

# **STMSU Constitution – 2025**

---

## **ARTICLE 1**

### **Preamble**

---

#### **A. In Order to Secure their Community**

1. Be it heretofore known that on March 15, 1994, the students of St. Thomas More College (hereafter referred to as STM) have freely joined in a union known as the St. Thomas More Students' Union (hereafter referred to as STMSU), which replaces the St. Thomas More Students' Association (STMSA). The STMSU will consist of an elected Executive Committee, elected Members of Student Council, Students-at-Large, and the STM Student Body.

#### **B. Aims and Objectives**

1. And that they expect this union to provide an atmosphere in which all students will be welcome. This atmosphere should promote friendly relations and foster a spirit of mutual understanding among students of different disciplines, beliefs, or history. Let this atmosphere also provide, through political, academic and other activities, the opportunity for members of the STMSU to develop community, including faith community, which will enhance their human potential and thereby contribute to the good of STM and of society as a whole. And, through this atmosphere, let members of the STMSU feel empowered to become leaders in their diverse communities, and develop a community-oriented spirit which can be spread throughout STM, the campus, and society as a whole. Let this spirit also be carried over into the other facets of STM such as recreational, religious, cultural, and social activities. Finally, given the diverse and ecumenical nature of its membership, STMSU shall exist for the benefit of its entire student membership regardless of religious, ethnic, or social orientation. Given this, the STMSU shall not be considered a Catholic student organization or Catholic student movement. The STMSU will, however, recognize the importance of its function by recognizing the need for legitimate representation and by embracing the Catholic principles of justice, equality, and the dignity of the individual.

#### **C. Legality**

1. And that they have surrendered to these democratic organs such of their rightful powers as are needed to achieve their object, notwithstanding other contracts. And that they desire that their affairs in STM should be regulated according to this document, which is the Constitution.

---

## **ARTICLE 2**

### **Name**

---

- A.** The name of this organization shall be the St. Thomas More Students' Union.

---

## **ARTICLE 3**

### **Membership**

---

- A.** Members of the STMSU must be self declared STM students currently enrolled in the University of Saskatchewan's College of Arts and Sciences.

---

## **ARTICLE 4**

### **Finances**

---

**A. General**

- 1.** The fiscal year of the STMSU shall be May 1<sup>st</sup>—April 30<sup>th</sup>.
- 2.** Any disbursements of funds are subject to Executive Committee approval.
- 3.** Each term the Vice President of Operations & Finance will draft a budget to be voted on by the Executive within 30 days of the term. A two-thirds vote of the Executive is required for the budget to be viable.
- 4.** Any proposed amendments to the budget must be made to the Vice President of Operations & Finance and then be approved by a majority vote of the Executive.

**B. Signing authority**

- 1.** Only members of the STMSU Executive shall have signing authority.
- 2.** Exactly two members of the Executive must have signing authority: the President and the Vice President of Operations & Finance. Two signatures are required on all cheques.
- 3.** In the event that either the position of President or Vice President of Operations & Finance is vacant, the current STMSU Executive will appoint an interim replacement to take on their responsibilities as signing authority.

**C. Transparency**

- 1.** The Vice President of Operations & Finance shall prepare a financial statement for distribution to the membership at the Annual General Meeting.
- 2.** Financial records will be open to any member of the STMSU.

**D. Reimbursement**

1. STMSU members who use an automobile for STMSU business may apply for reimbursement to the Vice President of Operations & Finance.
  2. Proof of purchase must be brought forth within three consecutive Executive Committee meetings from the time of purchase to receive reimbursement.
- E. Surplus**
1. Any surplus resulting from yearly operations will be transferred to reserve for future use and no part of the surplus shall be payable to any member.

