



# **BYLAWS**

AMENDED JANUARY 2020



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## **BYLAW I INTERPRETATION**

1. All references to the plural shall include the singular and all references to the singular shall include the plural.
2. "Students' Union" shall mean the Douglas Students' Union.
3. "Member" shall mean those persons who satisfy the requirements of Bylaw II.
4. "Federation" shall mean the British Columbia Federation of Students.
5. "Special Resolution" shall mean a special resolution as defined by the Societies Act.
6. General Meetings and Referenda shall be considered the highest authority within the Students' Union.
7. "Pride Collective" shall refer to the leadership and membership of the Douglas Students' Union Pride Collective.



## **BYLAW II MEMBERSHIP**

### **1. Members**

The members of the Students' Union shall be:

- a. All individuals who have registered in at least one course at Douglas College for the current semester and who have paid membership fees to the Students' Union; and
- b. Members of the Board of Directors who are not registered in the current College semester, but who satisfied Bylaw II, Section 1a in the previous College semester.

### **2. Cessation of Membership**

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





## **BYLAW III MEMBERSHIP FEES**

### **1. Setting of Membership Fees**

Except as hereinafter provided membership fees may be set by the members of the Students' Union voting in a Referendum provided sufficient notice has been served as per Bylaw IV, Sections 6 & 8.

### **2. Fees**

The fees shall consist of:

- a. a general programs and services fee of not less than \$37.00 per student per semester, pro-rated for part-time students;
- b. a club fee of not less than \$1.17 per student per semester;
- c. a building fee of not less than \$1.17 per student per semester; and
- d. a student grant fee of not less than \$1.17 per student per semester.

### **3. Provincial and National Organization Membership**

Where the Students' Union is a member of a provincial or national organization, the Students' Union shall collect in trust and remit the membership fee as set by that organization.

### **4. Health and Dental Plan Fee**

The Students' Union shall collect a Health and Dental Plan fee of not less than \$250.00 per eligible student.

### **5. Membership Fee Adjustment for Inflation**

The membership fees, described in Sections 2, 3, and 4 shall be adjusted each August 1 by the percentage change in the Canadian Consumer Price Index during the previous calendar year, starting on August 1, 1999.

### **7. Funds**

Should the Student Grant Fund and the Clubs Fund reach a balance of \$100,000 each, the surplus from each fund will be transferred to general revenue. Should the Health and Dental Fund reach a balance of \$1,300,000, the surplus shall be transferred to general revenue.



## BYLAW IV GENERAL MEETINGS AND REFERENDA

### 1. Authority of General Meetings and Referenda

Referenda then General Meetings respectively, shall be considered the highest authorities within the Students' Union.

### 2. Types of General Meetings

There shall be two types of general meetings:

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

### 3. Special General Meetings

Special General Meetings may be called by:

- a. A majority vote of the Board of Directors;
- b. As otherwise required by the Societies Act of British Columbia.

### 4. General Meeting Agenda

- a. Except as hereinafter provided, the agenda for each General Meeting shall be prepared by the Board of Directors of the Students' Union for presentation to the General Meeting.
- b. The Board of Directors shall include on the agenda any Special Resolutions that are:
  - i. referred by a two-thirds majority vote of the Board of Directors meeting; or
  - ii. presented to it accompanied by a petition duly signed by ten percent (10%) of the members of the Students' Union.

### 5. Referenda

- a. In addition to Annual and Special Meetings, the members may vote on resolutions concerning the business of the Students' Union by means of a referendum.
- b. Referenda may be called at any time between the months of September 15 to December 15 and January 15 to April 15 inclusive by:
  - i. A majority vote of the Board of Directors, subject to Bylaw III, Section 2a; or
  - ii. A petition of ten per cent (10%) of the membership; or
  - iii. As otherwise required by the Society Act of British Columbia.

