

**Bylaws
York Federation of Students
Local 68 Canadian Federation of Students**

AS AMENDED OCTOBER 2008

By-Law 1: Membership

1.1. Membership

- a. Members of the Federation shall be all registered undergraduate students at York University.
- b. No person shall be excluded from the Federation for reasons related to age, gender, race, nationality, ancestry, citizenship, marital status, illness or results from medical tests, sexual orientation or preference, place of residence, school of thought, beliefs, religious affiliations or activities, criminal record, any physical handicap or invalidity, or participation or non-participation within the Federation.
- c. Members of the Executive Committee who are not enrolled in classes shall be deemed members of the union and have all the rights and privileges and responsibilities of the membership as per these By-Laws

1.2. Cessation of Membership

- a. Individuals shall cease to be members of the Federation when they cease to meet the requirements of By-Law 1, section 1.

1.3. Rights, Privileges and Responsibilities of Membership

Members of the Federation shall have the following rights and privileges:

- a. To act as the sole authority of the Federation to make decisions through referenda or General Meetings on all questions of membership in the Federation, subject to the other provisions of the Federation's Constitution and By-Laws; and
- b. To have their interests represented collectively in the Federation through their constituency representatives, but will not themselves have voting rights at Board Meetings, or Executive Meetings; and
- c. To be represented collectively to York Federation of Students and, through membership in a national and provincial student association, to the federal and provincial governments; and
- d. To the protection and support of the Federation in accordance with the objectives of the Federation; and
- e. To attend meetings of all decision-making bodies of the Federation, with the exception of in camera sessions and other situations in which confidentiality is required; and
- f. To speak and vote at General Meetings; and
- g. To speak, at the discretion of the Chair, at Board Meetings; and
- h. To run for Executive and Non-Executive office; and
- i. To vote in Federation elections, by-elections, recalls and referenda; and
- j. To access all minutes of the Federation Board of Directors, and Executive Committee, subject to restrictions in these bylaws; and

- k. To access the services, research, information, materials, and other resources of the Federation; and
- l. To access the Federation's Health and Dental Plan within the provisions of the plan; and
- m. To access information on associations to which the Federation belongs including, but not limited to, the Canadian Federation of Students.

1.4. Members of the Federation shall have the following responsibilities:

- a. Payment of the designated Federation and CFS membership fees; and
- b. To respect the goals and objectives as they are specified in the Preamble of the Constitution, the rules of the present Constitution and By-Laws, as well as any legal agreement adopted by the Federation in their name.

By-Law 2: Membership Fees

2.1. Setting of Membership Fees

- a. Except as hereinafter provided, Federation membership fees may be set by the members of the Federation voting in a referendum provided that sufficient notice has been served as per these By-Laws.
- b. CFS provincial and national fees shall be set as per the relevant provisions in the CFS Constitution and By-Laws.

2.2. Amount of Federation Membership Fees

The membership fee shall consist of \$1.42 per enrolled credit for the 2008-2009 academic year. The membership fee shall be adjusted annually by the Consumer Price Index (CPI). Hereinafter membership fees may also be set by members of the Union voting in a referendum.

2.3. Amount of Provincial Federation Membership Fees

The membership fee shall consist of \$3.25 per semester for the 2008-2009 academic year. The membership fee shall be adjusted annually by the Consumer Price Index (CPI).

2.4. Amount of National Federation Membership Fees

The membership fee shall consist of \$3.90 per semester for the 2008-2009 academic year. The membership fee shall be adjusted annually by the Consumer Price Index (CPI).

2.5. Verification of Federation Membership Fees

The President and Vice President of Operations shall be jointly responsible for verifying the correct rates of the Federation and CFS membership fees in each academic year, and those rates shall be reflected in the Federation's budget.

2.6. Fee Collection and Remittance

The Federation will collect a national and provincial fee on behalf of the CFS and remit both of them directly to the Ontario office of the Federation in a timely fashion.

By-Law 3: Board of Directors

3.1. Composition of The Board of Directors (The Board)

The affairs of the Federation shall be managed by a Board of Directors of 23 persons, 22 of whom are elected to The Board according to the Federation's Elections Procedures Document

and 1 who is appointed to act as Speaker in accordance with By-Law 3.11. The composition of The Board of Directors will be:

Executives:

President

Vice President Operations,

Vice President Campaigns and Advocacy,

Vice President Equity,

Vice President Campus Life

Directors-at-large:

Atkinson Faculty of Liberal and Professional Studies

Faculty of Arts

Faculty of Environmental Studies

Faculty of Fine Arts

Faculty of Education

Faculty of Health

Faculty of Science and Engineering

Calumet College

Founders College

Glendon College

McLaughlin College

Norman Bethune College

Osgoode Hall Law School

Schulich School of Business

Stong College

Vanier College

Winters College

The Board shall be assisted by committees, which are to be appointed and function as stipulated in these By-Laws.

The Board shall delegate the ongoing and day-to-day operation of the Federation to the Executive Committee who shall be elected or appointed and function in accordance with these By-laws.

3.2. Term of the Board

Each Director, except those declared ex-officio, shall hold office from the first day of May of the current year until such time as her rightfully elected successor takes office on the first day of May of the following year or until her duly appointed replacement has been selected in accordance with the by-laws the Federation.

3.3. Indemnity

All Directors, Officers and other employees and their respective heirs, executors and administrators shall at all times be indemnified and saved harmless by the corporation against all liability incurred as a result of the execution of duties owed to the Federation, except to the extent that such liability results from the individual's willful neglect or default.

3.4. Director Qualifications

At all times, every Director shall:

- a. be at least eighteen (18) years of age; and
- b. not be an undischarged bankrupt; and
- c. be a registered student at York University at the time of election or a member of the Executive Committee; and.

3.5. Director Duties

Each Director shall:

- a. act in the best interests of the Federation in respect of matters for which The Board has the authority to act; and
- b. act in the best interest of the Constituency that they are representing; and
- c. attend all meetings of The Board, any Committees to which they are elected, and of their respective Constituency Council, unless other arrangements approved by a majority of that Council have been made; and
- d. act as a liaison and act with consultation between their Constituency Council and the Federation, and vice-versa; and
- e. carry out such other duties as The Board may from time to time assign them with.

