



# CONSTITUTION & BYLAWS

(As amended April 2, 2012)



**Local 75**



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## CONSTITUTION

### NAME OF THE SOCIETY

1. The name of the society is the Camosun College Student Society.

### PURPOSES OF THE SOCIETY

2. The purposes of the Camosun College Student Society are:
  - a) to organize students on a democratic basis for the advancement of students' interests;
  - b) to develop a sense of community among students and other constituent groups of Camosun College;
  - c) to promote and represent students' interests in relation to Camosun College;
  - d) to create, organize and promote services or programs which enrich the educational, social, cultural and recreational environment at Camosun College;
  - e) to seek to ensure that Camosun College programs are accessible to everyone; and,
  - f) to do all things as are ancillary or incidental to the attainment of the purposes set out above.

### DISSOLUTION

3. Upon the winding up or dissolution of the Society, any assets remaining after the satisfaction of its debt and liabilities shall be given or transferred to such Canadian students' organizations promoting objectives similar to those set out in paragraph 2 herein and which are non-profit organizations within the meaning of the Income Tax Act (Canada), as may be decided by the members of the society at the time of winding up or dissolution in a general referendum held for that purpose. This provision is unalterable.



## BY-LAWS

### ONE - INTERPRETATION

#### 1. General

All references to the plural shall include the singular, and all references to the singular shall include the plural. All references to "she" shall include "he" and all references to "he" shall include "she".

#### 2. Definitions

- a. "Campus Directors" means those persons elected to the Council pursuant to paragraphs (ix.), (x.), (xi.), (xii.), of Article (1) (a) of By-law Six.
- b. "College" means Camosun College.
- c. "Council" means the Board of Directors of the Camosun College Student Society.
- d. "Resolution" means a simple majority vote of all persons present who are entitled to vote.
- e. "Society" shall mean the Camosun College Student Society.
- f. "Special Resolution" shall mean a resolution passed by three quarters of the persons present and who are entitled to vote and which otherwise meets the requirements of these by-laws and the Society Act of British Columbia.
- g. "Semester" includes term or quarter.
- h. "The Nexus" means the student newspaper.
- j. "Women's Centres" means the resource centres of the Women's Collectives of the Society.
- k. "Student Services" means the student support division of the Society.
- l. "First Nations" means of aboriginal descent.
- m. "Policy" means the policies and/or procedures of the Society.
- n. "Aly", for the purposes of the Pride Collective, is defined as any member of the society who does not personally identify as LGBT2IQ but has a positive attitude towards LGBT2IQ individuals and their issues.

### TWO - MEMBERSHIP

#### 1. Regular Members

- a. A person who is registered in at least one course at the college for the current semester or term, shall be a member of the Society.
- b. A person shall continue to be a member but shall not be required to pay membership fees during the semester immediately following the semester in which they were last a registered student as provided for in BYLAW TWO, Article 1.a.

#### 2. Honorary Life Members

- a. A person, who has made an outstanding contribution to the Society, may be made an honorary life member by a three quarter (3/4) vote of the Council.

#### 3. Members not in Good Standing

All members of the Society are in good standing, except a member who has failed to pay any outstanding debts due and owing by the member to the Society.

#### 4. Cessation of Membership

A member shall cease to be a member

- a. on his or her death;
- b. on being expelled from membership by a three quarter (3/4) vote of the board of directors.



## **THREE - MEMBERSHIP FEES**

### **1. Establishment of Fees**

Membership fees may only be established, varied, or raised by a majority of members voting in a referendum held for that purpose.

### **2. Fee Schedule**

- a. All members taking a course or courses offered on a semester system will be assessed a \$20 student society fee for the fall and spring semesters and \$10 for the spring and summer semesters respectively, *or \$5 per month*.
- b. All members taking a course or courses offered on the quarter system shall be assessed a student society fee of \$15 per quarter or \$5 per month.
- c. All members taking a course or courses not offered on semester or quarter system shall be assessed a student society fee of \$5 per month.
- d. Additional fee increases with the exception of annual inflation adjustments, will be approved by referendum to comply with the terms of the College and Institutes Act. Such increases shall be deemed consistent with these bylaws.
- e. Council may establish a lower membership fee for members in specific courses or programs where it would be demonstrably unfair to apply the full student levy.

### **3. Membership Fees for External Memberships/Student Services**

The CCSS may collect fees on the behalf of any Organization that offers membership or student service on behalf of members of the society at large. The membership fees collected by the CCSS will be:

- a. Approved by referendum of the CCSS members held by the Organization receiving the membership fees.
- b. Directed in their entirety to an account specified by the External Organization.
- c. If the external organization ceases to exist the funds shall be used for similar purposes. Additionally, the CCSS may continue collecting funds that will otherwise be destined for the subsidiary for use for similar purposes.

