



VANCOUVER ISLAND UNIVERSITY
STUDENTS' UNION
LOCAL 13 BC FEDERATION OF STUDENTS

CONSTITUTION AND BYLAWS

Last amended February 2018

1. Name of the Society

The name of the society is the Vancouver Island University Students' Union Local 61 Canadian Federation of Students, and hereafter in this Constitution and these Bylaws shall be referred to as the Union.

2. Purposes of the Union

The purposes of the Union are:

- a. to organize students on a democratic, co-operative basis for advancing students' interests, and 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 bring students together to discuss and co-operatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students;
- d. 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;
- e. to articulate the desire of students to fulfil the duties and be accorded the rights of citizens in British Columbia, in Canada, and in the international community;
- f. to achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is rationally planned; which recognises the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognised and appreciated.

1. Number

All references to the plural shall include the singular, and all references to the singular shall include the plural.

2. Definition of “Union”

“Union” shall mean the Malaspina Students’ Union.

3. Definition of “Federation”

“Federation” shall mean the Canadian Federation of Students.

4. Definition of “Member”

“Member” shall mean those persons who satisfy the requirements in Bylaw II.

5. Definition of “At-large positions”

“At-large positions” shall be all those Board of Directors positions for which all members of the Union may vote and seek election.

6. Authority of General Meetings and Referenda

General Meetings and Referenda shall be considered the highest authority within the Union.

1. Members

The members of the Union shall be:

- a. All individuals who have registered in at least one credit course at Vancouver Island University for the current semester and who have paid membership fees to the Union.
- b. All individuals who are not registered in the current semester, but who have paid membership fees to the Union for the previous semester.

2. Honorary Members

- a. Honorary members of the Union shall be any individual upon whom honorary membership may be conferred by the Union.
- b. Honorary members shall not be required to pay membership fees to the Union.
- c. Honorary members shall not vote in Union elections or propose motions at general or executive meetings or hold an office in the Union.

3. Cessation of Membership

- a. Individuals shall cease to be members when they cease to meet the requirements of Bylaw II, Article 1, clauses a. or b.
- b. Individuals may be expelled from the Union by special resolution in a general meeting.

4. Membership in bad-standing

Individuals may be deemed members in bad-standing by special resolution in a general meeting.

1. Setting of Membership Fees

Except as hereinafter provided membership fees may be set in the following ways:

- a. by the members of the Union voting in a general meeting or referendum provided sufficient notice has been served as per Bylaw IV, article 6.
- b. by a three-quarter (3/4) vote of the Board of the Union.

2. Amount of Membership Fees

The membership fees shall consist of :

- a. a basic fee of not less than \$5.00 per month; and,
- b. a Students' Union Building fee of not less than \$2.50 per month.

3. Canadian Federation of Students Membership Fee

As a member of the Federation, the Union shall collect a basic fee of not less than \$3.75 per member per semester on behalf of the Federation.

4. Navigator Newspaper Society Fee

- a. On behalf of the Navigator Newspaper Society, the Union shall collect Navigator fees in accordance with the bylaws that govern the Navigator Newspaper Society.
- b. The fees will be disbursed thereto subject to a contract between the Union and the Navigator Newspaper Society.

5. Radio Malaspina Society

On behalf of the Radio Malaspina Society, the Union shall collect Radio Malaspina fees in accordance with the bylaws that govern the Radio Malaspina Society.

6. Exemption from Payment of Fees

Members not registering for courses in a particular Vancouver Island University semester shall be exempt from paying all membership fees for that semester.

7. Democratic Decision-Making

Notwithstanding Sections 3, 4 and 5, increase to fees collected for external organisations, beyond adjustments that account for changes to the consumer price index, must be approved by the majority of the members of the Union who vote in a referendum of the Union held in accordance with the notice provision listed in Bylaw IV, 6.

BYLAW IV - GENERAL MEETINGS AND REFERENDA

1. Types of General Meetings

There shall be two types of general meetings:

- a. Annual General Meetings; and
- b. Special General Meetings

2. Annual General Meetings

The Annual General Meeting of the Union shall be held between October 15 and November 30 each year as set by a majority vote of a board meeting.

