

CONSTITUTION

1. Name of the Society

The name of the Society is North Island Students' Union Local 72 Canadian Federation of Students, and hereafter in this Constitution and these Bylaws shall be referred to as the Students' Union.

2. Purposes of the Students' Union

The purposes of the Students' Union are:

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

BYLAW I – INTERPRETATION

1. Number

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

2. Definition of “Students’ Union”

“Students’ Union” shall mean the North Island Students’ Union.

3. Definition of “Federation”

“Federation” shall mean the British Columbia Federation of Students.

4. Definition of “Member”

“Member” shall mean those persons who satisfy the requirements of Bylaw II.

5. Definition of “Campus”

“Campus” shall be defined as all campuses of North Island College.

6. Definition of “College”

“College” shall mean North Island College.

7. Definition of “Campus Representative”

“Campus Representative” shall mean an elected member of a respective campus that serves as a representative for the members at that campus in executing functions of the Students’ Union determined by the Board of Directors, and that represents members at that campus at general meetings of the Students’ Union as a delegate.

8. Definition of “Policy”

“Policy” shall mean internal rules and guidelines of the Students’ Union. Policies are subject to the bylaws and cannot override or contradict the bylaws or constitution.

BYLAW II – MEMBERSHIP

1. Members

The Members of the Students' Union shall be:

- a. all individuals who:
 - i. are registered at a post-secondary institution in British Columbia;
 - ii. are attending classes through North Island College; and
 - iii. have been assessed a North Island Students' Union membership fee.
- b. all individuals who are not registered in the current college term but who have paid membership fees to the Students' Union for a term with an end date within the last 170 days.

2. Honorary Members

- a. Honorary Members of the Students' Union shall be any individual upon whom honorary membership may be conferred by the Union for meritorious service to the Students' Union.
- b. Honorary Members shall not be required to pay membership fees to the Students' Union.
- c. Honorary Members shall not vote in Students' Union elections, general meetings or referenda, nor shall they be permitted to propose motions at general meetings or hold an elected office in the Students' Union.

3. Cessation of Membership

- a. Individuals shall cease to be Members when they cease to meet the requirements of Bylaw II, Article 1.
- b. Individuals may be expelled from the Students' Union by special resolution.

4. Membership in Bad Standing

Individuals may be deemed Members in bad standing by special resolution.

BYLAW III – MEMBERSHIP FEES

1. Setting of Membership Fees

Except as hereinafter provided, fees may be set in the following ways:

- a. by the Members of the Students' Union voting in a General Meeting or Referendum
- b. by a two-third vote (2/3) of the Board of Directors of the Students' Union.

2. Fees

The regular fees for the Students' Union shall be the lesser of:

- a. \$12.63/month;
- b. \$50.50/semester; or c.
\$3.36/credit.

3. Membership Fees for Provincial/National Student Organization

The Students' Union may collect fees on behalf of a provincial and/or national student organization should the members of the Students' Union resolve to maintain membership in such an organization or organizations.

4. Health and Dental Plan Fees

The Students' Union shall collect an annual fee for the student health and dental plan service based from such members as qualify for participation in the service as determined by criteria established by Students' Union policy. The fee for this service shall be not less than \$250 per year.

5. Other Mandatory Fees

Members of the Students' Union may establish other mandatory fees for services or programs by a majority vote of a referendum or general meeting.

6. Exemption from Payment of Fees

Members not registered for courses in a particular North Island College term shall be exempt from paying all membership fees for that term.

7. Annual Adjustment

The fees described in this Bylaw may be increased on August 1 of each year by the rate of change in the Canadian Consumer Price Index for the preceding calendar year. The base year for this calculation is 2017.

BYLAW IV – GENERAL MEETINGS

1. Types of General Meetings

There shall be two types of General Meetings:

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

2. Annual General Meetings

The Students' Union shall hold an Annual General Meeting and a Semi-Annual General Meeting each year, between April 1 and April 30 and between October 15 and November 15, respectively.