### **4. Membership Fees for Subsidiary Organizations**

The CCSS will collect membership fees on behalf of the Subsidiary Organization as per the constitution of the Subsidiary Organization. The membership fees collected by the CCSS will be:

- a. Approved by referendum of the Subsidiary Organization membership held by the Subsidiary Organization.
- b. If the subsidiary ceases to exist the funds shall ne used for similar purposes. Additionally the CCSS may continue collecting funds that will otherwise be dested for the subsidiary for use for a similar purposes.

### **5. Membership Fee Adjustment for Inflation**

- a. The membership fees shall be adjusted each April 1, by the percentage change in the Consumer Price Index (CPI).



## **FOUR - GENERAL MEETINGS AND REFERENDA**

### **1. Authority of Referenda and General Meetings**

Except as provided by the Society Act, a resolution passed at a general meeting may be reversed, amended or confirmed by a majority of members voting in a referendum.

### **2. General Meetings**

- a. The Annual General Meeting of the Society shall be held each year at a date set by resolutions of the Council.
- b. A Special General Meeting may be called at any time by:
  - i. a resolution of the Council, or
  - ii. a requisition signed by ten percent of the members entitled to vote at a Special General Meeting and which otherwise meets the requirements of the Society Act.
- d. All general meetings shall be open to all members of the Society.
- e. All members of the Society, except associate and honorary members, may make motions and vote at annual general meetings and special general meetings.
- f. No voting by proxy shall be allowed.

### **3. General Meeting Agenda**

- a. Except as provided by these by laws, the agenda for each general meeting shall be prepared by the executive Committee for presentation to the general meeting.
- b. Any matters which are:
  - i. referred by a resolution of the Council, or,
  - ii. accompanied by a petition duly signed by no less than ten percent (10%) of the members of the Society entitled to vote at a general meetingshall be included on the agenda at the general meetings.

### **4. Referenda**

- a. In addition to general meetings, the members may vote on resolutions concerning the business of the Society by means of a referendum.
- b. Referenda may be called in the same manner as Special General Meetings.
- c. A referendum shall be implemented only if at least five percent of the members of the Society vote and there is a majority greater than or equal to fifty-one (51) percent.
- d. Referenda will be conducted in accordance with electoral by-laws and policy, and shall be audited by the Chief Electoral Officer.

### **5. Notice for General Meetings or Referenda**

- a. The Board of the Society shall give not less than fourteen (14) calendar days notice of a general meeting or referendum. Sufficient notice shall be deemed to have been given by the purchase of at least a 1/4 page ad in the Nexus and the posting of not less than:
  - i. thirty (30) notices on or about the Lansdowne Campus of the College;
  - ii. thirty (30) notices on or about the Interurban Campus of the College;
  - iii. ten (10) notices on or about the other Campuses of the College.
- b. The notice shall include the time, date and location of the general meeting or referendum, and the proposed agenda for the meeting or resolutions for the referendum.

### **6. Quorum for General Meetings and Referenda**

The quorum required for a general meeting of the society shall be five (5%) of the members, or 30 members, whichever is less, but shall never be less than three members. In the event that the annual general meeting does not achieve a quorum, but does satisfy the minimum quorum requirements set out in the Societies Act of British Columbia, the meeting shall proceed, though business will be limited to the following:

- a) Acceptance of the annual audited financial statements;
- b) Appointment of auditors; and



- c) Acceptance of the annual report of the Board and subsidiary organizations.

## **FIVE - POLICY OF THE SOCIETY**

### **1. Establishment of Policy**

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

- a) Three quarter (3/4) majority vote of the Board of the Society; or
- b) A three quarter (3/4) majority vote of those voting in a general meeting or referendum of the Society

### **2. Notice of Policy Motions**

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

### **3. Policy Manual**

All policy of the Society shall be compiled in a policy manual

- a) Distribution of the Policy Manual

The Society's policy manual shall be provided to any member of the Society upon request.

