CONSTITUTION

Bader International Study Centre Student Government

at Herstmonceux Castle

Preamble and Objective of the Government

The purpose of the Student Government is to best represent the students of the Bader International Study Centre at Herstmonceux Castle of Queen’s University, hereafter called the BISC.

Article 1 – Name

1. The name of the organisation formed by this Constitution shall be the Bader International Study Centre Student Government, hereafter called the Government.

Article 2 – Purposes

1. To be representative of and accessible to the student body;
2. To promote the general well-being and interests of the students at the BISC;
3. To promote the BISC and build positive public relations with the community;
4. To organise and promote safe and responsible social activities for the students at the BISC;
5. To provide an opportunity for the development of leadership and interpersonal skills for Government members;
6. To promote respect among fellow students and a level of order required for study and academic achievement;
7. To support the functioning of the discipline system as administered by the BISC community in accordance with the published BISC Rules and Regulations;
8. To work in cooperation and conjunction with the Student Services team, and the BISC faculty and staff, and Executive.
9. To uphold the Constitution.

Article 3 – Structure

1. The Government shall consist of the elected, permanent, yearlong positions of President, Vice-President, Academic Representative and Musicians in Residence Representative, as well as one representative of each student corridor. One upper year representative will also be elected in
the Fall and Winter terms as Upper Year Reps at the BISC for the duration of their term. Student Services will hold re-elections for this position within the first month of the Winter term.

2. When the Government has been elected, a Treasurer and Secretary and other positions recommended by the Student Services representative, but at the discretion of the newly elected Government, will be appointed by the Government from the corridor representatives.

3. Ex-officio members shall be the Student and Enrolment Services Manager, the Assistant Student Services Manager(s), the Student Life Coordinator(s) and the Operations Manager.

**Article 4 – Duties and Responsibilities of the Members of Government**

1. To uphold and promote the rules and regulations of the BISC.

2. Members must attend all Government meetings. If a Government member misses more than two meetings per term without the approval from the President, then he/she may be removed from office, at the discretion of the Government.

3. Members must adhere to Article 2. If a Government member fails to do so, then he/she may be removed from office, at the discretion of the Government.

4. Other duties may be assigned to Government members as deemed necessary by the Government and/or by the CRO or Student and Enrolment Services Manager.

5. **The President:**
   i. Shall act as chairperson at all meetings of the Government;
   ii. Shall ensure that all decisions and duties of the Government are carried out;
   iii. Shall sit on appropriate committees and attend all meetings that have influence on the decisions and constraints of the Government;
   iv. Shall have co-signing authority with the Treasurer on all Government monies (both Treasurer and President must sign for funds);
   v. Shall, with the Vice President, meet at least once a month with the Student and Enrolment Services Manager or their representative (usually the Assistant Student Services Manager);
   vi. Shall meet monthly with the Executive Director or their representative, and update him/her on the current affairs of the Government, and represent any relevant student issues at this time.
   vii. Must serve as President for both the Fall and Winter semesters in order to be elected.
   viii. Shall serve on the Disciplinary Committee of the BISC if the Student Government Vice President is unable, or directly involved with the particular incident(s) under consideration;
   ix. Must write an End-of-Term report with the Vice President, in accordance with Article 11.
6. **The Vice President:**
   i. Shall aid the President, assuming responsibilities in the absence of the President;
   ii. Shall serve on the Non-Academic Disciplinary Committee of the BISC;
   iii. Shall act as the official spokesperson for the Government;
   iv. Shall, with the President, meet at least once a month with the Student and Enrolment Services Manager or their representative (usually the Assistant Student Services Manager);
   v. Must be able to serve as Vice President for both the Fall and Winter semesters in order to be elected;
   vi. Must co-write an End-of-Term report with the President, in accordance with Article 11.

7. **Musicians in Residence Representative**
   i. Shall represent the musical activities at the BISC to the Government;
   ii. Shall accept the decisions of the majority and work conscientiously for the execution of those decisions;
   iii. Shall have the option of delegating specific duties to students outside of the Government, such as Librarian (etc.), to other students.
   iv. Shall attend all Government meetings in accordance with Article 4.02.

