



CONSTITUTION & BYLAWS

(As amended April 6, 2017)

OVERVIEW

OVERVIEW	1
CONSTITUTION.....	5
Name of the Society	5
Purpose of the Society.....	5
BYLAWS	6
Part 1 – Interpretation.....	6
Definitions	6
Definitions in Act apply.....	7
Conflict with Act or regulations.....	7
Rules of order	7
Neutrality.....	7
Part 2 – Membership.....	7
Definition	7
Duration.....	7
Honorary members	7
Duties of members	7
Restrictions on membership.....	7
Member not in good standing.....	8
Member not in good standing may not vote.....	8
Termination of membership.....	8
Part 3 – Student Fees.....	8
Definition	8
Society dues.....	8
Reduced Society dues.....	8
Membership dues or fees for other groups	8
Changes in dues or fees.....	9
Adjustment for inflation	9
Part 4 – General Meetings	9
Authority of plenary	9
Annual General Meeting	9
Special General Meeting.....	9
Time and place	9
Notice requirements.....	9
Meeting Agenda	10
Chairperson	10
Ordinary business	10
Special Business.....	11
Order of business.....	11
Quorum	12
Quorum required.....	12
Resolutions	12
Voting rights	12
Methods of voting	12
Proxy voting not permitted	12
Announcement of result.....	12
Lack of quorum at opening.....	12
If quorum ceases to be present.....	12
Adjournments by chair	13
Part 5 – Referenda.....	13

Definition	13
Calling a referendum	13
Notice requirements.....	13
Implementation	13
Outcome	13
Part 6 – Elections.....	14
Definition	14
Spring Election	14
Fall Election	14
Notice requirements.....	14
Electoral Committee.....	15
Chief Electoral Officer.....	15
Candidates	15
Candidate Eligibility	15
Campaign Materials.....	16
Candidate Conduct	16
Voting	16
Ballot and Vote Counting.....	16
Recounts and Appeals	17
Violation Enforcement.....	17
Election Poll Workers	17
Part 7 – Directors	17
Definition	17
Composition of council	17
Minimum number	18
Directors' qualifications.....	18
Election or appointment.....	18
Acclamation of Governance representatives	19
Vacancies on council.....	19
Temporary vacancies.....	19
Term of office	19
Term Limits.....	19
Leave of absence	19
Expiration.....	20
Resignation	20
Removal.....	20
Notice of proposed removal.....	20
Part 8 – Executive Committee	21
Definition	21
Duties of the committee.....	21
Duties of the members	21
Leave of absence	21
No Vacancy	22
Part 9 – Director Responsibilities	22
Basic Duty	22
Legal Duty of Care.....	22
Duties of the External Executive.....	22
Duties of the Finance Executive	23
Duties of the Campus Executives	23
Duties of the First Nations (FNSA) Director	23
Duties of the International Director	24
Duties of the Pride Director	24

Duties of the Student Wellness and Access Director	24
Duties of the Sustainability Director.....	24
Duties of the Women’s Director.....	25
Duties of the Directors-at-Large.....	25
Portfolio Positions	25
Portfolio Appointments	26
Portfolio Duties.....	26
Part 10 – Remuneration of Directors	26
Remuneration of directors	26
Executives and Constituency Directors	26
Directors-at-Large.....	26
Society reporting requirements	27
Director reporting requirements.....	27
Part 11 – Council Meetings	27
Calling a meeting	27
Notice requirements.....	27
Lack of notice.....	28
Quorum	28
Resolutions	28
Authority of Council.....	28
Prior Acts Valid	28
Duties and Powers of Council	28
Speaker of Council	29
Secretary.....	29
Part 12 – Committees	29
Standing Committees	29
Ad hoc Committees	29
Terms of Reference	30
Meetings.....	30
Chairperson	30
Reporting to Council	30
Part 13 – Policy	30
Policy Manual	30
Distribution of the Policy Manual.....	30
Classification of Policy	30
Establishment of Policy	30
Notice of Policy Motions	31
Policy Duration and Authority	31
Part 14 – Clubs	31
Definition	31
Clubs Council	31
Funding.....	32
Fundraising	32
Equipment	32
Limitations	32
Part 15 – Resources	32
First Nations Student Association.....	32
Pride Collective.....	33
Students with Disabilities Collective.....	33
Women's Centers	33
Part 16 – Financial Administration	34
Fiscal Year	34

Signing Officers.....	34
Disbursement under 500 dollars	34
Disbursement over 500 dollars	34
Execution of Documents.....	34
Annual Budget	34
Balanced Budget.....	35
Borrowing	35
Audit Frequency	35
Audit Duration	35
Auditors Report	35
Appointment of Auditors.....	35
Privilege of Auditors	36
Part 17 – Miscellaneous.....	36
Seal of the Society	36
Power to Establish Subsidiary Organizations	36
Dissolution.....	36
Part 18 – Amendments	36
Amendment of the Constitution and Bylaws	36

CONSTITUTION

Name of the Society

1 The name of the Society is the Camosun College Student Society ("CCSS").

Purpose of the Society

2 The purpose of the Society is to:

- (a) organize students on a democratic basis for the advancement of students' interests;
- (b) develop a sense of community among students and other constituent groups of Camosun College;
- (c) promote and represent students' interests in relation to Camosun College, governments, and the community;
- (d) create, organize and promote services or programs which enrich the educational, social, cultural, health, and recreational environment at Camosun College;
- (e) seek to ensure that Camosun College programs are accessible to everyone.

