



**BRITISH  
COLUMBIA**  
The Best Place on Earth

Form 10  
(Section 66 and 67)

Certificate of  
Incorporation No. S-18800

## **SOCIETY ACT**

### **COPY OF RESOLUTION**

The following is a copy of

- ☒ a special resolution\* passed  
☐ an ordinary resolution  
☐ a directors' resolution

in accordance with the by-laws of the Society on the 17th day of January, 2010 :  
(Day) (Month) (Year)

"RESOLVED

An amended copy of the Bylaws is attached.

Dated this 7th day of February, 2010 "  
(Day) (Month) (Year)

Canadian Federation of Students-British Columbia

(Name of Society)

by

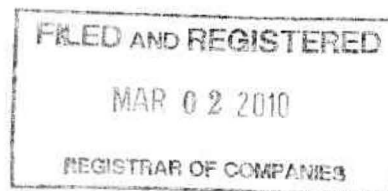
  
(Signature)

Chairperson

(Relationship to Society)

\* **Strike out words which do not apply.**

- [Note — (a) No special resolution has effect until accepted by the Registrar of Companies.  
 (b) Send, in duplicate, to the Registrar of Companies.  
Mailing Address: PO Box 9431 Stn Prov Govt,  
 Victoria BC V8W 9V3.  
Location Address: 2nd Floor – 940 Blanshard Street,  
 Victoria BC together with applicable fee.  
 Telephone number: 250 356-8609.]



**Filing Fee:** Special resolution, except a special resolution for borrowing, \$50. Special resolution for borrowing \$40. Ordinary resolution \$40. Directors' resolution \$40.

Additional information and forms are available on the Internet at: [www.fin.gov.bc.ca/registries](http://www.fin.gov.bc.ca/registries)

**Freedom of Information and Protection of Privacy Act (FOIPPA):**

Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Society Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 250 356-1198, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

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**BYLAW I****Definitions**

For the purposes of the Constitution and Bylaws:

**1.1 Canadian Federation of Students**

Canadian Federation of Students is a national student organisation.  
Canadian Federation of Students-British Columbia is a chartered provincial component of Canadian Federation of Students.

**1.2 Local Union**

A "local union" shall be taken for all purposes to mean an organisation of students which satisfies the following criteria:

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

**1.3 Referendum**

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

**1.4 Individual Members**

An "individual member" shall be any individual who is a member of a member local union of the Federation or who holds an at-large position on the Executive Committee.

**1.5 At-Large Positions**

The "at-large" positions on the Executive Committee are:

- a. Chairperson;
- b. Campaigns Coordinator;
- c. Treasurer;
- d. BC Representative on the National Executive;
- e. Women Students' Liaison; and
- f. Aboriginal Students' Liaison.

**1.6 Plenary**

The "plenary" is that portion of the general meeting in which formal decision-making by the delegates of member local unions transpires.

**BYLAW II**

**Membership**

**2.1 Full Membership**

AMENDED  
JANUARY 2000  
AUGUST, 2003

General Description - Full membership is a membership of unlimited duration, and entails membership in the chartering organisation, Canadian Federation of Students.

- a. A local students' union in British Columbia is eligible to apply for full membership only if its members have approved by referendum full membership in the Canadian Federation of Students-British Columbia, the Canadian Federation of Students and the Canadian Federation of Students-Services.
- b. Quorum for a referendum to join the Federation shall be five per cent (5%) of the individual members of the local union.
- c. The official wording for a referendum on certification shall only include the following:
  - i. "Do you wish to become a member of the Canadian Federation of Students?" and
  - ii. Such other wording as decided by the provincial Executive Committee.
- d. A written application for full membership submitted by an eligible local students' union will be considered as a binding contract to accept the rights and responsibilities of full membership in the Canadian Federation of Students-British Columbia, the Canadian Federation of Students and the Canadian Federation of Students-Services.
- e. Within ninety (90) days of receipt by the Federation of an application in writing for full membership, the Executive Committee shall consider the application and make a recommendation to the member local unions of the Federation regarding the application.
- f. There shall be a vote of the member local unions 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.
- g. Full membership status becomes effective at such time as it is approved by:
  - i. the plenary of the Federation; or
  - ii. the national plenary of the Canadian Federation of Students, through a ratification vote that must be conducted within the succeeding nine (9) months by a plenary or vote by mail as per Bylaw XVII.
- h. The full membership fee for each member local union shall be no less than \$3.00 per semester, or \$6.00 per academic year, per local union individual member, pro-rated as per the practice of the member local union with regard to the levying of its local union fee.
- i. Beginning in 1996, the membership fee shall increase for students registered in programs or courses commencing on or after September 1 each year by the rate of increase in the national Consumer Price Index during the previous calendar year.
- j. One-twelfth of the membership fee shall be allocated to a disabled access fund.
- k. A local union's application for membership, once accepted by the Federation, shall constitute a binding contract to collect and remit to the Federation full membership fees for the duration of membership.



- l. The individual members of the Federation collectively belonging to a member local union will have sole authority to initiate, by petition signed by not less than ten per cent (10%) of the individual members and served to the Federation's Executive Committee, a defederation referendum as described in this Bylaw.

## **2.2 Prospective Membership**

AMENDED  
AUGUST 2003

General Description - Prospective membership is a membership of limited duration and entails prospective membership in the chartering organisation, Canadian Federation of Students.

- a. A local students' union in British Columbia is eligible to apply for prospective membership if it has passed a motion of its members, executive, council or equivalent representative body to apply for prospective membership in the Canadian Federation of Students-British Columbia, the Canadian Federation of Students and the Canadian Federation of Students-Services.
- b. Within ninety (90) days of receipt by the Executive Committee of the Federation of an application in writing for prospective membership, the Executive Committee shall consider the application and make a recommendation to the member local unions of the Federation regarding the application.
- c. There shall be a vote of the member local unions 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.
- d. Prospective membership status becomes effective at such time as it is approved by:
  - i. the plenary of the Federation; or
  - ii. the national plenary of the Canadian Federation of Students, though a ratification vote must be conducted within the succeeding nine (9) months by the plenary or vote by mail as per Bylaw XVIII.
- e. The prospective membership fee for local unions is five per cent (5) of the full membership fee.
- f. A prospective member union must hold a referendum on full membership in the Federation within one year following its acceptance as a prospective member union.
- g. A local students' union's prospective membership lapses at the corresponding general meeting one (1) year after the general meeting at which prospective membership was granted, or when it is accepted by a general meeting as a full member, whichever comes first.
- h. There shall be a two (2) year waiting period between the expiration of prospective membership status before a subsequent prospective membership application will be accepted, unless waived by a two-thirds (2/3) vote by a Federation general meeting.
- i. In the event that the majority of those voting in the referendum on full membership in the Federation, full membership will be granted as the subsequent general meeting, at which point prospective membership shall cease.
- j. In the event that the majority of those voting in the referendum oppose full membership in the Federation, prospective membership will immediately cease.

