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# **CONSTITUTION AND BYLAWS**

Selkirk College Students' Union

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## **CONSTITUTION**

### **1. NAME OF THE SOCIETY**

The name of the society is the Selkirk College Students' Union, and hereafter in this Constitution and these Bylaws shall be referred to as the "Union."

### **2. PURPOSES OF THE UNION**

#### **a. Democratic Cooperation**

The Union exists to organize students on a democratic, cooperative basis in advancing our own interests, and in advancing the interests of our community.

#### **b. Information Sharing**

The Union exists to provide a common framework within which students can communicate, exchange information, and share experience, skills, and ideas.

#### **c. Political Reform**

The Union exists to bring students together to discuss and co-operatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students.

#### **d. Service Provision**

The Union exists to facilitate cooperation 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. Citizenship**

The Union exists 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. Student Unity**

The Union exists to advance the interests of students by building a united student movement.

#### **g. Universal, Accessible, High Quality Post-Secondary Education**

The Union exists to achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is centrally planned; which recognizes the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognized and appreciated.

### **3. PROFITS**

The Union shall be carried on with no profit accruing to its members and any operating surpluses shall be used to further the purposes of the Union.

### **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 given or transferred to such Canadian organization or organizations promoting objectives similar to those set out in paragraph 2 herein, as may be decided by the members of the Union at the time of winding up or dissolution.

## BYLAWS

### 1. INTERPRETATION

#### a. Executive Committee

“Executive Committee” shall mean the board of directors of the Selkirk College Students' Union.

#### b. Union

“Union” shall mean the society of the Selkirk College Students' Union.

#### c. Federation

“Federation” shall mean one or all of the organizations Canadian Federation of Students, Canadian Federation of Students-Services, or Canadian Federation of Students-British Columbia.

#### d. Member

“Member” shall mean any person who satisfies the requirements of Bylaw 2.

#### e. Executive Committee member

“Executive Committee member” shall mean any member that sits as a member of the Executive Committee. Executive Committee members are directors of the society of the Selkirk College Students' Union.

#### f. Press Organ

“Press Organ” shall mean any periodical literature issued by the Union.

#### g. Number and Gender of Words

Unless the context requires otherwise, all pronouns and possessive adjectives used in these Bylaws refer to persons of any gender, and all singular or plural meanings.

### 2. MEMBERSHIP

#### a. Criteria for Membership

A member of the Union shall be any person who:

- a) is enrolled in a course or program at Selkirk College for which they participated in pedagogic activity during the preceding 365 days;
- b) has been assessed membership dues by the Union; and
- c) has paid membership dues to the Union during the previous 365 days.

#### b. Cessation of Membership

Individuals cease to be members who:

- a) over the course of time, no longer meet the requirements of Bylaw 2, Article a.; or
- b) are expelled from the Union as per Bylaw 2, Article c.

#### c. Expulsion of Members

Individuals may be expelled from the Union by resolution of a general meeting or via referendum.

Individuals may be expelled who:

- a) through their actions violate, or are contrary to, the Constitution;
- b) are found to be a strike breaker, scab, or enemy of the working class; or
- c) are found to also be members of a hate-based organization.

#### d. Membership Standing

Individuals may be deemed members in bad standing by resolution adopted at a general meeting or via referendum. Members in bad standing may not vote in general elections, seek office in general elections, vote in referendums, or receive benefits of membership.

**3. MEMBERSHIP DUES**

**a. Setting Membership Dues Rates**

Membership dues rates shall be set by members via referendum.

**b. Adjustment**

Membership dues shall increase annually by the rate of increase of the Canadian Consumer Price Index (CPI) in the preceding twelve months.

**4. MEMBERS' RIGHTS AND RESPONSIBILITIES**

**a. Internal Democracy**

**i. Voting**

Members have the right and the responsibility to:

- a) vote in all elections and referenda; and
- b) participate in and vote at general meetings.

**ii. Candidacy**

Members have the right to stand for election to the Executive Committee.