BYLAWS

PART 1 – INTERPRETATION

Definitions

1.1 In these Bylaws, unless the context otherwise specifies:

“Act” means the *Societies Act* of British Columbia;

“Ally” means any member of the Society who does not personally identify as LGBTQ2IQ but has a positive attitude towards LGBTQ2IQ individuals and their issues;

“Board” and “Council” mean the directors of the Society;

“Bylaws” means these Bylaws as altered from time to time;

“Campus Directors” means Directors-at-Large;

“College” means Camosun College;

“Club” or “Student Groups” means those organized by students in accordance with Society policy and sanctioned by the Society;

“Director” means a current member of council, including Executives, Constituency Directors, Directors-at-Large, and governance representatives;

“First Nations” means of aboriginal descent;

“Majority” means at least fifty-one percent (51%) of any whole;

“Policy” means the policies and/or procedures of the Society;

“Pride Lounge” means the resource centre of the Pride Collective of the Society;

“Resolution” and “Simple majority” mean at least fifty-one percent (51%) vote of all persons present who are entitled to vote;

“Nexus” means the Camosun College student newspaper;

“Semester” means a 3 or 4-month period of study determined by the College;

“Society” means the Camosun College Student Society;

“Special Resolution” means a resolution passed by two-thirds (2/3) of the persons present whom are entitled to vote and are voting by the particular requirements of these bylaws and the Societies Act of British Columbia;

“Student Services” means the student support division of the Society;

“Subsidiary organization” means the Society services, collectives, clubs, and course unions;

“Woman” or “Women” means any person(s) who self-identify as such;

“Women's Centres” means the resource centres of the Women's Collectives of the Society.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Rules of order

1.4 The rules contained in the current edition of Robert's Rules of Order shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Act or Bylaws.

Neutrality

1.5 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".

PART 2 – MEMBERSHIP

Definition

2.1 A person who is enrolled in at least one (1) course at the college shall be a regular member of the Society.

2.2 Only regular members are eligible to vote and hold elected office.

Duration

2.3 Regular membership in the Society shall be active during the enrolled semester, and continue four (4) months past the end of the semester.

Honorary members

2.4 In extraordinary circumstances, significant contributions of an individual may be recognized by granting them lifetime membership in the Society.

2.5 Honorary members are not eligible to vote, hold elected office, or pay dues.

Duties of members

2.6 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Restrictions on membership

2.7 Membership can only be provided to individuals and is non-transferrable.

Member not in good standing

2.8 A member is not in good standing if the member fails to pay any membership dues or debts to the Society, and the member is not in good standing for so long as those dues or debts remain unpaid.

Member not in good standing may not vote

2.9 A voting member who is not in good standing:

- (a) may not vote at a general meeting; and
- (b) may not vote on a referendum.

Termination of membership

- 2.10** A person's membership in the Society is terminated when:
- (a) their membership expires, four (4) months after the semester ends.
- 2.11** In extraordinary circumstances, Council may terminate a membership by two-thirds (2/3) vote.
- 2.12** Before being expelled, the member shall be given:
- (a) seven (7) days written notice of the proposed expulsion, including reasons; and
 - (b) a reasonable opportunity to make representations to the Society.

PART 3 – STUDENT FEES

Definition

3.1 Student fees are the mandatory dues and levies paid by students to provide funds to operate programs and services of the Society and external organizations in accordance with the Colleges and Institutes Act.

Society dues

3.2 Membership dues must be paid by all regular members.

Reduced Society dues

3.3 Council may establish lower Student Society membership fees for members in specific courses or programs where it would be demonstrably unfair to apply the full student levy.

Membership dues or fees for other groups

3.4 The Society may collect dues or fees on the behalf of any external or subsidiary organization that offers membership, student service, or program

on behalf of members of the Society at large. The dues collected by the Society will be:

- (a) Approved by referendum of the membership;
- (b) If the external organization ceases to exist, or ceases to function for its original and intended purpose, the Society may continue to collect the dues for similar purposes.

Changes in dues or fees

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

3.6 A referendum must be conducted in accordance with Bylaws Part 5.

Adjustment for inflation

3.7 Membership dues shall be adjusted each April 1, by the percentage change in the Consumer Price Index (CPI).

PART 4 – GENERAL MEETINGS

Authority of plenary

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

Annual General Meeting

4.2 The Annual General Meeting of the Society shall be held each year at a date set by resolution of Council.

Special General Meeting

4.3 A special General Meeting of the Society may be called by council:

- (a) at any time by a resolution of Council; or
- (b) within sixty (60) days of receiving a petition signed by five percent (5%) of the membership that outlines the business of the meeting in no more than 200 words.

Time and place

4.4 A general meeting must be held at the time and place Council determines by resolution.

Notice requirements

4.5 The Board of the Society shall give not less than fourteen (14) calendar days' notice of a general meeting or referendum. Sufficient notice shall include:

- (a) the time, date, and location of the general meeting;
- (b) the proposed agenda for the meeting;
- (c) at least fourteen (14) days prior, a 1/4 page ad in the Nexus;
- (d) the posting of no less than thirty (30) notices at the Lansdowne Campus of the College;
- (e) the posting of no less than thirty (30) notices at the Interurban Campus of the College; and
- (f) the posting of no less than ten (10) notices at other Campuses of the College.
- (g) a mailed notice or email to all members.

Meeting Agenda

4.6 Council shall approve and make available an agenda, no less than fourteen (14) and no more than sixty (60) days before any general meeting, which includes:

- (a) the time, date, and location of the general meeting;
- (b) an outline of all business of the general meeting;
- (c) any proposed motions and relevant information.

Chairperson

4.7 The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by Council to preside as the chair;
- (b) if Council has not appointed an individual to preside as the chair, or the individual appointed by the Board is unable to preside as the chair,
 - (i) the external executive; or
 - (ii) one the other executive committee members, if the external executive is unable to preside as the chair; or
 - (iii) one of the other members of council present at the meeting, if any members of the executive committee are unable to preside as the chair.