Directors shall be eligible to receive \$500 honorarium fall and winter semester as determined in Operation Policy 13. Directors shall be entitled to be reimbursed for their reasonable expenses properly incurred in the course of transacting affairs on behalf of the Corporation.

3.6. Disciplining Directors

The Federation shall have the right to discipline its Directors. Grounds for disciplinary action include, but are not limited to, the following:

- a. poor attendance at Board meetings;
- b. just cause;
- c. theft, fraud, or embezzlement of funds;
- d. failure to disclose a significant or obvious conflict of interest;
- e. breach of confidentiality;
- f. failure to attend YFS Board Retreat;
- g. misuse of Federation property; or
- h. failure to perform their duties as specified by the Constitution or By-Laws.

The disciplinary action to be taken against any Director shall be decided on a case by case basis in an in-camera session of The Board. Any disciplinary action must be approved by a two-thirds majority of Directors present. Disciplinary action can include, but is not necessarily limited to, verbal reprimand, letter of censure, and removal from The Board.

3.7. Vacation of the Office of Director

The office of a Director shall be automatically vacated upon the occurrence of any of the following events:

- a. if a Director is appointed to fill the vacancy of an Executive Officer or Speaker, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on The Board as a Director in favour of the new office;
- b. if a Director is adjudged a bankrupt under the Canada Bankruptcy and Insolvency Act;
- c. if an order is made declaring such Director to be a mentally incompetent person or incapable of managing her or his affairs;
- d. if by notice in writing to the Corporation such Director resigns his or her office (in which case such resignation, if not effective immediately, becomes effective in accordance with its terms);
- e. if such Director is absent, without valid excuse, for a total of two Board meetings during the Summer Term, or a total of three The Board meetings during the fall and winter terms;
- f. on death.

3.8. Determination of Valid Excuse

For the purposes of Section 3.7, the determination of valid excuse shall be made by The Board.

3.9. Appointment of Directors

If the position of a Director becomes vacant for any reason, that position may be filled by a person who meets the qualifications set forth in By-Law 3.4 and who is approved by a simple majority vote of the Federation's Board.

An election shall be held in the Fall term for any vacancies in The Board that occur before September 10. The dates of the nominations and election shall be approved by The Board, based on the recommendation of the Elections Committee provided that it must occur between September 15 and October 20 of each year. Any person appointed to The Board under these circumstances, shall serve the unexpired remainder of the term of the departed Director.

3.10. Advertising of Appointments

Where the position of a director-at-large is to be filled by an appointment of The Board, notice of such process must be posted in and around the University building(s) most closely related to the applicable Constituency for no less than 14 days prior to the meeting of The Board at which the appointment is to take place.

Such notice shall invite expressions of interest from or on behalf of interested persons and shall include the date of the meeting at which such appointment is to take place, the requirements and responsibilities of the position, contact number(s) for further information, and information on the appointment process.

3.11. Appointment of Speaker

At the first meeting of The Board within the elected term, The Board shall appoint a Speaker.

By-Law 4: Powers of The Board

4.1. The Board shall administer the affairs of the Federation in all things and may make or cause to be made for the Federation, in its name, any kind of contract which the Federation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as the Federation, by its Letters Patent or otherwise, is authorized to exercise and do.

4.2. The Board shall have the power to authorize expenditures on behalf of the Corporation and may delegate, by resolution, to Executive Committee the right to make such expenditures on such terms and conditions as it deems appropriate.

4.3. The Board may appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by The Board at the time of such appointment.

4.4. The Board is expressly empowered, to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned, for such consideration and upon such terms and conditions as The Board may deem advisable.

4.5. The Board shall have the authority to establish committees to exercise any function of the Federation.

4.6. The Board shall exercise general supervision over all the disbursements of the members' monies to all members' organisations and generally exercise supervision over financial operations.

4.7. The Board shall consider the budgets of all committees, operations, and services, and approve the annual operating budget for the Federation no later than June 30 of the current fiscal year.

4.8. The Board shall have the power to inspect and audit any activity sponsored by the Federation.

4.9. The Board shall set down and implement any financial programmes and procedures, including the method of requisition of funds, which shall govern the operations of the Federation and its committees.

By-Law 5: Executive Officers

5.1. There shall be a President, a Vice President Operations, a Vice President Campaigns and Advocacy, Vice President Equity, a Vice President Campus Life, and an Executive Director who shall be the Executive Officers of the Federation and thus comprise the Executive Committee of the Federation.

5.2. The President, Vice President Operations, and the Executive Director shall be the signing officers;

5.3. Executive members shall work a minimum forty (40) hours per week per Operations Policy 5 during their term in office, at a salary of \$25,000 and shall be adjusted annually by the Consumer Price Index (CPI);

5.4. Executive Committee members shall be enrolled in no more than one 3 credit class in the Fall Term and one 3 credit Winter Term, no classes will be taken in the Summer Term or be taken during the Standard Hours of Operations as per Operational Policy 5;

5.5. Executive members are entitled to:

- a. two weeks vacation, not including the Winter Holiday shut down, to be taken at times to be determined with the President's approval;
- b. medical and dental coverage, equivalent to the benefit plans received from the Federation by members of the Federation staff

In the event that there is a conflict between this list of entitlements and other contractual obligations of the Federation with regards to the position of Executive Director, the contract shall prevail.