**b. Political Campaigns**

Members have the right and the responsibility to participate in the political campaigns of the Union.

**c. Member Services**

Members have the right to access member services provided by the Union.

**d. Member Events**

Members have the right to access member events facilitated or sponsored by the Union.

**e. Records**

**i. Access to Documents**

Pursuant to the Society Act, members have the right to reasonable access to non-confidential records of the Union within a reasonable time frame, and to receive duplicates of records at cost.

**ii. Internal Document Access Appointments**

In order to be provided access to any non-confidential financial records, contracts, or operational policy, members must submit a request in writing. Upon receipt of a written request to review records, the Internal Director will set a time for an internal document access appointment to review the requested material with the member. Internal document access appointments shall be composed of the member requesting access to the documentation, one member of the Executive Committee, and one staff member.

**f. Constitution, Bylaws, and Policy**

Members have the responsibility to uphold the Constitution, Bylaws, and policy of the Union.

**5. GENERAL MEETINGS**

**a. Annual General Meetings**

**i. Scheduling**

Annual general meeting times shall be set by the Executive Committee.

**ii. Location**

The location of annual general meetings shall be set by the Executive Committee.

**b. Extraordinary General Meetings**

**i. Scheduling**

Extraordinary general meetings may be scheduled by:

- a) the Executive Committee; or
- b) a member, by submitting to the Executive Committee a petition containing the signatures of no less than twenty (20) percent of members.

**ii. Coordination**

Extraordinary general meetings shall be coordinated by the Executive Committee.

**c. Quorum**

Quorum for the Union's general meetings shall be twenty (20) members. In the event that general meeting quorum is not achieved, but a minimum of three (3) members are present, the meeting shall proceed, though the business will be limited to the following:

- a) receipt of the audited financial statements;
- b) appointment of the Union's auditors; and
- c) presentation of any report of the Executive Committee.

**d. Notice**

**i. Issuance**

Notice shall be posted at least fourteen (14) days prior to the Union's general meetings. The following shall constitute the minimum threshold for notice:

- a) ten (10) physical notices, not smaller than 603 centimeters in surface area, place in prominent locations on campus at Selkirk College; or
- b) email communication to every member.

**ii. Contents**

Notice shall include the following information about the Union's general meeting:

- a) the date;
- b) the time of day;
- c) the location;
- d) the draft agenda; and
- e) special resolutions to be considered.

**e. Speaker**

The Union will formally request that the Federation provide a speaker for the Union's general meetings. The speaker shall be subject to the ratification of the general meeting.

**f. Federation General Meetings**

**i. Delegates**

The Union shall participate in all general meetings of the Federation either via delegation or designation of proxy. The Union may not participate in general meetings of the Federation in the event that no member local union holds the confidence of the Union to hold its proxy.

**ii. Submission of Resolutions**

The Union may submit resolutions to Federation general meetings by:

- a) resolution of the Executive Committee;
- b) referendum;
- c) resolution of a general meeting; or
- d) decision of any Executive Committee sub-committee, bureau, individual, or any subordinate organization that is empowered by the Executive Committee to do so.

**6. REFERENDA**

**a. Highest Authority**

Referenda are the highest authority of the Union. Decisions, resolutions, or policy or any body within the Union may be altered or overturned by referendum, including those of a general meeting.

**b. Scheduling**

Referenda times shall be set by the Executive Committee.

**c. Location**

The location of referenda shall be set by the Executive Committee.

**d. Quorum**

Quorum for the Union's referenda shall be one hundred (100) members or five (5) percent of members, whichever is fewer.

**e. Notice**

**i. Issuance**

Notice shall be posted at least fourteen (14) days prior to the Union's referendum. The following shall constitute the minimum threshold for notice:

- a) ten (10) physical notices, not smaller than 603 centimeters in surface area, place in prominent locations on campus at Selkirk College; or
- b) email communication to every member.

