

As Adopted
November | 18

Constitution & Bylaws

Okanagan College Students' Union

As Adopted at the Annual General Meeting, December 2, 2018.

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CONSTITUTION

1. Name of the Society

The name of the Society is the Society of the Okanagan College Students' Union 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 organizing 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 recognizes the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognized and appreciated.

BYLAWS

BYLAW I - INTERPRETATION

1. Number

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

2. Definition of "Executive"

"Executive" shall mean the Board of Directors of the Okanagan College Students' Union.

3. Definition of "Union"

"Union" shall mean the Society of the Okanagan College Students' Union.

4. Definition of "Federation"

"Federation" shall mean the British Columbia Federation of Students.

5. Definition of "Member"

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

6. Definition of "Campus"

"Campus" shall be defined as any and all campuses of the College.

7. Definition of "Campus Council"

"Campus Council" shall mean the body representing members at a single campus of Okanagan College

8. Definition of "College"

"College" shall mean Okanagan College, or the name of the institution that delivers college and/or university college level education to students at any of the campuses that were formerly part of Okanagan University College.

9. Definition of "Council"

"Council" shall mean the campus council or councils representing students at a single campus.

10. Definition of "Semester"

"Semester" shall mean the academic terms: September 1 to December 31, January 1 to April 30, and May 1 to August 31 of each year.

11. Definition of “Term”

“Term” shall mean the term of office served by any Union Representative.

12. Authority of General Meetings and Referenda

General meetings and referenda shall be considered the highest authority within the Union.

BYLAW II - MEMBERSHIP

1. Members

The members of the Union shall be all individuals who:

- a. Are registered at a post-secondary institution in British Columbia, and are attending classes on any campus of, or delivered by, the College;
- b. Are enrolled in College studies by distance education;
- c. Have been assessed a membership fee by the Students' Union; and/or
- d. All individuals who are not registered in the current College semester but who have paid membership fees to the Union for the previous College 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 general meeting.

3. Membership in Bad Standing

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

4. 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 British Columbia Federation of Students until such time as said assets may be transferred

to a democratically run Okanagan College students' organization having purposes similar to those of the Okanagan Students' Union. This clause was previously unalterable.

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 10.

2. British Columbia Federation of Students Membership Fee

- a.** The membership fee for the Federation shall be assessed to all members at the amount specified by the bylaws of the Federation.
- b.** The Union will inform the College Board of the increase in the membership fee each year.

3. Union Membership Fee

The membership fee for the Union shall be:

- a.** \$50.00 per member, per semester for students in full-time studies;
- b.** \$25.00 per member, per semester for students in part-time studies;
- c.** \$12.50 per month for courses that are not billed on a per semester basis;
- d.** \$5.00 per Adult Basic Education course;
- e.** \$0.50 media fund, per student, per month; and
- f.** The membership fee described in Sections 3. 1. through 3. 5. of this Bylaw shall be adjusted each August 1 by the percentage change in the Canadian Consumer Price Index during the previous calendar years.

4. Exemption from Payment of Fees

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- a. Members not registered for courses in a particular College semester shall be exempt from paying all memberships fees for that semester.
 - b. A member that withdraws from classes will have their membership fees refunded at the same rate that the College refunds tuition fees.

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 Meetings of the Union shall be held within three (3) months of receipt of the Auditor's report each year as set by a 2/3 majority vote of an Executive meeting. The Executive will determine the location of the meeting.

3. Special General Meetings

Special General Meetings may be called at any time by:

- a. A majority vote of an Executive meeting; or
- b. As otherwise specified by the Society Act of British Columbia.

4. Referenda

- a. In addition to Annual and Special General Meetings, members may vote on resolutions concerning the business of the Union by means of a referendum.
- b. Each individual member shall have only one vote in each referendum.
- c. Referenda are called in the same manner as Special General Meetings.

5. General Meeting Voting Structure

The Union will employ the following voting delegate system for Annual General and Special General Meetings:

- a. Salmon Arm, and Penticton Campus Councils shall each have the right to have up to eight (8) voting Campus Delegates at each general meeting, the Kelowna Campus Council shall have the right to have up to fourteen (14) voting Campus Delegates at each general meeting;
- b. Each Campus Council will elect Campus Delegates to vote at a general meeting;
- c. Proxy voting will not be employed in the Union general meetings.

