

## Vanier Constitution Changes

### **Article X. Duties of Members of Council**

From: Duties – Vice President – Social/Cultural & O-Chair

To: Duties- Vice President- Social/Cultural

To: Duties- Orientation Chair

### **Article VII.**

#### **MEMBERS OF COUNCIL AND QUALIFICATIONS**

**From:** Athletics Chair and Vice-Chair;

**To:** Vice President- Athletics and Director- Athletics

**Add:** Qualifications of Webmaster: The Webmaster(1) Every Member of Council, other than the Speaker, the C.R.O. and the Webmaster shall be a Member of Vanier and every elected or appointed student Member of Council, other than the Speaker, Webmaster and the Senior Alumni Representative shall be:

**From:** Special Qualification: (7) a) The President shall have at least two (2) years (five terms) experience on Council. In extraordinary circumstances, Council shall fill this vacancy as they see fit.

**To:** Special Qualification: (7) a) The President shall have at least one (1) year (three terms) experience on Council as VP however it is highly recommended that they hold at least two (2) years experience, not mandatory. In the event where nobody with the necessary term runs for the position, council may allow for someone without said experience to hold the position.

**From:** Special Qualification: (7) b) The Chief of Administration, Vice President Academic & External Affairs and Vice President Social/Cultural (O-Chair) shall have at least three (2) terms experience on Council. In extraordinary circumstances, Council shall fill these vacancies as they see fit.

**To:** The Chief of Administration, Vice President Academic & External Affairs and Vice President Social/Cultural Affairs and the Vice President Athletics shall have at least two (2) terms experience on Council. In the event where nobody with the necessary term runs for the position, council may allow for someone without said experience to hold the position.

**Add:** Honorarium- Resignation (4) If any member of council resigns in the middle of a term, they will not be eligible for the full honorarium of the incomplete term. Their honorarium amount for the term will be divided into weeks to determine the amount eligible for. By choosing to resign mid-term, the council member accepts these conditions. Only council members who complete full terms will be eligible for that term's honorarium.

## **ARTICLE X.**

### **DUTIES OF MEMBERS OF COUNCIL**

#### **Duties- Vice President Finance**

4. r. **From:** To dedicate a minimum of 1 hour of transitioning with the incoming Vice President Finance on portfolio duties and other relevant information; and,

4. r **To:** To dedicate a minimum of 1 hour transitioning with the incoming Vice President Finance on portfolio duties and other relevant information and create a transition binder to ease transition

#### 6. Add: Duties of Vice President- Social/ Cultural:

Duties shall include:

- a) To act as an executive member on V.C.C.;
- b) To be available a daily basis and active over the Summer Session in the planning, coordinating and overseeing of VCC events;
- c) To present to Council a portfolio of events and records with respect to Welcome Week;
- d) To overlook the duties of the Director Social, First Year Representative,
- e) **From:** To ensure that at least there is one social event is being hosted per month  
**To:** To ensure that at least there is a minimum of one event being organized and executed per month;
- f) To create an action plan outlining events taking place throughout the year;
- g) To hold monthly Social Committee meetings during the Summer semester to prepare all events for the upcoming Academic year (September-April inclusive);
- h) To hold bi-weekly Social Committee meetings during the Fall/Winter semesters
- i) To plan and coordinate the end of year Formal and any other formals that the VCC approves throughout the academic year;

- j) To ensure events for the winter term are planned and booked by December 1st
- k) To work with the YFS director to avoid conflicting events when possible
- l) To organize and propose an outline of the details of a year-end Formal, and present to Council an outline of the details of the event, and estimated costs, by the first meeting of January
- m) To submit to the Vice-President Finance an event budget in August for events for the Academic year or at least one month prior to each event, ensuring that all events are within budget;
- n) To have all events for the Academic Year (September-April inclusive), planned and approved by the council no later than July 31st.
- o) To work with the Vice-President Media Promotions to make sure that all events are promoted in a timely and effective manner;
- p) Shall strive for at least one collaborative event with at least one other college per semester;
- q) To keep a full set of book and records in proper order, including records of all business contacts in the VCC Business Contact Log-Book and available for inspection at any time by the Council, to be handed over to next Vice-President Social at the beginning of their term
- r) To leverage social media platforms effectively to engage the student community and increase participation in events.
- s) To be a voting member of S.A.Y.U.;
- t) To attend all S.A.Y.U. meetings;
- u) To respond to requests for and to promote all activities and events deemed to be culturally and socially enriching to a broad range of Vanier College members;
- v) To ensure minimum of one event per month is being organized and executed;  
To: Strike out
- w) To present monthly reports as well as a year-end report to Council on all events organized and, in conjunction with Vice President – Finance, the financial status of the same;
- x) To chair the Social Sub Committee meetings in the event that the Director of Social Cultural is unable to do so;
- y) To oversee, investigate, and report to Council on all aspects of all events including, but not limited to, finances, event reconciliations, ticket prices, and delegated Members' responsibilities;
- z) To be responsible with the President and Vice President – Finance, for the collection of monies for events;
- aa) To Chair the Formal Committee and to present to Council an outline of all details for the event including, but not limited to, all estimated costs;

