

British Columbia Federation of Students

CONSTITUTION & BYLAWS

Last Amended January 14, 2018

CONSTITUTION

1. Name

The name of the society is British Columbia Federation of Students, hereinafter referred to as the Federation.

2. Purposes

The purposes of the society are:

- a. to organise students on a democratic, co-operative basis in advancing students' interests, and in advancing the interests of the students' community;
- b. to provide a common framework within which students can communicate, exchange information, and share experience, skills, and ideas;
- c. to ensure the effective use and distribution of the resources of the student organisation;
- d. to bring students together to discuss and cooperatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students;
- e. to facilitate co-operation among students in organising services which supplement the learning experience, provide for human needs, and which develop a sense of community with our peers and with other members of society;
- f. to articulate the real desire of students to fulfill the duties and be accorded the rights of citizens in British Columbia and in the international community; and
- g. to achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is nationally planned; which recognises the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognised and appreciated.

ADOPTED
AUGUST 2015AMENDED
AUGUST 2016

STATEMENT OF PURPOSE

The British Columbia Federation of Students exists to perform the following functions:

1. to further the goals of the British Columbia Federation of Students as outlined in the Constitution;
2. to represent, promote and defend the common interests of students studying at British Columbian and Canadian post-secondary institutions;
3. to promote and support the interests and activities of democratic student organisations in British Columbia and at all educational institutions in Canada;
4. to bring together post secondary students from all parts of British Columbia to discuss and take common, democratic positions on questions affecting students;
5. to represent British Columbian students in the federal level of decision making and to do so by speaking on their behalf with united voice;
6. to formulate a strategy that will serve as a framework for coordinating the efforts of representative post secondary student organisations in British Columbia. This programme will summarize a long term strategy for achieving the objectives of students in post secondary education; will describe general ways of reaching those objectives; and will be revised periodically as new objectives and approaches become appropriate;
7. to do all other things that are incidental or conducive to these purposes.

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BYLAW I

DEFINITIONS

For the purposes of the Constitution and Bylaws:

1.1 Canadian Federation of Students

Canadian Federation of Students is a national student organisation. British Columbia Federation of Students is a chartered provincial component of Canadian Federation of Students.

1.2 Local Union

A "local union" shall be taken for all purposes to mean an organisation of students which satisfies the following criteria:

- a. it is locally and democratically controlled;
- b. it is autonomous from other organisations;
- c. it represents students at only one post-secondary institution; and
- d. it is campus-wide; that is, the breadth of its membership, of its normal activities, and of its representative efforts correspond to the highest administrative student organisation of the institution, notwithstanding that there may be separate graduate, undergraduate, or part-time student organisations at the institution.

1.3 Referendum

A "referendum" will be taken to mean a general vote of the members of a local union, whether conducted at balloting locations or at a formal general meeting of the local union.

1.4 Individual Members

An "individual member" shall be any individual who is a member of a member local union of the Federation or who holds an at-large position on the Executive Committee.

1.5 At-Large Positions

The "at-large" positions on the Executive Committee are:

- a. Chairperson;
- b. Campaigns Coordinator;
- c. Services Coordinator;
- d. Secretary-Treasurer;
- e. Women Students' Representative; and
- f. Indigenous Students' Representative.

1.6 Plenary

The "plenary" is that portion of the general meeting in which formal decision-making by the delegates of member local unions transpires.

AMENDED
JANUARY 2016
(EFFECTIVE MAY
2016)

BYLAW II

MEMBERSHIP

2.1 Full Membership

General Description - Full membership is a membership of unlimited duration, and includes membership in the Canadian Federation of Students and Canadian Federation of Students-Services.

- a. Quorum for a referendum to join the Federation shall be five per cent (5%) of the individual members of the local union.
- b. The official wording for a referendum on certification shall only include the following:
 - i. "Do you wish to become a member of the British Columbia Federation of Students?" and
 - ii. Such other wording as decided by the Executive Committee.
- c. A written application for full membership submitted by an eligible local students' union shall constitute a binding contract to accept the rights and responsibilities of full membership in the British Columbia Federation of Students;
- d. Within ninety (90) days of receipt by the Federation of an application in writing for full membership, the Executive Committee shall consider the application and make a recommendation to the member local unions of the Federation regarding the application.
- e. There shall be a vote of the member local unions of the Federation by mail or at the next general meeting on the question of approving a recommendation of the Executive Committee regarding an application for membership. A majority of at least two-thirds shall be required to accept the application.
- f. Full membership status becomes effective at such time as it is approved by the Plenary of the Federation.
- g. As of January 1, 2016 the full membership fee for each member local union shall be no less than \$8.76 per semester per local union individual member, pro-rated as per the practice of the member local union with regard to the levying of its local union fee.
 For member local unions holding full member status prior to January 1, 2016, the previous full membership base fee of no less than \$3.00 per semester, or \$6.00 per academic year, per local union individual member shall remain in full force and effect until such time as the new fee is implemented, which shall be no later than December 31, 2019.
- h. Beginning in 1996, the membership fee shall increase for students registered in programs or courses commencing on or after September 1 each year by the rate of increase in the national Consumer Price Index during the previous calendar year.
- i. A local union's application for membership, once accepted by the Federation, shall constitute a binding contract to collect and remit to the Federation full membership fees for the duration of membership.
- j. The individual members of the Federation collectively belonging to a member local union will have sole authority to initiate a vote on decertification, in accordance with Bylaw 2.4 by submitting to the Executive Committee of the Federation a petition signed by not less than twenty per cent (20%) of the individual members of the union calling for the vote.

AMENDED
 JANUARY 2000
 AUGUST 2003
 AUGUST 2014
 JANUARY 2016

2.2 Prospective Membership

General Description - Prospective membership is a membership of limited duration.

- a. A local students' union in British Columbia is eligible to apply for prospective membership if it has passed a motion of its members, executive, council or equivalent representative body to apply for prospective membership in the British Columbia Federation of Students.
- b. Within ninety (90) days of receipt by the Executive Committee of the Federation of an application in writing for prospective membership, the Executive Committee shall consider the application and make a recommendation to the member local unions of the Federation regarding the application.
- c. There shall be a vote of the member local unions of the Federation by mail or at the next general meeting on the question of approving a recommendation of the Executive Committee regarding an application for membership. A majority of at least two-thirds shall be required to accept the application.
- d. Prospective membership status becomes effective at such time as it is approved by the plenary of the Federation.
- e. The prospective membership fee for local unions is five per cent (5%) of the full membership fee. A two-thirds (2/3) vote of plenary at a general meeting may waive this fee, in part or in whole.
- f. A prospective member union must hold a referendum on full membership in the Federation within one year following its acceptance as a prospective member union.
- g. A local students' union's prospective membership lapses at the corresponding general meeting one (1) year after the general meeting at which prospective membership was granted, or when it is accepted by a general meeting as a full member, whichever comes first.
- h. There shall be a two (2) year waiting period between the expiration of prospective membership status before a subsequent prospective membership application will be accepted, unless waived by a two-thirds (2/3) vote by a Federation general meeting.
- i. In the event that the majority of those voting in the referendum on full membership in the Federation, full membership will be granted as of the subsequent general meeting, at which point prospective membership shall cease.
- j. In the event that the majority of those voting in the referendum oppose full membership in the Federation, prospective membership will immediately cease.
- k. In the event that a prospective member union fails to achieve quorum, prospective membership will be extended automatically and another referendum on full membership will be held within the subsequent six (6) months.
- l. In the event that a prospective member union fails to conduct a referendum on full membership as required by this Bylaw, the Federation shall have the option to either cancel or extend, by majority vote of a general meeting, the prospective membership until a referendum on full membership is conducted.
- m. A prospective member union shall have full voting rights in Federation general meetings, but shall not be permitted to designate a proxy to vote on its behalf, and shall be entitled to all other rights and benefits accorded a full member local union.

