

The Ukrainian Canadian Students' Union Constitution

Amended the 16th day of February, 2009



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The Ukrainian Canadian Students' Union Constitution

I. PRELIMINARY

There shall be one name to this organization;

1. The name of this organization will be the "Ukrainian Canadian Students' Union".
Ця організація є під назвою „Союз Українського Студентства Канади”.
Cette organisation tombera sous le nom «Union des Étudiants Ukrainiens Canadiens»;

Abbreviations for the name of this organization are to be as follows;

2. (UCSU) in English;
3. (СУСК) по-Українськи;
4. (UEUC) en Français.

II. STATUS

The Ukrainian Canadian Students' Union is;

1. An organization established at the first Congress of Ukrainian Students in Winnipeg, Manitoba on December 26-27, 1953 under the patronage of the Ukrainian Canadian Committee (UCC).
2. A member of the Ukrainian Canadian Congress (UCC) and is recognized as the national representative organisation for Ukrainian Canadian students.
3. A member of the World Conference of Ukrainian Students (CeSUS) - The co-ordinating body of Ukrainian student organizations throughout the world.
4. A member of the Ukrainian World Congress - The co-ordinating body for Ukrainian organisations outside the borders of Ukraine.
5. An organization member and recognized by The Federation of Ukrainian Student Organizations of America.

III. FINANCIAL STATUS

The Ukrainian Canadian Students' Union is a non-profit organization;

1. Excess net income available at the end of the year shall be carried into the next year;
2. Neither issue of shares nor payment of dividends or premiums shall be made.

IV. MANDATE & OBJECTIVES

The mandates and objectives of the Ukrainian Canadian Students' Union are as follow;

1. To uphold and promote the Ukrainian language;
2. To organise, and represent the Member Organizations of the Ukrainian Canadian Students' Union, along with other Associate Member Organizations as an organised body;
3. To promote Ukrainian and Ukrainian Canadian studies;
4. To promote awareness of Ukrainian and Ukrainian Canadian culture;
5. To provide a structure for intra/inter group relations;

6. To foster cooperation and understanding among Ukrainian Canadian students' Member Organizations and other Associate Member Organizations as well as non-members;
7. To participate in and encourage the development of the Ukrainian-Canadian community which abides by the rule of law and democratic and humanitarian principles;
8. To educate and inform Individual Members and non-members about issues relevant to the Ukrainian-Canadian community;
9. To coordinate and initiate activities for persons in order to promote Ukrainian culture;
10. To organise conferences, tours, ethnic events, study groups and exhibits which further the objectives of the Ukrainian Canadian Students' Union.

V. MEMBERSHIP

A Member Organization is a Ukrainian Student Organization who agrees to abide by the constitution of the Ukrainian Canadian Students' Union, whose fees are paid in full. Ukrainian Student Organization's consist of Individual Members. There are two (2) classes of membership for Member Organizations, "Full" and "Associate". The terms of membership are as follows;

1. Membership in the Ukrainian Canadian Students' Union is open to all Ukrainian Student Organizations;
2. Membership application will commence upon receiving a formal written request for membership, or during a membership drive;
3. Criteria for eligible organizations for membership to the Ukrainian Canadian Students' Union are as follows:
 - a. For Full Membership, the applying organization must consist of Individual Members enrolled in Canadian post-secondary institutions, who support the mandate and objectives of the Ukrainian Canadian Students' Union;
 - b. For Associate Membership, the applying organization is established outside Canadian borders, or whose membership does not consist of Students enrolled in Canadian post-secondary institutions may still apply for Associate Membership. However, Associate Membership will have absolutely no voting privileges if granted membership to the Ukrainian Canadian Students' Union;
 - c. In all cases Member Organizations or an Associate Member Organization must be democratically governed with an executive responsible to it's membership
4. Before membership is granted to an organization the applying organization shall:
 - a. Provide a copy of the organizations' Constitution to the Ukrainian Canadian Students' Union Executive;
 - b. Provide an accurate list of their Executive members along with their positions on the Executive;
 - c. Provide a list of the organization's membership including;

