

# Student Union of UBC Okanagan

## Bylaws

### Contents

BYLAW I – INTERPRETATION AND DEFINITIONS.....	2
BYLAW II – MEMBERSHIP .....	4
BYLAW III – MEMBERSHIP FEES .....	4
BYLAW IV – GENERAL MEETINGS .....	6
BYLAW V – ELECTIONS & REFERENDA.....	7
BYLAW VI – NOTICE FOR GENERAL MEETINGS, ELECTIONS, AND REFERENDA ..	8
BYLAW VII – BOARD OF DIRECTORS.....	9
BYLAW VIII – POWERS AND DUTIES OF THE BOARD OF DIRECTORS.....	13
BYLAW IX – THE EXECUTIVE COMMITTEE.....	14
BYLAW X – INDIVIDUAL ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE DIRECTORS.....	16
BYLAW XI – REGULATIONS.....	24
BYLAW XII – FINANCES.....	24
BYLAW XII – AUDITORS .....	25
BYLAW XIV – AMENDING THE BYLAWS AND CONSTITUTION.....	25
BYLAW XV – RECORDS.....	25
BYLAW XVI – STUDENT MEDIA FUND.....	26
BYLAW XVII – COMMITTEES.....	27
BYLAW XVIII – EARNINGS AND DISSOLUTION .....	28

## Student Union of UBC Okanagan

# Bylaws

### BYLAW I – INTERPRETATION AND DEFINITIONS

1. In these Bylaws, unless the context otherwise requires, expressions defined in the *Societies Act*, as amended from time to time, shall have the meanings so defined under the *Societies Act*. Words imparting the singular shall include the plural, and vice versa.
2. In these Bylaws, unless the context otherwise requires:
  - a. “Board of Directors” shall mean the governing body of the Student Union;
  - b. “Board of Governors Student Representative” shall mean the Director serving on the Board of Directors in an ex officio capacity as a result of their election to the University’s Board of Governors;
  - c. “Bylaws” shall mean the bylaws of the Student Union;
  - d. “Chief Returning Officer” shall mean a neutral individual, appointed by the Board of Directors, who is responsible for the conduct of Student Union elections and referenda;
  - e. “Constitution” shall mean the constitution of the Student Union;
  - f. "Director" shall mean a person serving on the Board of Directors;
  - g. “Directors At Large” shall mean those Directors elected at large by the Members;
  - h. “Executive Committee” shall mean the committee comprised of the Executive Committee Directors;
  - i. “Executive Committee Directors” means those Directors elected to the positions of President, Vice President External, Vice President Internal, Vice President Finance and Administration, and Vice President Campus Life;
  - j. “Faculty Representatives” shall mean those Directors elected by and from among students enrolled in each of the faculties of the University;

- k. "Finance Committee" shall mean the committee responsible for assisting the Vice President Finance and Administration with the preparation of the annual budget and other financial matters of the Student Union;
- l. "General Manager" shall mean the General Manager of the Student Union;
- m. "Member" shall mean those persons who satisfy the requirements set out under Bylaw II;
- n. "Ordinary Resolution" shall mean a resolution requiring a simple majority vote of the membership;
- o. "Policy Committee" shall mean the committee responsible for considering and recommending amendments to the Constitution, Bylaws, and Regulations;
- p. "Regulations" shall mean the procedures and policies of the Student Union adopted under these Bylaws by Special Resolution;
- q. "Resolution" shall mean a resolution of the Board of Directors passed by the majority of the votes cast, exclusive of abstentions;
- r. "Resource Centre" shall mean an advocacy focused student group with a common interest that has been granted student space and funding by the Student Union;
- s. "Senate" shall mean the Okanagan senate of the University.
- t. "Senate Caucus" shall mean the group of students currently elected as Senators to the University's Senate.
- u. "Senate Student Representative" means the student elected, from time to time, by the Senate Caucus to serve as a Director on the Board of Directors;
- v. "*Societies Act*" and "Act" means the *Societies Act* (British Columbia) or any successor legislation from time to time in force, and any regulations made under the Act as amended from time to time.
- w. "Special Resolution" means a resolution passed at either a general meeting or a meeting of the Board of Directors requiring a two third majority vote;

- x. "Student Association" shall mean clubs, course unions, or special interest groups ratified by the Student Union;
- y. "Student Union" shall mean the Student Union of UBC Okanagan;
- z. "University" shall mean the Okanagan campus of the University of British Columbia.

## **BYLAW II – MEMBERSHIP**

1. The Members of the Student Union shall be any student currently registered in at least one credit course at the University who has been assessed the Student Union's membership fee for the current University semester.
2. Membership in the Student Union shall cease six months (6) after the end of the last semester in which a Member has registered in at least one credit course at the University.