4.8 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within fifteen (15) minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Ordinary business

4.9 At any general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) acceptance of the annual report of Council and subsidiary organizations at the AGM;
- (e) if this is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements;
 - (ii) appointment of an auditor, if any, at the AGM; and
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

Special Business

4.10 Council shall include in the general meeting agenda:

- (a) any matters referred to general meeting by resolution of council; and
- (b) any matters outlined in a petition to council, as defined by Bylaw 4.3.

4.11 Any non-ordinary business must be included in the meeting notice, defined in Bylaw 4.5.

Order of business

4.12 The order of business at a general meeting is as follows:

- (a) call meeting to order;
- (b) elect an individual to chair the meeting, if necessary;
- (c) determine that there is a quorum;
- (d) approve the agenda;
- (e) approve the minutes from the last general meeting;
- (f) deal with all ordinary business items;
- (g) deal with any unfinished business from the last meeting;
- (h) deal with special business, including any matters about which notice has been given to the members in the notice of meeting; and
- (i) adjourn the meeting.

Quorum

4.13 The quorum for the transaction of business at a general meeting is five percent (5%) of the voting members or thirty (30) voting members, whichever is less.

4.14 If the quorum established in these bylaws is not present, but quorum described in the Act is present, business shall be limited to Ordinary Business..

Quorum required

4.15 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting, unless a quorum of voting members is present.

Resolutions

4.16 A matter to be decided at a general meeting must be decided by simple majority, unless the matter is required by the Act or these Bylaws to be decided by special resolution.

Voting rights

4.17 Members of the Society, except honorary members, may make motions and vote at any general meeting in accordance with the Rules of Order and these bylaws.

Methods of voting

4.18 At a general meeting, voting must be by a show of hands or other method that adequately discloses the intention of the voting members, except that if, before such a vote, two (2) or more voting members request a paper ballot or a paper ballot is directed by the chair of the meeting, voting must be by a paper ballot for that particular resolution.

Proxy voting not permitted

4.19 Voting by proxy is not permitted.

Announcement of result

4.20 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Lack of quorum at opening

4.21 If, within thirty (30) minutes from the time set for holding a general meeting, a quorum of voting members is not present, any business that is not ordinary business shall be tabled until the next general meeting.

If quorum ceases to be present

4.22 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

4.23 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

4.24 It is not necessary to give notice, as defined by Bylaw 4.5, of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

PART 5 – REFERENDA

Definition

5.1 In addition to general meetings, the members may vote on resolutions concerning the business of the Society by means of a secret ballot.

Calling a referendum

5.2 Referenda may be called in the same manner as General Meetings.

Notice requirements

5.3 The Society shall provide the notice for referenda equivalent to the requirements for notice of a general meeting, as defined by Bylaw 4.5.

Implementation

5.4 The Society shall include any referenda as part of an election.

5.5 Referenda will be conducted in accordance with electoral bylaws and policy, and shall be audited by the Chief Electoral Officer.

Outcome

5.6 A referendum shall be valid only if at least five percent (5%) of the members vote.

5.7 A valid referendum requires a simple majority, greater than fifty percent (50%), to succeed.

5.8 The result of a referendum will be published with the election results.

PART 6 – ELECTIONS

Definition

6.1 The Society shall hold regular elections of the Society directors in the Spring and Fall of each year.

Spring Election

6.2 The Spring election shall be held after March 25th and before April 25th of each year to elect:

- (a) External, Finance, Lansdowne, and Interurban Executives;
- (b) First Nations, International, Pride, SWD, Sustainability, and Women's constituency representative directors; and
- (c) any positions that have become vacant since, or were vacant in, the Fall election.

Fall Election

6.3 The Fall election shall be held after September 25th and before October 25th of each year to elect:

- (a) four (4) Lansdowne directors-at-large;
- (b) four (4) Interurban directors-at-large;
- (c) one (1) off-campus director-at-large; and
- (d) any positions that have become vacant since, or were vacant in, the Spring election.

Notice requirements

6.4 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 (3) days prior to the opening of the nomination period, of not less than fifty (50) notices, not less than 8 x 10 in size, or a mailing or e-mail to all members stating:

- (a) position(s) open for nomination;
- (b) opening and closing date and time of the period for the submission of nominations;
- (c) location at which nomination forms may be obtained and submitted;
- (d) candidate requirements for nomination;
- (e) period of time allotted to nominees for campaigning; and
- (f) date, time, and place voting will be held.

Electoral Committee

- 6.5** The Electoral Committee shall be responsible for the administration of all elections to fill Council positions.
- 6.6** The Electoral Committee shall be comprised of three (3) members of the Society who are not presently seeking election, appointed by Council, one (1) of whom shall be appointed by the Council to be the committee chairperson, and the Chief Electoral Officer.
- 6.7** Members of the Electoral Committee shall not campaign on behalf of any candidate during the election period.
- 6.8** The Electoral Committee shall:
 - (a) have the authority and the duty to ensure that all elections occur at the time and in the manner prescribed by these bylaws, the policy of the Society, and any further rules established by the Electoral Committee.
 - (b) determine the eligibility of all nominated candidates; and
 - (c) submit a report on the conduct and results of all elections to Council for ratification.

Chief Electoral Officer

- 6.9** The Chief Electoral Officer shall be a staff member of the Society, or an independent individual appointed Council.
- 6.10** The Chief Electoral Officer shall implement the election while reporting to the Electoral Committee.
- 6.11** Elections, referenda and the conduct of the Electoral Committee shall be audited by the Chief Electoral Officer who shall present a report to the Council in conjunction with the Report of the Electoral Committee.