- k. In the event that a prospective member fails to achieve quorum, prospective membership will be extended automatically and another referendum on full membership will be held within the subsequent six (6) months.
- l. In the event that a prospective member union fails to conduct a referendum on full membership as required by this Bylaw, the Federation shall have the option to either cancel or extend, by majority vote of a provincial general meeting, the prospective membership until a referendum on full membership is conducted.
- m. A prospective member shall be entitled to all of the rights and benefits accorded a full member.

### **2.3 Suspension and Expulsion of Member Local Unions**

AMENDED  
AUGUST 2003

- a. A member local union may have their voting privileges suspended, for up to twenty-four months, or be expelled from the Federation by a two-thirds vote of a general meeting:
  - i. for a breach of a provision of the Canadian Federation of Students-British Columbia or Canadian Federation of Students bylaws;
  - ii. for failure to meet its financial obligations to the Federation; or
  - iii. when a problem of duplicate representation arises.
- b. The process for suspending voting privileges of or expelling a member may be initiated by:
  - i. resolution of the Executive Committee; or
  - ii. a petition signed with more than fifty per cent (50%) of the member local unions served upon a Executive Committee meeting.
- c. Upon the process for suspension of voting privileges or expulsion of a member local being initiated, the Executive Committee shall:
  - i. inform the member local union of such resolution or petition within seven (7) calendar days and a minimum of twenty eight (28) calendar days before a general meeting where suspension or expulsion will be discussed. Notification shall be by registered mail and shall be considered as received upon receipt by the member local union;
  - ii. include the business on the agenda of the next annual or semi-annual general meeting provided one is scheduled to commence no sooner than four (4) weeks and no later than thirteen (13) weeks following the Executive Committee meeting at which the suspension of voting privileges or expulsion is initiated; or
  - iii. organise a special general meeting to deal with the business, to be scheduled for no sooner than four (4) weeks and no later than thirteen (13) weeks following the Executive Committee meeting at which suspension of voting privileges or expulsion is initiated, notwithstanding article 3.3 (b).
- d. A member local union, having had its voting privileges suspended or having been expelled by the national plenary of the Canadian Federation of Students shall be deemed to have had its voting privileges suspended or to have been expelled, respectively, from the Canadian Federation of Students-British Columbia. A motion ratifying the suspension of voting privileges or expulsion must be conducted at the next general meeting. If a general meeting does not occur within the succeeding nine (9) months a special general meeting will be called for this purpose.

- e. A member local union, having had its voting privileges suspended or having been expelled, will have the right to appeal said suspension of voting privileges or expulsion to a subsequent Canadian Federation of Students or Canadian Federation of Students-British Columbia general meeting.

## **2.4 Vote on Defederating**

The individual members of the Federation belonging to a member local union may vote on whether to defederate, subject to the following rules and procedures:

### **a. Notice**

- i. Notice of a vote on defederating, signed by a notary public, must be delivered by registered mail to the head office of the Federation not less than six (6) months prior to the vote.
- ii. Notice of the vote must include the exact dates and times of voting.
- iii. No vote on defederating shall be scheduled between:
  - January 1 and February 15; and
  - July 15 and August 31.
- iv. Failure to adhere to the notice provisions in Articles a.i. a.ii. and a.iii. shall invalidate the results of the vote.

### **b. Campaigning**

- i. There shall be no less than two (2) weeks of campaigning immediately preceding the voting during which time classes are in session.
- ii. Individual members and representatives of the member local union, representatives of the Federation and representatives of other Federation member local unions shall be permitted to participate in the campaign.

### **c. Voting**

- i. Voting will be conducted at voting stations or, subject to the agreement of the Federation, at a general meeting of the member local union.
- ii. There shall be no less than sixteen (16) hours of polling over no less than two (2) days, except in the case of voting being conducted at a general meeting.
- iii. In the event that polling is conducted at a general meeting, representatives of the Federation and Federation member local unions shall be extended full speaking rights in the meeting.

### **d. Quorum**

Quorum for the vote shall be that of the member local union's or five per cent (5%) of the individual members of the local union, whichever is higher.

### **e. Administering the Campaign and Voting**

The vote shall be overseen by a committee comprised of two (2) members appointed by the Federation and two (2) members appointed by the member local union. The committee shall be responsible for:

- i. deciding the number and location of polling stations;
- ii. approving all materials to be distributed during the campaign;

- iii. deciding the ballot question;
- iv. overseeing the voting;
- v. counting ballots;
- vi. adjudicating all appeals; and
- vii. establishing all other rules and regulations for the vote.

**f. Required Majority**

In order for a defederation referendum to proceed, a majority of the individual members voting in the referendum vote in favour of de-federating.

**g. Advance Remittance of Outstanding Membership Fees**

In order for a defederation referendum to proceed, a member local union must remit all outstanding Federation fees not less than six (6) weeks prior to the date of referendum.

**2.5 Binding Contract**

- a. A member local union's application form, once accepted by the plenary of the Federation, shall constitute a binding contract to pay Federation membership fees in each Federation fiscal year.
- b. Should a member local union fulfill the provisions of Bylaw 2.4, said local union shall remain liable for Federation membership dues owed from the date of membership to the end of the Federation's fiscal year in which said member local union voted to de-federate.

**2.6 Honourary Members**

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.

**2.7 Cessation of Good-Standing**

A member local union ceases to be in good-standing when it has been suspended under Bylaw 2.3 or when it has withdrawn under Bylaw 2.4.

**BYLAW III**

**General Meetings**

**3.1 Types of General Meetings**

There shall be three (3) types of general meetings:

- a. Annual General Meeting;
- b. Semi-annual General Meeting; and
- c. Special General Meeting.