AMENDED
AUGUST 2003
AUGUST 2014
AUGUST 2015
JANUARY 2016

2.3 Suspension and Expulsion of Member Local Unions

- a. A member local union may have their voting privileges suspended, for up to twenty-four months, or be expelled from the Federation by a two-thirds vote of a general meeting:
 - i. for a breach of a provision of the British Columbia Federation of Students bylaws;
 - ii. for failure to meet its financial obligations to the Federation; or
 - iii. when a problem of duplicate representation arises.
- b. The process for suspending voting privileges of or expelling a member may be initiated by:
 - i. resolution of the Executive Committee; or
 - ii. a petition signed with more than fifty per cent (50%) of the member local unions served upon an Executive Committee meeting.
- c. Upon the process for suspension of voting privileges or expulsion of a member local being initiated, the Executive Committee shall:
 - i. inform the member local union of such resolution or petition within seven (7) calendar days and a minimum of twenty eight (28) calendar days before a general meeting where suspension or expulsion will be discussed. Notification shall be by registered mail and shall be considered as received upon receipt by the member local union;
 - ii. include the business on the agenda of the next annual or semi-annual general meeting provided one is scheduled to commence no sooner than four (4) weeks and no later than thirteen (13) weeks following the Executive Committee meeting at which the suspension of voting privileges or expulsion is initiated; or
 - iii. organise a special general meeting to deal with the business, to be scheduled for no sooner than four (4) weeks and no later than thirteen (13) weeks following the Executive Committee meeting at which suspension of voting privileges or expulsion is initiated, notwithstanding article 3.3 (b).
- d. A member local union, having had its voting privileges suspended or having been expelled by the national plenary of the Canadian Federation of Students shall be deemed to have had its voting privileges suspended or to have been expelled, respectively, from the British Columbia Federation of Students. A motion ratifying the suspension of voting privileges or expulsion must be conducted at the next general meeting. If a general meeting does not occur within the succeeding nine (9) months a special general meeting will be called for this purpose.
- e. A member local union, having had its voting privileges suspended or having been expelled, will have the right to appeal said suspension of voting privileges or expulsion to a subsequent British Columbia Federation of Students general meeting.

AMENDED
AUGUST 2003

2.4 Vote on Decertification

The individual members of the Federation belonging to a member local union may vote on the question of continuing their membership, subject to the following rules and procedures:

- a. **Petition**
 - i. As per Bylaw II, Section 2.1.i. a petition calling for a vote on decertification shall be signed by no less than twenty percent (20%) of the individual members of the member local union and delivered to

- the Executive Committee of the Federation.
- ii. The petition shall be worded as follows: "We, the undersigned, petition the Executive Committee of the British Columbia Federation of Students to conduct a referendum on the issue of continued membership in the British Columbia Federation of Students."
 - iii. The original, unaltered petition must be delivered in its entirety to the Chairperson or Secretary-Treasurer, by registered mail. Petitions received that are not original copies, have been altered in any manner, or have been received by any means other than registered mail are not valid.
 - iv. The petition may not contain any words or images, with the exception of those required by Bylaw 2.4.a.ii and those required to indicate which fields a signatory must complete.
 - v. In order to be considered valid, a name on a petition must be reasonably legible, include the proper full name, be accompanied by a valid and corresponding student identification number, and a unique signature.
 - vi. An individual member may request that her name be removed from a petition. If the Executive Committee receives such a request in writing, before the conclusion of the verification process of the petition, the name must be struck from the petition. The name shall not be included in the total number of names on the petition.

b. Schedule

- i. The Executive Committee will have the sole authority to determine whether the petition described in Bylaw 2.4 a. is in order. Within 90 days of receipt of the petition, the Executive Committee will initiate a review of the petition to determine if it is in order and, if it is, will schedule a vote. The Executive Committee will endeavour to schedule the referendum between 60 days and 90 days following its determination that the petition is in order. The scheduling of the referendum shall be subject to the following conditions:
 - there shall be no fewer than two (2) and no greater than four (4) days of voting; and
 - there shall be no less than seven (7) days and no greater than 21 days for campaigning, during which classes are in session, immediately preceding and during voting.
- ii. No vote on decertification may be held between:
 - April 1 and September 15; and
 - December 10 and January 15.
- iii. There shall be no more than two (2) votes on decertification in any three-month period.
- iv. No vote on decertification shall take place without compliance with Bylaw 2.4 b.i, 2.4 b.ii and 2.4 b.iii.

c. Chief Returning Officer

For each referendum on continued membership, the Executive Committee shall recommend an individual to serve as the Chief Returning Officer. The Chief Returning Officer's appointment is subject to ratification by a general meeting of the Federation.

The Chief Returning Officer shall oversee the referendum and be responsible for:

- i. establishing the notice requirement for the referendum in accordance with Bylaw 2.4 d of this Bylaw and ensuring that notice is posted.
- ii. establishing the campaign period in accordance with Bylaw 2.4 b. i. and Bylaw 2.4 e.
- iii. approving all campaign materials in accordance with Section 2.4 f. and removing campaign materials that have not been approved.
- iv. deciding the number and location of polling stations.
- v. setting the hours of voting in accordance with Bylaw 2.4 g. ii.
- vi. overseeing all aspects of the voting.
- vii. counting the ballots following the vote.
- viii. establishing all other rules and regulations for the vote.

d. Notice of Vote

Notice of the vote, that includes the referendum question and voting dates, shall be provided to the individual members of the member local union no less than two (2) weeks prior to the first day of voting.

e. Campaigning

- i. The member local union, the individual members from the member local union and the Federation shall not engage in any campaigning outside of the campaign period.
- ii. Only individual members and representatives of the member local union, representatives of the Federation and individual members and representatives of Federation member local unions shall be permitted to participate in the campaign.
- iii. The campaign period is defined as the days the Executive Committee schedules for campaigning under Bylaw 2.4 b.i, and each and every day on which voting is to occur.

f. Campaign Materials

- i. Campaign materials shall include all materials developed specifically for the campaign.
- ii. Materials produced by the Federation that promote campaigns and services of the Federation shall not be considered as campaign materials unless they include specific content about the vote.
- iii. The Federation website shall not be considered as campaign material unless it includes specific content about the vote.
- iv. The Federation's annual report, financial statements, research and submissions to government shall not be considered a campaign material.
- v. Campaign materials shall not be misleading, defamatory or false. The Chief Returning Officer shall be the sole arbiter of whether materials are misleading, defamatory or false.

g. Voting and Tabulation

- i. Voting must be conducted by paper ballot and cannot be conducted in any other manner. Voting must be conducted at voting stations or, subject to the agreement of the Chief Returning Officer, by mail-out ballot.
It shall be the responsibility of the voting member local to obtain and provide to the Chief Returning Officer, no later than seven (7) days in advance of the vote, a list of all of the individual members of the Federation eligible to vote. If the voting member local is unable to

obtain or provide such a list, voting shall be conducted through a double envelope system, whereby the ballot is placed in an unmarked envelope, which is placed in a second envelope, on which the voter writes their full name and student identification number. After voting ends, the envelopes will be compared to a list of the individual members who are eligible to vote in the referendum. Duplicate ballots and ballots cast by ineligible voters shall be discarded. Once the validity of the votes has been verified, the outer envelopes will then be separated from the unmarked inner envelopes and tabulated.