5.6. Responsibilities of Executive Officers

a) President

- i. shall be the CEO and official spokesperson of the Federation to the general public, York University, campus groups, and at University functions; and
- ii. shall be a signing officer of the corporation; and
- iii. shall be responsible, along with the Vice President Operations, for ensuring that all contracts entered into by the Federation are with due authority and in the best interests of the Federation; and

- iv. shall supervise the Executive Director; and
- v. shall act as the Federations staff relations officer and liaise between the Federation's staff and The Board ; and
- vi. shall be responsible for the general management and supervision of the affairs and operations of the Federation; and
- vii. shall act on behalf of The Board and the Executive Committee between meetings, and where action is immediately necessary; and
- viii. shall work with the Vice President Campaigns and Advocacy and the Vice President Equity to develop political and equity-based campaigns on issues that effect York students; and
- ix. shall act as Chair at the annual general meeting, and other meetings of the members; and
- x. shall Chair the Executive Committee and the By-Laws Committee; and
- xi. shall participate as a voting member on all Committees of the Federation except for the Elections Procedures Committee or where there is a conflict of interest; and
- xii. shall act as the representative of the Federation on the York University Senate; and
- xiii. shall represent the organization at the Student Representatives Roundtable; and
- xiv. shall be a member of the York University Student Centre Board of Directors; and
- xv. shall ensure that Vice Presidents carry out their assigned duties in accordance with these By-Laws and as directed by The Board ; and
- xvi. shall be responsible for developing a media protocol in cooperation with the Executive Committee and ensuring that this media protocol is implemented; and
- xvii. shall attend all meetings of The Board and of the Executive Committee; and
- xviii. shall create a transition binder for the incoming President; and
- xix. shall train and advise the incoming President.

b) Vice President Operations

- i. shall be a signing officer of the Federation; and
- ii. shall be responsible, along with the President, for ensuring that all contracts entered into by the Federation are with due authority and in the best interests of the Federation; and
- iii. shall be responsible for sending notice for meetings of The Board , coordinating the creation of Board meeting agendas, keeping a record of attendance at Board meetings, arranging proxies for General meetings when necessary, and in all other ways acting as the secretary of the Federation; and
- iv. shall be responsible for updating the Federation's Policy Manual and Operational Policy in accordance with the motions passed, amended, or repealed by The Board or the General Membership; and

- v. shall develop, recommend and present the annual budget to The Board in consultation with the Executive Committee and Finance Committee; and
- vi. shall liaise regularly with the Executive Director during the yearly audit of the Federation and the preparation of the Federations audited financial statements; and
- vii. shall prepare and present monthly financial reports to The Board ; and
- viii. shall present financial reports and audited statements to the membership at a duly called membership meeting; and
- ix. shall monitor the financial status of the Federation including budget variances and makes recommendations to The Board regarding major expenditures; and
- x. shall assist with the co-ordination of fundraising endeavors; and
- xi. shall be responsible for processing and keeping an accurate account of all club funding requests received and granted by the Federation; and
- xii. shall be responsible for the development, hiring and coordination of Work-Study positions for the Federation; and
- xiii. shall oversee the coordination of the YFS Members Handbook and Dayplanner; and
- xiv. shall be responsible for the coordination of a The Board retreat within the first five months of the elected term; and
- xv. shall be responsible for ensuring that the Federation uphold all responsibilities in relation to the operation and delivery of any business initiatives; and
- xvi. shall act as Chair for the Clubs Committee and Finance Committee; and
- xvii. shall participate as a voting member of the By-Laws Committee; and
- xviii. shall be an ex-officio a non-voting member of all other Federation Committees except the Elections Procedures Committee or where there exists a conflict of interest; and
- xix. shall represent the Federation on the Excalibur Publications The Board and on the CHRY The Board ; and
- xx. shall be responsible for carrying out the duties of the President in the absence of the President; and
- xxi. shall attend all meetings of The Board and Executive Committee; and
- xxii. shall create a transition binder for the incoming Vice President Operations; and
- xxiii. shall train and advise the incoming Vice President Operations.

c) Vice President Campaigns and Advocacy

- i. shall liaise with and lobby the University Administration on issues that affect the undergraduate student population; and

- ii. shall work with the President and Vice President Equity to develop political and equity-based campaigns; and
- iii. shall officially represent the Federation to community coalitions, external organisations and CFS; and
- iv. shall be the chief delegate to CFS meetings and conferences; and
- v. shall be responsible for coordinating delegations of York students to attend CFS meetings and conferences; and
- vi. shall make recommendations to the Executive Committee and to The Board regarding educational and related policies; and
- vii. shall act as Chair of the Campaigns and Advocacy Committee; and
- viii. shall participate as a voting member of the, By-Laws Committee, Equity Committee, Community Service Group The Board , and Events Committee; and
- ix. shall be and ex-officio a non-voting member of all other Committees of the Federation except the Elections Procedure Committee and committees where there exists a conflict of interest; and
- x. shall represent the Federation on relevant University committees and taskforces concerning but not limited to academics, tuition, ancillary and other university fees, transportation, and parking; and
- xi. shall attend all meetings of The Board and the Executive Committee; and
- xii. shall create a transition binder for the incoming Vice President Campaigns and Advocacy; and
- xiii. shall train and advise the incoming Vice President Campaigns and Advocacy.

d) Vice President Campus Life

- i. shall develop, recommend and present the YFS Events Calendar to The Board ; and
- ii. shall be responsible for liaising with the Executive Committee and the Campaigns and Advocacy Committee in the development of the Events Calendar to ensure that there coordination between the events and the campaigns of the Federation; and
- iii. shall report projected budgetary needs for the year to the Vice President Operations within the first six weeks of the elected term; and
- iv. shall co-ordinate the programming and delivery of all Federation events; and
- v. shall be responsible for working with the Programming and Campus Life Coordinator to ensure that all events are planned and run smoothly; and
- vi. shall be responsible for working with the Communications Coordinator to ensure the timely and regular advertising of all events; and
- vii. shall be responsible for the recruitment and coordination of YFS volunteers to assist; and
- viii. shall act as Chair of the Events Committee ; and

- ix. shall participate as a voting member of the Campaigns and Advocacy Committee, Clubs Committee, Equity Committee, Finance Committee and the York Orientation Directors Association; and
- x. shall be an ex-officio and non-voting member of all other Federation committees except the Elections Procedures Committee and committees where there exists a conflict of interest; and
- xi. shall represent the Federation on but not limited to relevant University committees and taskforces concerning residences, food and licensing; and
- xii. shall attend Student Representatives Roundtable with the President; and
- xiii. shall act as the liaison between the Federation and the Residence Life Committees on the Keele and Glendon campuses; and
- xiv. shall attend all meetings of The Board and the Executive Committee; and
- xv. shall create a transition binder for the incoming Vice President Campus Life; and
- xvi. shall train and advise the incoming Vice President Campus Life.