**3.2 Scheduling of Annual and Semi-Annual General Meetings**

The general meetings will be scheduled by the Executive Committee subject to the following conditions:

- a. The annual general meeting will be held annually between January 1 and February 15; and
- b. The semi-annual general meeting will be held annually between July 15 and August 31.

**3.3 Scheduling of Special General Meetings**

Special general meetings may be scheduled by:

- a. resolution of the Executive Committee; or
- b. petition signed by more than fifty per cent (50%) of the member local unions presented to an Executive Committee meeting directing the Executive Committee to immediately schedule a special general meeting to occur within the succeeding five (5) weeks.

**3.4 Setting of Agendas for General Meetings**

The agendas for general meetings shall be prepared by the Executive Committee subject to the following conditions:

- a. The following business will be included on the agenda of the annual general meeting:
  - i. a verbal report of the Executive Committee;
  - ii. presentation of the report of the Auditors; and
  - iii. appointment of auditors for the ensuing year.
- b. The following business will be included on the agenda of the semi-annual general meeting:
  - i. presentation of the report of the Executive Committee;
  - ii. presentation of year-to-date financial statements; and
  - iii. presentation of a draft budget for the upcoming fiscal year.

**3.5 Notice of Annual and Semi-Annual General Meetings**

Notice for an annual or semi-annual general meeting shall be deemed to have been given by:

- a. the delivery, no later than seven (7) weeks prior to the annual general meeting and no later than six (6) weeks prior to the semi-annual general meeting, of a letter to include, but not to be limited to, the following:
  - i. date of the general meeting;
  - ii. location of the general meeting; and
  - iii. deadline for the submission of Constitution and Bylaw amendments; and
- b. the delivery to be no later than (3) weeks prior to the general meeting, of the agenda for the general meeting as prepared by the Executive Committee or set out by a petition.

AMENDED  
AUGUST, 1999

## **BYLAWS**

### **3.6 Quorum for General Meetings**

The quorum required for a general meeting shall be more than fifty per cent (50%), but never less than three (3), of the member local unions, present or by proxy.

### **3.7 Voting at General Meetings**

- a. All resolutions voted on within general meetings shall be decided by majority vote, unless otherwise specified by the Bylaws or by the Society Act of British Columbia.
- b. Abstentions on resolutions shall not be considered within the determination of the outcome of any resolution.
- c. The Chair of the general meeting shall not be able to cast a deciding vote in the event of an equality of votes cast.

### **3.8 Proxies**

Proxies will be allowed at all general meetings of the Federation subject to the following provisions:

- a. a member local union, not having a delegation at a general meeting, may designate another member local union's delegation as its proxy by delivering to the Executive Committee a letter:
  - i. to include the wording of the duly recorded motion of the board of directors designating the member local union's delegation as its proxy;
  - ii. written on its letterhead stationery; and
  - iii. signed by at least (2) officers/directors of the member local union;
- b. a member local union, having a delegation at a general meeting which is unable to remain until the adjournment of the meeting, may designate another member local union's delegation as its proxy by delivering to the Executive Committee a letter;
  - i. to include the wording of the duly recorded motion of the board of directors designating the member local union's delegation as its proxy;
  - ii. written on its letterhead stationery; and
  - iii. signed by at least two (2) officers/directors of the member local union;
- c. a member local union may hold no more than one (1) proxy vote at any given time;
- d. a member local union may issue no more than one (1) proxy vote for any given time; and
- e. a member local union, having been designated as a proxy for another member local union, may not in turn designate another member local union as the proxy.

### **3.9 Rules of Order for General Meetings**

The most recent edition of Robert's rules of Order shall govern the conduct of all general meetings of the Federation.

**BYLAW IV**

**Policy**

**4.1 Standing Policy Proposals**

The substance of a policy proposal sent by a member local union, to the Federation's office and other member local unions, not less than four (4) weeks before the time affixed for a particular general meeting shall be considered to be a standing policy proposal.

**4.2 Interim Policy Proposals**

The substance of a policy proposal sent by a member local union to the Federation's office and the other member local unions, less than four (4) weeks before the time affixed for a particular general meeting shall be considered to be an interim policy proposal.

**4.3 Standing Policy**

A standing policy proposal, if approved by a two-thirds (2/3) vote of a general meeting, shall be considered standing policy.

AMENDED  
JANUARY, 2010

**4.4 Interim Policy**

An interim policy proposal, if approved by a three-quarters vote of a general meeting, shall be considered policy until the subsequent general meeting, and shall require ratification by a two-thirds (2/3) majority vote at that subsequent general meeting in order to become standing policy.

AMENDED  
JANUARY, 2010

**4.5 Formation of Policy Between General Meetings**

The Executive Committee may adopt policy between general meetings as it deems necessary. Any policy adopted by the Executive Committee shall, at the next general meeting, cease to be policy, unless ratified by a two-thirds (2/3) majority vote at said general meeting.

AMENDED  
JANUARY, 2010

**4.6 Policy Manual**

The Policy manual shall be comprised of all standing policy.

**BYLAW V**

**Executive Committee**

**5.1 The Executive Committee**

The board of directors shall be known as the Executive Committee, hereinafter, for the purposes of these Bylaws, as the Executive Committee.

**5.2 Composition**

The Executive Committee will be composed of:

- Aboriginal Students' Liaison
- BC Representative on the National Executive
- Campaigns Coordinator
- Chairperson
- Treasurer
- Women Students' Liaison
- Representative-Local 3 Members
- Representative-Local 4 Members
- Representative-Local 5 Members
- Representative-Local 13 Members
- Representative-Local 15 Members
- Representative-Local 18 Members
- Representative-Local 23 Members
- Representative-Local 26 Members
- Representative-Local 33 Members
- Representative-Local 44 Members
- Representative-Local 53 Members
- Representative-Local 61 Members
- Representative-Local 66 Members
- Representative-Local 72 Members
- Representative-Local 73 Members
- Representative-Local 75 Members
- Representative-Local 86 Members

**5.3 Term of Office of the Executive Committee**

The term for the positions on the Executive Committee shall be as follows:

- a. The term of the Chairperson, Campaigns Coordinator, Treasurer and Women's Liaison and Aboriginal Students' Liaison shall be one (1) year commencing May 1 and expiring April 30.
- b. The term of the Representative on the National Executive Committee shall be one (1) year commencing at the close of the annual national general meeting following the annual general meeting at which the election for the position is held, and expiring at the succeeding annual national general meeting.
- c. The term of a local representative shall be one (1) year commencing upon ratification to the Executive Committee, and expiring upon the call to order of the Executive Committee meeting scheduled closest to one (1) year after the Executive Committee meeting at which the member was ratified.