---

## **ARTICLE 5**

### **Rights and Duties of Members**

---

All members of the STMSU have the right to:

- A.** Attend all meetings of the STMSU Executive Committee if they are invited and they abide by the rulings of the Chairperson.
- B.** Address Executive Committee meetings and introduce motions, if the Chairperson rules their motion admissible. Only STMSU Executive Committee members can vote at STMSU Executive Committee meetings.
- C.** Run for:
  1. Executive Committee positions; or
  2. University Students' Council.
- D.** Apply for Student-At-Large positions; provided the member meets the qualifications that apply to the position sought.
- E.** The member running for or applying for a position on the STMSU must be in agreement with the Aims and Objectives as outlined in Article 1 B. Disagreement with the stated Aims and Objectives can be used as grounds for both denial of a position or dismissal of any appointed or elected member.
- F.** Vote in all referendums, general elections, or by-elections held by the STMSU.
- G.** Speak at any general meetings of the union.
- H.** Submit proposed amendments to the constitution prior to the STMSU Annual General Meeting, or a Special General Meeting.

---

## **ARTICLE 6**

### **Division of Power**

---

- A.** The Executive Committee shall hold all legislative power of the Union.
- B.** The Executive Committee shall hold all judicial power to interpret the Constitution and bylaws.

- C.** Each Executive member shall hold executive power over the responsibilities of and in accordance with their respective office; but shall be responsible to the Executive Committee.

---

## **ARTICLE 7**

### **Executive Committee**

---

The affairs of the STMSU shall be governed by an elected Executive Committee, which shall be composed of:

- A.** President
- B.** Vice President of Operations & Finance
- C.** Vice President of Academics
- D.** Vice President of Communications
- E.** Vice President of Events
- F.** First Year Representative

---

## **ARTICLE 8**

### **Powers and Duties of the Executive Committee**

---

- A.** Act in the best interests of the STMSU in dealing with the regulatory bodies and committees whose decisions may directly or indirectly affect the academic, social, or faith life of the members of the STMSU.
- B.** Have the power to create and dismiss STMSU committees.
- C.** Be held responsible for the control of monies.
- D.** Collectively determine all other policies of the Union, beyond those listed in this document.
- E.** Support all activities sponsored by STM students insofar as it is possible and feasible to do so.
- F.** Have the power to move censure of individual members or demand their resignation according to the dismissal procedure where such action is warranted (Article 10).
- G.** Respect the opinions and views of all STMSU members.
- H.** Assist all STMSU Executive Committee and Student-At-Large members in the cooperative planning and execution of STMSU-approved activities.
- I.** Appoint Student-At-Large members to their applied positions.
- J.** Make time for Executive Committee meetings.

- K.** Ensure that the constitution is followed by all STMSU members.
- L.** Empower the President and members of the Executive Committee to temporarily exercise legislative power when the Executive Committee is unable to meet.

---

## **ARTICLE 9**

### **Powers and Duties of Executive Members**

---

- A.** Read and understand the Constitution and bylaws of the STMSU.
- B.** Have term of office from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year.
- C.** Act as representatives of the STMSU while in term of office.
- D.** Be the voice of STM students in matters of political, academic, and social interest.
- E.** Submit written reports at scheduled meetings of STMSU.
- F.** Submit final reviews of his/her position, along with recommendations for the incoming member, by May 1<sup>st</sup> following their term of office.
- G.** Be entitled to one vote per member at Executive Committee meetings; proxy votes are not allowed.
- H.** Be responsible to attend all meetings of the STMSU or send regrets if unable to do so due to emergency or severe illness. Outside activities, including work, homework, and extracurricular activities can not habitually interfere with the attendance of meetings. If an Executive misses 3 meetings over the course of their term without providing acceptable explanation to the President and Vice President of Operations & Finance, they are subject to discipline as outlined in Article 18.
- I.** Be responsible to attend and participate in all STMSU events or send regrets if unable to do so. If an Executive misses 2 events over the course of their term without providing acceptable explanation to the President and Vice President of Operations & Finance, they are subject to discipline as outlined in Article 18.
- J.** Provide leadership to the STM Student Body and act as ambassadors of the STMSU and STM.