e) Vice President Equity

- i. shall promote The Board s initiatives and activities that aim to raise awareness of discrimination on campus and in the community; and
- ii. shall be responsible for ensuring that all activities and endorsements of The Board reflect the anti-oppressive mandate of the Federation; and
- iii. shall be responsible for ensuring that all Directors and Staff receive anti-oppression training within five months of the elected term; and
- iv. shall be responsible for observing all activities of The Board and those supported by The Board to ensure that they are not exclusionary or discriminatory in nature and address any problems as they arise; and
- v. shall act as the official liaison between the Federation and relevant University organizations, offices and departments dedicated to the awareness and elimination of discrimination; and
- vi. shall represent the Federation when issues regarding discrimination and equity are raised in the York University community and need to be addressed; and
- vii. shall work with the President and Vice President Campaigns and Advocacy to develop political and equity-based campaigns; and
- viii. shall act as Chair of the Community Service Group The Board and the Equity Committee; and
- ix. shall participate as a voting member of the Clubs Committee, and Events Committee; and

- x. shall be an ex-officio and non-voting member of all other Federation committees except the Elections Procedures Committee and committees where there exists a conflict of interest; and
- xi. shall represent the Federation on relevant University committees and taskforces concerning use of University space, security, and admissions; and
- xii. shall attend Student Representatives Roundtable with the President; and
- xiii. shall attend all meetings of The Board and the Executive Committee; and
- xiv. shall create a transition binder for the incoming Vice President Equity; and
- xv. shall train and advise the incoming Vice President Equity.

f) Executive Director

- i. the Executive Director shall be an ex-officio and non-voting member of The Board and the Executive Committee; and
- ii. shall be a signing officer of the corporation; and
- iii. the Executive Director shall be ultimately responsible to The Board and to the Executive Committee at the direction of The Board ; and
- iv. the Executive Director shall be an ex-officio and non-voting member of all Federation committees unless otherwise stated; and
- v. the Executive Director shall be the Chair of the Elections Committee; and
- vi. the Executive Director's duties and responsibilities may be defined by her/his contract and approved by The Board.

5.7. Disciplining Executive Officers

The Federation shall have the right to discipline its Executive Officers. Grounds for disciplinary action include, but are not limited to, the following:

- a. poor attendance at The Board meetings;
- b. just cause;
- c. theft, fraud, or embezzlement of funds;
- d. failure to disclose a significant or obvious conflict of interest;
- e. breach of confidentiality;
- f. misuse of Federation property; or
- g. failure to perform their duties as specified by the Constitution or By-Laws.

5.8. Removal of Office

Members of the Executive may be recalled to election in a by-election after the receipt by the Chief Returning Officer of a petition of ten percent (10) of all of the members of the Student Union respectively. Such a by-election shall be held so that the last day of polling is no later than forty (40) days from the filing of the petition. The Chief Returning Officer has the authority to verify the validity of the petition, subject to regulations governing this recall process. Should the position of the Chief Returning Officer be vacant, the duties provided for in this Section are carried out by the Speaker of The Board, which attends to the prompt appointment of a Chief Returning Officer.

By-Law 6: Committees

6.1. Standing Committees

The Board shall maintain the following eight standing subcommittees:

- a. Executive Committee
- b. Campaigns and Advocacy Committee
- c. Clubs Committee
- d. Community Service Group Council
- e. By-Laws Committee
- f. Equity Committee
- g. Events Committee
- h. Finance Committee

6.2. Composition and Terms of Reference for Standing Committees

a) Executive Committee

- i. The Chair of the Executive Committee shall be the President.
- ii. The voting members of the Executive Committee shall be the President, the Vice President Operations, the Vice President Campaigns and Advocacy, Vice President Equity, and Vice President Campus Life.
- iii. The Executive Director shall be an ex-officio non-voting member of the Executive Committee.
- iv. The Executive Committee shall appoint from among its members a secretary of the Executive Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board .
- v. Not less than half the appointed members of the Executive Committee shall constitute a quorum. Each member of the Executive Committee, present in person, shall be entitled to vote.
- vi. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the Federation. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
- vii. The Executive Committee shall be responsible to for ensuring that all necessary books and records required according to the By-laws of the Federation or by any applicable statute or law are regularly and properly kept.
- viii. The Executive Committee shall have the authority to approve expenditures of up to \$10,000.00 in the summer term and up to \$5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by The Board as they deem appropriate.
- ix. The Executive Committee shall recommend policy, but shall not initiate policy without the approval of The Board or unless prior permission to establish any policy has been given by The Board.
- x. The Executive Committee is required to make a report to The Board once a month summarizing its activities.

- xi. The Executive Committee may act in the absence of The Board provided such action is recorded in the minutes and is submitted to the next regular meeting of The Board.

b) Campaigns and Advocacy Committee

- i. The Chair of the Campaigns and Advocacy Committee shall be the Vice President Campaigns and Advocacy.
- ii. In the absence of the Vice President Campaigns and Advocacy, the Campaigns and Advocacy Commissioner shall preside at meetings.
- iii. The voting members of the Campaigns and Advocacy Committee shall be the President, Vice President Campaigns and Advocacy, Vice President Equity, the Campaigns Commissioner, two Directors appointed by The Board.
- iv. Not less than half the appointed members of the Campaigns and Advocacy Committee shall constitute quorum. Each member of the Campaigns Committee, present in person, shall be entitled to vote.
- v. The Campaigns and Advocacy Committee shall appoint from among its members a secretary of the Campaigns and Advocacy Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board .
- vi. The Campaigns and Advocacy Committee shall meet as needed to develop new campaigns, determine how these campaigns will be implemented, assess the success of campaigns that have been implemented, determine how to improve upon those campaigns, and report the final results of campaigns that have concluded.
- vii. The Campaigns and Advocacy Committee shall have the responsibility to consider academic policy established by York University and recommend to The Board campaigns on all matters relating to academic policy.
- viii. The Campaigns and Advocacy Committee shall have the responsibility to consider all matters relating to municipal, provincial and national educational policy and recommend to The Board campaigns on all issues relating to this educational policy.
- ix. The Campaigns and Advocacy Committee is responsible for implementation of federal, provincial and municipal campaigns at local level.

c) Clubs Committee

- i. The Chair of the Clubs Committee shall be the Vice President Operations.
- ii. In the absence of the Vice President Operations, the Operations Commissioner shall preside at meetings.
- iii. The voting members of the Clubs Committee shall be the President, Vice President Operations, Vice President Campus Life, two members of The Board, and two other members of the Federation who shall each hold an executive position with a recognized Student Club and who shall each be appointed by The Board.
- iv. The Clubs Committee shall appoint from among its members a secretary of the Clubs Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board .