3. Special General Meetings

Special General Meetings may be called at any time by:

- a. a majority vote of a Board meeting; or
- b. as otherwise required by the Societies Act of British Columbia.

4. Notice for General Meetings

- a. The Board of Directors of the Students' Union shall give not less than fourteen (14) calendar days' notice of a General Meeting. Sufficient notice shall be deemed to have been given by the posting of ten (10) notices on or about the Campbell River, Comox Valley and Port Alberni campuses, and two (2) notices on or about the Mixelakwila campus of the College; and the electronic posting via the website of the Students' Union. Paper notices shall not be less than 8.5" or 11" in size, and will include the following:
 - i. The time, date, and location of the General Meeting;
 - ii. The proposed agenda for the General Meeting; and
 - iii. Any special resolutions to be considered by the General Meeting.
- b. Accidental omission in giving notice of an Annual General Meeting or Special General Meeting, or the non-receipt of notice by any of the campuses of the North Island Students' Union, shall not constitute a violation of the proceedings of the General Meeting.

5. General Meeting Voting Structure

General Meetings of the Students' Union will be comprised of up to 25 delegates from members attending courses and programs at the various campuses and learning centres of North Island College.

- a. The 25 delegates to general meetings shall be the campus representatives set out in Bylaw VI.
- b. Proxy voting will not be employed in the Students' Union General Meetings.

6. Quorum for General Meetings

The quorum for a General Meeting of the Students' Union shall be thirteen (13) delegates. In the event that a meeting does not achieve quorum, a subsequent general meeting shall be held no sooner than fifteen (15) days and no later than thirty (30) days following the non-quorate meeting, and that subsequent meeting shall have a quorum of seven (7) members.

7. Agenda for General Meeting

- a. Except as hereinafter provided, the agenda for each General Meeting shall be prepared by the Board of Directors of the Students' Union, and posted at each campus not less than fourteen (14) calendar days before the meeting; and the electronic posting via the website of the Students' Union.
- b. The agenda for each annual General Meeting shall include the following:
 - i. Annual General Meeting Agenda
 - A. election of the Board of Directors; B. director's Orientation; and,
 - C. acceptance of the annual report of the Board of Directors.
 - ii. Semi-Annual General Meeting Agenda
 - A. acceptance of the annual financial statements; B. appointment of the auditors;
 - C. presentation of the Annual Strategic Plan; and,
 - D. by-election of Board of Directors positions, if necessary.
- c. The Board of Directors shall include on the agenda any special resolutions that are:
 - i. referred by a 2/3 majority vote of a Board of Directors meeting; or
 - ii. presented to it, accompanied by a petition duly signed by no less than ten percent (10%) of the Members of the Students' Union, no less than fourteen (14) calendar days before the meeting.

8. Rules of Order

Subject to any special resolutions of the Students' Union the most recent edition of Robert's' Rules of Order shall govern the conduct of all General Meetings of the Students' Union.

BYLAW V – REFERENDA

1. Referenda

- a. All Members may vote on resolutions concerning the business of the Students' Union by means of a referendum.
- b. Each individual Member shall have one vote in each Referendum.
- c. Referenda are called in the same manner as Special General Meetings.

2. Notice for Referenda

- a. The Board of Directors of the Students' Union shall give not less than fourteen (14) calendar days' notice of a Referendum. Sufficient notice shall be deemed to have been given by the posting of ten (10) notices on or about the Campbell River, Comox Valley and Port Alberni campuses, and two (2) notices on or about the M̓ix̓alāk̓wila campus of the College; and the electronic posting via the website of the Students' Union. Paper notices shall not be less than 8.5" or 11" in size, and will include the following:
 - i. The time, date, and location of the Referendum;
 - ii. The proposed resolution(s) of the Referendum; and

3. Quorum for Referenda

Quorum for Referenda shall be five percent (5%) of membership or 200 members, whichever is less.

