

NATIONAL FEDERATION OF CANADIAN UNIVERSITY STUDENTS  
FEDERATION NATIONALE DES ETUDIANTS DES UNIVERSITES CANADIENNES

BY - LAWS

As revised and adopted by the XXV National Congress 1961

(N.B. These By-Laws govern the organization and direction of NFCUS as a federally-incorporated legal entity; amendments and additions must be registered with the Secretary of State for Canada. When reviewing the By-Laws it should be remembered that any changes felt desirable might be better brought about in the form of a Standing Resolution, Tentative Standing Order, or as a part of the proposed Student Charter of NFCUS.)

1. CORPORATE SEAL

1:01 Nature

The Seal of the Federation is endorsed with the words, "The National Federation of Canadian University Students" and "La fédération nationale des étudiants des universités canadiennes".

2. LANGUAGES

2:01 Official Languages

French and English are the official languages of the Federation.

3. RELIGION AND POLITICS

3:01 Policy

The Federation shall maintain a neutral attitude towards Religion and Party Politics and shall express no opinion concerning these matters except when it has obtained the unanimous consent of all of its general members.

4. NATIONAL SECRETARIAT

4:01 Location

The National Secretariat of the Federation shall be in the City of Ottawa, Province of Ontario, at a site to be determined from time to time by the Executive Committee.

5. MEMBERSHIP

5:01 General Membership (Corporate)

General membership consists of the student body of each Canadian University (or University College, or school of similar status to that of a university) that is represented by a student government organization that has joined the Federation.

5:02 Affiliate Membership (Corporate)

A Student Government organization that represents a student body of less than one hundred students and that satisfies the other requirements of the Federation may apply for affiliate membership. Affiliate members have no voting privileges and no claim to National Congress travel grants.

5:03 Associate Membership (Individual)

Individual students of non-member institutions that qualify for membership under Section 5:02 or Section 5:04 may apply for associate membership. Associate members have no voting privileges and no claim to National Congress travel grants.

5:04 Eligibility

Applications for general membership in the Federation shall be made in writing to the Executive Committee by:

- a. the Student Government organization that represents the student body of more than 100 students at an institution that the National Conference of Canadian Universities and Colleges recognizes as a degree-granting institution of higher learning;
- b. the Student Government organization of an affiliate of an institution referred to in paragraph (a) where the students are not represented in the Student Government of the parent institution.

5:05 Acceptance

Subject to ratification by the National Congress the Executive Committee may accept an application for general membership where the applicant meets membership requirements.

6. WITHDRAWAL AND EXPULSION

6:01 Withdrawal of Members

Any general or affiliate member may withdraw from the Federation by:

- a. filing a resignation with the Executive Secretary;
- b. delivering to the National Congress a written copy of this resignation.

6:02 Expulsion of Members

- a. The Executive Secretary shall give 15-days written notice of a proposed expulsion of a member to each general and affiliate member;
- b. A general or affiliate member may be expelled by an affirmative two-thirds vote at a National Congress.

7. NATIONAL CONGRESS

7:01 Composition

- a. The National Congress consists of the Executive Committee, the delegates, alternate delegates and observers convened at an annual or special general meeting of the Federation. Delegates and alternate delegates must be students at the university whose student government organization they represent;
- b. The National Congress is the supreme legislative and policy-making body of the Federation.

7:02 Delegate

A Delegate to the National Congress is a person who has been designated and accredited by a general member to represent and act for that member at the National Congress.

7:03 Alternate Delegate

An Alternate Delegate to the National Congress is one who has been designated and accredited by a general member to represent and act for that member at the National Congress in the absence or inability of the Delegate.

7:04 Observer

An Observer is any person other than a Delegate, an Alternate Delegate, or a member of the Executive Committee who has been invited by the Executive Committee to attend the National Congress.

7:05 Leader of University Delegations

The President of the Student Council of the member university, or his representative, shall lead the delegation of that member at the National Congress.

7:06 Number of Delegates

- a. A general member may send as many delegates to the National Congress as the number of votes to which the member is entitled;
- b. Where a general member does not send delegates in proportion to the number of votes to which it is entitled, the member may vest its votes in the delegate or delegates it sends.

7:07 Voting

- a. General members in good standing may vote on questions arising at the National Congress.
- b. For purposes of this section, a general member in good standing is:
  - i. one who has paid the fees for the fiscal year immediately preceding the National Congress; or
  - ii. one who has been accepted as a general member since the immediately preceding Congress.
- c. Where a delegate of a general member in good standing is unable to vote an alternate delegate may cast his vote.
- d. Unless a constitutional question arises, questions in the Plenary Session of the National Congress shall be decided by a proportional voting system. This system is based on the student enrolment of the members and is found in Appendix A.