- v. Not less than half the appointed members of the Clubs Committee shall constitute a quorum.
- vi. The Clubs Committee shall meet as needed.
- vii. The Clubs Committee shall have the responsibility to develop policy recommendations for The Board and relevant University organizations, offices, or departments that aim to improve the viability of the Clubs Community at York.
- viii. The Clubs Committee shall have the responsibility to consider expenditures using Federation funds allocated to clubs funding and club services funding.
- ix. The Clubs Committee shall assist the Equity Committee in working to facilitate campus wide discussion and action on issues of equity.
- x. The Clubs Committee shall be in charge of ratifying clubs no later than September 30 of each year

d) Community Service Group Council (CSG Council)

- i. The Chair of the Community Service Group Council shall be the Vice President Equity.
- ii. The voting members of the Community Service Group Council shall be the President, the Vice President Equity, Vice President Campaigns and Advocacy, and one representative from each of the Federation's Community Service Groups.
- iii. The CSG Council will meet at least once per term.
- iv. The CSG Council shall appoint from among its members a secretary of the CSG The Board , who shall be responsible for forwarding all minutes and records of transactions to the Secretary of Council.
- v. Not less than half the appointed members of the CSG Council shall constitute a quorum.
- vi. The CSG Council will assess the structures of the Federation as they pertain to the Community Service Groups and work together to develop services, outreach programmes and joint initiatives for the respective community service groups.
- vii. The CSG Council may make recommendations to Council regarding relevant structural changes that will improve the ability of the Community Service Groups to contribute positively and viably to the University community.
- viii. The CSG Council shall assist the Equity Committee in working to facilitate campus wide discussion and action on issues of equity.

e) By-Laws Committee

- i. The Chair of the By-Laws Committee shall be the President.
- ii. The voting members of the By-Laws Committee shall be the President, Vice President Operations, Vice President Campaigns and Advocacy, and two members of The Board.
- iii. The Speaker of The Board shall be an ex-officio and non-voting member of the By-Laws Committee.

- iv. The By-Laws Committee shall convene within the elected term to assess the state of the Federation's Constitution and By-Laws and develop initial amendments. These amendments shall be presented to The Board, and shall be ratified at a Federation Annual General Meeting.

f) Equity Committee

- i. The Chair of the Equity Committee shall be the Vice President Equity.
- ii. In the absence of the Vice President Equity, the Equity Commissioner shall preside at meetings.
- iii. The voting members of the Equity Committee shall be the President, Vice President Campaigns and Advocacy, Vice President Equity, the Equity Commissioner, and two Representatives from the YFS Community Service Groups as appointed by The Board.
- iv. The Equity Committee shall meet on as needed.
- v. The Equity Committee shall appoint from among its members a secretary of the Equity Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board .
- vi. The Equity Committee shall also report at meetings of The Board via the Vice President Equity.
- vii. Not less than half the appointed members of the Equity Committee shall constitute a quorum.
- viii. The Equity Committee shall discuss and develop, and formulate policy recommendations for the Federation and for the University that aim to raise awareness of discrimination and promote equity in the University community.
- ix. The Equity Committee shall work to facilitate campus wide discussion and action on issues of equity, and, in this spirit, work with the Clubs Committee and Community Service Groups the Board with the aim of promoting this discussion.
- x. The Equity Committee shall ensure that members of all the Federation's committees are aware of The Federation's position with respect to equity issues.

g) Events Committee

- i. The Chair of the Events Committee shall be the Vice President Campus Life.
- ii. In the absence of the Vice President Campaigns and Advocacy, the Campaigns Commissioner shall preside at meetings.
- iii. The voting members of the Events Committee shall be the President, Vice President Campus Life, Vice President Campaigns and Advocacy, Vice President Equity, the Campus Life Commissioner, and two Directors appointed by The Board.
- iv. The Events Committee shall meet as needed.
- v. The Events Committee shall appoint from among its members a secretary of the Events Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board .

- vi. Not less than half the appointed members of the Events Committee shall constitute a quorum.
- vii. The Events Committee shall be responsible for assisting in the coordinating in all of the Federation's events.
- viii. The Events Committee shall be responsible for working with student clubs, YFS Community Service Groups, and other student organisations to offer a diversity of events.

h) Finance Committee

- i. The Chair of the Finance Committee shall be the Vice President Operations.
- ii. The voting members of the Finance Committee shall be President, Vice President Operations, the Executive Director, and Directors who are not ex-officio Directors who are to be appointed by The Board.
- iii. Not less than half the appointed members of the Finance Committee shall constitute a quorum.
- iv. The Finance Committee shall appoint from among its members a secretary of the Finance Committee, who shall be responsible for forwarding all minutes and records of transactions to the Secretary of The Board .
- v. The Finance Committee shall aid in the creation of the annual budget for the fiscal year that coincides with the elected term and shall present a recommended operating budget to The Board for ratification no later than June 30.
- vi. The Finance Committee must meet as needed

6.3. Meetings of Standing Committees

- i. Meetings shall be held at the call of the Chair of the Standing Committee.
- ii. Meetings may also be held at the request of any two members of the committee.
- iii. Meetings shall be held at such places within the Province of Ontario and at such times as the Chair or members of the committee, respectively, may designate to be appropriate and convenient.
- iv. Notice of the time and place of the meeting of a Standing Committee shall be communicated by the Chair to each member of that committee at least forty-eight hours prior to the scheduled commencement of such a meeting. The notice should, if possible, be accompanied by an agenda.
- v. A meeting may also be held at any time and at any place within the Province of Ontario without notice if all the members of the committee are present and consent thereto, or if, either before or after the meeting is held those absent members signify in writing their consent to the meeting being held in their absence.
- vi. The unintentional omission to give notice to any member or any accidental irregularity in connection with the giving of notice shall not invalidate the proceedings at a meeting.

