the two First Year Representatives and the one IFP Representative who will be elected in the Fall By-Elections.
4. The New Edition shall publish an article or ad calling for nominations and describing the nomination and election processes.
5. No New College student can be nominated for more than one position in the NCSC elections.
6. No New College student can have more than two current NCSC members nominate them for their position.

All Candidates' Meeting

1. The CRO shall call an All Candidates' Meeting before the campaign period begins.
2. Candidates who cannot attend the All Candidates' Meeting should inform the CRO or DRO no later than 5:00 pm on the day before the meeting and may designate proxy to go in their place. This proxy may not represent more than one candidate or be a candidate for another position on NCSC.
3. At the All Candidates Meeting, the CRO, the DRO, and the Vice-President Administration shall explain the election rules, the penalties for breaking the rules, the appeals process, and answer any questions related to the election. The CRO shall supply each candidate as well as The Office of Residence and Student Life Office of the Governing Council with a copy of the election rules, and advise them that they can obtain further details from the appropriate sections of the Constitution.

Campaign

1. The CRO shall contact the Office of Residence and Student Life as well as the Caretaking staff prior to the fall and spring elections to inquire about current rules and regulations that may pertain to the campaign process.
2. Campaigning shall take place only during the period specified by the CRO and according to the NCSC constitution. Campaigning must be a period of at least five class days.
 - 2.1. No candidate may campaign outside the campaign period or they will risk immediate disqualification.
3. Campaigning material may not be distributed prior to the campaigning period and must be removed from public access before the end of this period.
4. Social media websites may be used for campaigning. Restrictions on their use will be determined at the discretion of the CRO.
5. Candidates shall not campaign within the areas of the College that are designated residence spaces and have restricted access. This includes residence floors, within the elevators, personal mailboxes, and the Audrey Taylor Dining Hall, personal mailboxes, and the Chestnut Tree Dining Hall.

6. Candidates shall not violate New College Residence rules or those of the New College caretaking staff with campaign material.
7. The facilities and resources of NCSC shall not be available to candidates.
8. Candidates may only be endorsed by 20 posters (up to 11"x17") and one large banner (2 x 4 meters at most).
9. All campaign material (i.e. posters, handouts, etc.) must be approved and signed, with a visible endorsement by the CRO or any of the NCSC executives. Any unsigned material will be removed, and no further material will be approved for that candidate.
10. Each person who runs for a position can only spend a maximum of \$35, and every candidate will receive \$10 back after presenting receipts to the CRO. The CRO will then make the receipts available to the Vice-President Finances.
11. Candidates shall not remove or paste over any University of Toronto or New College recognized group posters for events that have yet to happen. They will also not remove or post over posters from the Administration of New College or the Administration of the University of Toronto.

All-Candidates Forum

1. The CRO shall provide two All Candidates Forums during the designated campaigning period for all of the candidates in NCSC elections: one each for spring and fall elections.
2. The CRO shall publicize to all constituents the date, time, and location of the All-Candidates Forum prior to the campaign period.
3. All Director and Representative candidates will be given two minutes to speak.
4. All Vice-Presidential candidates will be given three minutes to speak.
5. All Presidential candidates will be given five minutes to speak.
6. After all the candidates for each position have spoken, there will be a three-minute question period where the audience may ask questions to the candidates.
7. It is mandatory for all candidates to attend and remain for the duration of the forum barring extraordinary circumstances or else risk disqualification.
8. If, due to extraordinary circumstances, a candidate cannot attend the All-Candidates forum, they must provide a proxy to attend on their behalf. In the event that no proxy is found, the CRO will act as proxy.

Preparation for Voting

1. The CRO shall publicize to all members of the constituency instructions on how to vote, as well as the dates, times and locations of voting.
2. There shall be at least TWO (2) polling booths at New College, in public, widely accessible locations.
3. There must be two polling clerks at each booth to assist in the process of voting. Polling clerks may be any NCSC member who is not running in the current election as appointed by the CRO and DRO. If two people are unavailable, the CRO (in conjunction with the New College Administration) is responsible for hiring staff either from within New College or from without.
4. No candidate may be a polling clerk.

Polling Booth

1. Conversation at the polling booth shall be limited to answering technical questions on how to vote. Only the CRO or polling clerk supervising the booth may answer such questions. All other conversation is prohibited.
2. The voting booth must have a partition to provide the voter with privacy when casting their vote.
3. Only the CRO, polling clerk, and voters in the process of voting may be present at the booth. Candidates are prohibited from lingering at the polling booth. This may lead to a penalty of immediate disqualification.
4. Each Candidate may have one piece of campaign material present (8"x11") at each polling booth. This may include a photo, poster, and/or blurb. These must be approved by the CRO or NCSC Executives. A hard copy must be submitted by the CRO by 5pm the day prior to the first polling day. The CRO will provide an organized means of presenting the material at each polling station.