---

## **ARTICLE 10**

### **Confidentiality**

---

- A.** Censure
  - 1.** Any member of the Executive Committee is subject to a motion of censure, provided that the member is present at the time of the motion.
  - 2.** A two-thirds majority of the STMSU Executive Committee is necessary for a motion of censure.

**B. In-Camera**

- 1.** The Executive reserves the right to go in-camera, where no record of discussions is kept, to discuss matters it wishes to remain confidential.
- 2.** Because the Executive is a public student forum, in-camera sessions will be used only when the Executive feels it important to do so.

---

**ARTICLE 11**

**Executive Specific Duties**

---

**A. President**

- 1.** Be responsible for the implementations of all STMSU Executive Committee decisions.
- 2.** Set the agenda for all Executive Committee and General meetings.
- 3.** Chair all Executive Committee and General meetings and call irregular meetings upon petition by one or more Executive member(s).
- 4.** Be the external spokesperson for the STMSU, when appropriate.
- 5.** Provide or delegate STMSU representation, subject to Executive Committee approval, for STM Corporation, Faculty Council, Scholarship and Awards Committee, Library Committee, Professional Community Service Committee, Student Leadership Committee, Representatives to University Council, and Association of Constituency Presidents (AOCP).
- 6.** Develop the long-term goals of the STMSU and ensure its longevity.
- 7.** Manage affairs of the STMSU that require an extensive knowledge of STMSU activities.
- 8.** Work with the Vice Presidents to establish yearly objectives and policies.
- 9.** Have the power to sign cheques alongside the Vice President of Operations & Finance.
- 10.** Represent STMSU on the Board of Governors, or (if necessary) a delegate can be appointed.
- 11.** Represent STMSU at STM Corporation.

**B. Vice President of Operations & Finance**

- 1.** In the event that the position of STMSU President becomes vacant during their acting term, the Vice President of Operations & Finance will assume the position until a new STMSU President is elected or appointed.
- 2.** Keep an accurate account of all income and expenditures through proper accounting procedures.
- 3.** Keep and file all bills obtained during the year.

4. Set financial policies of the STMSU when not otherwise regulated.
5. Have accurate knowledge of the financial situation of the STMSU at all times.
6. Monitor budgeted spending, in association with the other Vice Presidents.
7. Have the power to sign cheques alongside the President.
8. Represent STMSU at STM Corporation.

**C. Vice President of Academics**

1. In the event that the position of STMSU President and Vice President of Operations & Finance become vacant during their acting term, the Vice President of Academics will assume the position of leader until a new STMSU President and Vice President of Operations & Finance can be elected or appointed.
2. Encourage students in the academic disciplines of STM.
3. Develop the interest of the STM Faculty in student activities and create positive relations between students and faculty.
4. Monitor issues of interest to faculty and communicate student interests in these matters when necessary.
5. Represent STMSU on the STM Faculty Council and Teaching Committee.
6. Organize and promote any STMSU hosted lecture, such as the John Thompson Lecture Series, with assistance/input from the Executive.
7. Represent STMSU at STM Corporation

**D. Vice President of Communications**

1. In the event that the position of STMSU President, Vice President of Operations & Finance, and Vice President of Academics become vacant during their acting term, the Vice President of Communications will assume the position of leader until a new STMSU President and Vice President of Operations & Finance can be elected or appointed.
2. Be responsible for positive promotion of the STMSU.
3. Access and create ways of promoting the STMSU, especially for the purposes of recruitment and visibility.
4. Establish and manage relations with all other STM student groups.
5. Respond to requests made by STM student groups and present them to the Executive.
6. Advance the interests of the STMSU by forging relationships with external groups, especially the Canadian Catholic Students' Association (CCSA).
7. Take minutes at Executive Committee and General meetings.
8. Be responsible for making bookings on behalf of the STMSU for Executive and General meeting space.

