

Canadian Federation of Students–Manitoba

**CONSTITUTION,  
BYLAWS, and  
STANDING RESOLUTIONS**

**As amended April 26, 2014**

**Canadian Federation of Students – Manitoba Component**  
**Fédération canadienne des étudiantes et étudiants du Manitoba – Élément du Manitoba**

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# Constitution

## 1. Name

The name of the organisation is Canadian Federation of Students – Manitoba, hereinafter referred to as the Federation.

## 2. Preamble (from the Canadian Federation of Students/Fédération canadienne des étudiantes et étudiants)

We, the students of Canada, recognizing the need to speak with one voice in asserting our legitimate needs and concerns, wish to express our support for one national student organization whose basic aims will be as follows:

- a. to organize students on a democratic, cooperative basis in advancing our own interests, and advancing the interests of our 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 movement, while maintaining a balanced growth and development of student organisations that respond to students needs and desires;
- d. to bring students together to discuss and cooperatively achieve necessary educational, administrative, or legislative change wherever decision-making affects students;
- e. to facilitate co-operation among students in organising services which supplement our academic experience, provide for our human needs, and which develop a sense of community with our peers and other members of society;
- f. to articulate the real desire of students to fulfil the duties, and be accorded the rights of citizens in in our society and in the international community;
- g. to achieve our ultimate goal—a system of post-secondary education which is accessible to all, which is of high quality, which is nationally planned, which recognizes the legitimacy of student representation, and validity of student rights, and whose role in society is clearly recognized and appreciated.

In consideration to these needs, students from throughout Canada met in October, 1981, to found the Canadian Federation of Students/Fédération canadienne des étudiantes et étudiants.

The organisations that founded the Canadian Federation of Students were:

The National Union of Students/Union nationale des étudiant(e)s

The Association of Student Councils (Canada)/Association des conseils étudiants (Canada)

The Federation of Albert Students

The British Columbia Students Federation

The Students Union of Nova Scotia

The Ontario Federation of Students/Fédération des étudiant(e)s de l'Ontario

The Saskatchewan Federation of Students

### **3. Statement of Purpose** (from the Canadian Federation of Students/Fédération canadienne des étudiantes et étudiants)

The Canadian Federation of Students/Fédération canadienne des étudiantes et étudiants exists to perform the following functions:

- a. to further the goals of the Canadian Federation of Students/Fédération canadienne des étudiantes et étudiants as outlined in the Preamble;
- b. to represent, promote and defend the common interests of students studying at Canadian post-secondary institutions;
- c. to promote and support the interests and activities of democratic student organisations in all provinces and at all educational institutions in Canada;;
- d. to bring together post-secondary students from all parts of Canada to discuss and take common, democratic positions on questions affecting students;
- e. to represent Canadian students in the federal level of decision-making and to do so by speaking on their behalf with one united voice;
- f. to formulate a national programme that will serve as a framework for coordinating the efforts of representative post-secondary student organisations throughout Canada. This programme will summarize a long-term strategy for achieving the objectives of students in post-secondary education; will describe general ways of reaching those objectives; and will be revised periodically as new objectives and approaches become appropriate;
- g. to do all other things that are incidental or conducive to these purposes.

### **4. 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 organisations 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. Canadian Federation of Students–Manitoba**

The Canadian Federation of Students–Manitoba shall mean the provincially incorporated organisation of the same name.

#### **2. The Federation**

The Federation shall mean the provincially incorporated organisation the Canadian Federation of Students–Manitoba.

#### **3. Canadian Federation of Students**

The Canadian Federation of Students shall mean the nationally incorporated organisation of the same name.

#### **4. Canadian Federation of Students-Services**

The Canadian Federation of Students-Services means the nationally incorporated organisation of the same name.

#### **5. Local Association**

A “local association” shall be taken for all purposes to mean an organisation of students which satisfies the following criteria:

- a. it is locally and democratically-controlled;
- b. it is an autonomous organisation; and
- c. it represents students at only one post-secondary institution.

#### **6. Member Local Association**

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

- a. all stated criteria of the aforementioned “local association”
- b. it is a current member of the Federation, “Canadian Federation of Students” and/or the “Canadian Federation of Students-Services”

#### **7. Semester**

For all purposes of these bylaws, a “semester” shall be taken to mean a period of time approximately four (4) months in duration.

### **8. Referendum**

A “referendum” shall 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 students’ association.

### **9. Individual Members**

An “individual member” shall be any individual who is a member of a member local association of the Federation.

### **10. At-large Members of the Executive Committee**

The “at-large” will be taken to mean any of the following members of the executive committee:

- a. Chairperson;
- b. Deputy Chairperson; and
- c. Treasurer.

### **11. Commissioner Positions**

“Commissioner Position” will be taken to mean any of the following commissioners that are members of the executive committee:

- a. Aboriginal Students’ Commissioner;
- b. Women’s Commissioner;
- c. Francophone Students’ Commissioner;
- d. Students with Disabilities Commissioner;
- e. International Students’ Commissioner;
- f. Lesbian/Gay/Bisexual/Transgender/Two-spirit/Queer\* Students’ Commissioner;
- g. Racialised Students Commissioner;
- h. Part-time and Mature Students’ Commissioner.

### **12. Plenary**

The “plenary” shall be the portion of the General Meeting in which formal decision-making by the delegates of member local associations transpires.