Voting

1. All candidates that are running unopposed in the spring election and Fall by-election must run in a yes/no vote by the constituency. A simple majority determines whether or not the person is given the position on the NCSC.
2. Any New College constituent may vote for any candidate.
3. Candidate ballots with candidates running unopposed must have a "No" and "Spoil Ballot" option on the ballot.
4. Candidate ballots with candidates running opposed must list all eligible candidates and must have a "Spoil Ballot" option on the ballot.

Physical Ballot Counting

1. Tabulation must only be done by the CRO and DRO.
2. Each candidate may have one 'scrutineer' present. Tabulation will commence immediately following the closing of the election period.
3. Each voter must be verified as a New College constituent using the voter list inputted into the physical voting system. If the voter is not on the list, they must be verified by the most recent voter list, which can be requested for from the ULife Student Life Coordinator.
4. Scrutineers should be present for the closing of the ballot boxes and should then proceed directly to the room designated to count ballots.
5. No person shall leave the counting room until the final results have been tabulated unless authorized to do so by the CRO.
6. A member of the New College Administration Staff is to be present during the counting process.
7. If a ballot is marked with an intentional unique identifier (i.e. smiley faces, initials, etc.), then the ballot is void for all candidates. The ballot shall be placed in a pile of void ballots and not be included in the tally.
8. If the ballot is marked so that the preference is not clearly indicated for one particular candidate, then the ballot is void ONLY for that particular position.
9. If the scrutineer objects to a particular ballot, then the CRO shall decide whether the ballot is void.
10. The results of the physical ballots must be added to the results of the online voting system. The vote counts and vote count percentages from the online voting system must be edited to include the results of the physical ballots.

11. Under the circumstance that it is an electronic vote, physical voting was not available, this Article is null and void.

Electronic Ballot Counting

1. Electronic ballots must be run through the voting.utoronto.ca website.
2. Electronic ballots must be set up by the CRO.
3. Each voter must be verified as a New College constituent using the voter list inputted into the online voting system. If the voter is not on the list, they must be verified by the most recent voter list, which can be requested for from the ULife Student Life Coordinator.

Election Results

1. Within 24 hours following the tabulation of the final results, the CRO shall publicize the results of the election to all New College constituents.
2. The uncontested results of the election shall be notified to the candidates within 24 hours of the tabulation.
3. If intention to file an appeal is communicated to the CRO or the DRO, the CRO or the DRO shall inform all candidates affected as soon as possible.
4. After any or all appeals have been resolved, the incoming members will be ratified by the current NCSC at the following NCSC meeting.
5. Additionally, the CRO will be responsible for observing the election process for the UTSU New College Directors. Following the ratification of UTSU election results by the UTSU, the CRO shall then present the results for the positions of New College Directors to the NCSC at the next meeting of NCSC for ratification of each individual New College Director.

Penalties

1. The Grievance Committee may choose to exercise the following penalties for election rule violations:
 - 1.1. Warnings
 - 1.2. Disqualification
2. Any candidate engaging in behaviour contrary to the spirit of the election rules as determined by the CRO will receive a warning against that specific action and the Grievance Committee shall determine the appropriate penalty.
3. Any penalty given to a candidate shall be reported on the NCSC website.

Appeals

1. Any complaint regarding election procedural irregularities shall be made in writing to the Grievance Committee within 48 hours after the posting of the election results. A written or emailed reply by the Grievance Committee shall be made no later than two business days following the date of the complaint.

Article V Orientation Project Charter

Purpose of the Project Charter

The New College Orientation Project Charter (hereafter referred to as “the Project Charter”) documents and tracks the agreed terms of reference for the design and implementation of the New College Orientation Program

(hereafter referred to as “Orientation”). The Project Charter defines the scope, justification and resource commitments for the implementation of the New College Orientation Program. It also outlines the criteria and process for the decision making and project approval. The Project Charter is created, maintained and can be amended by New College Student Services (NEWSS) – a standing committee of New College Council (NCC). The Project Charter shall be revisited by NEWSS at least once annually.