### 6. General Meetings Notice and Quorum

- 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 not less than eight (8) visible notices on or about the New Westminster Campus and eight (8) visible notices on or about the David

Lam Campus, not less than eleven by seventeen inches (11"x17") in size, which shall include the following:

- i) the time, date and location of the meeting;
  - ii) the proposed agenda for the meeting; and
  - iii) any special resolutions to be considered by the meeting.
- b. The quorum required for a general meeting of the Students' Union shall be sixty (60) members.
- c. In the event that an annual general meeting does not achieve a quorum, but does satisfy the minimum quorum requirements set out in the Societies Act of British Columbia, the meeting shall proceed, though business will be limited to the following:
- i. acceptance of the annual audited financial statements;
  - ii. appointment of auditors; and
  - iii. acceptance of the annual report of the Board.

## **7. Voting at General Meetings**

- a. Each member of the Students' Union is entitled to vote at general meetings.
- b. Voting by proxy is not permitted.

## **8. Referenda Notice and Quorum**

- a. The Board of Directors of the Students' Union shall give not less than fourteen (14) calendar days notice of Referenda. Sufficient notice shall be deemed to have been given by the posting of not less than eight (8) visible notices on or about the New Westminster Campus and not less than eight (8) visible notices on or about the David Lam Campus, not less eleven by seventeen inches (11"x17") in size, which shall include the following:
  - i) the times, dates and locations of the polling stations for the referendum;
  - ii) the proposed resolutions for the referendum.
- b. The quorum required for a referendum of the Students' Union shall be four hundred (400) members.
- c. Polling for a referendum shall take place for not less than two (2) days and not more than fourteen (14) days.

## **9. Voting in a Referendum**

- a. Each member of the Students' Union is entitled to one vote in a referendum;
- b. Voting by proxy is not permitted.

## **10. 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 meetings of the Students' Union.

## **BYLAW V BOARD OF DIRECTORS OF THE SOCIETY**

### **1. Composition of the Board of Directors**

The Board of Directors shall be comprised of:

- a. Executive Officers, comprised of the following:
  - i. Director of External Relations
  - ii. Director of Finance
  - iii. Director of Campus Life
  - iv. Director of College Relations
  - v. Director of Membership Development
- b. Six (6) Campus Representative
  - i. Two (2) Coquitlam Campus Representatives
  - ii. Four (4) New Westminster Campus Representatives
- c. Constituency Representatives
  - i. Women Students' Representative
  - ii. Pride Representative
  - iii. Indigenous Students' Representative
  - iv. Accessibility Representative

### **2. Term of Office of Members of the Board of Directors**

- a. Executive Officers shall hold office from May 1 to April 30.
- b. Directors at Large and Constituency Representatives shall hold office from May 1 to April 30.
- c. The members of the Board of Directors must be members of the Society during their term of office.
- d. All members of the Douglas Students' Union Board of Directors are required to sign a consent form upon election, allowing the Electoral Committee to verify compliance with the Douglas Students' Union Bylaws and Societies Act, at any time.
- e. All members will be limited to serving 3 terms on the Douglas Students' Union Board of Directors.
- f. All members must maintain a cumulative 2.0 GPA during their term of office. The Board of Directors will investigate extenuating circumstances for individual representatives that do not meet this requirement.

### **3. Meetings of the Board of Directors**

- a. The Board of Directors shall meet no less than twice per month.

- b. The agenda for meetings of the Board of Directors will be posted in the Student Union office not less than one (1) business day prior to the meeting.
- c. The quorum required for the transaction of business at a meeting of the Board of Directors shall be fifty-one percent (51%) of the members of the Board of Directors, but never less than three (3) members.
- d. Meetings of the Board of Directors shall be open to all members of The Students' Union, notwithstanding that the Board of Directors shall be permitted to move "in camera" in extraordinary circumstances, to discuss personal issues, staff relations issues or to discuss negotiations with any external organization.
- e. Meetings of the Board of Directors shall be scheduled by:
  - i. Resolution of the Board of Directors, or
  - ii. The Chairperson upon request of three (3) or more members of the Board of Directors.
- f. In order to exercise a vote, members of the Board of Directors must be present, in the room or via video conferencing, at the time the vote is put. Votes by proxy shall not be allowed.
- g. The minutes of meetings of the Board of Directors shall be posted in the Students' Union offices.

