

**Constitution of the Student Federation of the Ontario  
Agricultural College  
2013**

*Approved by the 2008/2009 student body on March 3, 2009*

*Amended in Spring 2012*

*Amended September 2013*

**Article I: Purposes/Objectives**

- Clause 1** To enhance the educational experience of students within the Ontario Agricultural College by promoting spirit, leadership, opportunity and enthusiasm.
- Clause 2** To develop and maintain effective lines of communication between the student body, the Dean's Office, Ontario Agricultural College Alumni Association, Ontario Agricultural College Alumni Foundation, Ontario Agricultural College Regional Campuses and other University of Guelph affiliations.
- Clause 3** To give to the student body of the Ontario Agricultural College self-government in matters pertaining to the student body, with the sanction of the Dean of the College. Hereinafter "students" refers to the students registered in programs administrated by the Dean of the Ontario Agricultural College.
- Clause 4** To serve as a Student Organization Registrar as defined by the Office of Student Affairs of the University of Guelph.
- Clause 5** To distribute fees to classes and clubs within the Ontario Agriculture College.
- Clause 6** To promote and initiate programs centered within the Ontario Agricultural College on the campus of the University of Guelph, the local community, or on a provincial, national, or international scale.
- Clause 7** To increase the presence of the Ontario Agricultural College within the University of Guelph community.
- Clause 8** Certification that the group does not exclude or discriminate against members on the basis of race, ancestry, colour, ethnic origin, citizenship, creed/religion, gender, sexual orientation, disabilities, age, marital status, family status, record of offences, or receipt of public assistance

**Article II: Membership**

**Clause 1** The Student Federation of the Ontario Agricultural College, hereinafter referred to as the “Federation” shall be composed of all students registered at the University of Guelph in degree and diploma programs administered by the Dean of the Ontario Agricultural College.

**Clause 2** Members shall contribute fees to the Federation each semester. Fees must be approved by the Board of Governors of the University and are collected by the University on behalf of the Federation.

**Clause 3** Due to the wishes of the Environmental Science Student Executive (ESSE), Federation has agreed to give ESSE 75% of their student fees per semester. With this increase, ESSE has agreed to fore fit their right to hold two Aggie Pubs and also their funding for the Environmental ScienceSymposium. Federation however will still recognize ESSE and therefore they will still have the right to have one elected member on the Federation.

**Clause 4** The Federation shall consist of Executive Officers, Officers, and Appointed Officers

Section 1: The executive officers of the Federation shall consist of the President, Vice President Internal and Vice President External.

Section 2: The officers shall be elected from the following constituencies of the Federation:

i.) One representative from each degree program administered by the Dean of the Ontario Agricultural College.

Bachelor of Commerce	Bachelor of Bio-Resource Management
Bachelor of Landscape Architecture	Bachelor of Science in Food Science
Bachelor of Science in Animal Biology	Bachelor of Science in Environmental Science
Diploma in Turfgrass Management	Bachelor of Science in Agriculture

ii.) One representative from each class year, however these representatives will not hold voting privileges, and serve for communication purposes only.

Section 3: The Appointed Officers as chosen by the incoming executive officers shall consist of a Chairperson, Treasurer, Secretary, Public Relations Representative, Central Students Association (CSA) Representative, and Graduate Student Representative. Appointed officers do not hold voting privileges on the Federation.

**Clause 5** The duties of the executive officers are as follows:

Section 1: The President shall serve as the primary spokesperson, administrator, co-secondary signing authority, administer of all Federation correspondence and leader of the Federation.

Section 2: The Vice Presidents shall liaise with chairs of committees under their jurisdiction, as outlined in the policy manual, liaise between committees and the President, be available to perform the duties of the President in his/her absence, as designated at the discretions of the President.

**Clause 6** Detailed job descriptions of each position on the Federation are found in the Federation policy manual. The Federation is responsible for maintaining the Federation policy manual. An up to date list is available in the policy manual.

**Clause 7** All members of the Federation shall be inaugurated by an oath of office administered by the outgoing Chairperson, to be included in the policy manual.

**Clause 8** All committees for Federation events shall be formed by an officer, and chaired by another officer of the Federation

Section 1: Each committee chair shall coordinate the activities of their respective committee and liaise with the Federation officer responsible for that committee.

Section 2: Each committee chair shall be responsible for preparing and following a budget which is submitted to the Federation prior to the event

### **Article III: The Federation of the Federation**

**Clause 1** The business of the Federation shall be conducted on behalf of the members by a Federation of the Federation hereinafter referred to as the Federation. The Federation shall consist of executive officers, officers, and Appointed Officers.