- vii. The Chair of each committee shall preside at meetings and in her absence; the committee shall appoint another of its members to act as chair.
- viii. A record shall be kept of the proceedings of every meeting of each Standing Committee, and it is the responsibility of each committee to submit a report of such proceedings to the Secretary of The Board as soon as possible thereafter.

6.4. Resolutions of Standing Committees

A resolution signed by all members of a committee shall have the same force and effect as if passed at a regularly constituted meeting.

6.5. Ad-Hoc Committees

The Board may establish ad hoc committees for such purposes and on such terms as it deems appropriate.

By-Law 7 – Meetings of The Board

- a. The Chair of The Board shall be any person duly appointed to act as Speaker as per By-Law 3.10.
- b. Eight members of The Board shall form quorum for the transaction of business during the summer term.
- c. A majority of the voting Directors shall form a quorum for the transaction of business during the fall and winter terms.
- d. Meetings of The Board may be formally called by the President, any Vice President, or upon the direction in writing of two Directors.
- e. Notice of meetings of The Board shall be communicated (telephoned, faxed, or electronically mailed) to Directors not less than two business days before the meeting is to take place.
- f. The unintentional omission to give notice to any member or any accidental irregularity in connection with the giving of notice shall not invalidate the proceedings at a meeting.
- g. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named, and for such regular meetings no notice need be sent.
- h. A meeting of The Board may also be held at any time and at any place within the Province of Ontario without notice if all the members of The Board are present and consent thereto or, if either before or after the meeting is held, those absent members signify in writing their consent to the meeting being held in their absence. If a two-thirds majority of The Board consents to such a meeting, that meeting shall be considered in order and the absence of consent from any other Board members shall not be taken to invalidate the proceedings at that meeting.
- i. Meetings of The Board may also be held, without notice, immediately following the annual meetings of members of The Federation.
- j. Directors may consider or transact any business, either special or general, at any meeting of The Board.

- k. Except as otherwise required by law, The Board may hold its meetings at such place or places as it may from time to time determine.
- l. Any member of The Federation may attend any regular or special meeting of The Board subject to the provisions of the Act and these By-Laws. Speaking privileges shall be obtained from the Chair.
- m. No meeting of the members of The Board, when formally assembled as The Board, shall be closed to any member of the Federation, except for at in camera sessions of The Board.
- n. No The Board shall communicate to any third party in any manner whatsoever, other than to a member of The Board, or an Officer of The Board, anything concerning any matter or decision discussed or made at an in camera meeting, except with the permission of The Board.
- o. Any member of The Board attending an in camera meeting of The Board or any Committee of The Board shall be deemed by their attendance at the meeting to have undertaken to respect the confidentiality attached to the proceedings of The Board while sitting in camera.
- p. If any person, not being a member of The Board, shall attend a meeting of The Board or any Committee of The Board held in camera, no further business shall be conducted in camera while such person remains present.
- q. Questions arising at any meeting of The Board shall be decided on a majority of votes. In the case of an equality of votes, the motion may be decided by the Speaker.
- r. No new matter introduced without notice shall be dealt with at any regular meeting of The Board unless the introduction of such new matter is approved by a majority of Directors present.
- s. Cases not provided for in the By-Laws of the Federation shall be governed by the current version of Robert's Rules of Order, the interpretation of which shall be made by the Chair.
- t. A ruling of the Chair may be appealed at any time. A two-thirds majority vote of the members of The Board present shall be required to override the Chair's ruling.
- u. All votes at any meeting of The Board shall be from Robert's Rules of Order or by ballot if requested by any The Board member present. If no such demand is made, the vote shall be taken by simple indication of assent or dissent. This procedure may be superseded by a ballot vote, which in turn may also be superseded by a roll call vote.
- v. A declaration by the Speaker that a resolution has been carried or defeated and an entry to that effect in the minutes shall be admissible as prima facie evidence of the number or proportion of the votes recorded in favour of or against such resolution.
- w. A record of the proceedings of all meetings of The Board shall be kept in a book or books provided for that purpose and the minutes of every such meeting shall be submitted at the next meeting of The Board and shall be open to the inspection of any member of the Federation at any time during the regular office hours of the Federation.

By-Law 8 – Annual General Meeting

- a. Every year, one annual meeting of the membership shall be held during the elected term.

- b. The annual general meeting (AGM) of the Federation shall always be held on campus.
- c. The agenda and other such relevant material concerning the annual or special meetings of the membership shall be made available for distribution to the members not less than forty-eight hours prior to such meetings.
- d. Any error or omission in giving notice of an annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Federation shall not invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.
- e. At the annual general meeting the audited financial statements for the Federation's preceding fiscal year shall be presented by the Vice President Operations.
- f. At annual general meeting, a report to the membership will be supplied by the Executive Committee.
- g. Two Hundred Fifty (250) members present either in person or by proxy shall form a quorum at the annual, or any other meetings of the members of the Federation. If no quorum is present the meeting shall be adjourned until the next regular meeting of The Board.
- h. Subject to the provisions, if any, contained in the letters patent of the Federation, each member of the Federation shall at all meetings of the members are entitled to one vote.
- i. At all meetings of the members every question shall be decided by a simple majority of votes of the members present in person.
- j. If a poll on a question put to the members is demanded, the question shall be decided by a majority of votes of the members present in person, and such poll shall be taken in a manner that the Chair shall direct. The result of such a poll shall be deemed the decision of the Federation in general meeting upon the matter in question.

