

Dated: December 5th, 1983.

Applicants for Incorporation

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Witnesses

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CANADIAN FEDERATION OF STUDENTS-PACIFIC REGION

CONSTITUTION and BY-LAWS

Changed 89 Feb 88
1. Name

The name of the society is Canadian Federation of Students-Pacific Region, hereinafter referred to as the Federation.

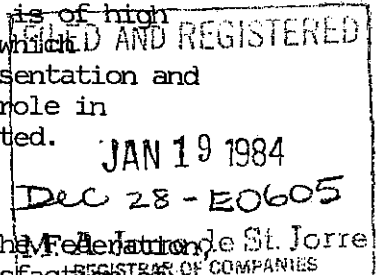
amended July 87
2. Purposes

The purposes of the society are:

- (a) To organize students on a democratic, co-operative basis in advancing students' interests, and in 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 ensure the effective use and distribution of the resources of the student organization;
- (d) To bring students together to discuss and co-operatively achieve necessary educational, administrative and legislative change wherever decision-making affects students;
- (e) 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;
- (f) To articulate the real desire of students to fulfill the duties and be accorded the rights of citizens in British Columbia and in the international community;
- (g) 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 student rights, and whose role in society is clearly recognized and appreciated.

(h) added July 87
3. Winding-Up Clause

In the event of winding-up or dissolution of the Federation, the funds and assets remaining after the satisfaction of the steps and liability shall be given or transferred to such organizations promoting the same purposes of the Federation, as may be determined by the members of the Federation; and if effect can not be given to aforesaid provisions, then such funds and assets shall be divided equally among the member local associations that are still members of the Federation at the time of dissolution. This clause is unalterable.



W I: MEMBERSHIP

1.1 Types of Membership

Individual students are represented through the local association to which they belong. A 'local association' will be taken for all purposes to mean an organization of students which satisfies the following criteria:

- (a) It is locally and democratically controlled;
- (b) It is autonomous from other organizations;
- (c) It represents students at only one post-secondary institution;
- (d) It is campus-wide, i.e. the breadth of its membership, of its normal activities, and of its representative efforts correspond to the highest administrative student organization of its institution, notwithstanding that there may be separate graduate, undergraduate, or part-time student organizations from the institution.

1.2 Types of Voting Membership

There are two types of voting membership status in the Federation for which a local association is eligible: full membership and prospective membership.

i Full Membership

- (a) A local association is eligible to apply for full membership status in the Federation only if it has applied for membership in all components of the Canadian Federation of Students for which it is eligible, and its membership has approved Canadian Federation of Students full membership in a referendum held within eight (8) months of application for full membership. The referendum must have included approval of a membership fee totalling the national fee, the Pacific Region fee, and the services fee of the Canadian Federation of Students.

Amended
3 MAR 87

- (b) The Federation fee for member local associations shall be \$1.75 per semester or \$3.50 per year, per local association general member, pro-rated as per the policy of the member local association with regard to the levying of its local association fee.

- (c) Once a local association has become a full member, it may only withdraw as specified in By-Law I, section 1.6.

ii Prospective Membership

General Description - Prospective membership is a membership of limited duration. After a trial period of prospective membership in the Federation, a full membership referendum must be held.

- (a) Prospective membership status has a duration of eighteen months, unless an extension is granted by a majority of member local associations, voting at a general meeting, or until a successful membership referendum is held, whichever comes first.

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- (b) Fees for prospective membership are five per cent (5%) of Canadian Federation of Students full membership fee, except as provided for in section 1.2 ii (c) and (d).

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- (c) For small budgeted member local associations, the fee for prospective membership status is two per cent (2%) of the Canadian Federation of Students full membership fee. The criteria for small budgeted shall shall be set by the Federation in a plenary standing resolution.
- (d) If a local association becomes a prospective member while still a member in good-standing of any of the founding organizations of the Federation, its prospective membership fee for the Federation will be the fee paid the founding organization(s). The founding Organizations of the Federation are British Columbia Students' Federation, National Union of Students and Association of Student Councils.

(c)(e) There will be a two (2) year waiting period between the expiration or default of a prospective membership status before a second prospective membership may be undertaken, unless waived by two-thirds of a Federation plenary.

