

**STUDENTS' UNION OF  
VANCOUVER  
COMMUNITY COLLEGE**

**BRITISH COLUMBIA FEDERATION OF STUDENTS LOCAL 16**

**CONSTITUTION  
& BYLAWS**

# **Students' Union of Vancouver Community College**

## **CONSTITUTION**

### **1. Name of the Society**

The name of the Society is the Students' Union of Vancouver Community College, 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 organise 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 fulfill 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.

## **BYLAWS OF THE STUDENTS' UNION OF VANCOUVER COMMUNITY COLLEGE**

### **BYLAW I – INTERPRETATION**

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

**1. Definition of "Union"**

"Union" shall mean the Students' Union of Vancouver Community College.

**2. Definition of "Member"**

"Member" shall mean those persons who satisfy the requirements of Bylaw II.

**3. Definition of "Federation"**

"Federation" shall mean the British Columbia Federation of Students (BCFS).

**3. Authority of General Meetings and Referenda**

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

## **BYLAW II - MEMBERSHIP**

### **1. Members**

- a) The members of the Union shall be all individuals who have registered in at least one course at Vancouver Community College for the current College term, and has been assessed a Union membership fee.
- b) All individuals who are not registered in the current semester, but who have paid membership fees to the Union for the previous term.
- c) Members of the Board of Directors who are not registered in the current College semester, but who satisfy Bylaw II, Section 1 in the previous semester.

### **2. Cessation of Membership**

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

## **BYLAW III - MEMBERSHIP FEES**

### **1. Setting of Membership Fees**

Except as hereinafter provided membership fees may be set by the members of the Union voting in a referendum provided sufficient notice has been served as per Bylaw IV, section 6.

### **2. Amount of Union Membership Fee**

The membership fees shall consist of a general programs and service fee of not less than \$52.00 per student per semester.

### **3. Accessibility Fund**

The membership fee for the Accessibility Fund shall consist of a services fee of not less than \$2.00 per student per semester. Should the Accessibility Fund reach a balance of \$200,000 dollars, the surplus from each fund will be transferred to general revenue.

### **4. Amount of Extended Health and Dental Fee**

The Union shall collect a Health and Dental fee of not less than 250.00 per eligible student. The Health and Dental incidental fees may be revised on an annual basis if necessary to a maximum increase of 8%

### **5. Provincial and National Organization Membership**

Where the Union is a member of a provincial and/or national organizations, the Union shall collect in trust and remit the membership set by that organization.

### **6. Membership Fee Adjusted for Inflation**

The membership fees described in Sections 2 and 4 shall be adjusted each August 1, by the percentage change in the Canadian Consumer Price Index during the previous calendar year.

## **BYLAW IV - GENERAL MEETINGS AND REFERENDA**

### **1. Authority of General Meetings and Referenda**

Referenda then General Meetings respectively, shall be considered the highest authorities within the Students' Union.

### **2. Types of General Meetings**

There shall be two types of general meetings:

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

### **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 Society 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 Directors of the Union for presentation to the general meeting.
- b) The Board of Directors shall include on the agenda any Special Resolutions that are:
  - i) referred by a two-thirds (2/3) majority vote of Board Members at 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. General Meeting Notice and Quorum**

- a) The Union shall give not less than fourteen (14) calendar days notice of a general meeting or referendum. Sufficient notice shall be deemed to have been given by the posting of not less than ten (10) notices at Broadway and Downtown Campuses. Notices on each of the Vancouver Community College Campuses not less than 8.5"x 11" in size 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.

The Union will post the full notice package, including all the above information on its website no less than fourteen (14) calendar days before the general meeting or referendum.

- b) Quorum required for a general meeting of the Union shall be five percent (5%) of the general members, or 50 members, whichever is less.
- c) In the event the Annual General Meeting of the Union does not achieve a quorum, but does satisfy the minimum quorum requirement set out in the Societies Act of British Columbia, the meeting shall proceed, though business will be limited to the following:
  - i) Acceptance of the annual financial statements;
  - ii) Appointment of auditor; and
  - iii) Acceptance of the annual report of the Board of Directors.

### **6. Voting at General Meetings**

- a) Each member of the Union is entitled to vote at General Meetings.
- b) Voting by proxy is not permitted.