BYLAW VI – CAMPUS REPRESENTATIVES

1. Campus Representation

a. There shall be twenty-five (25) Campus Representative positions distributed across the following campuses:

- i. Comox Valley Campus
- ii. Campbell River Campus
- iii. Port Alberni Campus
- iv. Port Hardy Campus
- v. College Learning Centres

b. Each campus shall have a proportionate number of Campus Representative positions based on the percentage of Members at the respective campus;

c. No campus shall have less than one (1) Campus Representative position;

d. The number of available positions shall be calculated once every three (3) calendar years beginning in Spring 2018.

2. Election of Campus Representatives

Campus Representatives shall be elected from among the membership of the respective campus or campuses/learning centers in accordance with Bylaw VIII.

3. Responsibilities of Campus Representatives

Campus Representatives shall:

a. Attend Annual, Semi-Annual and Special General meetings of the Students' Union as delegates for their respective campus;

b. Assist the Board of Directors with the implementation of campaigns, membership outreach, events and other activities of the Students' Union at their respective campus or at the learning centers;

c. Participate in Students' Union standing and ad hoc committees dealing with operational or planning functions assigned by the Board of Directors;

d. Liaise with and represent to the Board of Directors the needs and interests of members on their respective campus or learning centers;

e. Represent North Island College students on institutional committees from time-to-time and as determined by the Board of Directors;

f. Assist the Board of Directors in the execution of work of the Students' Union;

g. Represent the Students' Union at meetings, conferences and external events from time-to-time as determined by the Board of Directors;

h. Maintain active communication with the Board of Directors; and

i. Perform such other duties as may be assigned by the Board of Directors.

4. Term of Office and Eligibility

a. Members shall be elected to fill the term of Campus Representatives, which shall be one year commencing April 1 and terminating March 31. Notwithstanding the foregoing, the Board of Directors may hold a by-election to fill vacant Campus Representative positions for the remainder of a term.

- b. All Campus Representatives must maintain membership as defined by Bylaw II for the duration of their term.
- c. In order to qualify as a Campus Representative for a particular campus, a member must maintain primary enrolment at that campus.
- d. Campus Representatives who fail to comply with Article 4 b) and c) will be deemed to have resigned their position.

BYLAW VII – BOARD OF DIRECTORS

1. Composition and Term of Office of the Board of Directors
 - a. The Board of Directors shall be comprised of the following positions, elected from among the delegates at a general meeting, by general meeting delegates.
 - i. Campbell River Campus Director
 - ii. Comox Valley Campus Director
 - iii. Port Alberni Campus Director
 - iv. College Relations Director
 - v. External Relations Director
 - vi. Internal Relations Director
 - b. The regular term of office for members of the Board of Directors shall be May 1 to April 30.
2. Meetings of the Board of Directors
 - a. The Board of Directors shall meet at least nine (9) times per year on a schedule established by the Board of Directors.
 - b. Notice of each Board of Directors meeting shall be transmitted to each member of the Board of Directors by electronic mail not less than seven (7) calendar days prior to each meeting, and shall be advertised on the Students' Union's website not less than five (5) calendar days in advance the scheduled meeting.
 - c. The quorum required for the transaction of business at a meeting of the Board of Directors shall be 51% of the members of the Board of Directors.
 - d. Subject to any special resolutions of the Students' Union, the most recent edition of Roberts' Rules of Order shall govern the conduct of all meetings of the Board of Directors.
 - e. Meetings of the Board of Directors shall be open to all members of the Students' Union, provided that the meeting be permitted to move "in- camera" to deal with confidential.
 - f. The Board of Directors shall endeavor to adopt a term-based schedule of planned meetings not more than two (2) weeks following the completion of a Board of Directors election or by-election.
 - g. Notwithstanding any of the foregoing, a meeting of the Board of Directors may be scheduled:
 - i. at the request of three (3) or more Directors providing notice in accordance with subsection (b) of this article.
 - ii. by the Chairperson as necessitates.

h. Board members will be considered present if attending a meeting in person, by phone or electronically via video chat where facilities enable such attendance. Votes by proxy shall not be allowed.

i. Minutes of Board of Director meetings shall be distributed to each member of the Board, and shall be posted on the Students' Union's website once adopted.

