
Student Charter of the Dominican university college including rules and general procedures

0.0 Social Reason and Official Abbreviation

- 0.1 The social reason of the student association is the “Student Association of the Dominican College”
- 0.2 The official abbreviation for “Student Association of the Dominican College” will be from the French one : “A.E.C.D.O.” (Association étudiante du Collège universitaire dominicain)
- 0.3 A.E.C.D.O. is a bilingual (English and French) student association, and therefore, all documents made by this association must absolutely be make in both languages.

1.0 Membership

- 1.1 All members of the A.E.C.D.O. are registered students, part-time or full-time, at the Dominican university college and have paid the subscription fee in their inscription.

2.0 Subscription Fees

- 2.1 The subscription fee is a fixed share of forty dollars (40\$) for full-time students and of twenty dollars (20\$) for part-time students.
- 2.2 The subscription fee is paid to the Dominican university college responsible of the collect to A.E.C.D.O. according to the *Student Association Act* in Ontario.
- 2.3 The subscription fee must be paid in full at the same time required for tuition payments with the Dominican university college.
- 2.4 A student can refuse to pay his or her membership fee by informing of his or her request by letter of refusal to the executive committee of the A.E.C.D.O. This letter must be submitted to the A.E.C.D.O. before the set deadline for class drop-out, the year when the stated request was made.

3.0 Status and Mandate

- 3.1 A.E.C.D.O. is a full legal person from the Dominican university college. It is independent in defining all of its financial decisions and internal policies. In no case a non voted decision will be adopted as an official policy of the A.E.C.D.O. Theses votes take place at a general meeting of the A.E.C.D.O. executive or at a general assembly grouping both the student body and the members of the present A.E.C.D.O. executive committee
- 3.2 A.E.C.D.O. defends and represents the interest of the students of the Dominican university college and, by extension, student condition, at both the national and international levels.
 - 3.2.1 A.E.C.D.O. defends a wide variety of general interests such as the global cost of tuition, the quality of the programs offered and the condition of student life.
 - 3.2.2 A.E.C.D.O. defends the interest of a student involved in various forms of conflicts such as a student/professor dispute and/or a student/member of the personnel conflict.
- 3.3 A.E.C.D.O. represents the students on the internal committees of the Dominican university college. In no case is a student authorized to act in this role without having been officially assigned by the executive committee of the A.E.C.D.O.

- 3.4 A.E.C.D.O. represents students on external committees to the Dominican university college in order to favor social and political networking between various student associations and interest groups. The A.E.C.D.O. maintains the right to choose and assign specific students or members of its executive; however, the A.E.C.D.O. encourages its individual members to subscribe to various societies and groups that are of interest for their studies at the Dominican university college.

4.0 General Assembly

- 4.1 A general assembly is the highest form of decision making of the A.E.C.D.O. A resolution voted by the assembly can only be turned down or overturned by the assembly.
- 4.2 Yearly, the A.E.C.D.O. must hold a minimum of one general assembly. At the latest, this assembly must take place one month after the beginning of classes in the Fall semester.
- 4.2.1 This assembly will mark the end of the mandate of the executive committee.
- 4.2.2 The executive will have to present to the assembly a final financial report and speak about various activities organised and sponsored by the A.E.C.D.O. during the previous year.
- 4.3 The quorum of the general assembly is fixed to 15% of the members.
- 4.4 At all times, an assembly may be convoked by any member of the A.E.C.D.O. who must obtain written support of a minimum of 10% of other members and must present official and detailed items of an agenda available to any member of the A.E.C.D.O. If such is the case, an assembly must be held by the executive committee within three weeks following the first day of the request. The executive committee may attempt to modify the agenda presented at the assembly; however, it can strictly do so only in front of the assembly.
- 4.5 Any modifications to this present charter must obtain a vote of majority from the participants of the general assembly.

5.0 The Executive Council

- 5.1 The executive committee manages the A.E.C.D.O. in all aspects. As a result of its given authority, it manages the A.E.C.D.O. financially. It may pass under its name any contract that the law allows it to put to use, and by its rules, in general, it may implement all the permitted measures in current legal use.
- 5.2 The executive committee is composed of eight (8) members. These members are the President, the Secretary-treasurer and (6) six representative of the various programs of the Dominican university college: undergraduate and graduate, English and French, in philosophy and theology.
- 5.2.1 The role of the “president” is to assure proper distribution and respect of the duties held by the members of the executive committee. He or she will assure both a fair development of the proceedings and the clarity of the voted propositions. He or she will be responsible for the official networking with outside organizations. He or she will determine the meeting agendas with the secretary-treasurer. He or she will be an authorized signatory of the bank account of the A.E.C.D.O.
- 5.2.2 The role of the “Secretary-treasurer” is to administer official, legal and financial documents of the A.E.C.D.O. Which includes the minutes of the meetings, various proceedings and records of activities and financial reports of the student association. He or she will be responsible with maintaining relations with the college’s administration. He or she will

determine meeting agendas with the president and is an authorized signatory of the A.E.C.D.O.'s bank account.

- 5.2.3 The "Program Representative" is in charge of ensuring a constant link between the executive committee and the students of its program. He or she will participate in the study committees of the program represented. Eventually, in the case of a conflict when more than one of the representatives desires to hold a seat in such meetings, members of the executive committee will proceed to a vote. The representative of a program must be enrolled in the program he or she represents.

