



## **By-Laws**

Northern College Student Association at  
Northern College – Timmins Campus

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### **Introduction**

The following by-laws, procedures and policies are expected to be followed by all Northern College Student Association members. Failure to adhere to the by-laws, policies and/or the Constitution may result in disciplinary action up to and including removal from the Northern College Student Association.

All members of the Northern College Student Association (henceforth referred to as NCSA) are representational and accountable to the Northern College student body. It is expected that all NCSA members will act professionally at all times while representing the NCSA. If what is considered questionable behavior occurs, the disciplinary process will be adhered to. (Refer to by-laws Section VII).

### **Section I The 9 members of the Northern College Student Association shall be:**

- a. 8 members designated as Board of Directors
- b. 1 member designated as President

### **Section II Responsibilities and Duties of Members:**

- a. The President shall be responsible for ensuring weekly or monthly NCSA meetings are held and kept on task according to the agreed upon agenda. It is expected that the President will attend all scheduled NCSA meetings within the academic year. They are to serve as a mediator for minor disagreements between other NCSA members and function as a tie-breaker as required for committee votes. The President is expected to represent the NCSA at official functions within and outside the college including SEC meetings, Academic appeals, and NCSA hosted events. It is the responsibility of the President to collaborate with the Student Executive Council for achieving pre-determined goals.
- b. All members of the Board of Directors shall be responsible to attend all scheduled NCSA meetings within the academic year. They are expected to represent the NCSA at official functions within and

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outside the college including SEC meetings and NCSA events.

- c. All members, including the role of President, are expected to assist with the promotion, setup, running, and clean up from NCSA hosted events. It is expected that all members assist with a minimum of 2 events a month.
- d. By agreeing to become a member of NCSA, all members agree to complete at least 2 hours of Office time per week. They are to submit their chosen office hours to the President and NCSA Advisors within 7 days of accepting the NCSA position.

### **Section III Qualifications necessary to hold office in the NCSA are as follows:**

- a. It is the expectation of the NCSA and Northern College that all members have a minimum 3.0 GPA (grade point average) from the semester prior to elections. This means that members running for office must be a student for one semester prior to applying to NCSA to become a board director.
- b. No member of the NCSA may hold more than one position at any given time. In instances where a position is vacant, the responsibilities of that position will be shared between all current members of the NCSA.
- c. All existing NCSA members are expected to maintain a GPA of 2.5. If at the beginning of any semester (fall, winter, or summer) the director's GPA is less than this, the director will be required to resign from council.
- d. In situations where a director refuses to resign from their position due to failure in maintaining the required GPA, it is expected that the NCSA council will vote to remove the director after discussion with the Northern College Student Life Advisors (henceforth referred to as NCSA advisor).

#### **Section IV Northern College Student Life Advisors**

- a. The NCSA is expected to invite at least one NCSA Advisor to attend meetings.
- b. In accordance with the NCSA Constitution, the NCSA advisors will work with and support the NCSA to achieve goals and targets set out during Student Executive Council meetings.
- c. At the end of each semester, NCSA Advisors will confirm that all current members have achieved the required GPA. If any member's GPA falls below the expected 2.5, the advisors will meet with them to recommend they resign from their position. If there is refusal to resign, NCSA advisors will speak with remaining members to recommend removal from position via majority vote. Grades are always kept confidential.

#### **Section V Meetings and Member Expectations:**

- a. Members are expected to attend all NCSA meetings. Every effort is to be made by the President to schedule meetings during times where all members are available to attend. If this cannot be done, then meetings are to be scheduled during a time where the majority of members are available.
- b. Scheduled class lectures are to be priority for members. Under no circumstances is it recommended or suggested that a member should skip a scheduled lecture to attend an event or meeting.
- c. If continuous absences occur, it will be subject to discussion by NCSA members with at least one NCSA Advisor present. The member(s) will be verbally informed of the conflict, a plan to resolve the conflict will be negotiated and this information will be documented as a warning. If repeated or extended absences occur, further action will be discussed which may include removal of member(s) from the council. Members may be granted leaves from

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council under certain situations (i.e. death of a family member or illness). It is expected that members communicate with the NCSA team of any absences.

