

CONSTITUTION & BYLAWS

PACIFIC REGION COMPONENT

CANADIAN FEDERATION OF STUDENTS

(amended July, 1989)

TABLE OF CONTENTS

Constitution		2
Definitions	Bylaw I	3
Membership	Bylaw II	4-7
Pacific Region General Meetings	Bylaw III	7-10
Policy	Bylaw IV	10-11
Executive Committee	Bylaw V	12-14
Election of the Executive Committee	Bylaw VI	14-15
Abandonment of Office and Removal of Executive Committee Members	Bylaw VII	15
Powers of the Executive Committee	Bylaw VIII	16
Collective Duties of the Executive Committee	Bylaw IX	16-17
Duties of the Pacific Region Chairperson	Bylaw X	17
Duties of the Federation Deputy Chairperson	Bylaw XI	17-18
Duties of the Pacific Region National Executive Representative	Bylaw XII	18
Duties of the Financial Coordinator	Bylaw XIII	18
Duties of the Pacific Region Women's Liaison Officer	Bylaw XIV	19
Duties of the Local Representatives	Bylaw XV	19
Women's Steering Committee	Bylaw XVI	19-21
Standing Resolutions	Bylaw XVII	21
Voting By Mail	Bylaw XVIII	21-22
Execution of Documents	Bylaw XIX	22-23
Fees	Bylaw XX	23
Notice	Bylaw XXI	23
Financial	Bylaw XXII	24
Inspection of Books and Records	Bylaw XXIII	25
Seal of the Federation	Bylaw XXIV	25
Amendments	Bylaw XXV	25
Standing Resolutions		26-29

CANADIAN FEDERATION OF STUDENTS-PACIFIC REGION
CONSTITUTION AND BYLAWS
(As amended July 6th, 1989)

1. Name

The name of the society is Canadian Federation of Students - Pacific Region Component, hereinafter referred to as the Federation.

2. Purposes

The purposes of the society are:

- (a) To organize students on a democratic, co-operative basis in advancing students' interests, and in 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 ensure the effective use and distribution of the resources of the student organization;
- (d) To bring students together to discuss and co-operatively achieve necessary educational, administrative and legislative change wherever decision-making affects students;
- (e) To facilitate co-operation among students in organizing 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;
- (f) To articulate the real desire of students to fulfill the duties and be accorded the rights of citizens in British Columbia and in the international community;
- (g) 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 recognizes the legitimacy of student representation and the validity of students rights; and whose role in society is clearly recognized and appreciated.

3. Winding-Up Clause

In the event of winding-up or dissolution of the Federation, the funds and assets remaining after the satisfaction of the steps and liabilities shall be given or transferred to such organizations promoting the same purposes of the Federation, as may be determined by the members of the Federation; and if effect cannot be given to the aforesaid provisions, then such funds and assets shall be divided equally among the member local associations that are still members of the Federation at the time of dissolution. This clause is unalterable.

BYLAW I: DEFINITIONS

For the purposes of the Constitution and Bylaws:

1.1 Canadian Federation of Students is a national student organization. Canadian Federation of Students - Pacific Region component is a chartered provincial component of Canadian Federation of Students

1.2 Pacific Region is the province of British Columbia.

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

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

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

1.5 An "individual member" shall be any individual who is a member of a member local association of the Federation.

1.6 The "at-large" positions on the executive committee are:

- (a) Pacific Region Chairperson
- (b) Pacific Region Treasurer
- (c) Pacific Region Representative on the National Executive Committee
- (d) Pacific Region Women's Liaison Officer

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

BYLAW II: MEMBERSHIP

2.1 Full Membership

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

(a) A local students' association in the Pacific Region is eligible to apply for full membership only if its members have approved full membership in a referendum held within the preceding nine (9) months. The referendum must have included approval of a membership fee totalling the national fee, the Pacific Region fee, and the Services fee of the Canadian Federation of Students.

(b) The official working for a referendum on full membership in the Federation shall be: "Do you wish to join the Canadian Federation of Students at a fee of \$3.75 per student, per semester".

(c) Full membership status becomes effective at such time as it is approved by:

- i) the Pacific Region plenary of the Federation; or
- ii) the national plenary of the Canadian Federation of Students,

though a ratification vote must be conducted within the succeeding nine (9) months by the Pacific Region plenary or vote by mail as per Bylaw XVII.

(d) The Pacific Region full membership fee for local associations shall be \$1.75 per semester, per local association general member, pro-rated as per the policy of the member local associations with regard to the levying of its local association fee.

2.2 Prospective Membership

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

(a) A local students' association in the Pacific Region is eligible to apply for prospective membership only if its board of directors or membership has approved prospective membership in the preceding nine (9) months.

(b) Prospective membership status becomes effective at such time as it is approved by:

- i) the Pacific Region plenary of the Federation; or
- ii) the national plenary of the Canadian Federation of Students

though a ratification vote must be conducted within the succeeding nine (9) months by the Pacific Region plenary or vote by mail as per Bylaw XVIII.

(c) The Pacific Region prospective membership fee for local associations is five per cent (5) of the Pacific Region full membership fee.