## **BYLAW III – MEMBERSHIP FEES**

### Definitions and Interpretations

"CPI" means the Consumer Price Index (All Items) as published by Statistics Canada, or any successor agency;

"Faculty Fees" means any fees collected by a particular faculty or program of the University from students registered in that particular faculty or program that has been previously approved by a referendum of such students in that particular faculty or program;

"Student Union Fees" shall mean fees collected by the Student Union from the Members, which shall include, but not be limited to, the following fees:

- a. General programs and services fees provided by the Student Union;
- b. U-Pass fees;
- c. the health and dental plan provided by the University;
- d. the media fund;
- e. a library levy; and

- f. any other fee or levy approved by the Members in a referendum but does not include Faculty Fees or fees payable to a provincial or national organization.

### Membership Fees

1. All Members shall be assessed and pay Student Union membership fees in accordance with these Bylaws.
2. Where the Student Union is a member of a provincial or national organization, the Student Union shall collect in trust, on behalf of the Members, and remit the membership fee as set by such organization from time to time.
3. The Student Union Fees may be set or adjusted from time to time by referendum, provided sufficient notice has been given in accordance with Bylaw VI (1). For further clarity and subject to Bylaw III (4) below, “adjustment” shall mean any increase to the Student Union Fees.
4. With the exception of fees associated with the U-Pass, the Student Union Fees, the Faculty Fees and any fees collected by the Student Union for a provincial or national organization may be adjusted on an annual basis in accordance with the CPI Index.
5. Student Union Fees and any other fees collected by the Student Union from the Members shall be posted on the website of the Student Union.
6. The Student Union shall refund Student Union Fees to any Member who withdraws from the University within twenty-one (21) days of registration.
7. A Member who fails to pay membership fees when due shall cease to be in good standing and shall not be entitled to:
  - a. vote at a general meeting;
  - b. vote in a referendum;
  - c. vote in an election;
  - d. run for a position on the Board of Directors; or
  - e. hold a position on the Board of Directors.

8. The WUSC Student Refugee Program fee shall only be assessed against Members that are registered in an undergraduate program.

## **BYLAW IV – GENERAL MEETINGS**

1. There shall be an annual general meeting of the Student Union held during the fall semester with the date and agenda of the meeting to be determined by the Board of Directors.
2. The Board of Directors shall establish the date of the annual general meeting at least forty-five (45) days in advance of the annual general meeting.
3. The Board of Directors shall include on the agenda of the annual general meeting any Ordinary Resolution or Special Resolution approved by the Board of Directors by Resolution.
4. If a petition bearing the signatures of at least five (5) percent of the Members of the Student Union in support of having one or more Special Resolutions or Ordinary Resolutions considered at an annual general meeting is delivered to the President of the Student Union at least thirty (30) days in advance of the date of the annual general meeting, the Special Resolution or Ordinary Resolution shall be added to the agenda.
5. The following business shall be conducted at the annual general meeting:
  - a. receiving and approving the preceding fiscal year's financial statement and report of the auditors;
  - b. appointing the auditors of the Student Union for the ensuing fiscal year;
  - c. presenting the annual operating budget of the Student Union; and
  - d. receiving the report of the President and/or the General Manager with respect to the activities of the Student Union for the previous academic year of the University.
6. A special general meeting may be called by a Special Resolution of the Board of Directors.

7. If a petition is delivered to the President of the Student Union stating the purpose of the meeting and bearing the signatures of at least ten (10) percent of the Members of the Student Union, a special general meeting must be convened by the Board of Directors without delay.
8. There shall be no voting by proxy at any general meeting of the Student Union.
9. A quorum at a general meeting is achieved where the number of Members present at such meeting is equal to or greater than one percent of the Members or fifty (50) Members, whichever is the lesser number.
10. If within one half hour from the time appointed for an annual general meeting, a quorum is not present, those present shall be deemed to be a quorum, but may only transact such business as is referred to in Bylaw IV and no other business.
11. Each Member is entitled to one (1) vote at a general meeting of the Student Union.
12. General meetings shall be conducted according to the most recently published version of Robert's Rules of Order in so far as they do not contravene any part of the Constitution, the Bylaws, or the Regulations of the Student Union.

## **BYLAW V – ELECTIONS & REFERENDA**

1. Each Member is entitled to one vote in the elections and referenda of the Student Union in accordance with these Bylaws.
2. The Board of Directors shall appoint a neutral individual as Chief Returning Officer by Resolution.
3. The Chief Returning Officer shall serve a term of two (2) years. The Board of Directors may reappoint the Chief Returning Officer for an additional two (2) year term at the expiration of each two (2) year term.
4. The Chief Returning Officer shall be responsible for the conduct of elections and referenda in accordance with the Regulations of the Student Union.
5. The Chief Returning Officer must discharge their duties in a fair and impartial manner.
6. The Board of Directors shall include procedures for the conduct of elections and referenda in the Regulations.