**5.4 Meetings of the Executive Committee**

- a. The Executive Committee shall meet no less than six (6) times per annum, including one Executive Committee meeting scheduled in conjunction with each general meeting.

AMENDED  
AUGUST, 1997  
JANUARY, 2003  
AUGUST, 2005  
AUGUST, 2007  
AUGUST, 2008  
JANUARY, 2010

AMENDED  
AUGUST, 2008

AMENDED  
AUGUST, 2008



- b. At least fifty one per cent (51%), but never less than three (3), of the currently filled Executive Committee positions shall constitute quorum for the transaction of business.
- c. Formal notice of all Executive Committee meetings shall be mailed, e-mailed or otherwise delivered to each member of the Executive Committee, and each member local union no less than fourteen (14) days before the meeting is to take place.
- d. Executive Committee meetings shall be formally scheduled by:
  - i. the Executive Committee;
  - ii. the Chairperson in the absence of a prior Executive Committee resolution; or
  - iii. the Chairperson, at the direction in writing of three (3) members of the Executive Committee.
- e. The Executive Committee shall only exclude members or staff of the Federation's member local unions from its meetings by a two-thirds (2/3) majority vote, or by a simple majority when moving in-camera.
- f. The most recent edition of Robert's Rules of Order shall govern the conduct of all Executive Committee meetings.
- g. Each member of the Executive Committee shall have one vote on any resolution.

#### **5.5 Remuneration of Executive Committee Members**

Remuneration for positions on the Executive Committee shall be as follows:

- a. the Chairperson shall receive a full-time salary; •
- b. the National Executive Representative shall receive a full-time salary;
- c. all other positions shall receive such amounts as may be decided by a special resolution; and
- d. the remuneration of Executive Committee members shall not be increased during their (year) term of office, without corresponding change in duties and responsibilities.

AMENDED  
AUGUST, 2002

**BYLAW VI**

**Election of the Executive Committee**

**6.1 Election of the Chairperson, Campaigns Coordinator, Treasurer and BC Representative on the National Executive**

The Chairperson, Campaigns Coordinator, Treasurer and BC Representative on the National Executive shall be elected by secret ballot vote of the plenary at the annual general meeting.

**6.2 Election of the Aboriginal Students' Liaison**

The Aboriginal Students' Liaison shall be elected by secret ballot vote of a caucus of aboriginal delegates at the annual general meeting and ratified by the plenary of the annual general meeting.

**6.3 Election of the s Womens' Liaison Officer**

The Womens' Liaison Officer shall be elected by a secret ballot vote of the women's caucus and ratified by the plenary of the annual general meeting.

**6.4 Election of the Local Representatives**

The Local Representatives shall be elected by their respective local unions, in a manner consistent with the policy and bylaws of said member local union, and ratified at the Executive Committee Meeting .

**6.5 By-elections for At-Large Positions**

A by-election shall be held at each general meeting to fill all vacancies for at-large positions that are created should an at-large committee member fail to fulfill her term of office.

- a. By-elections for the Chairperson, Campaigns Coordinator, Treasurer and BC Representative on the National Executive shall be done by a secret ballot vote of the plenary at a general meeting.
- b. By-elections of the Aboriginal Students' Liaison shall be done by a secret ballot vote of a caucus of aboriginal delegates at a general meeting and ratified by the plenary of general meeting.
- c. By-elections of the Women Students' Liaison shall be elected by a secret ballot vote of the Women's Steering Committee and ratified by the plenary at a general meeting.
- d. The term of office for an at-large Executive Committee member selected in a by-election shall be as per the schedule set out in Bylaw 5.3 - Term of Office.

**6.6 Appointments to the Executive Committee**

The Executive Committee shall have the authority to appoint an individual member to fill a vacant at-large position on the Executive Committee until an election or by-election is held. Said individual member shall not have a vote on the Executive Committee.

**6.7 Filling a Vacancy in the Position of Chairperson**

In the event that the Chairperson resigns, is removed from office, is deemed to have vacated her position, or is unable to complete her constitutional duties, the Executive Committee shall have the authority to appoint an individual member to fill a vacant at-large position on the Executive Committee until an election or by-election is held. Said individual member shall not have a vote on the Executive Committee.

**6.8 Eligibility**

- a. A nominee for any position on the Executive Committee must be a member of the Federation.
- b. A nominee for any 'at-large' position on the Executive Committee must be:
  - i. either a delegate at the general meeting at which the at-large position is being filled or in an at-large position on the Executive Committee; and
  - ii. nominated by at least two (2) member local unions.
- c. There shall be a minimum waiting period of one (1) year before a member, who has served three (3) consecutive full terms in any single at-large position on the Executive Committee, shall be eligible to run for the same position on the Executive Committee, unless waived by a two-thirds (2/3) vote of plenary.

**AMENDED  
JANUARY, 2010**

## BYLAW VII

**Abandonment of Office and Removal of Executive Committee Members****7.1 Absence from Executive Committee Meetings**

A member of the Executive Committee who, without prior authorisation of the Executive Committee, is absent from two (2) consecutive and regularly-scheduled meetings of the Executive Committee shall be deemed to have resigned her position on the Executive Committee. A resolution by the Executive Committee ratifying the resignation shall be deemed necessary in order for the position to be declared vacant.

**7.2 Removal of an At-Large Member on the Executive Committee**

An at-large member on the Executive Committee may be removed from her position before the expiry of her term by a two-thirds (2/3) vote at a general meeting or by mail vote.

**7.3 Removal of a Local Representative on the Executive Committee**

A local representative on the Executive Committee may be removed before the expiry of her term by:

- a. a decision of her local union in accordance with the policies and bylaws of the local union; or
- b. a three-quarter (3/4) vote at a general meeting or by mail vote.

**BYLAW VIII**AMENDED  
AUGUST, 1997**Powers of the Executive Committee****8.1 Entering into Contracts**

The Executive Committee may enter into contracts for the Federation, into which the society may lawfully enter, and subject to pertinent standing resolutions.