3. Board of Directors Remuneration

Remuneration shall be paid to Directors of the Students' Union in the form of a monthly stipend. The amount of compensation and required work parameters shall be set by resolution of a general meeting.

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

Subject to the approval of the Board of Directors, individual Directors may be granted leaves-of-absence from the Board for a period of up to four months during their term of office on the Board. Such approval shall not be unreasonably withheld

BYLAW VIII – ELECTIONS OF CAMPUS REPRESENTATIVES

1. Schedule of Elections

a. General Elections

General elections for campus representatives shall be held between January 1 and March 15 of each year, and shall be subject to the following schedule:

- i. not less than one calendar week of nominations;
- ii. not less than one calendar week of campaigning;
- iii. not less than twenty (20 hours) of voting held over not less than three days, which may not include a Friday.

b. By-elections

A by-election for campus representatives may be held between September 1 and October 15 of each year, and shall be subject to the following schedule:

- i. not less than five weekdays of nominations;
- ii. not less than one calendar week of campaigning;
- iii. not less than fourteen (14 hours) of voting held over not less than two days, neither of which may be a Friday.

2. Notice of Elections

a. Notice of Nominations

Sufficient notice of nominations shall be deemed to have been given by the posting, not less than seven (7) days prior to the opening of the nomination period, of not less than ten (10) notices on or about the Campbell River, Comox Valley and Port Alberni campuses, and two (2) notices on or about the Mixalakwa campus of the College; and the electronic posting via the website of the Students' Union. Paper notices shall not be less than 8.5" by

11" in size. Each notice must include:

- i. a description of the role of the campus representative
- ii. the number of campus representative positions open for nomination;
- iii. the dates of the opening and closing of nomination period and voting days;
- iv. the dates of the opening and closing of the campaign period;
- v. the dates of voting; and
- vi. contact information for the Chief Electoral Officer.

b. Notice of Voting

Should there be more valid nominations than position available for election, a notice of polling must be provided. Sufficient notice of polling shall be deemed to have been given by the posting, not less than three (3) days following the close of nominations, of not less than ten (10) notices on or

about the Campbell River, Comox Valley and Port Alberni campuses, and two (2) notices on or about the Mixalakwa campus of the College; and the electronic posting via the website of the Students' Union. Paper notices shall not be less than 8.5" by 11" in size. Each notice must include:

- i. the names of each candidate for election
- ii. the dates of voting;
- iii. the times that voting will take place;
- iv. any requirements for a member to execute their vote; and
- v. contact information for the Chief Electoral Officer.

3. Nominations

- a. For a nomination to be valid, a nominee must submit their intention to seek election in writing by submission of a nomination form containing the name, signature, and student numbers of members supporting the nomination of the respective nominee.
- b. No less than ten (10) members' signatures are required for nominees on the Comox Valley, Campbell River, and Port Alberni campuses. No less than five (5) members' signatures are required for nominees on the Mixalakwa campus and Learning Centres campuses.
- c. Incomplete or fraudulent nomination forms will result in the disqualification of the nominee from the election process.
- d. Only forms provided by the Chief Electoral Officer may be considered valid nomination forms

4. Eligibility

For a member to be eligible to be a campus representative, they must be attending at least one course or program at the campus they seek to represent.

5. Voting

Voting shall only occur when the number of valid nominations received exceeds the number of positions available. Should fewer valid nomination forms be received than positions available for election, those with valid nomination forms shall be acclaimed without need for a balloting process.

6. Electoral Committee

The Students' Union shall establish an electoral committee no less than two (2) weeks before an election which shall be responsible for the administration of the election to fill Campus Representative positions. The electoral committee shall be considered disbanded once the ballots have been destroyed.

- a. The electoral committee shall be comprised of:
 - i. one (1) Campus Representative not seeking re-election;
 - ii. one (1) member of the staff of the Students' Union who shall act as Chief Returning Officer; and
- iii. the chairperson of the Federation or their designate.