7. The Board of Directors shall not amend any procedures for the conduct of elections and referenda in Regulations during the months of February and March.
8. Members may vote on matters concerning the business of the Student Union by means of referendum.
9. A referendum shall be called without delay by the President of the Student Union upon:
  - a. a Resolution of the Board of Directors; or
  - b. receipt of a petition duly signed by ten (10) percent of the Members delivered to the President of the Student Union requisitioning a referendum on a particular question.
10. The Chief Returning Officer shall schedule the referendum in a manner that ensures that the Members have a reasonable opportunity to participate.
11. The text of the referendum question shall be clear and unambiguous and be capable of being answered “yes” or “no”.
12. If in the opinion of the Chief Returning Officer, a submitted referendum question does not meet the standard of being clear and unambiguous and be capable of being answered “yes” or “no”, the Chief Returning Officer shall prepare a clear and unambiguous question that is capable of being answered “yes” or “no” and request that the Board of Directors approve the revised question.
13. A referendum of the Student Union shall, subject to these Bylaws, be acted upon by the Student Union where:
  - a. a majority, or such greater percentage as may be required by the Societies Act (i.e. - where the Societies Act requires a Special Resolution) of the votes cast support the referendum; and
  - b. the number of votes cast is equal to or greater than five (5) percent of the Members of the Student Union.

## **BYLAW VI – NOTICE FOR GENERAL MEETINGS, ELECTIONS, AND REFERENDA**

1. The Student Union shall give not less than fourteen (14) days’ written notice of a general meeting, election, or referenda.



2. A notice of a general meeting shall state the date, time, location, and proposed agenda for the meeting, and, if Special Resolutions are to be considered, the wording of the Special Resolution.
3. A notice of an election shall state the days for polling, locations of polling stations, and each position being voted on in the election.
4. A notice of a referendum shall state the days for polling, location of polling stations, and the question being considered in the referendum.
5. Sufficient notice of a general meeting, election, or referendum will be deemed to have been given with the posting of the following:
  - a. a conspicuous notice not less than eleven inches by seventeen inches in size posted on five (5) or more different bulletin locations on the University campus;
  - b. an advertisement, of not less than one half page, in the student newspaper or other student publication normally available to all Members;
  - c. a notice not less than eleven inches by seventeen inches posted in a conspicuous location in the vicinity of the Student Union's offices;
  - d. a notice on the home page of the Student Union's website; and
  - e. if the Student Union has access to an electronic contact list for its Members, an email to all Members.

## **BYLAW VII – BOARD OF DIRECTORS**

1. The Board of Directors shall be the official governing body of the Student Union.
2. The voting members of the Board of Directors shall be composed of the following:
  - a. five (5) Executive Committee Directors;
  - b. four (4) At Large Directors; and
  - c. eight (8) Faculty Representatives as follows:

- i. one (1) Faculty Representative enrolled in the Irving K. Barber School of Arts & Sciences in a program leading to an Arts degree;
  - ii. one (1) Faculty Representative enrolled in the Irving K. Barber School of Arts & Sciences in a program leading to a Science degree;
  - iii. one (1) Faculty Representative enrolled in the Faculty of Management;
  - iv. one (1) Faculty Representative enrolled in the Faculty of Applied Science;
  - v. one (1) Faculty Representative enrolled in the Faculty of Health and Social Development;
  - vi. one (1) Faculty Representative enrolled in the Faculty of Education;
  - vii. one (1) Faculty Representative enrolled in the Faculty of Creative and Critical Studies; and
  - viii. one (1) Faculty Representative from the College of Graduate Studies.
3. Each voting member of the Board of Directors shall have one vote on the Board of Directors.
4. The non-voting members of the Board of Directors shall be:
  - a. one (1) Senate Student Representative to be elected by the student Senate Caucus; and
  - b. one (1) Board of Governors Student Representative on an *ex-officio* basis.
5. The non-voting members of the Board of Directors shall have the same rights and obligations as voting members of the Board of Directors, except shall not be entitled to vote.
6. Each Director must be a Member of the Student Union.
7. A Director position will be deemed to be vacant upon:
  - a. the Director's death, resignation, removal, abandonment of the position; or

