

CONSTITUTION

(JUNE 2009)

1. Name of the Society

The name of the Society is Capilano 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 cooperatively 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 nationally 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. Dissolution of the Union

Upon the winding up or dissolution of the Society, any assets remaining after the satisfaction of its debts and liabilities shall be given or transferred to such Canadian students' 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. This clause is unalterable.

BYLAWS

BYLAW I - INTERPRETATION

1. "Union" shall mean Capilano Students' Union.
2. "Federation" shall mean the Canadian Federation of Students.
3. "Member" shall mean those persons who satisfy the requirements of Bylaw II.
4. "At-large positions" shall be all those executive committee positions for which all members of the Union may vote and seek election.
5. General Meetings and Referenda shall be considered the highest authority within the Union.
6. "Semester " shall constitute the first day of class of the term until the day before the first day of class of the following term.

BYLAW II - MEMBERSHIP

1. Members

The members of the Union shall be:

- a) All paying and non-paying Capilano University students except university employees who have their tuition waived,
- b) Members of the Executive Committee who are not registered in the current semester, but who have paid membership fees to the Union for the previous semester.

2. Paying Members

Paying members of the Union shall be all Capilano University students who have registered in at least one course at the University and are attending the North Vancouver campus for the current semester, except those students who are registered in courses that have zero bill hours that pay student union membership fees.

3. Non-paying Members

- a) Non-paying members of the Union shall be all Capilano University students that do not pay student union membership fees
- b) Notwithstanding the above, non-paying members may opt to become paying members by paying student union membership fees.

3. Honourary Members

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

- e) Honorary membership shall be conferred on those members present or other persons who have made extraordinary contribution to the Union.

4. Cessation of Membership

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

5. Cessation of Membership in Good Standing

- a) All members are in good standing except a member who has failed to pay the current membership fee or any other subscription or debt due and owing by the member to the Union and the member is not in good standing so long as the debt remains unpaid.
- b) Individuals may be deemed members in bad-standing by special resolution in a general meeting.

BYLAW III - MEMBERSHIP FEES

1. Setting of Membership Fees

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

2. Amount of the Local Union Membership Fees

The Union membership fee shall be not less than three dollars (\$3.00) per credit hour per semester to a maximum of ten (10) credit hours per semester, notwithstanding the provisions of Articles 1,5 and 6.

3. Amount of the Provincial Federation Membership Fee

The Union shall collect on behalf of the Canadian Federation of Students - British Columbia Component a fee of not less than thirty cents (\$.30) per credit hour per semester to a maximum of ten (10) credit hours per semester, notwithstanding the provisions of Articles 1, 5, and 6.

4. Amount of the National Federation Membership Fee

The Union shall collect on behalf of the Canadian Federation of Students a fee of not less than thirty cents (\$.30) per credit hour per semester to a maximum of ten (10) credit hours per semester, notwithstanding the provisions of Articles 1, 5, and 6.

5. Membership Fee Adjustment for Inflation

The membership fees, described in Articles 2,3 and 4, shall be adjusted each August 1, by the percentage change in the Canadian Consumer Price Index during the previous calendar year, starting on August 1, 1996.

6. Alteration of the Membership Fees

Any alteration of the fees collected by the Union, either for the Union or on behalf of another organization, that reduces or removes existing fees shall require petition of ten percent (10%) of the membership.

BYLAW IV - GENERAL MEETINGS AND REFERENDA

1. Types of General Meetings

There shall be three types of general meetings;

- a) Annual General Meetings;
- b) Semi Annual General Meetings; and
- c) Special General Meetings.

2. Semi Annual General Meetings

The Annual General Meeting of the Union shall be held between February 15 and March 31 each year as set by a majority vote of a quorate executive committee meeting.

3. Annual General Meetings

The Annual General Meeting of the Union shall be held between September 15 and October 31 each year as set by a majority vote of a quorate executive meeting.