**ii. Contents**

Notice shall include the following information about the Union's referendum:

- a) the date;
- b) the time of day;
- c) the voting location; and
- d) special resolutions to be considered.

**7. DEMOCRATIC PROCESSES**

**a. Meeting Procedure**

**i. Rules of Order**

The Union shall adhere to Robert's Rules of Order in all meetings. The Union shall employ the most current version of Robert's Rules of Order. If there is a conflict between Robert's Rules of Order and the Constitution, Bylaws, or policy of the Union, the Constitution, Bylaws and policy shall prevail.

**ii. Acknowledgement of Territory**

Prior to the commencement of Executive Committee meetings or general meetings, the traditional and/or unceded territory of the Indigenous people on whose land the meeting takes place will be acknowledged.

**b. Democratic Centralism**

The Executive Committee and individual Executive Committee members shall be bound by:

- a) the Constitution, Bylaws, and policy; and
- b) decisions of referenda, general meetings, and Executive Committee meetings.

**c. Policy**

**i. Establishment**

The Union may establish policy by:

- a) ordinary resolution of the Executive Committee;
- b) referendum; or
- d) resolution of a general meeting.

**ii. Retraction**

Policy may be retracted or changed by:

- a) resolution of the body that established the policy, or a body of higher authority; or
- b) referendum.

**d. Majority Rule**

In order for any vote, resolution, election, or motion to succeed, carry, or otherwise proceed, a majority of those voting must vote in favour.

**e. Institutional Atheism**

The Union shall not associate itself with any theism, cult, religion, or spirituality.

**8. EXECUTIVE COMMITTEE**

**a. Board of Directors**

The board of directors shall be known as the Executive Committee.

**b. Composition**

The Executive Committee shall be composed of:

- Chairperson
- Director At-Large
- Secretary
- Treasurer

**c. Term of Office**

The term of office for the positions on the Executive Committee shall be from the time of their being filled until the conclusion of the subsequent general election. Executive Committee positions may become vacant by way of a member's death, expulsion, bad standing, resignation or other reason. In the case of a vacancy, the Executive Committee may appoint a member to fill the position until the conclusion of the regular term.

**d. Executive Committee Meetings**

**i. Chairing**

Executive Committee meetings will be chaired by the Chairperson, the Chairperson's designate who is a member of the Executive Committee or staff of the Union, or a representative of the Federation.

**ii. Notice**

Notice of an Executive Committee meeting shall be sent to each member of the Executive Committee not less than two (2) calendar days prior to the meeting. If an Executive Committee is convened with attendance of all members, this provision may be waived.

**iii. Frequency**

The Executive Committee shall meet at least seven (7) times per year.

**iv. Quorum**

Quorum for Executive Committee meetings shall be one more than fifty (50) percent of Executive Committee members who are not on leave.

**v. Attendance**

Executive Committee meetings shall be open to all members and representatives of the Federation. The Executive Committee may move in-camera do discuss confidential, legal, personnel, or financial matters.

**vi. Scheduling**

Executive Committee meetings may be scheduled by:

- a) resolution of the Executive Committee;
- b) decision of the Chairperson;
- c) upon written request of three (3) or more members of the Executive Committee stating the purpose for the meeting; or

d) referendum.

**vii. Participation and Voting**

Executive Committee members may exercise a vote in person or via voice-inclusive telecommunication. Votes by proxy shall not be allowed.

**e. Executive Committee Orientation**

A general Executive Committee orientation meeting will be scheduled between September 15 and November 30 of each year. The Federation will be invited no later than August 15 to send a representative to assist with and participate in the orientation. The content of the Executive Committee orientation will be articulated in the Union's policy.

**f. Remuneration**

Executive Committee members will receive a stipend for the complete execution of their duties. Executive Committee member stipend amounts will be laid out in the Union's policy.

**g. Abandonment of Office and Removal of Executive Committee Members**

**i. Absence from Executive Committee Meetings**

A member of the Executive Committee who, without prior authorization of the Executive Committee, is absent from two (2) consecutive and regularly-scheduled meetings of the Executive Committee shall be deemed to have resigned their position on the Executive Committee. Resignation through absence from Executive Committee meetings is subject to the ratification of the Executive Committee.