6. Participation

- a. All members of the Union have the right to participate in general meetings, but only Campus Delegates will exercise a vote at meetings.
- b. Electronic participation will not be permitted in Union general meetings.

7. Quorum for General Meetings

The quorum required for a general meeting of the Union shall be ten (10) Campus Delegates from at least two (2) campuses. In the event that the general meeting does not achieve quorum, but a minimum of three (3) Campus Delegates are present, the meeting shall proceed, though the business will be limited to the following:

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

8. Quorum for Referenda

The quorum required for referenda of the Union shall be (15) members at a minimum of three campuses for a total quorum of forty-five (45) members.

9. Agenda for General Meeting

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- a. Except as hereinafter provided, the agenda for each general meeting shall be prepared by the Executive of the Union and posted at each campus not less than fourteen (14) calendar days before the meeting;
 - b. The Executive shall include on the agenda any resolutions that are:
 - i. Referred by a two-thirds (2/3) majority vote of the Executive; or
 - ii. Referred by a Campus Council; or
 - iii. Presented to the Executive accompanied by a petition duly signed by no less than five percent (5%) of the members of the Union.

10. Notice for General Meetings and Referenda

- a. The Executive of the Union shall give not less than fourteen (14) calendar days notice of a general meeting or referendum.
- b. Sufficient notice shall be deemed given by the posting of ten (10) notices on or about each of the campuses. Notices shall not be less than 8.5" or 11" in size, and will include the following:
 - i. The time, date, and location of the meeting or referendum; and
 - ii. The proposed agenda for the meeting or resolution(s) of the referendum;
 - iii. Any special resolutions to be considered by the meeting or referendum.

11. 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.

BYLAW V - FEDERATION GENERAL MEETINGS

1. General Meeting Delegation

- a. The Union will have a minimum of two (2) and a maximum of six (6) delegates at all general meetings of the Federation.

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- b.** The Executive shall select the delegates to each general meeting from among all members of the Union and its staff.

BYLAW VI - 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 Executive; 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 of all policy motions to be voted on in a general meeting or referendum of the Union shall be that required for the agenda of the meeting as specified in Bylaw IV, section 10.

BYLAW VII - BOARD OF DIRECTORS OF THE UNION

1. The Executive

The Board of Directors of the Union shall be known as the Executive.

2. Composition of the Executive

The Executive shall include:

- a.** The Campus Council Chairperson from each of the campuses of the Union, as selected by the respective Campus Council;
- b.** Two (2) Campus Representatives each from the Salmon Arm and Penticton campus and five (5) Campus Representatives from the Kelowna campus, as selected by the Campus Councils;

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- c. Each of the student representatives on the College Board in a non-voting capacity.
 - d. An executive member may be below the age of 18

3. Term of Office of Members of the Executive

- a. The term of office of members of the Executive shall be one (1) year from the time of appointment, or until the ratification of Campus Council elections as outlined in Bylaw X, section 1. b or whichever comes first.
- b. The voting members of the Executive must be members of the Union during their term of office.
- c. The voting members of the Executive will provide written consent to act as directors through the OCSU Code of Conduct.

4. Meetings of the Executive

- a. The Executive shall meet at least once every six (6) weeks during the months of October through April, and as needed between the months of May through September.
- b. Notice of each Executive meeting shall be available to each member of the Executive and available to all campuses not less than five (5) business days prior to each scheduled meeting.
- c. The quorum required for the transaction of business at an Executive meeting shall be fifty percent (50%) of the current Executive members and include representatives from each campus.
- 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 Executive.
- e. Meetings of the Executive shall be open to all members of the Union, provided that the Executive be permitted to move "in-camera" to deal with personnel matters.
- f. Meetings of the Executive shall be scheduled by:

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- i.** Resolution of the Executive; or
 - ii.** The Executive Chairperson; or
 - iii.** Upon request of three or more members of the Executive.
 - g.** If the Executive Chairperson is unable or unwilling to schedule a meeting as per subsection Bylaw VII, article 4) f., the Executive shall call a meeting upon the request of three or more Executive members, representing at least (2) Campus Councils.
 - h.** In order to exercise a vote, members of the Executive must be present at the time the vote is put. Votes by proxy shall not be allowed.
 - i.** The minutes of Executive meetings shall be available to members upon request.