- b. The electoral committee shall be responsible for overseeing the administration of the election by the Chief Returning Officer, and shall ensure that all elections occur in the manner prescribed by this Bylaw and the policies of the Union
 - c. The electoral committee may disqualify a candidate or rule an election invalid for any violation of these Bylaws.
 - d. The electoral committee shall make, in the event of a strike, circumstance beyond human control, or other event that may delay the electoral procedure, a decision as to how and when the electoral procedure may best be completed.
 - e. The electoral committee shall provide a report on the conduct and results of all elections to the Executive for ratification.
7. Campaign Financing
- Candidates may not solicit or accept financial or monetary donations.
8. Ballot
- a. The names of nominees shall appear on the ballot in alphabetical order by surname
 - b. Members may vote for up to as many candidates as positions are available on each respective campus.
9. Validation of Votes
- a. Before the first day of voting, a ballot box shall be emptied and inspected by the electoral committee. Upon confirmation that ballot box is empty, it shall be locked, and a seal shall be placed around the box which shall only be broken when the ballots are counted. The ballot box shall not be left unobserved at any time during the election unless it is secured in a location only accessible by the electoral committee.
 - b. The electoral committee shall count the ballots together after voting has concluded.
 - c. The candidates with the most votes shall be elected until the last position has been filled.
 - d. In the event of a tie for the final available position, the winner shall be determined by coin toss.

BYLAW IX – ELECTION OF THE BOARD OF DIRECTORS

1. Schedule of Elections

The Board of Directors shall be elected at the Annual General Meeting each year. By-elections may be held at the Semi-Annual General Meeting as determined by the Board of Directors.

2. Notice of Elections

Notice of Election of the Board of Directors will be included in the notice of the General Meeting per Bylaw IV.

3. Nominations and Eligibility

- a. Any Campus Representative who serves as a delegate to a general meeting at which an election or by-election for the Board of Directors is taking place may nominate themselves from the floor of the meeting. Nominations must be seconded to be valid.
- b. Any Campus Representative may seek election to the positions of External Relations Director, College Relations Director and Internal Relations Director.
- c. Only a Campus Representative from the respective campus may seek election to the positions of Port Alberni Campus Director, Campbell River Campus Director and Comox Valley Campus Director.

4. Election of Executive Committee

- a. Elections will take place at the General Meeting of the Students' Union and will be by paper ballot.
- b. Each Campus Representative present for an election of the Board of Directors may cast a single ballot for each position being elected. Proxy voting shall not be allowed.
- c. Each nominee shall provide a one to two-minute address to the general meeting before the vote is put to the assembly.
- d. The Students' Union's Chief Electoral Office shall conduct the vote, tally the results, present the results to the general meeting, and shall destroy the ballots following the adoption of the results.
- e. Candidates may select one scrutineer to oversee the counting of ballots.

BYLAW X – COLLECTIVE RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1. Compliance with Societies Act of British Columbia

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

2. Board of Directors Responsibility for Union Finances and Property

The Board of Directors shall receive, budget and administer all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become the property of the Students' Union notwithstanding and other provisions set out in these Bylaws.

3. Responsibility for Union Budget

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

4. Responsibility for Communication

The Board of Directors shall be the recognized medium of communication between the Students' Union and:

- a. the board and administration of North Island College;
- b. other constituent groups within the College;
- c. the general public; and
- d. other students' unions with which the Students' Union is federated.

5. Board of Directors Responsibility for Students' Union Staff

The Board of Directors shall be responsible for the hiring and direction of all staff of the Students' Union.

6. Annual Report of Board of Directors

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

7. Maintenance of Students' Union Policy Manual

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

8. Conflict of Interest

Members of the Board of Directors shall not vote on matters where a personal conflict of interest exists.

9. Delegation of Responsibility

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

10. Duties and Responsibilities of Individual Board of Directors Members

Voting Members of the Board of Directors shall be responsible for:

- a. keeping their respective campuses informed about the work of the Board of Directors;
- b. keeping the Board of Directors informed on issues arising on their respective campuses;
and
- c. such other duties as may be assigned from time to time by the Board of Directors.

