



**Constitution of the**  
**AMBROSE UNIVERSITY**  
**Undergraduate Students' Council**

Revised March 2023

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## ARTICLE I – NAME

### **Section 1: Title of Organization**

Clause 1: The name of this organization shall be the Ambrose University Undergraduate Students' Council (also referred to as the Students' Council).

## ARTICLE II – MISSION STATEMENT

### **Section 1: Purpose of the Students' Council**

Clause 1: The Students' Council exists to support students by listening to their voices, advocating for their needs, and seeking positive transformation.

*To realize its mission, the Students' Council will:*

- Fulfill the unique needs of students by being an informational resource.
- Initiate and implement a network of communication by which student concerns and interests are positively represented to the various sectors of the university.
- Facilitate student-initiated purposeful social activities to emphasize a greater sense of community and personal well-being.
- Encourage and support spiritual and intellectual pursuits on campus.
- Cultivate awareness and activism regarding contemporary social issues by developing programs of Christian response.

## ARTICLE III – JURISDICTION

### **Section 1: Authority**

Clause 1: The Student Association will rest their authority in the elected representatives known as the Ambrose Students' Council.

Clause 2: The Students' Council shall represent the Student Association to the Faculty, Staff, and Administration in general and institutional matters.

Clause 3: The VP of Student Life may add to the responsibilities of the Students' Council, as collaboratively agreed upon by the Cabinet of Ambrose University and the Students' Council.

Clause 4: The Students' Council has the ability to add further qualifications of its members by instituting a bylaw.

Clause 5: The Students' Council has the ability to add further responsibilities regarding its relationship to the Student Association by instituting a bylaw.

Clause 6: If the Students' Council complies with the boundaries of the Constitution, Bylaws, and Policies, the Students' Council shall have authority to develop policies and procedures to aid in the efficiency and function of its government. These policies and procedures are applicable for current and future Students' Councils, unless stated otherwise through the institution of a bylaw.

#### ARTICLE IV – MEMBERSHIP OF THE ORGANIZATION

Clause 1: The membership shall consist of all those students enrolled in programs of undergraduate study at Ambrose University who pay the Students' Council fee.

Clause 2: Students enrolled in only modular classes, Internship programs, or onSite shall be excluded from the Students' Council while participating in said classes or programs unless they choose to pay the Students' Council fee.

#### ARTICLE V – MEMBERSHIP OF THE STUDENTS' COUNCIL

##### **Section 1: Foundations**

Clause 1: All members of the Executive Students' Council, the Students' Council Administration, and the Students' Council Appointed Officials shall be elected or appointed according to the policies and procedures in the Constitution, Bylaws, and Policies and shall abide by these rules of order.

Clause 2: If no candidate who meets the requirements for a given position has come forward to run for office by the date set in Bylaw V, Section 2, the Selection Committee of Bylaw V, Section 8, will appoint someone to the position or declare it vacant.

##### **Section 2: Structure**

Clause 1: The Students' Council Executives will consist of the following members:

- Students' Council President
- Vice President External Affairs
- Vice President Internal Affairs

Clause 2: The Students' Council Appointed Officials will consist of the following members:

- Director of Community Life
- Director of Equity, Diversity, and Inclusion (EDI)
- Director of Marketing & Communications
- Director of Operations
- Director of Spiritual Life
- Director of Wellness

Clause 3: The Students' Council Administration will consist of the following member(s):

- Executive Assistant

Clause 4: The VP of Student Life, or another individual elected by the Cabinet of Ambrose, shall serve as Advisor to the Students' Council. This individual, hereafter designated the Students' Council Advisor, shall act solely in an advisory capacity and will have no vote; however, they will retain a role in passing changes to the Constitution, Bylaws, and Policies, as outlined in Articles IX and X, respectively.