2.2 (d) A local students' association which applies for and is granted prospective membership status shall conduct a full membership referendum within two years following the granting of their prospective membership.

(e) A local students' association's prospective membership lapses at the corresponding general meeting two years after the general meeting at which prospective membership was granted, or when it is accepted by a general meeting as a full member, whichever comes first.

(f) There shall be a two (2) year waiting period between the expiration of prospective membership status before a subsequent prospective membership application will be accepted, unless waived by a two-thirds (2/3) vote by a Federation general meeting.

(g) A prospective member shall be entitled to all of the rights and benefits accorded a full member.

2.3 Application for Full and Prospective Membership

(a) Within sixty (60) days of receipt by the executive committee of the Federation of an application in writing for full and prospective membership, the executive committee shall consider the application and make a recommendation to the member local associations of the Federation regarding the application.

(b) There shall be a vote of the member local associations of the Federation by mail or at the next general meeting on the question of approving a recommendation of the executive committee regarding an application for membership. A majority of at least two-thirds shall be required to accept the application.

2.4 Suspension and Expulsion of Member Local Associations

(a) A member local association may have their voting privileges suspended, for up to twenty-four months, or be expelled from the Federation by a two-thirds vote of a general meeting:

(i) for a breach of a provision of the Pacific Region or National Bylaws; or

(ii) for failure to meet its financial obligations to the Federation,

(iii) when a problem of duplicate representation arises.

(b) The process for suspending voting privileges of or expelling a member may be initiated by:

(i) resolution of the executive committee; or

(ii) a petition signed with more than fifty per cent (50%) of the member local association served upon a Pacific Region executive committee meeting.

2.4 (c) Upon the process for suspension of voting privileges or expulsion of a member local association being initiated, the Pacific Region executive committee shall:

(i) inform the member local association of such resolution or petition with seven (7) calendar days and a minimum of twenty eight (28) calendar days before a general meeting where suspension or expulsion will be discussed. Notification shall be by registered mail and shall be considered as received upon receipt by the member local association

(ii) include the business on the agenda of the next annual or semi-annual general meeting provided one is scheduled to commence no sooner than four (4) weeks and no later than thirteen (13) weeks following the Pacific Region executive committee meeting at which the suspension of voting privileges or expulsion is initiated; or

(iii) organize a special general meeting to deal with the business, to be scheduled for no sooner than four (4) weeks and no later than thirteen (13) weeks following the Pacific Region executive committee meeting at which suspension of voting privileges or expulsion is initiated, notwithstanding Article 3.3(b).

(d) A member local association, having had its voting privileges suspended or having been expelled by the national plenary of the Canadian Federation of Students shall be deemed to have had its voting privileges suspended or to have been expelled, respectively, from the Pacific Region component. A motion ratifying the suspension of voting privileges or expulsion must be conducted at the next Pacific Region general meeting. If a general meeting does not occur within the succeeding nine (9) months a special general meeting will be called for this purpose.

(e) A member local association, having had its voting privileges suspended or having been expelled, will have the right to appeal said suspension of voting privileges or expulsion to a subsequent national or Pacific Region general meeting.

2.5 Withdrawal of Full Members

(a) A full member of the Federation may withdraw from the Federation subject to the following rules and procedures:

(i) A referendum authorizing withdrawal shall be conducted in accordance with the Bylaws of the member local association;

(ii) The wording used for the referendum on withdrawal shall be "Do you wish to withdraw your membership in the Canadian Federation of Students (with the current cost of membership being \$3.75 per student, per semester)?"

(iii) Notice of the intention to hold a referendum to withdraw from the Federation must be received, in writing, signed by a notary public by the Pacific Region office and national office, no later than six (6) months prior to the date of the referendum.

2.6 Binding Contract

(a) A member local association's application form, once accepted by the plenary of the Federation, shall constitute a binding contract to pay Federation membership fees in each fiscal year.

(b) Should a member local association fulfill the provision of section 2.5, said local student association shall remain liable for Federation membership dues owed from the date of membership to the end of the Federation's fiscal year in which said member local association voted to withdraw.

2.7 Honourary Members

Honourary members shall be any person upon whom honourary membership may be conferred by a general meeting of the Federation. Honourary members shall not be required to pay fees, and shall not have a vote at meetings of the Federation.

2.8 Cessation of Good-Standing

A member local association ceases to be in good-standing when it has been suspended under Bylaw 2.4 or when it has withdrawn under Bylaw 2.5.

BYLAW III - PACIFIC REGION GENERAL MEETINGS

3.1 Types of Pacific Region General Meetings

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

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

3.2 Scheduling of Annual and Semi-Annual Pacific Region General Meetings

The Pacific Region general meetings will be scheduled by the Pacific Region executive committee subject to the following conditions:

(a) The annual Pacific Region general meeting will be held annually between January 1 and February 15; and

(b) The semi-annual Pacific Region general meeting will be held annually between August 1 and September 15.