4. Special General Meetings

Special General Meetings may be called at any time by;

- a) a majority vote of a quorate executive committee meeting; or
- b) as otherwise required by the Society Act of British Columbia.

5. General Meeting Agenda

- a) Except as hereinafter provided, the agenda for each general meeting shall be prepared by the executive committee of the Union for presentation to the general meeting.
- b) The executive committee shall include on the agenda of any general meeting any agenda item by any member submitted in writing to the Union's Maple Building office at least 24 hours before the posting of notice deadline as per Bylaw IV Section 8.

6. Location and Time of General Meetings

All General Meetings shall be held between 9:00am and 5:00pm Monday to Friday on the Lynmour Campus. Statutory holidays excepted.

7. Notice for General Meetings

- a) The executive committee of the Union shall give not less than fourteen (14) calendar days written notice of a general meeting. Sufficient notice shall be deemed to have been given by the posting of not less than fifty (50) notices on or about the North Vancouver campus of Capilano University not less than 8"x10" in size, which shall include the following;
 - i) the time, date, and location of the meeting;
 - ii) the proposed agenda for the meeting; and
 - iii) any special resolutions to be considered by the meeting.

8. Quorum for General Meetings

- a) The quorum required for a general meeting of the Union shall be five(5) per cent of the members, or forty (40) members, whichever is less, but shall never be less than three (3) members. In the event that the general meeting does not achieve a quorum, but is not less than three (3) members, the meeting shall proceed, though business will be limited to the following:
 - i) Acceptance of the annual audited financial statements;
 - ii) Appointment of auditors; and
 - iii) Acceptance of the annual report of the Executive Committee.

9. 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 general meetings of the Society.

10. Referenda

- a) The members may vote on resolutions concerning the activities of the Union by means of a referendum.
- b) Any such resolutions shall require a majority of the members who cast ballots in the referendum vote in favour of the resolution, except as stipulated by the *Society Act*, in order to pass.
- c) Resolutions may be put to referendum by a simple majority vote of the Executive Committee or upon presentation of a petition to the Executive Committee which contains the text of the proposed resolution and the signatures of five (5) percent of the members of the Union in good standing.
- d) The Executive Committee must place the resolution on the ballot of the next regularly scheduled election.
 - i) The referendum shall be conducted by the Electoral Committee as stipulated for an election in accordance with the terms in Bylaw VII Election of the Executive Committee Members.
- e) The electoral committee must abide by the Bylaws and policies as written, but when the timelines and integrity of the referendum is in jeopardy, the electoral committee may, as required, develop interim policy where policy does not exist to address specific issues during a referendum.
- f) No referendum shall be deemed valid or binding unless a minimum of five (5) percent of the members of the Union in good standing have cast ballots in the referendum.

BYLAW V - FEDERATION GENERAL MEETINGS

1. National General Meeting Delegation

The Association shall have a minimum of two (2) delegates at all national general meetings of the Federation.

2. Provincial General Meeting Delegation

The Association shall have a minimum of three (3) delegates at all provincial general meetings of the Federation.

BYLAW VI - BOARD OF DIRECTORS OF THE UNION

1. The Executive Committee

The board of directors of the Union shall be known as the executive committee.

2. Term of Office of Members of the Executive Committee

- a) The At-Large Members of the Executive Committee
 - i) shall take office upon ratification of the report of the electoral committee at the first executive committee meeting following their election, as per Bylaw VI
 - ii) may remain in office until the conclusion of the first executive committee meeting following the regularly scheduled election held closest to the one (1) year after their election.
 - iii) must be members of the Union during their term of office
- b) The Student Representatives on the Board of Governors
 - i) shall take office upon ratification to the Board of Governors
 - ii) must be members of the Union during their term of office.
- c) The student representatives on the Senate
 - i) shall take office upon ratification to the Senate
 - ii) must be members of the Union during their term of office.