## ARTICLE VI – RELATIONSHIPS

### **Section 1: Students' Council Relationship with Ambrose Authority**

Clause 1: The Students' Council President and Students' Council Advisor shall interpret the Ambrose Mission and Institutional Objectives as they may affect the activities of the Students' Council.

Clause 2: If the Students' Council wishes to appeal a decision of the Ambrose Cabinet, it must first attempt to engage the Cabinet in cooperative discussion; however, if this discussion does not resolve the issue, the Students' Council President may refer the matter to the Ambrose Board of Governors.

### **Section 2: Students' Council Relationship with the Student Association**

Clause 1: Within the boundaries of the Ambrose Mission and institution-wide objectives, the Students' Council shall have the responsibility to initiate and carry out the following duties on behalf of and for the benefit of the Student Association:

1. The Students' Council shall provide spiritual leadership to the Student Association through its speech and actions.
2. The Students' Council shall purposefully craft and implement a plan to facilitate intellectual, social, physical, and spiritual growth among the students.
3. The Students' Council shall sponsor and coordinate various co-curricular activities to foster an increased sense of community among students.
4. The Students' Council shall provide academic advocacy for the Student Association to ensure proper representation to the institution.

### **Section 3: Students' Council Relationship with Itself**

Clause 1: Once the Students' Council has decided by a majority vote, all members of the Students' Council must stand by that decision, regardless of the vote they initially cast.

Clause 2: Students' Council members shall speak with a united voice outside the Boardroom and shall not publicly slander the decisions made by the Students' Council.

Clause 3: No member of the Students' Council shall be employed directly by the Student Life Department of Ambrose University to avoid conflicts of interest.

## ARTICLE VII – ELECTIONS AND TERMS OF OFFICE

### **Section 1: Authority**

Clause 1: The authority to regulate and administer elections and appointments of the Students' Council shall be vested in the Student Association.

Clause 2: The Executive Assistant of Students' Council shall be responsible for the execution of election procedures.

Clause 3: The Students' Council shall determine the manner and procedure of elections by the Bylaws.

Clause 4: The Appointment of appointed officials shall be decided by a post-election Selection Committee and shall consist of a minimum of two members of the current Executive Students' Council, the full incoming Executive Students' Council, and the Students' Council Advisor. Further details for this process are included in Bylaw V, Section 8.

### **Section 2: Elected and Appointed Members**

Clause 1: The elected members of the Executive Students' Council will be the following:

- Student's Council President
- Vice President of External Affairs
- Vice President Internal Affairs

Clause 2: The appointed officials of the Students' Council will be the following:

- Director of Community Life
- Director of Equity, Diversity, and Inclusion (EDI)
- Director of Marketing & Communications
- Director of Operations
- Director of Spiritual Life
- Director of Wellness

Clause 3: The appointed administration of the Students' Council will be the following:

- Executive Assistant

## ARTICLE VIII – ACCOUNTABILITY

Clause 1: The Students' Council is accountable to God, the Student Association, and the mission of the institution.

Clause 2: To foster a greater sense of accountability, all meeting minutes and budget information will be available on the Students' Council website.

## ARTICLE IX – FINANCES

### Section 1: Fees

Clause 1: Each semester, a student fee shall be applied to all members of the Student Association. The Ambrose Finance Office will collect the Students' Council fee and transfer these funds into the account of the Students' Council.

Clause 2: The Students' Council shall collect its fees when a member of the Student Association first enrolls on an academic yearly basis, excluding the spring semester.

Clause 3: The Vice President of Internal Affairs will monitor, be responsible for, and report on the collection and transfer of these funds with the assistance of the institution's Finance Department.

Clause 4: The Students' Council fee is stated in the Bylaws (to be adjusted to exact bylaw on date of bylaws being voted in). The annual revaluation of this bylaw is the responsibility of the Executive Students' Council with the approval of the Students' Council Advisor.

Clause 5: The Students' Council maintains responsibility and control over the allocation of Student Association Fees. These funds are to remain in the operations and benevolent Students' Council accounts. Unspent fees are to carry over into the following year's operations account.