(d) ~~(e)~~ A prospective member receives all the benefits of full membership in the Federation.

(e) ~~(f)~~ Prospective membership status becomes effective at such time as it is approved by a Federation plenary.

(f) ~~(g)~~ Commitment to prospective membership shall be determined by a local association's board of directors.

1.3 Referendum for Membership

A "referendum" will be taken to mean a general vote of the members of a local association, whether conducted at balloting locations or at a formal general meeting of the local association.

1.4 Application for Membership

- (a) Within (60) days of receipt by the executive committee of the Federation of an application in writing for membership, the executive committee shall consider the application and make a recommendation to the member local associations of the Federation regarding the application.
- (b) There shall be a vote of the member local associations of the Federation by mail or at the next general meeting on the question of approving a recommendation of the executive committee regarding an application for membership. A majority of at least two-thirds shall be required to accept the application.

1.5 Suspension and Expulsion of a Member Local Association

- (a) The executive committee may recommend to the member local associations, suspension of a member local association's voting privileges or expulsion of a member local association: when a problem of duplicate representation arises between local associations; for breach of a provision of the Federation Constitution and/or By-laws; or for failure to meet its financial

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July 84

obligations to the Federation.

- (b) A member local association accused of breach of membership obligations must be informed of such executive committee recommendation or resolution within seven (7) calendar days and a minimum of twenty-eight (28) calendar days before a general meeting where suspension or expulsion is involved. Notification shall be by registered mail and shall be considered as received upon receipt by the member local association or concerned institution.
- (c) The recommendation of the executive committee must be put to a vote at the next general meeting of the Federation. At least two-thirds of the votes cast is required to approve the recommendations.
- (d) The expulsion of a member local association will not take effect until all Canadian Federation of Students components that include the member local association have passed similar recommendations.
- (e) The provisions of section 1.5 shall be subject to an "Appeal Procedure" to be established in a standing resolution.

*Amended
July 81* 1.6 Withdrawal from the Federation

- (a) A member local association may withdraw only after it has held a referendum authorizing the withdrawal.
- (b) Notice of intention to hold such a referendum shall be given to the executive committee no later than two (2) months prior to such a referendum.

1.7 Binding Contract

- (a) A member local association's application form, once accepted by the plenary of the Federation, shall constitute a binding contract to pay Federation membership fees in each fiscal year.
- (b) Should a member local association fulfill the provisions of section 1.6, said local student association shall remain liable for Federation membership fees owed from the date of membership to the end of the Federation's fiscal year in which said member local association voted to withdraw.

1.8 Honourary Members

- (a) Honourary members shall be any person upon whom honourary membership may be conferred by a general meeting of the Federation. Honourary members shall not be required to pay fees, and shall not have a vote at meetings of the Federation.

1.9 Cessation of Good-standing

- (a) A member local association ceases to be in good-standing when it has been suspended under By-law 1.5 or when it has withdrawn under By-law 1.6.

General Description - There are three (3) types of general meetings: annual general meetings; semi-annual general meetings; and special general meetings.

2.1 Annual General Meetings

- (a) The annual general meeting of the Federation will be held yearly between January 1st and February 15th.
- (b) At the annual general meeting, in addition to any other business that may arise, the following reports shall be presented: a report of the executive committee; a treasurer's report to include budget and financial statements; and the report of the auditors. Auditors shall be appointed for the ensuing year.

2.2 Semi-annual General Meetings

- (a) The semi-annual general meetings of the Federation will be held yearly between August 1st and September 15th.

2.3 Special General Meetings

- (a) The executive committee may call a special general meeting of the Federation at any time.
- (b) If ten percent (10%) or more of the member local associations of the Federation indicate a desire for an immediate special general meeting, the executive committee shall immediately call a general meeting of the member local associations.

2.4 Notice of General Meetings

- (a) At least one (1) month notice of a general meeting shall be given to all member local associations by pre-paid mail, section 2.3 (b) notwithstanding.
- (b) Any member local association may requisition the executive committee to ask, by pre-paid mail or telegraph, the the member local associations if a general meeting is desired. If more than one half of the member local associations indicate such a desire, the executive committee shall immediately call a general meeting of the member local associations.