- ii. There shall be no less than fourteen (14) hours of polling over no less than two (2) and no more than four (4) days, except in the case of voting being conducted at a general meeting. In the event that voting is conducted at a general meeting, representatives of the Federation and Federation member local unions shall be extended full speaking rights in the meeting.
- iii. Unless determined otherwise by the Executive Committee, the referendum question shall be: "Are you in favour of continued membership in the British Columbia Federation of Students?"
- iv. The member local union and the Federation shall each be permitted to appoint one (1) poll clerk for each polling station. Poll clerks shall not campaign during a vote on the questions of decertification.
- v. The Federation shall be permitted to appoint one (1) poll scrutineer to oversee the counting of ballots.

h. Quorum

Quorum for any vote on decertification shall be that of the member local union or ten percent (10%) of the individual members of the local union, whichever is higher.

i. Appeals

For each referendum on continued membership, an Appeals Committee shall be appointed to adjudicate any appeals of the referendum results or rulings by the Chief Returning Officer. The Appeals Committee shall be composed of:

- i. one Executive Committee member or a designate appointed by the Federation's Executive Committee; and
- ii. two individuals elected at a Federation general meeting who are not members of the Federation's Executive Committee.

Members of the Appeals Committee shall not campaign during a vote on the question of decertification.

j. Advance Remittance of Outstanding Fees

In addition to required compliance with Sections 6a. to i. and k. to l, in order for a vote on decertification to proceed, a member local union must remit all outstanding Federation fees not less than six (6) weeks prior to the first day of voting.

k. Minimum Period Between Votes on the Question of Decertification

In addition to required compliance with Bylaws 2.4 a. to 2.4 j. and 2.4 l., in order for a vote on the question of decertification to take place, no vote on

the question of decertification may have been held within the previous sixty (60) months for voting members comprised of university students and thirty-six (36) months for voting members comprised of college students, unless waived, by a two-thirds (2/3rds) majority vote of the Executive Committee.

I. Minimum Period Between Vote to Certify and Vote on the Question of Decertification

In addition to required compliance with Bylaws 2.4 a. to 2.4 k., in order for a vote on decertification to proceed, a vote to certify may not have been held within the previous sixty (60) months for voting members comprised of university students and thirty-six (36) months for voting members comprised of college students, unless waived, by a two-thirds (2/3rds) majority vote of the Executive Committee.

2.5 Binding Contract

- a. Following the holding of a vote pursuant to Bylaw 2.4 pursuant to which it is determined that the relevant membership shall not continue, the applicable member local union may provide a letter in writing notifying the Federation of its intention to decertify from the Federation. Within ninety (90) days of the receipt of such letter, the Executive Committee will examine the notification to determine whether it is in order, including consideration of whether the vote was held in accordance with Bylaw 2.4, and will make a recommendation to the voting members of the Federation concerning the decertification.
- b. At the opening plenary of the next general meeting of the Federation, ratification of the vote to decertify shall be put to a majority vote.
- c. For a member local union fulfilling the requirements of Bylaw 2.4, decertification shall take effect upon the successful ratification of the vote to decertify as outlined in Bylaw 2.5 b.
- d. Should a member local union decertify in accordance with this Bylaw and Bylaw 2.4, it shall remain liable for Federation membership dues owed from the date of membership to the end of the Federation’s fiscal year (August 31) in which the decertification vote was held.

AMENDED
AUGUST 2012
AUGUST 2014

2.6 Honourary Members

Honorary members shall be any person upon whom honorary membership may be conferred by a general meeting of the Federation. Honourary members shall not be required to pay fees, and shall not have a vote at meetings of the Federation.

2.7 Cessation of Good-Standing

A member local union ceases to be in good-standing when it has been suspended under Bylaw 2.3 or when it has withdrawn under Bylaw 2.4.

BYLAW III

GENERAL MEETINGS

3.1 Types of General Meetings

There shall be three (3) types of general meetings:

- a. Annual General Meeting;
- b. Semi-annual General Meeting; and
- c. Special General Meeting.

3.2 Scheduling of Annual and Semi-Annual General Meetings

The general meetings will be scheduled by the Executive Committee subject to the following conditions:

- a. The annual general meeting will be held annually between January 1 and February 15; and
- b. The semi-annual general meeting will be held annually between July 15 and August 31.

3.3 Scheduling of Special General Meetings

Special general meetings may be scheduled by:

- a. resolution of the Executive Committee; or
- b. petition signed by more than fifty per cent (50%) of the member local unions presented to an Executive Committee meeting directing the Executive Committee to immediately schedule a special general meeting to occur within the succeeding five (5) weeks.

3.4 Setting of Agendas for General Meetings

The agendas for general meetings shall be prepared by the Executive Committee subject to the following conditions:

- a. The following business will be included on the agenda of the annual general meeting:
 - i. a verbal report of the Executive Committee;
 - ii. presentation of the report of the Auditors; and
 - iii. appointment of auditors for the ensuing year.
- b. The following business will be included on the agenda of the semi-annual general meeting:
 - i. presentation of the report of the Executive Committee;
 - ii. presentation of year-to-date financial statements; and
 - iii. presentation of a draft budget for the upcoming fiscal year.

3.5 Notice of Annual and Semi-Annual General Meetings

Notice for an annual or semi-annual general meeting shall be deemed to have been given by:

- a. the delivery, no later than seven (7) weeks prior to the annual and semi-annual general meetings, of a letter to include, but not to be limited to, the following:
 - i. date of the general meeting;
 - ii. location of the general meeting; and
 - iii. deadline for the submission of Constitution and Bylaw amendments; and

AMENDED
AUGUST 1999

AMENDED
AUGUST 2010

- b. the delivery to be no later than (3) weeks prior to the general meeting, of the agenda for the general meeting as prepared by the Executive Committee or set out by a petition.

3.6 Quorum for General Meetings

The quorum required for a general meeting shall be more than fifty per cent (50%), but never less than three (3), of the member local unions, present or by proxy.

3.7 Voting at General Meetings

- a. All resolutions voted on within general meetings shall be decided by majority vote, unless otherwise specified by the Bylaws or by the Society Act of British Columbia.
- b. Abstentions on resolutions shall not be considered within the determination of the outcome of any resolution.
- c. The Chair of the general meeting shall not be able to cast a deciding vote in the event of an equality of votes cast.

3.8 Proxies

Proxies will be allowed at all general meetings of the Federation subject to the following provisions:

- a. a member local union, not having a delegation at a general meeting, may designate another member local union's delegation as its proxy by delivering to the Executive Committee a letter:
 - i. to include the wording of the duly recorded motion of the board of directors designating the member local union's delegation as its proxy;
 - ii. written on its letterhead stationery; and
 - iii. signed by at least (2) officers/directors of the member local union;
- b. a member local union, having a delegation at a general meeting which is unable to remain until the adjournment of the meeting, may designate another member local union's delegation as its proxy by delivering to the Executive Committee a letter;
 - i. to include the wording of the duly recorded motion of the board of directors designating the member local union's delegation as its proxy;
 - ii. written on its letterhead stationery; and
 - iii. signed by at least two (2) officers/directors of the member local union;
- c. a member local union may hold no more than one (1) proxy vote at any given time;
- d. a member local union may issue no more than one (1) proxy vote for any given time; and
- e. a member local union, having been designated as a proxy for another member local union, may not in turn designate another member local union as the proxy.

3.9 Rules of Order for General Meetings

The most recent edition of Robert's rules of Order shall govern the conduct of all general meetings of the Federation.

