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**NORTH ISLAND
STUDENTS' UNION**

Local 15 British Columbia Federation of Students
2022 Constitution & Bylaws

CONSTITUTION

1. Name of the Society

The name of the Society is North Island Students' Union, and hereafter in this Constitution and these Bylaws shall be referred to as the Students' Union.

2. Purposes of the Students' Union

The purposes of the Students' 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; and
- 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.

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. “Federation” shall mean the British Columbia Federation of Students.
3. “Member” shall mean those persons who satisfy the requirements of Bylaw II.
4. “Campus” shall be defined as all campuses and Learning Centres of North Island College.
5. “College” shall mean North Island College.
6. “Policy” shall mean internal rules and guidelines of the Students’ Union. Policies are subject to the bylaws and cannot override or contradict the bylaws or constitution.
7. “Membership engagement tool” shall mean the current means the Students’ Union is using to reach current and new members. This may be, which is not an exhaustive list; Students’ Union website, Students’ Union mobile application, Instagram, Facebook, Twitter, Discord, College Portal, College screens, direct email and more.

BYLAW II – MEMBERSHIP

1. Members

The Members of the Students' Union shall be:

- a. all individuals who:
 - i. are registered at a post-secondary institution in British Columbia;
 - ii. are attending classes through North Island College; and
 - iii. have been assessed a North Island Students' Union membership fee.
- b. all individuals who are not registered in the current college term but who have paid membership fees to the Students' Union for a term with an end date within the last 170 days.

2. Honorary Members

- a. Honorary Members of the Students' Union shall be any individual upon whom honorary membership may be conferred by the Union for meritorious service to the Students' Union.
- b. Honorary Members shall not be required to pay membership fees to the Students' Union.
- c. Honorary Members shall not vote in Students' Union elections, general meetings or referenda, nor shall they be permitted to propose motions at general meetings or hold an elected office in the Students' Union.

3. Cessation of Membership

- a. Individuals shall cease to be Members when they cease to meet the requirements of Bylaw II, Article 1.
- b. Individuals may be expelled from the Students' Union by special resolution.

4. Membership in Bad Standing

Individuals may be deemed Members in bad standing by special resolution.

BYLAW III – MEMBERSHIP FEES

1. Setting of Membership Fees

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

- a. by the Members of the Students' Union voting in a General Meeting or Referendum
- b. by a two-third vote (2/3) of the Board of Directors of the Students' Union.

2. Fees

The regular fees for the Students' Union shall be the lesser of:

- a. \$14.12/month;
- b. \$56.47/semester; or
- c. \$4.28/credit.

3. Membership Fees for Provincial/National Student Organisation

The Students' Union may collect fees on behalf of a provincial and/or national student organisation should the members of the Students' Union resolve to maintain membership in such an organisation or organisations.

4. Health and Dental Plan Fees

The Students' Union shall collect an annual fee for the student health and dental plan service based from such members as qualify for participation in the service as determined by criteria established by Students' Union policy. The fee for this service shall be not less than \$250 per year.

5. Other Mandatory Fees

Members of the Students' Union may establish other mandatory fees for services or programs by a majority vote of a referendum or general meeting.

6. Exemption from Payment of Fees

Members not registered for courses in a particular North Island College term shall be exempt from paying all membership fees for that term.

7. Annual Adjustment

The fees described in this Bylaw may be increased on August 1 of each year by the rate of change in the Canadian Consumer Price Index for the preceding calendar year. The base year for this calculation is 2020.

BYLAW IV – GENERAL MEETINGS

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 Students' Union shall hold an Annual General Meeting and a Semi-Annual General Meeting each year, between April 1 and April 30 and between October 15 and November 15, respectively.

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. Notice for General Meetings

The Board of Directors of the Students' Union shall give not less than fourteen (14) calendar days' notice of a General Meeting. Sufficient notice shall be deemed to have been given by

- a. Paper notices, shall not be less than 8.5" or 11" in size, and will include the following:
 - i. The time, date, delivery and registration information of the General Meeting;
 - ii. The proposed agenda for the General Meeting; and
 - iii. Any special resolutions to be considered by the General Meeting.
 - iv. Ten (10) notices must be posted on or about the Campbell River, K'ómoks Valley and Port Alberni campuses, and two (2) notices on or about the Mixalakwila campus

And,

- b. electronic posting via no less than three current membership development tools of the Students' Union.
- c. Accidental omission in giving notice of an Annual General Meeting or Special General Meeting, or the non-receipt of notice by any of the campuses of the North Island Students' Union, shall not constitute a violation of the proceedings of the General Meeting.