- b) Classification of Policy

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

### **4. Policy Duration and Authority**

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

- a) Policy adopted by the Board may be rescinded at any time by a three quarters majority vote of the Board.
- b) Policy adopted by a general meeting or referendum may be rescinded at any time by a three quarters majority vote of a general meeting or referendum, provided sufficient notice has been provided as per Bylaw FOUR.5
- c) Policy adopted by the Board may be rescinded by a majority vote of a general meeting or referendum.
- d) No Policy adopted by a general meeting or referendum may be rescinded by the Board.
- e) No policy adopted by the Board shall contradict or supercede any Policy adopted by a general meeting or referendum..
- f) No policy adopted by the Board or by a general meeting or referendum shall contradict or supercede any Bylaw of the Society

## **SIX - ORGANIZATION OF THE SOCIETY**

### **1. Student Council**

- a. The Student Council shall be composed as follows:

- i. a External Affairs Executive, elected by all members of the Society;
- ii. a Finance Executive, elected by all members of the Society;
- iii. a Interurban Executive, elected by members taking a program at the Interurban Campus;
- iv. a Lansdowne Executive, elected by members taking a program at the Lansdowne Campus;
- v. a Women's Director, elected by all members of the Society;
- vi. a Pride Director, elected by all members of the Society;
- vii. a First Nations' Director, elected by all members of the Society;
- viii. a Students with Disabilities Director, elected by all members of the Society;





- ix. a International Student Director, elected by all members of the Society;
- x. a Sustainability Director, elected by all members of the Society;
- xi. four Lansdowne Campus Directors, elected by members taking a program at the Lansdowne campus;
- xii. four Interurban Campus Directors, elected by members taking a program at the Interurban campus;
- xiii. each student representative on the Camosun College Board of Governors provided that the representative does not hold another position on the Society's Board;
- xiv. each student representative on the Camosun College Education Council provided that the representative does not hold another position on the Society's Board;
- xv. one Off Campus Director, elected by members studying outside the two main campuses or online.

## **2. Vacancies on Student Council**

The Council shall:

- a. by special resolution, appoint a person until the next election, or
- b. by resolution, call a by-election and fix the date thereof, to fill a position vacant on the Council (including the Executive Committee) or,
- c. by resolution, leave the position vacant.

## **3. Executive Committee**

- a. The Executive Committee shall comprise the officers of the Society and shall be composed of as follows:
  - i. the External Executive;
  - ii. the Lansdowne Executive;
  - iii. the Finance Executive;
  - iv. the Interurban Executive;

## **4. Term of Office**

- a. A member of the Executive Committee, the Women's Director, the Pride Director, and the Students with Disabilities Director, shall hold office from the date on which the individual is declared elected or appointed, by a resolution of Council or May 1 of that year, whichever is later, until April 30 in the following year.
- b. A Campus Director on the Council as well as the First Nations Director shall hold office from the date upon which the individual is declared elected by a resolution of Council or November 1 of that year, whichever is later, until October 31 in the following year.
- c. The College Board of Governors Representatives on the Society's Board shall:
  - i. take office upon ratification to the Society's Board following election to the Camosun College Board of Governors; and
  - ii. remain in office until the conclusion of their term on the College Board.
- d. The Education Council Representatives on the Society's Board shall:
  - i. take office upon ratification to the Society's Board following election to the Camosun College Education Council; and
  - ii. remain in office until the conclusion of their term on the College Education Council.
- e. No member of Council may hold office for more than two full terms of office in any one position.
- f. Any member of council that is absent for three (3) meetings within their term without the approval of council is deemed to have resigned.

## **5. Honoraria**

- a. Executives and Constituency Directors shall receive an honourarium as determined by special resolution of Council. The rate of pay for executive members shall be equal to the hourly rate of the work study program at Camosun College;



b. The Council may, by special resolution, establish or vary honoraria for Campus Directors.

#### **6. Impeachment Proceedings**

- a. A member of the Board may be impeached from office by resolution of a general meeting or referendum.
- b. Impeachment proceedings shall be initiated by:
  - i. a two-thirds (2/3) majority vote of the Board; or
  - ii. a petition signed by not less than ten per cent (10%) of the members of the Society presented to the Board.
- c. Notice of impeachment proceedings shall be that required for a special resolution.
- d. In the event that the general meeting or referendum thus called fails to reach quorum, the proceedings shall cease.

#### **7. Speaker of Council**

- a. The Speaker of Council may be nominated by a member of the board, and must be approved by a resolution of Council.
- b. The Speaker of Council may be appointed for a term of six months and may be re-appointed for additional terms.
- c. The Speaker shall be responsible for;
  - i. calling and chairing all meetings of the Council and general meetings of the Society;
  - ii. distributing the agenda produced by the Executive for each meeting and ensuring that members have adequate notice thereof; and
  - iii. preparing, publishing and having custody of the minutes of each Council or General Meeting, in conjunction with the Society Administrator.
- d. Prior to the appointment of the Speaker of the Council, a member of the Executive Committee shall have the responsibilities of the Speaker.
- e. The Speaker of Council shall receive remuneration equal to that of a Campus Director
- f. The appointment of the Speaker of Council may be terminated by a three quarter (3/4) vote of the Council.
- g. The Speaker of Council must be a member of the Society.

