

King's Day Students' Society

CONSTITUTION

Adopted February 2016.
Amended November 2015, January 2016, March 2017

Article I: Name and Membership

1. The name of the organization is “University of King’s College Day Students’ Society,” abbreviated as “DSS” and referred to herein as the Society.
2. Every current registered student at the University of King’s College (hereafter referred to as “King’s”) whose place of residence is not on the King’s campus is a day student, and therefore a member of the Society.

Article II: Mandate

3. The mandate of the Society is to bridge the gap between day students and the on-campus King’s community.
4. The Society recognizes two distinct groups of day students with distinct needs and challenges with regards to participating in campus life, each of whom will benefit from different kinds of support.
 - a) First-year day students, including any King’s students in their first year of study who do not live in any residence on campus;
 - b) Upper-year students who live off campus.
5. The Society must address the needs of each of these groups by providing them with the support most appropriate for their enhanced engagement with the King’s community. The specific concerns of each group and strategies for addressing them are laid out in the Society Handbook.
6. The Society must locally source all of its purchases from within Nova Scotia in order to support small independent businesses, including freelance artists and musicians, whenever possible. This must be a priority in every financial decision of the Society, with the exception of cases during which doing so would infringe on the Society’s financial security.
7. The Society is responsible for representing day students on King’s Students’ Union Council.

Article III: Fees

8. The Society collects a levy of ten dollars (\$10.00) each academic term from each day student. The collection of this levy and its transfer to the Society is facilitated by the Bursar's Office of the University of King's College.
9. The amount of the Society levy may only be changed by a referendum administered by the King's Students' Union, pursuant to their Bylaws and Operations Policy.

Article IV: Executive

10. The Executive of the Society is comprised of:
 - a) The President;
 - b) The Internal Vice-President;
 - c) The Financial Vice-President;
 - d) The Communications Vice-President;
 - e) The First Year Representative.No person may hold more than one of these offices at any given time.
11. The President will:
 - a) Supervise and coordinate the activities of the Society;
 - b) Serve as a liaison between day students, the King's Students' Union, and the administration of the University of King's College;
 - c) Preside at all meetings of the Society, or appoint another day student to do so;
 - d) Facilitate a working relationship between the King's Students' Union and the Society;
 - e) Organize and facilitate the equivalent of one half day of changeover meetings and training with the incoming Executive at the end of their term;
 - f) Be a signing officer on all of the Society's accounts;
 - g) Manage the use of the Society credit card, in consultation with the Financial Vice-President and the Dean of Students.
12. The Internal Vice-President will:
 - a) Be responsible for supervising general members who are assisting with events;
 - b) Obtain the materials necessary to run events;
 - c) Direct the planning and execution of events;
 - d) Find replacements for people who are unable to run Society events as planned.
 - e) Ensure that the President's duties are carried out when the President is absent or incapable of performing their duties.
13. The Financial Vice-President will:
 - h) Manage all of the Society's accounts, expenditures, and cash flow;
 - i) Draft the budget in consultation with the rest of the Executive;
 - j) Collaborate with the Communications Vice-President to ensure that monthly financial statements are posted on the Society's social media pages;
 - k) Keep a record of all financial transactions and funding requests;
 - l) Be a signing officer on all of the Society's accounts;
 - m) Manage the use of the Society credit card, in consultation with the President and the Dean of Students.

14. The Communications Vice-President will:
 - n) Communicate with the membership of the Society on behalf of the Executive;
 - o) Advertise thoroughly for all events and meetings of the Society;
 - p) Manage the Society's email and online presence, including its social media accounts;
 - q) Take minutes at Executive and General Meetings;
 - r) Post meeting minutes online;
 - s) Maintain the Society Handbook.

12. The First Year Representative will:
 - a) Represent first-year day students to the Executive of the Society and facilitate communication between them;
 - b) Spearhead initiatives to involve first-year day students in the Society's activities;
 - c) Make FYP announcements on behalf of the Society.