3.3 Scheduling of Special Pacific Region General Meetings

Special general meetings may be scheduled by:

- (a) resolution of the Pacific Region executive committee; or
- (b) petition signed by more than fifty percent (50%) of the member local associations presented to a Pacific Region executive committee meeting directing the Pacific Region executive committee to immediately schedule a special general meeting to occur within the succeeding five (5) weeks.

3.4 Setting of Agendas for Pacific Region General Meetings

The agendas for Pacific Region general meetings shall be prepared by the Pacific Region executive committee subject to the following conditions:

- (a) The following business will be included on the agenda of the annual Pacific Region general meeting

- i) Presentation of the report of the Pacific Region executive committee;
- ii) Presentation of the report of the Pacific Region Treasurer;
- iii) Presentation of the report of the Pacific Region Women's Steering Committee; and
- iv) Presentation of the report of the Auditors; and
- v) The appointment of auditors for the ensuing year.

- (b) The following business will be included on the agenda of the semi-annual general meeting

- i) Presentation of the report of the Pacific Region executive committee;
- ii) Presentation of the report of the Pacific Region Treasurer;
- iii) Presentation of the report of the Pacific Region Women's Steering Committee; and
- iv) Presentation of a draft budget for the upcoming fiscal year.

3.5 Notice of Annual & Semi-annual General Meetings

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

- (a) the delivery, no later than six (6) weeks prior to the general meeting, of a letter to include, but not to be limited to, the following:

- i) Date of the general meeting;
- ii) Location of the general meeting; and
- iii) Deadline for the submission of Policy and Constitution and Bylaw proposals; and

3.5 (b) the delivery, no later than (4) weeks prior to the general meeting, of the proposed agenda for the general meeting as prepared by the Pacific Region executive committee.

3.6 Notice of Special General Meetings

Notice for a special general meeting shall be deemed to have been given by:

(a) the delivery, no later than three (3) weeks prior to the general meeting, of a letter to include, but not to be limited to, the following:

- i) Date of the general meeting; and
- ii) Location of the general meeting; and

(b) the delivery, no later than (3) weeks prior to the general meeting, of the agenda for the general meeting as prepared by the Pacific Region executive committee or set out by petition.

3.7 Quorum for Pacific Region General Meetings

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

3.8 Voting at Pacific Region General Meetings

(a) All resolutions voted on within Pacific Region general meetings shall be decided by majority vote, unless otherwise specified by the Pacific Region Bylaws or by the Society Act of British Columbia

(b) Abstentions on resolutions shall not be considered within the determination of the outcome of any resolution.

3.9 Proxies

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

(a) A member local association, not having a delegation at a Pacific Region general meeting, may designate another member local association's delegation as its proxy by delivering to the Pacific Region executive committee a letter:

- i) to include the wording of the duly recorded motion of the board of directors designating the member local association's delegation as its proxy; and
- ii) written on its letterhead stationary.

(b) A member local association, having a delegation at a Pacific Region general meeting which is unable to remain until the adjournment of the meeting, may designate another member local association's delegation as its proxy by delivering to the Pacific Region executive committee a letter:

i) to include the wording of the duly recorded motion of its board of directors authorizing its delegation to designate another member local association's delegation as its proxy; and

ii) signed by a notary public or stamped with the official seal of the designating member local;

(d) A member local association may hold no more than one (1) proxy vote at any given time;

(e) A member local association may issue no more than one (1) proxy vote for any given time;

(f) A member local association, having been designated as a proxy for another member local association, may not in turn designate another member local association as the proxy.

3.10 Rules of Order for Pacific Region General Meetings

The most recent edition of Roberts' Rules of Order shall govern the conduct of all Pacific Region General Meetings.

BYLAW IV: POLICY

The policy of the Federation consists of all statements of long term goals, objectives and plans; and of all statements of fundamental principles or of guiding considerations for the taking of positions in the future; and of all political statements on behalf of the membership of the Federation.

4.1 Standing Policy Proposals

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

4.2 Tentative Policy Proposals

(a) The substance of a policy proposal sent by a member local association to the Pacific Region office and the other member local associations less than four (4) weeks before the time affixed for a particular general meeting shall be considered to be a tentative policy proposal.

- (h) Pacific Region Executive Committee Member - Douglas College Students' Society
- (i) Pacific Region Executive Committee Member - Emily Carr College of Art and Design Students'
- (j) Pacific Region Executive Committee Member - Kalamalka Campus Students' Association
- (k) Pacific Region Executive Committee Member - Kwantlen College Students' Association
- (l) Pacific Region Executive Committee Member - Langara Students' Union
- (m) Pacific Region Executive Committee Member - Malaspina College Students' Society
- (n) Pacific Region Executive Committee Member - Native Education Centre Students' Association
- (o) Pacific Region Executive Committee Member - Northwestern College Students' Society
- (p) Pacific Region Executive Committee Member - Selkirk College Student Society
- (q) Pacific Region Executive Committee Member - Simon Fraser Student Society
- (r) Pacific Region Executive Committee Member - University of Victoria Graduate Students' Society
- (s) Pacific Region Executive Committee Member - University of Victoria Students' Union

