

British Columbia Federation of Students

# **CONSTITUTION & BYLAWS**

Last Amended July 7, 2023



# CONSTITUTION

## 1. Name

The name of the society is British Columbia Federation of Students, hereinafter referred to as the Federation.

## 2. Purposes

The purposes of the society are:

- a. to organise 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 organisation;
- d. to bring students together to discuss and cooperatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students;
- e. to facilitate co-operation among students in organising services which supplement the learning experience, provide for human needs, and which develop a sense of community with our peers and with other members of society;
- 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; and
- 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 nationally planned; which recognises the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognised and appreciated.



## STATEMENT OF PURPOSE

The British Columbia Federation of Students exists to perform the following functions:

1. to further the goals of the British Columbia Federation of Students as outlined in the Constitution;
2. to represent, promote and defend the common interests of students studying at British Columbian and Canadian post-secondary institutions;
3. to promote and support the interests and activities of democratic student organisations in British Columbia and at all educational institutions in Canada;
4. to bring together post secondary students from all parts of British Columbia to discuss and take common, democratic positions on questions affecting students;
5. to represent British Columbian students in the federal level of decision making and to do so by speaking on their behalf with united voice;
6. to formulate a strategy that will serve as a framework for coordinating the efforts of representative post secondary student organisations in British Columbia. 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; and
7. to do all other things that are incidental or conducive to these purposes.

ADOPTED  
AUGUST 2015

AMENDED  
AUGUST 2016



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# **BYLAW I** **DEFINITIONS**

For the purposes of the Constitution and Bylaws:

## **1.1 Federation**

The "Federation" shall be the British Columbia Federation of Students.

## **1.2 Local Union**

A "local union" 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 autonomous from other organisations;
- c. it represents students at only one post-secondary institution; and
- d. it is campus-wide; that is, the breadth of its membership, of its normal activities, and of its representative efforts correspond to the highest administrative student organisation of the institution, notwithstanding that there may be separate graduate, undergraduate, or part-time student organisations at the institution.

## **1.3 Member Local Union**

A "member local union" is a grouping of individual full members of the Federation collectively represented in the Federation's democratic structure by a local union, and whose membership responsibilities are executed by their local union.

## **1.4 Prospective Member Local Union**

A "prospective member local union" is a grouping of individual prospective members of the Federation collectively represented in the Federation's democratic structure by a local union, and whose membership responsibilities are executed by their local union.

## **1.5 Referendum**

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

## **1.6 Individual Members**

An "individual member" shall be any individual who is a member of a member local union of the Federation or who holds an at-large position on the Executive Committee.

## **1.7 At-Large Positions**

The "at-large" positions on the Executive Committee are:

- a. Chairperson;
- b. Director at Large (4);
- c. Indigenous Caucus Chairperson; and
- d. Secretary-Treasurer.

AMENDED  
JANUARY 2016  
JULY 2018  
JULY 2019

AMENDED  
JANUARY 2023

**1.8 Plenary**

The “plenary” is that portion of the general meeting in which formal decision-making by the delegates of member local unions transpires.

## BYLAW II

# MEMBERSHIP

### 2.1 Full Membership

Full membership is a membership of unlimited duration, and is the standard form of membership in the Federation. Full membership is conferred on individual members of students' unions who are certified as member local unions of the Federation per these Bylaws. Only prospective members shall be eligible for full membership, unless the referendum on the question of membership is held as part of a successful referendum to establish an independent students' union.

### 2.2 Prospective Membership

General Description - Prospective membership is a membership of limited duration.

- a. A local students' union in British Columbia is eligible to apply for prospective membership if it has passed a motion of its members, Board of Directors, or equivalent representative body to apply for prospective membership in the British Columbia Federation of Students.
- b. Within ninety (90) days of receipt by the Executive Committee of the Federation of an application in writing for prospective membership, the Executive Committee shall consider the application and make a recommendation to the member local unions of the Federation regarding the application.
- c. There shall be a vote of the member local unions of the Federation 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 (2/3) shall be required to accept the application.
- d. Prospective membership status becomes effective at such time as it is approved by the plenary of the Federation.
- e. A prospective member union must hold a referendum on full membership in the Federation within one (1) year following its acceptance as a prospective member union.
- f. A local students' union's prospective membership lapses at the corresponding general meeting one (1) year 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.
- g. 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 of plenary at a Federation general meeting.
- h. In the event that the majority of those voting in the referendum on full membership in the Federation support full membership, full membership will be granted as of the subsequent general meeting, at which point prospective membership shall cease.
- i. In the event that the majority of those voting in the referendum oppose full membership in the Federation, prospective membership will immediately cease upon acceptance of the referendum results by the Executive Committee.
- j. In the event that a referendum on full membership fails to achieve quorum, prospective membership may be extended by mutual agreement of the Federation and the prospective member local union in order that another

referendum on full membership may be held, provided that the second referendum is held within the subsequent six (6) months.

- k. In the event that a prospective member union fails to conduct a referendum on full membership as required by this Bylaw, the Federation shall have the option to either cancel or extend, by majority vote of a general meeting, the prospective membership until a referendum on full membership is conducted.
- l. A prospective member union 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 be entitled to all other rights and benefits accorded a full member local union.
- m. A written application for prospective membership submitted by an eligible local students' union on behalf of their members shall constitute a binding contract to accept the rights and responsibilities of full membership in the British Columbia Federation of Students on behalf of their members should a majority of their members vote in favour of full membership in a referendum held in accordance with these Bylaws.