- d. Members who become unreachable for a period of 2 weeks are subject to removal from council with a majority vote unless a pre-approved leave has been granted (refer to Section V(c)).
- e. Members must be given at least 24 hours' notice of all scheduled meetings.
- f. Members must be punctual. If running late, it is the member(s) responsibility to contact the NCSA to advise of estimated arrival.
- g. When arriving late for a meeting, the member(s) is expected to enter the room quietly and avoid interrupting any member who is speaking.
- h. Meeting minutes are to be documented, distributed and approved at the next meeting. Members are expected to have copies of past meetings available.
- i. **EXCEPTION:** In the event of emergency situations, where it is deemed that meeting in person would be a risk to health and safety of the NCSA members, meetings can be done through teleconference or other digital means, as agreed upon between NCSA members and NCSA Advisors.

### **Section VI: Voting:**

- a. All voting matters must have a quorum present for a vote to be motioned. Quorum is considered to be 50% + 1 member of the NCSA council.
- b. For a motion to be successful, it must be passed with a majority vote.

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- c. In the event of a tie, the President or Designated member shall act as the tie-breaker.
- d. Members must be present to vote. No proxy or digital voting is allowed for motions presented during NCSA meetings. This is to ensure that all members have been provided the same information regarding the motion in question.
- e. **EXCEPTION:** In the event of emergency situations, where it is deemed that meeting in person would be a risk to health and safety of the NCSA members, voting can be done through teleconference or other digital means, as agreed upon between NCSA members and NCSA Advisors.

### **Section VII: Disciplinary Process**

In the event that an NCSA member is identified as acting against the constitution and/or by-laws of the NCSA they will be subject to disciplinary action, as outlined below.

- a. All members have the right to bring forward any behavior they feel violates the guiding principles of the NCSA as outlined in the Constitution.
- b. NCSA Advisor(s) must be present all meetings and discussions related to disciplinary action and potential violations of the constitution and/or by-laws. In the event that no NCSA advisor(s) are in attendance when behavior is brought forward, the President is responsible for arranging a separate meeting with NCSA advisors and NCSA members to address the situation.
- c. In the event that the President is in conflict, the NCSA will elect an alternate Board member to schedule and lead the secondary meeting.
- d. The conflict will be discussed by NCSA members and NCSA advisor(s). Any evidence of the offence should be presented to all members and advisors in attendance. The accused party will be

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granted the opportunity to present a defense, after which they must be removed from the remainder of the meeting.

- e. If acceptable a verbal warning will be given, and the member will be allowed to continue on council. Document of conversation will be kept (one copy in NCSA office, one copy by NCSA advisor) as record of disciplinary action taken.
- f. For repeat conflicts, a written warning may suffice prior to eviction from council.
- g. Any member in conflict may be subject to eviction from their position on the NCSA when their breach of conduct is considered by the majority of the council to warrant removal or if previous warnings have been delivered. The current members will utilize the constitution, bylaws, and support from advisors to conclude this decision.
- h. In the event of proven illegal activity, including proof of theft, the member will be removed immediately from their position, without majority vote and legal action will be considered. There will be no exceptions.

### **Section VIII: Removal of NCSA Member**

- a. Any current member of the NCSA may request a vote be held to remove another member of the NCSA based on behavior that is not directly linked to their position responsibilities within the NCSA.
- b. This behavior includes, but is not limited to: the repeated creation of a negative environment within the NCSA and its meetings, the harassment or bullying of another member, purposely disrupting meetings by yelling at or repeatedly arguing with other members.
- c. It is recommended that at least 1 warning as outlined in Section VII be used to correct behavior before calling a vote to remove the

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accused.

- d. Any and all disruptive behavior that occurs within meetings should be documented thoroughly in the meeting minutes and a copy be provided to NCSA Advisors. Meeting minutes may be used in evidence of repeat behavior during discussions for removal.
- e. The member in conflict must leave the meeting area prior to any discussion and vote. NCSA Advisor(s) must be informed at least 48 hours in advance of the vote for removal. The member in conflict cannot be voted off the NCSA without an NCSA advisor present during the discussion and vote.
- f. As per Section VI of these by-laws, removal of a member is considered successful based on majority vote.