Candidates

- 6.12** Candidates may withdraw their nominations anytime in advance of 48 hours, or two (2) business days, before the polls open for voting by notifying the Chief Electoral Officer.

Candidate Eligibility

- 6.13** Nominees for any position on the Council must be regular members of the Society, at least sixteen (16) years of age, and in good standing.
- 6.14** All candidates in an election must have been nominated by not less than fifteen (15) current members of the Society.
- 6.15** A member of the Society may not hold more than one (1) position on the Council at any time, with the exception of College governance positions.

- 6.16** Nominees for Campus Director positions must be members enrolled in at least one (1) course at the College campus from which they seek election.
- 6.17** The Women's Director and First Nations' Director positions may only be contested by members self-identifying as belonging to those constituency groups.

Campaign Materials

- 6.18** Candidates are responsible for all campaign materials and the removal of those materials within less than twenty four (24) hours after the end of the election period.
- 6.19** No campaign material can be within sight, sound, or a fifty (50) foot radius of the polling stations except the platform statements produced by the Electoral Committee.
- 6.20** Each candidate and slate of candidates may display no more than two posters, 11 by 17 inches, on each of the designated Society bulletin boards available for that purpose.

Candidate Conduct

- 6.21** Candidates shall abide by any regulations established by these bylaws, Council and Elections policies, or in writing by the Electoral Committee.
- 6.22** Candidates shall abide by all College policies, including materials distribution and posting on campus.
- 6.23** Posters shall not be defaced, removed, obstructed, moved or otherwise interfered with.

Voting

- 6.24** Members of the Society may vote with one (1) ballot for each of the Council positions for which they are entitled to.
- 6.25** If only one (1) nomination is received for a particular office, election will be by a yes/no vote on a ballot.

Ballot and Vote Counting

- 6.26** Sealed ballot boxes are to be returned to the Society's general office, or space designated by the Electoral Committee or Chief Electoral Officer immediately upon completion of voting and counting will be overseen by the Electoral Committee.
 - (a) Where a position is contested, the nominee receiving the most votes shall be declared duly elected;
 - (b) Where a position is uncontested the nominee shall be declared elected if the majority of students vote yes.

- 6.27** Each candidate may appoint an individual to observe the counting of ballots on their behalf.
- 6.28** In the case of an election tie, a general meeting shall be called and the result determined by a secret ballot vote of those members present.

Recounts and Appeals

- 6.29** A candidate may request a recount of votes cast, provided such a request is made in writing to the Electoral Committee within seventy-two (72) hours, or later date established prior to the election, following the Electoral Committee's or Chief Electoral Officer's announcement of election results.
- 6.30** A candidate may appeal any Electoral Committee recount decision to Council who may vary or reverse the decision of the Electoral Committee by two-thirds (2/3) vote.
- 6.31** All questions pertaining to qualifications, nominations, recounts and appeals not addressed in these bylaws shall be determined by the Electoral Committee.

Violation Enforcement

- 6.32** Violation of these guidelines by a candidate may result in their disqualification.
- 6.33** If the Electoral Committee calls for the disqualification of a candidate the Electoral Committee:
- (a) shall notify the affected person within twenty-four (24) hours; and
 - (b) may request an emergency meeting of Council within forty-eight (48) hours to deal with the matter, inviting the person(s) in question to submit a statement or make a presentation to Council.

Election Poll Workers

- 6.34** The Society shall hire poll clerks to work all polling hours of each poll for the entire election/referendum with responsibility for securing and retrieving the ballots and ballot boxes at the closing and opening of each voting day. Current members shall be given priority for positions.

PART 7 – DIRECTORS

Definition

- 7.1** The directors of the Society shall collectively act as Council, supervise the management of the activities and internal affairs of the Society in accordance with the constitution, bylaws, and policies of the Society.

Composition of council

7.2 The Student Council shall be composed as follows:

- (a) External Affairs Executive, elected by all members of the Society;
- (b) Finance Executive, elected by all members of the Society;
- (c) Interurban Executive, elected by members at the Interurban Campus;
- (d) Lansdowne Executive, elected by members at the Lansdowne Campus;
- (e) First Nations' Director, elected by all members of the Society;
- (f) International Student Director, elected by all members of the Society;
- (g) Pride Director, elected by all members of the Society;
- (h) Students Wellness and Access Director, elected by all members of the Society;
- (i) Sustainability Director, elected by all members of the Society;
- (j) Women's Director, elected by all members of the Society;
- (k) four (4) Lansdowne Campus Directors, elected by all members of the society;
- (l) four (4) Interurban Campus Directors, elected by all members of the society;
- (m) one (1) Off-Campus Director, elected by all members of the society;
- (n) two (2) student representatives on the Camosun College Board of Governors, provided that the representative does not hold another position on the Society's Board; and
- (o) four (4) student representatives on the Camosun College Education Council, provided that the representative does not hold another position on the Society's Board.

Minimum number

7.3 The Society must have no fewer than four (4) and no more than twenty-five (25) directors at any given time.

Directors' qualifications

7.4 Notwithstanding other requirements set out in the Act, the Society permits any member in good standing over sixteen (16) years of age to act as a director.

Election or appointment

7.5 Directors are elected by the general membership as defined in Bylaws Part 6, or appointed until the next regular election by a resolution of council.

7.6 Any director appointment must be accepted by the nominee in writing or in person.

Acclamation of Governance representatives

7.7 The six (6) council seats available for student representatives on the college board of governors and education council shall only be available to those representatives recognized by the college through election or appointment, and may not be filled by council appointment or Society election, unless permitted by the election rules established by the College.