3. Composition of the Executive Committee

The Executive Committee shall be comprised of:

- a) the following at-large positions:
 - i) Educational Issues Coordinator;
 - ii) Environmental Issues Coordinator
 - iii) First Nations Students' Liaison
 - iv) International Students' Liaison
 - v) Queer Students' Liaison
 - vi) Social Activities Coordinator
 - vii) Social Justice Coordinator
 - viii) Students' with Disabilities Liaison
 - ix) Women's Liaison
 - x) Students of Colour Liaison
- b) the (2) Student Representatives on the Board of Governors; and
- c) the (4) Student Representatives on the Senate

4. Meetings of the Executive Committee

- a) The executive committee shall meet at least twice per month.
- b) The agenda for each executive committee meeting will be posted in the Student Union Office no later than twenty-four (24) hours prior to the executive committee meeting.

- c) The quorum required for the transaction of business at an executive committee meeting shall be fifty-one percent (51%) of currently elected members, but never less than three members.
- d) Subject to any special resolutions of the Union the most recent edition of Roberts' Rules of Order shall govern the conduct of all meetings of the executive committee.
- e) Meetings of the executive committee shall be open to all members of the Union, provided that the executive committee be permitted to move "in-camera" in extraordinary circumstances.
- f) Meetings of the executive committee shall be scheduled by;
 - i) resolution of the executive committee; or
 - ii) the Chairperson upon request of three or more members of the executive committee.
- g) 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.
- h) The minutes of executive committee meetings shall be posted in the Student Union Office.

5. Executive Committee Remuneration

The remuneration to be paid to the members of the executive committee shall be such amounts as the membership may determine by special resolution.

- i) Executive members shall be remunerated up to a monthly maximum of \$1000.00, subject to compliance with the following:
 - a) completion of a monthly work report; and
 - b) carry out responsibilities and duties as defined in the Union bylaws, policies and procedures; and

6. Leave-of-absence for Executive Committee Members

Subject to the will of the executive committee, individual members of the executive committee may be granted leave-of-absence from the executive committee for a period of up to one semester during their term on the executive committee.

BYLAW VII - ELECTION OF EXECUTIVE COMMITTEE MEMBERS

1. Electoral Committee

The executive committee shall maintain an electoral committee at all times which shall be responsible for the administration of all elections to fill executive committee positions. For the purposes of conducting an election, the electoral committee is to be considered as independent authority in relation to the executive committee.

- a) The electoral committee shall be comprised of:
 - i) three (3) members of the Union, at least one of whom is a member of the executive committee; and at least one member who is not an executive committee member, and
 - ii) one (1) member of the staff of the Union, who will be a non-voting member of the electoral committee.
 - iii) no member of the electoral committee may be a candidate in the election.
- b) The electoral committee shall ensure that all elections occur in the manner prescribed by this Bylaw and the policy of the Union.
- c) The electoral committee shall determine the eligibility of all nominated candidates.

- d) The electoral committee may disqualify a candidate, or rule an election invalid for any violation of these Bylaws.
- e) The electoral committee shall decide the form of the ballot provided that the nominees for each office be listed in alphabetical order by surname.
 - i) if only one (1) nomination is received for a particular office, members shall be asked on the ballot to approve or disapprove of the nominee. The nominee must receive the approval of the majority of the ballots cast to be declared duly elected.
 - ii) where positions are contested, the nominees receiving a majority of votes cast shall be declared elected.
- f) The electoral committee shall make, in the event of a strike, circumstance beyond human control, or other event that may delay the electoral procedure, a decision as to how and when the electoral procedure may best be completed.
- g) The electoral committee shall submit a report on the conduct and results of all elections to the executive committee for ratification.
- l) the electoral committee must abide by the Bylaws and policies as written, but when the timeliness and integrity of the election are threatened, the electoral committee may, as required, develop interim policy where policy does not exist to address specific issues during an election.