### **2.3 Membership Fees**

- a. As of January 1, 2016 the full membership fee shall be no less than \$8.76 per semester per individual full member, pro-rated as per the practice of the respective member local union with regard to the levying of its local union fee, and shall increase for students registered in programs or courses commencing on or after September 1 each year by the rate of increase in the national Consumer Price Index during the previous calendar year.  
For member local unions whose members hold full member status prior to January 1, 2016, the previous full membership base fee of no less than \$3.00 per semester, or \$6.00 per academic year, per local union individual member shall remain in full force and effect until such time as the new fee is implemented, which shall be no later than December 31, 2019.
- b. The prospective membership fee is five per cent (5%) of the full membership fee, and assessed on a quarterly basis to the prospective member local union based on an estimate of individual prospective members for the duration of prospective membership. A two-thirds (2/3) vote of plenary at a general meeting may waive this fee, in part or in whole.

### **2.4 Process to Certify**

- a. Where a referendum on full membership is held among prospective members, the referendum will be scheduled by the Executive Committee in consultation with the prospective member local union.
- b. Where a referendum on full membership is held among students at a post-secondary institution as part of a process to create an autonomous students' union, the Executive Committee will schedule the referendum in conjunction with the referendum to create the member local union.
- c. The official wording for a referendum on certification shall only include the following:
  - i. "Do you wish to become a member of the British Columbia Federation of Students?" and
  - ii. Such other wording as decided by the Executive Committee.
- d. In order to become official, referendum results must be adopted by the Executive Committee.

- e. Should a vote to certify produce a positive result, there shall be a vote of the member local unions of the Federation at the next general meeting on the question of conferring full membership status on the prospective member local union. A majority of at least two-thirds (2/3) shall be required to confer full membership status and full membership becomes effective upon the passage of this resolution.
- f. A positive referendum and subsequent conference of full membership status shall constitute a binding contract that the local union will sign a membership/fee agreement and collect and remit to the Federation full membership fees for the duration of membership, and that the Federation is willing to provide all the rights and benefits of membership.

## **2.5 Process to Decertify**

- a. Petition
  - i. To begin the process of decertification, a petition calling for a referendum on the question of membership shall be signed by no less than fifteen percent (15%) of the individual members of the member local union and delivered to the Executive Committee of the Federation.
  - ii. The petition shall be worded as follows: "We, the undersigned, petition the Executive Committee of the British Columbia Federation of Students to conduct a referendum on the issue of continued membership in the British Columbia Federation of Students."
  - iii. The original, unaltered petition must be delivered in its entirety to the Chairperson or Secretary-Treasurer by registered mail. Petitions received that are not original copies, have been altered in any manner, or have been received by any means other than registered mail are not valid.
  - iv. The petition may not contain any words or images, with the exception of those required by Bylaw 2.5.a.ii and those required to indicate which fields a signatory must complete.
  - v. In order to be considered valid, a name on a petition must be reasonably legible, include the proper full name, be accompanied by a valid and corresponding student identification number, and a unique signature.
  - vi. An individual member may request that their name be removed from a petition. If the Executive Committee receives such a request in writing, before the conclusion of the verification process of the petition, the name must be struck from the petition. The name shall not be included in the total number of names on the petition.
- b. The Executive Committee will have the sole authority to validate the petition in order to determine whether or not the petition described in this Bylaw is in order. Within ninety (90) days of receipt of the petition, the Executive Committee will initiate a review of the petition to determine if it is in order and, if it is, will schedule a referendum on the question of membership, according to the requirements of Bylaw 2.6. The member local union is responsible for ensuring that the Executive Committee is provided a full list of individual Federation members at the member local union, inclusive of their full name and student number, directly from the institution's registrar; failure to provide this list will invalidate the petition.
- c. Unless determined otherwise by the Executive Committee, the referendum question shall be: "Are you in favour of continued membership in the British Columbia Federation of Students?"

- d. In order to become official, referendum results must be adopted by the Executive Committee.
- e. Should members vote to decertify and the results are adopted by the Executive Committee, ratification of the vote to decertify shall be put to a majority vote at the next general meeting of the Federation.
- f. For a member local union fulfilling the requirements of Bylaw 2.5 and 2.6, decertification shall take effect upon the ratification of the vote to decertify as outlined in Bylaw 2.5 e.
- g. Should a member local union decertify in accordance with this Bylaw and Bylaw 2.6, it shall remain liable for Federation membership dues owed from the date of membership to the end of the Federation's fiscal year (August 31) in which the decertification vote was held.
- h. The individual members of the Federation collectively belonging to a member local union will have sole authority to initiate a vote on decertification, in accordance with these Bylaws.
- i. In addition to required compliance with Bylaw 2.5 and 2.6, in order for a vote on decertification to proceed, a member local union must remit all outstanding Federation fees not less than six (6) weeks prior to the first day of voting.