9. Be responsible for STMSU's social media presence; make posts, reply to messages, and create events on behalf of the STMSU.
  10. Be responsible for STMSU's website; creating events, posting meetings, etc.
  11. Contacts media outlets (The Sheaf, The Star Phoenix, etc.) when applicable.
- E. Vice President of Events**
1. Be responsible for positive promotion of the STMSU events.
  2. Submit a tentative calendar of STMSU events to the Executive within the first month of each term.
  3. Coordinate and plan all STMSU Council and Union Events.
  4. Arrange recruitment and organize all activities, including events at orientation and welcome week.
  5. Be responsible for making bookings on behalf of the STMSU for social events, recruitment, etc.
- F. First-Year Representative**
1. Must be a first-year student.
  2. Represent the interests of all first-year members of the STMSU.
  3. Actively seek to involve first-year students in STMSU activities, events, and service.
  4. Shadows other Executives to learn about the different positions through the completion of the following tasks:
    - a. Assist in the planning and execution of a student event
    - b. Attend a STM Faculty Council meeting
    - c. Assist in the creation of social media content aimed at first-year students

---

## **ARTICLE 12**

### **Powers and Duties of Student-at Large Positions**

---

- A.** Act in the best interests of the STMSU in dealing with the regulatory bodies and committees whose decisions may directly or indirectly affect the academic, social, or faith life of the members of the STMSU.
- B.** Support all activities sponsored by STM students insofar as it is possible and feasible to do so.
- C.** Be responsible to attend all general meetings of the STMSU or send regrets if unable to do so. Attendance at meetings will be optional during the months of Intersession and Summer Session.
- D.** Attend STMSU Executive Committee Meetings, if invited by the Executive Committee.



- E.** Submit written reports at scheduled meetings of STMSU when necessary.
- F.** Respect the opinions and views of all STMSU members.
- G.** Provide leadership to the STM Student Body and act as ambassadors of the STMSU and STM.
- H.** Assist all STMSU Executive Committee and Student-At-Large members in the cooperative planning and execution of STMSU-approved activities.

---

### **ARTICLE 13**

#### **Member(s) of Students' Council**

---

- A.** The election of the Member(s) of Students' Council (MSC) shall be conducted by the STMSU so long as the University of Saskatchewan Students' Union's (USSU) Bylaw grants the STMSU that responsibility.
- B.** The powers and duties of an MSC are found in the USSU Bylaw.
- C.** The power to impeach an MSC rests solely with the University Students' Council.

---

### **ARTICLE 14**

#### **STMSU Committees**

---

##### **A. Formation**

- 1.** Any Executive may form a committee to perform tasks delegated by the Executive Committee.
- 2.** Two-thirds of the Executive Committee must approve any STMSU-endorsed committees prior to formation.
- 3.** STMSU committees may be composed of Executives, Students-at-Large, members of other STM student groups, and STM and University of Saskatchewan students.
- 4.** Examples of possible STMSU committees include: Communications Committee, Academic Committee, Operations Committee, Budget Committee, STMSU Awards Committee, Review Committee, and Bylaw Committee.

##### **B. Governance**

- 1.** STMSU committees will be led by an appropriate Executive (i.e., VP Communications may lead a Communications Committee).
- 2.** In the event that a committee experiences internal conflict that inhibits its ability to function, it may be dissolved by the Executive leading it, or by a majority vote of the Executive.

---

## **ARTICLE 15**

### **Elections**

---

#### **A. Timing of Elections**

1. There shall be an election in each year between the 1<sup>st</sup> of March and the 1<sup>st</sup> of April for all elected positions.

#### **B. Eligibility for Office**

1. All STMSU members, as defined by Article 3, shall have the right to be eligible to be elected for all elected positions.

#### **C. Eligibility for Voting**

1. Any STMSU members, as defined in Article 3, may cast a vote for Executive or MSC candidates.

#### **D. General**

1. The Executive Committee may pass a bylaw that governs the administration of elections, election voting procedures, and rules respecting by-elections and terms of office for elected members.