### **SEVEN - POWERS AND RESPONSIBILITIES OF COUNCIL**

#### **1. Authority of Council**

Council may exercise all the powers of the Society, but subject nevertheless to:

- i. all laws affecting the Society;
- ii. these by-laws; and the Policies of the Society

#### **2. Prior Acts Valid**

No rule made by the Society in a general meeting invalidates a prior act of the Council that would have been valid if the rule had not been made.

#### **3. Duties and Powers of Council**

The Council shall:

- a. be the board of directors of the Society;
- b. meet at least once per month;
- c. have a quorum of a simple majority of the members of Council then holding office;
- d. have the power to enter into contracts as it may deem necessary for carrying out the work of the Society;
- e. have power to appoint committees to coordinate student activities or for any other purpose as deemed necessary;
- f. have power to approve policies;
- g. conduct all the meetings of the Society according to the procedure set down in the latest edition of Robert's Rules of Order.



## **EIGHT - POWERS AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

### **1. General Responsibility**

a. The Executive Committee of the Council shall be responsible for carrying out the day-to-day operations of the Society.

Members of the Executive Committee:

b. shall sit on a minimum of two (2) CCSS committees.

c. shall provide monthly reports

- i. Written monthly reports from Executive and Constituency members are to be provided to Council and the Financial Coordinator three weeks after the end of the month for which the report is due or honorariums shall be withheld.
- ii. If the hours claimed in a monthly report are not consistent and are less than the actual claimed hours of the given month, then the Financial Resource Coordinator is directed to alter the timesheets following the submitted report to reflect the actual hours worked.
- iii. Reports are to follow the approved reporting format.
- iv. Should an Executive or Constituency representative fail to submit their monthly report by the 22<sup>nd</sup> of the following month, remuneration will be withheld until the report(s) have been received. The offending directors honorarium will be withheld a minimum of 2 weeks from the time it would previously have been received.
- v. If an Executive member is absent, the report is to be submitted at the next scheduled Council meeting.

d. shall Attend all Executive and Council meetings

### **2. Establishing Agendas**

The Executive Committee shall be responsible for setting the agenda for meetings of the Council and for advising the Speaker accordingly.

### **3. Meetings and Quorum**

a. The Executive Committee may meet once every two weeks and shall have a quorum of a simple majority of its members.

b. Emergency executive committee meetings may be called by any executive, provided members are given at least 48 hours written notice.

### **4. Leaves of Absence**

Subject to the approval of the Executive committee, individual members of the Executive committee may be granted a leave-of-absence without pay for a period of up to one month during their term, or be granted a reduced workload for a period decided by the Executive committee.

### **5. External Executive**

a. The External Executive shall be the primary liaison with other student associations; college staff and faculty associations, the external community, and with Municipal, Provincial, and Federal levels of Government;

b. The External Executive shall be responsible for informing the Society of his/her involvement in external associations as it pertains to Society business;

c. The External Executive shall coordinate and facilitate Society and CFS campaigns in conjunction with the appropriate committees, Executives and/or Directors.

d. The External Executive shall represent the needs of the Society which are consistent with the Constitution and By-laws, to the external community through such means as the media, public speaking, community outreach etc.

e. The External Executive shall post hours at both campuses



## **6. Lansdowne Executive**

- a. The Lansdowne Executive shall be the Lansdowne Campus Liaison and is responsible for disseminating all Society information on that campus;
- b. The Lansdowne Executive shall be responsible for organizing activities and Society events at Lansdowne campus in cooperation with the Chairperson;
- c. The Lansdowne Executive shall coordinate student clubs at Lansdowne Campus;
- d. The Lansdowne Executive shall work towards the Society acquiring the space necessary to enable that the recreational, cultural and social needs of Lansdowne Campus students be accommodated;
- e. The Lansdowne Executive shall coordinate vending at the Lansdowne campus;

## **7. Finance Executive**

- a. The Finance Executive shall be responsible for overseeing the financial procedures and records of the Society and shall liaise with the Society accountant;
- b. The Finance Executive shall sit as the student representative on at least two College committees;
- c. The Finance Executive shall post hours at both Lansdowne and Interurban Campuses;
- d. The Finance Executive shall chair the Finance Committee;
- e. The Finance Executive shall liaise with all Executives in their respective budgets.

## **8. Interurban Executive**

- a. The Interurban Executive shall be the Interurban Campus Liaison and is responsible for disseminating all Society information;
- b. The Interurban Executive shall be responsible for organizing activities and Society events at Interurban;
- c. The Interurban Executive shall coordinate student clubs at Interurban Campus;
- d. The Interurban Executive shall work towards the Society acquiring the space necessary to enable that the recreational, cultural and social needs of Interurban Campus students be accommodated;
- e. The Interurban Executive shall coordinate vending at the Interurban campus.