- bb) To maintain a set amount of office hours, as prescribed by Council, which shall not be less than three (3) hours per week;
- cc) To provide Council with verbal or written reports at every regular meeting of Council or as requested;
- dd) To assign duties to the Director-Social/Cultural as required;
- ee) To dedicate a minimum of 1 hour of transitioning with the incoming Vice President Social/Cultural and O-Chair on portfolio duties and other relevant information;
- ff) To carry out the duties assigned to all Members, as prescribed in this Article, and as required in any Act or other subsidiary regulation.

7. **Add:** Duties of Orientation Chair:

- a) To be available on a daily basis and active over the Summer Sessions in the planning, coordinating and overseeing Vanier Orientation Week and V.C.C. events and to be responsible for the successful implementation of the same;
- b) To submit an initial budget to the Vice-President Finance and Vanier College Council for approval by last week in May;
- c) To submit weekly budget updates (after approval of the initial budget) with full details to the VP Finance starting June 1;
- d) To contact vendors and negotiates contracts in conjunction with the VCC Vice-President Finance and with the approval of Council;
- e) To hire, train and supervise leaders and other orientation support as needed with support from the Orientation Committee;
- f) To conduct two mandatory training sessions ( a Vanier specific training as well as an Anti-Oppression training by the YFS) for the above volunteers which are in addition to the mandatory University training session for orientation staff and volunteers in late August;

- g) To meet bi-weekly with the Office of the Head and the Faculty of LA&PS regarding the schedule and events starting the third (3) week of May;
- h) To present the council a complete list of all products to be purchased with the orientation budget. Including but not limited to t-shirts, Orientation Week kits, and leader apparel which the council must approve;
- i) To ensure all swag orders and orientation contracts with both internal departments as well as external companies are finalized and signed off with the departments/companies by July 15 or earlier depending on the vendor deadline requirements. This means the following has been officially signed off by July 31 by the President/VP Finance: swag quantities, sizes, artwork, prices and delivery dates; contracts for security, TUUS forms, York services (service requests), catering (both on campus and off), external vendors, and campus partners;
- j) To ensure any material purchased with the orientation budget is property of the Vanier College Council. Any surplus material remaining at the end of Social Orientation must be returned to the Vanier College Council under the direction of the Chief of Administration. This includes but is not limited to t-shirts, leader apparel, first year kits, decorations, and food/drinks.
- k) To finalize all Social Orientation finances by the end of September including but not limited to following up on invoices with the VP Finance and remitting payments where applicable
- l) To submit a final detailed report (including event details as well as financial information) along with recommendations by October 5th of the given year;
- m) To be available to be contacted by people, offices, constituencies or organizations associated with Orientation, whether by telephone, electronic mail, fax or other, on a daily basis during the Summer session;
- n) To attend all meetings of Council held during the Summer session, and present a report at each meeting outlining the progress of the planning of Orientation;
- o) To ensure the integrity of Vanier College is maintained during Orientation Week by planning and executing events that promote inclusivity and the safety and well-being of all participants;
- p) To work closely, on a weekly basis throughout the Summer and Fall sessions, with the President and VP Finance regarding all monetary transactions pertaining to Orientation week, and to keep an accurate record of the same;
- q) To work in conjunction with the Vice President of Finance and President to handle all kit sales and monetary transactions during Orientation Week;
- r) To guarantee that all Frosh Week related expenditures are motioned in the meetings with the authority and approval of the VP Finance and President;
- s) To be a voting member of Y.O.D.A. and to attend all Y.O.D.A. meetings,

or any other such body that, from time to time, is created to govern and oversee Orientation on a University wide basis;