**ii. Recall**

A member of the Executive Committee may be removed from their position:

- a) in accordance with the provisions set out in the Society Act of British Columbia;
- b) by a seventy-five percent (75) percent vote of a general meeting; or
- c) by majority vote in a referendum.

**9. POWERS OF THE EXECUTIVE COMMITTEE**

**a. Entering into Contracts**

The Executive Committee may enter into contracts for the Union, into which the Union may lawfully enter, subject to pertinent policy.

**b. Finances and Property**

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

**c. Delegation of Power**

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

**d. Limitation on Authority**

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

**10. COLLECTIVE RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

**a. Report of the Union**

**i. Executive Committee Report**

The Executive Committee shall present a report at every annual general meeting scheduled in accordance with Bylaw 5.b.i. The report shall include an account of the activities of the Executive Committee and the Union since the preceding annual general meeting.

**ii. Members' Representative Report**

The Executive Committee shall assist in the creation in any written report required of the Union's members' representatives who sit as a member of the Federation's Executive Committee. This includes reports to Federation general meetings and Federation Executive Committee meetings.

**b. Finances and Property**

The Executive Committee shall:

- a) receive and administer all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become property, of the Union, notwithstanding any other provisions set out in these Bylaws; and
- b) prepare an annual budget for the Union.

**c. Staff**

The Executive Committee shall be responsible for the management of staff. The Executive Committee may delegate this responsibility to a staff person as a component of their employment contract with the Union.

**d. Preparation of the Press Organ**

The Executive Committee shall collectively assist in the preparation of any press organ of the Union.

**e. Maintenance of the Policy Manual**

The Executive Committee shall maintain accurate, up-to-date policy manuals of the Union and the Federation.

**11. DUTIES OF THE CHAIRPERSON**

**a. General**

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

**b. Meetings**

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

- a) soliciting items for the agenda for each Executive Committee meeting; and
- b) preparing, in conjunction with staff, materials for Executive Committee meetings.

**c. Spokesperson**

The Chairperson is an official spokesperson of the Union.

**d. Subordinate Organisations**

The Chairperson shall communicate membership information and applicable policy positions to subordinate organisations of the Union.

**e. Office**

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

**f. Assisting Other Executive Committee Members**

The Chairperson shall assist the Secretary, Treasurer, and Directors At-Large in fulfilling their constitutional roles.

**g. Collective Work**

The Chairperson shall participate in the collective work of the Union.

**12. DUTIES OF THE SECRETARY**

**a. General**

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

**b. Documents, Records, and Filings**

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

- a) the preparation of documents for Executive Committee meetings and general meetings; and
- b) the preparation of draft policy at the direction of the Executive Committee.

**c. Spokesperson**

The Secretary is an official spokesperson of the Union.

**d. Subordinate Organisations**

The Secretary shall maintain the records of subordinate organisations. The Secretary shall ensure that subordinate organisations conform to the Constitution, Bylaws, and policy of the Union.

**e. Office**

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

**f. Assisting Other Executive Committee Members**

The Secretary shall assist the Chairperson, Treasurer, and Directors At-Large in fulfilling their constitutional roles.

**g. Collective Work**

The Secretary shall participate in the collective work of the Union.

**13. DUTIES OF THE TREASURER**

**a. General**

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

**b. Financial Documents and Records**

The Treasurer, in conjunction with the Executive Committee and the Union's staff, shall be responsible for:

- a) the preparation of financial documents for Executive Committee meetings and general meetings;
- b) the preparation of audited financial statements; and
- c) acting as a signing officer for the Union's banking.

**c. Services**

The Treasurer shall be knowledgeable of all Union and Federation services and ensure the implementation of Federation services.

