

THE 7CSC AMENDMENT HANDBOOK



PREPARED
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MPR
1 December 2022

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Distribution: *Publicly Accessible.*

***Publishable**

I. INTRODUCTION

This handbook is intended to facilitate the implementation & organisation of amendments to Constitution, Bylaws, or other governing documents of 7CSC. This handbook is separated into three sections:

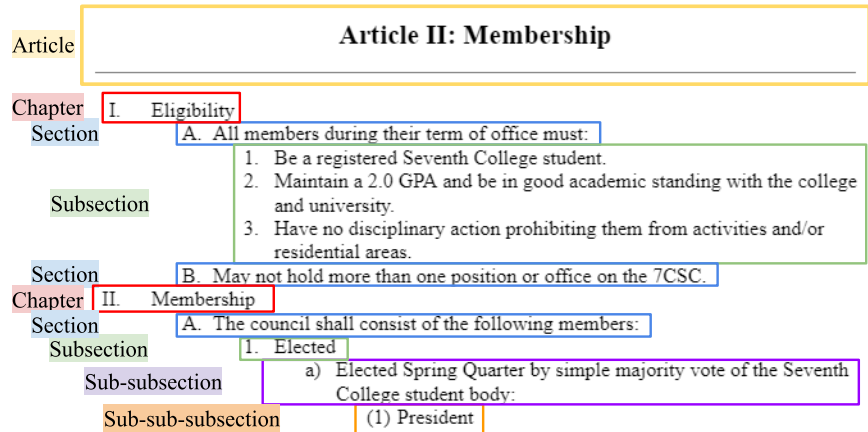
1. **Textual organisation** of the Constitution & Bylaws to best facilitate the proper implementation of amendments or general formatting fixes.
2. How to **implement new text** introduced by ratified amendments.
3. How to **file amendments** after changes have been made into official & publicly accessible governing documents in addition to Google Drive Archiving practices.

II. ORGANIZATION

Formatting of the Constitution

The general text of the Constitution is formatted as follows:

1. Times New Roman
2. Single spaced
3. One inch margins
4. No double spaces
5. No spaces at the end of headers or paragraphs
(ex. Hello world.)



The specific format for each part of the document is as follows:

Document Part	Font Size	Ordinal Markation	Miscellaneous
Article	16	Uppercase roman numeral	<ul style="list-style-type: none"> ❖ Bold ❖ Centred ❖ Followed by horizontal line on the next line (<i>with add space after list item</i>) ❖ Line break between Article & previous paragraph
Chapter	12	Uppercase roman numeral	
Section	12	Uppercase letter	
Subsection	12	Number	
Sub-subsection	12	Lowercase letter with close parentheses	
Sub-sub-subsection	12	Number with open & close parentheses	

Formatting of the Bylaws

The general text of the Bylaws is formatted as follows:

1. Times New Roman
2. Single spaced
3. One inch margins
4. No double spaces
5. No spaces at the end of headers or paragraphs
(ex. Hello world.)

Title	TITLE VI: Appointments
Chapter	1. Types of Appointments
Section	a. Regular
Subsection	i. Any appointment that is part of the regular, yearly process is defined as a regular appointment. ii. All positions filled by 7CSC shall be classified under the regular appointments process, except:
Sub-subsection	1. Where the position is classified as an incidental appointment; 2. Where the position to be filled is classified as a vacancy; 3. Where a position has an appointment process expressly provide
Subsection	iii. Process
Sub-subsection	1. There shall be publicized applications for all regularly appointed positions. 2. Applications must be available for a minimum of five (5) academic days. 3. Applications shall be reviewed and eligible candidates interviewed at the discretion of the Appointments Committee. 4. The Appointments Committee shall nominate to the 7CSC one person for every available position; a. This shall be dependent upon valid application, eligibility, and qualifications.

The specific format for each part of the document is as follows:

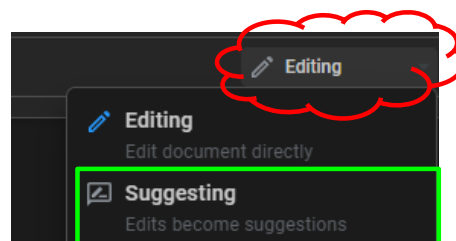
Document Part	Font Size	Ordinal Markation	Miscellaneous
Title	18	Uppercase roman numeral	<ul style="list-style-type: none"> ❖ Bold & centred text ❖ Horizontal line on the next line <i>(with add space after list item)</i> ❖ Page break between Title & previous paragraph
Chapter	16	Number	<ul style="list-style-type: none"> ❖ Bold ❖ Line breaks <i>(add space before list item)</i> between Chapters
Section	12	Lowercase letter	
Subsection	12	Lowercase roman numeral	
Sub-subsection	12	Number	
Sub-sub-subsection	12	Lowercase letter	
Sub-sub-sub-subsection	12	Lowercase roman numeral	