3. Special General Meetings

Special General Meetings may be called at any time by:

- a. a majority vote of a board meeting; or
- b. as otherwise required by the Societies Act of British Columbia

4. General Meeting Agenda

- a. Except as hereinafter provided, the agenda for each general meeting shall be prepared by the Board of the Union for presentation to the general meeting.
- b. The Board shall include on the agenda any Special Resolutions that are:
 - i. Referred by a two-thirds majority vote of an Board meeting; or
 - ii. Presented to it accompanied by a petition duly signed by no less than ten percent (10%) of the members of the Union.

5. Referenda

- a. In addition to Annual and Special General Meetings, the members may vote on resolutions concerning the business of the Union by means of a referendum.
- b. Referenda are called in the same manner as Special General Meetings.

6. Notice for General Meetings or Referenda

- a. The Board of Directors of the Union shall give not less than fourteen (14) calendar day notice of a general meeting or referendum. Sufficient notice shall be deemed to have been given by the Posting of not less than fifty (50) notices on or about the Nanaimo Campus of Malaspina University-College not less than 8.5x11 in size, which shall include the following:
 - i. the time, date, and location of the meeting or referendum;
 - ii. the proposed agenda for the meeting or resolution(s) for the referendum; and
 - iii. any special resolutions to be considered by the meeting or referendum.

7. Quorum for General Meetings and Referenda

The quorum required for a general meeting or referendum of the Union shall be five per cent (5%) of the members, or 100 members, whichever is less, but shall never be less than 3 members. In the event that the Annual General Meeting does not achieve a quorum, but does satisfy the minimum quorum requirements set out in the Societies Act of British

BYLAW IV - GENERAL MEETINGS AND REFERENDA

Columbia, the meeting shall proceed, though business will be limited to the following:

- a. Acceptance of the annual financial statements;
- b. Appointment of accountants; and
- c. Acceptance of the annual report of the Board.

8. Rules of Order

Subject to any special resolutions of the Union the most recent edition of Robert's' Rules of Order shall govern the conduct of all general meetings of the Union.

1. Establishment of Policy

Policy for the Union may be established from time to time by:

- a. a three-quarter (3/4) majority vote of the Board of the Union; or
- b. a three-quarter (3/4) majority vote of those voting in a general meeting or referendum of the Union.

2. Duration of Policy

All policy remains the policy of the Union until changed, or retracted by a vote of the same or higher authority as that which established the policy.

3. Notice of Policy Amendments

Notice for all policy motions to be voted on in a general meeting or referendum of the Union shall be that required for a special resolution.

1. Composition of the Board of Directors

The Board of Directors shall be comprised of:

- a. The following Executive positions:
 - i. Chairperson
 - ii. Director of Events
 - iii. Director of External Relations
 - iv. Director of Internal Relations
- b. Aboriginal Students' Representative
- c. Women Students' Representative
- d. The following Faculty Representatives:
 - i. Faculty Representative - Management
 - ii. Faculty Representative - Education
 - iii. Faculty Representative - Academic and Career Preparation
 - iv. Faculty Representative - Science and Technology
 - v. Faculty Representative - Social Sciences
 - vi. Faculty Representative - Trades and Applied Technology
 - vii. Faculty Representative - Arts and Humanities
 - viii. Faculty Representative - Health and Human Services
 - ix. Faculty Representative - International Education
- e. Graduate Students' Representative
- f. The following Regional Campus Representatives:
 - i. Cowichan Campus Representative
 - ii. Parksville Campus Representative
 - iii. Powell River Campus Representative
- g. Five (5) Directors At-Large

2. Term of Office

- a. Term of Office for:
 - i. Executive members, Directors At-Large Aboriginal Students' Representative, and Women Students' Representative shall be one (1) year commencing May 1 and expiring the following April 30;
 - ii. Faculty Representatives, the Graduate Students' Representative, and Campus Representatives shall be one (1) year commencing November 1 and expiring the following October 31.
- b. Members of the Board of Directors must be members of the Union during their term.