### Section 2: Compensation

Clause 1: Each member of the Students' Council shall receive a stipend as follows:

- The Students' Council President will receive 4%, and all other Executive Students' Council members will each receive 3.5% of the total Students' Council Budget.
- The Director of Wellness, Director of EDI, Director of Spiritual Life, Director of Marketing and Communications, Director of Community Life, and Director of Operations will receive 3.0% of the total Students' Council Budget.
- The Executive Assistant will receive 2% of the total Students' Council Budget.

## ARTICLE X – CHANGES TO THE CONSTITUTION

### Section 1: Amendment

Clause 1: When any changes are proposed to the Constitution, the Executive Students' Council President will explore the issue and bring a proposed solution to the attention of the Students' Council. The Students' Council must pass a motion to amend the Constitution by a two-thirds (2/3) majority vote before the proposed amendment can be brought to the Ambrose Cabinet for consideration.



Clause 2: Before bringing the proposed amendment to the Student Association, the Students' Council will seek and receive the approval of the Ambrose Cabinet through the Students' Council Advisor.

Clause 3: A constitutional referendum shall be held each time the Students' Council proposes an amendment of the Constitution. The Students' Council President is responsible for coordinating and executing the referendum.

Clause 4: The Student Association shall carry out the referendum to adopt the constitutional amendments by anonymous online voting.

Clause 5: To amend the Constitution successfully, the constitutional referendum must yield a two-thirds (2/3) majority vote in favour of the amendment.

Clause 6: Upon approval of the new amendment by the Student Association, the entire section in question shall be redrawn with the date amended, and a copy of the Constitution containing the un-amended section shall be filed.

## **Section 2: Ratification**

Clause 1: The authorization of the Constitution itself, or any amendment to the Constitution, is contingent on a minimum two-thirds (2/3) majority vote in the constitutional referendum.

Clause 2: Following the ratification of an amendment to the Constitution, the un-amended document shall lose effect and be considered null and void.

## **ARTICLE XI – CHANGES TO THE BYLAWS**

### **Section 1: Authority**

Clause 1: Any member of the Student Association may propose bylaws and amendments to bylaws by submitting them in writing to the Students' Council. To take effect, the Students' Council must approve the proposed changes by a two-thirds (2/3) majority vote. In addition, these changes must be approved by the Students' Council Advisor.

Clause 2: The bylaws shall pertain to the following:

1. The manner and procedure of elections,
2. The management of all subsidiary committees of the Students' Council,
3. The management of Students' Council-sponsored clubs, and
4. If deemed necessary by the Students' Council, the management of any other area within its jurisdiction.

### **Section 2: Amendment of Bylaws**

Clause 1: All approved bylaws shall remain binding and in force until repealed or amended.

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Clause 2: Upon amendment of any bylaw, the entire bylaw shall be redrawn with the date amended, and a copy of the bylaws containing the un-amended section shall be filed.

### ARTICLE XIII – POLICY MANUAL

Clause 1: The Policy Manual will outline specific operating procedures pertaining to the Students' Council. It shall deal with any additional policies on matters that do not require either constitutional or bylaw amendments.

Clause 2: Additions or amendments to any of the policies in the manual require a two-thirds (2/3) majority vote in favour of the change by presiding Voting Delegates.

### ARTICLE XIV – DISSOLUTION OF THE STUDENTS' COUNCIL

Clause 1: In the event of the dissolution of the Students' Council, after paying or adequately providing for its debts and obligations, the Students' Council shall devote any remaining assets to the University's Endowment fund.

### APPENDIX I – DEFINITIONS

Clause 1: Terms specific to this document and their implied definitions are the following:

- Student Association: The members of the student body who participate in Student Association fees.
- Appointed Officials: Officials who are appointed by the Executive Students' Council.
- Voting Delegates: The Executive Students' Council and Appointed Officials of the Students' Council.