5.3 Term of Office of the Executive Committee

The term for the positions on the executive committee shall be as follows:

- (a) The term of the Pacific Region Chairperson shall be one (1) year commencing May 1 and expiring April 30.
- (b) The terms of the Federation Deputy Chairperson, Federation Treasurer, and Women's Liaison Officer positions shall be one (1) year commencing at the close of the annual general meeting at which the elections for the positions are held, and expiring at the close of the succeeding annual general meeting.
- (c) The term of the Federation Representative on the National Executive shall one (1) year commencing at the close of the annual national general meeting following the annual pacific region general meeting at which the election for the position is held, and expiring at the succeeding annual national general meeting."
- (d) The term of a Local Representative shall be one (1) year commencing upon ratification to the executive committee, and expiring at the Pacific Region executive committee scheduled the closest to one (1) year after the executive committee meeting at which the member was ratified.

4.3 Standing Policy

(a) A standing policy proposal, if approved by a three-quarters vote of a general meeting, shall be considered standing policy of the Federation.

4.4 Tentative Policy

(a) A tentative policy proposal, if approved by a three-quarters vote of a general meeting, shall be considered policy of the Federation until the subsequent general meeting, and shall require ratification, by a three-quarter majority vote, at that subsequent general meeting in order to become standing policy of the Federation.

4.5 Formation of Policy Between General Meetings

(a) The executive committee may adopt policy for the Federation between general meetings as it deems necessary. Any policy adopted by the executive committee shall, at the next general meeting, cease to be policy, unless ratified by a three-quarter (3/4) majority vote at said general meeting.

4.6 Policy Manual

(a) The policy manual of the Federation shall be comprised of all standing policy of the Federation.

BYLAW V: EXECUTIVE COMMITTEE

5.1 The Executive committee

The board of directors shall be known as the Pacific Region executive committee, hereinafter, for the purposes of these Bylaws, as the executive committee.

5.2 Composition

The executive committee will be comprised of:

- (a) Pacific Region Chairperson
- (b) Pacific Region Deputy Chairperson
- (c) Pacific Region Representative on the National Executive
- (d) Pacific Region Treasurer
- (e) Pacific Region Women's Liaison Officer
- (f) Pacific Region Executive Committee Member - Capilano College Students' Society
- (g) Pacific Region Executive Committee Member - Cariboo College Students' Society

6.2 Election of the Pacific Region Women's Liaison Officer

The Pacific Region Women's Liaison Officer shall be elected by a secret ballot vote of the women's steering committee and ratified by the plenary of the at the Pacific Region Annual General Meeting.

6.3 Election of the Local Representatives

The Local Representatives shall be elected by their respective local associations, in a manner consistent with the policy and bylaws of said member local association, and ratified by the Pacific Region executive committee.

6.4 By-elections for At-Large Positions

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

(a) By-elections for the Federation Chairperson, Federation Deputy Chairperson, Federation Treasurer and Federation Representative on the National Executive shall be done by a secret ballot vote of the plenary at a Federation General Meeting.

(b) By-Elections of the Federation Women's Liaison Officer shall be elected by a secret ballot vote of the Federation Women's Steering Committee and ratified by vote of the plenary at a Federation General Meeting.

(c) The term of office for at-large executive committee member selected in a by-election shall be as per the schedule set out in Bylaw 5.3 - Term of Office.

6.5 Appointments to the Executive Committee

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

6.6 Eligibility

a) A nominee for any position on the executive committee must be a member of the Federation.

b) A nominee for any 'at-large' position on the executive must be:

i) either a delegate at the general meeting at which the at-large position is being filled or in an at-large position on the provincial executive.

ii) nominated by at least two (2) member local associations.

c) There shall be no more than two (2) at-large members on the executive committee elected from any one (1) member local association.

d) There shall be a minimum waiting period of one (1) year before a member, who has served a three (3) consecutive full terms on the executive committee shall be eligible to run for election to the executive committee, unless waived by a two-thirds (2/3) vote of the plenary, with the exception of the Pacific Region Chairperson whose position shall be no more than two (2) years.

5.4 Meetings of the Executive Committee

(a) The executive committee shall meet no less than six (6) times per annum

(b) At least fifty one per cent (51%), but never less than three (3), of the currently filed executive committee positions shall constitute a quorum for the transaction of business.

(c) Formal notice of all executive committee meetings shall be delivered, telegraphed or mailed to each member of the executive committee, and each member local association no less than fourteen (14) days before the meeting is to take place.

(d) Executive committee meetings shall be formally scheduled by:

- i) the executive committee;
- ii) the Pacific Region Chairperson in the absence of a prior executive committee resolution; or
- iii) the Pacific Region Chairperson, at the direction in writing of three (3) members of the executive committee.

(e) The executive committee shall only exclude members of the Federation's member local association from its meetings by a two-thirds (2/3) majority vote.

(f) The most recent edition of Roberts' Rules of Order shall govern the conduct of all executive committee meetings.