BY-LAW III: CONSIDERATION OF POLICY

- 3.1 Questions arising from a policy proposal may be decided at a general meeting of the Federation.
- 3.2 If any member local association has given the executive committee and the member local associations notice of the substance of a policy proposal, no less than four (4) weeks before the time affixed for said general meeting, such policy proposal shall be considered a standing policy proposal.
- 3.3 If the substance of the policy proposal is given to the executive committee and the member local associations less than four (4) weeks before the time affixed for said general meeting, such policy proposal shall be considered to be a tentative policy proposal.
- 3.4 Standing plicy proposals, if approved by two-thirds of the

plenary at a general meeting, shall be incorporated into the policy manual of the Federation and shall be considered standing policy.

- 3.5 Tentative policy proposals, if approved by two-thirds of the plenary at a general meeting, shall be considered policy of the Federation, but shall require ratification by the plenary at the next general meeting before such policy shall be incorporated into the policy manual of the Federation.
- 3.6 The policy of the Federation consists of all statements of long term goals, objectives and plans; of all statements of fundamental principles or of guiding considerations for the taking of positions in the future; and of all political statements on behalf of the membership of the Federation.

BY-LAW IV: QUORUM OF MEMBERS AT GENERAL MEETINGS

- 4.1 A quorum of member local associations of the Federation for the transaction of business shall consist of not less than fifty (50%) plus one (1) member local association, but never less than three (3) member local associations, present or by proxy.

BY-LAW V: LOCATION OF GENERAL MEETINGS

- 5.1 No two (2) consecutive regularly scheduled general meetings shall be held in the same Federation region.

BY-LAW VI: TRAVEL COST TO THE GENERAL MEETING

- 5.1 The burden of travel costs of a general meeting for delegates from each member local association shall be minimized taking into account the member local associations ability to pay and the financial resources of the Federation.

BY-LAW VII: VOTING OF MEMBER LOCAL ASSOCIATIONS

- 6.1 Every question put to the member local associations shall be decided by the majority of votes cast unless otherwise required by the By-laws or by the Society Act of B.C.

BY-LAW VIII: PROXY VOTES

- 7.1 Proxy voting will be allowed at all general meetings of the Federation.
- 7.2 In the case of a member local association not attending a general meeting, the member local association may pass duly recorded motion of its board of directors, stating that the said member local association gives its proxy to another specifically named member local association.
- 7.3 In the case of member local association attending a general meeting and being unable to remain until the end of the general meeting, that member local association may issue a proxy, the letter having been signed by a majority of the issuing delegation, together with a duly recorded copy of a motion from the issuing member local association's board of directors, stating that said member local association authorizes its delegation to issue a letter of proxy to another member local association of the delegation's choice.

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8.4 No member local association may hold more than one other member local association's proxy at one time.

78.5 No member local association may assign more than one proxy vote and it must be assigned to another member local association.

amended July 84

VIII
BY-LAW ~~IX~~ EXECUTIVE COMMITTEE

8.1 Within the limits of the member local association's policy decisions, the affairs of the Federation shall be managed by a board of directors known as the executive committee.

8.2 The executive committee shall consist of elected members who shall, subject to the direction of the members of the Federation and in accordance with the By-laws and the Society Act of B.C., administer the daily affairs of the Federation.

8.3 The executive committee shall consist of: a chairperson; a campaign co-ordinator; a women's liaison; an information co-ordinator; a student rights co-ordinator; a financial co-ordinator; and Pacific Region national executive representative.

Amended 20 Oct 86 → { 8.4 There shall be no more than two (2) executive committee members from any member local association.

8.5 The candidates for the executive committee must be authorized by a member local association of the Federation to represent that member local association as a delegate to the general meeting of the Federation at which elections are held; or candidates must have been a member of the executive committee up to the time of the meetings at which elections are held, provided that such executive member are members in good-standing of a local student association.

8.6 Each member of the executive committee shall hold office until her term of office shall have been terminated automatically or otherwise pursuant to the By-laws of the and the Society Act of B.C.

8.7 The members of the executive committee shall receive such remuneration as is determined by the members at a general meeting of the Federation.

Amended 30 Oct 86

8.8 There shall be a minimum waiting period of one (1) year before a candidate who has served two (2) consecutive terms on the executive committee shall be eligible for re-election to the executive committee, unless waved by a two-thirds vote of a Federation plenary.