**8.2 Financial Powers**

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

**8.3 Limitations on Financial Powers**

Without in any way derogating from section 8.1 and 8.2, the Executive Committee shall not be empowered to dispose of any lands, buildings, other property, movable, immovable, real or personal, or any right or interest therein owned by the Federation without the prior approval of three-quarters (3/4) of member local unions.

**8.4 Delegation of Powers**

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

**BYLAW IX****Collective Duties of the Executive Committee****AMENDED  
JANUARY, 2004****9.1 Report of the Federation**

The Executive Committee shall present a written report at every semi-annual general meeting scheduled in accordance with Bylaw 3.2.b. The report shall include an account of the activities of the Executive Committee and the Federation since the preceding semi-annual general meeting. The format of the Report of the Executive Committee shall be as defined in the Standing Resolutions.

**9.2 Organising of the General Meetings**

The Executive Committee shall organise and prepare the agenda for all general meetings of the Federation.

**9.3 Maintenance of the Policy Manual**

The Executive Committee shall maintain an accurate, up-to-date policy manual for the Federation.

**9.4 Miscellaneous**

The Executive Committee shall perform such duties as may be determined by a general meeting.

**9.5 Limitation on Authority**

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

**BYLAW X****Duties of the Chairperson**

AMENDED  
AUGUST, 1996  
JANUARY, 2003

**10.1 General Duties**

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

**10.2 Chairing Executive Committee Meetings**

The Chairperson shall convene meetings of the Executive Committee.

**10.3 General Duties**

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

- a. the preparation of an agenda prior to regularly scheduled general meetings;
- b. sending the agenda of general meetings to each member local union by pre-paid mail at least three (3) weeks before the time fixed for the holding of such meeting;
- c. the preparation of an agenda for each Executive Committee meeting;
- d. soliciting items for the agenda for each Executive Committee meeting;
- e. sending an annotated agenda package to each member of the Executive Committee at least two (2) weeks prior to meetings of the Executive Committee; and
- f. preparing, in conjunction with the staff, materials for Executive Committee meetings.

**10.4 Spokesperson**

The Chairperson is an official spokesperson of the Federation.

**10.5 Visiting Member Local Unions**

The Chairperson shall visit each member local union at least twice.

**10.6 Submission of Reports**

The Chairperson shall submit a written report at each Executive Committee meeting summarising her activities since the preceding meeting.

**10.7 Office Duties**

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

**10.8 Responsibilities at General Meetings**

The Chairperson shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

**10.9 Assisting the National Executive Representative**

The Chairperson shall assist the National Executive Representative in fulfilling her constitutional role.

**BYLAW XI**AMENDED  
AUGUST 1996**Duties of the Campaigns Coordinator****11.1 General Duties**

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

**11.2 Responsibilities between General Meetings**

The Campaigns Coordinator shall coordinate the Federation's campaigns in British Columbia.

**11.3 Responsibilities at General Meetings**

The Campaigns Coordinator shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.



**BYLAW XII****Duties of the National Executive Representative**

AMENDED  
AUGUST, 1996  
JANUARY, 2003

**12.1 General Duties**

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

**12.2 Representative on the National Executive**

The National Executive Representative shall be the representative on the National Executive.

**12.3 Office Duties**

The National Executive Representative shall assist in regular office duties such as typing, filing and any other such work as may be required in the regular operation of the office of the Federation.

**12.4 General Duties**

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

- a. the preparation of an agenda prior to regularly scheduled general meetings;
- b. sending the agenda of general meetings to each member local union by pre-paid mail at least three (3) weeks before the time fixed for the holding of such meeting;
- c. the preparation of an agenda for each Executive Committee meeting;
- d. soliciting items for the agenda for each Executive Committee meeting;
- e. sending an annotated agenda package to each member of the Executive Committee at least two (2) weeks prior to meetings of the Executive Committee; and
- f. preparing, in conjunction with the staff, materials for Executive Committee meetings.

**12.5 Communicating Views and Perspectives**

The National Executive Representative shall communicate perspectives of the member local unions in the at meetings of the National Executive.

**12.6 Communicating Views and Perspectives on Women's Issues**

The National Executive Representative shall communicate perspectives of the Women's Caucus in the at meetings of the National Executive.

**12.7 Liaising with Member Local Unions**

The National Executive Representative shall liaise with member local unions on various issues including but not limited to issues arising nationally.

**12.8 Submission of Reports**

The National Executive Representative shall present at each Executive Committee meeting, a written report summarising her activities since the previous meeting.

## **BYLAWS**

### **12.9 Responsibilities at General Meetings**

The National Executive Representative shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

### **12.10 Assisting the Chairperson**

The National Executive Representative shall assist the Chairperson in fulfilling her constitutional role.

**BYLAW XIII****Duties of the Treasurer**

AMENDED  
AUGUST, 1996  
JANUARY, 2003

**13.1 General Duties**

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

**13.2 Overseeing the Keeping of Accounts**

The Treasurer 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.

**13.3 Submission of Reports**

The Treasurer, at each Executive Committee meeting, shall submit a written report that includes, but is not limited to, a year-to-date financial statement for the Federation.

**13.4 Submission of an Annual Draft Budget**

The Treasurer shall be responsible for the budget of the Federation to be submitted to the member local unions two weeks prior to each general meeting.

**13.5 Long Range Planning Duties**

The Treasurer shall be responsible for the long range financial planning of the Federation.

**13.6 Maintaining Adequate Cash Flow**

The Treasurer shall be responsible for maintaining adequate levels of cash flow.

**13.7 Responsibilities at General Meetings**

The Treasurer shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

## BYLAW XIV

**Duties of the Aboriginal Students' Liaison****14.1 General Duties**

The Aboriginal Students' Liaison shall perform such duties as may be assigned by the Executive Committee.

**14.2 Liaison Between Executive Committee and Aboriginal Members**

The Aboriginal Students' Liaison shall act as the primary liaison between the Executive Committee and aboriginal members.

**14.3 Federation Spokesperson on Aboriginal Students' Issues**

The Aboriginal Students' Liaison shall act as the primary spokesperson for the Federation on aboriginal students' issues.

**14.4 Communication of Aboriginal Students' Perspectives**

The Aboriginal Students' Liaison shall communicate aboriginal students' perspectives to other members of the Executive Committee.