3.10 Delegate Fees

A per delegate fee for attendance at the meeting may be charged to offset associated meeting, travel, and accommodation costs.

**ADOPTED
AUGUST 2012**

**BYLAW IV
POLICY**

4.1 Standing Policy Proposals

Notice of standing policy proposals shall be distributed to member local unions not less than three (3) weeks before the general meeting at which they are to be considered.

AMENDED
AUGUST 2013

4.2 Interim Policy Proposals

Notice of interim policy proposals shall be distributed to member local unions not less than three (3) weeks before the general meeting at which they are to be considered.

AMENDED
AUGUST 2013

4.3 Standing Policy

A standing policy proposal, if approved by a two-thirds (2/3) vote of a general meeting, shall be considered standing policy.

AMENDED
JANUARY 2010

4.4 Interim Policy

An interim policy proposal, if approved by a three-quarters vote of a general meeting, shall be considered policy until the subsequent general meeting, and shall require ratification by a two-thirds (2/3) majority vote at that subsequent general meeting in order to become standing policy.

AMENDED
JANUARY 2010

4.5 Formation of Policy Between General Meetings

The Executive Committee may adopt policy between general meetings as it deems necessary. Any policy adopted by the Executive Committee shall, at the next general meeting, cease to be policy, unless ratified by a two-thirds (2/3) majority vote at said general meeting.

AMENDED
JANUARY 2010

4.6 Policy Manual

The Policy manual shall be comprised of all standing policy.

4.7 Issues Policy

Policy adopted to establish the Federation's stance on an issue shall be limited to matters under the jurisdiction of the Government of British Columbia or issues specific to the Province of British Columbia. For issues under national or international jurisdiction, the issues policy of the Canadian Federation of Students shall be considered standing policy of the Federation.

ADOPTED
JANUARY 2011

BYLAW V

EXECUTIVE COMMITTEE

5.1 The Executive Committee

The board of directors shall be known as the Executive Committee, hereinafter, for the purposes of these Bylaws, as the Executive Committee.

5.2 Composition

The Executive Committee will be composed of:

- Campaigns Coordinator
- Chairperson
- Indigenous Students' Representative
- Representative–Local 1 Members
- Representative–Local 2 Members
- Representative–Local 4 Members
- Representative–Local 5 Members
- Representative–Local 6 Members
- Representative–Local 10 Members
- Representative–Local 12 Members
- Representative–Local 13 Members
- Representative–Local 14 Members
- Representative–Local 15 Members
- Representative–Local 16 Members
- Representative–Local 17 Members
- Representative–Local 20 Members
- Secretary-Treasurer
- Services Coordinator
- Women Students' Representative

5.3 Term of Office of the Executive Committee

The term for the positions on the Executive Committee shall be as follows:

- a. The term of the at-large representatives shall be one (1) year commencing May 1 and expiring April 30.
- b. The term of the Secretary-Treasurer shall be one (1) year commencing at the close of the annual national general meeting following the annual general meeting at which the election for the position is held, and expiring at the succeeding annual national general meeting.
- c. The term of a local members' representative shall commence upon ratification to the Executive Committee and expire upon the call to order of the Executive Committee meeting scheduled closest to one (1) year after the Executive Committee meeting at which the member was ratified, unless otherwise stipulated in a motion passed in accordance with the local's bylaws and policies and submitted in accordance with Standing Resolution 2.

5.4 Regular Meetings of the Executive Committee

- a. The Executive Committee shall meet in person no less than four (4) times per annum, exclusive of the Executive Committee meeting scheduled in conjunction with each general meeting, and these shall be deemed regular Executive Committee meetings.

AMENDED
AUGUST 1997
JANUARY 2003
AUGUST 2005
AUGUST 2007
AUGUST 2008
JANUARY 2010
AUGUST 2012
AUGUST 2013
AUGUST 2014
AUGUST 2015
AUGUST 2016
JANUARY 2018

AMENDED
AUGUST 2008
AUGUST 2015

AMENDED
AUGUST 2008
JANUARY 2018

- b. At least fifty one per cent (51%), but never less than three (3), of the currently filled Executive Committee positions shall constitute quorum for the transaction of business.
- c. Formal notice of regular Executive Committee meetings shall be provided by e-mail or otherwise delivered to each member of the Executive Committee, and each member local union no less than fourteen (14) days before the meeting is to take place.
- d. Regular Executive Committee meetings shall be formally scheduled by:
 - the Executive Committee;
 - the Chairperson or Secretary-Treasurer in the absence of a prior Executive Committee resolution; or
 - the Chairperson or Secretary-Treasurer, at the direction in writing of six (6) members of the Executive Committee.
- e. The Executive Committee shall only exclude members or staff of the Federation's member local unions from its meetings by a two-thirds (2/3) majority vote, or by a simple majority when moving in-camera.
- f. The most recent edition of Robert's Rules of Order shall govern the conduct of all Executive Committee meetings.
- g. Each member of the Executive Committee shall have one vote on any resolution.

5.5 Executive Committee Teleconference/Videoconference Meetings

- a. The Executive Committee may meet by teleconference or videoconference between regularly scheduled in-person meetings.
- b. Teleconference or videoconference meetings of the Executive Committee shall be formally scheduled by:
 - the Chairperson or Secretary-Treasurer; or
 - the Chairperson or Secretary-Treasurer, at the direction in writing of four (4) members of the Executive Committee.
- c. Notice of a teleconference or videoconference meeting shall be provided by e-mail to each member of the Executive Committee not less than seventy-two (72) hours prior to the start of the meeting.
- d. Provision outlined in Bylaw 5.4, clauses e., f., and g. shall apply to teleconference or videoconference meetings.
- e. Should a one-third (1/3) of voting members of the Executive Committee object to a teleconference or videoconference being held, as demonstrated by a submission in writing to the Chairperson by e-mail, the proposed teleconference or videoconference meeting shall not proceed, and matters scheduled for discussion at the meeting shall be referred to the next regular meeting of the Executive Committee.

5.6 Remuneration of Executive Committee Members

Remuneration for positions on the Executive Committee shall be as follows:

- a. the Chairperson shall receive a full-time salary;
- b. the Secretary-Treasurer shall receive a full-time salary;
- c. all other positions shall receive such amounts as may be decided by a special resolution; and
- d. the remuneration of Executive Committee members shall not be increased during their (year) term of office, without a corresponding change in duties and responsibilities.

ADOPTED
JANUARY 2018

AMENDED
AUGUST 2002

BYLAW VI

ELECTION OF THE EXECUTIVE COMMITTEE

6.1 Election of the Chairperson, Campaigns Coordinator, Services Coordinator and Secretary-Treasurer

AMENDED
AUGUST 2015

The Chairperson, Campaigns Coordinator, Services Coordinator, and Secretary-Treasurer shall be elected by secret ballot vote of the plenary at the annual general meeting.

6.2 Election of the Indigenous Students' Representative

The Indigenous Students' Representative shall be elected by secret ballot vote of a caucus of Indigenous delegates at the annual general meeting and ratified by the plenary of the annual general meeting.

6.3 Election of the Women Students' Representative

The Women Students' Representative shall be elected by a secret ballot vote of the women's caucus and ratified by the plenary of the annual general meeting.

6.4 Election of Local Representatives

AMENDED
AUGUST 2012

The Local Representatives shall be elected by their respective local unions, in a manner consistent with the policy and bylaws of said member local union. Acceptance of Local Representatives will take place at Executive Committee meetings.

6.5 By-elections for At-Large Positions

A by-election shall be held at each general meeting to fill all vacancies for at-large positions that are created should an at-large committee member fail to fulfill her term of office.