5. Where an applicant organization for membership to the Ukrainian Canadian Students' Union has fulfilled the criteria as per **V.2-4.** of this Constitution; the Ukrainian Canadian Students' Union Executive may conditionally accept this applicant organization as a Member Organization or Associate Member Organization of the Ukrainian Canadian Students' Union;
 - a. Pending a two month probation during which the aspiring organization must appoint a Ukrainian Canadian Students' Union representative, and;
 - b. Pay its membership fee for that academic year;
6. All Full Member Organizations in good standing of the Ukrainian Canadian Students' Union have voting privileges at all Ukrainian Canadian Students' Union Congresses, and Extraordinary Congresses;
7. The Executive will establish the membership fee annually;
 - a. The fee for one year may not be less than 1 \$ Canadian per Individual Member of the Member Organizations' membership.
 - b. The fee shall be ratified by the Ukrainian Canadian Students' Union Congress if greater than 1 \$ Canadian;
8. Member Organizations may withdraw their membership at any time from the Ukrainian Canadian Students' Union;
 - a. By filing a declaration of withdrawal and giving proper prior notification to the Executive of the Ukrainian Canadian Students' Union;
 - b. Dissolving the organization;
 - c. Membership fees are non-refundable;
9. Memberships expire on September 30th of the subsequent year;

VI. ELECTIONS

All Ukrainian Canadian Students' Union Individual Members of a Member Organization may run for any Executive position when elections are held under the following terms;

1. Any Individual Member may run for election to the Ukrainian Canadian Students' Union Executive, if that Individual Member Organization, and;
 - a. The Individual Member is a student at a Canadian post-secondary institute and has not received a degree or diploma from a post-secondary institution, unless that person is enrolled in a further degree or diploma program at a Canadian post-secondary institution.
2. No Individual Member may hold more than one executive position at the same time;
3. The candidates for the executive positions of President and Vice-President Finance must;
 - a. Have one full year of previous experience on the Executive;
 - b. Have registered in a degree or diploma program at a post-secondary institution in Canada for the subsequent academic year, as defined by the candidate's post-secondary institution calendar;
 - c. Must be fully aware of issues relevant to the Ukrainian-Canadian community in Canada and beyond;
 - d. If, at least one month prior to a Annual Congress or Extraordinary Congress there are no Executive Members having declared an intent to run for President or Vice-President Finance, Section **VI.3.a.** is void;

VII. ELECTION PROCEDURES

The Ukrainian Canadian Students' Union Annual and Extraordinary Congresses shall follow proper Parliamentary Procedure;

All Ukrainian Canadian Students' Union Member Organizations;

1. All Ukrainian Canadian Student's Union Executive are entitled to one vote per person during an Executive meeting;
 - a. With the exception of the President, who will have one additional deciding vote in a case of a tie;
 - b. During an election each member may only vote once per position;
2. An election is won by the person receiving the simple plurality of votes;
3. All candidates must be first nominated either by an Individual Member in attendance at the Congress, or by self-nomination;
 - a. The nomination must then receive a seconded nomination;
 - b. The nominee must accept the nomination before proceeding to the election;
 - c. Must be fully aware of issues relevant to the Ukrainian-Canadian community in Canada and beyond;
4. All elections shall be done through secret ballot;
 - a. With the exception when there is unanimous consent by all Ukrainian Canadian Students' Union members present to have an open vote;
5. All Ukrainian Canadian Students' Union Individual Members are eligible to run for any Executive position with the exception of the position of President and Vice-President Finance as per **VI.3**.
6. Only Ukrainian Canadian Students' Union Executive and Member Organization's Delegates will have voting privileges at a Congress;
 - a. No Delegate whose Congress registration is not paid in full will have voting privileges at the Congress;
7. The maximum number of Delegates that may be sent by a Ukrainian Canadian Students' Union Member Organization are as follow;
 - a. Three Delegates; representing the Executive of the Member Organization, and;
 - b. One Delegate for every 20 Individual Members of the Member Organization, or fraction thereof whose membership fees have been paid to the Ukrainian Canadian Students' Union;
8. Each Ukrainian Canadian Students' Union Member Organization, in good standing, in its discretion may delegate up to three of its votes to its first Delegate;
 - a. Should any Ukrainian Canadian Students' Union Member Organization send more than one Delegate to the Congress, any additional delegates are entitled to vote only if the total votes then held by the person(s) n does not exceed the Constitutionally set maximum allowable votes as per **VII.7** of this Constitution;
9. No person representing a Ukrainian Canadian Students' Union Member organization shall delegate a right to vote at a Congress to another person;
 - a. The only exception being in the case of a delegate from one Full Member organization delegating a vote, by written proxy, to an alternate delegate from the same member organization;