7.8 The term of student representatives on Council shall be fixed by their term on the College governance body.

Vacancies on council

7.9 If there is a vacant position on council between regular elections, council may:

- (a) appoint a member by resolution of council until the next election;
- (b) hold a by-election; or
- (c) leave the seat vacant until the next regular election.

Temporary vacancies

7.10 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy or the end of the next election period.

Term of office

7.11 A director's elected term shall be twelve (12) months, or less if elected in a by-election, and ending after the next election if appointed by council.

7.12 Pending Certification by the Chief Electoral Officer or the Electoral Committee and subject to any electoral appeals, the term of directors elected in the Spring for 1 year terms shall begin May 1st and end April 31st, and the term of directors elected in the Fall for 1 year terms shall begin November 1st and end October 31st.

Term Limits

7.13 No member of Council may be eligible to hold office as an Executive or Constituency Director for more than two (2) full terms consecutively in any one (1) position. An early resignation or removal from council for other reason shall still be considered a full term.

Leave of absence

- 7.14** Subject to the approval of Council, directors may be granted a leave-of-absence without pay for a pre-determined period during their term, notwithstanding Bylaw 8.6 on Executive Committee Leaves of Absence.
- 7.15** Any director may be granted a temporary exemption from Council meetings if they have a class scheduled during the regular meeting time.
- 7.16** Any director may take no more than four (4) months leave of absence in a twelve (12) month period.
- 7.17** Any leave of absence must be specified in a resolution of council.

Expiration

- 7.18** A council member's term ends upon the expiration of their membership, as defined by Bylaws Part 2.

Resignation

- 7.19** A council member may resign by submitting written notice to council, which must specify a date or event that their resignation is to take effect.
- 7.20** Any member of council that is absent for three (3) meetings within their term without adequate notice or permission is deemed to have resigned.

Removal

- 7.21** In extraordinary circumstances, Council may remove any appointed council member by a two-thirds (2/3) vote.

Notice of proposed removal

- 7.22** Before being removed, an appointed council member shall be given:
- (a) At least seven (7) days written notice of the proposed removal, including reasons; and
 - (b) A reasonable opportunity to make representations to council.

Objection of removal

- 7.23** A council member removed by two-thirds (2/3) vote of council may request to contest removal proceedings at a general meeting; this request must be made within 48 hours proceeding the vote of council.
- (a) Once a written request to appeal the decision of council is receive, the Special General Meeting shall be deemed to have been called and must be scheduled within three (3) weeks of the appointed member of council's removal

- (b) A Special General Meeting called to deal with the appeal may not have additional agenda items other than a motion to overturn the decision of council to remove an appointed director, and those standard agenda items necessary to conduct the meeting.
- (c) The Special General Meeting must be called on the main campus of the removed council members choice between the hours of 10am and 7pm. In the event that the Special General Meeting fails to reach quorum, the proceedings shall cease.

PART 8 – EXECUTIVE COMMITTEE

Definition

- 8.1** The Executive Committee shall be the officers of the Society and shall be composed of as follows:
- (a) the External Executive;
 - (b) the Finance Executive;
 - (c) the Lansdowne Executive; and
 - (d) the Interurban Executive.

Duties of the committee

- 8.2** The executive committee shall:
- (a) oversee the day-to-day activities of the Society;
 - (b) hold meetings:
 - (c) at least once per month;
 - (d) have a quorum of 3 members;
 - (e) may hold emergency meetings, called by any member, provided other members are given at least 48 hours written notice.

Duties of the members

- 8.3** All members of the executive committee shall:
- (a) sit on a minimum of two (2) committees;
 - (b) provide regular reports to the standard of Bylaws Part 10;
 - (c) shall attend all executive, council meetings, and general meetings.

Leave of absence

- 8.4** 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 (1) month during their term, or be granted a reduced workload for a period decided by the Executive committee or Council.

No Vacancy

- 8.5** In the case of an unpaid leave of absence or other temporary vacancy on the executive committee, council may appoint another member to fill the executive position on an acting basis.

PART 9 – DIRECTOR RESPONSIBILITIES

Basic Duty

- 9.1** All directors, excluding those granted a Leave of Absence or sufficient permission, must attend Council and General Meetings of the Society.

Legal Duty of Care

- 9.2** All directors (executive, constituency, at-large, and representative) shall:
- (a) act honestly and in good faith with a view to the best interests of the Society;
 - (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances;
 - (c) act in accordance with this Act and the regulations; and
 - (d) subject to paragraphs (a) to (c), act in accordance with the bylaws.

Duties of the External Executive

- 9.3** The External Executive shall be responsible to:
- (a) act as 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) inform the Society of their involvement in external associations as it pertains to Society business;
 - (c) coordinate and facilitate Society, CFS/BCFS, and other campaigns in conjunction with the appropriate committees, Executives and/or Directors;
 - (d) represent the needs of the Society that are consistent with the Constitution and Bylaws, to the external community through such means as, but not limited to, the media, public speaking, community outreach;
 - (e) comply with requests and resolutions of council

Duties of the Finance Executive

9.4 The Finance Executives shall be responsible to:

- (a) oversee the financial procedures and records of the Society;
- (b) liaise with the bookkeeper and/or Financial Resource Coordinator;
- (c) chair the finance committee;
- (d) liaise with board members in their respective budgets;
- (e) comply with requests and resolutions of council.,

Duties of the Campus Executives

9.5 The Campus Executives (Lansdowne and Interurban) shall be responsible to:

- (a) disseminating all relevant Society information on their respective campus;
- (b) organize activities and Society events at their respective campus in cooperation with Society staff;
- (c) assist in the coordination of student clubs at their respective campus in cooperation with the Clubs Coordinator staff;
- (d) work towards the Society acquiring the space necessary to enable that the recreational, cultural, and social needs of students at their campus;
- (e) comply with requests and resolutions of council.