# **NINE – DIRECTORS RESPONSIBILITIES**

## **1. General Responsibilities**

- a. All directors must attend Council meetings and General Meetings of the Society.

## **2. Women's Director**

- a. The Women's Director shall represent the needs and concerns of the women members of the Student Society;
- b. The Women's Director shall be responsible for coordinating Student Society campaigns and activities concerning women's' issues;
- c. The Women's Director shall be the Society's representative on the provincial Women's' Steering Committee of the Canadian Federation of Students;
- d. The Women's Director shall be the primary liaison between the Student Society and the Women's Collectives on each campus.
- e. The Women's Director shall coordinate the Women's Collectives in preparing the annual Women's Centres budget for presentation to the Executive Committee, before March 1 of each year.
- f. The Women's Executive shall sit as the student representative on at least two CCSS committees;
- g. Must submit monthly written reports.

## **3. First Nations' Director**



- a. The First Nations' Director Executive shall represent the needs and concerns of the First Nations' members of the Student Society;
- b. The First Nations' Director Executive shall be responsible for coordinating Student Society campaigns and activities concerning First Nations' Student issues;
- c. The First Nations' Director Executive shall be the primary liaison with the Saanich Campus on Tsartlip Reserve, Victoria Native Friendship Center and the Songhees Satellite Campus;
- d. The First Nations' Director Executive shall be the primary liaison between the Society and the First Nations' Student Society.
- e. The First Nations' Executive shall sit as the student representative on at least two CCSS committees;
- f. The First Nations Director shall coordinate with the First Nations Student Association (FNSA) in preparing the annual FNSA budget for presentation to the Executive Committee, before March 1 of each year
- g. Must submit monthly written reports.

#### **4. Students with Disabilities Director**

- a. The Students' with Disabilities Director shall represent the needs of concerns of all students with Disabilities on all campuses.
- b. The Students with Disabilities Director shall be responsible for coordinating Student Society campaigns and activities concerning Disabled Students;
- c. The Students with Disabilities Director shall sit on at least two CCSS committees;
- d. Must submit monthly written reports.

#### **5. Pride Director**

- a. The Pride Director shall facilitate the CCSS Pride Collective meetings;
- b. The Pride Director shall attend CCSS Board meetings;
- c. The Pride Director shall maintain the CCSS Pride Resource Library, including monitoring the signing out of resources;
- d. The Pride Director shall update the CCSS Pride Pamphlet Library for distribution to students;
- e. The Pride Director shall liaise with allies of Pride LGBT centers in Victoria ;
- f. The Pride Director shall attend relevant conferences for Pride issues as financially feasible within the Pride budget;
- g. The Pride Director shall participate in campaigns to increase awareness of pride related issues and create a comfortable environment on campus for members of the Pride community;
- h. The Pride Director shall support students who come to the Pride office with situations, questions & discussion;
- i. The Pride Director submit a quarterly report of activities and status of the Pride Collective to the CCSS Board, and an annual report at the CCSS AGM/SGM when they occur;
- j. The Pride Director shall sit on at least one CCSS committee.

#### **6. International Student Director**

- a. The International Students Director shall represent the needs and concerns of all International Student members of the society;
- b. The international Students Director shall be responsible for coordinating student society campaigns and activities concerning International Students;
- c. The International Student Director shall submit monthly written reports.

#### **7. Sustainability Director**

- a. Shall be responsible for encouraging and maintaining the movement by Camosun students to reducing their environmental footprint.



- b. The Sustainability Director shall be responsible for coordinating Student Society campaigns and activities concerning environmental awareness;
- c. The Sustainability Director shall sit on at least two CCSS committees;
- d. Must submit monthly written reports.
- e. The Sustainability Director shall coordinate the preparation of the annual Sustainability budget for presentation to the Executive Committee, before March 1 of each year.