### **7. Rules of Order**

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

### **8. 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 may be called at any time between the months of September 15 and December 15 and January 15 to April 15 inclusive by:

- i) A majority vote of the Board of Directors
- ii) A petition of ten percent (10%) of the membership; or
- iii) As otherwise required by the Society Act of British Columbia

c) Quorum required for a referendum of the Union shall be five percent (5%) of the general members or 50 members, whichever is less.

d) Polling for a referendum shall take place for not less than two (2) days and no more than fourteen (14) days.

**9. Voting in a Referendum**

- a) Each member of the Union is entitled to vote during a Referendum.
- b) Voting by proxy is not permitted.

## BYLAW V: BOARD COMPENSATION

### 1. Preamble

This Bylaw will summarize the various compensation provided to Board members, and the mechanisms by which Board members are accountable for funds received. The purpose of Board remuneration is to provide compensation for lost wages and/or funding for those who dedicate work, study and extra-curricular time to serve the student body.

### 2. Board Member Compensation and Reporting

#### a) Required hours

In order to receive a stipend, Board members must:

- Attend at least 1 Board meeting per month;
- Fulfill all duties and responsibilities of their position as outlined in the constitution, bylaws, and policies;
- Maintain active membership in two committees or working groups
- Perform not less than fifteen (15) hours of documentable and itemizable work that corresponds to their elected role;
- Undertake work assigned by the Board

#### b) Compensation Rates

- i) The Stipend for Board members will be \$375 per month, distributed every month.
- ii) Should the member complete all the tasks outlined in section 2.1, as well as working an additional ten hours attending Union events or attending a Union or College committee meeting, the stipend will be \$625 per month.
- iii) In cases where a board member serves between 15 and 25 hours in a given month, compensation will be prorated at a rate of \$25 per hour for each hour served within this range.

#### c) Reporting

- i) Each Board member must submit a written report summarizing their work in each reporting period in order to qualify for a stipend. Reports will conform to a set template, and include details on work completed, hours of service provided, and meetings attended
- ii) Where monthly work includes meetings such as coalition meetings, Federation general meetings, or other Federation business and conferences, a report that highlights the purpose and outcomes of the meeting will be submitted to the board
- iii) The following rules will apply to the submission of written reports:
  - Reports are due by noon of the last weekday of each month;
  - Reports provided late may result in the stipend payment being delayed until the following payment cycle, and;
  - Late reports will be considered for approval at the next reporting period and will be due by noon of the last Thursday of the following month. Reports will not be considered for approval past this date.
- iv) Board of Directors members' written reports must be approved by the Chair of the Budget & Operations Committee and two (2) other members of the Budget & Operations Committee. No Board member may approve their own report.
- v) In cases of conflicts of interest or prolonged absences, another Board member who is a signing officer may approve a report in place of the Director of Internal Affairs and the alternate staff signing officer may approve a report in place of the Executive Director
- vi) Standard approval will be granted provided that a report conforms to the necessary reporting standard, that the report appears accurate and that there is no reason to believe that incorrect information has been reported
- vii) Approved work reports will be submitted to the Executive Director to process.

#### d) Scope of Work

No more than 20% of work recorded on a Board members report may be recorded as general office work. General office work includes emailing, communications amongst board and staff, office tasks, data entry and activity through social media

## **BYLAW VI - BOARD OF DIRECTORS OF THE UNION**

### **1. Composition of the Board of Directors**

The Board of Directors will be comprised of the following positions:

- a) Accessibility Representative
- b) Broadway Campus Representatives (2)
- c) Director-At-Large (4)
- d) Director of Events
- e) Downtown Campus Representatives (2)
- f) Indigenous Students Representatives
- g) Pride Representative
- h) Women Students' Representative

### **2. Term of Office of Members of the Board of Directors**

- a) The Board of Directors shall hold office from May 1 to April 30
- b) The Board of Directors must remain members of the Society, as outlined in Bylaw II Section 1.
- c) The term of office for members of the board of Directors shall be limited to a maximum of 4 terms. Following the completion of 4 terms in office, a board member may not be eligible for re-election or reappointed to the board.