#### **E. Member(s) of Students' Council**

1. The member(s) of the STMSU elected to represent the STM student body on the University of Saskatchewan Students' Union's (USSU) University Students' Council.
2. Members of the STMSU shall elect no more than the number of Councillors the USSU directs them to elect.

---

## **ARTICLE 16**

### **Elections Committee**

---

#### **A. Formation and Purpose**

1. Will be comprised primarily of outgoing members if possible.
2. Conducts all annual elections, bi elections, and referenda of the STMSU.
3. Has the power to make final decisions on electoral procedure.

#### **B. Responsibilities**

1. Prepare a ballot for the STMSU Executive Committee and Member of Students' Council elections listing the candidates for each position in alphabetical order.
2. Ensures a copy of the campaign policy is posted the day that nominations open, and ensure the policy is being followed during the election period.
3. Ensures voting times align with USSU elections when possible.
4. Investigates all complaints of election irregularity.

**C. Governance**

1. Chaired by the Chief Returning Officer (CRO).
2. The CRO informs candidates of election results as soon as the initial count is completed and posts all election results within 24 hours of the initial counting.
3. The CRO submits a report regarding ballot count and results of the election to the Executive.
4. The CRO shall submit the election results and contact information for elected Members of University Students' Council to the USSU.

---

**ARTICLE 17**

**Campaign Procedures for All Elections**

---

**A. Eligibility**

1. Only STM declared students may run for elected positions.
2. Any person seeking the position of STMSU President must:
  - i. have attended the entirety of minimum 6 STMSU meetings within the last academic year at the time of application,
  - ii. or, receive a vote of confidence from 67% or more of the current Executive Committee
3. Any person seeking an Executive position other than President must:
  - i. have attended the entirety of minimum 3 STMSU meetings within the last academic year at the time of application,
  - ii. or, receive a vote of confidence from 50% or more of the current Executive Committee.
4. Any person seeking a Member of Students' Council position must:
  - i. have attended a minimum of 2 STMSU meetings and 1 USSU Student Council meeting within the last academic year at the time of application,
  - ii. or, receive a vote of confidence from 50% or more of the current Executive Committee.
5. If the STMSU has ceased to exist in the period immediately prior to elections, and therefore the minimum meeting requirement is unable to be met, the only requirement would be that they are a self-declared STM student.

**B. Campaigning**

1. Each Candidate can put up a maximum of 10 posters. Posters will not exceed the size of 11" by 17" and are only allowed to be put up in STM.

2. Candidates are permitted to put up campaign posters at 00:00 hrs the day after nominations close. Candidates are responsible for the removal of campaign posters by 00:00 hrs the first day of voting.
3. No candidate shall interfere with another candidate's campaign in any way.
4. The campaign period shall be no less than 7 days.
5. At least one forum should be held prior to voting to allow each candidate to address the STMSU. Notice of the forum must be given to all candidates at least one-week in advance. The forum may be held during the regular Executive Committee meeting time. If all elected positions are running unopposed then the Elections Committee has the option to opt out of planning a forum.
6. Members of the Elections Committee cannot be involved in the campaign of a candidate seeking office.

---

## **ARTICLE 18**

### **Resignation, Impeachment and, Vacancies**

---

#### **A. Resignations**

1. Letters of resignation for appointed or elected positions must be written and signed by the resigning party.
2. Letters of resignation will be read at the following Executive Committee meeting.

#### **B. Impeachment**

1. Members of the Executive who fail to act in good conscience and to work diligently for the betterment of the STM student body may be impeached by a majority vote of the Executive Committee.
  - i. Three unacceptable absences from Executive Committee meetings satisfy the condition for automatic impeachment. What constitutes an acceptable reason for an absence is at the discretion of the President and Vice President of Operations & Finance.
2. Student-at-Large Positions may be impeached by a two-thirds majority vote of the Executive Committee, if:
  - i. They fail to act in good conscience and work diligently towards for the betterment of the STM student body; and or
  - ii. accrue three unacceptable absences from STMSU meetings. What constitutes an acceptable reason for an absence is at the executive's discretion.