5. General Meeting Voting Structure

General Meetings of the Students' Union will be comprised of up to 25 delegates from members attending courses and programs in the various areas of study of North Island College.

- a. The 25 delegates to general meetings shall be the Union Representatives set out in Bylaw VI.
- b. Proxy voting will not be employed in the Students' Union General Meetings.

6. Quorum for General Meetings

The quorum for a General Meeting of the Students' Union shall be 51% of current Union Representatives.

In the event that a meeting, within 30 minutes of commencement, does not achieve this quorum, BC Societies Act definition of 10% of voting members or 3, whichever is greater, may be applied only in the case of accepting the annual financial statements and appointment of auditor.

7. Agenda for General Meeting

- a. Except as hereinafter provided, the agenda for each General Meeting shall include the following:
 - i. acceptance of the annual report of the succussing Board of Directors
 - ii. Orientation of Union Representatives
 - iii. Election of the Board of Directors;

And,

- b. Semi-Annual General Meeting Agenda

- i. acceptance of the annual financial statements;
 - ii. appointment of the auditors;
 - iii. presentation of the Annual Strategic Plan; and,
 - iv. by-election of Board of Directors positions, if necessary.
- c. The Board of Directors shall include on the agenda any special resolutions that are:
 - i. referred by a 2/3 majority vote of a Board of Directors meeting; or
 - ii. presented to it, accompanied by a petition duly signed by no less than ten percent (10%) of the Members of the Students' Union, no less than fourteen (14) calendar days before the meeting.
- d. Rules of Order

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

BYLAW V – REFERENDA

1. Referenda

1. All Members may vote on resolutions concerning the business of the Students' Union by means of a referendum.
2. Each individual Member shall have one vote in each Referendum.
3. Referenda are called in the same manner as Special General Meetings.

2. Notice for Referenda

1. The Board of Directors of the Students' Union shall give not less than fourteen (14) calendar days' notice of a Referendum.

Sufficient notice shall be deemed to have been given by;

- i. Paper notices, which shall not be less than 8.5" x 11" in size, and will include the following:
- ii. The time, date, and means of delivery of the Referendum;
- iii. The proposed resolution(s) of the Referendum; and
- iv. Ten (10) notices must be posted on or about the Campbell River, K'ómoks Valley and Port Alberni campuses, and two (2) notices on or about the Mixalakwila campus

And,

2. electronic posting via no less than three current membership development tools of the Students' Union.

3. Quorum for Referenda

Quorum for Referenda shall be five percent (5%) of membership or 200 members, whichever is less.

BYLAW VI –UNION REPRESENTATIVES

1. Union Representation

- a. There shall be twenty-five (25) Union Representative positions

2. Election of Union Representatives

Union Representatives shall be elected from among the membership accordance with Bylaw VIII.

3. Responsibilities of Union Representatives

Union Representatives shall:

- a. Attend Annual, Semi-Annual and Special General meetings of the Students' Union as delegates;
- b. Assist the Board of Directors with the implementation of campaigns, membership outreach, events and other activities of the Students' Union;
- c. Participate in Students' Union standing and ad hoc committees dealing with operational or planning functions assigned by the Board of Directors;
- d. Represent members on institutional committees from time-to- time and as determined by the Board of Directors;
- e. Assist the Board of Directors in the execution of work of the Students' Union;
- f. Represent the Students' Union at meetings, conferences and external events from time- to-time as determined by the Board of Directors;
- g. Maintain active communication with the Board of Directors; and
- h. Perform such other duties as may be assigned by the Board of Directors.