2. Schedule of Elections

- a) Elections for expiring or vacant positions on the executive committee shall be held;
 - i) during the first five (5) work weeks of each Fall and Spring semester; and
 - ii) at such other times as deemed necessary.
- b) The schedule of elections for the executive committee shall be set by:
 - i) the executive committee; or
 - ii) the electoral committee in the event that the number of members of the executive committee falls below three.
- c) The schedule of elections shall include:
 - i) a minimum one (1) work week period for the submission of nomination forms to the electoral committee;
 - ii) a minimum one (1) work week period between the close of nominations and the commencement of polling;
 - iii) two all candidates forums, held on separate days during the campaign period on the North Vancouver Campus of Capilano University, not less than two (2) weekdays prior to the commencement of polling; and
 - iv) not less than twenty-one (21) hours of polling over a period of not less than three (3) weekdays.

3. Notice of Elections

Sufficient notice shall be deemed to have been given by:

- a) the posting, on or about the North Vancouver Campus of Capilano University, not less than three (3) days prior to the opening of the nomination period, or not less than fifty (50) notices, not less than 8"x10" in size and three (3) notices, not less than 11"x17" in size, stating;
 - i) the positions vacant or expiring;
 - ii) the opening and closing date and time of the period for the submission of nominations;
 - iii) the location at which nomination forms may be obtained;
 - iv) the location to which completed nomination forms are to be submitted;
 - v) the period of time allotted to nominees for campaigning; and
 - vi) the days on which polling will take place.

- b) the posting, on or about the North Vancouver Campus of Capilano University, not more than three (3) days after the closing of the nomination period, of not less than fifty (50) notices, not less than 8"x10" in size, and three notices, not less than 11"x17" in size, stating:
 - i) the members nominated for vacant positions on the executive committee;
 - ii) the date, time and location of polling stations ; and
 - iii) the date, time and location of the all candidates' forum.

4. Eligibility

- a) Nominees for any position on the executive committee must be members of the Union.
- b) In order to seek election the executive committee, members must be nominated by not less than fifteen (15) other members of the Union.
- c) Members of the Union shall not hold or seek election to more than one (1) 'at-large' position on the executive committee at any one time.
- d) Nominees must be self-identified for the following liaisons positions: Women's Liaison, First Nations Liaison, Students with Disabilities Liaison, Queer Liaison and Students of Colour Liaison.
- e) Nominees for the position of International Students' Liaison must be a current or former international student member.

5. Conduct of Nominees

- a) Nominees for all positions shall limit their campaigning to the period between the close of nominations and the close of polling.
- b) Nominees shall not campaign within 10 meters of the polling station
- c) Nominees' campaign expenses shall not exceed the limit established by the electoral committee.
- d) Nominees shall abide by all regulations established by the electoral committee

6. When and Where Counting is to be Done

- a) The counting of the votes on ballots for an election must not take place until the close of general voting for the election, but must take place as soon as possible after this time.
- b) The electoral committee must notify the candidates in an election, at least 24 hours in advance of the commencement of the counting, of the place at which the counting of the votes for the election is to be conducted.

7. Who May be present at Counting

- a) At least two (2) members of the electoral committee and one (1) other witness must be present while counting proceedings are being conducted.
- b) Candidates in an election are not entitled to be present when counting proceedings for the election are being conducted.
- c) Where the votes on ballots for an election are being counted, one (1) scrutineer for each candidate in the election is entitled to be present.
- d) No persons other than those referred to in subsections (a) and (c), and election officials taking part in the counting may be present when counting proceedings are being conducted, unless permitted by the electoral committee.

8. Election Results

- a) The electoral committee may make public preliminary results of an election as soon as all votes on ballots have been counted.

9. Recounts and Appeals

- a) A nominee may request a recount of votes cast, provided such request is made in writing to the electoral committee within seventy-two (72) hours following the committee's announcement of election results.
- b) There shall be an automatic recount of votes cast if the vote spread between candidates is less than five.
- c) A nominee may appeal any decision of the electoral committee to a general meeting of the Union.