5.5 Remuneration of Executive Committee Members

Remuneration for positions on the executive committee shall be as follows:

(a) the Pacific Region Chairperson shall receive a full-time salary provided sufficient funds are deemed available by a general meeting; and

(b) All other positions shall receive such amounts as may be decided by a special resolution.

BYLAW VI: ELECTION OF THE EXECUTIVE COMMITTEE

6.1 Election of the Pacific Region Chairperson, Pacific Region Deputy Chairperson, Pacific Region Treasurer and Pacific Region Representative

The Pacific Region Chairperson, Pacific Region Deputy Chairperson, Pacific Region Treasurer and Pacific Region Representative on the National Executive shall be elected by secret ballot vote of the plenary at the Pacific Region Annual General Meeting.

BYLAW IX - COLLECTIVE DUTIES OF THE EXECUTIVE COMMITTEE

9.1 Report of the Federation Executive Committee

The Federation executive committee shall present a written report at every Federation general meeting to include an account of activities of the Federation executive committee and the Federation since the preceding general meeting. The format of the Federation Executive Committee Report as defined in Standing Resolutions.

9.2 Organizing of the General Meetings

The executive committee shall organize and prepare the agenda for all general meetings of the Federation.

9.3 Maintenance of the Policy Manual

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

9.4 Miscellaneous

The executive committee shall perform such duties as may be determined by a general meeting.

9.5 Limitation on Authority

The executive committee and all individual executive committee members shall operate within the parameters of Federation policy directives.

BYLAW X: DUTIES OF THE PACIFIC REGION CHAIRPERSON

10.1 The Pacific Region Chairperson shall convene and preside over meetings of the executive committee.

10.2 The Pacific Region Chairperson, in conjunction with the executive committee, shall be responsible for:

- (a) The preparation of an agenda prior to regularly scheduled general meetings.
- (b) Sending the agenda of general meetings to each member local association by pre-paid mail at least three (3) weeks before the time fixed for the holding of such meeting.
- (c) The preparation of an agenda for each executive meeting.
- (d) Soliciting items for the agenda for each executive committee meeting.
- (e) Sending an annotated agenda package to each member of the executive committee at least two (2) weeks prior to meetings of the executive committee.
- (f) Preparing, in conjunction with the staff, materials for executive meetings.

BYLAW VII: ABANDONMENT OF OFFICE AND REMOVAL OF EXECUTIVE COMMITTEE MEMBERS

7.1 Absence from Executive Committee Meetings

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

7.2 Removal of an At-large Member on the Executive Committee

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

7.3 Removal of a Local Representative on the Executive Committee

A local representative on the executive committee may be removed before the expiry of her term by:

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

BYLAW VIII: POWERS OF THE EXECUTIVE COMMITTEE

8.1 The executive committee may enter into contract for the Federation, into which the society may lawfully enter, and subject to pertinent standing resolutions.

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

8.3 Without in any way derogating from section 11.1 and 11.2, the executive committee shall not be empowered to acquire or dispose of any lands, buildings, other property, movable, immovable, real or personal, or any right or interest therein owned by the Federation without the prior approval of three-quarters of member local associations.

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

BYLAW XIII: DUTIES OF THE FINANCIAL CO-ORDINATOR

13.1 The financial co-ordinator shall oversee the keeping of accounts of all receipts and disbursements of the Federation, and shall deposit all monies or other valuable effects in the name and to the credit of the Federation in such financial institutions as may from time to time be designated by the executive committee and shall render all accounts of all her transactions as financial co-ordinator and the financial situation of the Federation in the form of financial reports.

13.2 The financial co-ordinator shall submit a written financial statement to all member local associations two (2) weeks prior to the annual general meeting.

13.3 The financial co-ordinator shall be responsible for the budget of the Federation to be submitted to the member local associations two weeks prior to each general meeting.

13.4 The financial co-ordinator shall be responsible for the long range planning of the Federation.

13.5 The financial co-ordinator shall be responsible for maintaining adequate levels of cash flow.

BYLAW XIV: DUTIES OF THE PACIFIC REGION WOMEN'S LIAISON OFFICER

14.1 The women's liaison shall chair the women's steering committee of the Federation.

14.2 In the absence of an appointee from the provincial women's steering committee the women's liaison officer shall be the pacific region representative on the national women's steering committee of the Canadian Federation of Students.

14.3 The women's liaison shall be responsible for working in conjunction with the members of the women's steering committee, and for informing the committee members of the progress of the executive committee of the Federation with respect to women's issues.

BYLAW XV: DUTIES OF THE LOCAL REPRESENTATIVES

15.1 The local representatives shall ensure that copies of all minutes of all executive committee meetings are distributed to their respective member local associations within three weeks.

15.2 The local representatives shall report, within three weeks, to their locals, the occurrence of any financial transaction for which the plenary did not originally budget at the previous general meeting.

10.3 The Pacific Region Chairperson is the official spokesperson of the Federation.

10.4 The Pacific Region Chairperson shall visit each member local association at least twice during her term of office; and shall also be generally responsible for on-campus representation of the Federation.