## **TEN - PORTFOLIOS**

### **1. Disposition of Portfolios**

- a. Canadian Federation of Students Provincial Executive Representative,
- b. Student Newspaper Liaison,
- c. Camosun College Board of Governors Liaison,
- d. Staff Liaison Officer.
- e. Speaker of Council

### **2. Portfolio Appointments**

- a) Members of Council shall be nominated for a Portfolio by a member of Council and appointed by a resolution of Council;
- b) Members of Council may be removed from a Portfolio by a resolution of Council, given two (2) weeks notice;
- d) Holders of Portfolios (b.) or (c.) shall not be active members of their respective collective

### **3. Portfolio Duties**

- a) Holders of a portfolio are responsible for maintaining open communication between the collectives, employees and/or executives of the liaisoned group, notwithstanding personnel matters which shall be handled by the Personnel Committee and/or in accordance with policy and collective agreements;
- b) Holders of Portfolios shall provide written monthly reports to the Council on the status of their liaison group and issues affecting their group and/or the Society;
- c) Holders of a Portfolio shall attend all regular or special meetings of their liaison group and be available as a resource to both them and Council;

## **ELEVEN - CLUBS**

### **1. Funding**

- a. Clubs shall have access to support funds through the Society budget, and shall be accountable for those funds according to policy;
- b. The Council may withdraw funds and/or de-certify a Student Society Club for persistent or severe violations of policy;
- c. The Society retains ownership of all Club equipment or supplies and if a Club becomes inactive shall hold those items in trust for that Club, or may award them to a similar Club upon the recommendation of Club Council;
- d. Fundraising activities shall be documented by the Club's Spokesperson and witnessed by the Finance Executive.

### **2. Clubs Council**

- a. Clubs Council shall meet at least monthly to conduct business of importance to Clubs, and may make recommendations to the Executive committee;
- b. Clubs Council shall allow one (1) duly appointed representative from each certified Club to participate;

## **TWELVE - RESOURCES**

### **1. Women's Centres**



- a. The Women's Collectives of each campus shall constitute the governing body for their Women's Centre which shall be operated on an autonomous democratic basis, consistent with the Student Society By-laws, policy and the Societies Act.
  - b. The Women's Collectives are open to the participation of women members of the society, recognizing that men can be included at the discretion of the collective.
  - c. The Women's Director shall facilitate the development of the Women's Collectives on all campuses.
  - d. The Women's Centres shall be resources for all members of the Society.
  - e. The Women's Centres shall be provided a consistent level of funding and space that shall be a set at a minimum level the 2000/2001 fiscal year, provided that no decrease in CCSS student levy is experienced, in which case these levels will be adjusted accordingly,
  - f. The Collectives shall facilitate the Women's Director in the preparation of a yearly budget for the Women's Centres, for presentation to the Executive committee before March 1 of each year.
  - g. The Collectives shall retain the rights to editorial autonomy over any publications of the Women's Centres consistent with policy.
  - h. Notwithstanding the Robert's rules of order operating within the Student Society the Women's Centres can adopt their own decision making process.
- 3. Peer Support and Students with Disabilities**
- a. Peer Support and Students with Disabilities, being recognized subsidiary organizations in operation under the auspices of the CCSS be recognized as such within the constitution.
  - b. Peer Support and Students with Disabilities shall be provided a consistent level of funding and space equivalent to a minimum of the previous year's level, provided that the CCSS student levy fees not decrease, in which case these levels shall be adjusted accordingly.
- 4. First Nations Student Association**
- a. First Nations Students are those students descended from the indigenous peoples of North America
  - b. The First Nations Student Association Council shall constitute the governing body for the organization, which shall be operated on an autonomous basis, consistent with the First Nations Student Association Constitution and policies.
  - c. The First Nations Student Association is open to the participation of all members of the Society, recognizing that non-First Nations students may be excluded from participation when deemed necessary by the First Nations Student Association Council and Circle.
  - d. The First Nations Student Association shall be provided a consistent level of funding to a minimum of the previous year's level, provided that CCSS student levy fees do not decrease, in which case these levels shall be reduced accordingly.
  - e. The First Nations Student Association shall retain the rights to editorial autonomy over any publications of the First Nations Student Association consistent with policy.
- 5. Pride Collective**
- a. The Pride Collective, which shall be lead by the Pride Director and operated on an autonomous democratic basis, shall constitute the governing body for the Pride Centre.
  - b. The Pride Collective is open to the participation of all LGBT2IQ society members and their allies.
  - c. The Pride Center shall be a resource for all LGBT2Q society members and their allies.
  - d. The Pride Center shall be provided a level of space to a minimum of the previous years's level.



- e. Notwithstanding the Robert's Rules of Order operating within the student society, the Pride Collective can adopt their own decision making processes.

## **THIRTEEN - STANDING COMMITTEES**

### **1. Standing Committees**

- a. Terms of reference for standing committees shall be set by special resolution of Council.
- b. Standing committees shall present a written monthly report to the Council, which shall be facilitated by the committee chairperson(s).
- c. Personnel, Special Events, Campaigns and Advocacy, Organizational Design, Finance, and the committees shall meet as determined in the Committee Terms of Reference.
- d. These committees, with the exception of the Personnel Committee, are open to the participation of all members of the Society, and shall be conducted in an informal manner.