8. **Academic Representative**
   i. Shall represent Academic Programs at the BISC to the Government;
   ii. Shall accept the decisions of the majority and work conscientiously for the execution of those decisions;
   iii. Shall liaise with the student body to gain an understanding of their academic concerns;
   iv. Shall act as the official spokesperson for the Government and the student body to the Academic Director;
   v. Shall meet monthly with the Academic Director, and update him/her on the current affairs of the Government, and represent any relevant student issues at this time.
   vi. Shall attend all Government meetings in accordance with Article 4.02.

9. **Corridor Representatives**
   i. Shall represent the interests of all BISC students;
   ii. Shall accept the decisions of the majority and work conscientiously for the execution of those decisions;
   iii. Attend all Government meetings in accordance with Article 4.02;
   iv. Shall be available to report to their corridors on the decisions made by the Government;
   v. Corridors are defined as those listed by B1, B2, B3, C2, C3, D1, D2 and D3.
10. **The Secretary:**
   i. Shall coordinate and distribute the agenda at least two days before each meeting;
   ii. Shall record and publish the minutes of all Government meetings in a public location one day after the meeting date;
   iii. Shall see to the typing and delivery of any necessary correspondence when required;
   iv. Shall attend all Government meetings in accordance with Article 4.02;
   v. Shall appoint a replacement secretary when he/she is unable to attend a Government meeting;
   vi. Shall maintain attendance records for all Government meetings and record this information at the top of minutes.

11. **The Treasurer:**
   i. Shall keep an accurate record of the Government’s funds;
   ii. Shall have co-signing authority with the President on all Government monies;
   iii. Shall attend all Government meetings in accordance with Article 4.02;
   iv. Shall present the current account balances at the beginning of each Government meeting;
   v. Shall be available to report to Student Services and Student Government regarding Government funds;
   vi. Shall be responsible for the preparation and organization of financial matters for Student Government events;
   vii. Shall liaise closely with the (Assistant) Student Services Manager(s) and Student Government President regarding the spending of Government funds.

12. **Other Positions:**
   i. The Government shall appoint a representative from the existing Government who will be responsible for the upkeep of the Student Government bulletin board;
   ii. Details to be agreed by the current Government and its elected representatives.

**Article 5 – Re-elections and Removals**

1. Members found to be in violation of the BISC Rules and Regulations or the Queen’s University Student Code of Conduct may be required to forfeit their position.
2. Corridor Representatives must be anonymously re-elected via secret ballot by the whole Student Government at the beginning of the Winter term, with possible removal resulting only with approval from the Ex-officio members.
3. The President and Vice-President are subject to the possibility of impeachment, if a motion of impeachment is made to the Executive Director or their representative with written support from a ⅔ majority of the Student Government. If approved, this will then prompt a re-election among the student body.
4. The Musicians in Residence Representative is exempt from re-election, but may be removed if a concern is expressed by the Musicians in Residence to the Executive Director or their representative.

Article 6 – Legislative Power

1. Government members (except for the President in the event of a tie) shall have one vote each.
2. Quorum shall be two-thirds of the voting members of Government.
3. In the case of a tie, the President shall cast the deciding vote.
4. The ex-officio members shall have speaking rights, but shall not have voting privileges.
5. At the discretion of the Government, any interested individual may be given speaking rights.

Article 7 – Executive Power

1. All major decisions of the Government are subject to the approval of the Executive Director or their representative of the BISC.
2. All constitutional amendments are subject to the approval of the Executive Director or their representative of the BISC.
3. This Government is required to be consulted and to be notified of all major policy or operational changes of the BISC, to be reviewed by the Government, and input to be provided to the Executive Director or their representative.

Article 8 – Meetings

1. The Government shall meet at the discretion of the President at least once per week, excluding exam periods and the multi-day trip week.
2. At least 75% of the Government must be present for the meeting to be an official Student Government meeting. Quorum is set at 2/3rds.
3. The President shall ensure that advance appropriate public notice of all meetings to all BISC members shall be given.
4. All Government meetings shall be open to all members of the BISC.
5. The Secretary is responsible for taking meeting minutes as well as attendance in accordance with Article 4.07.
6. The minutes of all Government meetings shall be posted on the Student Government board and/or the BISC Intranet after each meeting.
Article 9 – Elections

1. The elections for Government shall take place during the third week of classes in September and the second week of classes in January. The January by-elections will be for those with significantly changed (more than a 50% change) constituencies.