## **2.6 Referendum Rules**

The following are the rules and procedures for every referendum on the question of membership:

- a. Chief Returning Officer  
For each referendum on the question of membership, the Executive Committee shall recommend an individual to serve as the Chief Returning Officer. The Chief Returning Officer's appointment is subject to ratification by a general meeting of the Federation.  
The Chief Returning Officer shall oversee the referendum and be responsible for:
  - i. establishing the notice requirement for the referendum in accordance with Bylaw 2.6 c of this Bylaw and ensuring that notice is posted;
  - ii. establishing the campaign period in accordance with Bylaw 2.6 b. i. and Bylaw 2.6 d;
  - iii. approving all campaign materials in accordance with Section 2.6 e. and removing campaign materials that have not been approved;
  - iv. deciding the number and location of polling stations;
  - v. setting the hours of voting in accordance with Bylaw 2.6 f. ii;
  - vi. overseeing all aspects of the voting;
  - vii. counting the ballots following the vote; and
  - viii. establishing all other rules and regulations for the vote.
- b. Schedule
  - i. For votes to certify, the Executive Committee will schedule the referendum per Bylaw 2.4a and 2.4b. For votes on decertification, the Executive Committee will endeavour to schedule the referendum between sixty (60) and ninety (90) days following its determination that the petition is in order.  
The scheduling of the referendum shall be subject to the following conditions:
    - there shall be no fewer than two (2) and no greater than four (4) days of voting; and

- there shall be no fewer than seven (7) days and no greater than twenty-one (21) days for campaigning, during which classes are in session, immediately preceding and during voting.
- ii. No referendum on the question of membership may be held between:
  - April 1 and September 15; and
  - December 10 and January 15.
- iii. No two referendums may be scheduled on the same or overlapping days.
- c. Notice of Vote
 

Notice of the vote, that includes the referendum question and voting dates, shall be provided to the individual members of the member local union no less than two (2) weeks prior to the first day of voting.
- d. Campaigning
  - i. The member local union, the individual members from the member local union and the Federation shall not engage in any campaigning outside of the campaign period.
  - ii. Only individual members and representatives of the member local union, representatives of the Federation and individual members and representatives of Federation member local unions shall be permitted to participate in the campaign.
  - iii. The campaign period is defined as the days the Executive Committee schedules for campaigning under Bylaw 2.6 b.i, and each and every day on which voting is to occur.
- e. Campaign Materials
  - i. Campaign materials shall include all materials developed specifically for the campaign.
  - ii. Materials produced by the Federation that promote campaigns and services of the Federation shall not be considered as campaign materials unless they include specific content about the vote.
  - iii. The Federation website shall not be considered as campaign material unless it includes specific content about the vote.
  - iv. The Federation's annual report, financial statements, research, and submissions to government shall not be considered a campaign material.
  - v. Campaign materials shall not be misleading, defamatory, or false. The Chief Returning Officer shall be the sole arbiter of whether materials are misleading, defamatory or false.
- f. Voting and Tabulation
  - i. Voting must be conducted by paper ballot or by a third-party online voting system. Paper ballot voting must be conducted at voting stations or, subject to the agreement of the Chief Returning Officer, by mail-out ballot. Online voting must be conducted by a third-party system not connected to an institutional voting system, and shall be contracted and paid for by the Federation.

It shall be the responsibility of the voting member local to obtain and provide to the Chief Returning Officer, no later than seven (7) days in advance of the vote, a list of all of the individual members of the Federation eligible to vote. If the voting member local is unable to obtain or provide such a list, voting shall be conducted through a double envelope system, whereby the ballot is placed in an unmarked envelope, which is placed in a second envelope, on which the voter writes their full name and student identification number. After voting

ends, the envelopes will be compared to a list of the individual members who are eligible to vote in the referendum. Duplicate ballots and ballots cast by ineligible voters shall be discarded. Once the validity of the votes has been verified, the outer envelopes will then be separated from the unmarked inner envelopes and tabulated.

- ii. There shall be no less than fourteen (14) hours of polling over no less than two (2) days.
  - iii. The member local union and the Federation shall each be permitted to appoint one (1) poll clerk for each polling station. Poll clerks shall not campaign during a referendum on the question of membership.
  - iv. The Federation shall be permitted to appoint one (1) poll scrutineer to oversee the counting of ballots.
- g. Quorum
- Quorum for any referendum on the question of membership shall be that of the local union or ten percent (10%) of the individual members of the local union, whichever is higher.
- h. Appeals
- For each referendum on the question of membership, an Appeals Committee shall be appointed to adjudicate any appeals of the referendum results or rulings by the Chief Returning Officer. The Appeals Committee shall be composed of:
- i. one Executive Committee member or a designate appointed by the Federation's Executive Committee;
  - ii. two individuals elected at a Federation general meeting who are not members of the Federation's Executive Committee; and
  - iii. one individual who is not a member of the Executive Committee, selected by the local union at which a vote on the question of membership is being held.
- Members of the Appeals Committee shall not campaign during a referendum on the question of membership.
- i. Minimum Period Between Votes on the Question of Membership
- In addition to required compliance with these bylaws, and except as provided for in Bylaw 2.2 j, in order for a vote on the question of membership to take place, no vote on the question of membership may have been held at the same local union within the previous twenty-four (24) months, unless waived, by a two-thirds (2/3) majority vote of the Executive Committee.

## **2.7 Binding Contract**

As outlined in this bylaw and specifically referenced in Bylaws 2.2 m and 2.4 f, the application for full membership and acceptance of that application by a general meeting constitutes a binding contract between the Federation and the member local for the rights and responsibilities of full membership on behalf of the individual full members at the member local union. This binds the member local union to the collection, regular adjustment, and remittance to the Federation of full membership fees for the duration of membership.