## Bylaw II

# Membership

### 1. Full Membership

**General Description** – Full membership is the standard form of membership in the Federation.

- a. A local students' association in Manitoba is eligible to apply for full membership in the Federation if its members have approved by referendum membership in the Federation, the Canadian Federation of Students, and the Canadian Federation of Students-Services.
- b. A local association's application for membership, once accepted by the Federation, shall constitute a binding contract to collect and remit to the Federation full membership fees for the duration of membership.
- c. Notwithstanding bylaw 2.1, section (d), the Federation membership fee for full member local associations shall be \$2.00 per semester, or \$4.00 per academic year per local association individual member, pro-rated per the policy of the member local association.
- d. Beginning on August 1, 1996, the membership fee shall increase on August 1 of each year by the rate of increase of the national Consumer Price Index (CPI) during the previous calendar year.
- e. A written application for membership submitted by an eligible student association will be considered as a binding contract to accept the rights and responsibilities of Federation membership.
- f. Termination of membership in the Federation shall only be effective on June 30th of the Federation's fiscal year during which a member association withdraws.

### 2. Prospective Membership

**General Description** – Prospective membership is a trial membership of limited duration.

- a. A local students' association in Manitoba is eligible to apply for prospective membership if it has passed a motion of its executive, council or equivalent representative body to apply for prospective membership in the Federation.
- b. A local association's application for prospective membership, once accepted by the Federation, shall constitute a binding contract to pay prospective membership fees and conduct a full membership referendum.
- c. The Federation prospective membership fee for local associations is five percent (5%) of the Federation full membership fee, notwithstanding that the fee may be reduced or waived by a majority vote of plenary at a Federation General Meeting or the Executive Committee.

- d. A prospective member shall have full voting rights in Federation General Meetings, but shall not be permitted to designate a proxy to vote on its behalf, and shall have the same access to Federation resources and materials, except the International Student Identity Card, that a full member has.
- e. A prospective member association must hold a referendum on full membership in the Federation, in accordance with these bylaws and the bylaws of the Canadian Federation of Students and the Canadian Federation of Students-Services, within twelve (12) months following its acceptance as a prospective member, unless an extension is granted.

### **3. Application for Full and Prospective Membership**

- a. Within ninety (90) days of receipt by the Federation of a written application for full or prospective membership, the Executive will examine the application to see whether it is in order, and will make a recommendation to the voting members of the Federation regarding the application.
- b. At the next General Meeting of the Federation, the ratification of the membership application must be put to a vote. A majority of at least two-thirds (2/3) shall be required to accept the application.
- c. A member local association, having been accepted for full or prospective membership by the national plenary of the Canadian Federation of Students and the Canadian Federation of Students-Services shall be deemed to have been accepted as a full or prospective member, respectively, by the Federation.

### **4. Suspension and Expulsion of Members**

- a. A member local association of the Federation may have its voting privileges suspended or may be expelled in accordance with the bylaws of the Canadian Federation of Students and the Canadian Federation of Students-Services. The Federation will adhere to any decision of the Canadian Federation of Students and the Canadian Federation of Students-Service to suspend or expel a member local association.
- b. A member local association, having had its voting privileges suspended or having been expelled by the plenary of the of the Canadian Federation of Students and the Canadian Federation of Students-Service shall be deemed to have had its voting privileges suspended or to have been expelled, respectively, from the Federation.

### **5. Vote to Federate**

The individual members of an eligible students' association may vote on becoming full members of the Federation, subject to the rules and procedures of the Canadian Federation of Students and the Canadian Federation of Students-Service, as defined in the bylaws of the Canadian Federation of Students and the Canadian Federation of Students-Services.

**6. Vote to Defederate**

The individual members of an eligible students' association may vote on whether to defederate, subject to the rules and procedures of the Canadian Federation of Students and the Canadian Federation of Students-Service, as defined in the bylaws of the Canadian Federation of Students and the Canadian Federation of Students-Service.

**7. Honourary Members**

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

**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 its members have voted to defederate under bylaw 2.6.



**Bylaw III****General Meetings****1. Types of General Meetings**

There are two (2) types of General Meetings:

- a. Annual General Meeting; and
- b. Special General Meetings.

**2. Scheduling of Annual General Meetings**

The General Meetings shall be scheduled by the Executive subject to the following conditions:

- a. the Annual General Meeting will be held annually between January 1 and April 30;
- b. where possible, there shall be a period of six (6) months between General Meetings.

**3. Scheduling of Special General Meetings**

Special General Meetings may be scheduled by:

- a. resolution of the Executive; or
- b. petition signed by more than fifty percent (50%) of the member local associations presented to the Executive, directing the Executive to immediately schedule a Special General Meeting to occur within the succeeding five (5) weeks.

**4. Setting of Agendas for General Meetings**

Agendas for General Meetings shall be prepared by the at-large members of the Executive and approved by the Executive, subject to the following conditions:

- a. The agenda of the Annual General Meeting shall include, but in no way be limited to:
  - i. the presentation of the report of the Executive; and
  - ii. the presentation of a draft budget for the upcoming fiscal year.

**5. Notice of Annual General Meetings**

Notice for an Annual General Meeting shall be deemed to have been given by:

- a. the delivery, no later than five (5) weeks prior to the General Meeting, of a letter to include, but in now way 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, constitution and bylaw proposals.

- b. the delivery, no later than three (3) weeks prior to the General Meeting, of the proposed agenda for the General Meeting as prepared by the Executive.