AMENDED
AUGUST 2015

- a. By-elections for the Chairperson, Campaigns Coordinator, Services Coordinator, and Secretary-Treasurer shall be done by a secret ballot vote of the plenary at a general meeting.
- b. By-elections of the Indigenous Students' Representative shall be done by a secret ballot vote of a caucus of Indigenous delegates at a general meeting and ratified by the plenary of general meeting.
- c. By-elections of the Women Students' Representative shall be elected by a secret ballot vote of the Women's Caucus and ratified by the plenary at a general meeting.
- d. The term of office for an at-large Executive Committee member selected in a by-election shall be as per the schedule set out in Bylaw 5.3 - Term of Office.

6.6 Appointments to the Executive Committee

The Executive Committee shall have the authority to appoint an individual member to fill a vacant at-large position on the Executive Committee until an election or by-election is held. Said individual member shall not have a vote on the Executive Committee.

6.7 Filling a Vacancy in the Position of Chairperson

In the event that the Chairperson resigns, is removed from office, is deemed to have vacated her position, or is unable to complete her constitutional duties, the Executive Committee shall have the authority to appoint an individual member to fill a vacant at-large position on the Executive Committee until an election or

by-election is held. Said individual member shall not have a vote on the Executive Committee.

6.8 Eligibility

- a. A nominee for any position on the Executive Committee must be a member of the Federation.
- b. A nominee for any 'at-large' position on the Executive Committee must be:
 - i. either a delegate at the general meeting at which the at-large position is being filled or in an at-large position on the Executive Committee; and
 - ii. nominated by at least two (2) member local unions.
- c. There shall be a minimum waiting period of one (1) year before a member who has served three (3) consecutive full terms in any single at-large position on the Executive Committee shall be eligible to run for the same position on the Executive Committee, unless waived by a two-thirds (2/3) vote of plenary.

AMENDED
JANUARY 2010

BYLAW VII**ABANDONMENT OF OFFICE AND REMOVAL OF EXECUTIVE COMMITTEE MEMBERS****7.1 Absence from Executive Committee Meetings**

A member of the Executive Committee who, without prior authorisation of the Executive Committee, is absent from two (2) consecutive and regularly-scheduled meetings of the Executive Committee shall be deemed to have resigned her position on the Executive Committee. A resolution by the Executive Committee ratifying the resignation shall be deemed necessary in order for the position to be declared vacant.

7.2 Removal of a Member of the Executive Committee

- a. A member of the Executive Committee may be removed from her position before the expiry of her term in accordance with the provisions set out in the Society Act of BC.
- b. A member of the Executive Committee may be removed from her position by a seventy-five percent (75%) vote of Voting Members at a general meeting.

AMENDED
AUGUST 2010
AUGUST 2013

BYLAW VIII

POWERS OF THE EXECUTIVE COMMITTEE

AMENDED
AUGUST 1997

8.1 Entering into Contracts

The Executive Committee may enter into contracts for the Federation, into which the society may lawfully enter, and subject to pertinent standing resolutions.

8.2 Financial Powers

The Executive Committee may purchase, lease, or otherwise acquire, alienate, sell, exchange or otherwise dispose of any equipment, supplies, stocks, rights warrants, options and other securities for which considerations and upon such terms as they may seem advisable.

8.3 Limitations on Financial Powers

Without in any way derogating from section 8.1 and 8.2, the Executive Committee shall not be empowered to dispose of any lands, buildings, other property, movable, immovable, real or personal, or any right or interest therein owned by the Federation in excess of 25% of the organization's net assets without the prior approval of two-thirds (2/3) of member local unions.

AMENDED
AUGUST 2015

8.4 Delegation of Powers

The Executive Committee and the members of the Executive Committee may from time to time delegate their duties to other members of the Executive Committee and staff of the Federation, except the casting of votes.

BYLAW IX

COLLECTIVE DUTIES OF THE EXECUTIVE COMMITTEE**9.1 Report of the Federation**

The Executive Committee shall present a written report at every semi-annual general meeting scheduled in accordance with Bylaw 3.2.b. The report shall include an account of the activities of the Executive Committee and the Federation since the preceding semi-annual general meeting. The format of the Report of the Executive Committee shall be as defined in the Standing Resolutions.

9.2 Organising of the General Meetings

The Executive Committee shall organise and prepare the agenda for all general meetings of the Federation.

9.3 Maintenance of the Policy Manual

The Executive Committee shall maintain an accurate, up-to-date policy manual for the Federation.

9.4 Miscellaneous

The Executive Committee shall perform such duties as may be determined by a general meeting.

9.5 Limitation on Authority

The Executive Committee and all individual Executive Committee members shall operate within the parameters of Federation policy directives.

AMENDED
JANUARY 2004

BYLAW X

DUTIES OF THE CHAIRPERSON

AMENDED
AUGUST 1996
JANUARY 2003

10.1 General Duties

The Chairperson shall perform such duties as may be assigned by the Executive Committee.

10.2 Chairing Executive Committee Meetings

The Chairperson shall convene meetings of the Executive Committee.

10.3 General Duties

The Chairperson, in conjunction with the Executive Committee, shall be responsible for:

- a. the preparation of an agenda prior to regularly scheduled general meetings;
- b. sending the agenda of general meetings to each member local union by pre-paid mail at least three (3) weeks before the time fixed for the holding of such meeting;
- c. the preparation of an agenda for each Executive Committee meeting;
- d. soliciting items for the agenda for each Executive Committee meeting;
- e. sending an annotated agenda package to each member of the Executive Committee at least two (2) weeks prior to meetings of the Executive Committee; and
- f. preparing, in conjunction with the staff, materials for Executive Committee meetings.

10.4 Spokesperson

The Chairperson is an official spokesperson of the Federation.

10.5 Liaising with Member Local Unions

The Chairperson shall regularly liaise with member local unions.

AMENDED
AUGUST 2011

10.6 Submission of Reports

The Chairperson shall submit a written report at each Executive Committee meeting summarising her activities since the preceding meeting.

10.7 Office Duties

The Chairperson shall assist in regular office duties such as typing, filing and any other such work as may be required in the regular operation of the Office of the Federation.

10.8 Responsibilities at General Meetings

The Chairperson shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

10.9 Assisting the Secretary-Treasurer

The Chairperson shall assist the Secretary-Treasurer in fulfilling her constitutional role.

AMENDED
AUGUST 2015

BYLAW XI**DUTIES OF THE CAMPAIGNS COORDINATOR**

AMENDED
AUGUST 1996
AUGUST 2011

11.1 General Duties

The Campaigns Coordinator shall perform such duties as may be assigned by the Executive Committee.

11.2 Campaigns and Government Relations

The Campaigns Coordinator shall be responsible, along with the Chairperson and BC Representative on the National Executive, for the preparation and implementation of the annual campaigns and government relations strategy.

11.3 Responsibilities at General Meetings

The Campaigns Coordinator shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

11.4 Responsibilities at Executive Committee Meetings

The Campaigns Coordinator shall assist the Chairperson and Secretary-Treasurer in preparing the agenda and reports for each meeting of the Executive Committee.

AMENDED
JANUARY 2015
AUGUST 2015

BYLAWS

BYLAW XII

DUTIES OF THE SECRETARY-TREASURER

AMENDED
 AUGUST 1996
 JANUARY 2003
 AUGUST 2010
 AUGUST 2015
 JANUARY 2016

12.1 General Duties

The Secretary-Treasurer shall perform such duties as may be assigned by the Executive Committee.