- b. the failure of the Director to maintain membership in the Student Union.
8. A Board of Directors position that remains unfilled after an election or by-election is a vacant position.
  9. No Member of the Student Union shall hold more than one position on the Board of Directors, including non-voting positions.
  10. The Board of Directors shall meet at least once a month.
  11. The President shall convene a meeting of the Board of Directors meeting without delay if a meeting is requested by:
    - a. twenty-five (25) percent or more of the voting members of the Board of Directors;
    - b. the majority of the members of the Executive Committee; or
    - c. if the President determines that a meeting of the Board of Directors is required.
  12. There shall be at least twenty-four (24) hours' notice given for a non-regularly scheduled meeting of the Board of Directors.
  13. Meetings of the Board of Directors shall be open to the membership unless the Board of Directors resolves to move the meeting in camera.
  14. A quorum at a Board of Directors meeting shall be fifty (50) percent of the voting Director positions currently filled on the Board of Directors with at least two Executive Committee Directors present.
  15. The voting members of the Board of Directors shall be elected by the Members in a general election to be held annually between February 1 and March 31. With respect to the Faculty Representative positions, only Members enrolled in the constituency of each Faculty Representative shall be entitled to vote in connection with the election of that position.
  16. Directors elected in the general election shall commence their term on the Board of Directors on May 1st of the year in which they are elected and their term on the Board of Directors shall expire on April 30th of the following year.

17. In the event that a voting Director position becomes vacant, the Board of Directors may fill the vacancy by a Special Resolution arising until the position is filled in next election of the Student Union. Notwithstanding anything to the contrary,
  - a. with respect to filling a vacancy arising in connection with a Faculty Representative position, the vacancy shall be filled by a Member enrolled in the respective faculty; and
  - b. no more than two (2) Executive Committee Director positions may be filled by appointment of the Board of Directors.
18. If vacancies among the voting Director positions have arisen on the Board of Directors, whether or not the vacancies have been filled by appointment, a by-election shall be held between September 15th and October 15<sup>th</sup>, of such calendar year, to fill the vacancies by election. With respect to the Faculty Representative positions, only Members enrolled in the constituency of the particular Faculty Representative shall be entitled to vote in connection with the election of that position.
19. Directors elected in the by-election shall commence their term on the Board of Directors on November 1st of the year in which they are elected and their term on the Board of Directors shall expire on April 30th of the following year.
20. The term of the Board of Governors Student Representative on the Board of Directors shall be concurrent with their term on the University's Board of Governors.
21. The term of the Senate Student Representative on the Board of Directors shall be concurrent with their term on the University's Senate.
22. The Board of Directors shall not fill any vacancy that may arise in the Board of Governors Student Representative position on the Board of Directors.
23. In the event that a Senate Student Representative position becomes vacant, the Senate Caucus may fill the position by electing a member of the Senate Caucus to serve on the Board of Directors until their term on the University's Senate expires.
24. An employee of the Student Union may not serve as a Director of the Student Union.
25. A Director may be removed from the Board of Directors by Special Resolution at a general meeting and another person may be appointed by Ordinary Resolution to serve until the position is filled in an election or by-election.

26. A Director who misses three (3) consecutive Board of Directors meetings or four (4) meetings over the whole of their term, without reasonable cause or without an approved leave of absence, will be deemed to have abandoned office.
27. Board of Directors meetings shall be conducted according to the most recently published version of Robert's Rules of Order in so far as they do not contravene any part of the Constitution, the Bylaws, or the Regulations of the Student Union.
28. Each member of the Board of Directors, acting in accordance with guidelines set forth in the regulations, shall receive a monthly honorarium in an amount prescribed in the Regulations; however, changes to prescribed amounts shall not be made in the months of March and April and shall not take effect until May 1<sup>st</sup> of each year.

## **BYLAW VIII – POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

1. The management, administration, and control of the property, revenue, business, and affairs of the Student Union are vested in the Board of Directors. Pursuant to the foregoing, the Board of Directors:
  - a. shall approve the strategic plan by Resolution;
  - b. shall adhere to the strategic plan;
  - c. may amend the strategic plan as required by Resolution;
  - d. shall approve the annual operating budget by July 31 of each year by Resolution;
  - e. may amend the annual operating budget by A Special Resolution;
  - f. may borrow and raise money upon terms and conditions which the Board of Directors deems appropriate;
  - g. shall have the power to amend, repeal or adopt Regulations by A Special Resolution;
  - h. shall appoint the Chief Returning Officer by Resolution;
  - i. upon a Special Resolution, may remove any person appointed by the Board of Directors to that position, except for a duly appointed Director, provided that the