### **Section IX: Vacancy of Office**

In the instance of a vacancy (whether through voluntary resignation or dismissal) prior to the completion of the term, an internal offering of the position must be made available. The President is required to inform all remaining members of the vacancy within 48 hours.

For annual elections at the end of the academic year, please refer to Section XIII.

#### **INTERNAL:**

If vacant position is that of President: Interested internal applicants shall inform the current NCSA members of their interest and submit a written statement of interest in the position to the NCSA Advisors within 5 business days' notice of the resignation.

The NCSA Advisors will compile all applicants and organize individual interviews. The NCSA may submit questions to the advisors prior to the interview however, no current member will be allowed to sit in during the internal interviews.

The interview committee shall be made up of 3 Northern College staff, including 1 NCSA Advisor. This is to ensure neutrality during the internal selection process.



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The Advisors will report back to the current NCSA members, who are not pursuing the position, to discuss their selection.

If there is no interest by existing members, the position will be opened to the regular student body.

### **EXTERNAL:**

News of the available positions will be sent out to the general student body through Blackboard posts, NCSA social media, and posters placed around the campus.

Interested students are to pick up Election packages from the NCSA office and return the completed packages to NCSA Advisors.

NCSA Advisors will compile a list of applicants and forward them to the NCSA with initial recommendations for interview selection. The applicant list will be compiled based on meeting the minimum requirements for GPA, Code of Conduct and completed election package.

The NCSA President will contact the applicants to arrange the date(s) and time(s) of interviews. At least one NCSA Advisor should be present for all interviews. There should be no more than 4 interviewers in the room (maximum of 3 NCSA members plus 1 NCSA advisor).

After interviews are complete, those in attendance will report their recommendations to the NCSA during a regularly scheduled meeting. Once majority vote has approved recommendations, the new members will be contacted.

### **Section X: Finances**

All NCSA financial accounts including Petty cash and NCSA cheque books are can be subject to internal and external audit.



**General Financial Regulations:**

- a. In accordance with the Northern College cash management policy, all currency (cash; cheque; etc) must be held in a secure area at all times. Checkbooks are to be held in the NCSA safe when not in use; with one key being held by NCSA advisors and one key held in the NCSA office.
- b. All cheques issued by the NCSA must be signed by 1 NCSA Advisor and 1 member of the NCSA. Positions with signing authority for the NCSA include but are not limited to the President.
- c. All cheque stubs must be completed in its entirety including date, amount being paid, name of recipient, detailed reason for payment, and invoice number if applicable.
- d. Receipts for all purchases, including invoices, must be provided within 5 days of purchase and/or payment accompanied with a completed expense report form. These receipts are to be filed in the NCSA Office (accessible to all current NCSA members) and made available to NCSA Advisors or Campus Managers upon request.
- e. All purchases by NCSA must be discussed during council meetings and agreed upon by majority vote prior to purchase.
  - i. Exception: Purchases for less than \$50 may be without council vote. Receipts and explanation of purchase must be presented at next council meeting.
  - ii. Exception: Recurring costs from bills that are deemed necessary for NCSA such as bank fees and cost of security system are considered to be already approved.
- f. No purchases are to be made under false pretenses. No member will agree to financial transactions outside of council meetings unless meeting minutes reflect that vote was held and majority of council has ruled in favor of the transaction.

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- g. Any member of NCSA found to be purposely withholding information related to financial transactions, or making unauthorized purchases on behalf of the NCSA will be subject to disciplinary action as outlined in Section VII, which can include immediate removal from council.
- h. Under no circumstances may any member of the NCSA change information on the NCSA bank account. This includes but is not limited to: changing account password, email address, phone number, or contact name. If any information requires updating, then the requested change with explanation must be submitted to NCSA advisors, who will complete the change if deemed necessary.
- i. It is the responsibility of the President or selected NCSA Board member to ensure budget updates are provided to all current NCSA members and NCSA advisors during scheduled meetings. This includes a monthly report outlining expenses, revenue and remaining budget.