Duties of the First Nations (FNSA) Director

9.6 The First Nations (FNSA) Director shall be responsible to:

- (a) represent the needs and concerns of the First Nations' members of the Society;
- (b) coordinate Society campaigns and activities concerning First Nations' Student issues;
- (c) be the primary liaison with the Saanich Campus on Tsartlip Reserve, Victoria Native Friendship Center and the Songhees Satellite Campus;
- (d) be the primary liaison between the Society and the First Nations' Student Association (FNSA);
- (e) sit as the student representative on at least two (2) Society committees;
- (f) coordinate with the First Nations Student Association (FNSA) in preparing the annual FNSA budget for presentation to the Finance Committee, before March 1 of each year; and
- (g) submit regular written reports, in compliance with Bylaws Part 10.

Duties of the International Director

9.7 The International Director shall be responsible to:

- (a) represent the needs and concerns of all International Student members of the Society;
- (b) coordinate Society campaigns and activities concerning International Students;
- (c) sit on at least two (2) Society committees; and
- (d) submit regular written reports, in compliance with Bylaws Part 10.

Duties of the Pride Director

9.8 The Pride Director shall be responsible to:

- (a) facilitate the Pride Collective meetings;
- (b) maintain the Pride Resource Library, including monitoring the signing out of resources;
- (c) update the Pride Pamphlet Library for distribution to students;
- (d) liaise with allies of Pride LGBT2IQ centers in Victoria;
- (e) attend relevant conferences for Pride issues, as is financially feasible within the Pride budget;
- (f) participate in campaigns to increase the awareness of pride related issues and create a comfortable environment on campus for members of the Pride community;
- (g) support all students who come to the Pride office with situations, questions and discussion;
- (h) sit on at least two (2) Society committees; and
- (g) submit regular written reports, in compliance with Bylaws Part 10.

Duties of the Student Wellness and Access Director

9.9 The Student Wellness and Access Director shall be responsible to:

- (a) represent the needs and concerns of all students with disabilities on all campuses;
- (b) coordinate Society campaigns and activities concerning wellness and students with (dis)Abilities;
- (c) sit on at least two (2) Society committees; and
- (d) submit regular written reports, in compliance with Bylaws Part 10.

Duties of the Sustainability Director

9.10 The Sustainability Director shall be responsible to:

- (a) encourage and maintain the movement by Camosun students to reducing their environmental footprint;
- (b) coordinate Society campaigns and activities concerning environmental awareness;
- (c) sit on at least two (2) Society committees;
- (d) coordinate the preparation of the annual Sustainability budget before March 1 of each year; and
- (e) submit regular written reports, in compliance with Bylaws Part 10.

Duties of the Women's Director

9.11 The Women's Director shall be responsible to:

- (a) represent the needs and concerns of all self-identified women members of the Society;
- (b) facilitate the development of the Women's Collectives on all campuses;
- (c) coordinate Society campaigns and activities concerning women's issues;
- (d) be the Society's representative on the provincial Women's Steering Committee of the Canadian Federation of Students;
- (e) be the primary liaison between the Society and the Women's Collectives on each campus;
- (f) coordinate the Women's Collectives in preparing the annual Women's Centers budget before March 1 of each year;
- (g) sit on at least two (2) Society committees;
- (h) submit regular written reports, in compliance with Bylaws Part 10.

Duties of the Directors-at-Large

9.12 The Directors-at-Large shall be responsible to:

- (a) Support executive and constituency directors in the dissemination of all relevant Society information at their respective campus.
- (b) Attend all Council/Board meetings

Portfolio Positions

9.13 Directors must be appointed to the following portfolio positions, and a director may hold more than one (1) position:

- (a) Federation of Students Provincial Executive Representative;

- (b) Nexus Liaison;
- (c) College Board of Governors Liaison;
- (d) Staff Liaison Officer;
- (e) Speaker of Council.

Portfolio Appointments

9.14 Members of council may:

- (a) be nominated for a Portfolio by a member of Council and appointed by a resolution of Council;
- (b) be removed from a Portfolio by two-thirds (2/3) vote of Council and seven (7) days written notice; and
- (c) not hold a liaison position if they are a member of the group.

Portfolio Duties

9.15 Holders of a portfolio are responsible for:

- (a) maintain open communication between the collectives, employees, and/or executives of the liaised group, notwithstanding personnel matters that shall be handled by the Personnel Committee and/or in accordance with policy and collective agreements;
- (b) provide written monthly reports to Council on the status of their liaison group and issues affecting their group and/or the Society;
- (c) attend all regular or special meetings of their liaison group and be available as a resource to both them and Council; and
- (d) if deemed necessary or requested, provide a verbal or written report at Council meetings

PART 10 – REMUNERATION OF DIRECTORS

Remuneration of directors

10.1 These Bylaws permit the Society to, subject to the Act, provide a director with remuneration for being a director, and/or remunerate a director for services provided by the director to the Society in another capacity.

Executives and Constituency Directors

10.2 Executives and Constituency Directors may receive an honorarium as determined by 3/4 vote of Council.

Directors-at-Large

10.3 Council may establish or vary honoraria for Campus Directors-at-Large by a $\frac{3}{4}$ vote.

Society reporting requirements

10.4 All remuneration to directors, including honoraria, wages, or expenses shall be listed in the annual financial statement.