## **FOURTEEN - ELECTIONS**

### **1. Electoral Committee**

- a. There shall be a standing committee of Council called the Electoral Committee which shall be responsible for the administration of all elections to fill Council positions.
- b. The Electoral Committee shall be comprised of three members of the Society who are not presently seeking election, appointed by Council, one of whom shall be appointed by the Council to be the committee chairperson.
- c. The Electoral Committee has the authority and the duty to ensure that all elections occur at the time and in the manner prescribed by these by-laws, the policy of the Society, and any further rules established by the Electoral Committee.
- d. The Electoral Committee shall determine the eligibility of all nominated candidates.
- e. The Electoral Committee shall submit a report on the conduct and results of all elections to Council for ratification.
- f. Elections, referenda and the conduct of the Electoral Committee shall be audited by the Chief Electoral Officer who shall present a written report to the Council in conjunction with the Report of the Electoral Committee.
- g. Candidates may withdraw their nominations anytime in advance of 48 hours 2 business days before the polls open for voting by notifying the Chief Electoral Officer.
- h. The Chief Electoral Officer shall implement the election while reporting to the Electoral Committee.
- i. Members of the Electoral Committee shall not campaign on behalf of candidates during the election period.

### **2. Notice of Elections**

Sufficient notice of an election shall be deemed to have been given by the posting, on or about the campuses of the College, not less than three days prior to the opening of the nomination period, of not less than fifty notices, not less than 8 x 10 in size, stating:

- a. the position vacant or expiring;
- b. the opening and closing date and time of the period for the submission of nominations;
- c. the location at which nomination forms may be obtained and deposited;
- d. the requirements for nomination;
- e. the period of time allotted to nominees for campaigning; and
- f. the date, time and place voting will be held.

### **3. Eligibility**





- a. Nominees for any position on the Council must be regular members of the Society and in good standing.
- b. Nominees for Campus Director positions must be members enrolled in a program of study at the College campus from which they seek election.
- c. All candidates in an election must have been nominated by not less than fifteen (15) members of the Society.
- d. A member of the Society may not hold or seek election to more than one position on the Council at any one time, with the exception of College governance positions.
- e. The Women's Director and First Nations' Director positions may only be contested by members of those constituency groups.

#### **4. Schedule of Elections**

- a. Elections for expiring or vacant positions on the Executive Committee, except for the First Nations Director, shall be held before April 15 of each year, and at such other times as are deemed necessary by resolution of the Council.
- b. Elections for expiring or vacant Campus Director positions on Council and the First Nations Director, shall be held during the first seven weeks of the fall semester, and at such other times as deemed necessary by resolution of the Council.

#### **5. Conduct of Candidates**

- a. Candidates are responsible for all campaign materials and the removal of those materials within less than one day after the last day of the election period. No campaign material can be within a 50ft radius of the polling stations except the platform statements produced by the Electoral Committee.
- b. Candidates shall abide by any regulations established by the Electoral Committee.
- c. Each candidate and slate of candidates may display no more than two posters, 11 by 17 inches, on each of the designated Student Society bulletin boards available for that purpose.
- d. Posters shall not be defaced, removed, obstructed, moved or otherwise interfered with.
- e. Candidates shall abide by the College's policy on materials distribution on campus.

#### **6. Voting**

- a. Members of the Society may vote with one ballot for each of the Council positions for which they are entitled to.
- b. If only one nomination is received for a particular office, election will be by a yes/no vote on a secret ballot.
- c. Sealed ballot boxes are to be returned to the Society's general office immediately upon completion of voting. The ballots will be counted by the Electoral Committee. Where a position is contested, the nominee receiving the most votes shall be declared duly elected. Where a position is uncontested the nominee shall be declared elected if the majority of students vote yes.
- d. Each candidate may appoint a scrutineer to oversee the counting of the ballots.
- e. The CCSS shall hire (at the same wage rate as the temporary wage rate of the collective agreement) poll captains to work all polling hours of each poll for the entire election/referendum with responsibility for securing and retrieving the poll at the closing and opening of each voting day. Students shall be strongly considered for poll worker positions.

#### **7. Recounts and Appeals**

- a. A candidate may request a recount of votes cast, provided such a request is made in writing to the Electoral Committee within seventy-two hours following the Electoral Committee's announcement of election results.



- b. A candidate may appeal any decision of the Electoral Committee on a recount to the Council who may vary or reverse the decision of the Electoral Committee by special resolution.
- c. All questions pertaining to qualifications, nominations, recounts and appeals not addressed in these by-laws shall be determined by the Electoral Committee, whose decision shall be final and binding.