#### **4. Board of Directors Remuneration**

Board members shall be paid a stipend in accordance with the provisions herein and any other regulations that may be applied by policy.

- a. Executive directors are required to work a minimum of twenty (20) hours per week, or forty (40) hours every two weeks. Executive directors shall receive an honorarium of \$500 every two weeks.
- b. Campus Representatives are required to work ten (10) hours per week or twenty (20) hours per two weeks. Campus Representatives shall receive an honorarium of \$326.40 every two weeks.
- c. Constituency Representative directors are required to work a minimum of twelve and one half (12.5) hours per week or twenty-five (25) hours per two weeks. Constituency Representative directors shall receive an honorarium of \$408 every two weeks.
- d. Remuneration of directors shall be increased each May 1 by the percentage change in the Consumer Price Index for Vancouver during the previous calendar year, starting May 1, 2000.
- e. Directors are required to attend a minimum of one Board of Directors meeting per month and present a written report in order to receive their honorarium.

#### **5. Restriction On Representatives Applying For Staff Positions**

Any member of the Board of Directors will not be considered for any Douglas Students' Union CUPE positions until a minimum of 24 months has passed between the end of their elected term and the date of hire.





## **BYLAW VI ELECTION OF BOARD OF DIRECTORS MEMBERS**

### **1. Electoral Committee**

The Students' Union shall maintain an Electoral Committee at all times which shall be responsible for the administration of all elections to fill Board of Directors positions.

- a. The Electoral Committee shall be comprised of:
  - i. Three (3) members of the Students' Union, at least one of whom is a member of the Board of Directors not seeking re-election; and
  - ii. One (1) member of the staff of the Students' Union.
- b. The Electoral Committee shall ensure that all elections occur in the manner prescribed by this bylaw and the policy of the Students' Union.
- c. The Electoral Committee shall determine the eligibility of all nominated candidates.
- d. The Electoral Committee may disqualify a candidate, or rule an election invalid for any violation of these Bylaws.
- e. The Electoral Committee shall decide the form of the ballot, provided that the nominees for each office be listed in alphabetical order by surname.
- f. 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.
- g. The Electoral Committee shall submit a report on the conduct and results of all elections to the Board of Directors for ratification.
- h. The Electoral Committee shall establish a zone around the balloting area inside which no campaigning shall take place.

### **2. Schedule of Elections**

- a. Notwithstanding that elections may be delayed in the event of a lockout, strike, natural disaster or other such occurrence, elections for vacant and expiring positions shall be held:
  - i. before October 31 in the Fall semester and before March 31 in the Winter semester.
  - ii. at such other times as deemed necessary by the Board of Directors or the Electoral Committee, or in the event that the number of Board of Directors members falls below three (3).
- b. The schedule of elections shall include:
  - i. a minimum one (1) week period for the submission of nomination forms to the Electoral Committee;
  - ii. a minimum one (1) week period between the close of nominations and the commencement of polling; and
  - iii. an All Candidates' Forum not less than two (2) days prior to the commencement of polling; and

- iv. not less than 30 hours of polling over a period of not less than 5 days.
- c. The schedule of elections for the Board of Directors shall be set, in compliance with Bylaw VI, Section 2a, by:
  - i. the Board of Directors; or
  - ii. the Electoral Committee, in the event that the number of Board of Directors members falls below three (3).