### **3. Meetings of the Board of Directors**

- a) The Board of Directors shall meet at least once per month.
- b) The agenda for each Board of Directors meeting will be set and available no later than twenty-four (24) hours prior to the Board of Directors meeting.
- c) The quorum required for the transaction of business at a Board of Directors meeting shall be fifty-one percent (51%) of currently elected members, but never less than three members.
- d) Subject to any special resolutions of the Union the most recent edition of Roberts' 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 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 upon request of 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 at the time the vote is put. Votes by proxy shall not be allowed.
- h) Minutes approved by the Board of Directors shall be made available to membership within 24 hours of adoption.

### **4. Location of Meeting**

Meetings of the Board of Directors shall rotate between the Broadway and Downtown campuses.

### **5. Board of Directors Remuneration**

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

### **6. Leave of Absence 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 the Board of Directors for a period of up to one semester during their term on the Board of Directors and retain their status but do not count towards quorum nor collected a stipend.

## **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 who are not seeking reelection, one of whom is a member from each campus; 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 policy 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 of Directors for ratification.

### **2. Schedule of Elections**

- a) The Union shall hold:
  - i) a general election for vacant positions within 6 weeks of February 1, with the term starting May 1, and
  - ii) by-elections at such times as deemed necessary by the electoral committee in the event that the number of Board of Directors members falls below three (3); notwithstanding that elections may be delayed in the event of a lockout, 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) not less than sixteen (16) hours of polling over a period of not less than two (2) days.
- 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 Board of Directors members falls below three(3).

### **3. Notice of Elections**

Sufficient notice shall be deemed to have been given by:

- a) the posting, on or about Vancouver Community College, not less than three (3) days prior to the opening of the nomination period, of not less than ten (10) notices at the Broadway and Downtown, not less than 8.5"x 11" in size, stating:
  - i) the positions vacant or expiring;
  - ii) the opening and closing date and time 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) the posting, on or about Vancouver Community College, not more than three (3) days after the closing of the nomination period, of not less than ten (10) notices at the Broadway and Downtown Campuses, not less than 8.5"x 11" in size, stating:
  - i) the members nominated for vacant positions on the Board of Directors;
  - ii) the date, time and location of polling stations; and
  - iii) the date, time and location of the all candidates' forum.

### **4. Eligibility**

- a) Nominees for any position on the Board of Directors must be members of the Union.
- b) In order to seek election to the Board of Directors, members must be nominated by not less than ten (10) other members of the Union.

- c) Members of the Union shall not hold or seek election to more than one (1) position on the Board of Directors at any one time.
- d) In order to seek election to the Board of Directors, members must sign an acknowledgment of the roles and responsibilities as an elected director of the Union as set out in the following:
  - i) The Students' Union of Vancouver Community College bylaws;
  - ii) The Students' Union of Vancouver Community College policy manual;
  - iii) The Societies Act of British Columbia
  - iv) The College and Institute Act of British Columbia
- e) Nominees may not be contract or unionized employee of Vancouver Community College. This shall excludes peer-helpers.
- f) **Accessibilities Representative**  
Only members who identify as being deaf or hard of hearing, or having a disability or mental health issue shall be eligible to run for the Accessibility Representative.
- g) **Broadway Campus Representative**  
Only members taking a minimum of one (1) course per semester at the Broadway campus maybe be eligible for the position.
- h) **Downtown Representative**  
Only members taking a minimum of one (1) course per semester at the Downtown campus maybe be eligible for the position.
- i) **Indigenous Students' Representative**  
Only members who identify as Indigenous shall be eligible to run for the Indigenous Students' Representative.
- j) **Pride Representative**  
Only members who identify as LGBTQIA+ shall be eligible to run for the Pride Representative.
- k) **Women Students' Representative**  
Only members who identify as a woman shall be eligible to run for the Women Students' Representative.

## 5. Conduct of Nominees

- a) Nominees for all positions may campaign between the close of nominations and close of polling. During the polling period candidates may not campaign within ten (10) meters of the polling station.
- b) The Union will provide free poster design and 50 copies of the campaign poster at no charge..
- 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) If 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 ballots cast to be declared duly elected.
- c) 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.
- d) Each nominee may appoint a scrutineer to oversee the counting of ballots.