- person to be removed has been provided with seven days' notice of the meeting at which such resolution is proposed;
- j. may by Resolution overrule or amend any item arising out of minutes submitted to it pursuant to the Bylaws or the Regulations;
  - k. may make such further rules as may be considered necessary for the Student Union, provided such rules and regulations are consistent with the Constitution, Bylaws, and Regulations of the Student Union;
  - l. shall approve minutes of committees; and
  - m. shall not delegate any of its powers and duties except as may be provided for in the Bylaws.
2. In addition to their duties as Directors under the Societies Act and these Bylaws, the Directors At Large shall:
- a. provide the Board with the perspective of students of the University as a whole including the views of marginalized groups on campus; and
  - b. serve on at least one committee of the Board.
3. In addition to their duties as Directors under the Societies Act and these Bylaws, the Faculty Representatives shall:
- a. provide the Board with the perspective of students in the faculty from which they are elected;
  - b. liaise with Members within their faculties and university officials about student needs and interests in their faculty; and
  - c. attend and participate in university committees as appointed or designated by the UBCSUO or the university for the purpose of representing student needs and interests, which may include but shall not be limited to:
    - i. University or faculty committees;
    - ii. Communicate with students in their faculty about the Students' Union Strategic Plan, programs, services, policies and decisions made by the Board of Directors; and

- iii. Serve on at least one (1) committee of the Board.
- 4. The Board of Governors Student Representative shall be a liaison between the Board of Directors and the University's Board of Governors.
- 5. The Senate Student Representative shall be a liaison between the Board of Directors and the University's Senate.
- 6. The Executive Committee Directors shall perform the duties set out under the Bylaws.

## **BYLAW IX – THE EXECUTIVE COMMITTEE**

- 1. The Executive Committee shall, further to the direction of the Board of Directors, oversee and administer the Student Union on a day-to-day basis.
- 2. The Executive Committee shall consist of the:
  - a. the President;
  - b. the Vice-President Internal;
  - c. the Vice-President External;
  - d. the Vice President Finance and Administration; and
  - e. the Vice President Campus Life.
- 3. The Executive Committee shall:
  - a. meet at least twice a month;
  - b. carry out the directives of the Board of Directors;
  - c. collectively supervise and provide direction for implementation of directives of the Board of Directors;
  - d. collectively be responsible for day to day decision making and oversight of the Student Union in accordance with the Bylaws and Regulations;

- e. collectively supervise and provide direction for the implementation and administration of the Regulations of the Student Union;
  - f. by the month of July, prepare an annual strategic plan outlining the key goals of the Student Union for the year for approval by the Board of Directors;
  - g. by the month of July, prepare an annual budget for approval by the Board of Directors;
  - h. review the budget and strategic plan at least once in each fiscal quarter and present amendments, as required, to the Board of Directors;
  - i. be responsible for internal and external communications of the Student Union;
  - j. present options and make recommendations to the Board of Directors on matters of concern to Members;
  - k. supervise the management of the employees of the Student Union;
  - l. approve changes in the employment or terms of employment of the General Manager;
  - m. ensure that a fidelity bond for all signing officers in an amount in accordance with Bylaw XIII (7) in place;
  - n. ensure that directors' and officers' liability insurance and other desirable insurance policies are in place;
  - o. coordinate and engage in, or delegate the authority to coordinate and engage in, negotiations with third parties on contractual matters; and
  - p. ensure a program of orientation is in place for all new Directors.
4. Quorum at an Executive Committee meeting shall be three (3) Executive Committee members.
  5. Each member of the Executive Committee shall have one vote on the Executive Committee.
  6. The Executive Committee may not contradict or amend the decisions of the Board of Directors.



7. Minutes of each Executive Committee shall be maintained and submitted to the Board of Directors for ratification without delay. If so desired, the Board of Directors may reverse or amend a decision of the Executive Committee.

## **BYLAW X – INDIVIDUAL ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE DIRECTORS**

1. The President shall:
  - a. chair and coordinate the activities of the Executive Committee;
  - b. chair or delegate the chair of general meetings, provided that the Members at a general meeting may by Ordinary Resolution determine the chair at a given general meeting;
  - c. be proficient with the most recently published version of Robert’s Rules of Order;
  - d. working with the Advocacy and Governance coordinator, prepare the agenda and associated packages for Board of Directors and Executive Committee meetings;
  - e. call Board of Directors meetings and Executive Committee meetings as required;
  - f. working with the Executive Committee and appropriate staff, ensure that the directives of the Board of Directors are properly implemented;
  - g. act as the official liaison between the Students’ Union and the General Manager;
  - h. oversee the human resources of the Students’ Union in cooperation with the General Manager;
  - i. act as the spokesperson for the Students’ Union, representing the opinion of the Union as determined by the Board of Directors;
  - j. along with VP External, be responsible for the public relations of the Students’ Union;
  - k. ensure planning of the strategic direction and development of the Student Union;
  - l. in cooperation with the General Manager, be responsible for the orientation of the incoming Board of Directors through an annual retreat where all relevant materials are presented to the incoming board, including but not limited to:

- i. the Students' Union Constitution, Bylaws and Regulations;
  - ii. meeting conduct and Robert's Rules of Order;
  - iii. Students' Union employee job descriptions;
  - iv. Students' Union budget, in conjunction with the VP Finance & Administration; and,
  - v. Students' Union timelines, priorities and strategic operating plans
- m. act as a signing authority;
  - n. work cooperatively with any Executive Committee member on their specific duties as required;
  - o. where possible, represent the Students' Union at meetings of other organizations with which the Union is affiliated;
  - p. represent the interests and policy of the Union and its membership during policy formulation by external organizations of which the Union is a member;
  - q. be responsible for the distribution and dissemination of information provided by external organizations of which the Union is a member;
  - r. be responsible for reviewing federal, provincial, municipal and University policies that impact the academic, financial and social interests of the membership, and recommending appropriate action to the board;
  - s. sit as a representative of the Union on various administrative, Faculty, and University committees;
  - t. coordinate, in general, the activities of the Executive and the Society as a whole;
  - u. write letters or other communications as needed on behalf of Council;
  - v. be responsible for implementing the operational activities as set out in the Strategic Plan;
  - w. oversee the preparation of the annual report of the Union;

- x. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
  - y. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
  - z. submit a monthly written report to the Board of Directors summarizing their activities for that month;
  - aa. submit bi-weekly timesheets to the General Manager to facilitate honoraria payment; and
  - bb. fulfill any other responsibilities inherent in the legislation of the Students' Union.
2. The Vice-President Internal shall:
- a. generally, oversee and coordinate matters internal to the Student Union including those matters relating to membership and governance;
  - b. oversee the development and implementation of new services to the Members;
  - c. generally, oversee and coordinate the provision of services to the Members;
  - d. ensure board and staff adherence with the Constitution, Bylaws and Regulations;
  - e. chair and coordinate the activities of the Policy Committee;
  - f. be responsible for relations with the membership;
  - g. receive complaints and comments related to the Student Union, the University, or any other concerns of Members;
  - h. act as the main liaison between the Students' Union and the registered Clubs and Course Unions, and assists these groups in coordinating their activities;
  - i. along with the Membership Outreach Coordinator, be responsible for the planning and execution of the Clubs Orientation day;
  - j. along with the Membership Outreach Coordinator, be responsible for the preparation of the agendas for all Clubs Council meetings at least two (2) business days prior to the meeting;
  - k. act as chair, or elect a chair all meetings of Clubs Council;

- l. encourage communication between societies on campus that represent specific social, cultural and ethnic diversities by attending regular meetings of such groups;
  - m. in cooperation with the General Manager and President, oversee the organization of the Student Union's general meetings;
  - n. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
  - o. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
  - p. submit a monthly written report to the Board of Directors summarizing their activities for that month;
  - q. submit bi-weekly timesheets to the General Manager to facilitate honoraria payment; and
  - r. fulfill any other responsibilities inherent in the legislation of the Students' Union.
3. Vice-President External shall:
- a. generally, oversee and coordinate the Union's advocacy activities and campaigns;
  - b. maintain awareness of current issues and developments related to all levels of government relevant to the Students' Union;
  - c. act as the primary advocate of students to all external stakeholders;
  - d. act as the primary researcher for all political policies of the Students' Union and/or its affiliated organizations;
  - e. liaise and develop relationships with external organizations; and organize activities or events, including but not limited to Expo, that provide outreach to the external community;
  - f. represent the Student Union and communicate positions taken by the Student Union to external bodies in cooperation with the President;
  - g. develop external policies with assistance from the General Manager;

- h. coordinate relations between the Student Union and the University;
  - i. act an official liaison to the University including with the University's Equity and Inclusion Officer;
  - j. sit on at least one (1) UBC Committee;
  - k. liaise and lobby with federal, provincial, and municipal governments to further the objectives, goals and policies of the Student Union;
  - l. attend meetings of relevant local, provincial, national or international student groups;
  - m. where possible, act as a delegate at all conferences of external lobby organizations with which the Union is a member;
  - n. be responsible for informing the Executive Committee and Board of Directors of external matters that impact the Members;
  - o. have such other duties as are outlined in the Bylaws and Regulations or as assigned by Board of Directors from time to time;
  - p. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
  - q. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
  - r. submit a monthly written report to the Board of Directors summarizing their activities for that month;
  - s. submit bi-weekly timesheets to the General Manager to facilitate honoraria payment; and
  - t. fulfill any other responsibilities inherent in the legislation of the Students' Union.
4. Vice-President Campus Life shall:
- a. oversee, coordinate, and liaise with the Resource Centres and delegate related responsibilities, as required, to the appropriate staff members;
  - b. be responsible for the operation of activities aimed at the improvement of student life on campus;