### **Petty Cash Policy:**

- a. Purchases made with petty cash shall not exceed \$25. The total amount of money in the petty cash box shall not exceed \$100 at any time.
- b. If item being purchased totals over \$25.00, standard payment practices will be followed.
- c. Petty cash voucher with receipt of purchase must be completed within 5 days of purchase. The voucher must be completely in its entirety and include name of member who made purchase, reason for purchase and signature of both purchasing member and one of the authorized signing officers.

### **Section XI: Purchasing and Maintenance of Technology**

All purchases of computers, printers, fax machines and phones must be done in coordination with the IT Department at Northern College. This is to ensure that all devices purchased meet the system requirements of Northern College.

In accordance with Section X(e), purchase of technology must be approved by majority vote during a scheduled meeting before the IT department is contacted to begin purchasing process.

Requests for upgrades and maintenance to technology within the NCSA Office is to be submitted in writing to [ithelp@northern.on.ca](mailto:ithelp@northern.on.ca) with details of what is being requested and office hours.

### **Section XII: Travel**

During the school year, the NCSA may decide to travel to attend CSA conferences. When travelling for NCSA purposes, the following guidelines must be adhered to for reimbursement of costs to be considered or approved:

- a. NCSA should reach out to NCSA Advisors to inquire on availability to rent vehicle through the college if possible.
- b. All receipts for any expenses (Fuel, Accommodations, Meals, etc.) must be provided within 30 days after the final day of travel/event. Failure to submit receipts within 30 days can result in delays in processing reimbursement, with the possibility that reimbursement may be denied.
- c. Nobody under the age of 18 is allowed to travel in any vehicle being used for NCSA travel.
- d. Meal allowances will be as follows: \$10 for breakfast, \$15 for lunch, \$25 for dinner per member attending event. These amounts are meant to offset the cost of meals, not to cover the whole cost. Alcohol cannot be reimbursed under any circumstances.
- e. Meal allowances may be combined under certain conditions, but a purchase **MUST** be made for each meal to be eligible for reimbursement.



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### **Section XIII: Elections**

Yearly nominations will be sought at the end of February for all NCSA positions currently held by graduating students.

Should insufficient nominations be received, the Chief Justice Officer, hereafter referred to as CJO, shall extend the period for accepting nominations by a length of time determined between the CJO and the current NCSA members.

To be eligible to run for NCSA, candidates are required to:

- a. Be a full-time, post-secondary student at the Timmins campus. Full-time status is deemed to be at least 60% of the program course load. Special consideration regarding the 60% course load requirement will be provided to students registered with Accessibility Services, once confirmation of registration has been achieved by NCSA Advisors. No details of reason for registration will be given to NCSA.
- b. Candidates must complete the election package available from the NCSA office and returned by the deadline provided, including acquiring 30 signatures from the student body with no more than 6 signatures per program.
- c. Candidates are expected to meet the criteria of eligibility as outlined in Section III of these bylaws.
- d. It is recommended that all students running for a position on the NCSA have a “working knowledge” of their desired role.
  - i. For the purposes of these bylaws, working knowledge shall be defined as having enough knowledge of a topic to be used although not perfect.

#### Voting Rights:

All post-secondary students at the Timmins campus may vote for candidates. This excludes Contact North and Upgrading learners.



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### Chief Justice Officer (CJO):

The Chief Justice Officer (CJO) shall act accordingly in the NCSA annual elections. The primary responsibility of the CJO is to ensure the election is free, fair, and effective. The CJO must operate with complete independence and no partisanship.

If available, it is recommended that the Campus Manager act as CJO. If the Campus Manager is unavailable, then the CJO position is to be filled by an existing Northern College Staff member, excluding NCSA Advisors.