2. Nominations for President, Vice President, Academics Representative, Musicians in Residence Representative and Government positions should be submitted to the Assistant Student Services Manager, or any other members of the Student Services team where designated, by a deadline that shall be determined by the Assistant Student Services Manager. Nominations shall require the signature of the nominator, four supporters and the nominee/candidate.

3. The election of the President, Vice President, Academics Representative and Musicians in Residence Representative shall take place prior to the election of the corridor representatives. This is to allow any defeated candidates the opportunity to be elected as a representative. The election of representatives shall take place within one week after the election of the President, Vice-President, and Musicians in Residence Representative.

4. In September, each student shall vote by secret ballot for the President and Vice-President, Academics Representative and Musicians in Residence Representative and for the representative of his/her corridor.

5. Voters must rank their choice of candidates on the ballot according to the Borda Count method as defined by the Electoral Reform Society (http://www.electoral-reform.org.uk/article.php?id=54), to ensure a representative result.

6. The Assistant Student Services Manager(s) shall act as the Chief Returning Officer (CRO) for the September and January elections, and prepare ballots, nomination forms, staff the voting station and other tasks required to complete the elections process with the assistance of the Student Life Coordinators.

7. Voting shall take place during the lunch hours (12.00 – 14.00) and dinner hours (17.00 – 19.00) in the Dining Hall on Election Days. The CRO shall announce the results of the election within two hours of closing the polls. Voters must be recognized as a BISC student before submitting their vote.

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1 The Borda Count is a form of preferential voting where the rankings are converted into points, and the candidate who receives the most points is declared the winner. The number of points per place is decided by the number of options on offer to the voter. Candidates score one point for being ranked last, two for being next-to-last and so on, with the first-choice candidate receiving points equal to the total number of candidates. So if there were seven candidates standing for election, a candidate receiving a first-preference vote would receive seven points.
8. The President shall cast a marked ballot during the aforementioned voting times to be counted in the event of an electoral tie. The vote is not included in the final results unless it is required to break the tie for the position in question.

**Article 10 – Equal Treatment of Members**

1. The fundamental principle of the Government shall be that all members of the student body are entitled to equal services, opportunities, and treatment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, creed, sex, sexual orientation, age, marital status, family status, disability or the receipt of public assistance.

2. Complaints or concerns regarding the members of Government should be directed to the Vice President, President, or Student Life Coordinators, or ultimately the Assistant Student Services Manager or Student and Enrolment Services Manager.

**Article 11 – The Constitution**

1. The Constitution can be reviewed and altered by the Government as is necessary.

2. All amendments to the Constitution require a two-thirds majority of the whole Government.

3. Recommendations will be sent to the Executive Director or their representative for approval.

**Article 12 – End of Term Report & Student Government Binder**

1. The President and Vice President shall create a report at the end of each term to comment on and evaluate the Government’s performance.

2. The goal of the End of Term Report is to provide future Governments with relevant and useful information regarding the activities of past Governments. This will effectively make the transition between previous and future Governments easier and more efficient.

3. The Reports shall include a detailed, chronological SWOT analysis of each event and activity organized by the Government.

4. The Reports shall include a timeline of the planning required to execute the event.

5. The Reports shall include any documents or templates that would assist future Governments in the planning and execution of events.

6. The Reports will provide future Governments with ideas, research and resources that will allow the continuation or beginning of new projects.

7. The Reports will be kept in the Student Government binder, along with meeting minutes.

8. The binder shall be kept in possession of the President, and will be returned to the Student and Enrolment Services Manager at the end of his/her tenure.
9. The binder shall be accessible to all Government members, and BISC students at the President’s discretion;
10. All advice from past members shall be passed down to members of the next year in similar positions.
11. The binder and all materials should be kept indefinitely.

**Article 13 – Open Forums**

1. The Government shall hold at least 2 open forums for the general student population each term, after the first Student Government meeting and before the last student Government meeting of each.
2. The purpose of the Open Forum is to create a formal opportunity for students to voice any questions, concerns, comments or ideas to the acting Government.
3. At the discretion of the Government, it is not a requirement for any Student Services or Administration Representative to be in attendance.