3. To challenge an impeachment one may lobby the Executive to hold a Special General Meeting in which:
  - i. the Executive Committee presents their reasons for impeachment,
  - ii. the impeached executive presents their defence,
  - iii. a general discussion takes place in which all general STMSU members are able to ask either the Executive Committee or impeached executive questions and raise concerns,
  - iv. all members in attendance are eligible for one anonymous vote in which the majority wins.

**C. Executive Committee Vacancies**

1. In the event that there is a vacant Executive Committee Position:
  - i. An interim replacement for an Executive Committee position may be appointed by a majority vote of the Executives until a by-election can take place;
  - ii. any Executive Committee position vacant before October 1<sup>st</sup> must be filled by a by-election;
  - iii. any Executive Committee position vacant after a by-election may be appointed by a majority vote of the Executive Committee or a by-election.
2. In the event that the positions of President and Vice President of Operations & Finance are vacant at the beginning of the academic year:
  - i. The union will cease operation until the time that both positions can be filled through by-election.

**D. Member of Students' Council Vacancies**

1. In the event that there is a vacant position for the STMSU on University Student's Council:
  - i. the by-election must be held prior to October 1<sup>st</sup>;
  - ii. If a position remains vacant after October 1<sup>st</sup>,
    - a. the position may be filled through appointment by a majority vote of the Executive Committee or a by-election.
    - b. the position may be left vacant until the time of the next annual election, by a majority vote of the Executive Committee.

---

**ARTICLE 19**

**Annual General Meeting**

---

- A.** An Annual General Meeting (AGM) shall be held during the academic year for all members of the STMSU.
- B.** A fifteen-day notice must be given for the AGM.
- C.** Special General Meetings (SGM) may be held at the discretion of the Executive Committee.
- D.** General meetings shall be open to all STMSU members, alumni, faculty, and staff.
- E.** Quorum for an AGM or SGM consists of no fewer than five members including:
  - a. President
  - b. Vice President of Operations & Finance
- F.** A chairperson is needed for all AGMs and SGMs.

---

**ARTICLE 20**  
**Referendums**

---

- A.** Any student of STM can demand a referendum on any topic by presenting a petition signed by at least 5% of the STMSU members.
- B.** As well, any student may demand the resignation of any STMSU Executive Committee member by presenting a petition signed by at least 10% of the members of the STMSU.
- C.** In the case of a petition demanding a resignation, at least one of the members demanding the resignation must be prepared to run for the position in question.

---

**ARTICLE 21**  
**Constitutional Amendments**

---

- A.** This constitution may only be amended by a vote of at least two-thirds in favour of the amendment of the membership of the STMSU present at the Annual General Meeting or Special General Meeting.
- B.** Amendments must be submitted to the Chairperson at least seven days prior to the scheduled Annual General Meeting or Special General Meeting.
- C.** The Chair shall ensure the proposed amendments are published publicly at least five days prior to the Annual General Meeting or Special General Meeting.

---

**ARTICLE 22**  
**Bylaws**

---

- A. Subject to this constitution, the STMSU Executive Committee shall have the power to pass, amend, or repeal any bylaws, by a majority vote of the Executive Committee, providing for the operation and better functioning of the STMSU.

---

**ARTICLE 23**  
**Dissolution of Union**

---

- A. Upon dissolution of the STMSU, all assets of the union shall be placed into an STM restricted funds account controlled by STM, entitled STMSU. This will remain in effect until such time as funds and assets can be passed onto a democratic organization of student representatives of all undergraduate students of STM. This body's main responsibility shall be the governing of student affairs at STM, as soon as such an organization comes into existence.