VIII. CONGRESS

The Congress is the supreme legislative body of the Ukrainian Canadian Students' Union; it is the Annual assembly or, Extraordinary assembly, of the Ukrainian Canadian Students' Union;

1. The Ukrainian Canadian Students' Union Executive shall convene a Congress at least once during every calendar year;
 - a. The Executive shall give written notice to all Ukrainian Canadian Student's Union Member Organizations of the date and place the Congress is to be held, no less than two (2) calendar months prior to the date of the Congress, and;
 - b. Should the Ukrainian Canadian Students' Union Executive be incapable of calling a Congress as per **VIII.1.a.** of this Constitution an *ad hoc* Congress committee composed of the Presidents of at least half the Ukrainian Canadian Students' Union Member Organizations may call a Congress and set its agenda;
 - c. Upon the written request of a minimum one-third of all Ukrainian Canadian Students' Union Member Organizations, the Executive shall call an Extraordinary Congress and set its agenda.
2. The agenda at every Annual Congress shall include at least;
 - a. Reports from each of the Executive members;
 - b. Reports from any existing committees;
 - c. Reports from each Ukrainian Canadian Students' Union Member Organization;
 - d. An audited financial statement;
 - e. Resolutions;
 - f. Constitutional Amendments, and;
 - g. Ukrainian Canadian Students' Union Executive Elections;
3. The Annual Congress shall consist of The Ukrainian Canadian Students' Union Executive where every Executive Member is a Delegate, Member Organization's Delegates, Alternative Delegates, Associate Member Organization's Observers and Guests;
 - a. A Member Organization "Delegate" is;
 - i. A member in good standing of a Ukrainian Canadian Students' Union Member Organization;
 - ii. Authorized by that Member Organization to attend the Congress as the organization's representative;
 - b. An "Alternative Delegate" is;
 - i. An Individual Member in good standing of a Ukrainian Canadian Students' Union Member Organization;
 - ii. Authorized by that Member Organization to attend the Congress as the organization's representative to take the place of any of the organization's Delegates unable to participate in the Congress;
 - c. An "Observer" is;
 - i. any person who is in attendance at the Congress and is not a Delegate or Alternate Delegate;
 - ii. A member in good standing of a Ukrainian Canadian Students' Union Associate Member Organization;

3. If an Executive member has not fulfilled their duties, or has not been active in the Ukrainian Canadian Students' Union for a period of time exceeding two (2) months without a valid reason, or prior formal notification to the Executive;
 - a. The executive position may be vacated by putting the matter to a two-thirds (2/3) majority vote of the Executive;
4. The Executive, subject to budgetary constraints, may employ any professional staff the Executive deem necessary to fulfill the objects outlined as per **Article X**.

X. COMPETENCE OF THE EXECUTIVE

The **President's** responsibilities are designated as follows;

1. All overseeing activities of the Ukrainian Canadian Students' Union;
2. Is responsible for the management of the Ukrainian Canadian Students' Union, and shall
 - a. Coordinate all Executive members;
3. Is responsible for all Ukrainian Canadian Students' Union affairs;
4. Calls and Chairs all Executive meetings;
5. Represents the Ukrainian Canadian Students' Union to the public as an official spokesperson;
6. Serves as an official representative to any formal organization;
 - a. This includes serving as an official representative to; The Ukrainian Canadian Congress (UCC), The World Conference of Ukrainian Students (CeSUS), The Ukrainian World Congress, and The Federation of Ukrainian Student Organizations of America.
7. May delegate any one of the Executive position's responsibilities or tasks to any other Executive Member;
8. Gives a clear direction as to the activities and direction of the Ukrainian Canadian Students' Union;
9. Is responsible for briefing all Executive members with respect to their duties, and;
10. The President must have financial signing authority;