### **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 two (2) 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.
- b. the delivery, no later than two (2) weeks prior to the General Meeting, of the agenda for the General Meeting as prepared by the Executive or set out by petition.

### **7. Quorum for 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.

### **8. Voting at General Meetings**

- a. All resolutions voted on within General Meetings shall be decided by majority vote, unless otherwise specified by the bylaws or by the Corporations Act of Manitoba.
- b. In cases where there are abstentions from a vote, a majority shall be calculated on the basis of votes cast, not including abstentions.

### **9. Proxy Voting**

Proxy voting shall be permitted at General Meetings subject to the following provisions:

- a. A member local association, not having a delegation at a General Meeting, may designate another member local association's delegation as its proxy by delivering a letter to the Executive:
  - i. to include the wording of the duly recorded motion of its board of directors designating the member local association's delegation as its proxy; and
  - ii. written on the member local association's letterhead stationary.
- b. A member local association, having a delegation at a General Meeting that is unable to remain until the adjournment of the meeting, may designate another member local association's delegation as its proxy by delivering a letter to the Executive:
  - i. to include the wording of the duly recorded motion of its board of directors authorising its delegation to designate another member local association as its proxy; and

- ii. written on the member local association's letterhead stationary.
- c. A member local association may hold no more than one (1) proxy vote at any given time.
- d. A member local association may issue no more than one (1) proxy vote for any given time.
- e. 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.

#### **10. Rules of Order for General Meetings**

The most recent edition of Robert's Rules of Order shall govern the conduct of all General Meetings of the Federation.





**Bylaw IV****Policies and Resolutions**

There shall be three (3) classes of resolutions recognised by the Federation:

- Policy;
- Standing Resolutions; and
- Simple Resolutions

**1. Policy**

a. Policy shall consist of:

- All statements of long-term goals specific to the Federation;
- The Federation's objectives and fundamental principles; and
- The considered views of the Federation with respect to any issues of limited or temporal reference.

b. The Federation recognises the authority of each provincial component to establish policy on matters affecting only its province and the national organisation to establish policy on matters affecting only national affairs. The Federation will not establish policy that lies only within those areas unless requested by a provincial component or by the national organisation.

**2. Standing Resolution**

Standing Resolutions shall prescribe the rules and regulations pertaining to the conduct of the Federation, including but not limited to the operations, collective duties of the Executive, and requirements for reporting, subject to Bylaws. Standing Resolutions shall be considered of unlimited temporal reference unless otherwise specifically defined in the motion.

**3. Simple Resolution**

A Simple Resolution shall include but not be limited to, procedural motions, directives to the provincial Executive Committee, and all allocations of Federation resources.

**4. Formation of Policy Between General Meetings**

The Executive may adopt policy between General Meetings, as it deems necessary. Any policy adopted by the Executive shall, at the next General Meeting, cease to be policy, unless ratified by a two-thirds (2/3) vote at the said General Meeting.

**5. Operative Clause**

Only the operative clause shall be considered a Policy or Resolution of the Federation.

**6. Policy Manual**

The Federation policy manual shall be comprised of all policies of the Federation.

**Bylaw V****Board of Directors****1. The Executive**

The board of directors of the Federation shall be known as the Federation Executive Committee, and for the purposes of these Bylaws, as the Executive.

**2. Composition**

The Executive will be comprised of:

- a. Chairperson;
- b. Deputy Chairperson;
- c. Treasurer;
- d. Aboriginal Students' Commissioner;
- e. Women's Commissioner;
- f. a representative of each member local association;

and up to four (4) of the following Commissioners:

- g. Francophone Commissioner;
- h. Students with Disabilities Commissioner;
- i. International Students' Commissioner;
- j. Lesbian/Gay/Bisexual/Transgender/Two-spirit/Queer Students' Commissioner;
- k. Racialised Students' Commissioner;
- l. Part-time and Mature Students' Commissioner.

**3. Term of Office of the Executive**

The term for the positions on the Executive shall be as follows:

- a. The term of the Deputy Chairperson, Treasurer, and all Commissioners shall be one (1) year commencing May 1st.
- b. The term of the Chairperson shall be one (1) year commencing at the close of the Semi-Annual General Meeting of the Canadian Federation of Students and Canadian Federation of Students-Services following the Manitoba Annual General Meeting at which the election for the position is held, and expiring at the close of the succeeding Semi-Annual General Meeting of the Canadian Federation of Students and Canadian Federation of Students-Services.
- c. The term of Local Representatives shall be one (1) year commencing upon ratification to the Executive, and expiring at the Executive meeting scheduled

the closest to one (1) year after the Executive meeting at which the member was ratified.

#### **4. Meetings of the Executive**

- a. The Executive shall meet no less than six (6) times per annum.
- b. Quorum for the transaction of business shall be more than fifty percent (50%), but never less than three (3), of the currently filled Executive positions.
- c. Formal notice of all Executive meetings shall be delivered, faxed, mailed or e-mailed to each member of the Executive, and each member local association no less than fourteen (14) days before the meeting is to take place.
- d. Executive meetings shall be formally scheduled by:
  - i. the Executive;
  - ii. the Chairperson in the absence of a prior Executive resolution; or
  - iii. the Chairperson, at the direction in writing of three (3) members of the Executive.
- e. The most recent edition of Robert's Rules of Order shall govern the conduct of all Executive meetings.