## 7. Method of Voting

- a) The electoral committee shall decide if the election will be held using online voting or on-campus voting
- b) if online voting is selected; voting during the election will be conducted by a third party online voting system not connected to an institution system as agreed upon by the electoral committee
- c) If on campus voting is selected; 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.
- d) Each nominee may appoint a scrutineer to oversee the counting of ballots.

## 8. 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 Board of Directors meeting of the Union.

## **BYLAW VIII - DUTIES AND RESPONSIBILITIES OF THE BOARD**

1. The Board of Directors shall sign an acknowledgement that they are familiar and in compliance of the following:
  - a) Society Act of British Columbia;
  - b) College and Institute Act of British Columbia;
  - c) Students' Union of Vancouver Community College bylaws;
  - d) Students' Union of Vancouver Community College policy manual;
2. Members of the Board of Directors must sign an Oath of Office and Non-Disclosure Agreement before the commencement of their term.
3. The Board of Directors shall receive, budget and administer all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become the property of the Union.
4. The Board of Directors and students' union staff shall be the recognised medium of communication between the Union and:
  - a) The board and administration of Vancouver Community College;
  - b) Other constituent groups within the College;
  - c) The general public; and
  - d) Other students' unions with which the Union is federated.
  - e) Other students' unions which are not federated.
5. The Board of Directors shall be responsible for the hiring and direction of the staff as specified in the collective agreement.
6. The Board of Directors shall present to the Annual General Meeting of the Union a report detailing the activities undertaken by the Union during the previous year.
7. The Board of Directors shall maintain an up-to-date policy manual for the Union.
8. Members of the Board of Directors shall not vote on matters where a personal conflict of interest exists.
9. The Board of Directors may delegate such of its duties and responsibilities as it may deem expedient for the conduct of the affairs of the Union.

## **BYLAW IX –DUTIES & RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS**

### **1. Accessibility Representative**

The Accessibility Representative shall be responsible for:

- a) keeping the Board of Directors informed of the concerns of students who are deaf or hard of hearing, or identify as having a disability or mental health issue.
- b) assisting with the coordination and implementation of Student Union events, campaigns, and activities;
- c) sitting on at least one (1) committee; and
- d) performing such other duties as may be assigned by the Board of Directors.

### **2. Broadway Campus Representative**

The Broadway Campus Representative shall be responsible for:

- a) representing the interests, needs, and concerns of Broadway campus members to the Board of Directors.;
- b) assisting with the coordination and implementation of Students' Union events and activities at the Broadway Campus;
- c) jointly, with the Chairperson coordinating and implementing Student Union and Federation campaigns at the Broadway campus;
- d) jointly, with the Director of College Affairs, implementing Students' Union and Federation membership awareness initiatives;
- e) jointly, with the Director of Internal Affairs, overseeing the provisions of Students' Union and Federation services and programs at the Broadway campus.
- f) overseeing the recruitment and coordination of Students' Union volunteers at the Broadway campus.
- g) sitting on at least one (1) committee; and
- h) performing such other duties as may be assigned by the Board of Directors.

### **3. Director-At-Large**

The Director at Large shall be responsible for:

- a) Maintaining membership in two (2) committees of the Union;
- b) assisting in the implementation and organization of campaigns and activities of the Union; and
- c) performing other such duties as may be assigned by the Board of Directors.

### **4. Director of Events**

The Director of Events shall be responsible for:

- a) overseeing the coordination of all Students' Union events;
- b) representing the Students' Union in coordination of participation in College events;
- c) overseeing the creation of an annual events plan for presentation and adoption by the Board of Directors prior to August 1 of each year;
- d) facilitation of the events and campaigns working group meetings;
- g) sitting on at least one (1) additional committee; and
- h) performing such other duties as may be assigned by the Board of Directors.

### **5. Downtown Campus Representative**

The Downtown Campus Representative shall be responsible for:

- a) Representing the interests, needs, and concerns of Downtown campus members to the Board of Directors.;
- b) assisting with the coordination and implementation of Students' Union events and activities at the Downtown Campus;
- c) jointly, with the Chairperson coordinating and implementing Student Union and Federation campaigns at the Downtown campus;
- d) jointly, with the Director of College Affairs, implementing Students' Union and Federation membership awareness initiatives;
- e) jointly, with the Director of Internal Affairs, overseeing the provisions of Students' Union and Federation services and programs at the Downtown campus.
- f) overseeing the recruitment and coordination of Students' Union volunteers at the Downtown campus.
- g) sitting on at least one (1) committee; and
- h) performing such other duties as may be assigned by the Board of Directors.