BYLAW VIII - DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

1. The executive committee shall be familiar, and comply with the provisions of the Society Act of British Columbia.
2. The executive committee shall receive, budget, administer, and have audited, 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.
3. The executive committee shall prepare and present an annual budget to the membership of the Society for ratification at a general meeting of the Union.
4. The executive committee shall be the recognized medium of communication between the Union and:
 - a) The board and administration of Capilano University;
 - b) Other constituent groups within the University;
 - c) The general public; and
 - d) Other students' unions with which the Union is associated.
5. The executive committee shall be responsible for the hiring and direction of all staff of the Union.
6. The executive committee shall maintain an electoral committee at all times which shall be responsible for the administration of all elections to fill executive committee positions.
7. The executive committee shall present to the Annual General Meeting of the Union a report detailing the activities undertaken by the Union during the previous year.
8. The executive committee shall present to the Semi Annual General Meeting of the Union a written progress report of activities within the Union to date.
9. The executive committee shall maintain an up-to-date policy manual for the Union.
10. Members of the executive committee shall not vote on matters where a personal conflict of interest exists.
11. The executive committee may delegate such of its duties and responsibilities as it may deem expedient for the conduct of the affairs of the Union.

12. The executive committee shall select from amongst its members a person to act as spokesperson for the Union.
13. The executive committee shall ensure that all appropriate documents are filed with the Registrar of Companies as outlined in the Societies Act of British Columbia.
14. The executive committee shall assign the following portfolio positions to members of the executive committee:
 - a) Executive Committee Meeting Chair;
 - b) Representative on the Federation's Provincial Executive Committee;
 - c) Staff Relations Officer
 - d) University Relations Coordinator
 - e) Capilano Students' Union representative on the Board of Governors; and
 - f) Capilano Students' Union representative on the Senate.

BYLAW IX - DUTIES AND RESPONSIBILITIES OF INDIVIDUAL EXECUTIVE COMMITTEE MEMBERS

1. All members of the executive committee shall:

- a) carry out responsibilities and duties as defined in the Union bylaws, policies and procedures; and
- b) submit a written work report monthly detailing the responsibilities and duties as defined in the Union bylaws, policies and procedures, which must be approved by four other executive committee members and kept in an accessible location in the union office; and
- c) review monthly written work reports of all executive committee members; and
- d) attend 100% of executive committee meetings a month; and
- e) attend all general meetings of the Union.

2. Educational Issues Coordinator

The Educational Issues Coordinator:

- a) shall be responsible for keeping the executive committee informed of federal, provincial and municipal government decisions and decisions made by Capilano University which affect the quality of education; and
- b) shall co-ordinate campaigns and events which promote a quality, accessible and nationally planned education system; and
- c) shall perform such other duties as may be assigned by the executive committee.

3. Social Justice Coordinator

The Social Issues Coordinator:

- a) shall be responsible for keeping the executive committee informed on relevant social issues; and
- b) shall co-ordinate campaigns and events which promote a society based on justice, peace, and human rights for all people; and
- c) shall perform such other duties as may be assigned by the executive committee.

4. Women's Liaison

The Women's Liaison:

- a) shall be responsible for keeping the executive committee informed of issues concerning self-identified woman members of the Union; and
- b) shall co-ordinate campaigns and events which promote the equality and the elimination of oppression of self-identified women; and
- c) shall perform such other duties as may be assigned by the executive committee.

5. Social Activities Coordinator

The Social Activities Coordinator:

- a) shall primarily be responsible for organizing social events of the Union;
- b) shall report to the Union's executive committee on the outcome of Union organized events and;
- c) shall perform such other duties as may be assigned by the executive committee.

6. Environmental Issues Coordinator

The Environmental Issues Coordinator:

- a) shall be responsible for keeping the executive committee informed on issues concerning environmental and ecological awareness; and
- b) shall coordinate campaigns and events which promote sustainability and integrate holistic environmentally responsible practices; and
- c) shall perform such other duties as may be assigned by the executive committee.