4. Term of Office and Eligibility

- a. Members shall be elected to fill the term of Union Representatives, which shall be thirteen (13) months commencing April 1 and terminating the following April 30

- b. All Union Representatives must maintain membership as defined by Bylaw II for the duration of their term.
5. Union Representatives who self identify in an equity group may seek following portfolio positions:
- a. Women Students' Representative(s)
 - i. Union Representatives shall appoint up to two (2) Women Students' Representative(s) from among the female - identified members of the Union Representatives who shall:
 - 1. Present a female perspective to the Board of Directors, supporting the Boards knowledge about women's issues, specifically those relating to College students;
 - 2. assist in the development and implementation of campaigns & events relating to human rights issues
 - 3. demonstrate knowledge and have experience with issues of equity as they may pertain to students.
 - b. Indigenous Students' Representative(s)
 - i. Union Representatives shall appoint up to two (2) Indigenous Students' Representative(s) from among the Indigenous members of the Union Representatives who shall:
 - 1. present an Indigenous perspective to the Board of Directors, supporting the Boards knowledge about Indigenous issues, specifically those relating to College students;
 - 2. assist in the development and implementation of campaigns & events relating to human rights issues;
 - 3. demonstrate knowledge and have experience with issues of equity as they may pertain to students.
 - c. Students' Accessibility Representative(s)
 - i. Union Representatives shall appoint up to two (2) Students' Accessibility Representative(s) from among the members of the Union Representatives who identifies as having an accessibility requirement and who shall:

1. present an accessibility perspective to the Board of Directors, supporting the Board's knowledge about accessibility issues, specifically those relating to College students;
 2. assist in the development and implementation of campaigns & events relating to accessibility issues;
 3. demonstrate knowledge and have experience with issues of accessibility as they may pertain to students.
6. Union Representatives whose studies are primarily based on a campus may seek the following portfolios:
- a. Union Representatives shall appoint up to two (2) Campbell River Representative(s) from among the members of the Union Representatives who identifies as the majority of NIC instruction time based in Campbell River and who shall:
 - i. present a Campbell River perspective to the Board of Directors, supporting the Board's knowledge of local events & issues,
 - ii. assist in the development and implementation of campaigns and events, relating to the Campbell River campus
 - b. Union Representatives shall appoint up to two (2) K'ómoks Valley Representative(s) from among the members of the Union Representatives who identifies as the majority of NIC instruction time based in the K'ómoks Valley and who shall:
 - i. present a K'ómoks Valley perspective to the Board of Directors, supporting the Board's knowledge of local events & issues,
 - ii. assist in the development and implementation of campaigns and events, relating to the K'ómoks Valley campus
 - c. Union Representatives shall appoint up to two (2) Port Alberni Representative(s) from among the members of the Union Representatives who identifies as the majority of NIC instruction time based in the Port Alberni and who shall:
 - i. present a Port Alberni perspective to the Board of Directors, supporting the Board's knowledge of local events & issues,
 - ii. assist in the development and implementation of campaigns and events,

relating to the Port Alberni campus

- d. Union Representatives shall appoint up to two (2) Mixalakwila Representative(s) from among the members of the Union Representatives who identifies as the majority of NIC instruction time based in the Mixalakwila and who shall:
 - i. present a Port Alberni perspective to the Board of Directors, supporting the Board's knowledge of local events & issues,
 - ii. assist in the development and implementation of campaigns and events, relating to the Mixalakwila campus.
7. Union Representatives who fail to comply with Article 4 b) will be deemed to have resigned their position.

BYLAW VII – BOARD OF DIRECTORS

1. Composition and Term of Office of the Board of Directors

- a. The Board of Directors shall be comprised of the following positions, elected from among the Union Representatives at a general meeting,
 - i. Accessibility & Equity Director
 - ii. Community Director
 - iii. Communications Director
 - iv. Federation and Governance Relations Directors
 - v. Internal Relations Director
 - vi. Services Director
- b. The regular term of office for members of the Board of Directors shall be May 1 to April 30.

2. Meetings of the Board of Directors

- a. The Board of Directors shall meet no less than nine (9) times per year on a schedule established by the Board of Directors.
- b. Notice of each Board of Directors meeting shall be served to each member of the Board of Directors by electronic mail not less than seven (7) calendar days prior to each meeting, and shall be advertised on the Students' Union's website not less than five (5) calendar days in advance the scheduled meeting.
- c. The quorum required for the transaction of business at a meeting of the Board of Directors shall be 51% of the members of the Board of Directors.
- d. Subject to any special resolutions of the Students' 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 Students' Union, provided that the meeting be permitted to move "in - camera" to deal with confidential matters, such as labour, legal or land work.
- f. The Board of Directors shall endeavor to adopt a term-based schedule of planned

meetings within two (2) weeks following the completion of a Board of Directors election or by-election.