- c. be responsible for regular programming and events throughout the academic year, including, but not limited to, lectures, concerts, and other performances not included within the duties of other Executives;
- d. be responsible for organizing and promoting the following events of the Students' Union:
  - i. Well Events
  - ii. Frosh activities
  - iii. Recess activities
- e. create event outlines before, and event reports immediately after each Students' Union event and present these to the Board of Directors;
- f. assist in the creation and distribution of event promotion materials;
- g. be responsible for all membership engagement communications, including marketing, promotion and social media;
- h. chair and coordinate the activities of the Campus Life Committee;
- i. oversee the coordination of the Students' Union volunteer program, including the onboarding, training, coordination and stewardship of the volunteer workforce;
- j. encourage communication and collaboration between societies and groups on campus that promote campus life events and activities, with the purpose of partnering in and cross branding events;
- k. in the absence of the Vice President Finance and Administration or President, act as a signing authority;
- l. sit on a minimum of one (1) University of British Columbia committee
- m. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
- n. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;

- o. submit a monthly written report to the Board of Directors summarizing their activities for that month;
  - p. submit bi-weekly timesheets to the General Manager to facilitate honoraria payment; and
  - q. fulfill any other responsibilities inherent in the legislation of the Students' Union.
5. Vice-President Finance and Administration shall:
- a. generally, oversee and coordinate the finances of the Student Union;
  - b. chair the Finance and Club Funding Committees;
  - c. ensure the long-term financial stability of the Student Union in cooperation with the General Manager;
  - d. ensure the proper preparation and maintenance of all financial records, including books and accounts as are necessary to comply with the Societies Act, in cooperation with the General and Finance Managers;
  - e. prepare or cause to be prepared the financial statements and reports to be presented regularly to the Board of Directors and Executive Committee in cooperation with the General and Finance Managers;
  - f. assist, as required, the auditors in their annual audit of the Students' Union;
  - g. plan, promote and host a participatory budget consultation session for students to receive feedback on budget and to receive submissions for spending suggestions;
  - h. working closely with all Students' Union staff and executives, develop the annual budget of the Student Union, in a manner not inconsistent with policies and priorities set out by the Executive Committee and Board of Directors, for approval at a meeting of the Board of Directors in July of each year;
  - i. ensure that budgeted allocations are reasonably adhered to, and where overages have or are expected to occur, immediately bring these to the attention of the Board of Directors;
  - j. oversee or cause to be overseen all monies received and disbursed by the Students' Union and keep or cause to be kept all invoices, receipts and vouchers;

- k. act as a signing authority;
  - l. be responsible for ensuring the implementation and observance of Union by-laws and policies related to the financial management of the Union;
  - m. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
  - n. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
  - o. submit a monthly written report to the Board of Directors summarizing their activities for that month;
  - p. submit bi-weekly timesheets to the General Manager to facilitate honoraria payment; and
  - q. fulfill any other responsibilities inherent in the legislation of the Students' Union
6. Each Executive Committee Director shall be paid an honorarium in an amount prescribed in the Regulations; however, changes to prescribed amounts shall not be made in the months of March and April and shall not take effect until May 1st of each year.
  7. Each Executive Committee Director shall keep accurate records and files concerning their activities and responsibilities.

## **BYLAW XI – REGULATIONS**

1. The Board of Directors shall by A Special Resolution establish Regulations containing the policies and procedures of the Student Union, including those of the Board of Directors and Executive Committee.
2. Amendments to the Regulations shall require a Special Resolution.

## **BYLAW XII – FINANCES**

1. The fiscal year of the Student Union shall be from the first (1st) of June to the thirty-first (31st) of May of the following year.



2. The financial statements of the Student Union shall be published annually, no later than the fifteenth (15th) of November of each year, in a Student Union publication, or any other campus newspaper, and shall be made available at the main office of the Union.
3. The Student Union shall not operate at a deficit.
4. The following persons shall be the signing officers for the Student Union:
  - a. the Vice-President Finance and Administration; and
  - b. the General Manager;
  - c. the President;
  - d. the Vice-President Campus Life.
5. All expenditures must be signed off by at least two signing officers. The Vice-President Finance and Administration or General Manager shall be one of the two signatories. In the event that both the VP Finance and Administration and General Manager are on vacation, leave, or the positions are vacant, the other two signatories shall suffice.
6. All signing officers shall be bonded by a fidelity bond which shall indemnify the Student Union to the extent that Board of Directors and the General Manager deem necessary.
7. The Board of Directors shall include additional financial controls and procedures in the Regulations.

