

Thompson Rivers University Students' Union

CONSTITUTION & BYLAWS

Amended January 2017

CONSTITUTION

1. Name of the Society

The name of the Society is the Thompson Rivers University Students' Union, and hereafter in this Constitution and these By-laws shall be referred to as the Union.

2. Purposes of the Union

The purposes of the Union are:

- a) to organise students on a democratic, co-operative basis for advancing students' interests, and advancing the interests of the students' community;
- b) to provide a common framework within which students can communicate, exchange information, and share experience, skills, and ideas;
- c) to bring students together to discuss and co-operatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students;
- d) to facilitate co-operation among students in organising services which supplement the learning experience, provide for human needs, and which develop a sense of community with our peers and with other members of society;
- e) to articulate the desire of students to fulfill the duties and be accorded the rights of citizens in British Columbia, in Canada, and in the international community;
- f) to achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is rationally planned; which recognises the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognised and appreciated.

3. Dissolution of the Union

Upon the winding up or dissolution of the Union, any assets remaining after the satisfaction of its debts and liabilities shall be held in a trust until such time as said assets may be transferred to a democratically run Thompson Rivers University student organisation having purposes similar to those of the Thompson Rivers University Students' Union. This clause is unalterable.

BYLAWS

BY-LAW I - INTERPRETATION

1. Number

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

2. Definition of "Union"

"Union" shall mean the Thompson Rivers University Students' Union.

3. Definition of "Member"

"Member" shall mean those persons who satisfy the requirements of By-law II.

4. Authority of General Meetings and Referenda

General Meetings and Referenda shall be considered the highest authority within the Union.

BY-LAW II - MEMBERSHIP

1. Members

The members of the Union shall be:

- a) All individuals who:
 - i) are registered students at Thompson Rivers University; and
 - ii) have been assessed a Union membership fee; and
- b) All individuals who are not registered in the current semester, but who have paid membership fees to the Union for the previous semester

2. Honorary Members

- a) Honorary members of the Union shall be any individual upon whom honorary membership may be conferred by the Union.
- b) Honorary members shall not be required to pay membership fees to the Union.
- c) Honorary members shall not vote in Union elections or propose motions at general or executive meetings or hold an office in the Union.

3. Cessation of Membership

- a) Individuals shall cease to be members when they cease to meet the requirements of By-law II, Article 1.
- b) Individuals may be expelled from the Union by special resolution in a general meeting.

4. Membership in Bad-standing

- a) Individuals may be deemed members in bad-standing by special resolution in a general meeting.

BY-LAW III - MEMBERSHIP FEES

1. Setting of Membership Fees

Except as hereinafter provided, membership fees may be set by the members of the Union voting in a referendum provided sufficient notice has been served as per By-law IV, article 6.

2. Amount of Union Membership Fee

The membership fees shall consist of:

- a) Students' Union Operating Fee
 - i. Academic and Career Technical Programs
 1. 9 credits or more \$75.00 per semester
 2. 8 credits or less \$40.00 per semester
 - ii. Vocational Programs
 1. \$12.50 per month per full-time student or \$150.00 per year
 2. \$6.25 per month per part-time student or \$75.00 per year

- b) Students' Union Building Fee
 - i. Academic and Career Technical Programs
 - 1. 9 credits or more \$20.00 per semester
 - 2. 8 credits or less \$10.64 per semester
 - ii. Vocational Programs
 - 1. \$3.34 per month per full-time students of \$40.00 per year
 - 2. \$1.67 per month per part-time student or \$20.00 per year

BY-LAW IV - MEETINGS AND REFERENDA

1. Types of Meetings

- a) There shall be five types of meetings:
 - i. Annual General Meetings;
 - ii. Special General Meetings;
 - iii. Meetings of the Board of Directors;
 - iv. Meetings of the Student Caucus; and
 - v. Meetings of the Committee

2. Annual General Meetings

The Annual General Meeting of the Union shall be held annually between January 1 and January 31 each year as set by a majority vote of the Board of Directors.