The **Vice-President Finance's** responsibilities are designated as follows;

11. Is responsible for all Ukrainian Canadian Student's Union funds; and;
 - a. Keep an accurate financial record using generally accepted accounting principles;
12. Is responsible for drafting a budget for the Ukrainian Canadian Students' Union fiscal year and be responsible for its realization;
13. Is responsible to propose a budget for various events;
14. Is responsible for setting a budget with, and for all Executive members;
15. Is responsible for all Ukrainian Canadian Students' Union subsidy plans, and grant applications;
16. Is responsible to keep all funds at a legal, financial institution;
17. Is responsible to present a completed final financial report to the Ukrainian Canadian Students' Union Congress delegates and to the auditing committee for examination at the Congress or by the auditing committee;
18. Is responsible for collecting membership fees, and;

19. The Vice-President Finance must have financial signing authority;

The **Regional Vice-President's** responsibilities are designated as follows;

20. Is responsible to coordinate Ukrainian Canadian Students' Union activities in a given geographical region of Canada where deemed necessary; and
21. Is responsible for communication between Ukrainian Canadian Students' Union member organizations within their designated region, and the Ukrainian Canadian Students' Union Executive;

The **Internal Relations Director's** responsibilities are designated as follows;

22. Is responsible for the management of communication within the Ukrainian Canadian Students' Union;
23. Is responsible for all Internal affairs within the Ukrainian Canadian Students' Union;
24. Is responsible for understanding the Ukrainian Canadian Students' Union constitution;
25. Is responsible to investigate any internal formal grievances within the Ukrainian Canadian Student's Union;
26. Is responsible for initiating, encouraging, and coordinating social and cultural activities geared towards Ukrainian Canadian Students' Union members; and;
27. Is responsible to help orientate and integrate Member Organizations of the Ukrainian Canadian Students' Union who are in their 1st year of membership;

The **External Relations Director's** responsibilities are designated as follows;

28. Is responsible for the management of communication with all Ukrainian and non-Ukrainian organizations;
29. Is responsible to maintain communications with other Ukrainian and non-Ukrainian organizations;
 - a. Responsible to ensure that each Member Organization is aware of the new Executive after elections;
 - b. Responsible to ensure that each Member Organization is aware of the Ukrainian Canadian Students' Unions' activities;
 - c. Responsible to ensure that a representative and/or greeting is dispatched to other organization's national congress/convention(s) as directed by the Executive;
30. Is responsible for maintaining liaison with the community and its activities;
31. Is responsible to maintain contact with all levels of government;
32. Is responsible for coordinating all actions and activities with Ukrainian community and other organizations;
33. Is responsible to investigate any external formal grievance relevant to the Ukrainian Canadian Students' Union;
34. Is responsible for initiating, encouraging, and coordinating social and cultural activities geared to all non-Ukrainian Canadian Students' Union Member Organizations;
35. Is responsible for compiling an access list of resource people in the press, media and/or community, and;
36. Is responsible for the acquisition and distribution of all promotional materials; and;

37. Is responsible to provide information about the Ukrainian Canadian Students' Union and its activities to students attending High Schools, Universities and other post-secondary institutions in Canada;

The **Secretary's** responsibilities are designated as follows;

38. Is responsible for the Ukrainian Canadian Students' Union Executive meeting minutes; and
 - a. Make the minutes available to all Ukrainian Canadian Students' Union Member Organizations;
 - b. Must appoint a person from the Executive to take minutes in their absence;
39. Is responsible to record ingoing and outgoing correspondence;
40. Is responsible to keep and maintain the archive of all past, and present Ukrainian Canadian Students' Union activities and Member Organizations membership list;
41. Is responsible to keep and maintain an accurate, and up-to-date membership list of Member Organizations and their memberships;
42. Is responsible for understanding the Ukrainian Canadian Students' Union constitution; and
 - a. Making the Constitution available to all Ukrainian Canadian Students' Union Member Organizations;
43. Is responsible for informing executive members of all meetings and important decisions in their absence, and;
44. Is responsible for maintaining adequate office supplies.