10.5 The Pacific Region Chairperson shall submit a written report at each executive meeting and each general meeting.

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

BYLAW XI: DUTIES OF THE FEDERATION DEPUTY CHAIRPERSON

11.1 The Federation Deputy Chairperson shall assist the Federation Chairperson in fulfilling her Constitutional role.

11.2 The Federation Deputy Chairperson shall perform such duties as may be assigned by a Federation general meeting or by the Federation executive committee."; and

11.3 In the event that the Federation Chairperson resigns, is removed from office, is deemed to have vacated her position or is unable to complete her constitutional duties , the Federation Deputy Chairperson, upon a ratification vote of the Executive Committee, shall assume the position of Federation Chairperson.

BYLAW XII: DUTIES OF THE PACIFIC REGION NATIONAL EXECUTIVE REPRESENTATIVE

12.1 The pacific region national executive representative shall be the pacific region representative on the national executive committee.

12.2 The pacific region national executive representative shall communicate perspectives of the member local associations in the Pacific Region at meetings of the national executive committee.

12.3 The pacific region national executive representative shall communicate perspectives of the Women's Steering committee of the Pacific Region at meetings of the national executive committee.

12.4 The pacific region national executive representative shall conduct liaison with member local associations regarding important issues arising nationally.

16.6 Meetings of the Women's Steering Committee

The Women's Steering committee shall hold its meetings at such place or places as may be determined from time to time.

(a) Women's Steering Committee meetings shall be formally called by the Pacific Region Women's Liaison Officer.

(b) Formal notice of a Women's Steering Committee meeting shall be delivered, telegraphed or mailed to each member of the committee and each member local association no less than fourteen (14) days before the meeting is to take place.

(c) The Women's Steering Committee shall meet no less than four (4) times per year.

(d) Quorum for the Women's Steering Committee shall constitute five (5) committee members.

16.7 Funding Authority

The Women's Steering Committee has complete authority to allocate the funds made available to it as per the budget which has been adopted at a general meeting.

16.8 Responsibilities of the Women's Steering Committee

The members of the Women's Steering Committee shall:

(a) Review and monitor the policy manual, to ensure that this manual remains free of any sexist language or sexist overtones and to ensure that the Pacific Region Women's Liaison Officer is alerted to any potentially discriminatory policies. Such policies are addressed by the committee either by recommending that such policies be deleted from the policy manual, or by recommending that the offensive portions be amended.

(b) Help to direct, implement and coordinate any Women's Steering Committee campaigns at their respective member local associations.

(c) Act as a primary liaison between member local associations and the Women's Steering Committee. Women representatives are expected to report to their member local associations on the activities and initiatives of the committee.

(d) Communicate local perspectives to the other members of the Women's Steering Committee.

(e) Distribute to the best of their abilities all materials, newsletters, information and minutes, arising from the Women's Steering Committee, to the women of their respective member local associations.

(f) Prepare written reports for their member local associations after Women's Steering Committee meetings.

(g) Help promote all aspects of the Canadian Federation of Students.

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

15.4 The local representatives shall communicate local perspectives to other members of the executive committee.

15.5 Generally, the local representatives shall coordinate the implementation of Federation programs within their member local associations.

15.6 The local representative shall present, at the start of each executive meeting, a written report outlining the activities of their respective local associations since the previous meeting of the executive committee.

BYLAW XVI: WOMEN'S STEERING COMMITTEE

16.1 Composition of the Women's Steering Committee

The Women's Steering shall consist of the Pacific Region Women's Liaison Officer as Pacific Region Chairperson, and a woman representative from each member local association. Women holding positions on the Executive Committee of the Pacific Region may also participate as ex-officio members.

16.2 Elections of Local Representatives

The local representatives of the Women's Steering Committee shall be selected by their member local associations, in a manner consistent with the policy and bylaws of said member local associations.

16.3 Terms of Office

Local representatives of the Women's Steering Committee shall hold office for one (1) year from the time they are selected.

16.4 Vacancy

In the event of abandonment, resignation or removal, the member local association shall select another local representative for the committee.

16.5 Abandonment of Office

Any member of the Women's Steering Committee who without prior authorization of the committee is absent from two (2) consecutive and regularly scheduled meetings of the committee shall be deemed to have abandoned her position and the committee shall declare the position vacant forthwith.

18.10 The executive committee shall include copies of all submissions received from member local associations not exceeding one (1) page in length in the second mail out described in section 21.4.

BYLAW XIX: EXECUTION OF DOCUMENTS

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

19.2 In accordance with these Bylaws, the financial co-ordinator and any other officer designated by the executive committee for that purpose may transfer or accept the transfer of any and all shares, bonds or other securities in the name of the Federation; may affix the seal of the Federation on all such transfers; and make, execute and deliver under the seal, all documents necessary for such purposes, including the appointment of attorneys.

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

BYLAW XX: FEES

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

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

20.3 Notwithstanding any other provision of these Bylaws, a member local association demonstrating, to the satisfaction of the plenary, an inability to collect the membership fees of the Federation, may propose an agreement related to fee payment, and such agreement may be accepted by a two-thirds vote of the plenary of the Federation.