## **2.8 Suspension and Expulsion of Member Local Unions**

- a. A member local union may have their voting privileges suspended, for up to twenty-four months, or be expelled from the Federation by a three-quarters (3/4) vote of a general meeting:



- i. for a breach of a provision of the British Columbia Federation of Students bylaws;
  - ii. for failure to meet its financial obligations to the Federation; or
  - 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 unions served upon an Executive Committee meeting.
- c. Upon the process for suspension of voting privileges or expulsion of a member local being initiated, the Executive Committee shall:
  - i. inform the member local union of such resolution or petition within 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 union;
  - ii. include the business on the agenda of the next annual general meeting provided one is scheduled to commence no sooner than four (4) weeks and no later than thirteen (13) weeks following the Executive Committee meeting at which the suspension of voting privileges or expulsion is initiated; or
  - iii. organise 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 Executive Committee meeting at which suspension of voting privileges or expulsion is initiated, notwithstanding Bylaw 3.3b.
- d. A member local union, 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 British Columbia Federation of Students general meeting.

## **2.9 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.

## **2.10 Cessation of Good-Standing**

A member local union ceases to be in good-standing when it has been suspended under Bylaw 2.8 or when it has withdrawn under Bylaw 2.5.



## BYLAW III

**GENERAL MEETINGS****3.1 Types of General Meetings**

There shall be two (2) types of general meetings:

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

AMENDED  
AUGUST 1999  
JULY 2023

**3.2 Scheduling of Annual General Meetings**

The annual general meetings will be scheduled by the Executive Committee annually between January 1 and February 15.

AMENDED  
JULY 2023

**3.3 Scheduling of Special General Meetings**

Special general meetings may be scheduled by resolution of the Executive Committee.

AMENDED  
JULY 2023

**3.4 Setting of Agendas for General Meetings**

The agendas for general meetings shall be prepared by the Executive Committee subject to the following conditions:

- a. The following business will be included on the agenda of the annual general meeting:
  - i. presentation of the report of the Auditors; and
  - ii. appointment of auditors for the ensuing year.
  - iii. presentation of the report of the Executive Committee; and
  - iv. presentation of year-to-date financial statements and budget.

AMENDED  
JULY 2023

**3.5 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 seven (7) weeks prior to the annual 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;
  - iii. deadline for the submission of Constitution and Bylaw amendments; and
  - iv. deadline for the submission of Open Session Proposals.
- b. the delivery to be no later than (3) weeks prior to the general meeting, of the agenda for the general meeting as prepared by the Executive Committee or set out by a petition.

AMENDED  
AUGUST 1999  
JULY 2023

**3.6 Quorum for General Meetings**

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

AMENDED  
AUGUST 2010  
JULY 2020

**3.7 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 Society Act of British Columbia.
- b. Abstentions on resolutions shall not be considered within the determination of the outcome of any resolution.
- c. The Chair of the general meeting shall not be able to cast a deciding vote in the event of an equality of votes cast.

**3.8 Proxies**

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

- a. a member local union, not having a delegation at a general meeting, may designate another member local union's delegation as its proxy by delivering to the Executive Committee a letter:
  - i. to include the wording of the duly recorded motion of the board of directors designating the member local union's delegation as its proxy;
  - ii. written on its letterhead stationery; and
  - iii. signed by at least (2) officers/directors of the member local union;
- b. a member local union, having a delegation at a general meeting which is unable to remain until the adjournment of the meeting, may designate another member local union's delegation as its proxy by delivering to the Executive Committee a letter;
  - i. to include the wording of the duly recorded motion of the board of directors designating the member local union's delegation as its proxy;
  - ii. written on its letterhead stationery; and
  - iii. signed by at least two (2) officers/directors of the member local union;
- c. a member local union may hold no more than one (1) proxy vote at any given time;
- d. a member local union may issue no more than one (1) proxy vote for any given time; and
- e. a member local union, having been designated as a proxy for another member local union, may not in turn designate another member local union as the proxy.

**3.9 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.

**3.10 Delegate Fees**

A per delegate fee for attendance at the meeting may be charged to offset associated meeting, travel, and accommodation costs.

## BYLAW IV

### POLICY

#### 4.1 Standing Policy Proposals

Notice of standing policy proposals shall be distributed to member local unions not less than three (3) weeks before the general meeting at which they are to be considered.

AMENDED  
AUGUST 2013

#### 4.2 Interim Policy Proposals

Notice of interim policy proposals shall be distributed to member local unions not less than three (3) weeks before the general meeting at which they are to be considered.

AMENDED  
AUGUST 2013

#### 4.3 Standing Policy

A standing policy proposal, if approved by a two-thirds (2/3) vote of a general meeting, shall be considered standing policy.

AMENDED  
JANUARY 2010

#### 4.4 Interim Policy

An interim policy proposal, if approved by a three-quarters vote of a general meeting, shall be considered policy until the subsequent general meeting, and shall require ratification by a two-thirds (2/3) majority vote at that subsequent general meeting in order to become standing policy.

AMENDED  
JANUARY 2010

#### 4.5 Formation of Policy Between General Meetings

The Executive Committee may adopt policy 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 two-thirds (2/3) majority vote at said general meeting.

AMENDED  
JANUARY 2010

#### 4.6 Policy Manual

The Policy manual shall be comprised of all standing policy.

#### 4.7 Issues Policy

The Federation shall maintain issues policies to articulate the considered views and principled positions necessary to define the organisation's long-term advocacy goals.