7:08 Meetings

- a. The National Congress shall hold annual meetings.
- b. The Executive Committee may, on the recommendation of the National Congress, determine the time and place of the annual National Congress.
- c. The Executive Secretary shall give 30 days written notice of the National Congress to the general and affiliate members.
- d. Delegates from two-thirds of the general members constitute a quorum in the Plenary Sessions of the National Congress.

7:09 Travel Grants

Each university sending delegates to the National Congress is entitled to travel grants from the National Secretariat as set forth in Appendix C.

8. OFFICERS

8:01 Composition

The officers of the Federation are:

- a. The President
- b. The Atlantic Regional President
- c. The Quebec Regional President
- d. The Ontario Regional President
- e. The Western Regional President
- f. The Vice-President for International Affairs
- g. The Vice-President for National Affairs

- h. The Immediate Past President
- i. The Executive Secretary
- j. The Vice-President, Atlantic Region
- k. The Vice-President, Quebec Region
- l. The Second Vice-President, Atlantic Region, if any.

#### 8:02 Tenure of Office

An officer of the Federation remains in office from the adjournment of the annual Congress at which he was elected or appointed until the end of the next Congress or until he resigns or a successor is appointed or elected.

#### 8:03 Duties of Officers

- a. The National President.
  - i. is the chief executive officer of the Federation;
  - ii. is in charge of the general management of the affairs of the Federation;
  - iii. shall, when present, preside at all meetings of the Executive Committee and at all Plenary sessions of the National Congress.
- b. The Regional Presidents
  - i. shall co-ordinate the activities of the general and affiliate members of the Federation situated within their respective regions;
  - ii. shall call at least once each year a Conference of the general and affiliate members of the Federation situated within their respective regions;
  - iii. shall, when present, preside at all Regional Conferences;
  - iv. shall act as liaison between the general and affiliate members of the Federation situated within their respective regions and the Executive Committee;
  - v. shall be responsible for all mandates, both national and regional, which exist in their respective regions and shall submit a progress report on these mandates to the National Secretariat at least three times during the academic year.
- c. The Vice-President for International Affairs is responsible for implementing the international affairs programme of the Federation.
- d. The Vice-President for National Affairs is responsible for implementing the national affairs programme of the Federation, including all cultural projects.
- e. The Immediate Past President
  - i. shall advise the Executive Committee on the general management of the affairs of the Federation; and
  - ii. shall perform such other duties as may from time to time be determined by the Executive Committee.

f. The Executive Secretary

- i. shall attend all meetings of the National Congress and the Executive Committee;
- ii. is responsible for preparing the Minutes of these meetings;
- iii. shall report on the proceedings of the National Congress to all general and affiliate members of the Federation within fifty days after the dissolution or adjournment of the Congress, and shall provide a copy of this report to the student newspaper of each Canadian university;
- iv. shall give notice of all meetings of the Executive Committee and of the National Congress;
- v. shall give notice of the proposed expulsion of a member;
- vi. shall be the custodian of the seal of the Federation and of all books, papers and other documents belonging to the Federation;
- vii. shall have the custody of the funds of the Federation and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Federation, and shall deposit all moneys and other valuable effects to the credit of the Federation in such depositories as may be designated by the Executive Committee from time to time;
- viii. shall disburse the funds of the Federation as may be ordered by the Executive Committee, taking proper vouchers for these disbursements, and shall render to the Executive Committee, whenever it requires, an account of all his transactions as Executive Secretary and of the financial position of the Federation;
- ix. shall give the Federation a bond in such a sum and with such a surety or sureties as are satisfactory to the Executive Committee for the faithful performance of the duties of his office and for the restoration to the Federation in the case of his death or his resignation, retirement or removal from office of all books, papers vouchers, moneys, and other property of whatever kind in his possession or under his control belonging to the Federation.
- x. shall be bilingual.

g. The Regional Vice-Presidents

- i. shall assist their respective Regional Presidents in carrying out their duties; and
- ii. shall act in the place of the Regional Presidents in the event of their absence or inability.

- h. In the event of the absence or disability of the National President his duties and powers may be executed by such member or members of the Executive Committee as it may from time to time appoint for the purpose.

8:04 Honourary Officers

The National Congress may appoint the following Honourary Officers:

- a. Honourary President;  
if the appointed person declines the appointment or resigns, the Executive Committee may appoint someone to serve in his place.
- b. Honourary Vice-Presidents.

8:05 Re-election

The officers of the Federation are eligible for re-election or re-appointment.