By-Law 9 – Special Meetings of the Federation

- a. A Special General Meeting of the members may be called by the Executive Committee solely for the purpose of considering specific resolutions proposed by the Executive Committee, such resolutions to be included in the notice of meeting. Special General Meetings may amend such proposed resolution to the extent that such amendments pertain to the same topic as the original resolution. Resolutions adopted by a Special General Meeting of members are binding upon the Federation until they have been repealed or amended by the members in a Special General Meeting or a referendum. The Quorum for a Special General Meeting of members shall consist of two and one-half percent (2.5%) of the members present or present by proxy.
- b. A Special General Meeting of the members may also be called by the presentation of a petition signed by at least 10 (ten) percent of the members to the Speaker of The Board. Such petition must set out the reasons for the meeting and the specific resolutions to be considered at such meeting. The Speaker of The Board must inform The Board of such a petition at the earliest possible time and call the meeting within thirty days from receiving the petition.
- c. The petition must designate up to three members of the Student Union as the promoters of the petition. The promoters may cancel the Special General Meeting called by their

petition by giving written notice to this effect to the Speaker or the President of The Board.

By-Law 10 – Elections

10.1. Administration of Elections

The Federation shall govern all the elections of the Federation. Procedures for elections shall be found in the Elections Procedures Code. No candidate shall run for more than one position during the same election. In circumstances where there is a contradiction between the Elections Procedures Code and the By-Laws the By-Laws shall supersede the Elections Procedures Code.

10.2. Election Committee

The Elections Committee will be is as follows:

- Executive Director (Chair)
- Two Members of the Board
- Chief Returning Officer of the Elections

Members are not permitted to be seeking elected office with the York Federation of Students while serving on the Elections Committee.

10.3. Election Periods

a. Spring Elections

An election shall be held in the Spring term for the election of Directors and elected Executives. The date of the nominations and election shall be approved by The Board based on the recommendation of the Elections Committee, provided that elections must occur between February 20 and March 20 of each year. Notice of the date of the election and the nomination procedures shall be given to members by publication in a campus newspaper at least fourteen (14) days prior to the start of the nomination period.

b. Fall Elections

An election shall be held in the Fall term for any vacancies in The Board or Executive that occurs before September 10. The dates of the nominations and election shall be approved by The Board, based on the recommendation of the Elections Committee provided that it must occur between September 15 and October 20 of each year. Notice of the date of the election and the nomination procedures shall be given to members by publication in a campus newspaper at least fourteen (14) days prior to the start of nomination period. If no member is nominated to fill a vacancy from among the members of the Constituency to which the vacancy applies The Board of Directors shall appoint.

10.4. Eligibility of Candidates

All members who meet the qualifications as outlined in 1.1. shall be eligible to run. In the case of a Constituency Director is a student of such Constituency.

10.5. Nomination of Directors

Candidates for the elected Director positions shall be nominated pursuant to a nomination form approved by the Elections Committee, signed by at least one hundred (30) members of the respective constituency, and submitted to the Elections Committee.

It is the responsibility of the candidate to submit a bona fide nomination or application form.

10.6. Vacancy

In the event of a vacancy in the Directors offices, The Board shall call a by-election to fill the vacant position. If such an office becomes vacant after September 10, The Board of Directors shall appoint a member of the respective constituency to fill the vacancy, no later than 30 days following such vacancy.

10.7. Elections of Executives

There shall be executives elected by the membership of the Federation at-large. These elected executives are: President, Vice President Operations, Vice President Campaigns and Advocacy, Vice President Equity, and Vice President Campus Life.

Any member of the Corporation at the time of election or appointment shall be eligible to be elected or appointed as an Executive of the Corporation.

10.8. Nomination

Candidates for the elected Executive offices shall be nominated pursuant to a nomination form approved by the Elections Committee, signed by at least one hundred (100) members of the Federation, and submitted to the Elections Committee.

It is the responsibility of the candidate to submit a bona fide nomination or application form.

10.9. Vacancy

In the event of a vacancy in the Executive offices, The Board of Director shall call a by-election to fill the vacant position. If such an office becomes vacant after September 10, The Board of Directors shall appoint a member of the respective constituency to fill the vacancy, no later than 30 days following such vacancy. Until the vacancy is filled, the Executive Committee shall designate another member of the Executive Committee or a Commissioner to fill the vacant office.

10.10. Withdrawals of Candidates

A candidate may withdraw from the YFS elections so long as his/her withdrawal is in writing and is submitted to and accepted by the Elections Committee twenty-four (24) hours before the voting period commences.

By-Law 11– Referenda

11.1. Proclamation of Referenda

- a. The YFS shall give not less than thirty (30) calendar days and not more than sixty (60) calendar days notice of a referendum.
- b. Sufficient notice shall be deemed to have been given by the posting of not less than 30 proclamations on or about York University not less than 8.5"x11" in size, which shall include the following:
- c. notice of intent to conduct a referendum;
 - i. the tentative date(s) and time(s) of voting for the referendum;
 - ii. the tentative location of the polling booths for the referendum;
- d. The Board may issue a proclamation of referendum, consistent with the policy herein, at any time following a majority vote cast at a regular meeting of The Board.

- e. One or more members of the Union may require The Board to issue a proclamation of referendum, by submitting to The Board a completed petition in the form prescribed by the Union, containing the following:
 - i. a referendum question that complies with clause 2-c.; and
 - ii. The signatures of, and other required information relating to, at least ten percent of all current members of the Union.
- f. At the first meeting of The Board of Directors after receipt of a petition pursuant to clause 1-c, The Board shall appoint members to a Petition Review Committee consisting of three members of The Board who have had no previous involvement with the petition in question and no greater interest in the substantive issues to which it relates than does the Union's membership in general.
- g. Within ten (10) working days after such Board meeting, the Petition Review Committee shall file a report to The Board as to whether the petition complies with clause 1-c. and was compiled in a fair and reasonable manner.
- h. Upon receiving the report from the Petition Review Committee approving the petition, The Board shall cause the referendum to be conducted as provided herein.

11.2. Referenda Question

- a. Before issuing the proclamation, The Board of Directors shall approve the referendum question in accordance with 2-c.
- b. Subject to 2-c., the proposed question for a referendum shall be submitted to The Board of Directors, which may approve the question in the form submitted, amend the question and approve it as amended, or reject the question.
- c. A referendum question shall be positively worded, so that a vote of "yes" signifies agreement with the initiative proposed, and a vote of "no" signifies disagreement with it.