III. IMPLEMENTATION

How to Implement Ratified Amendments

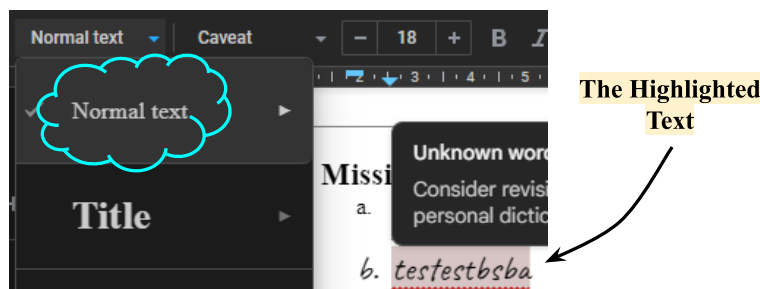
Once an amendment to the Constitution or Bylaws has been ratified by 7CSC, the Rules Committee, or members of, shall edit the [working copy of the Constitution](#) or [Bylaws](#) to implement the ratified amended language by doing the following:

1. Open the [Constitution & Bylaws folder](#), access the working versions folder. Navigate to the top right corner & select **editing**.



2. Click **suggesting** to activate suggestions mode. You may now copy & paste **ONLY RATIFIED** amended changes into the working documents

2. **Highlight the new text** & utilise the header feature.



3. Click once on the format desired to apply (ex. **Normal Text** or **Header 1**).

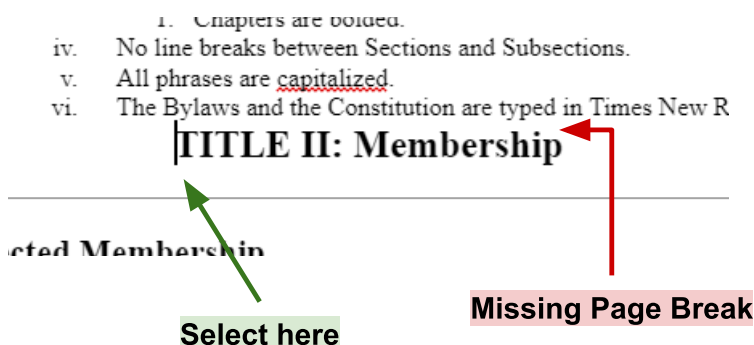
Select Format if...

- | | |
|--|----------------------|
| 1. <u>Article</u> or <u>Title</u> | → Header 1 |
| 2. <u>Chapter</u> | → Header 2 |
| 3. <u>Section</u> or <u>Subsection</u> | → Normal Text |
| 4. Horizontal Line | → Header 3 |

4. After incorporating the ratified amendments, the Secretary must be notified & asked to formally approve all of the suggestions made in **suggesting** mode.

Formatting Page Breaks

1. If something requiring a page break isn't the first line on a page, you need to add a page break.
2. Select in front of the text to be on the next page, then press **Ctrl-Enter**.
3. The text should now be on the next page.



Updating Table of Contents

If an amendment **adds** or **modifies** an Article, Title, Chapter, or Section, the Table of Contents must be updated.

HOW TO UPDATE THE TABLE OF CONTENTS:

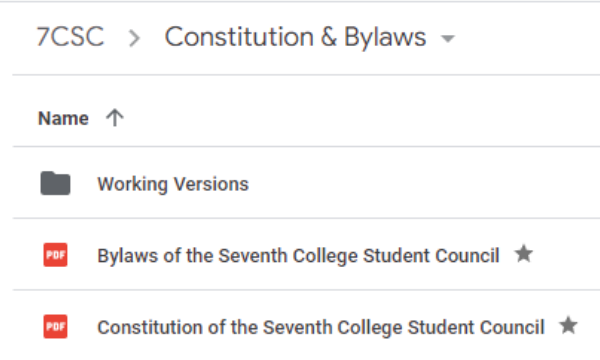
1. Select somewhere in the Table of Contents.	<p>Table Of Contents</p> <p>TITLE I: General Provisions 3</p> <p>Mission Statement 3</p> <p>Authority and Purpose 3</p> <p>Ratification and Dissolution 3</p> <p>Amendments 3</p> <p>Suspension 3</p> <p>Accessibility, Organization, and Formatting of the Bylaws 3</p>
2. A light grey outline will appear with a box at the top left with a circular arrow.	<p>Table Of Contents</p> <p>TITLE I: General Provisions 3</p> <p>Mission Statement 3</p> <p>Authority and Purpose 3</p> <p>Ratification and Dissolution 3</p> <p>Amendments 3</p> <p>Suspension 3</p> <p>Accessibility, Organization, and Formatting of the Bylaws 3</p>
3. Click the circular arrow & the Table of Contents will be updated.	