9. ELECTION OF OFFICERS

9:01 Eligibility

The following are eligible to become officers of the Federation:

- a. Members of the Executive Committee except as provided in Section 9:07;
- b. A student of a member university;
- c. A person who has graduated from a member university not more than two years before the year in which he is nominated for office.

9:02 Order of Election

The officers, other than the Immediate Past President, shall be elected by the National Congress in the following order:

- a. The President;
- b. The Regional Presidents;
- c. The Vice-President for International Affairs;
- d. The Vice-President for National Affairs;
- e. The Vice-Presidents for the Atlantic and Quebec Regions.

9:03 Procedure for Election

- a. The Chairman of the Congress may receive nominations from delegates or alternate delegates.
- b. A candidate for election may refuse to accept the nomination at any time before the closing of nominations.
- c. A majority of votes determines an election.
- d. When there is an equality of votes, delegates shall vote again.

9:04 Ontario Regional President

The Ontario Regional President shall be elected from a member university within the Ontario Region.

9:05 Atlantic Regional Officers

- a. The Atlantic Regional President and Vice-President shall be elected from member universities in different provinces of the Atlantic Region.
- b. The Atlantic Regional President may appoint a second Vice-President for the Atlantic Region.

9:06 Quebec Regional Officers

That the Quebec Regional Vice-President be of the language group other than that of the Quebec Regional President.

9:07 Executive Secretary

The elected members of the Executive Committee shall appoint the Executive Secretary. The appointment shall be ratified by the National Congress. Notwithstanding the provisions of Section 9:01, the Executive Secretary is not eligible to hold another office in the Federation unless he is a student or has graduated from a member university, within two years of the year in which he is nominated. A candidate for the office of Executive Secretary need not fill the qualification of Section 9:01.

10. EXECUTIVE COMMITTEE

10:01 Composition

The Executive Committee consists of:

- a. The National President;
- b. The four Regional Presidents;
- c. The Executive Secretary;
- d. The Vice-President for International Affairs;
- e. The Vice-President for National Affairs;

10:02 Powers

- a. The Executive Committee shall administer the affairs of the Federation and may
  - i. exercise all powers of the Federation except where the Companies Act (Canada) or this Constitution requires the members or the Congress to exercise them;
  - ii. make expenditures to further the objects of the Federation;
  - iii. appoint and employ servants and agents as it deems necessary;
  - iv. delegate to officers of the Federation the right to employ servants or agents;
  - v. determine the rate of remuneration of the servants and agents whom it employs, subject to approval by the Congress.

- b. The Executive Committee may accept recommendations of the National Congress or the Advisory Council with respect to the matters in this Section.

10:03 Tenure of Office

A member of the Executive Committee remains in office from the adjournment of the annual meeting of the National Congress at which he was elected or appointed until a successor is appointed or elected.

10:04 Resignation from Office

- a. When a Regional President or Vice-President resigns before completion of his office, the general members of that Region shall elect his replacement by mail vote, each member having one vote.
- b. When any other officer who is not the immediate Past President resigns the Executive Committee may appoint a person to his office for the remainder of his term.

10:05 Meetings

- a. The Executive Committee shall meet at any time and place determined by the National President.
- b. A meeting of the Executive Committee is not competent to deal with any business except where
  - i. all members of the Executive Committee are present; or
  - ii. those members of the Executive Committee who are not present waive notice in writing; or
  - iii. the Executive Secretary has given 30 days written notice of the meeting to each member of the Executive Committee.

10:06 Quorum

A majority of the voting members of the Executive Committee constitutes a quorum.

10:07 Non Voting Members

The Executive Secretary shall not vote at meetings of the Executive Committee.

10:08 Voting

- a. The Executive Committee shall decide questions arising at its meetings
  - i. by a majority of votes;
  - ii. where there is a tie vote, by vote of the President.

- b. If a member of the Executive Committee so requests, the Committee shall vote by ballot. Where there is no request for ballot vote, the Committee shall vote in the usual way by assent and dissent.
- c. A declaration by the Chairman and an entry in the Minutes that a resolution has been carried is conclusive evidence of the passing of the resolution.

10:09 Expenses and Remuneration

- a. Members shall receive expenses for their attendance at each meeting of the Executive Committee by resolution of the Committee.
- b. No member of the Executive Committee shall receive remuneration for his services as a member.
- c. Nothing in this Section precludes a member of the Executive Committee from receiving remuneration as an officer of the Federation.

11. FEES

11:01 Sliding Scale

- a. General and affiliate members shall pay fees on a basis decided by the XX National Congress and included as Appendix "B".
- b. Students who are accepted as associate members of the Federation shall pay a fee of \$5.00.