BYLAW XI – DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS OF THE BOARD OF DIRECTORS

1. Director of External Relations

The Director of External Relations shall:

- a. be responsible for keeping the Board of Directors informed of issues arising off campus which pertain to the activities of the Students' Union;
- b. jointly with other members of the Board of Directors and staff, articulate the Students' Union's policies and positions on various issues to members, coalition partners, other organizations, government representatives and the media;
- c. act as a liaison between the Students' Union and external organizations;
- d. oversee and help coordinate the campaigns work of Students' Union;
- e. jointly with the Federation Executive Representative, ensure local implementation of Federation campaigns;
- f. assist the Women Students' Representative and Indigenous Students' Representative members of the Board of Directors with advocacy work related to their respective portfolios;
- g. assist with government relations work of the Students' Union; and,
- h. perform such other duties as may be assigned by the Board of Directors.

2. Director of Internal Relations

The Director of Internal Relations shall:

- a. assist in formulating a budget for the Students' Union;
- b. ensure the responsible management of the finances of the Students' Union and shall ensure that careful account is kept of all monies received and disbursed by the Students' Union;
- c. be responsible for keeping the Board of Directors informed of all issues which pertain to the finances of the Students' Union;
- d. ensure timely production of the annual audited financial statements and auditor's report;
- e. oversee the maintenance of records of the Students' Union, and ensure that accurate records are kept of all Board, General, and other meetings;
- f. assist with the preparation for Annual General Meetings, Special General Meetings, and other membership participation elements of the Students' Union; and,
- g. assist with the maintenance of the club and course union system of the Students' Union; and,
- h. perform such other duties as may be assigned by the Board of Directors.

3. Director of College Relations

The Director of College Relations shall:

- a. be responsible for keeping the Board of Directors informed of all issues arising within the College which pertain to the activities of the Students' Union or the well-being of students;
- b. assist with coordination of student representatives on all College committees;
- c. ensure that the Students' Union's positions are articulated to the College's Education Council, Board of Governors, senior management team, and appropriate sub-committees thereof;
- d. assist in supporting the Students' Union's student advocate service, and ensure that the student appeal committee positions are appropriately filled at all times;
- e. ensure that the Board of Directors is appropriately informed of academic governance and post-secondary education governance issues occurring provincially, nationally, and globally that could affect the education delivered at the College
- f. assist with the implementation and operation of membership awareness initiatives of the Students' Union; and,
- g. perform other such duties as may be assigned by the Board of Directors.

4. Campbell River Director

The Campbell River Director shall:

- a. represent the interests, needs, and concerns of their respective members to the Board of Directors;
- b. assist with the coordination and implementation of Students' Union events, campaigns, and activities at their respective campus;
- c. jointly with the Director of External Relations, implement Students' Union and Federation campaigns at their respective campus;
- d. assist the Director of College Relations with the implementation and operation of membership awareness initiatives of the Students' Union at their respective campus;
- e. oversee the recruitment and coordination of Students' Union volunteers at their respective campus;
- f. jointly with the Director of Internal Affairs, oversee the provision of Students' Union services and programs, and the operation of Students' Union spaces on their respective campus; and,
- d. perform such other duties as may be assigned by the Board of Directors.

5. Comox Valley Director

The Comox Valley Director shall:

- a. represent the interests, needs, and concerns of their respective members to the Board of Directors;
 - b. assist with the coordination and implementation of Students' Union events, campaigns, and activities at their respective campus;
 - c. jointly with the Director of External Relations, implement Students' Union and Federation campaigns at their respective campus;
 - d. assist the Director of College Relations with the implementation and operation of membership awareness initiatives of the Students' Union at their respective campus;
 - e. oversee the recruitment and coordination of Students' Union volunteers at their respective campus;
 - f. jointly with the Director of Internal Affairs, oversee the provision of Students' Union services and programs, and the operation of Students' Union spaces on their respective campus; and,
 - g. perform such other duties as may be assigned by the Board of Directors.
6. Port Alberni Director
- The Port Alberni Director shall:
- a. represent the interests, needs, and concerns of their respective members to the Board of Directors;
 - b. assist with the coordination and implementation of Students' Union events, campaigns, and activities at their respective campus;
 - c. jointly with the Director of External Relations, implement Students' Union and Federation campaigns at their respective campus;
 - d. assist the Director of College Relations with the implementation and operation of membership awareness initiatives of the Students' Union at their respective campus;
 - e. oversee the recruitment and coordination of Students' Union volunteers at their respective campus;
 - f. jointly with the Director of Internal Affairs, oversee the provision of Students' Union services and programs, and the operation of Students' Union spaces on their respective campus; and,
 - g. perform such other duties as may be assigned by the Board of Directors.

BYLAW XII – PORTFOLIO POSITIONS

1. Distribution of Portfolios

The Board of Directors shall annually select, at its first meeting in May, one (1) member to hold each portfolio position.

2. By-election for Portfolio Positions

In the event of a vacancy in any of the Portfolio Positions, the Board of Directors will select by resolution another eligible Director to hold the position until the next portfolio selection. Prior notice of a motion to select a replacement must be included with the notice of a Meeting of the Board of Directors as outlined in Bylaw 7.2(b).

3. Staff Relations Officer

The Board shall select a Staff Relations Officer to represent the employer in dealings with the staff, and in the execution of the employer's management rights. The Staff Relations Officer may also fulfil any possible labour relations or management responsibility assigned by the Board of Directors directly or via policy.

4. Chairperson

The Board shall select a Chairperson to facilitate meetings of the Board of Directors and assist in the preparation of meeting agendas. The Chairperson shall ensure timely preparation and distribution of the meeting minutes.

5. Federation Executive Representative

The Board shall select a Federation Executive Representative who shall be nominated to fulfill the role of Local 15 Members' Representative on the Executive Committee of the BC Federation of Students' and shall:

- a. attend all Federation General Meetings;
- b. regularly report to the Board of Directors about the services, campaigns and internal affairs of the Federation; and,
- c. ensure that all reports and other materials from each Federation Executive Committee meeting, and each Federation and CFS general meeting are made available to the Board of Directors.
- d. work with staff to write the Federation Executive Committee Local Report.

6. Women Students' Representative

The Board shall appoint a Women Students' Representative from among the female-identified members of the Board of Directors who shall:

- a. be primarily responsible for ensuring consideration of women's issues with respect to the work of the Students' Union;
- b. assist in the development and implementation of campaigns relating to human rights issues;

- c. demonstrate knowledge and have experience with issues of equity as they may pertain to students; and,
- d. be responsible for representing women students at the college.

7. Indigenous Students' Representative

The Board shall appoint an Indigenous Students' Representative from among the Indigenous members of the Board of Directors who shall:

- a. be primarily responsible for ensuring consideration of indigenous issues with respect to the work of the Students' Union;
- b. assist in the development and implementation of campaigns relating to human rights issues;
- c. demonstrate knowledge and have experience with issues of equity as they may pertain to students; and,
- d. be responsible for representing indigenous students at the college.

8. Students' Accessibility Representative

The Board shall appoint a Students' Accessibility Representative from among the members of the Board of Directors who identifies as having an accessibility requirement and who shall:

- a. be primarily responsible for ensuring consideration of accessibility issues with respect to the work of the Students' Union;
- b. assist in the development and implementation of campaigns relating to accessibility issues;
- c. demonstrate knowledge and have experience with issues of accessibility as they may pertain to students; and,
- d. be responsible for representing students with accessibility requirements at the college.