12.2 Office Duties

The Secretary-Treasurer shall assist in regular office duties such as typing, filing and any other such work as may be required in the regular operation of the office of the Federation.

12.3 General Duties

The Secretary-Treasurer, in conjunction with the Executive Committee, shall be responsible for:

- a. the preparation of an agenda prior to regularly scheduled general meetings;
- b. sending the agenda of general meetings to each member local union by pre-paid mail at least three (3) weeks before the time fixed for the holding of such meeting;
- c. the preparation of an agenda for each Executive Committee meeting;
- d. soliciting items for the agenda for each Executive Committee meeting;
- e. sending an annotated agenda package to each member of the Executive Committee at least two (2) weeks prior to meetings of the Executive Committee; and
- f. preparing, in conjunction with the staff, materials for Executive Committee meetings.

12.4 Communicating Views and Perspectives

The Secretary-Treasurer shall communicate perspectives of the member local unions in the at meetings of the National Executive.

12.5 Communicating Views and Perspectives on Women's Issues

The Secretary-Treasurer shall communicate perspectives of the Women's Caucus in the at meetings of the National Executive.

12.6 Liaising with Member Local Unions

The Secretary-Treasurer shall liaise with member local unions on various issues including but not limited to issues arising nationally.

12.7 Submission of Reports

The Secretary-Treasurer shall present at each Executive Committee meeting, a written report summarising her activities since the previous meeting.

12.8 Responsibilities at General Meetings

The Secretary-Treasurer shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

12.9 Assisting the Chairperson

The Secretary-Treasurer shall assist the Chairperson in fulfilling her constitutional role.

12.10 Overseeing the Keeping of Accounts

The Secretary-Treasurer shall oversee the keeping of accounts of all receipts and disbursements of the Federation, and shall ensure deposit of all monies or other valuable effects in the name and to the credit of the Federation in such financial institutions as may from time to time be designated by the Executive Committee.

12.11 Submission of Reports

The Secretary-Treasurer, at each Executive Committee meeting, shall submit a written report that includes, but is not limited to, a year-to-date financial statement for the Federation.

12.12 Submission of Draft Budgets

The Secretary-Treasurer shall ensure that a draft annual budget, or draft revised budget, is presented to a meeting of Executive Committee prior to each annual or semi-annual general meeting for recommendation to members at the general meeting.

12.13 Long Range Planning Duties

The Secretary-Treasurer shall be responsible for the long range financial planning of the Federation.

12.14 Maintaining Adequate Cash Flow

The Secretary-Treasurer shall be responsible for maintaining adequate levels of cash flow.

BYLAW XIII

DUTIES OF THE SERVICES COORDINATOR

AMENDED
AUGUST 1996
JANUARY 2003
AUGUST 2015

13.1 General Duties

The Services Coordinator shall perform such duties as may be assigned by the Executive Committee.

13.2 Services Implementation

The Services Coordinator shall be responsible, along with the Chairperson and Secretary-Treasurer, for the implementation and coordinator of Federation services.

13.3 Responsibilities at General Meetings

The Services Coordinator may facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

13.4 Responsibilities at Executive Committee Meetings

The Services Coordinator shall assist the Chairperson and Secretary-Treasurer in preparing the agenda and reports for each meeting of the Executive Committee.

BYLAW XIV

**DUTIES OF THE INDIGENOUS STUDENTS'
REPRESENTATIVE**AMENDED
JANUARY 2016
JANUARY 2018**14.1 General Duties**

The Indigenous Students' Representative shall perform such duties as may be assigned by the Executive Committee.

14.2 Liaison Between Executive Committee and Indigenous Members

The Indigenous Students' Representative shall act as the primary liaison between the Executive Committee and Indigenous members.

14.3 Federation Spokesperson on Indigenous Students' Issues

The Indigenous Students' Representative shall act as the primary spokesperson for the Federation on Indigenous students' issues.

14.4 Communication of Indigenous Students' Perspectives

The Indigenous Students' Representative shall communicate Indigenous students' perspectives to other members of the Executive Committee.

14.5 Liaison Between National Indigenous Students' Representative and the Executive Committee

The Indigenous Students' Representative shall act as the primary liaison between the National Aboriginal Caucus and Indigenous members.

14.6 Chairing Indigenous Caucus Meetings

The Indigenous Students' Representative shall chair and facilitate the work of the Indigenous Caucus of the Federation.

AMENDED
JANUARY 1999**14.7 Responsibilities at Executive Committee Meetings**

The Indigenous Students' Representative shall assist the Chairperson and Secretary-Treasurer in preparing reports and supporting materials for each meeting of the Executive Committee.

AMENDED
JANUARY 2015
AUGUST 2015

BYLAW XV**DUTIES OF THE WOMEN STUDENTS'
REPRESENTATIVE**

AMENDED
AUGUST 1996
JANUARY 1999
JANUARY 2010
AUGUST 2010
JANUARY 2016

15.1 General Duties

The Women Students' Representative shall perform such duties as may be assigned by the Executive Committee.

15.2 Chairing Women's Caucus Meeting

The Women Students' Representative shall chair the Women's Caucus of the Federation.

15.3 Coordinating Activities of the BC Women's Caucus

The Women Students' Representative shall be responsible for working in conjunction with the members of the Women's Caucus, and for informing the committee members of the progress of the Executive Committee of the Federation with respect to women's issues.

15.4 Liaison Between the National Women's Commissioner and the Executive Committee

The Women Students' Representative shall act as the primary liaison between the National Women's Commissioner and the Executive Committee.

AMENDED
JANUARY 2015
AUGUST 2015

15.5 Responsibilities at Executive Committee Meetings

The Women Students' Representative shall assist the Chairperson and Secretary-Treasurer in preparing reports and supporting materials for each meeting of the Executive Committee.

BYLAW XVI

DUTIES OF LOCAL REPRESENTATIVES

AMENDED
AUGUST 1996
AUGUST 2008

16.1 General Duties

The local representatives shall perform such duties as may be assigned by the Executive Committee.

16.2 On-Campus Representation of the Federation

The local representatives shall be generally responsible for on-campus representation of the Federation, including but not limited to, coordinating the implementation of Federation:

- a. campaigns at their respective member local unions; and
- b. services at their respective member local unions.

16.3 Distribution of Executive Committee Meeting Minutes

The local representatives shall ensure that copies of all minutes of all Executive Committee meetings are distributed to their respective member local union within three (3) weeks.

16.4 Reporting of Extraordinary Financial Transactions

The local representatives shall report, within three (3) weeks, to their respective member local unions, the occurrence of any financial transaction for which the plenary did not originally budget at the previous general meeting.

16.5 Liaison between Local Union and Federation Employees

The local representatives shall act as the primary liaison between member local unions and all employees of the Federation.

16.6 Communication of Local Perspectives

The local representatives shall communicate local perspectives to other members of the Executive Committee.

16.7 Implementation of Federation Services and Campaigns

Generally, the local representatives shall coordinate the implementation of Federation programs and campaigns within their member local unions.

AMENDED
JANUARY 2004

16.8 Presentation of Executive Report

The local members' representatives shall submit five (5) business days in advance of each Executive Committee meeting a written report outlining the activities of their respective member local union since the previous meeting of the Executive Committee and such other information as may be established by Standing Resolution. The written report shall be presented at the meeting.

AMENDED
AUGUST 2010

16.9 Reporting to the Local Board of Directors

The local representatives shall report on the status of Federation campaigns and services work on campus and provincially at each meeting of their local unions' boards of directors and at each of their local union's general meetings.