3. Meetings of the Board of Directors

- a. The Board of Directors shall meet at least 20 times per year and no less than once per month.
- b. The agenda for each Board of Directors meeting shall be posted in the Students' Union Office no later than twenty-four (24) hours prior to the Board of Directors meeting.
- c. The quorum required for the transaction of business at an Board of Directors meeting shall be fifty-one percent (51%) of currently elected members, but never less than five (5)

BYLAW VI - BOARD OF DIRECTORS

- members. When presence in person is not possible, a member or members may be present by telephone or by videoconference, and as such be counted in quorum.
- d. Subject to any special resolutions of the Union the most recent edition of Robert's Rules of Order shall govern the conduct of all meetings of the Board of Directors.
 - e. Meetings of the Board of Directors shall be open to observation by all members of the Union, provided that the Board of Directors be permitted to move "in-camera" in extraordinary circumstances.
 - f. Meetings of the Board of Directors shall be scheduled by:
 - i. resolution of the Board of Directors; or
 - ii. the chairperson or her designate, upon request from three or more members of the Board of Directors.
 - g. In order to exercise a vote, members of the Board of Directors must be present, in person, by telephone or by videoconference, at the time that the vote is put. Votes by proxy shall not be allowed.
 - h. Minutes of Board of Directors meetings shall be posted in the Students' Union Office.

4. Board of Directors Remuneration

The remuneration to be paid to the members of the Board of Directors shall be such amounts as set by the policy of the Union.

5. Leaves of Absences for Board of Directors Members

Subject to the will of the Board of Directors, individual members of the Board of Directors may be granted leaves-of-absence from their duties for a period of up to one semester during their term. Members on leave shall not factor in the calculation of quorum.

BYLAW VII - ELECTION OF BOARD OF DIRECTORS

1. Electoral Committee

The Union shall maintain an electoral committee at all times which shall be responsible for the administration of all elections to fill Board of Directors positions.

- a. The electoral committee shall be comprised of:
 - i. three (3) members of the Union, at least one of whom is a member of the Board of Directors; and
 - ii. one (1) member of the staff of the Union.
- b. The electoral committee shall ensure that all elections occur in the manner prescribed by this Bylaw and the policies of the Union.
- c. The electoral committee shall determine the eligibility of all nominated candidates.
- d. The electoral committee may disqualify a candidate or rule an election invalid for any violation of these Bylaws.
- e. The electoral committee shall decide the form of the ballot provided that the nominees for each office be listed in alphabetical order by surname.
- f. The electoral committee shall make, in the event of a strike, circumstance beyond human control, or other event that may delay the electoral procedure, a decision as to how and when the electoral procedure may best be completed.
- g. The electoral committee shall submit a report on the conduct and results of all elections to the Board for ratification.

2. Schedule of Elections

- a. The Union shall hold:
 - i. a general election for Executive members of the Board of Directors, Aboriginal Students' Representative and Women Students' Representative between February 15 and March 31 of each year;
 - ii. a general election for program representatives, the Graduate Students' Representative, and Campus Representatives between September 1 and October 15 of each year; and
 - iii. by-elections at such times as deemed necessary
 - by the Board of Directors; or
 - the electoral committee in the event that the number of members of the Board of Directors falls below five (5); notwithstanding that elections may be delayed in the event of, strike, natural disaster or other such occurrence.
- b. The schedule of elections shall include:
 - i. a minimum one (1) week period for the submission of nomination forms to the electoral committee;
 - ii. a minimum one (1) week period between the close of nominations and the commencement of polling;
 - iii. an all candidates' forum; and
 - vi. not less than sixteen (16) hours of polling over a period of not less than two (2) days.

BYLAW VII - ELECTION OF BOARD OF DIRECTORS

- c. The schedule of elections for the Board of Directors shall be set by:
 - i. the Board of Directors; or
 - ii. the electoral committee, in the event that the number of members of the Board of Directors falls below three (3); provided that the entire election falls within the periods set out in Bylaw VI, Article 2. a).