Article VI New College Student Council Recognized Groups

ELIGIBILITY

To be considered for New College Student Council Recognition, a student group must meet the following requirements:

- 1) Be a student-led group on the University of Toronto St. George campus that is recognized under **ULife**.
- 2) Complete the NCSC Recognized Group Application.
- 3) Consist of a minimum of four members.
- 4) Participate in the New College Orientation Clubs Fair.
- 5) Specify no fewer than three executive members and a primary contact person, mailing address, phone number, and e-mail address on the member list submitted to NCSC. The information relating to the primary contact person shall be made available to the general public by NCSC.

Meeting these requirements does not guarantee that a group will gain recognition as recognition varies per year.

APPLICATION

Applications will be open from July 1st until December 1st, 2019 and viewed on a rolling basis.

- 1) New applicants must complete the **NCSC Recognized Group Application Form**.
 - a) Former New College Student Council Recognized Groups shall be automatically renewed for the next year if the club submits to the Vice-President Student Life, no later than the last day of classes in the current academic year, the following items via e-mail:
 - i) Any and all constitutional amendments.
 - ii) Up-to-date membership list (including executives and contact persons).
- 2) The completed form, Group Charter or Constitution, and current Membership List is to be emailed to the vpstudentlife@ncsc.ca to complete the application.
- 3) The form application will be reviewed by the Vice President Student Life and presented to the Clubs Committee who will vote on recognition within the following two weeks of the submitted application (unless otherwise noted). A simple majority (50%+1) is required for a club to be recognized.
 - a) The clubs committee reserves the right to deny recognition based on:
 - i) Incomplete applications.
 - ii) Lack of space for additional groups (e.g. If NCSC is above the 25-group maximum).
 - iii) If the applying group promotes discriminatory practices, including but not limited to gender, race, sexual orientation and/or faith-based discrimination.
- 4) Appeals from denied groups may be made to the Council during the following general meeting.

If any of the documents above are not submitted in the application, the application will be considered to be incomplete. Incomplete applications will not be processed. If you have any questions about the nature of the documents required, please contact the Vice President Student Life at vpstudentlife@ncsc.ca.

PRIVILEGES

Services

New College Student Council Recognized groups are given access to the following services:

- 1) Recognized clubs are permitted to use the NCSC office facilities, included but not limited to, NCSC owned-computers, free printing, the photocopier and fax (in close consultation with the Vice President Administration).
- 2) A full locker space on a first-come-first-serve basis.
 - a) Locker priority will be given to student groups who do not have an office.
- 3) Expedited booking access to the NCSC boardroom by emailing vpadmin@ncsc.ca 48 hours in advance.
- 4) Access to renting out any NCSC bookable items free of charge (eg. Popcorn Machine) by emailing vpadmin@ncsc.ca 48 hours in advance.
- 5) A spot on the Club's page of ncsc.ca.
- 6) Promotion of events through NCSC social media.
- 7) Use the NCSC office as a mailing address if you do not have your own space.
- 8) Group photos and member headshots taken by the NCSC photographer.

Finances

New College Student Council Recognized Groups are advised to note that Clubs funding is contingent on the NCSC budget and financial situation. As such, while NCSC will attempt to accommodate all funding requests, there may be instances where requests may be denied.

1. \$400 Reimbursements

New College Student Council Recognized Groups are entitled to be reimbursed up to \$400 from NCSC for club-related expenditures. Student groups will also be required to outline how they will spend the aforementioned allocation in their budget submissions within the NCSC Recognized Group application form as well as follow the outlined reimbursement procedures set out by the VP Finance.

2. Grants

New College Student Council Recognized Groups are encouraged to apply for NCSC grants during the academic year. Grants are a way to access larger money requests, and requests must be presented to the NCSC Grants Committee (APPENDIX B). Grant applications are mediated by the VP Finance.

3. Additional Funding

For funding requests that exceed \$1000, New College Student Council Recognized Groups may petition to receive additional funding through a presentation before the Council which must be approved by a $\frac{2}{3}$ majority. New

College Student Council Recognized Groups shall follow standard NCSC expenditure and reimbursement policies in close consultation with the Vice President Finances.

Training

New College Recognized Clubs, upon request, are invited to collaborate or join NCSC during training periods. Trainings may include, but are not limited to, Risk Assessment Form, Budgeting, Equity, and SafeTalk training. Additional training requests can be communicated to the VP Student Life.