#### **5. "Phone-around" Motions**

In addition to Executive meetings, the Executive may conduct the business of the Component through the use of "phone-around" motions. The procedure for "phone-around" motions shall be as follows:

- a. A minimum of two (2) Executive members, a mover and a seconder, shall be required to initiate a phone-around motion.
- b. Following the initiation of a phone-around motion, the Chairperson shall immediately conduct a vote on the motion.
- c. Each Executive member shall be given two (2) weekdays to vote.
- d. If three (3) or more members of the Executive disagree with the use of a "phone-around" motion, the motion will be referred to the next Executive meeting.
- e. Quorum for the voting shall be more than fifty percent (50%), but never less than three (3), of the currently filled Executive Positions.
- f. The Chairperson shall document all attempts to contact each Executive member.
- g. The Chairperson shall only provide the following information to each Executive member:
  - i. the wording of the motion;
  - ii. the names of the mover and seconder of the motion; and

- iii. the procedure governing “phone-around” motions as outlined in the Bylaws and Standing Resolutions.
- h. After the completion of voting, the Chairperson shall tabulate the votes and inform all Executive members of the outcome of the voting.
- i. The “phone-around” motion shall be ratified at the next meeting of the Executive.

**6. Remuneration of Executive Members**

- a. Remuneration for positions on the Executive shall be set by plenary of the Federation.
- b. Members of the Executive Committee must obtain pre-approval from the at-large members for reimbursement for reasonable expenses incurred in the performance of their duties.



**Bylaw VI****Election of the Executive****1. Election of the Chairperson, Deputy Chairperson, and Treasurer**

The Chairperson, Deputy Chairperson, and Treasurer shall be elected by secret ballot vote at the Federation Annual General Meeting.

**2. Election of the Commissioners**

All of the Commissioners shall be elected by a secret ballot vote at the Federation Annual General Meeting.

**3. Election of the Local Representative**

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 Executive.

**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 member fail to fulfill her term of office.

- a. By-elections for the Chairperson, Deputy Chairperson, and Treasurer shall be done by a secret ballot vote of the plenary at a Federation General Meeting.
- b. The term of office for Executive members selected in a by-election shall be as per the schedule set out in bylaw 5.3, Term of Office.

**5. Appointments to the Executive**

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

**6. Eligibility**

- a. A nominee for any position on the Executive must be a member or prospective member of the Federation.
- b. A nominee for any “at-large” or “commissioner” position on the Executive must be:
  - i. nominated by at least two (2) member local associations; and
  - ii. either a member or perspective member of the Federation or a member of the Executive at the time of election, or both.
- c. There shall be a minimum waiting period of one (1) year before a member who has served three (3) consecutive full terms on the Executive shall be eligible to run for election to the Executive, unless waived by a two-thirds (2/3) vote of the plenary.





**Bylaw VII****Abandonment of Office and Removal of Executive Members****1. Absence from Executive Meetings**

A member of the Executive who, without prior authorisation of the Executive, is absent from three (3) consecutive, regularly-scheduled meetings of the Executive shall be deemed to have resigned from her position on the Executive. A resolution by the Executive ratifying the resignation shall be deemed necessary in order for the position to be declared vacant.

**2. Removal of an At-Large Member on the Executive**

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

**3. Removal of a Local Representative on the Executive**

A local representative on the Executive 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-quarters (3/4) vote at a General Meeting or a vote by mail.

**4. Removal of a Commissioner on the Executive**

A commissioner on the Executive may be removed from their position before the expiry of their term by a two-thirds (2/3) vote at a General Meeting or a vote by mail.



**Bylaw VIII****Powers of the Executive****1. Executive Authority**

In accordance with these bylaws, the Executive will administer the affairs of the Federation in all things and make or cause to be made for the Federation in its name, any kind of contract, obligation or instrument into which the Federation may lawfully enter, subject to the direction of the provincial plenary.

**2. Financial Powers**

The Executive is expressly empowered to purchase, lease, acquire, sell, exchange, or otherwise dispose from time to time of: shares, stakes, rights, warrants, options, and other securities; lands, building or other property, moveable or immovable, real or personal; or of any; or of any right or interest therein owned by the Federation, for such a consideration and upon such terms as the Executive deems advisable.

**3. Limitations on Financial Powers**

Without in any way derogating from Section 8.1 and 8.2, the Executive will 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 (3/4) of member local associations.

**4. Delegation of Powers**

The Executive may from time to time delegate such of its powers and collective or individual duties, excepting the casting of votes and signing authority, as it deems fit.

**5. Portfolios and Committees**

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



**Bylaw IX****Collective Duties of the Executive****1. The Executive:**

- a. shall observe and uphold the purposes of the Federation;
- b. will be responsible for the execution and implementation of all Federation decisions;
- c. will coordinate work of Federation members and of the staff of the Federation, as well as any work undertaken in conjunction with the National Executive Committees of the Canadian Federation of Students and Canadian Federation of Students-Services or with local associations;
- d. is responsible for the management of the office(s) and staff of the Federation;
- e. will organise and prepare the agenda for each general meeting of the Federation and will distribute the agenda to all member local associations as set out in Bylaw 3;
- f. will present a written report at every General Meeting to include an account of activities of the Executive and the Federation since the preceding General Meeting, with content as set out in the Standing Resolutions;
- g. will perform such duties as may be determined by a Federation General Meeting; and
- h. will be bound and guided by the policies established by the Federation or, in the absence of policy, guided by the policy established by the Canadian Federation of Students and Canadian Federation of Students-Services, in all decisions made and positions taken.