6.0 Election procedures for the A.E.C.D.O.'s Executive Committee

- 6.1 The election to a post for the A.E.C.D.O. executive committee takes place at the general assembly. Any member of the A.E.C.D.O. wishing to submit its candidacy must be present at the general assembly.
- 6.2 A president of the election will be elected during the assembly. He or she will preside and assure the fair and proper flow of the proceedings.
- 6.3 The position of President and of Secretary-treasurer is always filled in order to allow a non-elected candidate to submit its candidacy to another position.
- 6.4 A secret vote is asked for the election of the president and the secretary-treasurer.
- 6.5 The elected members of the executive committee are elected for a mandate of one year.
- 6.6 Any non-filled position during the assembly remains open and may be filled following a vote from the newly elected executive. The executive may refuse the candidacy of a member if it is not joined by an official support list of at least 20% of the members of the A.E.C.D.O. for the post of President and of Secretary-Treasurer or of 30% of the members of the program represented for the position of Program Representative.

7.0 Procedures and rules

- 7.1 For all procedures and rules non covered by this charter, A.E.C.D.O. refers to the Morin code. In cases of any conflict between this charter and the Morin code, the charter will prevail as the first and definitive reference.

Original made by : Jean-François Mongrain, president de l'A.E.C.D.O. 2000-2001

Actualization made by : Marc-André Allard, representative of the French theology, 2008-2009

Translation made by: Cédric Cormier, representative of the French philosophy, 2008-2009

Morin Code¹

Assembly Chair

- Ensures that the meeting flows well.
- Opens and presides over the meeting.
- Gives the right to speak/leads the assembly in matters of procedures and discussions.
- Calls to order any member that does not respect order, procedures and/or decorum.
- Rules on points of order / if necessary, can sanction members.
- Must be impartial but in the event of a tied vote; must rule whether the motion is passed or defeated.

Opening of the Meeting

- The Chair calls the meeting to order, reads the orders of the day and calls the vote.
- The secretary then reads the minutes from the last meeting and then the Chair calls the vote.

*** Note that the orders of the day and the minutes must be proposed and seconded but adopted only after the necessary modifications have been made (if needed).

*** The minutes can only be adopted by members present during the meeting at which they were taken.

Right to Speak

- Any member of the Assembly has the right to speak at the meetings: he/she must raise their hand and wait for the Chair to give them the floor.
- Comments must be brief and limited to the subject debated at the time.

*** Note that the Chair has the right to limit both the time and the number of interventions on each subject.

Main Motion

- Any voting member of the Assembly can put forward a motion as long as it is on the subject debated on the order paper at the time.
- The motioning member must wait until the Chair gives him/her the floor and begins like so: “Mister Chairman, I motion that...”
- The motion must then be seconded like so: “Mister the Chairman, I second that motion.”

¹ Canadian Political Science Student Association: <http://web.uvic.ca/~cpssa/morineng.htm>

*** Note that a motion is put forward when a member wishes the Assembly to reach a decision on a debated subject.

Amendment

- Is used to modify a detail of the main motion.
- Must be on the motion debated at the time / must be proposed and seconded.

*** Note that a member putting forward an amendment to a motion must generally agree with the main motion and only want to change a detail (the general gist of the motion must remain the same).

Sub-amendment

- Is an amendment on an amendment that is used to modify a detail as well.
- Must be proposed and seconded.

*** Note that only one (1) amendment and one (1) sub-amendment can be made on the same main motion.

*** When a motion has received an amendment and a sub-amendment the debate must be done in the following order: sub-amendment, amendment and main motion.

Vote

- Is held at the end of a debate when the Chair reads the questions debated and calls the vote.
- It can be done by show of hands or by secret ballot (any member can request it).

*** Note that the vote generally requires 50% + 1, but in certain cases it may be 2/3, 3/4 or unanimous.

*** If the motionner speaks again, the debate will be-closed after his/her comments and the assembly will immediately be asked to vote (under the direction of the Chair).

Preliminary Question / Request for the Vote

- Is used by a member to end a debate when he/she deems that it is time to make a decision or take a vote.
- The member must request the floor from the Chair and then ask the preliminary question or request the vote.

- When either one is done, the Chair will call (without debate) the vote.

*** Note that the preliminary question requires 2/3 of the assembly to be passed.

*** If the preliminary question is passed, only the motionner can close the debate and the vote will follow immediately.

Tabled Proposition

- When the assembly has debated on a subject drained all ideas and that no solution seems to be imminent, a member can request that the question be tabled.
- The question is then postponed until a member asks for it to be discussed again.

*** Note that when a member wishes to table a question, a motion must be put forward and seconded without discussion or amendments and to be passed, the vote must be of 50% +1.

Challenge of the Chair's Ruling

- Used when a member does not agree with a ruling that the Chair has made.
- The motionner must first explain his/her point of view, then the Chair the reasons behind his/hers ruling, after which the assembly must vote (50% + 1) without further interventions.

*** Note that the motion must be seconded by another member in order to be heard.

Point of Order

- Used when a member believes that the procedures are not being followed / to voice an objection.
- Must be worded like so: "Mister Chairman, point of order."
- Note that it is the Chair that rules for or against the point of order.

Point of Information

- Used when a member does not understand the procedures / has a question on the issue being debated.
- Can be done at any time during the meeting.
- Must be worded like so: "Madam Chairman. point of information."

Point of Privilege

- Used when a member believes that his/her rights are not being respected / that the meeting is being held incorrectly.
- Can be done at any time during the meeting.
- Must be worded like so: "Mister Chairman, point of privilege."

Procedures to put forward a motion

- The motioner must put forward his/her motion at the item on the order paper entitled "motions from the Assembly".
- Another member must second the motion.
- The motion is then given in writing to the Assembly's secretary (ideally in both languages).
- The motioner opens the debate and explains his/her motion (speaks first).
- During the debate, he / she can then answer questions but may not take the floor again or the debate will be closed.
- After the allocated time for the debate has expired, the Assembly Chair will call the vote. The motion will then be carried or defeated.