5. Executive Remuneration

The remuneration to be paid to the members of the Executive shall be such amounts as set by a general meeting or referendum.

6. Leave-of-absence for Executive Members

Subject to the approval of the Executive, individual members of the Executive may be granted leaves-of-absence from the Executive for a period of up to one semester during their term on the Executive. Such approval shall not be unreasonably withheld.

BYLAW VIII – RESPONSIBILITIES OF THE EXECUTIVE

1. Collective Responsibility of the Union Executive

The Collective Responsibility of the Union Executive shall be:

- a.** Set the Direction of the Union in accordance to the Constitution of the Union, its goals, and its values;
- b.** Approve by resolution, partnership and the dissolution of partnerships with external organizations.

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- c. Adopt and amend policies of the Union as needed;
 - d. Strike Union Committees as needed;
 - e. Appoint delegations to British Columbia Federation of Students –General Meetings;
 - f. Discuss and debate resolutions recommended by committees of the Union;
 - g. Set the date and location of Annual and Special General Meetings of the Union;
 - h. Present a report detailing the activities undertaken by the Executive during the previous year to the Annual General Meeting;
 - i. To hold to account the Portfolio Executive for its decisions, and ensure that the;
 - j. Portfolio is transparent and working in the best interest of the Membership; and
 - l. Perform any other duties as appointed by the membership at an Annual or Special General Meeting of the Union.

2. Executive Responsibility for Union Finances and Property

- a. The Executive shall receive, 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 notwithstanding any other provisions set out in these Bylaws.
- b. The Executive shall prepare an annual budget for the Union.
- c. The Union budget will allocate a minimum of 33% of membership fees collected from each campus for benefit of members of the respective campus.

3. Responsibility for Communication

The Executive shall be the recognized medium of communication between the Union and other students' unions with which the Union is federated.

4. Responsibility for Union Staff

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

5. Distribution of Federation Membership Card

The Executive shall be responsible for the distribution of the Federation membership card to all individual members of the Federation.

6. Delegation of Responsibility

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

7. Duties and Responsibilities of Executive Members at Large

In addition to the collective responsibilities of the Union Executive, the Executive Members at Large shall:

- a. Be familiar, and comply with, the provisions of the Society Act of British Columbia;
- b. Be familiar, and comply with, the Constitution and Bylaws of the Union;
- c. Comply with the policies of Okanagan College, including, but not limited to the Discrimination, Bullying and Harassment Policy and the Violent and Threatening Behaviours Policy;
- d. Attend regular Union Executive meetings;
- e. Sit on committees of the Executive as appointed;
- f. Perform regular office hours on the campus of the Executive's appointment;
- g. Stay up to-date on current affairs of the Union, and have a strong grasp of the campaigns, services and other activities the Union participates in;

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- h.** Act in a fiduciary capacity for the Union;
 - i.** Ensure that the decisions of the Executive are always in the best interest of students and the student community, and executed in an efficient, cost-effective, rational manner;
 - j.** Declare any conflict of interest with Executive business, and not vote on matters where a personal conflict of interest exists;
 - k.** Adhere to the Code of Conduct at all times; and
 - j.** Perform other duties as assigned by the Executive.

8. Duties and Responsibilities of Student College Board Representatives

Student representatives on the College Board shall be responsible for:

- a.** Soliciting the advice of the Executive on all matters of the College Board;
- b.** Keeping the Executive informed on issues arising at the College Board; and
- c.** Such other duties as may be assigned from time to time by the Executives.

BYLAW IX – EXECUTIVE COMMITTEE

1. Executive Portfolio Positions

The Executive will assign the following portfolio positions.

- a.** Executive Chairperson
- b.** Internal Director
- c.** External Director

2. Assignment of Portfolios

The Executive shall assign portfolio positions at its first meeting in the fall semester each year; and at such other times as may be required.