**Bylaw X****Duties and Responsibilities of Individual Executive Members****1. Duties and Responsibilities of the Chairperson**

- a. The Chairperson will be a full-time, salaried position.
- b. Collective and Individual Duties

The Chairperson shall perform all duties as described in Standing Resolution 13, Duties of the At-Large Members of the Executive.

- c. General Duties
  - i. The Chairperson, in consultation with the other at-large members of the Executive, will be responsible for preparing for and notifying members of the Executive of provincial Executive Committee meetings.
  - ii. The Chairperson, in cooperation with the other members of the Executive, will be responsible for preparing for and notifying member locals of General Meetings; and
  - iii. The Chairperson will, with the assistance of the other members of the Executive, engage in general office work.
- d. Office Coordination and Staff Management  
The Chairperson is chiefly responsible for the management of the office(s) and provincial staff of the Federation.
- e. Spokesperson  
The Chairperson will be the chief spokesperson and representative of the Federation.
- f. Overseeing Campaigns, Government Relations, and Solidarity Work  
In conjunction with the Deputy Chairperson, the Chairperson will oversee the campaigns, government relations and solidarity work of the Federation.
- g. Financial Duties  
The Chairperson will serve as a signing authority for the Federation.
- h. Liaising with Member Local Associations  
The Chairperson will be the chief liaison with member local associations regarding issues arising provincially and nationally.
- i. Representative on the National Executive  
The Chairperson will be the Manitoba Representative on the National Executives of the Canadian Federation of Students and the Canadian Federation of Students-Services.

- j. Communicating Manitoba Component Views and Perspectives  
The Chairperson, as Manitoba Representative on the National Executive, will communicate perspectives of the member local association in the Manitoba Component at meetings of the National Executive.
- k. Submission of Reports  
The Chairperson will submit a written report at each provincial Executive Committee meeting summarizing her/his activities since the preceding meeting and at each meeting of the National Executives of the Canadian Federation of Students and the Canadian Federation of Students-Services.

### **2. Duties and Responsibilities of the Deputy Chairperson**

- a. Collective and Individual Duties  
The Deputy Chairperson shall perform duties described in Standing Resolution 13, Duties of the At-Large Members of the Executive.
- b. Overseeing Campaigns, Government Relations, and Solidarity Work  
In conjunction with the Chairperson, the Deputy Chairperson will oversee the campaigns, government relations and solidarity work of the Federation.
- c. In the Absence of the Chairperson  
In the absence of the Chairperson, the Deputy Chairperson will assume responsibility for the individual duties of the Chairperson, as described in Standing Resolution 13, Duties of the At-Large Members of the Executive, with the exception of voting at Executive meetings and attending meetings of the National Executive.
- d. Submission of Reports  
The Deputy Chairperson will submit a written report at each Executive meeting summarizing her/his activities since the preceding meeting.

### **3. Duties and Responsibilities of the Treasurer**

- a. Collective and Individual Duties  
The Treasurer shall perform duties described in Standing Resolution 13, Duties of the At-Large Members of the Executive.
- b. General Duties  
Under the direction of the Executive, the Treasurer will disburse the funds of the Federation and oversee the keeping of accounts of all receipts and disbursements of the Federation, and will 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. The Treasurer will maintain proper records of all accounts and transactions, and will make written reports on the financial situation of the Federation to each meeting of the Executive.
- c. Submission of Reports  
The Treasurer will submit a written report at each Executive meeting summarizing her/his activities since the preceding meeting.



**4. Duties and Responsibilities of Commissioners**

- a. Liaison with Member Local Associations  
Commissioners are responsible for liaising with member locals on issues pertaining to their portfolio area.
- b. Presentation of Executive Reports  
Commissioners shall present, at the start of each Executive Meeting, written reports outlining the activities in their respective portfolio areas since the previous meeting of the Executive.

**5. Duties and Responsibilities of Local Representatives**

- a. Distribution of Executive Meeting Minutes  
Local Representatives shall ensure that copies of the minutes of the Executive meetings are distributed to their respective member local associations within three weeks.
- b. Reporting of Extraordinary Financial Transactions  
Local Representatives shall report, within three (3) weeks, to their locals, the occurrence of any financial transaction for which the plenary did not originally budget.
- c. Liaison Between Local Associations and Federation Employees  
Local Representatives shall act as the primary liaison between member local associations and all employees of the Federation.
- d. Implementation of Federation Programmes within Local Association  
Generally, Local Representatives shall coordinate the implementation of Federation Programmes within their member local associations.
- e. Presentation of Executive Reports  
Local Representatives shall, at the start of each Executive Meeting, present written reports outlining the activities of their respective local associations since the previous meeting of the Executive.



**Bylaw XI****Voting by Mail**

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

**1. Initiation of Votes by Mail**

A vote by mail may be requested by a minimum of two (2) of the member local associations or by any four (4) Executive members. Such a vote shall have the same force as a motion duly passed at a Federation General Meeting.

**2. Appointment of a Chief Returning Officer**

Within fourteen (14) days after the date when a vote by mail becomes necessary or is authorised, the Executive shall appoint a member of the staff of the Federation to act as Chief Returning Officer. The Chief Returning Officer shall be responsible for overseeing the voting and publicising the results of the vote.

**3. Distribution of Motions to Member Local Associations**

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

**4. Distribution of Ballots to Member Local Associations**

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

**5. Submissions from Member Local Associations**

The Executive 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 11.4.