BYLAW XVII: STANDING RESOLUTIONS

17.1 The member local associations of the Federation may, by a three-quarters vote of those present at a general meeting, enact standing resolutions.

BYLAW XVIII: VOTING BY MAIL

18.1 Votes by mail as prescribed in sections of these by-laws shall be conducted in accordance with procedures outlined in the following sections.

18.2 Within fourteen (14) days after the date when a vote by mail becomes necessary or is authorized, the executive committee shall appoint a member of the staff of the Federation to act as chief returning officer. The returning officer shall be responsible for publicizing the results of the vote.

18.3 Fourteen (14) days after the date when a vote by mail becomes necessary or is authorized, the executive committee shall send by registered mail to the member local associations a list of motion(s) and accompanying documentation.

18.4 Three (3) weeks after the date when a vote by mail becomes necessary or is authorized, the executive committee shall send by registered mail to the member local associations a list of motion(s), the ballot(s), and accompanying documentation.

18.5 When a member local association of the Federation has voted, the ballot(s) shall be sent by registered mail to the main office of the Federation, addressed to the chief returning officer.

18.6 A ballot shall not be counted unless it is received by the chief returning officer no more than four (4) weeks after the date on which the ballots were mailed to the member local associations.

18.7 Four weeks after the date on which the ballots are mailed to member local associations, the chief returning officer shall count the votes and inform all member local associations of the result of the mail vote.

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

18.9 A vote by mail may be requested by a minimum of ten percent (10%) of the member local associations or by any four (4) executive committee members. Such a vote shall have the same force as a motion duly passed at a general meeting of the Federation.

22.3 General Powers

The Federation may:

- (a) Acquire by gift, bequest, lease, exchange or purchase any lands, buildings, or hereditaments; whether freehold or leasehold, for the use of the Federation.
- (b) Erect on such land any buildings or improvements necessary for the proper use and occupation of same by the Federation.
- (c) Subject to the provisions contained in the Society Act of B.C., borrow, raise and secure the payment of such money in such manner as the Federation sees fit.
- (d) Take or otherwise acquire any hold shares or stock debenture, debenture stock bonds, obligations and securities issued by any society or company within the province of British Columbia, only by authorization of a special resolution at a general meeting.

22.4 Borrowing Powers of the Executive Committee

The executive committee may borrow money on the credit of the Federation, not to exceed twenty per cent (20%) of the annual budget of the Federation.

22.5 Raising Funds Between General Meetings

The executive committee may issue debentures or other securities of the Federation, and pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient, only by the sanction of a special resolution.

BYLAW XXIII: INSPECTION OF BOOKS AND RECORDS

23.1 The official minutes of the meetings of the Federation and of the meetings of the executive committee shall be kept on file at the main office of the Federation.

23.2 The books, records and accounts of the Federation may be inspected by any individual member at the main office of the Federation, on any business day between the hours of 10:00 a.m. and 4:00 p.m. provided that notification of the intent to inspect has been received by the financial co-ordinator.

23.3 In addition to section 25.2, copies of said records shall be sent to any member local association of the Federation which requires them, provided that the requesting member local association pays the cost of such request.

BYLAW XXI: NOTICE

21.1 Whenever under these Bylaws notice is required to be given, such notice may be given either personally or telegraphed or by pre-paid mail addressed to a member of the executive committee, officer, or member local association at her or their address as the same appears on the books and records of the Federation.

21.2 A notice or other document so sent by mail shall be held to be sent by mail at the time when same was deposited in a public letter box or in a post-office as aforesaid; or if telegraphed, shall be held to be sent when the same was handed to the telegraph company or its messenger.

21.3 For the purpose of sending any notice, the address of any officer or member local association or member of the executive committee shall be her last as recorded on the books and records of the Federation.

21.4 The accidental omission to give notice of a meeting or motion or the non-receipt of such notice by those entitled to receive notice of motion, does not invalidate proceedings.

BYLAW XXII: FINANCIAL

22.1 Signing Officers

(a) The signing officers of the Federation shall be appointed by the executive committee;

(b) The signatures of at least two (2) signing officers shall be required for the execution of any legal document or, subject to the policy of the Federation, the disbursement of any funds on behalf of the Federation.

22.2 Fiscal Year

The Fiscal year of the Federation shall end August 31st of each year.

STANDING RESOLUTIONS

PACIFIC REGION COMPONENT CANADIAN FEDERATION OF STUDENTS

1. Location of Operations

The society will chiefly carry out its operations in the province of British Columbia.

2. Equality of Votes at Pacific Region General Meetings

In the case of an equality of votes cast at a general meeting, the chair of the general meeting shall not be able to cast a deciding vote.

3. Equality of Votes in Pacific Region Votes By Mail

In the case of an equality of votes cast in a vote by mail, the Chief Returning Officer shall not be able to cast a deciding vote.

4. Harassment and Grievance Committee at General Meetings

There shall be a "Harassment and Grievance Committee" at all general meetings. There must be a minimum of three (3) members on the harassment and grievance committee at each Pacific Region general meeting.