7. First Nations Students' Liaison

The First Nations Students' Liaison:

- a) shall be responsible for keeping the executive committee informed of issues concerning self-identified First Nations members of the Union; and
- b) shall coordinate campaigns and events which promote the equality and the elimination of oppression of self-identified First Nations people; and
- c) shall perform such other duties as may be assigned by the executive committee.

8. Students' with Disabilities Liaison

The Students' with Disabilities Liaison:

- a) shall be responsible for keeping the executive committee informed of issues concerning members of the union who self-identify with disabilities; and
- b) shall coordinate campaigns and events which promote the equality and the elimination of oppression of self-identified people with disabilities; and
- c) shall perform such other duties as may be assigned by the executive committee.

9. Queer Students' Liaison

The Queer Students' Liaison:

- a) shall be responsible for keeping the executive committee informed of issues concerning self-identified queer members of the union; and
- b) shall coordinate campaigns and events which promote the equality and the elimination of oppression of self-identified queer people; and
- c) shall perform such other duties as may be assigned by the executive committee.

10. International Students' Liaison

The International Students' Liaison:

- a) shall be responsible for keeping the executive committee informed of issues concerning international student members of the Union; and
- b) shall coordinate campaigns and events which promote the equality and the elimination of oppression of international students; and
- c) shall perform such other duties as may be assigned by the executive committee.

11. Student Representatives on the Board of Governors:

The Student Representatives on the Board of Governors:

- a) shall be responsible for keeping the executive informed of the activities of the Board of Governors;
- b) shall perform other duties as assigned by the executive committee.

12. Student Representatives on the Senate:

Student Representatives on the Senate:

- a) shall be responsible for keeping the executive committee informed of the activities of the Senate
- b) shall perform other duties as assigned by the executive committee.

13. Students of Colour Liaison

The Students of Colour Liaison:

- a) shall be responsible for keeping the executive committee informed of issues concerning members of the union who self-identify as being of colour; and
- b) shall coordinate campaigns and events which promote the equality and the elimination of oppression of self-identified People of Colour; and
- c) shall perform such other duties as may be assigned by the executive committee.

BYLAW X - DUTIES AND RESPONSIBILITIES OF PORTFOLIO POSITIONS

1. Executive Committee meeting Chair:
 - a) shall regularly chair meetings of the executive committee of the Union; and
 - b) shall coordinate the preparation of executive committee meeting agendas.
2. Representative on the Federation's Provincial Executive Committee:
 - a) shall regularly report to the Union's executive committee on the activities of the Federation; and
 - b) shall fulfill the duties and responsibilities described in the Federation's Bylaws.
3. Staff Relations Officer
 - a) shall primarily be responsible for staff relations issues within the Union;
 - b) shall regularly report to the Union's executive committee on staff relations issues; and
 - c) shall fulfill the duties and responsibilities described within the collective agreement between the Union and its' unionized staff.
4. University Relations Coordinator
 - a) shall primarily be responsible for keeping the executive committee informed of issues arising within the University which pertain to the activities of the Union; and
 - c) shall co-ordinate Union representation on all University committees.
5. Capilano Students' Union representative on the Board of Governors
 - a) shall be responsible for attending all Board of Governors meetings and reporting back to the executive committee.

6. Capilano Students' Union representative on the Senate
 - a) shall be responsible for attending all Senate meetings and reporting back to the executive committee.
7. Financial Coordinator
 - a) Shall insure that careful account is kept of all monies received and dispersed by the Union;
 - b) Shall be responsible for keeping the executive committee informed of all issues which pertain to the finances of the Union.
8. Privacy Officer
 - a) shall primarily be responsible for keeping the executive committee informed of issues pertaining to the protection of personal information.
 - b) shall coordinate an annual report to the executive committee regarding the Union's status regarding the protection of personal information.
9. Policy Coordinator
 - a) shall be responsible for facilitating the policy writing and implementation process of the Union;
 - b) shall regularly report to the Union's executive on the status of the Union's policy
10. Services and Programs Coordinator
 - a) shall be responsible for overseeing the services and programs of the Union;
 - b) shall regularly report to the Union's executive on the status of the Union's services and programs.
11. General Operations Coordinator
 - a) shall be primarily responsible for overseeing the Union office, maintaining the records of the Union as well as any other duties that are assigned by the executive committee.
 - b) shall regularly report to the Union's executive on the status of the Union's general operations.
12. Capilano Students' Union representatives on the Alumni Association
 - a) shall be responsible for attending all Alumni Association meetings and reporting back to the executive committee.