**6. Submission of Completed Ballots**

When a member local association has voted, the ballot(s) shall be sent by registered mail to the main office of the Federation, addressed to the Chief Returning Officer.

**7. Deadline for submission of Completed Ballots**

A ballot shall not be counted unless it is received by the Chief Returning Officer not more than four (4) weeks after the date on which the ballots were mailed to the member local associations.

**8. Tabulation of Ballots and Announcements of Results**

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.

### **9. Equality of Votes in Manitoba 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.

### **10. Quorum**

Quorum for a vote by mail shall be more than fifty percent (51%), but never less than three (3) of the member local associations.

**Bylaw XII****Execution of Documents****1. Signing of Documents and Affixing of the Seal**

Deeds, transfers, licenses, contracts and engagements on behalf of the Federation will be signed by the Treasurer and one other officer; and the “custodian of the seal” shall affix the seal of the Federation to all such documents that it requires.

**2. Transfer of Shares, Bonds or Other Securities**

In accordance with these bylaws, the financial coordinator and any other officer designated by the Executive 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 purpose, including the appointment of attorneys.



**Bylaw XIII****Fees****1. Collection**

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

**2. Fee Remittance Period**

Member local associations shall remit to the Federation such membership fees as are payable to the Federation within four (4) weeks of receipt of said fees.

**3. Exceptions to Fee Payment Requirements**

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 (2/3) vote of the plenary of the Federation.





## **Bylaw XIV**

### **Notice**

#### **1. Submission of Notice to the Federation**

Whenever under these bylaws notice is required to be given, such notice may be given either personally, faxed, e-mailed or by pre-paid mail addressed to a member local association, member of the Executive, or officer at her address as the same appears on the books and records of the Federation.

#### **2. Distribution of Notice to Member Local Associations**

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 faxed, shall be sent when the same was confirmed to have been transmitted, as verified by a fax transmission record; or if e-mailed, shall be sent when the same was confirmed by the sender as having been sent.

#### **3. Distribution of Notice to Member Local Associations**

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

#### **4. Accidental Omission of Notice**

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 XV**

# **Financial**

### **1. Signing Officers**

- a. The signing officers of the Federation shall be appointed by the Executive.
- b. The signature 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.
- c. Of the two (2) signers required as per 15.1(b), no less than one signer shall be a duly-appointed, elected member of the Executive.

### **2. Fiscal Year**

The fiscal year of the Federation shall be July 1 until June 30 of the following year.

### **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 Corporations Act of Manitoba, 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 Manitoba, only by authorisation of a special resolution at a General Meeting.

### **4. Borrowing Powers of the Executive**

The Executive may borrow money on the credit of the Federation, not to exceed twenty percent (20%) of the annual budget of the Federation.

### **5. Raising Funds Between General Meetings**

The Executive 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.

### **6. Remuneration of Members of the Executive Committee**

Remuneration of Members of the Executive Committee will be established by Standing Resolution.



**Bylaw XVI****Inspection of Books and Records****1. Location of Minutes**

The official minutes of the General Meetings and of the Executive meetings shall be kept on file at the head office of the Federation.

**2. Notice Required and Times for Inspection of Records**

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 intent to inspect has been received by the Treasurer.

**3. Distribution of Records to Member Local Associations**

In addition to Article 16.2, 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 XVII****Seal of the Federation**

The seal of the Federation shall not be affixed to any instrument unless authorised by a resolution of the Executive 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 XVIII****Amendments**

1. The 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 have been delivered, faxed, mailed or emailed to the Chairperson at least four (4) weeks before the time fixed for holding the General Meeting and sent to members at least three (3) 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.
2. The policies and standing resolutions may be amended by a two-thirds (2/3) vote at a General Meeting, provided notice and particulars of repeal or amendment have been delivered, faxed, mailed or emailed to the Chairperson at least four (4) weeks before the time fixed for holding the General Meeting and sent to members at least three (3) 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.



# Standing Resolutions

## 1. Location of Operations

The Federation will chiefly carry out its operations in the province of Manitoba.

## 2. Equality of Votes at Federation 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. Ratification of Local Representatives on the Executive

The Executive 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 Executive.

## 4. Location of Federation Executive Meetings

- a. A minimum of four (4) Executive meetings shall be held annually in the greater Winnipeg area; and
- b. A minimum of two (2) Executive Meetings shall be held annually outside of the greater Winnipeg area.

## 5. Executive Elections

The Executive shall appoint an employee of the Federation to act as Chief Returning Officer for all elections and by-elections for the Executive being held at General Meetings of the Federation.

## 6. Travel Costs of Delegates to Manitoba General Meetings

The travel costs of delegates attending Federation General Meetings shall be borne by the Manitoba General Meeting budgets, notwithstanding that the Executive shall have authority to decide appropriate modes of transportation and maximum costs to be paid.

## 7. Fees Charged to Delegates Attending Federation Meetings

The Federation shall have the authority to subsidise the cost of Manitoba General Meetings by charging member locals associations a "per delegate" fee, to be set on a meeting-to-meeting basis by the Executive, but not to exceed \$175.00.

## 8. Media Protocol

The provincial Executive shall have the option to extend invitations to the media to attend workshops and/or plenary sessions at provincial General Meetings.

Members of the media shall not have speaking privileges in any of the sessions that they are permitted to attend.