### **3. Notice of Elections**

Sufficient notice shall be deemed to have been given by:

- a. The posting of not less than eight (8) visible notices on or about the New Westminster Campus and not less than eight (8) visible notices on or about the David Lam Campus, not less than eleven by seventeen inches (11"x17"), not less than three (3) days prior to the opening of the nomination period, stating:
  - i. the positions vacant or expiring;
  - ii. the opening and closing date and time of the period for the submission of nominations;
  - iii. the location at which nomination forms may be obtained;
  - iv. the location to which completed nomination forms are to be submitted;
  - v. the period of time allotted to nominees for campaigning; and,
  - vi. the days on which polling will take place.
- b. The posting, on or about each campus of Douglas College, not more than three (3) days after the closing of the nomination period, of not less than eight (8) visible notice at the New Westminster Campus and not less than eight (8) visible notices on or about the satellite campuses, not less than eleven by seventeen inches (11"x17") in size, stating:
  - i. the members nominated for vacant positions on the Board of Directors;
  - ii. the date, time and location of polling stations; and
  - iii. the date, time and location of the All Candidates' Forum.

### **4. Eligibility**

- a. All nominees for positions on the Board of Directors must be members of the Students' Union.
- b. In order to seek election to the Board of Directors, members must be nominated by not less than ten (10) other members of the Students' Union.
- c. In order to seek election to the Board of Directors, members must sign an acknowledgement of the roles and responsibilities as an elected director of the Douglas Students' Union as set out in the following:
  - i. Douglas Students' Union Constitution and Bylaws;
  - ii. Douglas Students' Union Administrative Policy;
  - iii. Society Act of British Columbia; and
  - iv. College and Institute Act of British Columbia.

- d. Members of the Students' Union shall not hold or seek election to more than one (1) Executive Officer position on the Board of Directors at any one time.
- e. Nominees may not be contract or unionized employee of Douglas College. This shall not include Work Study Employees nor Student Employees.
- f. **Indigenous Students' Representative**  
Only Indigenous members shall be eligible to run for the Indigenous Students' Representative.
- g. **Accessibility Representative**  
Only those members who identify as having accessibility needs shall be eligible to run for the Accessibility Representative.
- h. **Pride Representative**  
Only members of the Pride Collective shall be eligible to run for the Pride Representative.
- i. **Women Students' Representative**  
All female members are eligible to run for this position.
- j. **Director of Membership Development**  
Only members taking a minimum of one (1) course per semester at the Coquitlam Campus shall be eligible to seek election for this position.
- k. **Campus Representatives**  
All members of the Students' Union that fulfill eligibility requirement Bylaw 7, Section 4. a) b) c) d) and e) may run for these positions provided they are taking at least one (1) course per semester at the campus they seek to represent.

## **5. Conduct of Nominees**

- a. Nominees for all positions shall not commence campaigning until after the close of nominations.
- b. Nominees shall ensure that all their campaign information is removed from public display by midnight the last day of polling.
- c. Nominees' campaign expenses shall not exceed the limit established by the Board of Directors.
- d. Nominees shall abide by all other regulations established by the Electoral Committee.

## **6. Voting**

- a. Members of the Society may vote only once for each position in an election.
- b. The Board of Directors members shall be elected by secret ballot of the members.
- c. If only one (1) nomination is received for a particular office, members shall be asked on the ballot to approve or disapprove of the nominee. The nominee must receive the approval of the majority of the ballots cast to be declared duly elected.
- d. Sealed ballot boxes are to be returned to a secured area as decided upon by the Electoral Committee immediately upon completion of voting. The ballots will be

counted by the Electoral Committee and staff of the Students' Union as designated by and under the supervision of the Electoral Committee. Where positions are contested, the nominees receiving a majority of votes cast shall be declared duly elected.

- e. Each nominee may appoint a scrutineer to oversee the counting of ballots.
- f. The Board of Directors may entertain a motion to destroy the ballots no sooner than fifteen (15) days following the Electoral Committee announcement of election results.
- g. Ballots shall not be destroyed without the consent of a majority of the Board of Directors.

**7. Recounts and Appeals**

- a. A nominee may request a recount of votes cast, provided such request is made in writing to the Electoral Committee within seventy-two (72) hours following the Electoral Committee's announcement of election results.
- b. A nominee may appeal any decision of the Electoral Committee to a meeting of the Board of Directors or a General Meeting of the Students' Union.