5. Pacific Region Executive Committee s' Voting Rights

Each member of the Pacific Region Executive Committee shall have only one vote on the Pacific Region Executive Committee.

6. Ratification of Local Representatives on the Pacific Region Executive Committee

The Pacific Region Executive Committee shall ratify a local representative upon receipt of a letter from a member local association, listing a duly-recorded motion of the association's board of directors or general meeting filling their local representative position on the Pacific Region Executive Committee.

BYLAW XXIV: SEAL OF THE FEDERATION

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

BYLAW XXV: AMENDMENTS

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

12. Women's Steering Committee

The following procedures shall govern the affairs of the Women's Steering Committee:

(a) Each member of the Women's Steering Committee shall have no more than one vote on the Women's Steering Committee.

(b) A letter of appointment and/or vacancy for each local women's representative to the Women's Steering Committee shall be sent to the Pacific Region Office

(c) An orientation session shall be held at the beginning of each woman Steering Committee meeting.

(d) The following procedure shall be employed for phone-around motions:

i) that a motion with mover and seconder be received;

ii) that the Pacific Region Women's Liaison Officer conduct the vote, giving each Women's Steering Committee member two (2) week days to respond; and

iii) that if four members of the Women's Steering Committee disagree with the method of a phone-around vote, that the matter be referred to the next Women's Steering Committee meeting.

(e) There shall be verification of attendance at the Women's Steering Committee meeting before remuneration of expenses for those Women's Steering Committee members who live outside the meeting area.

(f) That the per diem be set at \$18.00 per day for those members of the Women's Steering Committee traveling from outside the meeting area.

13. Executive Committee Elections

The Pacific Region Executive Committee shall appoint an employee of the Federation to act as Chief Returning Officer for all elections and by-elections for the Pacific Region Executive Committee being held at general meetings of the Federation.

14. Travel Costs of Delegates to Pacific Region General Meetings

The travel costs of delegates attending Pacific Region general meetings shall be borne by the Pacific Region general meeting budgets notwithstanding the Pacific Region executive committee shall have authority to decide appropriate modes of transportation and maximum costs to be paid.

7. Staff Relations Officer

The Pacific Region Executive Committee shall select from amongst its members, at its first meeting following the Pacific Region Annual General Meeting, one (1) member to act as "Staff Relations Officer", the duties of which are outlined in the Collective Agreement with the Pacific Region staff.

8. Portfolio's & Committees

The Pacific Region Executive Committee shall have the authority to create from time-to-time committees and portfolio positions.

9. "Phone-around" Motions

The procedure for phone-around motions of the Pacific Region Executive Committee shall be as follows:

(a) A minimum of two Pacific Region Executive Committee members, a mover and seconder, shall be required to initiate a "phone-around" motion;

(b) The vote on the motion shall be conducted by the Pacific Region Chairperson;

(c) Each Pacific Region Executive Committee member shall be given two(2) week days to vote; and

(d) If four or more members of the Pacific Region Executive Committee disagree with the use of a "phone-around" motion, the motion will be referred to the next Pacific Region Executive Meeting.

10. Per Diem for Pacific Region Executive Committee Meetings

(a) The following per diems shall be paid to Pacific Region Executive Committee s during Pacific Region Executive Committee meetings:

- i) \$12.00 for those living within the meeting location area; and
- ii) \$18.00 for those members traveling from outside the meeting

area.

(b) A member must attend the entire scheduled Pacific Region Executive Committee Meeting in order to receive a per diem.

11. Location Pacific Region Executive Committee Meetings

(a) A minimum of four (4) Pacific Region Executive Meetings shall beheld annually in the greater Vancouver area; and

(b) A minimum of two (2) Pacific Region Executive Meetings shall beheld annually outside of the greater Vancouver area.

15. Fees Charged to Delegates Attending Pacific Region General Meetings

The Federation shall have the authority to subsidize the cost of Pacific Region general meetings by charging member local associations a "per delegate" fee, to be set on a meeting-to-meeting basis by the Pacific Region executive committee, but not to exceed \$175.00.

16. Report of the Pacific Region Executive Committee

(a) The Pacific Region Chairperson shall be responsible for co-ordinating the work of producing the Executive Report; and,

(b) The Executive Report shall be prepared according to a standard format. That standard format shall include the following:

(i) an itemized schedule of directives from previous general meetings clearly stating the directive and the status of completion of the directive;

(ii) a contact list of Pacific Region Executive Committee members;

(iii) a summary of the activities of the Pacific Region Executive as a whole;

(iv) a discussion of the functioning of the Pacific Region Executive committee including suggested improvements in the structure and functioning of the provincial executive meetings, general attendance of members at executive and committee meetings and an assessment of the activities of the Pacific Region and the executive committee; and,

(v) suggested directives to plenary for campaigns, changes in structure and other issues of concern.

17. Policy Manual

Pacific Region's Policy manual shall be kept in a form that is well-organized and easy-to-use. To this end, policy shall be constructed according to the following format:

(a) all policy shall be labeled and numbered according to section and subsection; and,

(b) all policy shall be made in positive statement form--i.e. "The Federation shall support . . . "