10.5 The Society shall include as a note in their audited financial statement:

- (a) a list of all directors to whom remuneration was paid, either for being a director or for acting in another capacity;
- (b) the amount of remuneration paid to each director for being a director;
- (c) the amount of remuneration paid to each director for acting in another capacity and a description of the capacity that each such director acted.

Director reporting requirements

10.6 To be remunerated, a director must submit a written report that outlines their activity since the previous reporting period.

10.7 Written reports from directors will be available to Council and submitted to the Financial Coordinator and Finance Executive after the end of the report period.

10.8 Reports must follow an approved reporting format.

10.9 Honoraria shall be withheld until the report has been accepted.

10.10 Reports may not be re-submitted after they are accepted and may be submitted no more than two (2) months after the month end or one week after fiscal year end

PART 11 – COUNCIL MEETINGS

Calling a meeting

11.1 Council meetings shall normally occur bi-weekly, but a specific Council meeting may be called by the executive committee or by any two (2) other directors.

Notice requirements

11.2 At least three (3) days' notice of a Council meeting and agenda must be given, unless:

- (a) all directors are given notice;
- (b) two-thirds (2/3) consent to a waive this notice requirement; and
- (c) no more than one (1) active director objects to waive this requirement.

Lack of notice

11.3 The accidental omission to give notice of a Council meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Quorum

11.4 The quorum for the transaction of business at a Council meeting is a majority of the current directors, excluding any granted a Leave of Absence, defined in Bylaws 7.12-15.

Resolutions

11.5 All resolutions of council shall require a majority vote of those present, unless these bylaws or the Act requires otherwise.

11.6 The Speaker of Council shall only vote to make or break a tie.

Authority of Council

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

- (a) all laws affecting the Society;
- (b) these bylaws; and
- (c) the Policies of the Society.

Prior Acts Valid

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

Duties and Powers of Council

11.10 Council shall:

- (a) be the board of directors of the Society;
- (b) meet at least once per month;
- (c) have a quorum, as defined in Bylaw 11.4;
- (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 change Society policies, in accordance with Part 13;
- (g) conduct all the meetings of the Society according to the procedure set down in the latest edition of Robert's Rules of Order.

Speaker of Council

11.11 The Speaker of Council shall:

- (a) be a member of the Society;
- (b) be nominated by a member of the board, consent to their appointment, and must be approved by a resolution of Council;
- (c) be appointed for a term of six (6) months and may be re-appointed for additional terms;
- (d) receive remuneration equal to that of a Campus Director;
- (e) be removed by a two-thirds (2/3) vote of Council;
- (f) be responsible for: chairing all meetings of Council; and
- (g) In the absence and prior to the appointment of the Speaker of Council, a member of the Executive Committee shall have the responsibilities of the Speaker.
- (h) Notwithstanding the above limitations, Council may appoint two (2) members to be Co-speakers of Council.

Secretary

11.12 The duties of the board secretary shall be performed by a staff member, or appointed to another individual by a resolution of council.

11.13 In the absence of the secretary for a meeting, the Board must appoint another individual to act as secretary at the meeting.

PART 12 – COMMITTEES

Standing Committees

12.1 The following committees of council shall be permanent:

- (a) Campaigns and Advocacy Committee;
- (b) Organizational Design Committee;
- (c) Special Events Committee;
- (c) Finance Committee;
- (d) Personnel Committee;
- (e) Electoral Committee;
- (f) Clubs Committee (Clubs Council).

Ad hoc Committees

12.2 In addition to Standing Committees, Council may form temporary committees by two-thirds (2/3) vote and by declaring:

- (a) a specific purpose;
- (b) a specific duration;
- (c) member composition; and
- (e) any other terms necessary to achieve the purpose.

Terms of Reference

12.3 Terms of reference for standing committees shall be defined by policy of the Society.

Meetings

12.4 Committees shall meet as determined in the Committee Terms of Reference.

12.5 These committees, with the exception of Personnel, Electoral, and Clubs Committees, are open to the participation of all members of council and the Society, and may be conducted in an informal manner.

Chairperson

12.6 Committee Chairs shall be appointed or acclaimed by Council in accordance with the Committee Terms of Reference.

Reporting to Council

12.7 Standing committees shall present a regular monthly report to Council, which shall be facilitated by the committee chairperson(s).

PART 13 – POLICY

Policy Manual

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

Distribution of the Policy Manual

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

Classification of Policy

13.3 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.

Establishment of Policy

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

- (a) 3/4 vote of Council; or
- (b) Special resolution in a general meeting, or referendum of the Society

Notice of Policy Motions

13.5 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.

Policy Duration and Authority

13.6 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 $\frac{3}{4}$ resolution of the Board.
- (b) Policy adopted by a general meeting or referendum may be rescinded at any time by a three quarters $\frac{3}{4}$ majority vote of a general meeting or referendum, provided sufficient notice has been provided as per Bylaw 4.5.
- (c) Policy adopted by the Board may be rescinded by a simple 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 supersede 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 supersede any Bylaw of the Society

PART 14 – CLUBS

Definition

14.1 Student Clubs shall be overseen by the Clubs Coordinator and Clubs Council, be organized by members of the Society, and shall act in accordance with the Clubs Policy.

Clubs Council

14.2 Clubs Council and Clubs Coordinator shall:

- (a) act in accordance with the Clubs Policy;
- (b) approve or Reject any Student Group application;
- (b) manage the Clubs program budget;

- (c) approve funding amounts under 500\$;
- (c) approve, reject, suspend, or terminate any Club;
- (d) approve the implementation of Club membership dues;
- (e) approve Travel Fund and Event Fund requests; and
- (f) withdraw any prior Student Group funding agreements.

Funding

14.3 Clubs shall have access to support funds through the Society budget, and shall be accountable for those funds, according to policy.