3. Regional Diversity of Portfolio Positions

Each Campus of the Union must be represented within the Executive Portfolio unless exceptional circumstances arise.

4. Duties and Responsibilities of the Executive Portfolio

The collective responsibilities of the Executive Portfolio as a whole shall be to:

- a.** Oversee critical or time sensitive operational issues;
- b.** Facilitate all messaging around centralized media communications;
- c.** Conduct relations with the institution, all levels of government and external organizations;
- d.** Handle all in camera issues referred by the Union Executive;
- e.** Report regularly to the Executive on the work of Portfolio members;
- f.** Research and discuss capital expenditures of the Union;
- g.** Liaise with Okanagan College Campus Administration on Campus Council issues; and,
- h.** Perform other duties as assigned by the Executive.

5. Federation Representative

The Executive shall elect from its membership a Federation Representative at the earliest convenience each term. The Federation Representative shall:

- a.** Attend all British Columbia Federation of Students Executive meetings, British Columbia Federation of Students General Meetings
- b.** Aid the Portfolio Directors in the implementation of British Columbia Federation of Students services and campaigns at the local level; and
- c.** Report to the Portfolio Executive and Union Executive on the resolutions of the British Columbia Federation of Students Executive, and British Columbia Federation of Students General Meetings.

6. Duties and Responsibilities of the Executive Portfolio Positions

- a.** The Executive Chairperson shall:
- i.** Prepare and circulate the agendas and supervise the writing and distribution of minutes from the Executive Committee meetings;
 - ii.** Send notice of meetings to Executive members;
 - iii.** Chair Union Executive meetings and ensure quorum is met;
 - iv.** Oversee and participate in the development of the Union's committees, ensuring that Committee decisions are aligned with the progressive strategies and values of the Union;
 - v.** Ensure discipline of the Union – that it remains on target to achieve the expected deliverables;
 - vi.** Ensure that the filing of the Annual Report of the Union with the Registrar of Companies in Victoria in seven (7) days following Annual General Meetings of the Union;
 - vii.** Ensure the filing of a "Change of Directors" form with the Registrar of Companies within seven (7) days following each change in the membership of the Executive;
 - viii.** Ensure the filing of any amendments to the Constitution and Bylaws of the Union with the Registrar of Companies within seven (7) days following any changes to the Constitution and Bylaws;
 - ix.** Ensure the filing of any other documents required for filing from time to time with the Registrar of Societies; and,
 - x.** Perform any other duties as assigned by the Executive.

b. Internal Director

The Internal Director shall:

- i.** Oversee and participate in the development of the Union's policy, ensuring that the decisions of the Union are aligned with the

progressive strategies and values of the Union;

- ii.** Oversee and participate in the drafting of the Union budget;
- iii.** Ensure the legal responsibilities of the Union are maintained in policy;
- iv.** Ensure that risks from policy with spending are identified, assessed and controlled;
- v.** Liaise with the bookkeeper and auditor;
- vi.** Present monthly financial reports to the Executive;
- vii.** Present the draft annual budget at Union General Meetings;
- viii.** Monitor and control the spending of the Union at a strategic level, in particular, reviewing the budget regularly;
- ix.** Ensure that the Constitution & Bylaws of the Union are reviewed and propose updates when needed;
- x.** Ensure that the minutes are recorded at all meetings of the Executive and at all General Meetings of the Union; and,
- xi.** Perform any other duties as assigned by the Executive.

c. External Director

The External Director shall:

- i.** Write and deliver campaign and services proposals to the Union Executive;
- ii.** Ensure that all Union campaigns and services are aligned with the progressive strategies and values of the Union;
- iii.** Oversee and participate in the implementation and production of the Union's campaigns and services;
- iv.** Monitor and control the progress of services in each activity of the Union at a strategic level;

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- v. Monitor and control the progress of campaigns of the Union at a strategic level, including setting campaign goals and deliverables;
 - vi. Raise awareness of issues and risks to the Union Executive if negative financial or ethical impact could be created by Union campaigns or services;
 - vii. Ensure Union campaigns and services remain on target to achieve expected benefits, goals and deliverables;
 - viii. Investigate and implement new services;
 - ix. Report regularly to the Executive on the status and progress of Union campaigns; and
 - x. Work with the Federation Representative on the implementation of Federation campaigns and services; and,
 - xi. Perform any other duties as assigned by the Executive.