## **8. Enforcement**

- a. 1. Violation of these guidelines by a candidate may result in the disqualification or fining of that candidate; fine may also apply in case of violation by a member (maximum fine of \$500 in either case).
- b. If the Electoral Committee calls for the disqualification of a candidate the Electoral Committee shall:
  - i. notify the affected person within 24 hours; and
  - ii. Call an emergency meeting of Student Council within 48 hours to deal with the matter, inviting the person(s) in question to be present.
- c. In the case of an election tie, a general meeting shall be called and the result determined by vote of those members present.

## **FIFTEEN - FINANCIAL ADMINISTRATION**

### **1. Signing Officers**

- a. The External Executive, the Administrator, Finance Executive and the Financial Resource Coordinator shall be the signing officers of the Society.
- b. The signatures of at least two signing officers, one of which shall be that of the Administrator or Financial Resource Coordinator, shall be required for the disbursement of Society funds in an amount less than five hundred dollars on any single occasion.
- c. The signatures of at least three signing officers, one of which shall be that of the Administrator or Financial Resource Coordinator, shall be required for the execution of any legal documents or the disbursement of Society funds in excess of five hundred dollars on any single occasion.

### **2. Audit**

- a. The auditors of the Society shall be appointed at the annual general meeting of the Society.
- b. The auditor of the Society shall have the right to examine all books, records and accounts of the Society and shall be entitled to request from any and all members of the Society, including the Executive Committee, such information and explanations as may be required by the auditor for the performance of his or her duties.
- c. The report of the auditor shall be filed at the annual general meeting which occurs during his term of office.
- d. Camosun College Student Society shall be audited after each fiscal year for as long as audits are required to comply with legislation.
- e. The audit of the Society and its subsidiaries will be completed within 6 months and commence within one month of the closing of the fiscal year, for each fiscal year requiring an audit.
- f. The auditor's report shall be made available to all members of the Society upon completion of the report.

### **3. Annual Budget**

- a. The Finance Committee shall be responsible for preparing and filing a proposed annual operating and capital budget for the Society with members of the Council prior to the end of March in each year.



- b. The Council shall approve an annual budget, for the operations of the Society for the period of April 1 through March 31 following, prior to the end of March in each year.
- c. The Council must present and maintain a balanced budget with the following exceptions:
  - I. Large Capital Expenditures (i.e. Student Union Building).
  - II. Acts beyond human control.
  - III. Previous Audited Financial Statements retained a Budget Surplus in excess of \$5,000.

#### **4. Borrowing**

- a. The Council may, on behalf or in the name of the Society, raise and secure the payment or repayment of money in the manner they decide, but no debenture may be issued except by special resolution of a general meeting or referendum.
- b. Council may, by resolution, delegate all or part of its borrowing powers to the Executive Committee and may impose restrictions as to the manner in which the powers so delegated are exercised.

#### **5. Fiscal Year**

- a. The fiscal year of the Society shall be the same as the fiscal year of the Camosun College.

### **SIXTEEN - SEAL OF THE SOCIETY**

#### **1. Common Seal**

The Council may provide a common seal for the Society and they shall have the power to destroy it and substitute a new seal in place of the destroyed seal.

#### **2. Affixing the Seal**

The common seal shall be affixed only when authorized by a resolution of the Council and then only in the presence of at least two signing officers of the Society.

### **SEVENTEEN - SUBSIDIARY ORGANIZATIONS**

#### **1. Power to Establish Subsidiary Organizations**

The Society may establish or approve a subsidiary organization that:

- a. has a written constitution that has been adopted by a majority of its members;
- b. is open to membership by any member of the Society;
- c. has aims and objectives, stated in its constitution, which are similar to those stated in the Constitution of the Society;
- e. holds meetings that are advertised and open to all members of the Society.

### **EIGHTEEN - AMENDMENT OF THE CONSTITUTION AND THE BYLAWS**

#### **1. Amendment of the Constitution and By-Laws**

The Constitution and By-Laws may be amended, in accordance with the Society Act, by special resolution of a general meeting of the Society.

**DATED on June 20, 1990.**

**(Amended March 25, 1991 - AGM)**

**(Amended February 18, 1992 - AGM)**

**(Amended February 22, 1993 - AGM)**

**(Amended March 28, 1994 - AGM)**

**(Amended March 5, 1997 - AGM)**

**(Amended March 23, 1998 -AGM)**

**(Amended February 23, 1999 -AGM)**

**(Amended March 09, 2000 - AGM)**



(Amended April 07, 2006 - AGM)  
(Amended April 13, 2007 - AGM)  
(Amended October 15, 2009 - SGM)  
(Amended April 9, 2010 - AGM)  
(Amended April 2, 2012 - AGM)