- g. Notwithstanding any of the foregoing, a meeting of the Board of Directors may be scheduled:
 - i. at the request of three (3) or more Directors providing notice in accordance with subsection (b) of this article.
 - ii. by the Chairperson(s), as necessitates.
 - h. Board members will be considered present if attending a meeting in person, by phone or electronically via video chat where facilities enable such attendance. Votes by proxy shall not be allowed.
 - i. Minutes of Board of Director meetings shall be distributed to each member of the Board, and shall be posted on the Students' Union's website once adopted.
3. Board of Directors Remuneration

Remuneration shall be paid to Directors of the Students' Union in the form of a monthly stipend. The amount of compensation and required work parameters shall be set by resolution of a general meeting.

4. Leave-of-Absence for Board of Directors Members

Subject to the approval of the Board of Directors, individual Directors may be granted leaves-of-absence from the Board for a period of up to four (4) months during their term of office on the Board. Such approval shall not be unreasonably withheld

BYLAW VIII – ELECTIONS OF UNION REPRESENTATIVES

1. Schedule of Elections

a. General Elections

General elections for Union Representatives shall be held between January 1 and March 30 of each year, and shall be subject to the following schedule:

- i. not less than five business days of nominations;
- ii. not less than five business days of campaigning;
- iii. not less than twenty (20 hours) of voting held over not less than three days, which may not include a Friday.

b. By-Election

By-Election for Union Representatives may be held between September 15 and October 30 of each year, and shall be subject to the following schedule:

- i. Not less than 5 business days of nominations;
- ii. Not less than 5 business days of campaigning;
- i. not less than fourteen (14 hours) of voting held over not less than three days, which may not include a Friday.

2. Notice of Elections

a. Notice of Nominations

- i. Seven (7) days prior to the opening of the nomination period sufficient notice shall be deemed to have been given by;

1. Paper notices, which shall not be less than 8.5” or 11” in size, and will include the following:

- a. the number of Union Representative positions open for nomination;
- b. the dates of the opening and closing of nomination period and voting days;

- c. the dates of the opening and closing of the campaign period;
 - d. the dates of voting; and,
 - e. contact information for the Chief Electoral Officer.
2. Ten (10) notices must be posted on or about the Campbell River, K'ómoks Valley and Port Alberni campuses, and two (2) notices on or about the Mixalakwila campus

And,

- ii. electronic posting via no less than three current membership development tools of the Students' Union.

b. Notice of Voting

- i. Should there be more valid nominations than position available for election, a notice of polling must be provided.

Sufficient notice shall be deemed to have been given by;

- 1. Paper notices, which shall not be less than 8.5" or 11" in size, and will include the following:
 - a. the names of each candidate for election
 - b. the dates of voting;
 - c. the times that voting will take place;
 - d. any requirements for a member to execute their vote; and
 - e. contact information for the Chief Electoral Officer.
 - f. Ten (10) notices must be posted on or about the Campbell River, K'ómoks Valley and Port Alberni campuses, and two (2) notices on or about the Mixalakwila campus

And,

- 2. electronic posting via no less than three current membership development tools of the Students' Union.

3. Nominations

- a. For a nomination to be valid, a nominee must submit their intention to seek election in writing by submission of a nomination form containing the name, email address and student numbers of members supporting the nomination of the respective nominee. Members whose studies are campus based are compelled to provide ten (10) nominations, while digital delivery sees five (5) nominations required, mix delivery shall default to the lesser of two (2).
- b. Incomplete or fraudulent nomination forms will result in the disqualification of the nominee from the election process.
- c. Only forms provided by the Chief Electoral Officer may be considered valid nomination forms

4. Eligibility

For a member to be eligible to be a Union Representative, they must be attending at least one course or program.

5. Voting

Voting shall only occur when the number of valid nominations received exceeds the number of positions available. Should fewer valid nomination forms be received than positions available for election, those with valid nomination forms shall be acclaimed without need for a balloting process.

6. Electoral Committee

The Students' Union shall establish an electoral committee no less than two (2) weeks before an election which shall be responsible for the administration of the election to fill Union Representative positions. The electoral committee shall be considered disbanded once the ballots have been processed.