3. Special General Meetings

- a) Special General Meetings may be called at any time by:
 - i. a majority vote of a Board of Directors meeting; or
 - ii. as otherwise required by the Societies Act of British Columbia.

4. General Meeting Agenda

- a) Except as hereinafter provided, the agenda for each general meeting shall be prepared by the Board of Directors of the Union for presentation to the general meeting.
- b) The Board of Directors shall include on the agenda any Special Resolutions that are:
 - i. referred by a two-thirds (2/3) majority vote of a Board of Directors meeting; or
 - ii. presented to it accompanied by a petition duly signed by no less than ten per cent (10%) of the members of the Union.

5. Meetings of the Board of Directors

- a) The Board of Directors shall meet at least twice per month during the months of September through April and at least once per month during the months of May through August.
- b) The agenda for each Board of Directors meeting will be posted in the Students' Union Office at least twenty-four (24) hours prior to the Board of Directors meeting.
- c) The quorum required for the transaction of business at a Board of Directors meeting shall be fifty-one percent (51%) of current members, but never less than three members.
- d) Subject to any special resolutions of the Union, the most recent edition of Roberts' Rules of Order shall govern the conduct of all meetings of the Board of Directors.
- e) Meetings of the Board of Directors shall be open to all members of the Union, provided that the Board of Directors be permitted to move "in-camera".
- f) Meetings of the Board of Directors shall be scheduled by:
 - i. resolution of the Board of Directors; or
 - ii. the President upon request of three or more members of the Board of Directors.
- g) In order to exercise a vote, members of the Board of Directors must be present at the time the vote is put. Votes by proxy shall not be allowed
- h) The minutes of Board of Directors meetings shall be completed in a timely fashion and be made available at the Students' Union office.

6. Committee Meetings

- a) The Union shall maintain six (6) standing committees:
 - i. Campaigns Committee
 - ii. Electoral Committee

- iii. Entertainment Committee
 - iv. Equity Committee
 - v. Services Committee
 - vi. Student Caucus Steering Committee
- b) The Board of Directors shall be empowered to create ad hoc committees with a specific mandate as it deems necessary
- c) The Campaigns Committee shall:
- i. be responsible for the development, implementation, and administration of the campaigns of the Union;
 - ii. be composed of:
 - a) the Vice President External (Chair);
 - b) two Campaigns Committee Representatives; and
 - c) three Members-at-Large;
 - iii. provide a report to the Board of Directors outlining the activities of the committee since the last meeting
- d) The Entertainment Committee shall:
- i. be responsible for the development, implementation and administration of the events of the Union;
 - ii. be composed of:
 - a) the Vice President Internal (Chair);
 - b) two Entertainment Committee Representatives; and
 - c) three Members-at-Large;
 - iii. provide a report to the Board of Directors outlining the activities of the committee since the last meeting
- e) The Equity Committee shall:
- i. be responsible for the development, implementation and administration of the equity events of the Union;
 - ii. be composed of:
 - a) the Vice President Equity (Chair);
 - b) the Aboriginal Students' Representative
 - c) the LGBTQ Students' Representative
 - d) the Visible Minority Students Representative
 - e) the Women Students' Representative; and
 - f) three Members-at-Large;
 - iii. provide a report to the Board of Directors outlining the activities of the committee since the last meeting
- f) The Services Committee shall:
- i. be responsible for the development, implementation, and administration of the services of the Union;
 - ii. be composed of:
 - a) the Vice President Services (Chair);
 - b) two Services Committee Representatives; and
 - c) three Members-at-Large;
 - iii. provide a report to the Board of Directors outlining the activities of the committee since last meeting
- g) The Student Caucus Steering Committee shall:
- i. be responsible for the development, implementation, and administration of the institutional governance activities of the Union;
 - ii. be composed of:
 - a) the President (Chair);
 - b) the Graduate Students Representative;
 - c) the International Students Representative;
 - d) two Student Caucus Steering Committee Representatives; and
 - e) three members of the Student Caucus
 - iii. provide a report to the Board of Directors outlining the activities of the committee since the last meeting

7. Referenda

- a) In addition to Annual and Special General Meetings, members may vote on resolutions concerning the business of the Union by means of a referendum.
- b) Referenda are called in the same manner as Special General Meetings.