BYLAW XIII – REMOVAL FROM OFFICE

1. Resignation

- a. A member of the Board of Directors shall be deemed to have resigned their position on the Board of Directors if they:
 - i. cease to be a member of the Students' Union;
 - ii. voluntarily resign their position by providing notice of resignation in writing to a meeting of the Board of Directors or a general meeting; or
 - iii. by being absent from two (2) or more consecutive meetings of the Board of Directors without valid reason, as determined by a two-thirds majority vote of the Board of Directors
- b. A Campus Representative shall be deemed to have resigned their Campus Representative position if they:
 - i. cease to be a member of the Students' Union; or
 - ii. voluntarily resign their position by providing notice of resignation in writing to a meeting of the Board of Directors or a general meeting.

2. Impeachment

A Member of the Board of Directors or Campus Representative may be removed from office by resolution of a General Meeting or Referendum.

- a. Impeachment proceedings may be initiated by:
 - i. a two-thirds (2/3) majority vote on of the Executive; or
 - ii. a petition signed by not less than ten per cent (10%) of the Members of the Students' Union presented to the Board of Directors.
- b. Notice of impeachment proceedings shall be that required for a special resolution.
- c. In the event that the General Meeting or Referendum thus called fails to reach quorum, the proceedings shall cease.

BYLAW XIV – UNION FINANCES

1. Signing Officers

- a. The Students' Union shall have no more than five and no less than three signing officers, appointed by the Board of Directors.
- b. The signatures of at least two (2) signing officers shall be required for the execution of any legal documents or, subject to the policy of the Students' Union, the disbursement of any funds on behalf of the Students' Union.

2. Annual Financial Review

- a. The auditors of the Students' Union shall be appointed by resolution of a General Meeting.
- b. The Board of Directors may fill a vacancy in the office of the auditor created by death, resignation or otherwise.
- c. The auditors of the Students' Union shall have the right to examine all books, records and accounts of the Students' Union and shall be entitled to request from any and all Members of the Board of Directors, such information and explanations as may be required by the auditors for the due performance of their duties.
- d. The Board of Directors shall submit, without material omission, the report of the accountant(s) to the Semi-Annual General Meeting of the Students' Union.

3. Borrowing

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

4. Fiscal Year

The fiscal year of the Union shall be June 1 to May 31.

BYLAW XV – POLICY OF THE STUDENTS’ UNION

1. Establishment of Policy

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

- a. a two-thirds (2/3) majority vote of the Board of Directors; or
- b. a two-thirds (2/3) majority vote of those voting in a General Meeting.

2. Duration of Policy

All policy remains the policy of the Students’ Union until changed, or retracted by a vote of the same or higher authority as that which established the policy.

3. Notice of Policy Amendments

Notice of all policy motions to be voted on in a General Meeting of the Students’ Union shall be that required for a special resolution.

BYLAW XVI – UNION RECORDS

1. Location of Records

The minutes of the Board of Directors, General Meetings, and other historical books and records of the Students' Union shall be kept on the website of the Students' Union and digitally backed up in at least one other location.

2. Inspection by Members

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

3. Custody of Minutes

Custody of the minutes of all General Meetings and Board of Directors meetings of the Union shall be as designated by the Board of Directors.

BYLAW XVII – BRANCH SOCIETIES

1. Branch Societies

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

BYLAW XVIII – AMENDMENT TO THE CONSTITUTION AND BYLAWS

1. Amendment to the Constitution and Bylaws

The Constitution and Bylaws of the Students' Union may only be amended by a special resolution passed in a General Meeting or by Referendum.

2. Bylaw Review

- a. At least once every three (3) years, a Bylaw Review Committee shall be struck by the Board.
- b. The committee shall consist of all staff and directors.
- c. Quorum for meetings of the committee shall be no less than one (1) staff person and one (1) director.
- d. The committee shall develop a report with recommendations to the Board of the following:
 - i. Recommendations to change bylaw
 - ii. Recommendations to add bylaw
 - iii. Recommendations to strike bylaw
 - iv. Recommendations to correct bylaw non-compliance
- e. The report shall be submitted to the Board for consideration of motions to put to the membership at a General Meeting.

BYLAW XIX – DISSOLUTION

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