## **BYLAW VII DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

1. The Board of Directors shall sign an acknowledgement that they are familiar and in compliance of the following:
  - a. Societies Act of British Columbia;
  - b. College and Institutes Act of British Columbia;
  - c. Douglas Students' Union Constitution and Bylaws;
  - d. Douglas Students' Union Administrative Policy; and
  - e. Policies mandated under WorkSafeBC.
2. Members of the Board of Directors must sign an Oath of Office and Non-Disclosure Agreement before the commencement of their term.
3. The Board of Directors shall receive, administer, and have audited, 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.
4. The Board of Directors shall be the recognized medium of communication between the Students' Union and:
  - a. The board and administration of Douglas College;
  - b. Other constituent groups within the College;
  - c. The general public; and
  - d. Other students' associations with which the Students' Union is federated.
5. The Board of Directors shall be responsible for the hiring, dismissal and direction of all staff of the Students' Union.
6. The Board of Directors shall present to the Annual General Meeting of the Students' Union a report detailing the activities undertaken by the Students' Union during the previous year.
7. The Board of Directors shall maintain an up-to-date policy manual for the Students' Union.
8. Members of the Board of Directors shall not vote on matters where a personal conflict of interest exists.
9. 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.



## BYLAW VIII

# DUTIES AND RESPONSIBILITIES OF INDIVIDUAL BOARD OF DIRECTORS MEMBERS

### 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 the Students' Union;
- e. jointly with the Federation Executive Representative, ensure local implementation of Federation campaigns;
- f. assist Constituency 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. shall perform other duties as assigned by the Board of Directors.

### 2. Director of Campus Life

The Director of Campus Life shall:

- a. oversee the coordination of all Students' Union events, including but not limited to:
  - i. annual September welcome back events;
  - ii. annual January welcome back events;
  - iii. stress-buster and end-of-semester events;
  - iv. pub nights and evening social events;
  - v. regular information tabling events;
  - vi. regular events to promote Students' Union membership;
  - vii. summer events;
  - viii. such other regular events that the Students' Union may be developed;
- b. represent the Students' Union in the coordination of participation in, and sponsorship of, College events, including but not limited to:
  - i. EDGE;
  - ii. Welcome Weeks;
  - iii. International Student Orientation;
  - iv. New Student Orientation;
  - v. Mature Student Orientation; and

- vi. such other College events that may be developed;
- c. oversee creation of an annual event plan for presentation and adoption by the Board of Directors prior to August 1 of each year;
- d. ensure that the Students' Union's contribution to campus events is duly recognized through event materials and publication;
- e. oversee the recruitment, coordination and recognition of Students' Union volunteers; and
- f. perform other duties as assigned by the Board of Directors.

**3. Director of Finance**

The Director of Finance shall

- a. shall assist in formulating a budget for the Students' Union;
- b. shall insure that careful account is kept of all monies received and disbursed by the Students' Union;
- c. shall be responsible for keeping the Board of Directors informed of all issues which pertain to the finances of the Students' Union;
- d. ensure that an accurate inventory of all assets of the Students' Union is kept;
- e. ensure timely production of the annual audited financial statements and auditor's report;
- f. ensure the responsible management of the finances of the Students' Union, including long-term financial planning and the production of regular financial reporting to the Board of Directors per policy;
- g. oversee the operations of the Students' Union's office and building spaces, and ensure that programs and services operate in a responsible and cost-effective manner;
- h. oversee the maintenance of the records of the Students' Union, and ensure that accurate records are kept of all Board, General and other meetings;
- i. oversee and help coordinate the operations of the Students' Union club system;
- j. oversee distribution of funds from the Performing Arts Fund upon recommendation for the appropriate Students' Union Committee.
- k. perform other duties as assigned by the Board of Directors.