13. The two Day Students' Society Representative positions on the King's Student's Union Council will be offered first to the Financial Vice-President, President, and Communications Vice-President of the Society, in that order. At least one of these two positions must be filled by a member of the Society's Executive. If any of them are unable or unwilling to fill the second position, any day student may be appointed to fill it through a plurality vote at a General Meeting of the Society.

14. Each member of the Executive is required to write a final report and changeover document before the end of their term. They must also participate in the equivalent of one half day of changeover meetings and training with the incoming Executive, facilitated by the President. Changeover is conducted according the Society Handbook.

15. Each member of the Executive is responsible for collecting, throughout their term, all records and documents relevant to their position, and including these records and documents in their changeover document. All changeover documentation must be copied onto the Society Google Drive.

Article V: Elections and Impeachment

16. All current King's students are eligible to run for an Executive position if they will be a day student for the majority of their term.

17. All current King's day students are eligible to vote in an election for an Executive member.

18. Eligibility to run and vote for the Executive position of First Year Representative is limited to students in their first year of study at King's.

19. All Executive members serve a term of approximately one year that begins immediately upon the confirmation of the results of their election and ends when their successor is elected.

20. A Chief Returning Officer (CRO) will be elected at the Fall General Meeting and will organize and facilitate all elections of the Society during that academic year. The CRO is responsible for organizing the elections as they see fit, and should refer to the Appendix A of the King's Students' Union Bylaws for further direction.

21. The CRO will receive an honorarium of seventy-five dollars (\$75.00) upon the successful completion of the election and all of their duties.
22. If no CRO can be elected, the election of the incoming Executive may be facilitated by a member of the outgoing Executive who is not running in the election. An Executive member who facilitates the Executive in this way will receive the honorarium usually reserved for the CRO.
23. Candidates must complete and submit to the Chief Returning Officer a nomination form containing the name, B00 number, and signature of at least twelve day students.
24. Elections for the President, Financial Vice-President, Communications Vice-President, and Internal Vice-President will take place between February 15 and March 15.
25. The First Year Representative will be elected at the Fall General Meeting.
26. Executive elections take place over two consecutive days, during which polls remain open for at least six hours each day. The polling station must be in an easily accessible, public location on campus where Day Students' can be frequently be found. If the voting takes place at the HMCS Wardroom, polling hours may not overlap with the opening hours of the bar for more than two hours on the same day.
27. Quorum for Executive elections is 5% of the total number of day students enrolled at King's.
28. In the case of a vacancy on the Society's Executive, a by-election will be called within four weeks and facilitated by the CRO according to the procedures outlined above.
29. Any three day students may together move to impeach any member of the Executive. Notice of this motion must be submitted to the Executive of the Society and to the member of the Executive in question, in writing, and the Executive must then call a General Meeting within four weeks to address the motion. A member of the Executive may only be impeached by a three-quarters (3/4) majority vote at a General Meeting.

Article VI: General Meetings

30. There will be two General Meetings of the Society during each academic year, one in the Fall term and one in the Winter term. The Fall General Meeting must take place before October 31. The Winter General Meeting must take place before February 31.
31. At least seven days' notice must be given for General Meetings. This notice must include at least: physical advertisement on the King's campus, FYP announcements, TWAK announcements, and a Facebook event.
32. Quorum at a General Meeting of the Society is twenty day students, including Society Executive members.
33. The purpose of the General Meetings is to allow all day students open and transparent access to the operations and records of the Society. They are an opportunity for day students to propose

new mandates, projects, and investments for the Society, and to speak in favour or criticism of any current activities and operations.

34. All day students are eligible to vote at a General Meeting.
35. General Meetings will proceed according to Robert's Rules of Order, unless otherwise specified in this Constitution.