Section 1: Membership fees collected by the University on behalf of the Federation shall be employed by the Federation to conduct business of the Federation. Fees shall be reviewed by the Federation early in the Fall Semester each year to determine their adequacy for the thorough conduct of the business of the Federation. Proposed adjustments to fees shall be discussed by Federation and with the Dean of the Ontario Agricultural College.

**Clause 2** Each executive officer and officer shall have one vote on Federation.

Section 1: The Class Representatives, Grad Student Representative, Chairperson, Treasurer, Central Students Association Representative Secretary, and Public Relations Representative shall not hold a vote on Federation.

Section 2: The Chairperson will hold the deciding vote in the event of a tied vote

**Clause 3** All decisions which are necessary to be made over the summer semester shall be made by the core executive.

#### **Article IV: Meetings**

**Clause 1** All meetings shall operate according to Robert's Rules of Order.

Section 1: Proxy voting is not permitted at Federation or general meetings.

Section 2: Electronic voting shall only be permitted when done by the use of an Electronic Teleconferencing Software (eg. Skype) connected live during a meeting of the Federation

**Clause 2** Regular meetings of the Federation shall be held every second week of the College year, unless otherwise determined by members of the Federation.

Section 1: Special meetings may be called by petition of the Chair by either the President or any three other members of the Federation with at least 24 hours notice to all members of the Federation.

Section 2: Quorum for a meeting shall consist of 50% of Voting Federation members plus one person.

Section 3: All meetings shall be considered open unless otherwise stated.

Section 4: Meetings shall run for a maximum of 2 hours. Meetings may be extended by approval of a motion to extend by 66% of Voting Federation members present.

**Clause 3** A general meeting of the student body of the Federation may be held at the discretion of the Federation, or upon submission to the Chair of a petition signed by at least 10% of the members.

Section 1: Notice of a general meeting of the members shall be posted by the Chair at least 4 days before the date of the meeting.

Section 2: Quorum for a general meeting shall consist of 5% of the members.

Section 3: Rescinding an adopted motion of Federation requires a 66% majority vote at a general meeting.

## **Article V: Elections**

**Clause 1** Election of executive officers and officers of the Federation shall be held in weeks seven or eight in the Winter Semester, at the discretion of the Federation.

Section 1: The Federation's outgoing Vice-President Internal shall be appointed chief Electoral Officer to oversee and administer all elections.

Section 2: The nomination period must open two weeks prior to the first day of voting and must close a minimum of one week prior to the first day of voting.

Section 3: No members may run for more than one position on the Federation.

Section 4: OAC degree students may only vote for their respective degree representative (ie. A B.Sc. (Agr.) student can vote for the B.Sc. (Agr.) rep and not the B.Comm. Rep.)

Section 5: Election of executive officers and officers will take place by secret ballot.

Section 6: All nominees must be enrolled in the OAC, and currently registered in the degree program corresponding to the position for which they are nominated.

Section 7: The Graduate Student Representative shall tally ballots from the election

**Clause 2** Executive officers shall be elected by the members of the Federation.

Section 1: Nominations for executive officers (i.e. President, VP Internal, VP External) must be accompanied by the signatures of one nominator and 19 seconders, all of whom must be members of the Federation.

Section 2: Nominees for executive office must have successfully completed the semester prior to election. If an executive officer fails to be registered in a program administered by the Dean of the Ontario Agricultural College for the fall semester, they shall be relieved of office by a motion of Federation and bi-election shall be held during the fall semester to fill the vacancy.

Section 3: A vacancy of executive office shall be filled by a bi-election within two weeks of the motion of Federation creating the vacancy.

Section 4: Nominees must be registered in an academic program administered by the Ontario Agriculture College in both the fall and winter semesters.

**Clause 3** Officers shall be elected by the members of their respective constituency.

Section 1: A vacancy in an office shall be filled by a bi-election within 3 class weeks (fall and winter only) to be administered by the Chief Electoral Officer.

**Clause 4** Term of office for executive officers, officers, and the Appointed Officers shall be one year, commencing the day of the annual turnover meeting. The annual turnover meeting shall be held within 2 weeks of the last day of voting.

Section 1: Any member of the Federation may tender their resignation in writing to the Chair, Two weeks' notice prior to resignation date.