8. Notice for General Meetings or Referenda

The Union shall give not less than twenty eight (28) calendar days notice of a general meeting or referendum. Sufficient notice shall be deemed to have been given by:

- a) The positioning of not less than Fifty (50) notices on or about Thompson Rivers University not less than 11" x 17" in size, which shall include the following:
 - i. the time, date and location of the meeting or referendum;
 - ii. the proposed agenda for the meeting or resolution(s) for the referendum; and
 - iii. any special resolutions to be considered by the meeting or referendum.
- b) Written notice to the campus newspaper and campus radio station, which shall include the following:
 - i. the time, date and location of the meeting or referendum;
 - ii. the proposed agenda for the meeting or resolution(s) for the referendum; and
 - iii. any special resolutions to be considered by the meeting or referendum.
- c) The placement of not less than two full advertisements in not less than two issues in the campus newspaper within the notice period, which shall include the following.
 - i. the time, date and location of the meeting or referendum;
 - ii. the proposed agenda for the meeting or resolution(s) for the referendum; and
 - iii. any special resolutions to be considered by the meeting or referendum.

9. Quorum for General Meetings and Referenda

- a) The quorum required for a general meeting of the Union shall be five percent (5%) of the membership, or 50 members, whichever is less, but shall never be less than 3 members. In the event that the general meeting does not achieve a quorum, but does satisfy the minimum quorum requirements set out in the Society Act of British Columbia, the meeting shall proceed, though business will be limited to the following:
 - i. acceptance of the annual audited financial statements;
 - ii. appoint of the auditors; and
 - iii. acceptance of the annual report.
- b) The quorum required for a referendum of the Union shall be twenty (20) percent of the membership, or 50 members, whichever is more.

10. Schedule of Referenda Polling

The Schedule of referenda polling shall include not less than twenty four (24) hours over a period of not less than three (3) days.

11. Rules of Order

Subject to any special resolutions of the Union the most recent edition of Roberts' Rules of Order shall govern the conduct of all general meetings of the Union.

BY-LAW V - POLICY OF THE UNION

1. Establishment of Policy

Policy for the Union may be established from time to time by:

- a) a three-quarter (3/4) majority vote of the Board of Directors; or
- b) a three-quarter (3/4) majority vote of those voting in a general meeting or referendum of the Union.

2. Notice of Policy Amendments

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

3. Policy Manual

All policy of the Union shall be compiled in a policy manual.

4. Distribution of the Union's Policy Manual

The Union's Policy Manual shall be provided to any member of the Union upon written request.

5. Classification of Policy

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

6. Duration of Policy

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

- a) Policy adopted by the Board of Directors may be rescinded at any time by a three-quarter majority vote of the Board of Directors;
- b) Policy adopted by a general meeting or referendum may be rescinded at any time by a three-quarter majority vote of a general meeting or referendum, provided sufficient notice has been provided as per Bylaw V.6
- c) Policy adopted by the Board of Directors 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 of Directors of the Union.
- e) No policy adopted by the Board of Directors may contradict or supercede any policy adopted by a general meeting or referendum.
- f) No policy adopted by a general meeting or referendum shall contradict or supercede any Bylaw of the Union.

BY-LAW VI - BOARD OF DIRECTORS OF THE UNION

1. Composition of the Board of Directors

The Board of Directors shall be comprised of:

- a) Advocacy Representatives:
 - i. Aboriginal Students' Representatives
 - ii. International Students' Representative
 - iii. Women Students' Representative
 - iv. Graduate Students' Representative
 - v. LGBTQ Students' Representative
 - vi. Visible Minority Students Representative
- b) Executive Representatives:
 - i. President
 - ii. Vice President External
 - iii. Vice President Services
 - iv. Vice President Internal
 - v. Vice President Equity
- c) Committee Representatives
 - i. Campaigns Committee Representative (2)
 - ii. Services Committee Representative (2)
 - iii. Entertainment Committee Representative (2)
 - iv. Student Caucus Steering Committee Representative (2)

2. Term of Office of Members of the Board of Directors

Members of the Board of Directors:

- i. shall take office on May 1st.
- ii. may remain in office until April 30th.
- iii. must be members in good standing of the Union.