**d. Office**

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

**e. Assisting Other Executive Committee Members**

The Treasurer shall assist the Chairperson, Secretary, and Directors At-Large in fulfilling their constitutional roles.

**f. Collective Work**

The Treasurer shall participate in the collective work of the Union.

**14. DUTIES OF DIRECTORS AT-LARGE**

**a. General**

The Directors At-Large shall perform such duties as may be assigned by the Executive Committee.

**b. Implementation of Programs and Initiatives**

The Directors At-Large, in conjunction with the Executive Committee, shall be responsible for:

- a) the implementation of Federation campaigns and government relations strategy;

- b) the provision of services to members;
- c) assisting with the production of the Union's press organ; and
- d) assisting with all events and activities of the Union.

**c. Office**

The Directors At-Large shall assist in regular office duties such as typing, filing, and any other such work as may be required in the regular operation of the office of the Union.

**d. Assisting Other Executive Committee Members**

The Directors At-Large shall assist the Chairperson, Secretary, Treasurer, and other Directors At-Large in fulfilling their constitutional roles.

**e. Collective Work**

The Directors At-Large shall participate in the collective work of the Union.

**15. BRANCH SOCIETIES**

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

**16. EXECUTION OF DOCUMENTS**

**a. Signing of Documents and Affixing of Seal**

Deeds, transfers, licenses, contracts, and engagements on behalf of the Union will be signed by not less than two (2) signing officers.

**b. Transfer of Shares, Bonds or Other Securities**

In accordance with these Bylaws, the approval of not less than two (2) signing officers of the Union, as designated by the Executive Committee for that purpose, shall be required to:

- a) transfer or accept the transfer of any and all shares, bonds, or other securities in the name of the Union; or
- b) make, execute, and deliver any documents necessary for such purposes, including the appointment of attorneys.

**c. Executive Authority**

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

**17. FINANCES**

**a. Signing Officers**

**i. Appointment**

The signing officers of the Union shall be appointed by the Executive Committee. Any position on the Executive Committee, employees of the Union, and agents of the Union are eligible to be signing officers.

**ii. Minimum Requirement**

The signatures of at least two (2) signing officers shall be required for the execution of any legal document or, subject to the policy of the Union, the disbursement of any funds on behalf of the Union.

**b. Fiscal Year**

The fiscal year of the Union shall end April 30 of each year.

**c. General Powers**

The Union may:

- a) acquire by gift, bequest, lease, exchange, or purchase any lands, buildings, or hereditaments,

- whether freehold or leasehold, for the use of the Union;
- b) erect on such land any buildings or improvements necessary for the proper use and occupation of same by the Union;
  - c) subject to the provisions contained in the Society Act of British Columbia, borrow, raise, and secure the payment of such money in such manner as the Federation sees fit; and
  - d) take or otherwise acquire any hold shares or stock debenture, debenture stock bonds, obligations and securities issued by any society or company within the province of British Columbia, only by authorisation of a special resolution at a general meeting. In accordance with these Bylaws, the Executive Committee may direct the manner in which any contract, obligation, or instrument of the Union is executed.

**d. Borrowing Powers of the Executive Committee**

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

**18. AMENDMENTS**

The Constitution and Bylaws may be amended by a three-quarter (3/4) vote at a general meeting or via referendum, provided notice and particulars of repeal or amendment is included in the notice for the general meeting or referendum. The Chairperson shall declare whether the requirements of notice have or have not been satisfied.

**19. PRESS ORGAN**

**a. Purpose**

The Union's press organ shall be a periodical publication for the purpose of advancing the campaigns, services, and membership development of the Union and the Federation. This publication may take varying and/or changing forms of media, and is not required to be a print medium.

**b. Independence**

The press organ shall be independent, free, and autonomous from the editorial influence or control of Selkirk College and government. The press organ shall be an independent publication of students of Selkirk College through the Union.

**c. Editorial Policy**

Members, through the Executive Committee, general meetings, or referenda, may determine policy regarding the press organ. The Executive Committee shall implement policy of the Union regarding the press organ.