The **Media Director's** responsibilities are designated as follows;

45. Is responsible for a functioning Ukrainian Canadian Students' Union Website, and;
46. Is responsible to produce a regular publication/newsletter (СТУДЕНТ/Student), and any other publications deemed necessary by the Ukrainian Canadian Students' Union Executive, or by the Congress;
47. Is responsible to update the web site at least once (1) every two (2) months;
 - a. Construct and maintain a web page that informs members of the Ukrainian Canadian Students' Union about the constitution, mandates, executive members, and upcoming Member Organization events; and;
48. Is responsible to aid the Ukrainian Canadian Students' Union Executive maintain communication with Member Organizations;

The **Project Director's** responsibilities are designated as follows;

49. Is responsible to co-ordinate all Ukrainian Canadian Students' Union Projects;
50. Is responsible for initiating, encouraging and coordinating social activities;
51. Is responsible for ensuring that members of the Ukrainian Canadian Students' Union Executive, and Committees of the Executive are informed of all Ukrainian Canadian Students' Union projects;

The **Alumni Director's** responsibilities are designated as follows;

52. Is responsible to organise and maintain liaison with Ukrainian Canadian Students' Union alumni; and
53. Is responsible to gather and aid the Secretary in the maintenance of the Ukrainian Canadian Students' Union archive;

The **Immediate Past-President**'s responsibilities are designated as follows;

54. Is the outgoing President of the Ukrainian Canadian Students' Union of the immediately preceding term of office;
55. Is responsible to provide advice to the Ukrainian Canadian Students' Union Executive on all UCSU matters, and;
 - a. Acts as a liaison and provides an organizational continuity with the previous year's Executive;
56. Has no voting privileges at Executive meetings;

XI. TERMS

The Ukrainian Canadian Students' Union Executive shall fulfill the mandates and objectives outlined in **Article IV** of the Ukrainian Canadian Students' Union Constitution to the best of its ability;

1. Annual elections will be held during the Ukrainian Canadian Students' Union Congress, or at the Extraordinary Congress;
 - a. Unless the President of the Ukrainian Canadian Students' Union at the time defers the time of the elections with two (2) week's prior written notice, due to extraordinary circumstances, which must be approved by the Executive in advance;
2. All elected positions are active from inception to the following elections;
3. All elected positions are bound by the resolutions passed at all Annual and Extraordinary Congresses;
4. The Vice-President Finance and any other Executive Members having signing privileges, must notify the financial institution with whom they do business, formally in writing, of their absolution and loss of privileges, within one week of the election of the new Executive, or upon resignation from their position;
 - a. They must transfer signing privileges to the newly elected Executive;
5. The newly elected Ukrainian Canadian Students' Union Executives shall assume their responsibilities immediately at the conclusion of the elections;
6. The elected Executive will hold their positions until the conclusion of the election the subsequent year, or until they resign, or are removed from office, and;
7. Immediately following elections, the entire outgoing Executive shall remain as ex-officio members, active advisors, with no voting privileges during Executive meetings.

XII. PROVISIONS FOR QUORUM

Quorum for Executive meetings shall be the President, or the Vice-President, or designate when the President is not available and at least 50% of Executive Members, to make a decision, and;

Quorum for an Annual Congress or Extraordinary Congress is 51% of the delegates registered at the Congress.

XIII. REMUNERATION

No executive member shall receive remuneration for their service as an Executive Member. The Executive may vote to reimburse any individual for legitimate expenses incurred on behalf of the Ukrainian Canadian Students' Union.