ADOPTED  
JANUARY 2011

AMENDED  
JULY 2018



## BYLAW V

# EXECUTIVE COMMITTEE

### 5.1 The Executive Committee

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

### 5.2 Composition

The Executive Committee will be composed of:

- Chairperson
- Director at Large (4)
- Indigenous Caucus Chairperson
- Representative–Local 1 Members
- Representative–Local 2 Members
- Representative–Local 4 Members
- Representative–Local 5 Members
- Representative–Local 6 Members
- Representative–Local 10 Members
- Representative–Local 12 Members
- Representative–Local 13 Members
- Representative–Local 14 Members
- Representative–Local 15 Members
- Representative–Local 16 Members
- Representative–Local 17 Members
- Representative–Local 20 Members
- Representative–Local 21 Members
- Secretary-Treasurer

### 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 at-large representatives shall be one (1) year commencing May 1 and expiring April 30.
- b. The term of a local members' representative shall commence upon ratification to the Executive Committee and expire upon the call to order of the Executive Committee meeting scheduled closest to one (1) year after the Executive Committee meeting at which the member was ratified, unless otherwise stipulated in a motion passed in accordance with the local's bylaws and policies and submitted in accordance with Standing Resolution 2.

### 5.4 Regular Meetings of the Executive Committee

- a. The Executive Committee shall meet in person no less than three (3) times per annum, exclusive of the Executive Committee meeting scheduled in conjunction with each general meeting, and these shall be deemed regular Executive Committee meetings.
- b. At least fifty one per cent (51%), but never less than three (3), of the currently filled Executive Committee positions shall constitute quorum for the transaction of business.
- c. Formal notice of regular Executive Committee meetings shall be provided by e-mail or otherwise delivered to each member of the Executive Committee,

AMENDED  
AUGUST 1997  
JANUARY 2003  
AUGUST 2005  
AUGUST 2007  
AUGUST 2008  
JANUARY 2010  
AUGUST 2012  
AUGUST 2013  
AUGUST 2014  
AUGUST 2015  
AUGUST 2016  
JANUARY 2018  
JANUARY 2020  
JULY 2020  
JANUARY 2023  
JULY 2023

AMENDED  
AUGUST 2008  
AUGUST 2015  
JULY 2018

AMENDED  
AUGUST 2008  
JANUARY 2018  
JANUARY 2023

and each member local union no less than fourteen (14) days before the meeting is to take place.

- d. Regular Executive Committee meetings shall be formally scheduled by:
  - the Executive Committee;
  - the Chairperson or Secretary-Treasurer in the absence of a prior Executive Committee resolution; or
  - the Chairperson or Secretary-Treasurer, at the direction in writing of six (6) members of the Executive Committee.
- e. The Executive Committee shall only exclude members or staff of the Federation's member local unions from its meetings by a two-thirds (2/3) majority vote, or by a simple majority when moving in-camera.
- f. The most recent edition of Robert's Rules of Order shall govern the conduct of all Executive Committee meetings.
- g. Each member of the Executive Committee shall have one vote on any resolution.

#### **5.5 Executive Committee Teleconference/Videoconference Meetings**

- a. The Executive Committee may meet by teleconference or videoconference between regularly scheduled in-person meetings.
- b. Teleconference or videoconference meetings of the Executive Committee shall be formally scheduled by:
  - the Chairperson or Secretary-Treasurer; or
  - the Chairperson or Secretary-Treasurer, at the direction in writing of four (4) members of the Executive Committee.
- c. Notice of a teleconference or videoconference meeting shall be provided by e-mail to each member of the Executive Committee not less than seventy-two (72) hours prior to the start of the meeting.
- d. Provision outlined in Bylaw 5.4, clauses e., f., and g. shall apply to teleconference or videoconference meetings.
- e. Should a one-third (1/3) of voting members of the Executive Committee object to a teleconference or videoconference being held, as demonstrated by a submission in writing to the Chairperson by e-mail, the proposed teleconference or videoconference meeting shall not proceed, and matters scheduled for discussion at the meeting shall be referred to the next regular meeting of the Executive Committee.

**ADOPTED  
JANUARY 2018**

#### **5.6 Remuneration of Executive Committee Members**

Remuneration for positions on the Executive Committee shall be as follows:

- a. the Chairperson shall receive a full-time salary;
- b. the Secretary-Treasurer shall receive a full-time salary;
- c. all other positions shall receive such amounts as may be decided by a special resolution; and
- d. the remuneration of Executive Committee members shall not be increased during their (year) term of office, without a corresponding change in duties and responsibilities.

**AMENDED  
AUGUST 2002**



## **BYLAW VI**

# **ELECTION OF THE EXECUTIVE COMMITTEE**

### **6.1 Election of At-Large Positions**

The At-Large positions of the Executive Committee shall be elected by secret ballot vote of the plenary at the annual general meeting.

### **6.2 Election of Local Representatives**

The Local Representatives shall be elected by their respective local unions, in a manner consistent with the policy and bylaws of said member local union. Acceptance of Local Representatives will take place at Executive Committee meetings.

### **6.3 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 were created should an at-large member of the Executive Committee fail to fulfill their term of office.

By-elections shall be done by a secret ballot vote of the plenary at a general meeting.

The term of office for an 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.

### **6.4 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.

### **6.5 Filling a Vacancy in the Position of Chairperson**

In the event that the Chairperson resigns, is removed from office, is deemed to have vacated their position, or is unable to complete their constitutional duties, 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. Only one nominee from each local union may run per position.
- c. A nominee for any 'at-large' position on the Executive Committee 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 Executive Committee; and
  - ii. is endorsed by their Local to run for the position; and
  - iii. nominated by at least two (2) member local unions.
- d. There shall be a minimum waiting period of one (1) year before a member who has served three (3) consecutive full terms in any single at-large position on the Executive Committee shall be eligible to run for the same position on the Executive Committee, unless waived by a two-thirds (2/3) vote of plenary.