3. Notice of Elections

- a. Sufficient notice of the opening of nominations shall be deemed to have been given by the posting, not less than three (3) days prior to the opening of the nomination period, of not less than one hundred (100) notices, not less than 8.5x11 in size, stating:
 - i. the positions vacant or expiring;
 - ii. the opening and closing of the period for the submission of nominations;
 - iii. the location at which nomination forms may be obtained;
 - iv. the location to which completed nomination forms are to be submitted;
 - v. the period of time allotted to nominees for campaigning; and
 - vi. the days on which polling will take place.
- b. Sufficient notice of candidates for election shall be deemed to have been given by the posting, not more than three (3) days after the closing of the nomination period, of not less than one hundred (100) notices, not less than 8.5 "x11" in six, stating:
 - i. the members nominated for vacant positions on the Executive;
 - ii. the date, time and location of polling stations; and
 - iii. the date, time and location of the all candidates' forum.
- c. Notices shall be posted on the four campuses of the Vancouver Island University. Distribution by campus shall be as follows:
 - i. Five (5) notices on the Powell River Campus
 - ii. Five (5) notices on the Parksville Centre
 - iii. Eighty (80) notices on the Nanaimo Campus
 - iv. Ten (10) notices on the Cowichan Campus

4. Eligibility

- a. Nominees for any position on the Board of Directors must be members of the Union.
- b. Nominees for the position of Aboriginal Students' Representative must identify as Aboriginal members of the Union.
- c. Nominees for the position of Woman Students' Representative must be women members of the Union.
- d. Nominees for all Faculty Representative positions, except Faculty Representative – International Education, must be enrolled in a University program administered by the Faculty corresponding to the representative position for which they seek election. Nominees for Faculty Representative – International Education must be enrolled in a program administered by the Faculty of International Education or registered with the University as an International Student.

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- e. Nominees for the position of Graduate Students' Representative must be enrolled in a Graduate Program.
- f. Nominees for Campus Representative positions must be enrolled in no less than 51% of their course load at the campus on which they seek election.
- g. In order to seek election to the Executive, members must be nominated by not less than fifteen (15) other members of the Union.
- h. Members of the Union shall not hold or seek election to more than one (1) position on the Board at any one time.

5. Conduct of Nominees

- a. Nominees for all positions shall limit their campaigning to the period between the close of nominations and the day prior to the commencement of polling.
- b. Nominees' campaign expenses shall not exceed the limit established by the electoral committee.
- c. Nominees shall abide by all other regulations established by the electoral committee.

6. Voting

- a. Members of the Union may vote only once for each position in an election.
- b. Only Aboriginal members of the Union may vote for the position of Aboriginal Students' Representative.
- c. Only women members of the Union may vote for the position of Women Students' Representative.
- d. Only one (1) nomination is received for a particular office, members shall be asked on the ballot to approve or disapprove of the nominee. The nominee must receive the approval of the majority of the ballot cast to be declared duly elected.
- e. Sealed ballot boxes are to be returned to the Union's general office immediately upon completion of voting. The ballots will be counted by the electoral committee. Where positions are contested, the nominees receiving a plurality of votes cast shall be declared duly elected.
- f. Each nominee may appoint a scrutineer to oversee the counting of ballots.

7. Recounts and Appeals

- a. A nominee may request a recount of votes cast, provided such request is made in writing to the electoral committee within seventy-two (72) hours following the committee's announcement of election results.
- b. A nominee may appeal any decision of the electoral committee to a general meeting of the Union.

BYLAW VIII - DUTIES AND RESPONSIBILITIES OF THE BOARD

1. Compliance With Societies Act of British Columbia

The Board committee shall be familiar, and comply with the provisions of the Societies Act of British Columbia.

2. Board Responsibility for Union Finances and Property

The Board shall receive, budget and administer all moneys, properties, and securities of whatever nature that may be placed in the custody of, or that may become the property of the Union.

3. Board Responsibility for Union Budget

The Board shall prepare an annual budget for the Union.