**4. Director of College Relations**

The Director of College Relations shall:

- a. be responsible for keeping the Board of Directors informed of issues arising within the College which pertain to the activities of the Students' Union or the well-being of students;
- b. coordinate Union representation 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 group, and appropriate sub-committees thereof;
- d. assist in supporting the Students' Union's ombudsperson service, and ensure that 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 Douglas College; and
- f. shall perform other duties as assigned by the Board of Directors

## **5. Director of Membership Development**

The Director of Membership Development shall:

- a. assist with the implementation and operation of membership awareness initiatives of the Students' Union;
- b. assist with the preparation for annual general meetings, special general meetings and other membership participation elements of the Students' Union;
- c. assist with the preparation of Students' Union membership publications;
- d. assist with the regular review of the Students' Union bylaws and policies;
- e. jointly with the Director of Campus Life, oversee the recruitment, coordination and recognition of Students' Union volunteers;
- f. assist Constituency Representative members of the Board of Directors with advocacy work related to their respective portfolios;
- g. promote federation services at the Local;
- h. perform other duties as assigned by the Board of Directors; and
- g. work mainly out of the Coquitlam campus.

## **6. Campus Representatives**

The Campus Representatives shall:

- a. assist the Executive directors in fulfilling their duties,
- b. assist with the implementation of campaigns, events, and membership awareness initiatives;
- c. regularly promote the work of the Students' Union to members across all programs and campuses by resourcing information tables and participating in membership outreach work during new student orientation, campus-wide events, and Students' Union events;
- d. assist with volunteer training;
- e. complete the functions assigned to their respective Campus Representative portfolio per Bylaw IX; and

- f. perform other duties as assigned by the Board of Directors.

**7. Women Students’ Representative**

The Women’s Students’ Representative shall:

- a. present a women’s/feminist perspective to the Board of Directors and ensure that the Board of Directors is informed about women’s and gender issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Women Students’ Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students’ Union; and
- e. perform such other duties as assigned by the Board of Directors.

**8. Indigenous Students’ Representative**

The Indigenous Students’ Representative shall:

- a. present an Indigenous perspective to the Board of Directors and ensure that the Board of Directors is informed about Indigenous issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Indigenous Students’ Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students’ Union; and
- e. perform such other duties as may be assigned by the Board of Directors.

**9. Pride Representative**

The Pride Representative shall:

- a. present the perspective of a diversity of gender and sexuality constructions and/or orientations to the Board of Directors and ensure that the Board of Directors is informed about gender and sexuality issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Pride Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students’ Union; and

- e perform such other duties as may be assigned by the Board of Directors.

**10. Accessibility Representative**

The Accessibility Representative shall:

- a. present the perspective of people living with disabilities to the Board of Directors and ensure that the Board of Directors is informed about ability issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Accessibility Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students' Union;  
and
- e. perform such other duties as may be assigned by the Board of Directors.



## **BYLAW IX PORTFOLIO POSITIONS**

### **1. Selection of Representative**

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

### **2. Replacement of Representative**

In the event of a vacancy in any of the portfolio positions, the Board of Directors will select a replacement to hold the position until the annual selection meeting. To hold an internal election to replace an Executive or Representative presently holding a Portfolio Position, two (2) week notice requiring a two-thirds (2/3) majority vote is needed to place the election as an item on the next meetings agenda.

### **3. Staff Relations Officer**

The Staff Relations Officer shall represent the employer in dealings with the staff union, and in the execution of the employer's management rights. The Staff Relations Officer shall also fulfill any other labour relations or management responsibility assigned by the Board of Directors directly or via policy.

### **4. Chairperson and Deputy Chairperson**

The Chairperson shall 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. The Deputy Chairperson shall facilitate meetings of the Board of Directors when the Chairperson is unable to attend a meeting.

### **5. Federation Executive Representative**

The Federation Executive Representative shall be appointed to fulfill the role of Local 6 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 general meeting are made available to the Board of Directors.