### **BYLAW XIII – AUDITORS**

1. The auditors of the Student Union shall be appointed by Ordinary Resolution at each annual general meeting.
2. In the event of the resignation of the auditor or their inability to act as auditor, the vacancy shall be filled by the Board of Directors.
3. The remuneration of the auditor shall be set by the Board of Directors.
4. The auditors of the Student Union shall have the right to examine all books, records and accounts of the Student Union and shall be entitled to request from the Board of Directors such information and explanation as may be required by the auditors for the due performance of their duties.
5. The auditors shall prepare an annual report for submission to the annual general meeting. Without limiting the generality of the foregoing, the auditors shall expressly state:

- a. whether they have obtained all information and explanation required, and whether they have been granted free access to the files, records and accounts of the Student Union; and
- b. whether, in their opinion, the balance sheet forming a part of their report is properly drawn up so as to exhibit a true and fair representation of the financial affairs of the Student Union.

## **BYLAW XIV – AMENDING THE BYLAWS AND CONSTITUTION**

1. The Bylaws and Constitution may be amended by Special Resolution.

## **BYLAW XV – RECORDS**

1. The official books and records of the Student Union shall be kept in the main office of the Student Union, including the official minutes of the meetings of the Executive Committee and the Board of Directors.
2. Subject to the provisions of the Societies Act, the documents of the Student Union including, without limitation, the minutes of each meeting of directors, copies of consent resolutions of the directors, and accounting records for each of the Student Union's financial years including a record of each transaction materially affecting the financial position of the Student Union, shall be made available or otherwise open to inspection by any Member of the Student Union.

## **BYLAW XVI – STUDENT MEDIA FUND**

1. Five (5) dollars per Member per academic year shall be levied to provide grant funding for all Student Union based media outlets.
2. Only accredited Student Union based media outlets in good standing shall be eligible for student media fund funding, subject to the following:
  - a. applications for the Student Media Fund must demonstrate financial need, and, if requested, fully disclose the applicant's previous year's finances;
  - b. eligibility for funding shall not be contingent on editorial stance and/or content;

- c. under no circumstances may the Student Union dictate to, restrict, censor, or impose any conditions not directly relating to financial management on a media outlet funded by the Student Union;
- d. the Student Media Fund shall be administered by a committee comprised of the following:
  - i. the Vice President Campus Life;
  - ii. the Vice-President Internal;
  - iii. a member of the Board of Directors;
  - iv. a member of the Phoenix and/or its successor; and
  - v. a member of Heatwave Radio and/or its successor.
- e. Student Media Fund grants will be awarded by a two-thirds majority vote of the committee;
- f. all student media fund grants must be ratified by a Resolution of the Board of Directors; and
- g. any unawarded funds shall revert to the Student Union and be dealt with as a budgetary surplus.

## **BYLAW XVII – COMMITTEES**

1. As part of the Regulations, the Board of Directors shall adopt and maintain a committee terms of reference policy which shall include:
  - a. membership of committees;
  - b. roles of committees; and
  - c. the selection process for membership of committees.
2. All committees shall act only as an advisory body to the Board of Directors except in cases where the Board of Directors or Bylaws specifically delegate authority to a committee to make determinations on behalf of the Student Union.

3. Each committee must have at least one (1) member on the Board of Directors to serve as a communication liaison between the committee and the Board of Directors.
4. The following committees shall be standing committees of the Student Union:
  - a. a Policy Committee that shall be responsible for considering and recommending amendments to the Constitution, Bylaws, and Regulations; and
  - b. a Finance Committee that shall be responsible for assisting the Vice President Finance and Administration with the preparation of the annual budget and other financial matters of the Student Union.
  - c. a Campaigns Committee that shall be responsible for coordinating and executing the advocacy campaigns of the Students' Union.
  - d. a Campus Life committee shall be responsible for coordinating and executing the events, activities, student engagement and volunteerism activities of the Students' Union.
5. The Board of Directors may establish ad-hoc committees from time to time to deal with specific issues.
6. Minutes of all committee meetings must be kept and be included in the agenda at the next regular Board of Directors' meeting.

## **BYLAW XVIII – EARNINGS AND DISSOLUTION**

1. The Union shall be carried on with no profit accruing to its members, and any operating surpluses shall be used to further the purposes of the Union. This provision was previously unalterable.
2. Upon the winding up or dissolution of the Union, any assets remaining after the satisfaction of its debts and liabilities shall be transferred to a Canadian organization or organizations promoting objectives similar to those set out in paragraph 2 of the constitution, as may be decided by the members of the Union at the time of winding up or dissolution. This provision was previously unalterable.