APPENDIX E - Orientation Week

Article I Purpose

1. To define NCSC's role as stakeholder in Orientation
2. To outline NCSC's financial contributions to Orientation

Article II Governing Documents

1. The New College Orientation Week Project Charter shall define the scope of New College Orientation Week and define the role of key stakeholders and organizational relationships.
2. The New College Orientation Week Project Charter is created, maintained and can be amended by New College Student Services (NEWSS) – a standing committee of New College Council (NCC) upon which NCSC is granted 4 seats.
3. The New College Orientation Week Project Charter shall be reviewed yearly by NCSC to propose any amendments to NEWSS.
4. The Project Charter supersedes all other documentation pertaining to New College Orientation including but not limited to, the NCSC Constitution.

Article III Eligibility of Candidates

1. Candidates must be current University of Toronto students who have registered at New College with the Faculty of Arts and Science.
2. If one of the Orientation Chairs (henceforth referred to as OCs) wishes to run for an Executive position on NCSC during the same academic year which Orientation is held, they can be accepted as a candidate by a two-thirds majority vote of the existing Council in a plenary meeting before the Election period begins.

Article IV Role of the Orientation Coordinator

1. The Role of the OC shall be responsible for managing the organization and execution of the New College Orientation Week.
2. The OCs shall be responsible for the selection of Executives, Orientation Leaders and Marshals.
3. The OCs shall extend an invitation to (1) NCSC Executive for the Orientation Executive Hiring Panel, on the condition that the same member attends all interviews.
4. The incoming OCs shall set up the organizational structure of the Orientation Planning Committee in consultation with NCSC as per New College Orientation Project Charter.

Article V Terms of Appointment

1. OCs shall be selected by the OC Selection Committee upon which NCSC will be granted (2) seats.
2. The OC Selection Committee shall convene at times agreed previously upon by NCSC and ORSL.

Article VI Orientation Week Finances

1. NCSC shall manage Orientation Finances including transferring necessary funds to the Orientation Bank Account.
2. All cheques drawn on Orientation funds must be signed by the OCs. In addition, the Vice-President of Finance shall be required to sign all cheques drawn on Orientation funds in excess of \$1,000CAD.
3. NCSC shall provide access to \$15500 of program funding which shall be approved by the April Plenary Meeting to allow NCSC to exceed the summer spending cap.
4. NCSC shall contribute \$4500 towards Executive stipends which shall not exceed \$500 for each Executive.
5. Upon completion and submission of the OC transition report NCSC shall contribute \$1500 for each OC.
6. Orientation Coordinators must provide an e-copy of the budget to the Vice-President Finance to review before presenting to NEWSS.

Article VII Amendments to this Appendix

1. Any proposed amendments to this Appendix should first be brought to the attention of NEWSS for consideration prior to being voted on by the NCSC.

APPENDIX F - The Window

Article I *The Window*

1. There shall be established at New College in the University of Toronto an official undergraduate publication which shall be known as The Window.
2. This Appendix is the body of rules that govern The Window.

Article II *Aims and Purposes*

1. The Window shall convey news about and concerning the college and the university as a whole. It may also, as part of an extended mandate, cover current issues of external nature that are deemed relevant or important to the student body.
2. The Window will actively seek to raise the awareness of the university community to issues involving New College
3. The Window will not discriminate against the involvement of interested persons on the basis of their academic affiliation, gender, race, religion or sexual orientation.
4. The Window shall accept and publish all signed letters to the editor which comply with the following criteria
 - 4.1. They comply with Canadian Criminal code provisions concerning libel.
 - 4.2. They do not attempt to incite hatred against person or groups of persons on the basis of gender, race, sexual orientation or religion.
 - 4.3. The staff deems them to be relevant to the readership in the context of the publication's mandate.
5. The editorial integrity of The Window should be at the sole discretion of the executive staff members.

Article III *The Staff*

1. The staff of The Window shall consist of a:
 - (A) Business Manager
 - (B) Masthead
 - (C) Editor-in-Chief
 - (D) News/Features Editor
 - (E) Auxiliary Editor
 - (F) Layout Editor
 - (G) Distribution Manager
 - (H) Columnists
 - (I) Staff Writers
 - (J) Photographers
2. The Business Manager and Editor-in-Chief shall be appointed by the NCSC Executive no later than May 31st.
3. The Business Manager and Editor-in-Chief shall hire the remaining members of the masthead before the third week of September.