- t) To chair the Orientation Committee, alongside the President, and have regular meetings with the President regarding the planning of Orientation Week;
- u) To be responsible, alongside the VP of Media and Promotions, for coordinating the marketing, promotion, and corporate sponsorships for Orientation Week events, including the development of a website, and the creation of a “Vanier College Orientation Week” social media platform;
- v) To prepare a kit for First Year Vanier Students, the contents of which shall help promote the social and academic way of life at York and Vanier College;
- w) To ensure all Orientation Week apparel and promotional material is ordered and received before the start of Orientation Week;
- x) To coordinate and facilitate the involvement of Vanier College in joint events for Orientation Week;
- y) To fill out all appropriate Temporary Use of University Space (TUUS) Forms for all Frosh Week events;
- z) To be a member of the Orientation Leader Hiring Committee, alongside all selected council members;
- aa) To select, Upper Year Vanier affiliated students as Orientation Week Leaders, who shall assist with the proper implementation of all Orientation Week Activities;
- bb) To sufficiently prepare and monitor all Council members and selected Orientation Leaders for the events of Orientation Week;
- cc) To delegate authority (wherever possible and necessary) to members of Council in order to ensure the successful completion of Orientation Week activities;
- dd) To prepare the Orientation report up to two months after Orientation Week and to chair the Orientation Review Committee;
- ee) To present to Council a portfolio of events and records with respect to social orientation;

Duties of Director of Finance-



Publication Date	2.	<p>Where possible, the Vandoo shall be published a minimum of three times during the academic year, once or twice each semester. Issues shall be published immediately prior to the end of a term and shall be available not less than two weeks prior to the last day of classes. If an issue, under inevitable circumstances, is either significantly late or cancelled, the Editor shall inform the Board and Council as to the reason(s) for the delay or cancellation. There is always the option to have additional issues printing for special cases. There is always room to have additional issues and articles on the website. There ought to be published articles on the website on a continuously regular and/or at least weekly basis.</p> <p>a) There should be a display room and/or space allocated to the Vandoo in the Office of the Head, VCC office, Vanier Athletics, for any printed issue(s) if desired.</p>
College News	3.	<p>(1) It is the responsibility of the Vandoo to keep the Vanier Community informed as to the business activities of Vanier College Council &amp; Vanier College Athletics. Where possible a report should be present at Council meetings regularly, and subsequently publish news article(s) on the business discussed and concluded during the meetings;</p>
Exception		<p>(2) Except when the Council is meeting in camera, the Vandoo is entitled to report and carefully interpret Council proceedings in addition to requesting for interviews and/or ask for Council Member's comments and views for the purpose of professional journalism. The Vandoo shall also aim to capture the entire year of Vanier College for record-keeping purposes, all events including, but not limited to, social/cultural, academic and Orientation, should be reported and photographed by members of the Vandoo;</p>
Coarse Language	4.	<p>The Vandoo will accept all submissions through the officially Council approved email account. Likelihood of articles being published is at the discretion of the Editor-in-Chief and the editorial staff as long as they do not contradict the constitutional goals and objectives as outlined herewith including the desired goals and objectives of the V.C.C. submissions are welcome from all members of York University. All submissions must include the name and contact information of the author if their submissions are to be considered for publishing;</p>
Letters to the Editors	5.	<p>The following is the standard newspaper policy for Letters to the Editor, and shall be followed and applied by The Vandoo:</p> <p>a) All letters must be signed by the contributor (author), and shall include their full contact details; full name, student number, home address, email and phone number at which the author can immediately be reached;</p> <p>b) Anonymous letters shall be deemed unqualified for publishing. However, authors' names may be withheld by The Vandoo upon request by the former at the discretion of the Editor-in-Chief and the V.C.C.;</p>