## **STANDING RESOLUTIONS**

### **9. Report of the Federation Executive**

- a. The Chairperson shall be responsible for coordinating the work of producing the Executive Report.
- b. The Executive Report shall be prepared according to a standard format. That standard format shall include the following:
  - i. an itemised schedule of directives from previous General Meetings clearly stating the directive and the status of completion of the directive;
  - ii. a list of Executive members;
  - iii. a summary of the activities of the Federation Executive as a whole;
  - iv. a discussion of the functioning of the Executive including suggested improvements in the structure and functioning of the provincial Executive Meetings;
  - v. general attendance of members at Executive and committee meetings;
  - vi. an assessment of the activities of the Federation and the Executive; and
  - vii. suggested directives to plenary for campaigns, changes in structure and other issues of concern.

### **10. Policy Manual**

The Policy Manual shall be kept in a form that is well organised, and easy-to-use. To this end, policy shall be constructed according to the following format:

- a. the General Meeting and the year of the General Meeting at which each policy is adopted shall follow immediately after each policy in the policy manual;
- b. all policy shall be labeled and numbered according to section and subsection; and
- c. all policy shall be made in positive statement form -- i.e. "The Federation shall support . . ."

### **11. Content of the Reports of the Local Representatives to the Executive**

All local representatives on the Executive shall present at the start of each Executive meeting a written report outlining the following:

- a. an itemised schedule of directives from previous Executive meetings;
- b. a list of local Executive members; and
- c. a summary of their local associations' activities since the previous Executive meeting.

### **12. Duties of the At-Large Members of the Executive**

**A. Collective Duties of the At-Large Members of the Executive**

The collective duties of the At-Large provincial Executive members will include, but in no way be limited to, the following:

- i. General Office Work
  - a. The performance of general office work, such as filing, office maintenance, preparation of minutes, mailings, communications, answering phones, and other tasks;
- ii. Staff Relations
  - a. within the parameters established by convention, any collective agreements with the Federation's employees and the decision of the Executive, manage the staff of the Federation on a day-to-day basis;
  - b. select, from amongst themselves, one member to act as Staff Relations Officers for the Federation, subject to ratification by the Executive;
  - c. ensure that the work priorities of staff reflect priorities established by provincial general meetings and by the Executive;
- iii. Communications
  - a. coordinate communications among Executive members;
  - b. endeavour to keep all other Executive members informed of external and internal issues arising provincially within the Federation;
- iv. Campaigns and Government Relations
  - a. coordinate the day-to-day campaigns and government relations work of the Federation at the provincial level;
- v. Coalition Work
  - a. coordinate the day-to-day coalition work of the Federation at the provincial level;
- vi. Membership Development and Outreach
  - a. maintain regular contact with other provincial components of the Federation;
  - b. maintain regular contact with the national office of the Federation;
  - c. from time-to-time as required represent the Federation at meetings and events of member and non-member local associations;
  - d. participate in membership referenda campaigns;
- vii. Provincial General Meetings
  - a. assist with the general planning of each provincial general meeting;

## STANDING RESOLUTIONS

- b. coordinate the production of the Provincial Executive Report for each provincial general meeting;
- c. ensure that updated copies of the Federation's Bylaws and Standing Resolutions are distributed to the member local associations;

### viii. Provincial Executive Committee Meetings

- a. draft the agenda for each provincial Executive meeting;
- b. submit, when deemed necessary, other written reports to each provincial Executive meeting; and
- c. organise an orientation for each new provincial Executive member prior to or at the member's first provincial Executive meeting.

### B. Individual Duties of the At-Large Members of the Executive

The individual duties of the at-large members of the Executive will include, but will in no way be limited to, the following:

#### i. Chairperson

##### a. Planning Duties

In consultation with the other members of the Executive, the Chairperson will be responsible for all aspects of planning for the Federation, including, but in no way limited to, these areas: campaigns and government relations work; communications; finances; membership development; internal operations; and services.

##### b. Preparing for Meetings

The Chairperson will be responsible for preparing for meetings of the Federation, including, but not limited to:

- i. Preparing, with the other at-large members of the Executive, for meetings of the Executive, by
  - notifying members of the Executive of meetings;
  - the preparation of an agenda for each Executive meeting;
  - soliciting items for the agenda for each Executive meeting;
  - sending a proposed agenda to each member of the Executive at least ten (10) days prior to meetings of Executive and sending an annotated agenda package to each member of the Executive at least seven (7) days prior to meetings of the Executive;
  - preparing materials for each Executive meeting;
- ii. Preparing, with the other members of the Executive, for General Meetings, by

- notifying member locals of General Meetings;
- the preparation of an agenda prior to regularly scheduled General Meetings;
- sending the agenda of General Meetings to each member local association by fax, e-mail, or pre-paid mail at least three (3) weeks before the time fixed for the holding of such meeting;

- iii. Preparing, as set out in the bylaws, standing resolutions and policies of the Canadian Federation of Students and Canadian Federation of Students-Services, for meetings of the National Executive of these organisations, including the preparation of a report on activities and issues of the Manitoba Component for the National Executive;
- iv. Preparing, as set out in the bylaws, standing resolutions and policies of the Canadian Federation of Students and Canadian Federation of Students-Services, for the national General Meetings of these organisations.

c. Chairing Meetings

Unless otherwise determined by the Executive, the Chairperson will chair meetings of the provincial Executive.

d. Spokesperson

The Chairperson will serve as a spokesperson for the Federation

e. Communicating Manitoba Component Views and Perspectives

The Chairperson, as Manitoba National Executive Representative, will communicate perspectives of the member local associations in the Manitoba Component at meetings of the National Executives of the Canadian Federation of Students and Canadian Federation of Students-Services.