4. No members of The Window shall receive financial remuneration of any kind.

Article IV Council Funding

1. Outgoing Business Manager and Editor-in-Chief shall give the NCSC VP Finance the financial report no later than May 15th.
2. Incoming Business Manager and Editor-in-Chief shall give the NCSC VP Finance a complete budget for the year no later than June 15th.
3. Once both section 1 and 2 are complete The Window shall be given up to \$20 000 from the NCSC budget.
4. Only the Business Manager, Editor-in-Chief and NCSC VP Finance shall be signing authorities of The Window account, and all cheques must have at least one NCSC member and one The Window member.
5. \$1500 must be left in The Window account at the end of the fiscal year.
6. If there is any financial fraud (as defined in article XXXIII in the NCSC By-Laws) all funding to The Window shall be immediately withheld.

Article V Duties of the Business Manager

1. The Business Manager shall supervise the expenditures of The Window's fund.
2. The Business Manager shall present a copy of the budget to the NCSC and The Window staff before November 1st.
3. The Business Manager shall act as the Chief Financial Officer of The Window and manage a day-to-day bookkeeping of all financial activity pertaining to The Window.
4. The Business Manager shall assist the Editor-in-Chief in deciding upon the editorial content of The Window and shall oversee the overall production, management and operations of The Window.

Article VI Duties of the Editor-in-Chief

1. The Editor-in-Chief shall be responsible for the day-to-day operations of The Window, in cooperation with the staff.
2. The Editor-in-Chief shall oversee the overall production management and operations of The Window.
3. The Editor-in-Chief shall act as the Chief Executive Officer of The Window.

Article VII Duties of the Editors

1. The Editors shall be responsible for the content of their specified sections.
2. The Layout Editor shall also be responsible for all photo and graphic editing.
3. The Editors shall report all articles for publication to the Editor-in-Chief.
4. The Editors may, at their discretion, collaborate in the editing process to balance their duties.
5. All changes to a given Columnist or Staff Writer's article must be disclosed and approved by the given author.

Article VIII Duties of the Distribution Manager

1. The Distribution Manager shall be responsible for collection, distributing and after publishing a subsequent issue, recycling of all issues of The Window at designated newsstands.

Article IX Duties of the Columnists, Staff Writers, and Photographers

1. The Columnists, Staff Writers and Photographers shall be responsible for at least one submission to each issue.
2. The Columnists, Staff Writers, Photographers shall be responsible for attending some New College events in order to keep the content relevant and pertinent.

Article X Grievance Procedures

1. If the complainant is not a member for The Window's staff, the person must submit a letter to the Editor-in-Chief outlining the nature of the complaint. The attempt to resolve the situation shall be subject to the Editor-in-Chief's discretion.
2. In the complainant is a member of the staff; the person must present a detailed written complaint at a staff meeting. The Editor-in-Chief and staff shall attempt to resolve the complaint according to their discretion.

APPENDIX G - New College Commissioners

Program (NewCCP)

Article I Purpose

1. The purpose of the NewCCP is to ensure that each commissioner and their respective commission(s) are engaging students outside of the student council.
2. The NewCCP allows students to get involved in the community without having to be elected or appointed into NCSC, as well as gain experience on their Co-Curricular Record (CCR), and potentially encourage them to run for the NCSC at a later date.

Article II Structure

1. The NCSC currently has six commissions, with various elected commissioners:
 - (A) Athletics Commissioner (2)
 - (B) Education and Philanthropy Commissioner (1)
 - (C) Equity Commissioner (1)
 - (D) Mental Health and Wellness Commissioner (1)
 - (E) Social Commissioner (4)
 - (F) Sustainability Commissioner (1)
2. Each Commissioner is responsible for structuring and chairing their commission as they see fit, with a restructuring per year. The Athletics and Social Commissioners are responsible to choose the commission chair amongst themselves and/or rotate the seat of Chair as chair as seen fit. The Commissioner(s) must conduct monthly meetings of their commission in accordance to the events, projects, and responsibilities undertaken by the commission. These meetings will be open to all constituents and are called by the commissioner(s).
3. In the event that a new commission is to be struck, any NCSC member may propose to create a new commission at an NCSC meeting, to be voted upon by council members. A simple majority will allow for the commission to be created. Similarly, a chair for any proposed commission must also be voted upon, and the structuring of the commission be under this chair.
4. Commission meetings are to be monthly and open to all constituents.
5. All commissions must have a "General Commission Member" position, which allows for any constituent to complete CCR requirements.
6. Constituents who join the commission and complete it's requirements (example: helping in the planning of three events) are entitled to CCR credit.
7. Commissioners will work with the VP Admin to create a basis for/review CCR credits/accreditation.
8. The NewCCP and all Commissioners will be guided by and in consultation with the VP Student Life as seen fit.