ADOPTED
AUGUST 2008

16.10 Distribution of Federation Materials

The local representatives shall ensure the distribution of all membership advisories and media releases of the British Columbia Federation of Students, Canadian

ADOPTED
AUGUST 2008

BYLAWS

Federation of Students, and Canadian Federation of Students-Services to their respective local union's board of directors.

**BYLAW XVII
CAUCUSES**

17.1 Designated Caucuses

The designated Caucuses are:

- a. the Indigenous Students' Caucus;
- b. the Racialised Students' Caucus;
- c. the Women's Caucus;
- d. the Queer Students' Caucus; and
- e. the Students with Disabilities and/or Special Needs Caucus.

AMENDED
JANUARY 1998

17.2 Purposes

The following shall be the purpose of the Caucuses:

a. Indigenous Students' Caucus

- i. to promote the principles and purposes of the Federation;
- ii. to provide a mechanism for Indigenous students in British Columbia to meet and discuss issues concerning Indigenous students;
- iii. to further the rights of Indigenous students; and
- iv. to facilitate communication between Indigenous student organisations and other student groups.

AMENDED
AUGUST 1999

b. Racialised Students' Caucus

- i. to promote the principles and purposes of the Federation;
- ii. to provide a mechanism for racialised students to meet and discuss issues concerning racialised students;
- iii. to further the rights and interests of racialised students; and
- iv. to provide support to racialised students within post-secondary education institutions.

c. Women's Caucus

- i. to promote the principles and purposes of the Federation;
- ii. to provide a mechanism for women to meet and discuss issues of importance to women in post-secondary education;
- iii. to further the rights of women;
- iv. to identify and promote issues pertaining to women; and
- v. to initiate campaigns as determined by the Caucus.

d. Queer Students' Caucus

- i. to promote the principles and purposes of the Federation;
- ii. to provide a mechanism for queer students in British Columbia to meet and discuss issues concerning queer students;
- iii. to identify and promote issues pertaining to queer students; and
- iv. to work towards understanding, appreciation and celebration of queer peoples.

ADOPTED
JANUARY 1998

AMENDED
JANUARY 2002

e. Students with Disabilities and/or Special Needs Caucus

- i. to promote the principles and purposes of the Federation;
- ii. to provide a mechanism for students with disabilities and/or special needs in British Columbia to meet and discuss issues concerning students with disabilities and/or special needs;

ADOPTED
JANUARY 1998
AMENDED
AUGUST 1999

- iii. to further the rights and interests of students with disabilities and/or special needs;
- iv. to provide support to students with disabilities and/or special needs; and
- v. to promote communication between students with disabilities and/or special needs organisations and the Federation.

17.3 Composition of the Caucuses

a. Indigenous Students' Caucus

- i. During Provincial General Meetings
The Indigenous Students' Caucus shall be composed of any Indigenous delegates and Executive Committee members attending meetings of the Federation. Invited Indigenous guests and observers to Federation meetings may participate without vote in meetings of the Caucus.
- ii. Outside Provincial General Meetings
At Caucus meetings held outside of provincial general meetings, the Caucus shall consist of one (1) representative from each member local union.

b. Racialised Students' Caucus

The Racialised Students' Caucus shall be composed of any self-identifying racialised student attending meetings of the Federation.

c. Women's Caucus

- i. During Provincial General Meetings
At Caucus meetings held during provincial general meetings, the Caucus shall consist of all self-identified women delegates, Federation staff and self-identified women holding positions on the Executive Committee.
- ii. Outside Provincial General Meetings
At Caucus meetings held outside of provincial general meetings, the Caucus shall consist of one (1) self-identified women representative from each member local union, Federation staff and self-identified women holding positions on the Executive Committee.

d. Queer Students' Caucus

The Queer Students' Caucus shall be composed of any self-identifying lesbian, gay, bisexual, transgender, transsexual, two-spirit, intersex, queer, questioning, gender-non-conforming, asexual, pansexual and polyamorous delegates attending meetings of the Federation. Subject to ratification by the Queer Students' Caucus, the Caucus may also include delegates who do not self-identify with the constituency, but support the purposes of the Caucus

e. Students with Disabilities and/or Special Needs Caucus

The Students with Disabilities and/or Special Needs Caucus shall be composed of any self-identifying disabled delegate attending meetings of the Federation, whether these be physical, emotional, learning or other disabilities. Subject to ratification by the Students with Disabilities and/or Special Needs Caucus, the caucus may also include delegates without disabilities who may have concerns with students with disabilities and/or special needs issues.

AMENDED
JANUARY 1999

ADOPTED
JANUARY 1998

AMENDED
AUGUST 2002
JANUARY 2013

AMENDED
JANUARY 2000

AMENDED
JANUARY 2002
JANUARY 2013

AMENDED
JANUARY 2000

17.4 Responsibilities

The members of the Indigenous Students' Caucus and Women's Caucus will:

- a. help direct, implement and coordinate any caucus campaigns at their respective member local unions;
- b. act as a primary liaison between their respective member local unions and the caucus;
- c. report to their respective member local unions on the activities and initiatives of the caucus;
- d. communicate local perspectives to other members of the caucus; and
- e. prepare written reports for their respective member locals following caucus meetings.

17.5 Meetings of the Caucuses

a. Indigenous Students' Caucus

- i. Caucus meetings shall be formally called by the Indigenous Students' Representative;
- ii. formal notice of a Caucus meeting shall be delivered, sent by facsimile or mailed to each Indigenous student representative and each member local union no less than fourteen (14) days before the meeting is to take place;
- iii. the Caucus shall meet no less than two (2) times per year; and
- iv. the Indigenous Students' Representative shall submit a written report to the Indigenous Caucus at each general meeting summarising her activities since the previous meeting.

b. Racialised Students' Caucus

The Racialised Students' Caucus shall meet during general meetings.

c. Women's Caucus

The Women's Caucus shall hold its meetings during general meetings and at such place or places as may be determined from time to time.

- i. Caucus meetings shall be formally called by the Women Students' Representative.
- ii. formal notice of a Caucus meeting shall be delivered or sent by facsimile or mailed to each women's representative and each member local union no less than fourteen (14) days before the meeting is to take place;
- iii. the Caucus shall meet no less than four (4) times per year, including meetings at each general meeting; and
- iv. quorum for Caucus meetings shall be no less than five (5) members.

d. Queer Students' Caucus

The Queer Students' Caucus shall meet during general meetings.

e. Students with Disabilities and/or Special Needs Caucus

The Students with Disabilities and/or Special Needs Caucus shall meet during general meetings.

17.6 Spending Authority

Each Caucus shall have sole spending authority over all funds allocated to it in the Federation's budget.

AMENDED
AUGUST 2002

ADOPTED
JANUARY 1998

AMENDED
JANUARY 2002

AMENDED
AUGUST 1999

BYLAW XVIII

BRANCH SOCIETIES

The Federation shall have the authority to create branch societies, from time to time, subject to the provisions of these Bylaws.

BYLAW XIX
STANDING RESOLUTIONS

AMENDED
JANUARY 2010

The member local unions of the Federation may, by a two-thirds (2/3) vote of those present at a general meeting, enact standing resolutions.

BYLAW XX

VOTING BY MAIL

Votes by mail as prescribed in sections of these bylaws shall be conducted in accordance with procedures outlined in the following sections.

20.1 Appointment of a Chief Returning Officer

Within fourteen (14) days after the date when a vote by mail becomes necessary or is authorised, the Executive Committee shall appoint a member of the staff of the Federation to act as chief returning officer. The returning officer shall be responsible for publicising the results of the vote.