**14.5 Liaison Between National Aboriginal Students' Representative and the Executive Committee**

The Aboriginal Students' Liaison shall act as the primary liaison between the National Aboriginal Caucus and aboriginal members.\*

**14.6 Chairing Aboriginal Caucus Meetings**

The Aboriginal Students' Liaison shall chair and facilitate the work of the Aboriginal Caucus of the Federation.

**14.7 Submission of Reports**

The Aboriginal Students' Liaison shall submit a written report at each Executive Committee meeting summarising her activities since the previous meeting.

AMENDED  
JANUARY 1999

ADOPTED  
JANUARY 2001

**BYLAW XV****Duties of the Women Students' Liaison**

AMENDED  
AUGUST, 1996  
JANUARY, 1999

**15.1 General Duties**

The Women's Liaison shall perform such duties as may be assigned by the Executive Committee.

**15.2 Chairing Women's Caucus Meeting**

The Women's Liaison shall chair the Women's Caucus of the Federation.

**15.3 Representative at the National Women's Constituency Group of the Federation**

In the absence of an appointee from the Women's Caucus, the Women Students' Liaison shall be the representative at meetings of the national Women's constituency group of the Canadian Federation of Students.

**15.4 Coordinating Activities of the BC Women's Caucus**

The Women's Liaison shall be responsible for working in conjunction with the members of the Women's Caucus, and for informing the committee members of the progress of the Executive Committee of the Federation with respect to women's issues.

**15.5 Liaison Between the National Women's Commissioner and the BC Executive Committee**

The Women's Liaison shall act as the primary liaison between the National Women's Commissioner and the Executive Committee.

**BYLAW XVI****Duties of Local Representatives**

AMENDED  
AUGUST, 1996  
AUGUST, 2008

**16.1 General Duties**

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

**16.2 On-Campus Representation of the Federation**

The local representatives shall be generally responsible for on-campus representation of the Federation, including but not limited to, coordinating the implementation of Federation:

- a. campaigns at their respective member local unions; and
- b. services at their respective member local unions.

**16.3 Distribution of Executive Committee Meeting Minutes**

The local representatives shall ensure that copies of all minutes of all Executive Committee meetings are distributed to their respective member local union within three (3) weeks.

**16.4 Reporting of Extraordinary Financial Transactions**

The local representatives shall report, within three (3) weeks, to their respective member local unions, the occurrence of any financial transaction for which the plenary did not originally budget at the previous general meeting.

**16.5 Liaison between Local Union and Federation Employees**

The local representatives shall act as the primary liaison between member local unions and all employees of the Federation.

**16.6 Communication of Local Perspectives**

The local representatives shall communicate local perspectives to other members of the Executive Committee.

**16.7 Implementation of Federation Services and Campaigns**

Generally, the local representatives shall coordinate the implementation of Federation programs and campaigns within their member local unions.

AMENDED  
JANUARY, 2004

**16.8 Presentation of Executive Report**

The local representatives shall present, at the start of each Executive Committee meeting, a written report outlining the activities of their respective member local union since the previous meeting of the Executive Committee.

**16.9 Reporting to the Local Board of Directors**

The local representatives shall report on the status of Federation campaigns and services work on campus and provincially at each meeting of their local unions' boards of directors and at each of their local union's general meetings.

ADOPTED  
AUGUST, 2008

**16.10 Distribution of Federation Materials**

The local representatives shall ensure the distribution of all membership advisories and media releases of the Canadian Federation of Students-British Columbia, Canadian Federation of Students, and Canadian

ADOPTED  
AUGUST, 2008

## BYLAWS

Federation of Students-Services to their respective local union's board of directors.

## **BYLAW XVII**

### **Caucuses**

#### **17.1 Designated Caucuses**

The designated Caucuses are:

- a. the Aboriginal Students' Caucus;
- b. the Students of Colour Caucus;
- c. the Women's Caucus;
- d. the Queer Caucus; and
- e. the Students with Disabilities and/or Special Needs Caucus.

AMENDED  
JANUARY, 1998

#### **17.2 Purposes**

The following shall be the purpose of the Caucuses:

##### **a. Aboriginal Students' Caucus**

- i. to promote the principles and purposes of the Federation;
- ii. to provide a mechanism for aboriginal students in British Columbia to meet and discuss issues concerning aboriginal students;
- iii. to further the rights of aboriginal students; and
- iv. to facilitate communication between aboriginal student organisations and other student groups.

AMENDED  
AUGUST, 1999

##### **b. Racialised Students' Caucus**

- i. to promote the principles and purposes of the Federation;
- ii. to provide a mechanism for racialised students to meet and discuss issues concerning racialised students;
- iii. to further the rights and interests of racialised students; and
- iv. to provide support to racialised students within post-secondary education institutions.

##### **c. Women's Caucus**

- i. to promote the principles and purposes of the Federation;
- ii. to provide a mechanism for women to meet and discuss issues of importance to women in post-secondary education;
- iii. to further the rights of women;
- iv. to identify and promote issues pertaining to women; and
- v. to initiate campaigns as determined by the Caucus.

##### **d. Queer Students' Caucus**

- i. to promote the principles and purposes of the Federation;
- ii. to provide a mechanism for queer students in British Columbia to meet and discuss issues concerning queer students;
- iii. to identify and promote issues pertaining to queer students; and
- iv. to work towards understanding, appreciation and celebration of queer peoples.

ADOPTED  
JANUARY, 1998  
AMENDED  
JANUARY, 2002

##### **e. Students with Disabilities and/or Special Needs Caucus**

- i. to promote the principles and purposes of the Federation;
- ii. to provide a mechanism for students with disabilities and/or special needs in British Columbia to meet and discuss issues concerning students with disabilities and/or special needs;
- iii. to further the rights and interests of students with disabilities and/or special needs;
- iv. to provide support to students with disabilities and/or special

ADOPTED  
JANUARY, 1998  
AMENDED  
AUGUST, 1999



- needs; and
- v. to promote communication between students with disabilities and/or special needs organisations and the Federation.