The CJO shall:

- a. Administer the election with the assistance of the election committee.
- b. Ensure all election regulations are enforced.
- c. Ensure that the NCSA has informed the student body a vote is being held, generate interest in the campaign and explain how students can exercise the right to vote through posters, Blackboard posts and NCSA social media.
- d. Ensure that the voting stands are set up in appropriate areas and are occupied by exiting members of NCSA or volunteers. For online election polls, the CJO shall ensure that survey link has been created and provided to students. The times of the polling booths are to be advertised at least 3 days before the election date.
- e. The CJO must be objective and unbiased in their activities during the election. At any time during the election, a candidate who has a complaint must put the complaint in writing. If possible, this document should be signed by 2 witnesses, however, it is understood that there may be times when there are no other witnesses to an event.
- f. A candidate who wishes to address a decision or action taken by the CJO must make an appointment with the CJO. At this meeting, reasonable steps will be taken to resolve the issue(s).



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### Election Committee:

The CJO will have the responsibility of appointing the election committee. This shall consist of two (2) eligible members of Northern College Faculty or Staff who are unbiased and should be selected before the opening of elections.

The Election Committee shall assist the CJO in the running and overseeing of the election and voting process, count all ballots received, and act as an appeal committee for contested election issues.

### Campaigning:

- a. All campaigning must be done in such a manner that will not harm others and comply with Northern College policies for students' rights and responsibilities. Slander and libel are prohibited.
- b. No person running for an elected position may campaign at a NCSA pub or NCSA-sponsored event.
- c. No campaigning may take place after 11:59pm on the day immediately prior to the election. Campaigning is considered to include encouraging others to vote for a particular candidate (be it in person, texting, messaging, email, or other forms of communication), handing out campaign related materials, wearing campaign related items, etc.
- d. All campaign posters must be removed from the voting area on the day prior to Election before the College closes for the evening. Where an Election Day falls on a Monday, posters must be removed by the preceding school day, at the discretion of the Election Committee.
- e. Candidates are cautioned to spend only what they feel is reasonable and can be afforded by them, on campaign materials. The printing services at Northern College and the use of any NCSA or NCSA subsidiaries' equipment will not be allowed for the purposes of preparing campaign material including NCSA computers, faxes, phones, printers, office supplies, etc.
- f. Candidates are fully cautioned that posters and other material may be defaced, removed or moved by any persons. The NCSA and Northern

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College will not be responsible for the removal, movement or destruction of any campaign related materials. These matters will not be investigated unless a clear violation of an existing Northern College Code of Conduct Regulation has been violated.

- g. No current NCSA Member may campaign for, or otherwise endorse, any candidate for Election.

### Voting:

- a. Any member whose name does not appear on the electoral list, and who is deemed to be eligible to vote by the Election Committee, shall be permitted to vote and their name recorded to reflect they have done so.
- b. On Election Day(s), polls will be open at times that will accommodate the majority of the students. The CJO will determine the dates and times of voting.
- c. A sign shall be placed in the immediate vicinity of the voting location, listing Election Committee Members, and indicating when voting tabulation shall take place and when results will be announced.
- d. A tie vote is defined as any count of candidate ballots which results in a difference of zero ballots for the same position. In the event of a tie, a subsequent vote will be held to determine the successful candidate on a date determined by the Election Committee.

### Violation of Election Bylaws:

Should any candidate for election have a complaint regarding alleged violations of bylaws pertaining to the election, they must follow these specific steps:

- a. The candidate must first attempt to mediate the dispute with the other party themselves. Should resolution at this stage be satisfactory, the Election Committee need not be informed of the initial dispute or its outcome.
- b. If resolution is not possible following step (a), the candidate must forward their concern to the CJO in writing. The Election Committee shall

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investigate the complaint as soon as immediately practical, and issue a written response and action deemed necessary by the CJO.

- c. If a candidate fails to adhere to the election rules the CJO will notify the candidate of the infraction, discuss the situation with the Election Committee to determine penalty, and inform candidate of resolution. Penalty for violations may include disqualification of the candidate from the election.
- d. The Election Committee shall be the final authority in the interpretations of election rules.
- e. Should any member of the student body have a complaint regarding the Election, the complaint may be considered and acted upon by the Election Committee only if brought to their attention by the student themselves. Should the complaint be voiced to an Election Candidate, they should direct the student to speak with a member of the Election Committee.

### **Section XIV: Amendments**

Requests for amendment or changes to these by-laws and procedures may be achieved through majority vote within a scheduled NCSA meeting.