f. Office Hours

The Chairperson will maintain regular office hours, notwithstanding that she/he will be absent frequently from the Manitoba Office on Federation business.

g. Other Duties

The Chairperson will carry out other duties as assigned by the Executive.

ii. Deputy Chairperson

a. Planning Duties

In consultation with the other at-large members of the provincial Executive Committee, the Deputy Chairperson will be responsible for annual campaigns, government relations and solidarity work planning for

## STANDING RESOLUTIONS

the Federation.

b. Preparing for Meetings

The Deputy Chairperson will assist the Chairperson in preparing for Executive and General meetings.

c. Campaign Materials

The Deputy Chairperson will be responsible for ensuring the availability of adequate campaigns and government relations materials, services promotional materials, and other Federation materials for member locals.

d. Other Duties

The Deputy Chairperson will carry out other duties as assigned by the Executive.

iii. Treasurer

a. Long-Range Planning Duties

In consultation with the other at-large members of the provincial Executive Committee, the Treasurer will be responsible for long-range financial planning for the Federation.

b. Submission of an Annual Draft budget

The Treasurer will be responsible for preparing the annual draft budget for the Federation to be submitted to the member local associations at the Annual General Meeting.

c. Maintaining Adequate Cash Flow

The Treasurer will be responsible for ensuring adequate cash flow for the operation of the Federation.

d. Preparing for Meetings

The Treasurer will assist the Chairperson in preparing for Executive and General meetings.

e. Other Duties

The Treasurer will carry out other duties as assigned by the Executive.

### 13. Remuneration of Executive Members

The Chairperson will:

- a. receive a salary of \$1,270.00 bi-weekly, and prorated for partial two-week periods, to be adjusted each July 1 by the rate of change in the Consumer Price Index, for the Winnipeg area, during the previous calendar year; and
- b. have access to the extended health and dental plan available to members.



**14. Standing Committees of Annual General Meetings****A. Standing Committees**

At each annual general meeting, the following committees will be struck:

- i. Budget Committee
- ii. Campaigns and Solidarity Committee
- iii. Organisational and Services Development Committee

**B. Committee Composition**

Each member local will select one voting member to sit on each general meeting standing committee.

**C. Committee Terms of Reference**

The terms of reference for general meeting committees will be as follows:

**i. Budget Committee**

The Budget Committee will:

- a. develop a draft budget for the Federation for upcoming fiscal year for submission to the closing plenary of the annual general meeting;
- b. review and recommend budget adjustments for the remainder of the fiscal year to the closing plenary of the annual general meeting;
- c. assess the availability of funds for proposed projects and/or purchases; and
- d. undertake long-term financial planning for the Federation.

**ii. Campaigns and Solidarity Committee**

The Campaigns and Solidarity Committee will:

- a. assess the recent and ongoing provincial campaigns of the Federation;
- b. assess the recent and ongoing provincial implementation of national campaigns of the Federation;
- c. adopt a campaigns and government relations plan for the year ahead, for presentation to the closing plenary, that includes but is not limited to the goals of the campaigns;
- d. assess the recent and ongoing solidarity work of the Federation;
- e. make recommendations concerning the implementation of the campaigns and government relations plan, including:

## STANDING RESOLUTIONS

1. government relations strategy;
2. research and information compilation;
3. communications strategy;
4. media strategy;
5. membership mobilisation; and
6. coalition work.

### iii. Organisational and Services Development Committee

The Organisational and Services Development Committee will:

- a. review and make recommendations to closing plenary on provincial services of the Federation, and the implementation of national services of the Federation in Manitoba;
- b. review and make recommendations to closing plenary on the provincial structure of the Federation;
- c. review the development of the “profile” of the Federation within member local associations;
- d. review and make recommendations to closing plenary on the provincial communication tools of the Federation;
- e. review and make recommendations on the development of new members in the Manitoba;
- f. review and make recommendations to the closing plenary on proposed amendments to the Constitution, Bylaws and Standing Resolutions of the Federation.

### D. Committee Chairperson

As its first order of business, each standing general meeting committee will either:

- i. ratify as the committee chairperson(s) the Provincial Executive member(s) appointed to the committee; or
- ii. elect a committee chairperson from within its membership.

### E. Submission of Reports

Each general meeting committee will prepare and submit a report containing its recommendations to the final plenary for consideration.

### F. Distribution and Presentation of Outstanding Reports

All committee reports not presented in full at a given general meeting due to lack of time, natural disaster, or other event beyond human control will be:

- i. distributed to member local associations along with the notice package for the next regularly scheduled general meeting; and
- ii. presented in the opening plenary of the next regularly scheduled general meeting prior to any new business.

**15. Special Guest Protocol**

The provincial Executive shall have the option to extend invitations to special huests to atten workshops, seminars and/or plenary sessions at provincial General Meetings .

Special guest invitation must be pre-approved, specifying whether or not they are granted speaking privileges by the Executive.

**16. Child Care Subsidy to Delegates attending Federation Meetings**

The Federation shall be obligated to provide, when necessary, a child care subsidy for parents who require child care over a period of time in order to attend CFS MB events. This subsidy can be provided up to a maximum of \$50.00 per day, per child, indexed to inflation, for any delegate. Delegates are required to provide a receipt or invoice prior to reimbursement.