- c) The Vandoo reserves the right to edit to any letter for length, grammar and omit certain aspects of the submission that do not meet the Vandoo guidelines and policy, or otherwise those parts which are considered to be potentially controversial and contradictory. However, each issue should include a printed disclaimer advising readers that such editing occurred; and,
  - d) The Vandoo shall withhold all correspondence including the official true copies and those which are of libellous nature.
- Refusing Submissions 6. The Editor has the right to refuse submissions. If it is decided that a submission, in order to be printed, must be significantly edited, the Editor must advise the contributor before publication. If a workable solution (in keeping with this list of guidelines) cannot be reached, the Editor shall refuse to print the work;
- Budget and Financial Statements 7. The Editor is responsible for formulating, with the assistance of the Vice-President and Directors of Finance of Vanier College Council, a detailed issue-by-issue budget. The Editor should become familiar with the methods in which bills, advances and reimbursements are processed. The Editor must submit a detailed letter and an up-to-date financial statement to the Directors of Finance who shall bring it to the attention of the Council, following the publication of each issue;
- Paper Advertising 8. The Vandoo shall print advertising, in accordance with the advertising policy determined from time-to-time by the Publication Board or by the V.C.C. (should the board be nonexistent). Priority should be placed on Vanier College and its affiliates and York University's related student governments, organisations, clubs, entities and business services;
- Online Advertising 9. The Vandoo shall have the capacity to publish native advertising in accordance with the advertising policy determined from time-to-time by the Publication Board or by the V.C.C. (should the board be nonexistent). Native advertising is to be labelled as such to provide distinction between editorial and advertising content. Priority should be given to businesses and organisation that the editorial staff deems relevant for the Vanier community;
- Circulation Size 10. The Vandoo shall attempt a circulation of 200. Any changes in circulation should be brought to the Publication Board or to the V.C.C. (should the Board be nonexistent), particularly since circulation changes may violate contracts signed with advertising agencies or clients;
- Filling and Archives 11. The Vandoo shall keep an up-to-date file of original true copies of all mail, submissions and any other material(s) such as correspondence that the Vandoo receives, each of which should be filed separately. Two copies of each issue must be sent to the York University Archives at the Scott Library;
- Political and Ideological Bias 12. The Vandoo shall refrain from continually promoting any political or ideological point of view. During elections at York University, the Vandoo shall feel free to endorse any candidate with the advice of Vanier College

Council. However, the Vandoo shall not make any endorsement of candidates running for the internal elections of Vanier College Council. All candidates being considered for endorsement shall be given equal opportunity and space in the Vandoo with the exception of the editorial column;

Staff

13. The Vandoo staff shall be hired on a yearly basis will include the following:

**Editor-in-chief and  
Chief of  
Operations**

- (1) Editor-in-Chief is also the Chief of Operations for the Vandoo;
- A. Mandate: To lead and direct Vandoo in both editorial and business responsibilities under the guidance of Vanier College Council. This position shall be the primary form of contact between Vandoo and Vanier College Council;
- B. The official title of Vandoo's Editor-in-Chief shall be Editor-in-Chief and Chief of Operation to reflect the mandate of the role;
- C. The Editor-in-Chief and Chief of Operations shall be abbreviated as Chief Editor & Operations for brevity;
- D. The title shall be considered interchangeable between Editor-in-Chief and the official title as deemed necessary by the nature of the business;
- E. This role is responsible for leading and overseeing the editorial and operational aspect of Vandoo which includes but is not limited to:
  - i. Leading the editorial staff which includes but is not limited to:
    - a) Editing and reviewing all content in the newspaper, website, and social media prior to public release;
    - b) Creating content;
    - c) Ensuring accuracy as well as checking for potential libel or slander in any content;
  - ii. Overseeing the business component of Vandoo:
    - a) Advertising and Sponsorships;
    - b) Printing and distribution operations;
    - c) Promotions and marketing;
- F. The Editor-in-Chief shall enforce Vandoo policy as outlined in the Vanier College Council's Constitution and desired Vanier College Council's goals and objectives;
- G. The Editor-in-Chief shall have the capacity to continuously innovate Vandoo in the interest of Vandoo which includes but is not limited to:

Exploring new options to disseminate information;

- i. Exploring new strategy to increase readership and visibility;
  - ii. Modifying the business aspect of Vandoo;
  - iii. Researching the market including reading relevant publications or blogs, and staying up-to-date with writing and editing techniques;
- H. The Editor-in-Chief primary responsibility to Vanier College Council includes but is not limited to:

Drawing up budget proposals and any other information requested by Vanier College Council;

- i. Attend Vanier College Council meetings on a regular basis and provide written and/or oral report regarding the work and progress of the Vandoo and its staff and would send a representative on his/her absence;
  - ii. Be present on Vanier College Council related events and relay relevant information to the Vandoo staff;
  - iii. To advice Vanier College Council on events and activities undertaken by Vandoo;
  - iv. Provide editorial advice to Vanier College Council;
  - v. Endeavour to print submissions of various members of Vanier College Council for the purpose of promoting its officially sanctioned activities; however, submissions by any Member of Council not officially sanctioned by Vanier College Council will be subject to Vandoo's discretion under the guidance of The Vandoo Act;
- I. The Editor-in-Chief shall oversee the maintenance of the website and social media through the Social Media Manager and the Webmaster;