Fundraising

14.4 Club fundraising activities shall:

- (a) be exempt from all Club funding limits;
- (b) be held in trust for up to five (5) years after a club dissolves; and
- (c) be documented by the Clubs Coordinator.

Equipment

14.5 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.

Limitations

14.6 Clubs Council may withdraw funds and/or de-certify a Club for persistent or severe violations of policy.

PART 15 – RESOURCES

First Nations Student Association

15.1 The First Nations Student Association (FNSA) shall:

- (a) recognize First Nations Students as those students descended from the indigenous peoples of North America;
- (b) 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, if such;
- (c) be 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) be provided a consistent level of funding to a minimum of the previous year's level, provided that Society dues revenue does not decrease, in which case these levels shall be reduced accordingly;
- (e) retain the right to editorial autonomy over any publications of the First Nations Student Association consistent with policy.

Pride Collective

15.2 The Pride Collective shall:

- (a) be led by the Pride Director and operated on an autonomous democratic basis;
- (b) constitute the governing body for the Pride Centre;
- (c) be open to the participation of all members of the Society, self-identified LGBT2IQ Society members, and their allies;
- (d) be a resource for all LGBT2Q Society members and their allies;
- (e) be provided a level of space to a minimum of the previous years' level;
- (f) Notwithstanding the Robert's Rules of Order operating within the Society, the Pride Collective can adopt their own decision making process.

Students with Disabilities Collective

15.3 Students with Disabilities shall:

- (a) be recognized as subsidiary organizations in operation under the auspices of the Society; and
- (b) be provided a consistent level of funding and space equivalent to a minimum of the previous year's level, provided that the Society dues revenue does not decrease, in which case these levels shall be adjusted accordingly.

Women's Centers

15.4 The Women's Collectives of each campus shall:

- (a) constitute the governing body for their Women's Centre, which shall be operated on an autonomous democratic basis, consistent with Society bylaws, policies and the Act;
- (b) be open to the participation of all self-identifying women members of the Society, recognizing that men can be included at the discretion of the collective.
- (c) be resources for all members of the Society;
- (d) 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 Society dues revenue is experienced, in which case these levels will be adjusted accordingly;

- (e) facilitate the Women's Director in the preparation of an annual budget for the Women's Centers, for presentation to the Finance committee before March 1 of each year;
- (f) retain the right to editorial autonomy over any publications of the Women's Centers consistent with policy;
- (g) Notwithstanding the Robert's rules of order operating within the Society, the Women's Centers can adopt their own decision making process.

PART 16 – FINANCIAL ADMINISTRATION

Fiscal Year

16.1 The fiscal year of the Society shall be the same as the fiscal year of the College.

Signing Officers

16.2 The External Executive, the Finance Executive, and the Executive Director, the Financial Resource Coordinator, and one (1) other member of staff shall be the signing officers of the Society.

Disbursement under 500 dollars

16.3 The signatures of at least two (2) signing officers, one (1) of which shall be that of a staff member, shall be required for the disbursement of Society funds in an amount less than five hundred (500) dollars on any single occasion.

Disbursement over 500 dollars

16.4 Authorization of the board and the signatures of at least three (3) signing officers, one (1) of whom shall be that of a staff member, shall be required for the disbursement of Society funds in excess of five hundred (500) dollars on any single occasion.

Execution of Documents

16.5 The signatures of at least three (3) signing officers, one (1) of whom shall be that of the Administrator or Financial Resource Coordinator, shall be required for the execution of any legal documents, unless previously approved by resolution of council.

Annual Budget

16.6 The Finance Committee shall be responsible for preparing a proposed annual operating and capital budget for the Society, and presenting it to Council prior to the end of March of each year.

16.7 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 of each year.

Balanced Budget

16.8 The Council must present and maintain a balanced budget, with the following exceptions:

- (a) Large Capital Expenditures (e.g. Student Union Building);
- (b) Acts beyond human control;
- (c) When previous Audited Financial Statements recorded a surplus in excess of \$5,000.

Borrowing

16.9 Council may 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.

16.10 Council may, by resolution, delegate all or part of its borrowing powers to the Executive Committee provided such borrowing is limited to \$10,000 and may impose further restrictions as to the manner in which the powers so delegated are exercised.

Audit Frequency

16.11 The Society shall be audited after each fiscal year for as long as audits are required to comply with the Colleges and Institutes Act.

Audit Duration

16.12 The audit of the Society and its subsidiaries will be completed within six (6) months and normally commence within one (1) month of the closing of the fiscal year, for each fiscal year requiring an audit.

Auditors Report

16.13 The report of the auditor shall be filed at the next general meeting.

16.14 The auditor's report shall be made available to all members of the Society upon being accepted by Council.

Appointment of Auditors

16.15 The auditors of the Society shall be appointed at the annual general meeting of the Society.

Privilege of Auditors

16.16 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, past or present, and all staff, such information and explanations as may be required by the auditor for the performance of his or her duties.

PART 17 – MISCELLANEOUS

Seal of the Society

17.1 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.

17.2 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 (2) signing officers of the Society.

Power to Establish Subsidiary Organizations

17.3 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.

Dissolution

17.4 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 Article 2 of the Constitution of the Society, 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. Amending or changing this bylaw shall require unanimous consent of members present at a general meeting of the Society.

PART 18 – AMENDMENTS

Amendment of the Constitution and Bylaws

18.1 The Constitution and Bylaws may be amended, in accordance with the Act, by special resolution at a general meeting of the Society.

18.2 The Constitutions and Bylaws were previously modified on:

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 March 19, 2012 - AGM)

(Amended April 6, 2017 - AGM)