## 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 authorisation of the Executive Committee, is absent from two (2) consecutive and regularly-scheduled meetings of the Executive Committee shall be deemed to have resigned their 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 a Member of the Executive Committee**

- a. A member of the Executive Committee may be removed from their position before the expiry of their term in accordance with the provisions set out in the Society Act of BC.
- b. A member of the Executive Committee may be removed from their position by a seventy-five percent (75%) vote of Voting Members at a general meeting.

AMENDED  
AUGUST 2010  
AUGUST 2013



## BYLAW VIII

**POWERS OF THE EXECUTIVE COMMITTEE**AMENDED  
AUGUST 1997**8.1 Entering into Contracts**

The Executive Committee may enter into contracts for the Federation, into which the society may lawfully enter, and subject to pertinent standing resolutions.

**8.2 Financial Powers**

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 seem advisable.

**8.3 Limitations on Financial Powers**

Without in any way derogating from section 8.1 and 8.2, the Executive Committee shall not be empowered to dispose of any lands, buildings, other property, movable, immovable, real or personal, or any right or interest therein owned by the Federation in excess of 25% of the organization's net assets without the prior approval of two-thirds (2/3) of member local unions.

AMENDED  
AUGUST 2015**8.4 Delegation of Powers**

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



## BYLAW IX

**COLLECTIVE DUTIES OF THE EXECUTIVE COMMITTEE****9.1 Report of the Federation**

The Executive Committee shall present a written report at every general meeting scheduled in accordance with Bylaw 3.4.a. The report shall include an account of the activities of the Executive Committee and the Federation since the preceding general meeting. The format of the Report of the Executive Committee shall be as defined in the Standing Resolutions.

**9.2 Organising of the General Meetings**

The Executive Committee shall organise 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.

AMENDED  
JANUARY 2004  
JULY 2023





## BYLAW X

**DUTIES OF THE CHAIRPERSON**

AMENDED  
AUGUST 1996  
JANUARY 2003

**10.1 General Duties**

The Chairperson shall perform such duties as may be assigned by the Executive Committee.

**10.2 Chairing Executive Committee Meetings**

The Chairperson shall convene meetings of the Executive Committee.

**10.3 General Duties**

The 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 union 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 Committee 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; and
- f. preparing, in conjunction with the staff, materials for Executive Committee meetings.

**10.4 Spokesperson**

The Chairperson is an official spokesperson of the Federation.

**10.5 Liaising with Member Local Unions**

The Chairperson shall regularly liaise with member local unions.

AMENDED  
AUGUST 2011

**10.6 Submission of Reports**

The Chairperson shall submit a written report at each Executive Committee meeting summarising their activities since the preceding meeting.

**10.7 Office Duties**

The 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 Office of the Federation.

**10.8 Responsibilities at General Meetings**

The Chairperson shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

**10.9 Assisting the Secretary-Treasurer**

The Chairperson shall assist the Secretary-Treasurer in fulfilling their constitutional role.

AMENDED  
AUGUST 2015



## BYLAW XI

**DUTIES OF THE DIRECTORS AT LARGE****11.1 General Duties**

The Directors at Large shall perform such duties as may be assigned by the Executive Committee. The following work will be split across all members of the Executive at Large according to time and interest. Work will be centrally coordinated through the provincial office.

**11.2 Submission of Reports**

The Directors at Large shall present at each Executive Committee meeting, a written report summarising their activities since the previous meeting.

**11.3 Campaigns and Government Relations**

The Directors at Large shall be responsible for the preparation and implementation of the annual campaigns and government relations strategy. This includes but is not limited to activities like on-campus engagement, media relations, facilitating campaign check-ins and attendance of in-community events.

**11.4 Membership Development**

The Directors at Large shall be responsible for assisting in membership outreach. This includes but is not limited to attending on-campus events, assisting with the development and distribution of membership materials, and engaging with members on social media.

**11.5 Responsibilities at General Meetings**

The Directors at Large shall assist with facilitating general meetings including introducing speakers, facilitating sessions, supporting breakout groups, and planning socials.

**11.6 Responsibilities at Executive Meetings**

The Directors at Large shall assist with facilitating Executive Committee meetings including chairing sections of the meeting, supporting break out groups, and planning socials.

**11.7 Representing the Federation**

The Directors at Large shall, at the direction of the Executive Committee, represent the Federation at meetings or conferences the Federation is invited to or chosen to participate in when applicable.

**11.8 Services**

The Directors at Large shall assist with the implementation of services. This includes but is not limited to canvassing for student discounts for the Deals App, editing handbooks, helping secure items for the bulk purchase program, and assisting in developing the Federation's bulk purchase order.



## BYLAW XII

**DUTIES OF THE SECRETARY-TREASURER**

AMENDED  
AUGUST 1996  
JANUARY 2003  
AUGUST 2010  
AUGUST 2015  
JANUARY 2016  
JULY 2019

**12.1 General Duties**

The Secretary-Treasurer shall perform such duties as may be assigned by the Executive Committee.

**12.2 Office Duties**

The Secretary-Treasurer 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 office of the Federation.

**12.3 General Duties**

The Secretary-Treasurer, 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 union 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 Committee 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; and
- f. preparing, in conjunction with the staff, materials for Executive Committeemeetings.

**12.4 Liaising with Member Local Unions**

The Secretary-Treasurer shall liaise with member local unions.