BYLAW XI - REMOVAL FROM OFFICE

1. Cessation of Union Membership

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

2. Continuing Absences

Executive committee members absent from two (2) or more consecutive meetings of the executive committee without valid reason, as determined by a two-thirds (2/3) majority vote of the executive committee, shall be deemed to have delivered their resignation.

3. Failure to Actualize Duties and Responsibilities

Executive Committee members who fail to actualize duties and responsibilities as defined in the Union bylaws, policies and procedures without valid reason, as determined by a two-

thirds (2/3) majority vote of the executive committee, shall be deemed to have delivered their resignation.

4. Impeachment Proceedings

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

BYLAW XII - POLICY OF THE UNION

1. Establishment of Policy

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

- a) a two-thirds (2/3) majority vote of the executive committee of the Union; or
- b) a two-thirds (2/3) majority vote of those voting in a general meeting or referendum of the Union.

2. Notice of Policy Motions

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

3. Policy Manual

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

a. Distribution of the Union's Policy Manual

The Union's Policy Manual shall be provided to any member of the Union upon request.

b) Classification of Policy

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

4. Policy Duration and Authority

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

- a) Policy adopted by the executive committee may be rescinded at any time by a two-thirds (2/3) majority vote of the executive committee.
- b) Policy adopted by a general meeting or referendum may be rescinded at anytime by a two-thirds (2/3) majority vote of a general meeting or referendum, provided sufficient notice has been provided as per Bylaw 11.2.
- c) policy adopted by the executive committee may be rescinded by a majority vote of a general meeting or referendum.
- d) No policy adopted by a general meeting or referendum may be rescinded by the executive committee.
- e) No policy adopted by the executive committee may contradict or supersede any policy adopted by a general meeting or referendum.
- f) No policy adopted by the executive committee or by a general meeting or referendum shall contradict or supersede any Bylaw of the union.

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

BYLAW XIII - UNION FINANCES

1. Signing Officers

- a) The signing officers for the Union shall be as appointed by the executive committee.
- b) The signatures of at least (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.
- c) The signing officers of the Union shall be reappointed every four (4) months from the time of the original appointment.

2. Auditors

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

3. Borrowing

- a) In order to carry out the purposes of the Union the executive committee 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.
- 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 executive committee, but a restriction imposed expires at the next Annual General Meeting.

4. Capital Expenditures

- a) Capital Expenditures not budgeted for by the Union:
 - i) exceeding \$1000.00 per individual item; and/or
 - ii) exceeding \$5000.00 in total,
 in the fiscal year where expenditures are made, shall be approved by special resolution at a general meeting.
- b) all contracts and agreements entered into by the Union:
 - i) exceeding \$1000.00 in gross value; and/or
 - ii) for a duration of time exceeding one (1) year
 shall be approved by the special resolution at a general meeting.

5. Budgeting

The executive committee shall allow for a balanced budget when drafting the budget for the Union's upcoming fiscal year.

BYLAW XIX - UNION RECORDS

1. Location of Records

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

2. Inspection by Members

The books and records of the Union may be inspected by Union members in the Union office on any working day during normal office hours provided an appointment is made.

3. Custody of Minutes

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

BYLAW XV - BRANCH SOCIETIES

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

BYLAW XVI - AMENDMENT TO THE CONSTITUTION AND BYLAWS

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