Article VII: Finances

36. The signing officers of the Society are the President, the Financial Vice-President, and the University's Dean of Students. Every Society cheque must be signed by the Dean of Students and either the President or the Financial Vice-President.
37. The Society's budget must be approved by a two-thirds (2/3) majority vote at the Fall General Meeting. The Budget must include:
 - a) Expected banks fees and service charges,
 - b) A balance forward of at least one thousand dollars (\$1,000.00) at the end of each academic year.
38. Expenditures of up to one hundred dollars (\$100.00) must be approved by any three members of the Executive, one of whom must be a signing officer.
39. Expenditures of over one hundred dollars (\$100.00) must be approved by a majority decision of the entire Society Executive.
40. Any member may request access to the financial records of the Society, and must have this access granted within seven days.
41. The Executive may not spend Society funds on events or purchases that will exclusively benefit the Executive, with the exception of honoraria and Formal Meal tickets.
42. Funding requests may be submitted to the Society using a funding request form. Funding requests may be submitted by individual day students, groups of day students, or non-levied societies ratified by the King's Students' Union. Funding requests may be approved by a plurality decision of the Executive.

Article VIII: Honoraria

43. The Executive members of the Society receive honoraria upon the completion of their responsibilities as outlined in Article 4.
44. The honoraria awarded to the President, Internal Vice-President, Financial Vice-President, and Communications Vice-President are six hundred dollars (\$600.00) each.

45. The honoraria awarded to the First Year Representative is three hundred dollars (\$300.00).
46. The amounts of the Executive honoraria may only be permanently changed by amending them as they appear in this Constitution.
47. The Executive honoraria are released by a consensus decision of the Executive before the end of each academic term.
48. The Society may engage day students to fulfill specific roles or provide services to the Society, and may reward these day students for their work with honoraria. Any such honoraria must be included and passed in the budget before they are distributed.

Article IX: Constitutional Amendment

49. This Constitution may be amended by a two-thirds (2/3) majority vote at a General Meeting. In the event that quorum is lost during a General Meeting, amendments to the Constitution may be deferred to a regular meeting of the Society Executive. This meeting must be advertised seven (7) days in advance, and must be open to the general membership.
50. Amendments to the Constitution must reflect the mandate of the Society as outlined in Article 2.
51. Amendments to Article 7 of this Constitution must be made in consultation with the Dean of Students.

Article X: DSS-KSU Relationship

52. The Society must ratify with the King's Students' Union (KSU), and is subject to its Bylaws and Operations Policy.
53. The Society asserts its distinction among KSU societies. It is unlike other KSU societies in two respects: first, it has a long and distinguished history that precedes the KSU; and second, it receives its funding directly from the University through its own levy, and is therefore financially independent. The Society must do everything in its power to maintain this unique position.
54. The Society must work to establish a productive and collaborative relationship with the KSU, recognizing that a healthy relationship between the two organizations will greatly increase the Society's ability to work effectively in the King's community and to fulfill its mandates.
55. There are two (2) Day Students' Society Councillor positions on Council. These Councillors must report to Council on the ongoing projects of the Society and address their constituencies' concerns by speaking to issues that affect them. Additional activities and actions in which the Day Students' Society Representatives participate, as part of their responsibilities to the KSU as Councillors, do not necessarily reflect the stance of the Society as a whole.
56. The Society will cooperate with the KSU to finance Orientation Week, to a maximum expense of one thousand dollars (\$1,000.00) on the part of the Society. This financial contribution is contingent on the continued organization of an "O-Week Van" as part of Orientation Week. The Society's financial contribution to Orientation Week should be used exclusively and immediately to benefit first-year day students; it is up to the discretion of the Orientation Week Coordinators how best to do this. This Item is only valid if Orientation Week is organized independently by the King's Students' Union.
57. The Society will not finance the operations, events, or purchases of the KSU or its businesses, with the exception of a special one-time gift to the HMCS Wardroom or the King's Galley. Any such gift must be approved by a two-thirds (2/3) majority vote at a General Meeting.
58. The Society will not finance the wages, salary, or honorarium of any staff member, hired position, or Executive of the KSU or its businesses.
59. Any change to the structure or nature of this relationship must be made in consultation with the KSU Executive, specifically through a liaison with the Student Life Vice-President.