BYLAW X – ELECTIONS

1. Elections of Campus Council Members

a. Election Process

The members at each campus shall elect, by a majority vote from among the campus members, its representative(s) on their respective Campus Council.

b. Timing of Elections

Elections for the Campus Council shall be held between September 15 and October 15 of each year and at such other times as is necessary, notwithstanding that elections may be delayed in the event of a lockout, strike, natural disaster or other such occurrence.

c. Electoral Committee

The Union shall maintain an Electoral Committee at all times comprised of:

Members of Campus Councils or the Executive who cease to be members of the Union shall be considered to have delivered their resignations.

2. Abandonment of Office

Members of Campus Councils or the Executive absent from three (3) or more meetings in a semester, or two (2) consecutive meetings of the respective Campus Council or the Executive without valid reason, as determined by a two-thirds majority vote of the respective Campus Council or the Executive, shall be deemed to have delivered their resignation.

3. Censure

A censure is a reprimand of a member of the Campus Council or the Executive. The board can censure a member of the Campus Council or the Executive with a 2/3-majority vote. The consequences will be determined by the Board on a case-by-case basis.

The Portfolio shall provide notice to the member in question prior to the voter on censure.

A member can be censured if they:

- a. Are disruptive during Union meetings, events or activities such as shouting, use of profanity, engaging in personal attacks, etc. or;
- b. Breach confidence, or;
- c. Interfere with the operations of the union, or;
- d. Breach fiduciary duties, or;
- e. Failure to disclose a conflict of interest.

4. Impeachment Proceedings

- a. Members of Campus Councils or the Executive 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 respective Campus Council or Executive or;
 - ii. A petition signed by not less than ten per cent (10%) of the members of the Union presented to the respective Campus Council

or the Executive.

- 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.

BYLAW XII – CAMPUS COUNCILS OF THE UNION

The committees made up of representatives at the local campus level shall be known as Campus Councils.

1. Campus Council Representatives

The Campus Council Representatives shall be six (6) members for the Penticton and Salmon Arm campuses and ten (10) members from the Kelowna campus elected from among students enrolled in at least one course at their respective campus.

2. Term of Office of Members of the Campus Council

- a. The term of office shall be one year commencing upon the ratification of the election results by the Executive and ceasing upon ratification of the subsequent Campus Councils.
- b. The voting members of the Campus Council must be members of the Union during their term of office.

3. Meetings of the Campus Council

- a. The Campus Council shall meet not less than:
 - i. Two (2) times per month in the months of October through April.
 - ii. As needed in the months of May through September.
- b. Notice of each Campus Council meeting will be posted no less than two (2) calendar days prior to each meeting.
- c. The quorum required for the transaction of business at a Campus Council meeting shall be 50% of Campus Council members.

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- 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.
 - e. Meetings of the Campus Council shall be open to all members of the Union, provided that the Campus Council be permitted to move 'in-camera' to deal with personnel and legal matters.
 - f. Meetings of the Campus Council shall be scheduled by;
 - i. Resolution of the Campus Council;
 - ii. The Chairperson of the Campus Council; or
 - iii. Upon request of three or more members of the Campus Council.
 - g. In order to exercise a vote members of the Campus Council must be present at the time the vote is put. Votes by proxy will not be allowed.

BYLAW XIII – COLLECTIVE RESPONSIBILITIES OF THE CAMPUS COUNCIL

1. Responsibilities of the Campus Council

The collective responsibilities of the Campus Council shall be to:

- a. Prepare and adopt an annual campus life budget;
- b. Plan and facilitate campus life events throughout the year;
- c. Plan and facilitate membership outreach throughout the year;
- d. Extend membership outreach to offsite campuses within the respective campus' region;
- e. Implement the campaigns of the Union and the Canadian Federation of Students at the campus level;
- f. Facilitate the flow of information from the Campus Council to the Executive;
- g. Select delegations to Annual General Meetings and Special General Meetings of the Union;

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- h.** Appoint Campus Representatives to sit on the Union Executive;
 - i.** Appoint Campus Representatives to sit on committees struck by the Executive; and,
 - j.** Appoint Campus Representatives to sit on external committees in their region.