3. Board of Directors Remuneration

The remuneration to be paid to the members of the Board of Directors shall be such amounts as set by policy of the Union at a General Meeting.

4. Leave-of-absence for Board of Directors Members

Subject to the will of the Board of Directors, individual members of the Board of Directors may be granted leaves of absence from the Board of Directors for a period of up to one semester during their term on the Board of Directors and retain their status.

BY-LAW VII - ELECTION OF THE BOARD OF DIRECTORS

1. Electoral Committee

The Union shall maintain an electoral committee at all times which shall be responsible for the administration of all elections to fill Board of Directors positions.

- a) The electoral committee shall be comprised of:
 - i. three (3) members of the Union who are not contesting positions in the current election , at least one of whom is a member of the Board of Directors; and
 - ii. one (1) member of the staff of the Union.
- b) The electoral committee shall ensure that all elections occur in the manner prescribed by this By-law and the policy of the Union.
- c) The electoral committee shall determine the eligibility of all nominated candidates.
- d) The electoral committee may disqualify a candidate or rule an election invalid for any violation of these By-laws.
- e) The electoral committee shall make, in the event of a strike, circumstance beyond human control, or other event that may delay the electoral procedure, a decision as to how and when the electoral procedure may best be completed.
- f) The electoral committee shall submit a report on the conduct and results of all elections to the Board of Directors for ratification.

2. Schedule of Elections

- a) The Union shall hold:
 - i. a general election no later than the last week of March.
 - ii. by-elections at such times as deemed necessary
 - a) by the Board of Directors; or
 - b) the Electoral Committee in the event that the number of Board of Directors members falls below seven (7); notwithstanding that elections may be delayed in the event of a lockout, strike, natural disaster or other such occurrence.
- b) The schedule of elections shall include:
 - i. a minimum two (2) week period for the submission of nomination forms to the electoral committee;
 - ii. a minimum one (1) week period between the close of nominations and the commencement of polling;
 - iii. an all candidates' forum not less than two (2) days prior to the commencement of polling; and
 - iv. not less than sixteen (16) hours of polling over a period of not less than two (2) days.
- c) The schedule of elections for the Board of Directors shall be set by:
 - i. the Board of Directors; or
 - ii. the Electoral Committee in the event that the number of Board of Directors members falls below three (3).

3. Notice of Elections

Sufficient notice shall be deemed to have been given by:

- a) the posting, on or about Thompson Rivers University, not less than five (5) days prior to the opening of the nomination period, of not less than twenty-five (25) notices not less than 11"x 17" in size, stating:
 - i. the positions vacant or expiring;
 - ii. the opening and closing date and time of the period for the submission of nominations;
 - iii. the location at which nomination forms may be obtained;
 - iv. the location to which completed nomination forms are to be submitted;
 - v. the period of time allotted to nominees for campaigning;
 - vi. the days on which polling will take place; and
 - vii. the contact information for the Chair of the Electoral Committee.
- b) the posting, on or about Thompson Rivers University, not more than three (3) days after the closing of the nomination period, of not less than twenty-five (25) notices not less than 11"x 17" in size, stating:
 - i. the members nominated for vacant positions on the Board of Directors;
 - ii. the date, time and location of polling stations;
 - iii. the date, time and location of the all candidates' forum; and
 - iv. the contact information for the Chair of the Electoral Committee
- c) the placement of not less than three (3) advertisements in not less than three (3) issues of the campus newspaper during the election period, which shall include:
 - i. a general election notice not less than five (5) days prior to the opening of nominations;
 - ii. a notice of the opening of nominations not more than five (5) days after the opening of nominations;and

- iii. a notice of the eligible candidates to appear on the ballot no more than five (5) days after the close of nominations.
- d) the distribution of not less than two (2) advertisements in not less than two (2) issues of the Union's newsletter during the election period, which shall include:
 - i. a general election notice not less than five (5) days prior to the opening of nominations; and
 - ii. a notice of the eligible candidates to appear on the ballot no more than five (5) days after the close of nominations.