### **6. Campus Representatives**

Coquitlam Campus Representatives and New Westminster Campus Representatives respectively shall be appointed to fulfill the portfolios outlined herein. Only those representing each respective campus may fulfill a portfolio associated with that particular campus

- a. Coquitlam Campus Representative – Campus Life  
The Coquitlam Campus Representative – Campus Life shall:
  - i. sit as a member of the Campus Life Working Group;
  - ii. work primarily out of the Coquitlam office; and
  - iii. jointly with the Director of Campus Life, implement the directives of the Campus Life Working Group and Board of Directors for the Coquitlam campus by assisting with event and initiatives of the working group and other such Students' Union events.
- b. Coquitlam Campus Representative – Campaigns  
The Coquitlam Campus Representative – Campaigns shall:
  - i. sit as a member of the Campaigns Working Group;
  - ii. work primarily out of the Coquitlam office; and
  - iii. jointly with the Director of External Relations, implement the directives of the Campaigns Working Group and Board of Directors for the Coquitlam campus by assisting with campaigns and initiatives of the working group and other such Students' Union campaigns.
- c. New Westminister Campus Representative – Campus Life  
The New Westminister Campus Representative – Campus Life shall:
  - i. sit as a member of the Campus Life Working Group;
  - ii. work primarily out of the New Westminister office; and
  - iii. jointly with the Director of Campus Life, implement the directives of the Campus Life Working Group and Board of Directors for the New Westminister campus by assisting with event and initiatives of the working group and other such Students' Union events.
- d. New Westminister Campus Representative – Campaigns  
The New Westminister Campus Representative – Campaigns shall:
  - i. sit as a member of the Campaigns Working Group;
  - ii. work primarily out of the New Westminister office; and
  - iii. jointly with the Director of External Relations, implement the directives of the Campaigns Working Group and Board of Directors for the New Westminister campus by assisting with campaigns and initiatives of the working group and other such Students' Union campaigns.
- e. New Westminister Campus Representative – Budget and Operations  
The New Westminister Campus Representative – Budget and Operations shall:
  - i. sit as a member of the Budget and Operations Committee;
  - ii. work primarily out of the New Westminister office; and
  - iii. jointly with the Director of Finance, implement the directives of the committee and assist with membership development activities.
- f. New Westminister Campus Representative – Organizational Development  
The New Westminister Campus Representative – Organizational Development shall:
  - i. sit as a member of the Organizational Committee;

- ii. work primarily out of the New Westminster office; and
- ii. jointly with the Director of College Relations and Director of Membership Development, implement the directives of the committee and assist with membership development activities.





## **BYLAW X OFFICE OF THE OMBUDSPERSON**

1. The Douglas Students' Union shall maintain the Office of the Ombudsperson to:
  - a. function on behalf of the student body in an autonomous manner;
  - b. provide representation of individual students to various members of the college community when requested by said student;
  - c. provide support to students and interpret Douglas College policies and procedures;
  - d. maintain confidentiality and hold secret all information relating to a student, unless the student gives consent permitting disclosure; and
  - e. act independently from the Douglas Students' Union and Douglas College.
2. The Ombudsperson will not:
  - a. act as a legal representative for or on behalf of students.



## **BYLAW XI REMOVAL FROM OFFICE**

### **1. Leaves of Absence**

Members of the Board of Directors may be granted a leave of absence by the Board of Directors; however, no leaves of absence should last for longer than six (6) weeks in total, during the member's term of office. If the leave of absence falls in the summer semester a total of three (3) months may be granted.

### **2. Abandonment of Office**

Board of Directors members absent from three (3) regularly scheduled Board of Directors meetings in a semester without valid reason, as determined by a two-thirds (2/3) majority vote of the Board of Directors, shall be deemed to have delivered their resignation.