## **Editors**

- (2) Each editor in the editorial team shall be assigned a specific domain in which they are assigned to hold responsibility of their respective role:
- A. External Affairs Editor – the External Affairs Editor shall be assigned to lead a team of writers and photographers in covering any newsworthy activities that occur within, both Keele and Glendon Campus of York University. This includes but is not limited to:
- i. Events sponsored by organisations beyond the scope of Vanier College:
    - a) University functions;
    - b) Workshops, seminars, networking events, forums;
    - c) Career Centre events;

- ii. Intramural sports events in partnership with Vanier Athletics;
- B. Internal Affairs Editor – the Internal Affairs Editor shall be assigned to lead a team of writers and photographers in covering Vanier College events throughout the year with a focus on main events. This includes but is not limited to:
- i. Promotions and announcements from Vanier College Council in liaison with the Editor-in-Chief;
  - ii. Messages from Vanier College’s Office of the Head in conjunction with the Editor-in-Chief;
  - iii. Frosh week and frost week;
  - iv. All Vanier College Council events and other college events;
- C. Features Editor – the Features Editor shall be assigned to lead a team of writers and photographers and serve as the primary contact between contributors regarding topics that exist outside the news and events sphere which includes but is not limited to:
- i. Feature articles;
  - ii. Creative submissions;
  - iii. Community contributors (e.g. alumni);

Reviewing of submissions

- (3) Editors shall be responsible for editing and reviewing articles, photos, and illustrations under their respective domains, but should consult the Editor-in-Chief;

Editors can also contribute

- (4) Editors can write their own article to be reviewed by the editor-in-chief;  
 Editors are required to assist the Editor-in-Chief in Vandoo’s operations as deemed necessary by the Editor-in-Chief;

**Writers**

- (5) The roles of the writers shall include the following;
- i) Writers shall submit article ideas to the appropriate editors prior to commencement of any writing with the exclusion of creative pieces;
  - ii) Writers shall submit creative pieces to the Features Editor and is published at the Editorial staff’s discretion;
  - iii) Writers shall be required to fact-check their articles and article ideas prior to interaction with the editorial team;
  - iv) Undertaking background research including desk-based research and conducting site visits or interviews;

- v) Writers shall continuously develop their network around the Vanier community and York University throughout the school year;

**Photographers**

- (3) The roles of the photographers shall include the following:
  - i) Photographers are responsible for covering Council meetings, events and Vanier-related activities including affiliated Clubs working hand-in-hand with the editors and writers present at the event(s);
  - ii) Photographers are to maintain constant communication with their respective editor during assignments set by any of the editorial staff;
  - iii) Unless stated otherwise, creative submissions by photographers are accepted only with an accompanying article which can be written by a writing staff or contributor;

**Layout Designers**

- (4) The roles of the layout designers shall include the following:
  - i) This role shall work directly with the Editor-in-Chief;
  - ii) Layout designers shall design and implement a layout for the paper and to ensure the layout is consistent with the year's general theme as set by the Editor-in-Chief. Layout design includes but is not limited to:
    - a) Advertisements;
    - b) Articles;
    - c) Illustrations and photos;

**Webmaster**

- (5) The roles of the layout Webmasters shall include the following:
  - i) This role shall work directly with the Editor-in-Chief;
  - ii) It is the responsibility of the webmaster to update the website in liaison with the editorial board;
  - iii) The webmaster shall be assigned to monitor the statistics of the website which includes but is not limited to:
    - a) Website traffic;
    - b) User experience;
    - c) User feedback;

**Social Media Manager**

- (6) The roles of the Social Media Manager shall include the following:
  - i) The Social Media Manager is responsible for handling all social media platforms of the Vandoo, which includes:
    - a) Twitter;
    - b) Facebook;
    - c) Instagram;
    - d) YouTube;
  - ii) The Social Media Manager shall partner with the Webmaster to collate statistics regarding the general Online presence of Vandoo;

- iii) Unless stated otherwise, the Social Media Manager must report to the Editor-in-Chief prior to uploading any content Online which includes but is not limited to:
  - a) Tweets and Retweets (Twitter);
  - b) Posts (Facebook);
  - c) Photos;
  
- iv) It is the responsibility of the Social Media Manager to promote the Vadoo in any way deemed appropriate by the Editor-in-Chief;