4. Eligibility

- a) Nominees for any position on the Board of Directors must be members of the Union in good standing.
- b) In order to seek election to the Board of Directors, members must be nominated by not less than ten (10) other members of the Union.
- c) Members of the Union shall not hold or seek election to more than one (1) position on the Board of Directors at any one time.
- d) Nominees for Advocacy Representatives must meet the criteria for the given constituency
 - i. In the case of the Aboriginal Students' Representative, nominees must self-identify as Aboriginal;
 - ii. In the case of the Women Students' Representative, nominees must self-identify as women;
 - iii. In the case of the International Students' Representative, nominees must be registered at Thompson Rivers University as international students;
 - iv. In the case of the Graduate Students' Representative, nominees must be registered at Thompson Rivers University as graduate students;
 - v. In the case of the LGBTQ Students' Representative, nominees must self-identify as LGBTQ
 - vi. In the case of the Visible Minorities Students Representatives must self-identify as a visible minority

5. Conduct of Nominees

- a) Nominees for all positions may campaign between the close of nominations and close of polling. During the polling period candidates may not campaign within ten (10) meters of the polling station.
- b) Nominees' campaign expenses shall not exceed \$100.00 per candidate.
- c) Nominees shall abide by all other regulations established by the electoral committee.

6. Voting

- a) Members of the Union may vote only once for each position in an election.
- b) If only one (1) nomination is received for a particular office, members shall be asked on the ballot to approve or disapprove of the nominee. The nominee must receive the approval of the majority of the ballots cast to be declared duly elected.
- c) Sealed ballot boxes are to be returned to the Union's general office immediately upon completion of voting. The ballots will be counted by the electoral committee. Where positions are contested, the nominees receiving a plurality of votes cast shall be declared duly elected.
- d) Each nominee may appoint a scrutineer to oversee the counting of ballots.

7. Recounts and Appeals

A nominee may request a recount of votes cast, provided such request is made in writing to the electoral committee within seventy-two (72) hours following the committee's announcement of election results.

BY-LAW VIII – COLLECTIVE DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1. Compliance With Societies Act of British Columbia

The Board of Directors shall be familiar and comply with the provisions of the Societies Act of British Columbia.

2. Responsibility for Union Finances and Property

The Board of Directors shall receive, budget, and administer all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become the property of, the Union.

3. Responsibility for Union Budget

The Board of Directors shall prepare an annual budget for the Union.

4. Responsibility for Communication

The Board of Directors and staff shall be the recognised medium of communication between the Union and:

- a) The Board of Directors and administration of Thompson Rivers University;
- b) Other constituent groups within the University;
- c) The general public;

5. Responsibility for Union Staff

The Board of Directors shall be responsible for the hiring and direction of the staff.

6. Annual Report of the Board of Directors

The Board of Directors shall present to the Annual General Meeting of the Union a report detailing the activities undertaken by the Union during the previous year.

7. Maintenance of Union Policy Manual

The Board of Directors shall maintain an up-to-date policy manual for the Union.

8. Conflict of Interest

Members of the Board of Directors shall not vote on matters where a personal conflict of interest as defined by the Unions policy exists.

9. Delegation of Responsibility

The Board of Directors may delegate such of its duties and responsibilities as it may deem expedient for the conduct of the affairs of the Union.

BY-LAW IX - DUTIES & RESPONSIBILITIES OF INDIVIDUAL BOARD OF DIRECTORS MEMBERS

1. The Women Students' Representative shall:

- a) present a feminist perspective to the Board of Directors and ensure that the Board of Directors is informed with regards to gender issues and rights;
- b) represent the Union on campus and in the community with respect to gender issues and rights;
- c) be a member of the Equity Committee of the Union;
- d) assist with the implementation of the equity initiatives of the Union

2. The International Students' Representatives shall:

- a) present a perspective of international students to the Board of Directors and ensure that the Board of Directors is informed with regards to international student issues and rights;
- b) represent the Union on campus and in the community with respect to international student issues and rights;
- c) be a member of the Student Caucus Steering Committee of the Union;
- d) assist with the implementation of the implementation of the Student Caucus Steering Committee