20.2 Distribution of Motions to Member Local Unions

Fourteen (14) days after the date when a vote by mail becomes necessary or is authorised, the Executive Committee shall send by registered mail to the member local unions a list of motion(s) and accompanying documentation.

20.3 Distribution of Ballots to Member Local Unions

Three (3) weeks after the date when a vote by mail becomes necessary or is authorised, the Executive Committee shall send by registered mail to the member local unions a list of motion(s), the ballot(s), and accompanying documentation.

20.4 Submission of Completed Ballots

A ballot shall not be counted unless it is received by the chief returning officer no more than four (4) weeks after the date on which the ballots were mailed to the member local unions.

20.5 Deadline for Submission of Completed Ballots

A ballot shall not be counted unless it is received by the chief returning officer no more than four (4) weeks after the date on which the ballots were mailed to the member local unions.

20.6 Tabulation of Ballots and Announcements of Results

Four weeks after the date on which the ballots are mailed to member local unions, the chief returning officer shall:

- a. count the votes;
- b. not be able to cast a deciding vote in the event of an equality of votes cast; and
- c. inform all member local unions of the result of the vote. The vote shall be recorded as a role call vote.

20.7 Quorum

Quorum for a vote by mail shall be at least fifty per cent (50%) plus one (1) of the member local unions of the Federation, but never less than three (3) of the member local unions.

20.8 Initiation of Votes by Mail

A vote by mail may be requested by a minimum of ten per cent (10%) of the member local unions or by any four (4) Executive Committee members. Such a vote shall have the same force as a motion duly passed at a general meeting of the Federation.

20.9 Submissions from Member Local Unions

The Executive Committee shall include copies of all submissions received from member local unions not exceeding one (1) page in length in the second mail out described in section 21.3.

BYLAW XXI

EXECUTION OF DOCUMENTS**21.1 Signing of Documents and Affixing of Seal**

Deeds, transfers, licenses, contracts and engagements on behalf of the Federation will be signed by not less than two signing officers; and the "custodian of the seal" shall affix the seal of the Federation to all documents that it requires.

21.2 Transfer of Shares, Bonds or Other Securities

In accordance with these Bylaws, it shall require the approval of not less than two signing officers of the Federation, as designated by the Executive Committee for that purpose, to transfer or accept the transfer of any and all shares, bonds, or other securities in the name of the Federation; affix the seal of the Federation on all such transfers; and make, execute and deliver under the seal, any documents necessary for such purposes, including the appointment of attorneys.

21.3 Executive Authority

In accordance with these Bylaws, the Executive Committee may direct the manner in which any contract, obligation or instrument of the Federation is executed.

BYLAW XXII

FEES

22.1 Collection

Member local unions shall be responsible for the in-trust collection of Federation membership fees from their members.

22.2 Fee Remittance Period

Member local unions shall remit to the Federation such membership fees as are payable to the Federation within two (2) weeks of receipt of said fees.

22.3 Exceptions to Fee Payment Requirements

Notwithstanding any other provision of these Bylaws, a member local union demonstrating, to the satisfaction of the plenary, an inability to collect the membership fees of the Federation, may propose an agreement related to fee payment, and such agreement may be accepted by a two-thirds (2/3) vote of the plenary of the Federation.

22.4 Interest Charged on Outstanding Fees

The Federation shall charge interest of ten per cent (10% per annum) on fees not received within six (6) months of being remitted to the member local union.

AMENDED
JANUARY 2015

**BYLAW XXIII
NOTICE**AMENDED
AUGUST 2004**23.1 Submission of Notice to the Federation**

Whenever under these Bylaws notice is required to be given, such notice may be given either personally, by facsimile (fax), by pre-paid mail, or by e-mail addressed to a member local union, member of the Executive Committee, or officer at her address as the same appears on the books and records of the Federation as the last recorded address.

AMENDED
AUGUST 2008**23.2 Distribution of Notice to Member Local Unions-1**

A notice or other document so sent by mail shall be held to be sent by mail at the time when same was deposited in a public letter box or in a post-office as aforesaid; or if sent as a facsimile (fax), shall be sent when the documents were transmitted by the facsimile machine.

23.3 Distribution of Notice to Member Local Unions-2

For the purpose of sending any notice, the address of any member local union, member of the Executive Committee, or officer shall be her last as recorded on the books and records of the Federation.

23.4 Accidental Omission of Notice

The accidental omission to give notice of a meeting or motion or the non-receipt of such notice by those entitled to receive notice of motion, does not invalidate proceedings.

BYLAW XXIV

FINANCIAL

24.1 Signing Officers

- a. The signing officers of the Federation shall be appointed by the Executive Committee; and
- b. The signatures of at least two (2) signing officers, one of whom shall be an elected officer of the Federation, shall be required for the execution of any legal document or, subject to the policy of the Federation, the disbursement of any funds on behalf of the Federation.

24.2 Fiscal Year

The fiscal year of the Federation shall end August 31 of each year.

24.3 General Powers

The Federation may:

- a. acquire by gift, bequest lease, exchange or purchase any lands, buildings, or hereditaments, whether freehold or leasehold, for the use of the Federation;
- b. erect on such land any buildings or improvements necessary for the proper use and occupation of same by the Federation;
- c. subject to the provisions contained in the Society Act of British Columbia, borrow, raise and secure the payment of such money in such manner as the Federation sees fit; and
- d. take or otherwise acquire any hold shares or stock debenture, debenture stock bonds, obligations and securities issued by any society or company within the province of British Columbia, only by authorisation of a special resolution at a general meeting.

24.4 Borrowing Powers of the Executive Committee

The Executive Committee may issue debentures or other securities of the Federation, and pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient, only by the sanction of a special resolution.

BYLAW XXV

INSPECTION OF BOOKS AND RECORDS**25.1 Location of Minutes**

The official minutes of the meetings of the Federation and of the meetings of the Executive Committee shall be kept on file at the main office of the Federation.

25.2 Notice Required and Times for Inspection of Records

The books, records and accounts of the Federation may be inspected by any individual member at the main office of the Federation, on any business day between the hours of 10:00 a.m. and 4:00 p.m. provided that notification of the intent to inspect has been received by the Treasurer seven (7) days in advance.

AMENDED
AUGUST 2008

25.3 Distribution of Notice to Member Local Union

In addition to Article 25.2, copies of said records shall be sent to any member local union of the Federation that requests them, within seven (7) days of being requested, provided that the requesting member local pays substantive, undue costs.

AMENDED
JANUARY 2004
AUGUST 2008

BYLAW XXVI

SEAL OF THE FEDERATION

The seal of the Federation shall not be affixed to any instrument unless authorised by a resolution of the Executive Committee or by these Bylaws, and in the presence of such officer or other such persons as may be named by name or by office in said resolution.

BYLAW XXVII**AMENDMENTS**AMENDED
AUGUST 2013

The Constitution and Bylaws may be amended by a three-quarter (3/4) vote at a general meeting, provided notice and particulars of repeal or amendment is sent to member local unions at least three (3) weeks before the time fixed for holding the general meeting. The Chairperson shall declare whether the requirements of notice have or have not been satisfied.

BYLAW XXVIII**WINDING UP CLAUSE**

In the event of winding-up or dissolution of the Federation, the funds and assets remaining after the satisfaction of the steps and liabilities shall be given or transferred to such organisations promoting the same purposes of the Federation, as may be determined by members of the Federation; and if effect cannot be given to the aforesaid provisions, then such funds and assets shall be divided equally among member local unions that are still members of the Federation at the time of dissolution. This clause was previously unalterable.