Section 2: Members of the constituency may recall their representative on the Federation by submitting a petition to the Chair signed by a simple majority of that constituency.

**Clause 5** Sub-Federation elections (BSc. Agr. & B.Comm Program & Class Elections) shall be held in conjunction with and in the same manner as Federation elections.

Section 1: Sub-Federation executives shall consist of a minimum of the following offices: President; Vice President; Secretary; Treasurer.

Section 2: Semester 1 student elections shall be held before the fourth week of the Fall Semester at a special class meeting.

**Clause 6** The permanent discipline executives shall be elected in conjunction with, and in the same manner as Federation elections and shall be considered the permanent executive of that discipline semester for the following five years at which time the Alumni of that discipline shall determine their new executive for future functioning.

Section 1: The permanent discipline executive shall consist of the six nominees who receive the greatest number of votes. The President and the Vice President shall be those receiving the most, and the second most votes, respectively.

Section 2: The permanent executive shall appoint from amongst themselves a representative Federation who shall sit until Spring Convocation.

**Article VI: Accredited Student Organizations**

Includes all clubs, societies & Councils under the Federation.

**STUDENT ORGANIZATION POLICY**

**APPENDIX B – Sample Procedures and Mechanics of Accreditation for ASOs**

**1. Organization Information**

Name of Organization:

\_\_\_\_\_

University Address: Name of Organization  
On-campus Mailing address  
University of Guelph  
Guelph, Ontario  
N1G 2W1

**2. Officers**

1. Title: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address of Residency: \_\_\_\_\_  
Phone # of Residence: \_\_\_\_\_  
Student ID #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Signing authority: **YES or NO**  
Signature:

**STUDENT ORGANIZATION POLICY**

**APPENDIX B – Sample Procedures and Mechanics of Accreditation for ASOs**

**3. Constitution**

Attach a copy of your most up-to-date constitution or statement of purpose.

**4. Certifications of Voting Members**

By signing the form provided by our PSO as an officer, I understand that a minimum of  $\frac{3}{4}$  of the voting members and officers of the group are eligible full-time or part-time students of the University of Guelph.

**5. Certification of Non-discrimination or Exclusion of Membership**

By signing the form provided by our PSO as an officer, I understand that our organization will not discriminate or exclude members on the basis of race, ancestry, colour, ethnic origin, place of origin, citizenship, creed/religion, gender, sexual orientation, disabilities, age, marital status, family status, record of offences, or receipt of public assistance.

**6. Public Financial Statement**

Attach a copy of a public financial statement from the preceding fiscal year (May 1 to April 30) that has been reviewed and accepted by a duly constituted Board.

If the club has a budget in excess of \$250,000.00 (including accumulated assets), attach an audited financial statement.

**7. Projected Budget**

Attach a projected budget for the forthcoming year that has been reviewed and approved by a duly constituted Board.

**8. Other information**

Attach any other information that the accrediting PSO requires in accordance with the Student Organization Policy and their constitution.



## **Article VII: Student Teaching Enhancement Fund**

### **Clause 1 Name of the Fund**

This Fund shall be called the Student Teaching Enhancement Fund (STEF).

### **Clause 2 Objectives of the STEF**

To enhance the quality of undergraduate and diploma education and to improve services to the student body, by providing annual one-time and/or periodic funding for activities and/or purchases of any items (lab and/or lecture room equipment, furnishings, travel costs, course materials support etc.) deemed necessary and/or desirable by the students.

Original referendum question that was passed in 2005:

Do you support a semesterly fee of \$25.00 that would be paid directly to SFOAC and which SFOAC would expend at their discretion, with consultation of the OAC Dean's Council, to meet the needs of OAC departments for laboratories and other facilities used for undergraduate teaching?

### **Clause 3 STEF Committee**

The STEF Committee is a sub-committee of the SFOAC Board of Directors. The following are members of the STEF Committee:

1. President
2. Vice-President Internal
3. Vice-President External
4. Treasurer
5. B.Comm Representative
6. Turf Grass Management Representative
7. Bachelor of Science in Agriculture (BSc. Agr.) Representative
8. Food Science (Food Sci.) Representative
9. Environmental Science (ESSE) Representative
10. Landscape Architecture (LASS) Representative
11. Animal Biology (An. Bio) Representative
12. Bachelor of Bio-Resource Management (BBRM) Representative

The Chairperson is the thirteenth person on the committee but holds a non-voting position.