4. Board Responsibility for Communication

The Board shall be the recognized medium of communication between the union and:

- a. The board and administration of Vancouver Island University;
- b. Other constituent groups within the University;
- c. The general public; and
- d. Other students' unions with which the Union is federated.

5. Board Responsibility for Union Staff

The Board shall be responsible for the hiring and direction of all staff of the Union.

6. Annual Report of Board

The Board shall present to the Annual General Meeting of the Union a report detailing the activities undertaken by the Union during the previous year.

7. Maintenance of Union Policy Manual

The Board shall maintain an up-to-date policy manual for the Union.

8. Conflict of Interest

Members of the Board shall not vote on matters where a personal conflict of interest exist.

9. Delegation of Responsibility

The Board may delegate such of its duties and responsibilities as it may deem expedient for the conduct of the affairs of the Union.

BYLAW IX - RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

1. Chairperson

The Chairperson shall:

- a. regularly chair meetings of the Board or Directors
- b. ensure the Union's positions are articulated to the University-College's Board of Governors, Education Council, Sub-committees and Executive;
- c. co-ordinate the work of the Union in the area of student grievances against the University-College;
- d. be responsible for keeping the Board informed of issues arising within the University-College which pertain to the activities of the Union and the well being of students
- e. ensure active participation in Federation meetings, campaigns and services including maintaining regular communication with the provincial office collective;
- f. ensure full implementation of Federation membership awareness strategies and campaigns;
- g. assist in the preparation of the Union's Annual General Meetings and Special General Meetings;
- h. jointly with the Director of External Relations, articulate the Union's policies and positions on various issues to members, coalition partners, other concerned organizations, politicians, and the media;
- i. be responsible for the maintenance of the Union's Policy manual and development of new policies as required;
- j. assist in the preparation of all publications of the Union;
- k. present monthly written reports of activities undertaken by her to Board Meetings;
- l. work primarily out of the Nanaimo office; and,
- m. Perform other such duties as assigned by the Board.

2. Director of External Relations

The Campaigns and External Relations Director shall:

- a. be responsible for keeping the Board informed of issues arising off campus which pertain to the activities of the Union and the well being of students;
- b. jointly with the Chairperson, articulate the Union's policies and positions on various issues to members, coalition partners, other concerned organisations, politicians, and the media;
- c. assist with the preparation of Union press releases;
- d. coordinate campaigns of the Union on educational and social justice issues
- e. jointly with the Provincial Executive Representative, ensure local implementation of campaigns of the Federation;
- f. assist with the development and coordination of campaigns of the Equality Resource and First Nations' Centre
- g. liaise with the University-College Human Rights Advisor and represent students to the University-College Human Rights Advisory Committee
- h. be responsible for keeping in contact with coalition partners and ensuring the Union is represented at all meetings and community events pertaining to the work of the Union;
- i. present monthly written reports of activities undertaken by her to Board Meetings;

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- j. work primarily out of the Nanaimo office; and,
- k. Perform other such duties as assigned by the Board.

3. Director of Internal Relations

The Director of Internal Relations shall:

- a. oversee the operations of the Students' Union's office and building space and ensure that programs and services operate in a responsible and cost-effective manner;
- b. ensure the maintenance of regular communication with regional campus memberships;
- c. ensure orientations for newly elected members of the Board are planned and executed in a timely manner;
- d. maintain regular contact with the staff relations officer on workplace staffing issues;
- e. maintain the records of the Union and ensure that accurate records are kept of all Board, General and other meetings;
- f. ensure that an accurate inventory of all assets of the Students' Union is kept;
- g. assist with the preparation of the annual budget as per policy;
- h. ensure the production of the annual audited financial statements;
- i. be responsible for keeping the Board informed of all issues relating to the finances of the Union;
- j. ensure the responsible management of the finances of the Students' Union, including engaging in long-term financial planning and ensuring the Board of Directors receives accurate and timely financial reporting;
- k. manage the Students' Union's system of clubs, course unions and internal organisations and maintain a registry of such as per policy;
- l. present monthly written reports of activities undertaken by her to Board Meetings;
- m. work primarily out of the Nanaimo office; and,
- n. Perform other such duties as assigned by the Board.