**17.3 Composition of the Caucuses**

AMENDED  
JANUARY, 1999

**a. Aboriginal Students' Caucus**

- i. During Provincial General Meetings  
The Aboriginal Students' Caucus shall be composed of any aboriginal delegates and Executive Committee members attending meetings of the Federation. Invited aboriginal guests and observers to Federation meetings may participate without vote in meetings of the Caucus.
- ii. Outside Provincial General Meetings  
At Caucus meetings held outside of provincial general meetings, the Caucus shall consist of one (1) representative from each member local union.

**b. Students of Colour Caucus**

The Students of Colour Caucus shall be composed of any self-identifying student of colour attending meetings of the Federation.

**c. Women's Caucus**

- i. During Provincial General Meetings  
At Caucus meetings held during provincial general meetings, the Caucus shall consist of all women delegates, Federation staff and women holding positions on the Executive Committee.
- ii. Outside Provincial General Meetings  
At Caucus meetings held outside of provincial general meetings, the Caucus shall consist of one (1) representative from each member local union, Federation staff and women holding positions on the Executive Committee.

ADOPTED  
JANUARY, 1998

AMENDED  
AUGUST, 2002

**d. Queer Students' Caucus**

The Queer Students' Caucus shall be composed of any self-identifying lesbian, gay, bisexual or transgendered delegates attending meetings of the Federation. Subject to ratification by the Queer Students' Caucus, the Caucus may also include delegates who do not self-identify as lesbian, gay bisexual or transgendered who support the purposes of the Caucus.

AMENDED  
JANUARY, 2000

AMENDED  
JANUARY, 2002

**e. Students with Disabilities and/or Special Needs Caucus**

The Students with Disabilities and/or Special Needs Caucus shall be composed of any self-identifying disabled delegate attending meetings of the Federation, whether these be physical, emotional, learning or other disabilities. Subject to ratification by the Students with Disabilities and/or Special Needs Caucus, the caucus may also include delegates without disabilities who may have concerns with students with disabilities and/or special needs issues.

AMENDED  
JANUARY, 2000

**17.4 Responsibilities**

The members of the Aboriginal Students' Caucus and Women's Caucus will:

- a. help direct, implement and coordinate any caucus campaigns at their respective member local unions;

- b. act as a primary liaison between their respective member local unions and the caucus;
- c. report to their respective member local unions on the activities and initiatives of the caucus;
- d. communicate local perspectives to other members of the caucus; and
- e. prepare written reports for their respective member locals following caucus meetings.

**17.5 Meetings of the Caucuses**

AMENDED  
AUGUST 2002

**a. Aboriginal Students' Caucus**

- i. Caucus meetings shall be formally called by the Aboriginal Students' Liaison;
- ii. formal notice of a Caucus meeting shall be delivered, sent by facsimile or mailed to each Aboriginal student representative and each member local union no less than fourteen (14) days before the meeting is to take place;
- iii. the Caucus shall meet no less than two (2) times per year; and
- iv. the Aboriginal Students' Liaison shall submit a written report to the Aboriginal Caucus at each general meeting summarising her activities since the previous meeting.

**b. Students of Colour Caucus**

The Students of Colour Caucus shall meet during general meetings.

**c. Women's Caucus**

The Women's Caucus shall hold its meetings during general meetings and at such place or places as may be determined from time to time.

- i. Caucus meetings shall be formally called by the Women Students' Liaison.
- ii. formal notice of a Caucus meeting shall be delivered or sent by facsimile or mailed to each women's representative and each member local union no less than fourteen (14) days before the meeting is to take place;
- iii. the Caucus shall meet no less than four (4) times per year, including meetings at each general meeting; and
- iv. quorum for Caucus meetings shall be no less than five (5) members.

ADOPTED  
JANUARY, 1998

**d. Queer Students' Caucus**

The Queer Students' Caucus shall meet during general meetings.

AMENDED  
JANUARY, 2002

**e. Students with Disabilities and/or Special Needs Caucus**

The Students with Disabilities and/or Special Needs Caucus shall meet during general meetings.

AMENDED  
AUGUST, 1999

**17.6 Spending Authority**

Each Caucus shall have sole spending authority over all funds allocated to it in the Federation's budget.

**BYLAW XVIII****Branch Societies**

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

## BYLAW XIX

AMENDED  
AUGUST, 1999**Students with Disabilities and/or  
Special Needs Liaison****19.1 Term of the Students with Disabilities and/or Special Needs Liaison**

The term of the Students with Disabilities and/or Special Needs Liaison shall be one (1) year commencing May 1 and expiring April 30.

**19.2 Election of the BC Students with Disabilities and/or Special Needs Liaison**

- a. The Students with Disabilities and/or Special Needs Liaison shall be elected by secret ballot vote of a caucus of delegates with disabilities (as defined by the World Health Organisation) at the annual general meeting and ratified by the plenary of the general meeting.
- b. Elections for the Students with Disabilities and/or Special Needs Liaison shall be conducted by a secret ballot vote of a caucus of delegates with disabilities with representation from at least three (3) member locals at a general meeting and ratified by the plenary of the general meeting.
- c. In the event that the position of the Students with Disabilities and/or Special Needs Liaison should become vacant between general meetings, the Students with Disabilities and/or Special Needs Steering Committee shall elect an interim liaison. The voting shall be conducted by a secret ballot vote with representation from at least three (3) member locals.

**19.3 Duties of the Students with Disabilities and/or Special Needs Liaison****a. Liaison between the Executive Committee and Members with Disabilities and/or Special Needs**

The Students with Disabilities and/or Special Needs Liaison will act primarily as liaison between the Executive Committee and individual members with disabilities.

**b. Support and Facilitation of the Activities and Campaigns of the Students with Disabilities and/or Special Needs Steering Committee**

The Students with Disabilities and/or Special Needs is responsible for working in conjunction with members of the Students with Disabilities and/or Special Needs Caucus and Steering Committee and with general members with disabilities and/or special needs in facilitating and organising functions, campaigns and activities decided upon by the Students with Disabilities and/or Special Needs Caucus and Steering Committee.

**c. Responsibilities at General Meetings**

At general meetings, the Students with Disabilities and/or Special Needs Liaison is responsible for chairing the Students with Disabilities and/or Special Needs caucus meetings and producing a written report on the activities of the Caucus to the plenary.

## **BYLAWS**

**d. Liaison between the National Students with Disabilities Commissioner and the Steering Committee**

The Students with Disabilities Liaison will act primarily as liaison between the National Students with Disabilities Commissioner and the Students with Disabilities and/or Special Needs Steering Committee.