XIV. DISSOLUTION & INACTIVITY

In the event of the dissolution of the Ukrainian Canadian Students' Union;

1. Its assets shall be deposited with the Ukrainian Canadian Congress, for the purpose of funding a future national Ukrainian Canadian student organization.
2. Any permanent records or artefacts of significant historical note shall be left in the custody of the National Archives of Canada or such other organization as the Ukrainian Canadian Students' Union designates; to hold in trust until the Ukrainian Canadian Students' Union is revived; or to the Ukrainian Canadian Congress;

XV. IMPEACHMENT

Grounds for impeachment shall consist of any action that contravenes this constitution, or any municipal, provincial, or federal laws.

Any member of the Executive may be impeached from office when;

1. Ten Individual Members in good standing of the Ukrainian Canadian Students' Union call for a Special Executive meeting when there is a written request submitted to the Executive;
2. Two-thirds (2/3) majority vote of all Executive Members of the Ukrainian Canadian Students' Union is required for an Executive member to be impeached from office;
3. Prior to a vote of impeachment from the Ukrainian Canadian Students' Union, the concerned Executive Member may speak on their behalf.

Any Member Organization may be expelled from the Ukrainian Canadian Students' Union for the current session for any action that contravenes the concerned Member Organizations constitution, this constitution, or any municipal, provincial, of federal laws, when;

1. Ten Individual Members in good standing of the Ukrainian Canadian Students' Union may call for a Special Executive meeting when there is a written formal request submitted to the Executive;
2. The Executive shall submit in writing to all Member Organizations no later than two (2) weeks before the set date of the Special Executive meeting;
 - a. Advising of the intention to expel the concerned member organization;
 - b. The reason(s) to expel the concerned Member Organization from the Ukrainian Canadian Students' Union;
3. Two-thirds (2/3) majority vote of all Executive Members of the Ukrainian Canadian Students' Union is required;
4. Prior to a vote of expulsion from the Ukrainians Canadian Students' Union, the concerned Member Organization may speak on their behalf.

XVI. MEETINGS

Executive meetings will;

1. Be called with five (5) days notice to the date of the meeting;
2. Have an agenda made available to all Executive Members for each Executive Meeting;
3. Be chaired by the President, or the Vice-President, or designate when the President is not available, and;
4. Have a minimum of ten (10) Executive Meeting in a given term;

XVII. CONSTITUTIONAL AMENDMENTS

Amendment to the Constitution must be made as follows;

1. A written copy of all proposed amendment(s) shall be submitted to the Ukrainian Canadian Student's Union Executive no later than two (2) weeks prior to the convening of a Ukrainian Canadian Students' Union Congress or Extraordinary Congress;
2. The Ukrainian Canadian Students' Union Congress or Extraordinary Congress shall consider constitutional amendments that;
 - a. Have been edited for style by the Congress Constitutional Committee;
3. Constitutional amendments must be;
 - a. Voted on only at the Ukrainian Canadian Students' Union Congress, or at an Extraordinary Congress;
4. All Individual Members of the Ukrainian Canadian Students' Union have the right to review proposed amendments;
 - a. The Executive shall submit a written copy of all proposed Constitutional amendment(s) to all Ukrainian Canadian Students' Union Member Organizations no later than one (1) week prior to the convening of the Congress;
5. The Executive will review any proposed amendments and will vote to recommend or not recommend the amendment to the Congress; and;
 - a. A two-thirds (2/3) majority vote of the Ukrainian Canadian Students' Union Delegates present at the Congress or Extraordinary Congress is required to pass an amendment to the constitution.

XVIII. RULES OF ORDER

The governing rules of the Ukrainian Canadian Students' Union are;

1. In the latest edition of Robert's Rule of Order, and;
 - a. Are to be implemented in all cases to which they are applicable and not inconsistent or infringing with the Ukrainian Canadian Students' Union Constitution;

Amendments;

- *Constitution and amendments prepared by Marco Jacuta on the 15th day of January, 2008, in Edmonton, Alberta, Canada.*

- *Constitution and amendments prepared by Tamara Mischena & Andrew Wodoslawsky on the 16th day of February, 2009, in Toronto, Ontario, Canada.*