**12.5 Submission of Reports**

The Secretary-Treasurer shall present at each Executive Committee meeting, a written report summarising their activities since the previous meeting.

**12.6 Responsibilities at General Meetings**

The Secretary-Treasurer shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

**12.7 Assisting the Chairperson**

The Secretary-Treasurer shall assist the Chairperson in fulfilling their constitutional role.

**12.8 Overseeing the Keeping of Accounts**

The Secretary-Treasurer shall oversee the keeping of accounts of all receipts and disbursements of the Federation, and shall ensure deposit of 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.

**12.9 Submission of Reports**

The Secretary-Treasurer, at each Executive Committee meeting, shall submit a written report that includes, but is not limited to, a year-to-date financial statement for the Federation.

**12.10 Submission of Draft Budgets**

The Secretary-Treasurer shall ensure that a draft annual budget, or draft revised budget, is presented to a meeting of Executive Committee prior to each annual general meeting for recommendation to members at the general meeting.

**12.11 Long Range Planning Duties**

The Secretary-Treasurer shall be responsible for the long range financial planning of the Federation.

**12.12 Maintaining Adequate Cash Flow**

The Secretary-Treasurer shall be responsible for maintaining adequate levels of cash flow.

AMENDED  
JULY 2023

## BYLAW XIII

**DUTIES OF THE INDIGENOUS CAUCUS  
CHAIRPERSON**AMENDED  
JANUARY 2016  
JANUARY 2018  
JANUARY 2023**13.1 General Duties**

The Indigenous Caucus Chairperson shall perform such duties as may be assigned by the Executive Committee.

**13.2 Liaison Between Executive Committee and Indigenous Members**

The Indigenous Caucus Chairperson shall act as the primary liaison between the Executive Committee and Indigenous members.

**13.3 Federation Spokesperson on Indigenous Students' Issues**

The Indigenous Caucus Chairperson shall act as the primary spokesperson for the Federation on Indigenous students' issues.

**13.4 Provincial and National Outreach**

The Indigenous Caucus Chairperson shall act as the primary liaison between the Federation, and provincial and national Indigenous organizations, and shall work with the Chairperson and Secretary-Treasurer to establish and maintain positive relations with Indigenous organisations with whom the Federation works.

AMENDED  
JULY 2018**13.5 Liaison Between National Indigenous Caucus Chairperson and the Executive Committee**

The Indigenous Caucus Chairperson shall act as the primary liaison between the National Aboriginal Caucus and Indigenous members.

**13.6 Chairing Indigenous Caucus Meetings**

The Indigenous Caucus Chairperson shall chair and facilitate the work of the Indigenous Caucus of the Federation.

AMENDED  
JANUARY 1999**13.7 Responsibilities at Executive Committee Meetings**

The Indigenous Caucus Chairperson shall assist the Chairperson and Secretary-Treasurer in preparing reports and supporting materials for each meeting of the Executive Committee.

AMENDED  
JANUARY 2015  
AUGUST 2015





## BYLAW XIV

**DUTIES OF LOCAL REPRESENTATIVES**

AMENDED  
AUGUST 1996  
AUGUST 2008

**14.1 General Duties**

The local representatives shall perform such duties as may be assigned by the Executive Committee.

**14.2 On-Campus Representation of the Federation**

The local representatives shall be generally responsible for on-campus representation of the Federation, including but not limited to, coordinating the implementation of Federation:

- a. campaigns at their respective member local unions; and
- b. services at their respective member local unions.

**14.3 Distribution of Executive Committee Meeting Minutes**

The local representatives shall ensure that copies of all minutes of all Executive Committee meetings are distributed to their respective member local union within three (3) weeks.

**14.4 Reporting of Extraordinary Financial Transactions**

The local representatives shall report, within three (3) weeks, to their respective member local unions, the occurrence of any financial transaction for which the plenary did not originally budget at the previous general meeting.

**14.5 Liaison between Local Union and Federation Employees**

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

**14.6 Communication of Local Perspectives**

The local representatives shall communicate local perspectives to other members of the Executive Committee.

**14.7 Implementation of Federation Services and Campaigns**

Generally, the local representatives shall coordinate the implementation of Federation programs and campaigns within their member local unions.

AMENDED  
JANUARY 2004

**14.8 Presentation of Executive Report**

The local members' representatives shall submit five (5) business days in advance of each Executive Committee meeting a written report outlining the activities of their respective member local union since the previous meeting of the Executive Committee and such other information as may be established by Standing Resolution. The written report shall be presented at the meeting.

AMENDED  
AUGUST 2010

**14.9 Reporting to the Local Board of Directors**

The local representatives shall report on the status of Federation campaigns and services work on campus and provincially at each meeting of their local unions' boards of directors and at each of their local union's general meetings.

ADOPTED  
AUGUST 2008

**14.10 Distribution of Federation Materials**

The local representatives shall ensure the distribution of all Federation membership advisories and media releases to their respective local union's board of directors.

ADOPTED  
AUGUST 2008  
AMENDED  
JULY 2019



**BYLAW XV****BRANCH SOCIETIES**

The Federation shall have the authority to create branch societies, from time to time, subject to the provisions of these Bylaws.



**BYLAW XVI****STANDING RESOLUTIONS**

AMENDED  
JANUARY 2010

The member local unions of the Federation may, by a two-thirds (2/3) vote of those present at a general meeting, enact standing resolutions.