IX
BY-LAW ~~X~~ ELECTION OF THE EXECUTIVE COMMITTEE

amended July 84

9.1 The financial co-ordinator and women's liaison shall be elected at the annual general meeting for a term of one (1) year to commence at the close of said general meeting. The Pacific Region national executive member shall be elected at the annual general meeting for a term of one (1) year, to commence immediately following the close of the spring national general meeting.

9.2 The chairperson, information co-ordinator, rights

co-ordinator, and campaign co-ordinator shall be elected at the semi-annual general meeting for a term of one (1) year, to commence immediately following the close of said general meeting.

Amended 200786
9 10.3 Election of the executive committee shall be by secret ballot.

9 10.4 Prior to each election, the executive committee shall select a member of the staff of the Federation to act as chief returning officer. Said staff member shall be responsible for publicizing the election results.

amended July 84
BY-LAW XI: REMOVAL OF EXECUTIVE COMMITTEE MEMBERS

10 XI.1 The member local associations of the Federation may, by mail vote of at least three-quarters of the member local associations, or by a vote of at least three-quarters of the members local associations present at a general meeting, remove a member of the executive committee before the expiration of her term of office.

amended July 84
BY-LAW XII: VACANCIES IN THE EXECUTIVE COMMITTEE

11 XII.1 The executive committee shall have the power to appoint a member to fill a vacancy in the executive committee, though this person shall not have a vote on the executive committee unless ratified in a proper by-election.

11 XII.2 Such an appointment will cease at the next general meeting and a by-election will be held to fill the vacancy.

amended July 84
BY-LAW XIII: BY-ELECTIONS

12 XIII.1 A by-election shall take place at the next general meeting to fill a vacancy in the executive committee, according to the provisions of By-law 12.

12 XIII.2 All terms of office under this provision shall expire at the end of that regular term of office.

amended July 84
BY-LAW XIV: QUORUM AND MEETINGS OF THE EXECUTIVE COMMITTEE

13 XIV.1 At least fifty-one percent (51%) of the currently filled executive committee shall form a quorum for the transaction of business.

13 XIV.2 Except as otherwise required by law, the executive committee shall hold its meetings at such a place or places as it may be determined from time to time by the executive committee.

13 XIV.3 Formal notice of an executive committee meeting shall be delivered, telegraphed or mailed to each member of the executive committee and to member local associations no less than seven (7) days before the meeting is to take place.

13 XIV.4 Executive committee meetings shall be formally called by the chairperson, or deputy chairperson, in the absence of the chairperson, or by the (deputy) chairperson on the direction in writing of two (2) members of the executive committee.

Amended 200786
13 XIV.5 The first item of the first meeting of the executive committee shall be to elect a deputy chairperson and a staff liaison.

This meeting is to be held prior to the adjournment of the general meeting. The decision of the executive committee shall be subject to ratification by the plenary of the Federation.

¹³
~~14.6~~

The executive committee shall meet at least once every six (6) weeks between each general meeting of the member local associations.

¹³
~~14.7~~

The executive committee shall only exclude members of the Federation's member local associations from its meetings by a two-thirds majority vote.

~~XIV~~

BY-LAW ~~XV~~: POWERS OF THE EXECUTIVE COMMITTEE

¹⁴ ~~15.1~~

The executive committee may enter into contract for the Federation, into which the society may lawfully enter, and subject to pertinent standing resolution.

¹⁴ ~~15.2~~

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 deem advisable.

¹⁴ ~~15.3~~

Without in any way derogating from sections 15.1 and 15.2, the executive committee shall not be empowered to acquire or dispose of any lands, buildings, other property, movable or immovable, real or personal, or any right or interest therein owned by the Federation without the prior approval of three-quarters of member local association.

¹⁴ ~~15.4~~

The executive committee and the members of the executive committee may from time to time delegate to other members of the executive committee, officers of the Federation, their duties and powers except the casting of votes and the duties of a signing officer.

¹⁴ ~~15.2~~

Any member of the executive committee who, without prior authorization by the executive committee, is absent from two (2) consecutive and regularly scheduled meetings of the executive committee shall be deemed to have abandoned their position on the executive committee and the executive committee shall declare the position vacant forthwith.