IV. ARCHIVING

Dos' & Don'ts

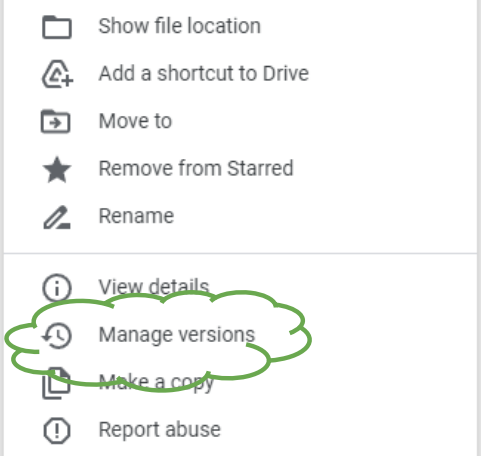
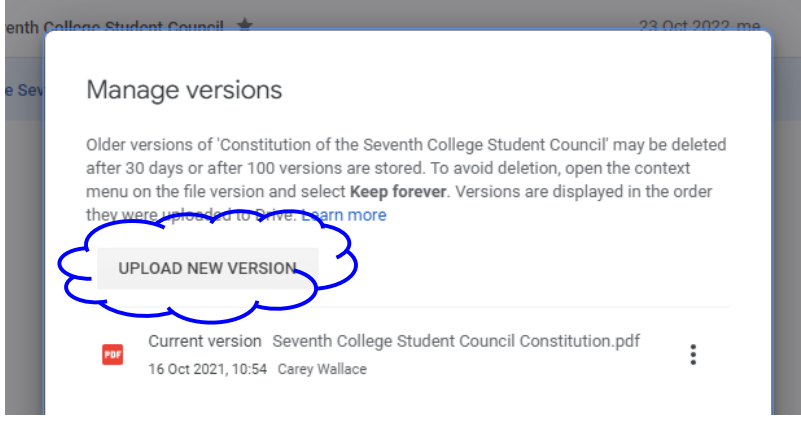
The Constitution & Bylaws in PDF format, located in the [Constitution & Bylaws folder](#), are the **OFFICIAL Constitution & Bylaws**. **These PDFs should NEVER be deleted.**

The Google Docs are only intended for the purpose of implementing amendments or formatting changes to either document.



How to Update Official Documents

<p>1. Press Ctrl-P & save as a PDF. The saved PDF should be located in your downloads folder.</p> <p>2. Go to the Constitution & Bylaws folder & select the document to be updated.</p>	A screenshot of the 'Print' dialog box in Google Docs. The 'Destination' dropdown menu is open, showing 'Save as PDF' as the selected option. A red cloud-like shape highlights the 'Save as PDF' option. Other options in the dropdown include 'Print to PDF' and 'Print to cloud'. The 'Pages' dropdown is set to 'All' and 'Pages per sheet' is set to '1'. The document has 50 pages.
<p>3. Right-click on the document to be updated.</p>	A screenshot of the Google Drive interface showing the 'Constitution of the Seventh College Student Council' PDF file. A right-click context menu is open over the file, showing options like 'Preview', 'Open with', 'Share', 'Get link', 'Add to workspace', 'Show file location', 'Add a shortcut to Drive', 'Move to', 'Remove from Starred', 'Rename', 'View details', and 'Manage versions'.

<p>4. Select Manage Versions.</p>	 <p>A screenshot of a Google Drive context menu. The menu items are: Show file location, Add a shortcut to Drive, Move to, Remove from Starred, Rename, View details, Manage versions, Make a copy, and Report abuse. The 'Manage versions' option is circled in green.</p>
<p>5. Select Upload New Version & select the PDF you saved.</p>	 <p>A screenshot of the 'Manage versions' dialog box in Google Drive. The dialog shows a message about version deletion and a list of versions. The 'UPLOAD NEW VERSION' button is circled in blue. The version list shows the current version of 'Seventh College Student Council Constitution.pdf' uploaded on 16 Oct 2021 by Carey Wallace.</p>

Updating the PDFs will ensure that there is a historical archive for past versions of the Constitution, Bylaws, & other governing documents of 7CSC.

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