## BYLAW XVII

**ELECTRONIC VOTING**ADOPTED  
JANUARY 2022

Electronic voting shall be used in extraordinary cases in meetings as outlined below.

**17.1 Appointment of a Chief Returning Officer**

At each September meeting of the Executive Committee, the Committee shall appoint a member of the staff of the Federation to act as chief returning officer. The returning officer shall be responsible for publicising the results of the vote.

**17.2 Moving and Seconding of an Electronic Motion**

For an electronic motion to be served it will need to be moved and seconded by two members of the Executive Committee and sent to the Chairperson. Once moved and seconded the Chief Returning Officer will decide whether the motion is in order by the following criteria:

- a. action on the motion fulfills the aims of the organisation and;
- b. it is considered urgent and waiting until the next scheduled meeting would make the motion irrelevant or;
- c. the motion is of operational importance that cannot wait until the next scheduled meeting.

**17.3 Distribution of Motions**

When an electronic vote is requested and deemed in order, the Executive Committee shall be sent an email containing a list of motion(s) and an electronic ballot within two (2) business days.

**17.4 Voting**

Members of the Executive Committee will have up to three (3) business days to vote on the motion upon receipt of the ballot.

**17.5 Tabulation of Ballots and Announcements of Results**

After the voting period, or once all votes have been collected, whichever happens first, the chief returning officer shall:

- a. count the votes;
- b. inform all member local unions of the result of the vote. The vote shall be recorded as a roll call vote.

**17.6 Quorum**

Quorum for an electronic vote shall be at least fifty per cent (50%) plus one (1) of the Executive Committee unless the motion requires a two-thirds (2/3rds) threshold as outlined in the bylaws.

**17.7 Record of Vote**

Two (2) business days after the voting has concluded the Chief Returning Officer will distribute a written record of the motion and its result to the Executive. The record of the votes will be formally adopted into the records at the next Executive Committee Meeting.





## BYLAW XVIII

**EXECUTION OF DOCUMENTS**AMENDED  
AUGUST 2011**18.1 Signing of Documents and Affixing of Seal**

Deeds, transfers, licenses, contracts and engagements on behalf of the Federation will be signed by not less than two signing officers; and the "custodian of the seal" shall affix the seal of the Federation to all documents that it requires.

**18.2 Transfer of Shares, Bonds or Other Securities**

In accordance with these Bylaws, it shall require the approval of not less than two signing officers of the Federation, as designated by the Executive Committee for that purpose, to transfer or accept the transfer of any and all shares, bonds, or other securities in the name of the Federation; affix the seal of the Federation on all such transfers; and make, execute and deliver under the seal, any documents necessary for such purposes, including the appointment of attorneys.

**18.3 Executive Authority**

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 XIX

### FEES

#### 19.1 Collection

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

#### 19.2 Fee Remittance Period

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

#### 19.3 Exceptions to Fee Payment Requirements

Notwithstanding any other provision of these Bylaws, a member local union 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.

#### 19.4 Interest Charged on Outstanding Fees

The Federation shall charge interest of ten per cent (10% per annum) on fees not received within six (6) months of being remitted to the member local union.

AMENDED  
JANUARY 2015



## BYLAW XX NOTICE

AMENDED  
AUGUST 2004

AMENDED  
AUGUST 2008

### 20.1 Submission of Notice to the Federation

Whenever under these Bylaws notice is required to be given, such notice may be given either personally, by facsimile (fax), by pre-paid mail, or by e-mail addressed to a member local union, member of the Executive Committee, or officer at their address as the same appears on the books and records of the Federation as the last recorded address.

### 20.2 Distribution of Notice to Member Local Unions-1

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 sent as a facsimile (fax), shall be sent when the documents were transmitted by the facsimile machine.

### 20.3 Distribution of Notice to Member Local Unions-2

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

### 20.4 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 XXI

# FINANCIAL

### 21.1 Signing Officers

- a. The signing officers of the Federation shall be appointed by the Executive Committee; and
- b. The signatures of at least two (2) signing officers, one of whom shall be an elected officer of the Federation, 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.

### 21.2 Fiscal Year

The fiscal year of the Federation shall end August 31 of each year.

### 21.3 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 British Columbia, borrow, raise and secure the payment of such money in such manner as the Federation sees fit; and
- 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 authorisation of a special resolution at a general meeting.

### 21.4 Borrowing Powers of the Executive Committee

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 XXII

**INSPECTION OF BOOKS AND RECORDS****22.1 Location of Minutes**

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.

**22.2 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 the intent to inspect has been received by the Treasurer seven (7) days in advance.

AMENDED  
AUGUST 2008

**22.3 Distribution of Notice to Member Local Union**

In addition to Article 25.2, copies of said records shall be sent to any member local union of the Federation that requests them, within seven (7) days of being requested, provided that the requesting member local pays substantive, undue costs.

AMENDED  
JANUARY 2004  
AUGUST 2008



**BYLAW XXIII****SEAL OF THE FEDERATION**

The seal of the Federation shall not be affixed to any instrument unless authorised 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 XXIV

**AMENDMENTS**AMENDED  
AUGUST 2013

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 is sent to member local unions at least three (3) weeks before the time fixed for holding the general meeting. The Chairperson shall declare whether the requirements of notice have or have not been satisfied.



## BYLAW XXV

**WINDING UP CLAUSE**AMENDED  
AUGUST 2017

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 members of the Federation; and if effect cannot be given to the aforesaid provisions, then such funds and assets shall be divided equally among member local unions that are still members of the Federation at the time of dissolution. This clause was previously unalterable.