BY-LAW ~~XVI~~: DUTIES OF MEMBERS OF THE EXECUTIVE COMMITTEE

¹⁵ ~~16.1~~

At every general meeting the executive committee shall present a Federation report to include an account of the activities of the executive committee since the preceding meeting.

¹⁵ ~~16.2~~

The executive committee shall prepare the agenda of every general meeting and shall send the agenda to member local associations of the Federation by pre-paid mail at least three (3) weeks before the time fixed for holding a general meeting.

¹⁵ ~~16.3~~

Generally, the members of the executive committee shall:

- (a) Ensure that copies of all minutes of all executive committee meetings are distributed to each member local association within three weeks.

- (b) Report, within three (3) weeks to all member local associations the occurrence of any financial transaction for which the plenary did not originally budget at the previous general meeting.
- (c) Act as the primary liaison between members local associations of the Federation and all employees of the Federation.
- (d) Maintain an accurate and up-to-date policy manual.
- (e) Attempt to co-ordinate communication among the member local associations of the Federation.
- (f) Appoint a member of the Federation to be custodian of the "seal".
- (g) Perform any such duties as shall be determined by the member local associations of the Federation at a general meeting.

XVI

BY-LAW ~~XVII~~ SIGNING OFFICERS

16-17.1 The signing officers of the executive committee shall be:

- (a) Two (2) signing officers appointed by and from the executive committee.
- X (b) The financial co-ordinator shall not be a signing officer.

16-17.2 Each officer is also a signing officer of the Federation, as is the executive officer. The executive committee may from time to time appoint a member of the executive committee to be a signing officer.

XVII

BY-LAW ~~XVIII~~ DUTIES OF THE CHAIRPERSON

- 17-18.1 The chairperson shall convene and preside over meetings of the executive committee.
- 17-18.2 The chairperson shall prepare an agenda for each executive meeting.
- 17-18.3 The chairperson shall prepare an agenda prior to regularly scheduled general meetings, and shall send the agenda to the member local associations of the Federation by pre-paid mail at least three (3) weeks before the time fixed for the holding of a general meeting.
- 17-18.4 The chairperson is the official spokesperson of the Federation.
- 17-18.5 The chairperson shall be the official representative at meetings of external organizations, including coalition meetings.
- 17-18.6 The position of chairperson shall be a full-time salaried position subject to By-law 9.7
- 17-18.7 The chairperson shall visit each member local association at least once during her term of office; and shall also be generally responsible for on-campus representation of the Federation.
- 17-18.8 The chairperson shall send out a written report to each

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July 84*

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member local association at least once monthly.
The chairperson shall co-ordinate the daily activities of the Federation staff, as directed by the executive committee.

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BY-LAW XIX: DUTIES OF THE INFORMATION CO-ORDINATOR

19.1 The information co-ordinator shall be responsible for working in conjunction with staff in the co-ordination of information and records.

19.2 The information co-ordinator shall be responsible for the co-ordination and communication of research and information among member local association.

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BY-LAW XX: DUTIES OF THE CAMPAIGN CO-ORDINATOR

20.1 The campaign co-ordinator shall be responsible for public relations, media profile and materials through a publicity/information committee.

20.2 The campaign co-ordinator shall be responsible for the provincial campaign committee.

20.3 The campaign co-ordinator shall be responsible for campaign fieldworking co-ordination; this position may assume some fieldworking duties as well.

Renumbered July 84
Amended 20 OCT 86
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BY-LAW ~~XXI~~ XVIII: DUTIES OF THE PACIFIC REGION NATIONAL EXECUTIVE REPRESENTATIVE

18 21.1 The Pacific Region national executive representative shall be the Pacific Region representative on the national services board of directors and the national central committee.

18 21.2 The Pacific Region national executive representative shall communicate perspectives of the member local associations in the Pacific Region at meetings of the national central committee.

18 21.3 The Pacific Region national executive representative shall communicate perspectives of the member local associations in the Pacific Region at meetings of the national services board of directors.

18 21.4 The Pacific Region national executive representative shall co-ordinate a provincial services committee.

18 21.5 The Pacific Region national executive representative shall provide each member local association with a monthly report.