- a. The electoral committee shall be comprised of:
 - i. one (1) Union Representative not seeking re-election;
 - ii. one (1) member of the staff of the Students' Union who shall act as Chief Returning Officer; and
 - iii. the chairperson of the Federation or their designate.
- b. The electoral committee shall be responsible for overseeing the administration of the election by the Chief Returning Officer, and shall ensure that all elections

occur in the manner prescribed by this Bylaw and the policies of the Union

- c. The electoral committee may disqualify a candidate or rule an election invalid for any violation of these Bylaws.
- d. 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.
- e. The electoral committee shall provide a report on the conduct and results of all elections to the Board of Directors for ratification.

7. Campaign Financing

Candidates may not solicit or accept financial or monetary donations. Campaign expenses shall not exceed the limit established by the Board of Directors.

8. Ballot

- a. The names of nominees shall appear on the ballot in alphabetical order by surname
- b. Members may vote for up to as many candidates as positions are available.

9. Validation of Votes

- a. For on campus voting, before the first day of voting, a ballot box shall be emptied and inspected by the electoral committee. Upon confirmation that ballot box is empty, it shall be locked, and a seal shall be placed around the box which shall only be broken when the ballots are counted. The ballot box shall not be left unobserved at any time during the election unless it is secured in a location only accessible by the electoral committee.
- b. For remote voting, the Students' Union shall use a recognized voting software, which shall validate the process, maintain confidentiality of votes, and provide results.
- c. The electoral committee shall count or receive the ballots together after voting has concluded.
- d. The candidates with the most votes shall be elected until the last position has been filled.
- e. In the event of a tie for the final available position, the winner shall be determined

by coin toss.

BYLAW IX – ELECTION OF THE BOARD OF DIRECTORS

1. Schedule of Elections

The Board of Directors shall be elected at the Annual General Meeting each year. By-elections may be held at the Semi-Annual General Meeting, as determined by the Board of Directors.

2. Notice of Elections

Notice of Election of the Board of Directors will be included in the notice of the General Meeting per Bylaw IV.

3. Nominations and Eligibility

- a. Any Union Representative who serves as a delegate to a general meeting at which an election or by-election for the Board of Directors is taking place may nominate themselves from the floor of the meeting. Nominations must be seconded to be valid.
- b. Any Union Representative may seek election to the positions.

4. Election of Board of Directors

- a. Elections will take place at the General Meeting of the Students' Union and will be by paper ballot or electronic delivery.
- b. Each Union Representative present for an election of the Board of Directors may cast a single ballot for each position being elected. Proxy voting shall not be allowed.
- c. Each nominee shall provide a one to two-minute address to the general meeting before the vote is put to the assembly.
- d. The Students' Union's Chief Electoral Office shall conduct the vote, tally the results, present the results to the general meeting, and shall ensure vote confidentiality, which may include the destruction of ballots or security of voter software, following the adoption of the results.
- e. Candidates may select one scrutineer to oversee the counting of ballots.

BYLAW X – COLLECTIVE RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1. Compliance with Societies Act of British Columbia

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

2. Board of Directors Responsibility for Union Finances and Property

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 Students' Union notwithstanding and other provisions set out in these Bylaws.

3. Responsibility for Union Budget

The Board of Directors shall prepare an annual budget for the Students' Union.

4. Responsibility for Communication

The Board of Directors shall be the recognized medium of communication between the Students' Union and:

- a. the board and administration of North Island College;
- b. other constituent groups within the College;
- c. the general public; and
- d. other students' unions with which the Students' Union is federated.

5. Board of Directors Responsibility for Students' Union Staff

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

6. Annual Report of Board of Directors

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

7. Maintenance of Students' Union Policy Manual

The Board of Directors shall maintain an up-to-date policy manual for the Students'

Union.

8. Conflict of Interest

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

9. Delegation of Responsibility

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 Students' Union.

BYLAW XI – DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS OF THE BOARD OF DIRECTORS

1. Accessibility & Equity Director

The Equity Director shall:

- a. represent the interests, needs, and concerns of their respective members to the Board of Directors;
- b. assist the coordination and implementation of Students' Union campaigns;
- c. assist in supporting the Students' Union's student advocate service, and ensure that the student appeal committee positions are appropriately filled at all times;
- d. jointly with the Director of External Relations, implement Students' Union and Federation campaigns;
- e. assist the Director of College Relations with the implementation and operation of membership awareness initiatives of the Students' Union;
- f. assist the Union Representatives who hold equity portfolio roles;
- g. oversee the recruitment and coordination of Students' Union volunteers;
- h. perform such other duties as may be assigned by the Board of Directors.