4. Director of Events

The Director of Services shall:

- a. oversee the coordination of all Students' Union events, including but not limited to annual welcome events in September and January, regular coffee table and information table events on all campuses, and events to promote Students' Union and Federation services;
- b. represent the Students' Union in coordination of campus event sponsorships and maintain a permanent file of all events sponsored by the Union;
- c. ensure that the Students' Union's contribution to campus events is duly recognised through event materials and publication;
- d. coordinate the publication of a monthly calendar of events for Students' Union members to be published in hard copy and online;
- e. oversee the recruitment, coordination and recognition of Students' Union volunteers;

BYLAW IX - RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

- f. present monthly written reports of activities undertaken by her to Board Meetings;
- g. work primarily out of the Nanaimo office; and,
- h. Perform other such duties as assigned by the Board.

5. Aboriginal Students' Representative

The Aboriginal Students' Representative shall:

- a. be responsible for keeping the Board informed of all issues regarding Aboriginal peoples which pertain to the work of the Union;
- b. assist in the development and organisation of an Aboriginal Steering Committee for the Union;
- c. be responsible for maintaining the First Nations' Centre in the main office of the Union
- d. assist in the development and implementation of campaigns relating to aboriginal issues;
- e. ensure the active participation of aboriginal members in the Union and Federation;
- f. promote aboriginal issues and a respect for aboriginal culture among members of the Board of Directors and the general membership;
- g. ensure that the opinions of aboriginal students are represented in decisions of the Union;
- h. ensure regular communication with representatives of the Federation's Aboriginal Caucus;
- i. present monthly written reports of activities undertaken by her to Board of Directors Meetings;
- j. work primarily out of the Nanaimo office; and,
- k. Perform other such duties as assigned by the Board of Directors or the Aboriginal Steering Committee.

6. Women Students' Representative

The Women Students' Representative shall:

- a. be primarily responsible for presenting a feminist viewpoint and keeping the Board of Directors informed of all matters of concern to the Union relating to gender and human rights;
- b. be primarily responsible for maintaining the Students' Union's Equality Resource Centre;
- c. assist with the development and organization of a Equality Resource Centre Steering Committee
- d. assist in the development and implementation of campaigns relating to women's' and human rights issues;
- e. ensure the active participation of women members in the Union and Canadian Federation of Students;
- f. ensure regular communication with representatives of the Federation's Womens' Constituency Group
- g. promote women's issues among members of the Board and general membership;
- h. work primarily out of the Nanaimo office; and,
- i. shall perform other such duties as assigned by the Equality Resource Centre Steering Committee or by the Board of Directors.

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7. Faculty and Graduate Students' Representatives

Faculty Representatives and the Graduate Students' Representative shall:

- a. maintain active communications between members and the Board;
- b. maintain membership in two (2) Executive sub-committees of Union; and
- c. perform such other duties as may be assigned by the Board.

8. Campus Representatives

Campus Representatives shall:

- a. shall maintain active communications between members at their respective campus and the Board;
- b. shall be responsible for assisting with activities and events at their respective campus;
- c. shall maintain membership in two (2) Board sub-committees of Union; and
- d. shall perform such other duties as may be assigned by the Board.

9. Directors At-Large

Directors At-Large shall:

- a. shall maintain membership in two (2) Board sub-committees of Union;
- b. assist in the implementation and organisation of campaigns and activities of the Union; and,
- c. shall perform such other duties as may be assigned by the Board.

BYLAW X - REPRESENTATIVE ON THE PROVINCIAL EXECUTIVE

1. Selection of Representative

The Board shall annually select at its first meeting in May one (1) member to sit as the Union's representative on the Provincial Executive of the Canadian Federation of Students, as per the provincial Bylaws of the Federation.

2. Replacement of Representative

In the event of a vacancy in the position of Provincial Executive representative, the Board will immediately select a replacement to hold the position until the annual selection meeting.

3. Report of Representative

The Provincial Executive Representative will provide a written report on each provincial executive meeting no later than two weeks following said meeting.