### **3. Impeachment Proceedings**

- a. A member of the Board of Directors may be removed from office by resolution of a General Meeting or Referendum.
- b. Impeachment proceedings may be initiated by:
  - i) a two-thirds (2/3) majority vote of the Board of Directors; or
  - ii) a petition signed by not less than ten percent (10%) of the members of the Society presented to the Board of Directors within three (3) weeks of the initiation of the petition drive.
- c. Notice of impeachment proceedings shall be that required for a special resolution.
- d. In the event that the General Meeting or Referendum thus called fails to reach quorum, the proceedings shall cease.



## BYLAW XII POLICY OF THE STUDENTS' UNION

### **1. Establishment and Duration of Policy**

Policy of the Students' Union may be established from time-to-time by a two-thirds (2/3) majority vote of the Board of Directors. Policy shall remain in force until amended or repealed a two-thirds (2/3) majority vote of the Board of Directors.

### **2. Authority**

No policy adopted by the Board of Directors shall contradict or supersede any Bylaw of the Students' Union. No directive or normal resolution of the Board of Directors shall contradict or supersede standing policy of the Students' Union.

### **3. Policy Manual**

All policy of the Students' Union shall be compiled in a policy manual and the current policy of the Students' Union shall be available on the Students' Union's website.



## BYLAW XIII

# SOCIETY FINANCES

### 1. Signing Officers

- a. The signing officers of the Society shall be appointed by the Representative Committee and shall include not less than two (2) and not more than four (4) members of the Representative Committee, and not less than one (1) and not more than two (2) staff persons.
- b. The signatures of at least two (2) signing officers, no more than one (1) being staff, 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. Auditors

- a. The auditors of the Students' Union shall be appointed by resolution of a General Meeting.
- b. 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 Students' Union, including the Board of Directors, such information and explanations as may be required by the auditors for the due performance of their duties.
- c. The Board of Directors shall present without material omission the report of the auditors to the 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 issue 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.

### 4. Fiscal Year

The fiscal year of the Students' Union shall be September 1 to August 31.





## BYLAW XIV STUDENTS' UNION RECORDS

### **1. Records of the Students' Union**

The records of the Students' Union shall be those documents referred to in Section 20 of the BC Societies Act [SBC 2015]. Inspection, publication and copying of Students' Union records shall be subject to the provisions herein in addition to those provisions that may exist in law.

### **2. Location of Records**

The records of the Students' Union shall be kept in the Students' Union's New Westminster office.

### **3. Inspection by Members**

The Records of the Students' Union may be inspected by a member on any normal business day of the Students' Union provided two business day's notice is provided. Notice to inspect the records of the Students' Union shall include a list of the documents the member wishes to inspect.

### **4. Copies of Records of the Students' Union**

Should a member who is not a director request copies of documents defined as records of the Students' Union, the Students' Union shall apply a fee for copying records. Fees for the copying of records shall be established by policy and shall not exceed the fee, if any, specified in, or calculated in accordance with, the Societies Act or its regulations.

### **5. Publication of Records**

The Students' Union shall regularly publish its current and updated bylaws, policy and constitution, along with Board of Director and general meeting minutes, on its website. Other records of the Students' Union may be published on the Students' Union website by resolution of the Board of Directors.

No individual director or member shall publish a record of the Students' Union without the express written consent of the Board of Directors, as evidenced by a Board resolution.

### **6. Retention of Old Records**

Subject to Section 21 of the BC Societies Act [SBC 2015], records that the Students' Union is no longer required to retain may be discarded.



## **BYLAW XV BRANCH SOCIETIES**

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



**BYLAW XVI**  
**AMENDMENT TO THE CONSTITUTION AND BYLAWS**

The Constitution and Bylaws of the Society may only be amended by a special resolution passed in a general meeting or referendum of the Society, as per Bylaw IV.



**BYLAW XVII**  
**NON-PARTISAN**

The Students' Union shall not endorse or provide support to any political party or constituent seeking public office.





## **BYLAW XVIII**

### **Dissolution of the Students' Union**

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 a trust until such time as said assets may be transferred to a democratically run Douglas College student organization having purposes similar to those of the Society of the Douglas Students' Union. This clause was previously unalterable.