18 21.6 The Pacific Region national executive representative shall conduct liaison with member local associations regarding important issues arising nationally.

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BY-LAW XXII: DUTIES OF THE STUDENT RIGHTS CO-ORDINATOR

22.1 The student rights co-ordinator shall be responsible for the implementation of the 'Declaration of Student Rights'.

22.2 The student rights co-ordinator shall assist in the development of and communication among local ombudspeople.

- 22.3 The student rights co-ordinator shall have ex-officio status on all committees and sub-committees of the Federation.
- 22.4 The student rights co-ordinator shall be the acting ombudsperson of the Federation.
- 22.5 The student rights co-ordinator shall make reports to each executive committee meeting of the Federation.
- 22.6 The student rights co-ordinator may strike subcommittees.

Remembered July 84
 XIX
 BY-LAW ~~XXIII~~: DUTIES OF THE FINANCIAL CO-ORDINATOR

- 19 23.1 The financial co-ordinator shall oversee the keeping of accounts of all receipts and disbursements of the Federation, and shall deposit all monies or other valuable effects in the name and to the credit of the Federation in such financial institutions as may from time to time be designated by the executive committee and shall render all accounts of all her transactions as financial co-ordinator and the financial situation of the Federation in the form of financial reports.
- 19 23.2 The financial co-ordinator shall submit a written financial statement to all member local student associations two (2) weeks prior to the annual general meeting.
- 19 23.3 The financial co-ordinator shall be responsible for the budget of the Federation to be submitted to the member local associations two weeks prior to each general meeting.
- 19 23.4 The financial co-ordinator shall be responsible for the long range planning of the Federation.
- 19 23.5 The financial co-ordinator shall be responsible for maintaining adequate levels of cash flow.

Remembered July 84
Amended 3 MAR 87
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 BY-LAW ~~XXIV~~: DUTIES OF THE WOMEN'S LIAISON

- 20 24.1 The women's liaison shall chair the women's steering committee of the Federation.
- 20 24.2 The women's liaison shall act as the liaison between the women's steering committee and the women's steering committee of Canadian Federation of Students.
- 20 24.3 The women's liaison shall be responsible for working in conjunction with the members of the women's steering committee, and for informing the committee members of the progress of the executive committee of the Federation with respect to women's issues.
- 20 24.4 The women's liaison shall be responsible for ensuring that women's issues are dealt with by the executive committee and that these issues are integrated in the provincial campaign as a whole.

- NEW XXI*
ADDED 3 MAR 87
 20 24.5 The women's liaison shall be the receiver of and distributor of all information gathered by and for the women's steering committee.

Amended 3 MAR 87
 BY-LAW ~~XXV~~: STANDING RESOLUTIONS

- ~~25.1~~ 21.8 The member local associations of the Federation may, by a

three-quarters vote of those present at a general meeting, enact standing resolutions.

Amended
3 MAR 87

BY-LAW ~~XXVI~~ ^{XXIII}: FORMATION OF POLICY BETWEEN GENERAL MEETINGS

- ~~26.1~~
21.9 When it is felt necessary that the Federation adopt a policy before it is possible to do so at a general meeting, a report to the member local associations may be prepared recommending motions to establish policy.

~~XXIV~~

BY-LAW ~~XXVII~~: VOTING BY MAIL

- ~~23.27.1~~
21.10 Votes by mail as prescribed in sections of these By-laws shall be conducted in accordance with procedures outlined in the following sections.
- ~~23.27.2~~
22 Within fourteen (14) days after the date when a vote by mail becomes necessary or is authorized, the executive committee shall appoint a member of the staff of the Federation to act as chief returning officer. The returning officer shall be responsible for publicizing the results of the vote.
- ~~23.27.3~~
22.1 Fourteen (14) days after the date when a vote by mail becomes necessary or is authorized, the executive committee shall send by registered mail to all member local associations a list of the motion(s) and accompanying documentation.
- ~~23.27.4~~
22.2 Three (3) weeks after the date when a vote by mail becomes necessary or is authorized, the executive committee shall send by registered mail to the member local associations a list of motion(s), the ballot(s) and accompanying documentation.
- ~~23.27.5~~
22.3 When a member local association of the Federation has voted, the ballot(s) shall be sent by registered mail to the main office of the Federation, addressed to the chief returning officer.
- ~~23.27.6~~
22.4 A ballot shall not be counted unless it is received by the chief returning officer no more than four (4) weeks after the date on which the ballots were mailed to the member local associations.
- ~~23.27.7~~
22.5 Five weeks after the date on which the ballots are mailed to member local associations, the chief returning officer shall count the votes and inform all member local associations of the results of the mail vote.
- ~~23.27.8~~
22.6 Quorum for a vote by mail shall be at least fifty percent (50%) plus one (1) of the member local associations of the Federation, but never less than three (3) of the member local associations.
- ~~23.27.9~~
22.7 A vote by mail may be requested by a minimum of ten (10%) percent of member local associations or by any four (4) executive committee members. Such a vote shall have the same force as a motion duly passed at a general meeting of the Federation.
- ~~23.27.10~~
22.8 The executive committee shall include copies of all submissions received from member local associations not exceeding one (1) page in length in the second mailout