BYLAW XIV – RESPONSIBILITIES OF INDIVIDUAL CAMPUS COUNCIL MEMBERS

1. Responsibilities of Campus Council Members

Individual members of the Campus Council shall be responsible for:

- a.** Be familiar, and comply with, the provisions of the Society Act of British Columbia;
- b.** Be familiar, and comply with, the Constitution and Bylaws of the Union;
- c.** Comply with the policies of Okanagan College, including, but not limited to the Discrimination, Bullying and Harassment Policy and the Violent and Threatening Behaviours Policy;
- d.** Attending regular Campus Council Meetings as called by the Campus Council Chairperson;
- e.** Helping plan and facilitate campus life and political events;
- f.** Helping facilitate Campaigns and Services of the Union and the British Columbia Federation of Students at their respective campus;
- g.** Keeping their campus constituency informed about the decisions of the Campus Council and Executive;
- h.** Keeping the Campus Council informed on issues brought forth by their constituency;
- i.** Promote the progressive goals and values of the Union; and
- j.** Performing any other duties as assigned by the Campus Council.

BYLAW XV – CAMPUS COUNCIL PORTFOLIOS

1. Campus Council Portfolio Positions

The Campus Council will include the following position:

- a. Campus Council Chairperson
- b. Any other position created by the Campus Council by a two-thirds (2/3) majority vote.

2. Assignment of Portfolios

The Campus Council shall assign portfolio positions:

- a. At the first meeting of the Campus Council each term; and
- b. At such other time as required.

3. Duties and Responsibilities of the Portfolio Positions

- a. Campus Council Chairperson

The Campus Council Chairperson shall:

- i. Prepare and circulate agendas and supervise the writing and distribution of minutes from the Campus Council Meetings;
- ii. Send notice of meetings to Campus Council members;
- iii. Chair Campus Council meetings and ensure quorum is met;
- iv. Oversee and participate in the day to day management of Campus Council issues;
- v. Ensure discipline of the Campus Council – that it remains on target to achieve the expected deliverables;
- vi. Oversee the preparations of a campus life budget for their respective Campus Council;
- vii. Present the campus life budget to their respective Campus Council;

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- viii. Track and record all campus life related expenditures for their respective Campus Council;
 - ix. Update the Campus Council of its financial position regularly;
 - vi. Sit as a member of the Union Executive; and,
 - x. Perform any other duties as assigned by the Campus Council.

BYLAW XVI - UNION FINANCES

1. Signing Officers

- a. The Executive shall appoint the signing officers for the Union.
- 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 Audit

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

3. Borrowing

In order to carry out the purposes of the Union the Executive may, on behalf of and in the name of the Union, raise and secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the

foregoing, by the issue of debentures;

- a. No debenture shall be issued without the sanction of a special resolution;
- b. The members may, by special resolution, restrict the borrowing powers of the Executive, but a restriction imposed expires at the next annual general meeting; and
- c. The Executive shall not borrow at any given time an amount greater than twenty per cent (20%) of the annual budget of the Union.

4. Fiscal Year

The fiscal year of the Union shall begin on September 1 and end on August 31.
The fiscal year can be changed by a vote of a general meeting.

BYLAW XVII - UNION RECORDS

1. Definition of Records

The records of the Union shall include the Society's certificate of Incorporation, constitution, bylaws, directors registry, documents provided by the registrar, copy of any legal order, register of Union executive contract info, and copies of any conflict of interest disclosures.

2. Location of Records

The minutes of the Council and general meetings, and other historical books and records of the Union shall be kept in each Campus Council office.

3. Inspection by Members

Union members may inspect the financial statements of the Union on any working day during normal office hours at a time mutually agreed upon by the member and the Union provided forty-eight hours (two business days) written notice is given, and that the financial statements remain in the Union office. Members shall have the right to obtain a copy of the financial statements upon request.

4. Custody of Minutes

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

BYLAW XVIII - 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.