### **6. Indigenous Student Representative**

The Indigenous Students' Representative shall be responsible for:

- a) keeping the Board of Directors informed of the concerns of students who identify as Indigenous;
- b) assisting with the coordination and implementation of Student Union events, campaigns, and activities;
- c) sitting on at least one (1) committee; and
- d) performing such other duties as may be assigned by the Board of Directors.

**7. Pride Representative**

The Pride Representative shall be responsible for:

- a) keeping the Board of Directors informed of the concerns of students who identify as someone from the LGBTQIA+ community;
- b) assisting with the coordination and implementation of Student Union events, campaigns, and activities;
- c) sitting on at least one (1) committee; and
- d) performing such other duties as may be assigned by the Board of Directors.

**8. Women Students' Representative**

The Women Students' Representative shall be responsible for:

- a) keeping the Board of Directors informed of the concerns of students who identify as women;
- b) assisting with the coordination and implementation of Student Union events, campaigns, and activities;
- c) sitting on at least one (1) committee; and
- d) performing such other duties as may be assigned by the Board of Directors.

## **BYLAW X – EXECUTIVE PORTFOLIO**

### **1. Selection of Representatives**

The Board of Directors shall annually select at its second meeting one (1) member to hold each portfolio position.

### **2. Replacement of Representative**

In the event of a vacancy in any of the portfolio positions, the Board of Directors will select a replacement to hold the position until the annual selection meeting. To hold an internal election to replace a representative presently holding a Portfolio position, two (2) weeks' notice requiring a two-thirds (2/3) majority vote is needed to place the election as an item on the next meeting's agenda.

### **3. Portfolio Limit**

Board members may only hold two portfolio positions unless a position sought by a board member is not contested by another board member.

### **4. Staff Relations Officer**

The Staff Relations Officer shall represent the Employer in dealings with the staff union, and in the execution of the employer's management rights. The Staff Relations Officer shall also fulfill any other labour relations or management responsibility assigned by the Board of Director directly, or via policy.

### **5. Chairperson**

The Chairperson shall be responsible for:

- a.) facilitating the Board of Director Meetings and assist in the preparations of meeting agendas;
- b.) keeping the Board of Directors informed of issues arising off campus which pertain to the activities of the Students' Union;
- c.) acting as a liaison between the Union and external organizations;
- d.) overseeing and helping coordinate the campaigns work of the Students' Union;
- e.) jointly, with the Provincial Executive Representative, ensuring local implementation of Federation campaigns;
- f.) assisting with government relations work of the Students' Union;
- g.) sitting on at least one (1) committee; and
- h.) performing such other duties as may be assigned by the Board of Directors.

### **6. Director of College Affairs**

The Director of College Affairs shall be responsible for:

- a) keeping the Board of Directors informed of issues arising within the College which pertain to the activities of the Students' Union;
- b) coordinating Union representation on all College committees;
- c) ensuring that the Students' Union's positions are articulated to the College's Education Council, Board of Governors, and Senior Management of the College;
- d) ensuring that the Board of Directors is appropriately informed of academic governance and post- secondary education governance issues that could affect the education delivered by the College;
- e) assisting with the implementation of membership awareness initiatives of the Students' Unions;
- f) sitting on at least two (2) committee; and
- g) performing such other duties as may be assigned by the Board of Directors.

### **7. Director of Internal Affairs**

The Director of Internal Affairs shall be responsible for:

- a) assisting in formulating the budget for the Union;
- b) keeping the Board of Directors informed of all issues which pertain to the finances of the organization;
- c) sitting on at least one (1) committee; and
- d) performing such other duties as may be assigned by the Board of Directors.

### **8. Federation Representative**

The Federation Representative shall be appointed to fulfill the role of Local 16 Members' Representative on the Executive Committee of the BC Federation of Students and shall:

- a) attend all Federation meetings;

- b) regularly report to the Board about the services, campaigns, and internal affairs of the Federation;
- c) ensure that all reports and other materials from each Federation meeting are made available to the board and members.

## **BYLAW XI- POLICY 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 Directors 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. 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.