2. Community Director

The Community Director shall:

- a. Lead the coordination, implementation & promotion of Students' Union events, campaigns, and activities;
- b. assist with the maintenance of the club and course union system of the Students' Union;
- c. jointly with the Director of Federation & Governance Relations, implement Students' Union and Federation campaigns;
- d. assist the Director of Communications with the implementation and operation of membership awareness initiatives of the Students' Union;
- e. oversee the recruitment and coordination of Students' Union volunteers;

- f. jointly with the Director of Internal Relations, oversee the provision of Students' Union services and programs, and the operation of Students' Union spaces;
- g. perform such other duties as may be assigned by the Board of Directors.

3. Communications Director

The Director of Communications shall:

- a. be responsible for keeping the Board of Directors informed of issues arising off & on campus which pertain to the activities of the Students' Union;
- b. be responsible for keeping the Board of Directors informed of all issues arising within the College which pertain to the activities of the Students' Union or the well-being of students;
- c. jointly, with other members of the Board of Directors and staff, articulate the Students' Union's policies and positions on various issues to members, college committees, coalition partners, other organisations, government representatives and the media;
- d. act as a liaison between the Students' Union, the college and external organisations;
- e. oversee and help coordinate the campaigns work of Students' Union;
- f. ensure that the Students' Union's positions are articulated to the College's Education Council, Board of Governors, senior leadership team, and appropriate sub-committees thereof;
- g. perform other such duties as may be assigned by the Board of Directors

1.Federation & Governance Relations Director

The Director of Federation & Governance Relations shall:

- a. fulfil the role of Local 15 Members' Representative on the Executive Committee of the BC Federation of Students;
- b. work with staff to write the Federation Executive Committee Local Report, quarterly;
- c. attend all Executive Committee Meetings;

- d. attend all Federation General Meetings;
- e. regularly report to the Board of Directors about the services, campaigns and internal affairs of the Federation; and,
- f. ensure that all reports and other materials from each Federation Executive Committee meeting, and each Federation general meeting are made available to the Board of Directors;
- g. ensure that the Board of Directors is appropriately informed of academic governance and post-secondary education governance issues occurring provincially, nationally, and globally that could affect the education delivered at the College;
- h. assist with coordination of student representatives on all College committees; and
- i. perform other such duties as may be assigned by the Board of Directors.

5. Director of Internal Relations

The Director of Internal Relations shall:

- h. assist in formulating a budget for the Students' Union;
- i. ensure the responsible management of the finances of the Students' Union and shall ensure that careful account is kept of all monies received and disbursed by the Students' Union;
- j. be responsible for keeping the Board of Directors informed of all issues which pertain to the finances of the Students' Union;
- k. ensure timely production of the annual audited financial statements and auditor's report;
- l. oversee the maintenance of records of the Students' Union, and ensure that accurate records are kept of all Board, General, and other meetings;
- m. represent the employer in dealings with the staff, and in the execution of the employer's management rights. The Internal Relations Director may also fulfil any possible labour relations or management responsibility assigned by the Board of Directors directly or via policy, and shall also be Staff Relations Officer.
- n. assist with the preparation for Annual General Meetings, Special General

Meetings, and other membership participation elements of the Students' Union;
and,

- o. perform such other duties as may be assigned by the Board of Directors.

3. Services Director

The Services Director shall:

- p. assist the coordination, implementation and promotion of Students' Union services;
- q. assist the Director of College Relations with the implementation and operation of membership awareness initiatives of the Students' Union
- r. oversee the recruitment and coordination of Students' Union volunteers
- s. jointly with the Director of Internal Relations, oversee the provision of Students' Union services and programs, and the operation of Students' Union spaces;
- t. perform such other duties as may be assigned by the Board of Directors.

BYLAW XII – PORTFOLIO POSITIONS

1. Distribution of Portfolios

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

2. By-election for Portfolio Positions

In the event of a vacancy in any of the Portfolio Positions, the Board of Directors will select by resolution another eligible Director to hold the position until the next portfolio selection. Prior notice of a motion to select a replacement must be included with the notice of a Meeting of the Board of Directors as outlined in Bylaw 7.2(b).