13. Chairperson

This comprises a committee of twelve voting members for decisions. Committee approval of funding decisions would ideally be through 100% consensus but in any case must be greater than 80% approval (at least 10 of 12 voting members).

The faculty representative from the Deans Office is the OAC Associate Dean (Academic). Resource support is provided by the OAC Manager, Finance & Strategic Planning.

The committee determines the annual application process for Campuses, Departments and Schools, edits the annual application forms to be used, determines the eligibility of applications to be considered, selects the applications to be funded, and determines the amount of funding to be provided.

Committee Meeting Schedule:

1. Federation November (First Week) – STEF applications are given to the OAC Department Chairs and Campus Directors.
2. January (First Week) – STEF applications are due, to the SFOAC Chairperson once they are all collected by the OAC Dean's Office.
3. February (First Week back from Reading Week) – Review reports from the previous year's funding that had been provided, as well as review the estimated funding available. STEF Committee makes decisions and announces where funding is allocated.
4. Federation.
5. April (First Week) – Department Chairs and Campus Directors that have received funding in the current fiscal year are required to fill out a summary report, due by the end of April.

The funding is distributed by the Dean's Office, to the Campuses, Departments and Schools selected for the following fiscal year, after May 1<sup>st</sup>, and after their expenditures have been completed and net costs are final.

#### **Clause 4 STEF Applications**

All applications and information is to be made available to Campuses, Departments and Schools through Dean's Council the first week of November each year.

The determination of eligibility of an application will be based on Clause 2, the completeness of all information in Clause 5, from data as determined by the STEF Committee. All applications that are judged not to fulfill these criteria will not be considered. Where applications are in need of clarification or require corrections, the committee may allow for re-submission, at their discretion. Late submissions will not be considered.

Format of Applications (see application form also):

##### Section 1: Requested Equipment and/or Activity costs

- This section must include a detailed and complete list of all specific items to be purchased and/or specific activity cost items to be expended.
- List equipment specifications, suppliers and quotes, or specific activity costs here.

- List the Dept/School/Campus contact person responsible for implementing these costs for equipment and/or activities, should the application be successful.

#### Section 2: Reason/Rationale for Item or Activity

- This section must explain the specific application(s) of the equipment or activity to enhance the educational experience; and
- Define which OAC students in particular would benefit from this and why.
- List specific other contributing funding that is in addition to these costs for the items or activities. (Example: is this matched by University, OMAFRA or other research, by donations etc.)
- Note that this specific funding approval will not continue each year; this is where you may wish to explain how this investment contributes into the future. (Examples: what is the life span of the equipment for future years of student use; is it seed funding of a new or developing activity that will be funded elsewhere later etc.)

#### **Clause 5 Purchasing/Expenditure Policy**

Once the requested items or activities are approved in writing, the Dept/School/Campus may proceed with purchases and/or expenditures at their discretion within the plan period, documented within the original application. At no time will funding be transferred without all the expenditures being completed, committed and accounted for, as originally listed in the original application. Only net actual costs will be transferred to the unit and only within the fiscal year(s) approved.

#### **Clause 6 Fund Allocation**

The amount of funding available for allocation is determined annually in the fall semester by the STEF Committee and is communicated to Campuses, Departments and Schools through Dean's Council in November each year, as part of the application information process. Decisions on allocations include review of previous yearend balance, estimate of revenue expected in the current year, review of future commitments outstanding, and any cancelled items or activities that had been previously approved. (While it may be the case in the long term that multi-year applications are approved and committed, it is likely that the first few years may have only one-year funding approvals and commitments made, until SFOAC and the STEF Committee have some experience with how the STEF is working).

#### **Clause 7 Amendments to the above Protocols**

The SFOAC Executive may, in consultation with the OAC Dean, propose changes to the Objectives of the STEF, the STEF Committee Membership, the STEF Applications, the Purchasing/Expenditure Policy and the STEF Fund Allocations, which would also be

subject to the normal approval procedures of the SFOAC. Any such changes could be proposed at any time in the annual fiscal year process.

Signature: \_\_\_\_\_  
SFOAC President Date

Signature: \_\_\_\_\_  
OAC Dean Date

**Article VIII: Constitutional Amendment**

**Clause 1** The Federation may amend the Constitution by a 75% affirmative vote of the entire Federation. The process shall take place over two meetings, with the notice of motion and discussion at the first meeting, and further discuss and voting at the second or subsequent meetings.

**Clause 2** Notice to change the constitution is presented to the student body with the option of input before final changes are made.