3. The Aboriginal Students' Representative shall:

- h) present an Aboriginal perspective to the Board of Directors and ensure that the Board of Directors is informed with regards to Aboriginal issues and rights;
- i) represent the Union on campus and in the community with respect to Aboriginal issues and rights;
- j) be a member of the Equity Committee of the Union;
- k) assist with the implementation of the equity initiatives of the Union

4. The Graduate Students' Representative shall:

- a) present a perspective of graduate students to the Board of Directors and ensure that the Board of Directors is informed with regards to graduate student issues and rights;
- b) represent the Union on campus and in the community with respect to graduate student issues and rights;
- c) be a member of the Student Caucus Steering Committee of the Union;

- d) assist with the implementation of the Student Caucus Steering Committee
- 5. The LGBTQ Students' Representative shall:**
 - a) present perspectives of a diversity of gender and sexual constructions and orientations to the Board of Directors and ensure that the Board of Directors is informed with regards to gender and sexuality issues and rights;
 - b) represent the Union on campus and in the community with respect to gender issues and rights;
 - c) be a member of the Equity Committee of the Union;
 - d) assist with the implementation of the equity initiatives of the Union
- 6. The Visible Minority Students' Representative shall:**
 - a) present a perspective of visible minorities to the Board of Directors and ensure that the Board of Directors is informed with regards to visible minority student issues and rights;
 - b) represent the Union on campus and in the community with respect to visible minority student issues and rights;
 - c) be a member of the Equity Committee of the Union;
 - d) assist with the implementation of the equity initiatives of the Union
- 7. Campaigns Committee Representatives shall:**
 - a) be a member of the Campaigns Committee;
 - b) assist the Campaigns Committee with the implementation of its work
- 8. Services Committee Representatives shall:**
 - a) be a member of the Services Committee;
 - b) assist the Services Committee with the implementation of its work
- 9. Entertainment Committee Representatives shall:**
 - c) be a member of the Entertainment Committee;
 - d) assist the Entertainment Committee with the implementation of its work
- 10. Student Caucus Steering Committee Representatives shall:**
 - e) be a member of the Student Caucus Steering Committee;
 - f) assist the Student Caucus Steering Committee with the implementation of its work

BY-LAW X - EXECUTIVE OF THE BOARD OF DIRECTORS

1. Composition of the Executive

The Executive of the Board of Directors will be comprised of the following positions:

- a) President
- b) Vice President Services;
- c) Vice President External;
- d) Vice President Internal;
- e) Vice President Equity;

BY-LAW XI – COLLECTIVE DUTIES & RESPONSIBILITIES OF EXECUTIVE

1. Collective Powers of the Executive

- a) It shall be the responsibility of the Executive, under the direction of the Board of Directors, to undertake the work of the Union on a day-to-day basis.
- b) The Executive shall be empowered to exercise any and/or all of the powers and discretions vested in the Board of Directors, save;
 - i) the power to amend, repeal, or adopt policy;
 - ii) the power to pass or amend the annual operating budget;

- c) The Executive may not amend or contradict the will of the Board of Directors.
- d) Decisions of the Executive shall be subject to review and/or reversal by the Board of Directors.

2. Collective Responsibilities of the Executive

- a) The Executive shall be required to meet a minimum of once per week;
- b) The minutes of Executive meetings shall be completed in a timely fashion and be made available at the Students' Union office.

BY-LAW XII – Duties and Responsibilities of Individual Executive Members

1. The President shall:

- a) be the spokesperson of the Union;
- b) chair meetings of the Board of Directors;
- c) act as the liaison between the Institution and the Union;
- d) act as signing authority of the Union;
- e) act as the liaison with staff of the Union;
- f) be responsible for maintaining and ensuring the implementation of the Constitution, Bylaws, and Policy of the Union and discipline Board of Directors members as deemed necessary;
- g) coordinate and delegate responsibilities to Board of Directors members and or appointees as deemed necessary;
- h) oversee the preparation of the annual report of the Union;
- i) chair the Student Caucus