### **3. Policy Manual**

All policy of the Union shall be compiled in a policy manual.

#### **a) Distribution of the Union's Policy Manual**

The Union's Policy Manual shall be available for review in the Union office at all times and can be provided to any member of the Union upon written request.

#### **b) Classification of Policy**

Each policy in the Union's Policy Manual shall state whether it was adopted by a vote of the Board or by a vote of the general membership in a general meeting or referendum.

### **4. Duration of Policy**

All policy remains the policy of the Union until changed, or rescinded, subject to the following:

- a) Policy adopted by the Board may be rescinded at any time by a three-quarter-majority vote of the Board.
- b) Policy adopted by a general meeting or referendum may be rescinded at any time by a three-quarter-majority vote of a general meeting or referendum, provided sufficient notice has been provided as per Bylaw IV.6.
- c) Policy adopted by the Board may be rescinded by a majority vote of a general meeting or referendum.
- d) No policy adopted by a general meeting or referendum may be rescinded by the Board of the Union.
- e) No policy adopted by the Board may contradict or supercede any policy adopted by a general meeting or referendum.
- f) No policy adopted by a general meeting or referendum shall contradict or supercede any Bylaw of the Union.

## **BYLAW XII – REMOVAL FROM OFFICE**

### **1. Cessation of Union Membership**

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

### **2. Abandonment of Office**

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

### **3. Impeachment Proceedings**

- a) A member of the Board of Directors 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 of the Board of Directors; or
  - ii. a petition signed by not less than ten per cent (10%) of the members of the Union presented to the Board of Directors.
- c) Notice of impeachment proceedings shall be that required for a special resolution.
- d) On the event that the general meeting or referendum thus called fails to reach quorum, the proceedings shall cease.

## **BYLAW XIII – GENERAL MEETINGS OF THE FEDERATION**

### **1. National General Meeting Delegation**

The Union will have a minimum of two (2) delegates at all national general meetings of the Federation. The Provincial executive committee member and one (1) member of the staff complement will have first priority for the delegation.

### **2. Provincial General Meetings**

The Union will have a minimum of two (2) delegates at all provincial general meetings of the British Columbia Federation of Students. The Provincial executive committee member and one (1) member of the staff compliment will have first priority for the delegation.

## **BYLAW XIV – REPRESENTATIVE ON THE PROVINCIAL EXECUTIVE COMMITTEE**

### **1. Selection of Representative**

The Board shall elect annually each autumn one (1) member to sit as the Union's representative on the Executive Committee of the Federation, as per the Bylaws of the Federation.

### **2. Replacement of Representative**

In the event of a vacancy in the position of Federation Representative, the Board will select a replacement.

### **3. Report of Representative**

The Federation's Executive Committee Representative will provide a written report on each provincial executive meeting no later than two weeks following each meeting.

## **BYLAW XV - UNION FINANCES**

### **1. Signing Officers**

- a) The signing officers for the Union shall be as appointed by the Board of Directors.
- 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. Any expenditure will include a signature of one member of the Board of Directors and one (1) signature of a staff member of the Union.

### **2. Annual Financial Review**

- a) The accountant of the Union shall be appointed by resolution of a general meeting.
- b) The Board of Directors may fill a vacancy in the office of the accountant(s) created by death, resignation or otherwise.
- c) The accountant 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 of Directors, such information and explanations as may be required by the accountant(s) for the due performance of their duties.
- d) The Board of Directors shall present without material omission the report of the accountant to the Annual General Meeting of the Union.

### **4. Fiscal Year**

The fiscal year of the Union shall be August 1 to July 31.

## **BYLAW XVI - UNION RECORDS**

### **1. Location of Records**

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

### **2. Inspection by Members**

The books and records of the Union may be inspected by Union members in the Union offices on any working day during normal office hours provided forty-eight hours written notice is given. In special circumstances, electronic copies may be made available for students unable to read hardcopies of documents (for example visually impaired students)

### **3. Custody of Minutes**

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

## **BYLAW XVII - 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 By-law IV.

## **BY-LAW XVIII - DISSOLUTION**

### **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 a trust by the BC Federation of Students until such time as said assets may be transferred to a democratically run Vancouver Community College student organisation having purposes similar to those of the Students' Union of Vancouver Community College. This provision was previously unalterable.