**f. Spokesperson on Students with Disabilities and/or Special Needs Issues**

The Students with Disabilities and/or Special Needs Liaison will act as the primary spokesperson for the Federation on students with disabilities issues.

**g. Communication of the Perspective of Students with Disabilities and/or Special Needs**

The Students with Disabilities and/or Special Needs Liaison will communicate the perspectives of students with disabilities to general members and members of the Executive Committee.

**BYLAW XX****Standing Resolutions**AMENDED  
JANUARY 2010

The member local unions of the Federation may, by a two-thirds (2/3) vote of those present at a general meeting, enact standing resolutions.

**BYLAW XXI**

**Voting by Mail**

Votes by mail as prescribed in sections of these bylaws shall be conducted in accordance with procedures outlined in the following sections:

**21.1 Appointment of a Chief Returning Officer**

Within fourteen (14) days after the date when a vote by mail becomes necessary or is authorised, 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 publicising the results of the vote.

**21.2 Distribution of Motions to Member Local Unions**

Fourteen (14) days after the date when a vote by mail becomes necessary or is authorised, the Executive Committee shall send by registered mail to the member local unions a list of motion(s) and accompanying documentation.

**21.3 Distribution of Ballots to Member Local Unions**

Three (3) weeks after the date when a vote by mail becomes necessary or is authorised, the Executive Committee shall send by registered mail to the member local unions a list of motion(s), the ballot(s), and accompanying documentation.

**21.4 Submission of Completed Ballots**

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 unions.

**21.5 Deadline for Submission of Completed Ballots**

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 unions.

**21.6 Tabulation of Ballots and Announcements of Results**

Four weeks after the date on which the ballots are mailed to member local unions, the chief returning officer shall:

- a. count the votes;
- b. not be able to cast a deciding vote in the event of an equality of votes cast; and
- c. inform all member local unions of the result of the vote. The vote shall be recorded as a role call vote.

**21.7 Quorum**

Quorum for a vote by mail shall be at least fifty per cent (50%) plus one (1) of the member local unions of the Federation, but never less than three (3) of the member local unions.

**21.8 Initiation of Votes by Mail**

A vote by mail may be requested by a minimum of ten per cent (10%) of the member local unions 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.

## **BYLAWS**

### **21.9 Submissions from Member Local Unions**

The Executive Committee shall include copies of all submissions received from member local unions not exceeding one (1) page in length in the second mail out described in section 21.3.



**BYLAW XXII****Execution of Documents****22.1 Signing of Documents and Affixing of Seal**

Deeds, transfers, licenses, contracts and engagements on behalf of the Federation will be signed by the financial coordinator and one other officer; and the "custodian of the seal" shall affix the seal of the Federation to all documents that it requires.

**22.2 Transfer of Shares, Bonds or Other Securities**

In accordance with these Bylaws, the Treasurer and any other officer designated by the Executive Committee for that purpose may transfer or accept the transfer of any and all shares, 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.

**22.3 Executive Authority**

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

**BYLAW XXIII****Fees****23.1 Collection**

Member local unions shall be responsible for the in-trust collection of Federation membership fees from their members.

**23.2 Fee Remittance Period**

Member local unions shall remit to the Federation such membership fees as are payable to the Federation within two (2) weeks of receipt of said fees.

**23.3 Exceptions to Fee Payment Requirements**

Notwithstanding any other provision of these Bylaws, a member local union 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 (2/3) vote of the plenary of the Federation.

**BYLAW XXIV****Notice**AMENDED  
AUGUST, 2004AMENDED  
AUGUST, 2008**24.1 Submission of Notice to the Federation**

Whenever under these Bylaws notice is required to be given, such notice may be given either personally, by facsimile (fax), by pre-paid mail, or by e-mail addressed to a member local union, member of the Executive Committee, or officer at her address as the same appears on the books and records of the Federation as the last recorded address.

**24.2 Distribution of Notice to Member Local Unions-1**

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 sent as a facsimile (fax), shall be sent when the documents were transmitted by the facsimile machine.

**24.3 Distribution of Notice to Member Local Unions-2**

For the purpose of sending any notice, the address of any member local union, member of the Executive Committee, or officer shall be her last as recorded on the books and records of the Federation.

**24.4 Accidental Omission of Notice**

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.

**BYLAW XXV****Financial****25.1 Signing Officers**

- a. The signing officers of the Federation shall be appointed by the Executive Committee; and
- b. The signatures of at least two (2) signing officers, one of whom shall be an elected officer of the Federation, shall be required for the execution of any legal document or, subject to the policy of the Federation, the disbursement of any funds on behalf of the Federation.

**25.2 Fiscal Year**

The fiscal year of the Federation shall end August 31 of each year.

**25.3 General Powers**

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 British Columbia, borrow, raise and secure the payment of such money in such manner as the Federation sees fit; and
- d. take or otherwise acquire any hold shares or stock debenture, debenture stock bonds, obligations and securities issued by any society or company within the province of British Columbia, only by authorisation of a special resolution at a general meeting.

**25.4 Borrowing Powers of the Executive Committee**

The Executive Committee may 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.

## BYLAW XXVI

**Inspection of Books and Records****26.1 Location of Minutes**

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.

**26.2 Notice Required and Times for Inspection of Records**

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 4:00 p.m. provided that notification of the intent to inspect has been received by the Treasurer seven (7) days in advance.

AMENDED  
AUGUST, 2008

**26.3 Distribution of Notice to Member Local Union**

In addition to Article 26, copies of said records shall be sent to any member local union of the Federation that requests them, within seven (7) days of being requested, provided that the requesting member local pays substantive, undue costs.

AMENDED  
JANUARY, 2004  
AUGUST, 2008

**BYLAW XXVII****Seal of the Federation**

The seal of the Federation shall not be affixed to any instrument unless authorised by a resolution of the Executive Committee or by these Bylaws, and in the presence of such officer or other such persons as may be named by name or by office in said resolution.

**BYLAW XXVIII****Amendments**

The Constitution and Bylaws may be amended by a three-quarter (3/4) vote at a general meeting, provided notice and particulars of repeal or amendment is sent to member local unions at least four (4) weeks before the time fixed for holding the general meeting. The Chairperson shall declare whether the requirements of notice have or have not been satisfied.