3. Chairperson & Co - Chair

The Board shall select a Chairperson and Co - chair to alternate the facilitation of meetings of the Board of Directors and assist in the preparation of meeting agendas. The Chairperson & Co - chair shall ensure timely preparation and distribution of the meeting minutes.

BYLAW XIII – REMOVAL FROM OFFICE

1. Resignation

- a. A member of the Board of Directors shall be deemed to have resigned their position on the Board of Directors if they:
 - i. cease to be a member of the Students' Union;
 - ii. voluntarily resign their position by providing notice of resignation in writing to a meeting of the Board of Directors or a general meeting; or
 - iii. by being absent from two (2) or more consecutive meetings of the Board of Directors without valid reason, as determined by a two-thirds majority vote of the Board of Directors
- b. A Union Representative shall be deemed to have resigned their Union Representative position if they:
 - i. cease to be a member of the Students' Union; or
 - ii. voluntarily resign their position by providing notice of resignation in writing to a meeting of the Board of Directors or a general meeting.

2. Impeachment

A Member of the Board of Directors or Union Representative may be removed from office by resolution of a General Meeting or Referendum.

- a. Impeachment proceedings may be initiated by:
 - i. a two-thirds (2/3) majority vote on of the Board of Directors; or
 - ii. a petition signed by not less than ten per cent (10%) of the Members of the Students' Union presented to the Board of Directors.
- b. Notice of impeachment proceedings shall be required for a special resolution.
- c. In the event that the General Meeting or Referendum thus called fails to reach quorum, the proceedings shall cease.

BYLAW XIV – UNION FINANCES

1. Signing Officers

- a. The Students' Union shall have no more than five and no less than three signing officers, 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 Students' Union, the disbursement of any funds on behalf of the Students' Union.

2. Annual Financial Review

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

3. Borrowing

- a. In order to carry out the purposes of the Students' Union the Board of Directors may, on behalf of and in the name of the Students' 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 issues of debentures.
- b. No debenture shall be issued without the sanction of a special resolution.
- c. The Members may, by special resolution, restrict the borrowing powers of the Board of Directors, but a restriction imposed expires at the next Annual General Meeting.
- d. The Board of Directors shall not borrow at any given time an amount greater than twenty per cent (20%) of the annual budget of the Students' Union.

4. Fiscal Year

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

BYLAW XV – POLICY OF THE STUDENTS’ UNION

1. Establishment of Policy

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

- a. a two-thirds (2/3) majority vote of the Board of Directors; or
- b. a two-thirds (2/3) majority vote of those voting in a General Meeting.

2. Duration of Policy

All policy remains the policy of the Students’ 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 of the Students’ Union shall be that required for a special resolution.

BYLAW XVI – UNION RECORDS

1. Location of Records

The minutes of the Board of Directors, General Meetings, and other historical books and records of the Students' Union shall be kept on the website of the Students' Union and digitally backed up in at least one other location.

2. Inspection by Members

The books and records of the Students' Union may be inspected by Students' Union Members, during normal office hours, provided twenty-four hours written notice is given.

3. Custody of Minutes

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

BYLAW XVII – BRANCH SOCIETIES

1. Branch Societies

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

BYLAW XVIII – AMENDMENT TO THE CONSTITUTION AND BYLAWS

1. Amendment to the Constitution and Bylaws

The Constitution and Bylaws of the Students' Union may only be amended by a special resolution passed in a General Meeting or by Referendum.

2. Bylaw Review

- a. At least once every three (3) years, a Bylaw Review Committee shall be struck by the Board.
- b. The committee shall consist of all staff and directors.
- c. Quorum for meetings of the committee shall be no less than one (1) staff person and one (1) Director.
- d. The committee shall develop a report with recommendations to the Board of the following:
 - i. Recommendations to change bylaw
 - ii. Recommendations to add bylaw
 - iii. Recommendations to strike bylaw
 - iv. Recommendations to correct bylaw non-compliance
- e. The report shall be submitted to the Board for consideration of motions to put to the membership at a General Meeting.

BYLAW XIX – DISSOLUTION

Upon the winding up or dissolution of the Students' 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 North Island College student organisation having purposes similar to those of the North Island Students' Union. This clause was previously unalterable.