1. Cessation of Union Membership

Members of the Board who cease to be members of the Union shall be considered to have delivered their resignations.

2. Abandonment of Office

Board of Directors members absent from three (3) or more consecutive meetings of the Board without valid reason, as determined by a two-thirds majority vote of the Board, shall be deemed to have delivered their resignation.

3. Impeachment Proceedings

- a. A member of the Board may be removed from office by resolution of a general meeting or referendum.
- b. Impeachment proceedings may be initiated by:
 - i. a two-thirds (2\3) majority vote of the Board; or
 - ii. a petition signed by not less than ten per cent (10%) of members of the Union presented to the Board.
- c. Notice of impeachment proceedings shall be that required for a special resolution.
- d. In the event that the general; meeting or referendum thus called fails to reach quorum, the proceedings shall cease.

1. Composition

The Executive Committee shall consist of:

- a. Chairperson;
- b. Director of Events;
- c. Director of Internal Relations; and,
- d. Director of External Relations.

2. Responsibilities of the Executive Committee

The Executive Committee shall be responsible for:

- a. coordinating work of the Union in between meetings of the Board of Directors;
- b. assigning tasks to its members as required;
- c. assisting in the provision of day-to-day service to Union members; and,
- d. responding to inquiries or requests for information from Union members.

3. Authority of the Executive Committee

The Executive Committee shall have the authority to make necessary decisions between meetings of the Board of Directors to ensure the regular day-to-day operation of the Union. All decisions shall be subject to ratification by the Board of Directors. The Executive Committee shall not incur expenses of more than \$500 without prior approval of the Board of Directors.

1. Signing Officers

- a. The signing officers for the Union shall be as appointed by the Board.
- b. The signatures of at least two (2) signing officers shall be required for the execution of any legal documents or, subject to the policy of the Union, the disbursement of any funds on behalf of the Union.

2. Annual Financial Review

- a. The accountant(s) of the union shall be appointed by resolution of a general meeting.
- b. The Board may fill a vacancy in the office of the accountant(s) created by death, resignation or otherwise.
- c. The accountant(s) of the union shall have the right to examine all books, records and accounts of the union and shall be entitled to request from any and all members of the union, including the Board, such information and explanations as may be required by the accountant(s) for the due performance of their duties.
- d. The Board shall present without material omission the report of the accountant(s) to the Annual General Meeting of the Union.

3. Borrowing

- a. In order to carry out the purposes of the Union the Board may, on behalf of and in the name of the Union, raise and secure the or repayment of money in the manner they decide, and , in particular but without limiting the foregoing, by a special resolution;
- b. No debenture shall be issued without the sanction of a special resolution;
- c. The members may be special resolution restrict the borrowing powers of the Board, but a restriction imposed expires at the next Annual General Meeting; and
- d. The Board shall not borrow at any given time an amount greater than twenty percent (20%) of the annual budget of the Union.

4. Fiscal Year

The fiscal year of the Union shall be June 1 to May 31.

1. Location of Records

The minutes of the Board and general meetings, and other books and records of the Union shall be kept in the Union office.

2. Inspection by Members

The books and records of the Union may be inspected by Union members in the Union office on any working day during normal office hours provided twenty-four hours written notice is given.

3. Custody of Minutes

Custody of the minutes of all general and Board meetings of the Union shall be as designated by the Board.

BYLAW XVI- BRANCH SOCIETIES

The Union, by special resolution, shall have the authority to create branch societies subject to the terms and conditions outlined in the Society Act of British Columbia.

BYLAW XVII- DISSOLUTION OF THE UNION

Upon the winding up or dissolution of the Union, any assets remaining after the satisfaction of its debts and liabilities shall be held in trust until such time as said assets may be transferred to a democratically run Vancouver Island University student organisation having purposes similar to those of the Vancouver Island University Students' Union. This provision was previously unalterable.

BYLAW XVI- AMENDMENT TO THE CONSTITUTION AND BYLAWS

The Constitution and Bylaws of the Union may only be amended by a special resolution passed in a general meeting or referendum of the Union, as per Bylaw IV.