11:02 Payment

- a. General members and affiliate members shall pay 50 per cent of their estimated fees to the National Federation of Canadian University Students as soon as possible at the beginning of the academic year but not later than November 30th.
- b. The Executive Committee shall determine the remaining fees due upon the basis of final enrolment figures. These fees are payable not later than February 28th.

11:03 Variations

- a. Subject to ratification by the National Congress, the Executive Committee may increase the assessment payable under the Sliding Scale to meet Budget requirements.
- b. The Executive Committee shall not assess a General or Affiliate Member at a rate higher than fifty cents per students.

11:04 Fiscal Year

The fiscal year is from the first of August to the thirty-first of July.

## 12. REGIONS

12:01 Divisions

The Regions of the Federation are

- a. The Atlantic Region, consisting of the general and affiliate members of the Federation located in the Provinces of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland.
- b. The Quebec Region, consisting of the general and affiliate members of the Federation located in the Province of Quebec.
- c. The Ontario Region, consisting of the general and affiliate members of the Federation located in the Province of Ontario.
- d. The Western Region, consisting of the General and affiliate members of the Federation located in the Provinces of Manitoba, Saskatchewan, Alberta and British Columbia.

12:02 Regional Meetings

Each Regional President shall call a meeting of the general and affiliate members of his Region at least once during his term of office. Representation and voting at this meeting are the same as at the National Congress.

## 13. ADVISORY COUNCIL

13:01 Composition

- a. The Advisory Council consists of
  - i. The National President (ex officio)
  - ii. Six members, selected by the Executive Committee, who reside in close proximity to the National Secretariat.
- b. The members of the Advisory Council
  - i. shall be appointed for a term of three years;
  - ii. are eligible for reappointment;
  - iii. may be removed from the Council by the unanimous decision of the Executive Committee.
- c. Appointments to the Advisory Council shall be made on a rotation system whereby two of its members shall retire and be replaced each year.

13:02 Meetings

- a. The President shall convene the Advisory Council.
- b. The Advisory Council shall meet at least three times a year.

13:03 Functions

- a. The Advisory Council may give advice to the Executive Committee on any matter relevant to the proper functioning of the Federation.
- b. The Advisory Council shall report to and may make recommendations to the National Congress.
- c. The Executive Committee and the National Congress may act on the advice, reports and recommendations of the Advisory Council.

14. ADVISORY FINANCE COMMITTEE

14:01 Composition

The Advisory Finance Committee shall be composed of

- a. The Chairman - Chief auditor;
- b. The National President;
- c. The Bursars of the University of Ottawa and Carleton University, or any other suitable persons to be appointed at the discretion of the Executive Committee;
- d. The Executive Secretary.

14:02 Meetings

The Advisory Finance Committee shall meet at least every three months for the purpose of examining the financial position of the Federation, and if the financial state of the Federation does not appear to be in order this Committee shall advise the Executive Committee immediately.

15 CONSTITUTIONAL AMENDMENTS

15:01 Voting

The By-Laws may be amended by the National Congress. For this purpose each general member shall have one vote.

15:02 Majority Required

An amendment to the By-Laws is passed where a two-third majority of votes assents to it.

15:03 Amendment by Executive

The Executive Committee may temporarily alter the By-Laws. This alteration shall cease to have effect at the immediately following National Congress unless adopted by the Congress under the provisions of Section 15:01.

15:04 When Binding

No amendment is valid unless it has been approved by the SECRETARY OF STATE.

16. INTERPRETATION SECTION

- 16:01 a. In these By-Laws unless the context provides otherwise, the masculine includes the feminine, and the singular includes the plural.
- b. "Member University" means the student body of a university, college, or similar institution whose student government organization is a general member of the Federation.
- c. "Federation" means the National Federation of Canadian University Students.

17. STANDING RESOLUTIONS

17:01 The National Congress shall by resolution enact Standing Resolutions which shall have full effect until revoked or amended by resolution.

APPENDIX A

PROPORTIONAL VOTING SYSTEM (SECTION 7:07)

- a. From 100 to 749 students ..... 1 vote
- b. From 750 to 1,499 students ..... 2 votes
- c. From 1,500 to 2,999 students..... 3 votes
- d. From 3,000 to 5,999 students ..... 4 votes
- e. 6,000 or more students ..... 5 votes.

APPENDIX B

THE FEES for member universities are computed by applying the following percentages to the basic rate of 50 cents per student.

- a. 100 per cent for the first 1,500 students
- b. 90 per cent for the next 1,500 students
- c. 70 per cent for the next 1,000 students
- d. 50 per cent for all additional students.

APPENDIX C

TRAVEL GRANTS for member universities (Section 7:09) shall be as follows:

- a. Enrolment up to 1,000 students ..... 1 travel grant
- b. Enrolment over 1,000 students ..... 2 travel grants.