described in section 29.4.

~~XXIV~~ XXV

BY-LAW ~~XXVIII~~: EXECUTION OF DOCUMENTS

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24 ~~28.1~~
22.9 Deeds, transfers, licenses, contracts, and engagements on behalf of the Federation will be signed by the financial co-ordinator and one other officer; and the "custodian of the seal" shall affix the seal of the Federation to all such documents that it requires.

21 ~~28.2~~
22.10 In accordance with these By-laws, the financial co-ordinator and any other officer designated by the executive committee for that purpose may transfer or accept the transfer of any and all share, bonds, or other securities in the name of the Federation; may affix the seal of the Federation on all such transfers; and make, execute and deliver under the seal, all documents necessary for such purposes, including the appointment of attorneys.

24 ~~28.3~~
23 In accordance with these By-laws, the executive committee may direct the manner in which any contract, obligation or instrument of the Federation is executed.

~~XXV~~ XXVI

BY-LAW ~~XXX~~: FINANCIAL YEAR

25 ~~29.1~~
23.1 The fiscal year of the Federation shall end August 31st of each year.

~~XXVI~~ XXVII

BY-LAW ~~XXX~~: CHEQUES, ETC.

26 ~~30.1~~
23.2 The number of signatures on any cheque, etc., shall be those of at least two (2) of the signing officers.

26 ~~30.2~~
23.3 All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Federation shall be signed by the financial co-ordinator and/or other such officer(s), and in such manner as may from time to time be determined by resolution of the executive committee, confirmed by the member local associations of the Federation at the next general meeting.

26 ~~30.3~~
23.4 Any one (1) of the financial co-ordinator or such officer of the Federation may:

(a) endorse notes or drafts for collection on account of the Federation through its financial institution; and endorse notes and cheques for deposit with and for the credit of the Federation; or the same may be endorsed "for collection" or "for deposit" with the financial institution of the Federation by using the rubber stamp of the Federation for that purpose.

(b) Arrange, settle, balance and certify all books and accounts between the Federation and its financial institution, and may receive all paid cheques and vouchers and sign all the financial institutions's forms or settlements of balances and releases and verification slips.

26 ~~30.4~~
23.5 All officers of the Federation shall furnish security bonds, if such is possible, the amount of which shall be determined by the executive committee and the premiums paid

by the Federation.

~~XXVII~~ XXVIII

BY-LAW ~~XXVI~~: FEES

- 27 ~~31.1~~ 23.6 Member local associations shall be responsible for the in-trust collection of Federation membership fees from their members.
- 27 ~~31.2~~ 23.7 Member local associations shall remit to the Federation such membership fees as are payable to the Federation within two (2) weeks of receipt of said fees.
- 27 ~~31.3~~ 23.8 Notwithstanding any other provision of these By-laws, a member local association demonstrating, to the satisfaction of the plenary, an inability to collect the membership fees of the Federation, may propose an agreement related to fee payment, and such agreement may be accepted by a two-thirds vote of the plenary of the Federation.

