



Thursday, March 27, 2014

Mr. Christopher Girodat  
General Manager  
Capilano Students' Union  
2055 Purcell Way  
North Vancouver, BC  
V7J 3H5

Dear Mr. Girodat,

I am writing to you in my capacity as National Treasurer of the Canadian Federation of Students and Canadian Federation of Students-Services (the Federations) concerning Capilano Students' Union's (CSU) membership dues remittances to the Federations for the 2013-14 year.

As I trust you are aware, the CSU acts as the agent for the Federations, collecting Federation membership fees from individual students at Capilano University concurrently with collecting CSU membership fees. In this role the CSU is responsible for ensuring that the rates at which dues are remitted are in accordance with the Federations' bylaws with respect to fee collection.

Amongst other things, the CSU is responsible for complying with Bylaw I, Article 2-a-viii which states: "The membership fees described in Bylaw I, Articles 2-a-vi and 2-a-vii, may be pro-rated for part-time and short-term students in accordance with the practice of the full voting member association with respect to the pro-ration of its own fees". In other words, in the event that the CSU chooses to pro-rate the Federations' membership dues for part-time students, rather than collecting the full fee from all members, it must do so in the same manner in which it pro-rates its own membership fee.

It is my understanding that for many years prior to the current academic year the CSU collected its membership fees on a per credit basis to a maximum of ten credits and that, accordingly, it did the same when collecting the Federations' membership fees. For the 2012-13 academic year, for example, the CSU collected its own membership fees at the rate of \$4.72 per credit to a maximum of \$47.20. However, it has recently come to my attention that, for the current academic year, it appears that CSU has changed the manner in which it is pro-rating its membership fee without having made the corresponding change to the way in which the Federations' fee is pro-rated.

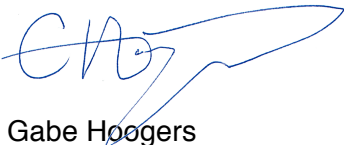
According to Capilano University's incidental fee schedule for the current academic year, the CSU now collects a basic fee \$40.00 from each member, plus \$2.50 per credit to a maximum of \$65.00. On that basis, the Federations' fee (including the provincial component portion) should have been restructured to be a basic fee of \$5.22 collected from each member, plus \$0.33 per credit to a maximum of \$8.52. Instead, according to the same Capilano University incidental fee schedule, the Federations' fee is only being charged on a per credit basis: \$0.85 per credit to a maximum of \$8.50 per term.

If the membership remittances for the 2013-14 year were indeed only collected and remitted at a rate of \$0.85 per credit to a maximum of \$8.50, instead of in accordance with the manner in which the student union now collects its own membership fee, the CSU would be in violation of its obligations to the Federations.

Without delay, please confirm the rate at which the Federations' membership fees are being collected and remitted for the current membership year. Furthermore, in the event that the CSU takes the position the Federations' fees have been pro-rated in the same manner at which the CSU fees have been collected this academic year (and not as described in the Capilano University incidental fee schedule), please provide documentation related to fee transfers from Capilano University that would support this position.

I look forward to your immediate response.

Regards,

A handwritten signature in blue ink, appearing to read 'Gabe Hoogers', with a stylized flourish extending from the end.

Gabe Hoogers  
National Treasurer

Copy: Katelyn McDougall, CFS-BC Treasurer