2. The Vice President Services shall:

- a) be responsible for all books, records, and accounts of the Union;
- b) render a monthly statement of accounts to the Board of Directors;
- c) oversee the preparation of the annual budget of the Union;
- d) oversee the business operations and services of the Union;
- e) act as a signing authority of the Union;
- f) chair the Services Committee of the Union;
- g) be a member of the Student Caucus

3. The Vice President External shall:

- a) communicate regularly with all levels of government;
- b) act as the liaison between the Union and its coalition partners;
- c) oversee the campaigns work of the Union;
- d) chair the Campaigns Committee of the Union;
- e) act as a signing authority

4. The Vice President Internal shall:

- a) co-ordinate the events of the Union;
- b) act as the liaison between the Union and campus clubs and organizations;
- c) chair the Entertainment Committee of the Union;
- d) oversee the entertainment work of the Union;
- e) act as a signing authority of the Union

5. The Vice President Equity shall:

- a) oversee the equity activities of the Union;
- b) act as the liaison between the Union and campus equity groups;

- c) chair the Equity Committee of the Union;
- d) act as a signing authority of the Union

BY-LAW XIII - REMOVAL FROM OFFICE

1. Cessation of Union Membership

Members of the Board of Directors who cease to be members of the Union shall be considered to have delivered their resignations.

2. Abandonment of Office

Board of Directors committee members absent from three (3) or more consecutive meetings of the Board of Directors without valid reason, as determined by a two-thirds majority vote of the Board of Directors, shall be deemed to have delivered their resignation.

3. Impeachment Proceedings

- a) A member of the Board of Directors may be removed from office by resolution of a general meeting or referendum.
- b) Impeachment proceedings may be initiated by:
 - i. a two-thirds (2/3) majority vote of the Board of Directors; or
 - ii. a petition signed by not less than ten per cent (10%) of the members of the Union presented to the Board of Directors.
- c) Notice of impeachment proceedings shall be the same as 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.

BY-LAW XIV - UNION FINANCES

1. Signing Officers

- a) The signing officers for the Union shall be as appointed by the Board of Directors.
- b) The signatures of at least two (2) signing officers shall be required for the execution of any legal documents or, subject to the policy of the Union, the disbursement of any funds on behalf of the Union.

2. Annual Audit

- a) The auditor(s) of the Union shall be appointed by resolution of a general meeting.
- b) The Board of Directors may fill a vacancy in the office of the auditor(s) created by death, resignation or otherwise.
- c) The auditor(s) of the Union shall have the right to examine all books, records and accounts of the Union and shall be entitled to request from any and all members of the Union, including the Board of Directors, such information and explanations as may be required by the auditor(s) for the due performance of their duties.
- d) The Board of Directors shall present the report of the auditor(s) to the Annual General Meeting of the Union.

3. Borrowing

- a) In order to carry out the purposes of the Union the Board of Directors may, on behalf of and in the name of the Union, raise and secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures;
- b) No debenture shall be issued without the sanction of a special resolution;
- c) The members may by special resolution restrict the borrowing powers of the Board of Directors, but a restriction imposed expires at the next Annual General Meeting; and
- d) The Board of Directors shall not borrow at any given time an amount greater than twenty per cent (20%) of the annual budget of the Union.

4. Fiscal Year

The fiscal year of the Union shall be August 1 to July 31.

BY-LAW XV - UNION RECORDS

1. Location of Records

The minutes of the Board of Directors and general meetings, and other books and records of the Union shall be kept in the Union office(s).

2. Inspection by Members

The books and records of the Union may be inspected by Union members in the Union office(s) on any working day during normal office hours provided twenty-four hours written notice is given.

BY-LAW XVI - BRANCH SOCIETIES

The Union, by special resolution, shall have the authority to create branch societies subject to the terms and conditions outlined in the Societies Act of British Columbia.

BY-LAW XVII - AMENDMENT TO THE CONSTITUTION AND BY-LAWS

The Constitution and By-laws of the Union may only be amended by a special resolution passed in a general meeting or referendum of the Union, as per By-law IV.