~~XXVIII~~ XXVIV

BY-LAW ~~XXIX~~: NOTICE

- 28 ~~32.1~~ 23.9 Whenever under these By-laws notice is required to be given, such notice may be given either personally or telegraphed or by pre-paid mail addressed to a member of the executive committee, officer or member local association at her or their address as the same appears on the books and records of the Federation.
- 28 ~~32.2~~ 23.10 A notice or other document so sent by mail shall be held to be sent by mail at the time when same was deposited in a public letter box or in a post office as aforesaid; or if telegraphed, shall be held to be sent when the same was handed to the telegraph company or its messenger.
- 28 ~~32.3~~ 24 For the purpose of sending any notice, the address of any officer or member local association or member of the executive committee shall be her last as recorded on the books and records of the Federation.
- 28 ~~32.4~~ 24.1 The accidental omission to give notice of a meeting or motion, or the non-receipt of such notice by those entitled to receive notice of motion, does not invalidate proceedings.

~~XXXIX~~ XXVV

BY-LAW ~~XXXX~~: FINANCIAL

- 29 ~~33.1~~ 24.2 The Federation may:
- (a) Acquire by gift, bequest, lease, exchange or purchase any lands, buildings or hereditaments, whether freehold or leasehold for the use of the Federation.
 - (b) Erect on such land any buildings or improvements necessary for the proper use and occupation of same by the Federation.
 - (c) Subject to the provisions contained in the Society Act of B.C., borrow, raise and secure the payment of such money in such manner as the Federation sees fit.
 - (d) Take or otherwise acquire any hold shares or stock debentures, debenture stock bonds, obligations and securities issued by any society or company within the province or British Columbia, only by authorization of

a special resolution at a general meeting.

~~33.2~~ 24.2 Between general meetings the executive committee may:

- 24.3 (a) borrow money on the credit of the Federation not to exceed twenty percent (20%) of the annual budget of the Federation, unless authorized by the member local associations at a general meeting.
- (b) Issue debentures or other securities of the Federation, 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.

XXXI

BY-LAW ~~XXXIV~~: INSPECTION OF BOOKS AND RECORDS

~~3034.1~~ 24.4 The official minutes of the meetings of the Federation and of the meetings of the executive committee shall be kept on file at the main office of the Federation.

~~3034.2~~ 24.5 The books, records and accounts of the Federation may be inspected by any individual member at the main office of the Federation, on any business day between the hours of 10:00 a.m. and 4 p.m. provided that notification of the intent to inspect has been received by the financial co-ordinator.

~~3034.3~~ 24.6 In addition to section 34.2, copies of said records shall be sent to any member local association of the Federation which requires them, provided that the requesting member local association pays the cost of said request.

XXXII

BY-LAW ~~XXXV~~: SEAL OF THE FEDERATION

~~31~~ 24.7 The seal of the Federation shall not be affixed to any instrument unless authorized by a resolution of the executive committee or by these By-laws, and in the presence of such officers or other such persons as may be named by name or by office in said resolution.

XXXIII

BY-LAW ~~XXXVI~~: RULES OF ORDER

~~32~~ 24.8 The most recent addition of Robert's Rules of Order shall apply to all meetings of the member local associations and of the executive committee.

XXXIV

BY-LAW ~~XXXVII~~: AMENDMENTS

~~33~~ 24.9 The Constitution and By-laws of the Federation may be amended by a three-quarter vote of the member local associations present at a general meeting, so long as notice and particulars of the repeal or amendment is sent to the member local associations or the executive committee at least four (4) weeks before the time fixed for the holding of such general meeting. The declaration by the chairperson that notice has been sent will be taken as sufficient notice or lack thereof.

~~33~~ 24.10 The Constitution and By-laws of the Federation may be amended by a special resolution by a three-quarter vote at a general meeting.

~~XXXXX~~ XXXX ✓
BY-LAW ~~XXXVIII~~ DEFINITIONS

34
25
amended
July 81
5.1 For the purposes of the Constitution and By-laws:

- (a) Canadian Federation of Students is a national student organization. The components of Canadian Federation of Students are Canadian Federation of Students, Canadian Federation of Students-Services, and any provincial organizations that have contracted with Canadian Federation of Students for use of the name, "Canadian Federation of Students".
- (b) Unless the context requires otherwise, all pronouns and possessive adjectives used in the Constitution and By-laws refer to peoples of either gender, and all singular or plural meanings.
- (c) The regions of the Federation are defined as: lower mainland; the north; the interior and Vancouver Island.