11.3. Referendum Committee

- a. The Board or its designate shall appoint a Chief Returning Officer and a Referendum Committee, who shall exercise and perform the duties specified herein and in the Union's by-laws.
- b. The term of office of the Chief Returning Officer and Referendum Committee shall expire upon the completion of such duties.
- c. As soon as possible after the issuance of a proclamation, the Referendum Committee shall:
 - i. inform the membership, by such means as the Referendum Committee considers appropriate, of the referendum question, the date(s) and time(s) of voting for the referendum, the location(s) of the polling booths and the general manner in which the referendum will be conducted; and
 - ii. appoint one deputy returning officer and one poll clerk for each poll declared in due course by the Referendum Committee in accordance with clause 3-c-i.
- d. If a member of the Referendum Committee dies, resigns in writing to, or is removed by the Board or individual authorised to make appointments to that officer's position, the Board or individual, as the case may be, shall appoint another individual to that position.
- e. The Chief Returning Officer and the Referendum Committee shall:
 - i. exercise general direction and supervision over the administrative conduct of the referendum and enforce compliance with this policy and the pertinent provisions of the Union's by-laws;
 - ii. issue such instructions as may be necessary to ensure effective execution of the provisions of this policy and the pertinent provisions of the Union's by-laws; and
 - iii. exercise all other powers and perform all other duties assigned to their respective offices by this policy and the Union's by-laws.

- f. The Chief Returning Officer may authorise any member of the Referendum Committee to exercise any of the powers and perform any of the duties assigned to the Chief Returning Officer by this policy or the Union's by-laws.

11.4. Advocating Committees

- a. If requested, the Referendum Committee shall register one committee authorised to promote the "yes" answer to a referendum question, and one committee authorised to promote the "no" answer, provided that the members of each committee shall be members of the Union unless otherwise agreed by the Referendum Committee.
- b. In order to participate in the referendum campaign, individuals must familiarise themselves with the referendum rules as outlined in this and any other relevant policies. Any person who wishes to campaign in the referendum may request and shall receive an orientation to the referendum policies by the members of the Referendum Committee.
- c. An advocating committee may apply for registration by filing with the Referendum Committee, at any time during the referendum period, an application signed by the chief agent of the advocating committee setting out:
 - i. the full name of the committee;
 - ii. the name, address, email address and telephone number of the chief agent of the committee; and
 - iii. the name, address, telephone number and title of each member of the committee.
- d. Each advocating committee shall:
 - i. ensure that all campaigners are aware of and understand all relevant Bylaws, referendum policies and rulings of the Referendum Committee;
 - ii. ensure that all campaigners comply with all relevant Bylaws, referendum policies and rulings of the Referendum Committee.
- e. The Referendum Committee shall determine the resources to be made available to each advocating committee in a particular referendum, and the Referendum Committee shall administer those resources in a fair and reasonable manner at the request of each such committee.

No advocating committee shall invest resources in any aspect of a particular referendum other than those allocated to it by the Referendum Committee.
- f. The Referendum Committee shall maintain a registry of registered advocating committees.
- g. Where the position of chief agent of a registered advocating committee or of an advocating committee that has applied for registration becomes vacant or the chief agent is unable to perform the duties of the position, the committee shall forthwith appoint a new chief agent and inform the Referendum Committee in writing of the name, address and telephone number of the new chief agent.
- h. No one other than a registered advocating committee shall advertise in any medium, or post or distribute any material, for the purpose of supporting or opposing a referendum question.
- i. Advocating committees shall provide the Referendum Committee with a written description of the proposed campaign material. The Referendum Committee shall provide in confidence a written approval or refusal of campaign materials, and shall respond within either 12 hours or 4 working hours of receiving a completed request, whichever is greater.
- j. The Referendum Committee will not approve materials that are defamatory, potentially libelous or factually incorrect. Materials that have not received Committee approval cannot be distributed.
- k. The Referendum Committee will not approve materials that: cannot be removed at the conclusion of the campaign; materials that are likely to damage property including stickers and paint applied to building surfaces; or cannot be monitored for compliance with all relevant Bylaws and referendum policies.

- l. No registered advocating committee shall advertise in any medium, or post or distribute any material, unless the advertisement or other material:
 - i. identifies that committee and indicates that the advertisement is authorized by it; and
 - ii. has the documented, prior authorisation of the Referendum Committee.
- m. Where the Referendum Committee determines that campaign materials which have not been approved by the Referendum Committee are being distributed, displayed or used by a campaign, then the Committee shall order the materials immediately withdrawn or removed and shall confiscate the materials from the campaign for a period of not less than 24 hours.
The Referendum Committee may assign an additional penalty, which may include destruction of the material or a restriction on campaigning provided that the penalty is balanced against the volume of the materials distributed or its effect, and that no destruction shall take place until the appeal period is expired.
- n. No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.
Further, no one, whether a member of a registered advocating committee or otherwise, shall:
 - i. make any statement of fact either in support of or opposition to a referendum question, without evidence substantiating that statement of fact to the satisfaction of the Referendum Committee; or
 - ii. discuss any aspect of the referendum in a manner that the Referendum Committee considers to constitute harassment.
- o. During the referendum period, the Referendum Committee may, at its discretion, arrange public forums for the advocating committees to make oral presentations to the membership.
- p. No person shall, for the purpose of supporting or opposing a referendum question, violate any pertinent regulations contained in the Union's by-laws or this or any other policy issued pursuant thereto.

11.5. Polling Procedure

- Each member of the Union shall be allowed to cast one (1) secret, nontransferable ballot.
- b. The Referendum Committee shall establish and maintain a register of members of the Union, to be known as the register of electors.
 - c. Each polling station shall contain either one or two voting compartments so arranged that each elector may be screened from observation and may mark a ballot without interference or interruption.
 - d. In each voting compartment, there shall be a table or desk, and a suitable writing instrument.
 - e. At the time set for opening a poll, one agent for each registered advocating committee may inspect each ballot box to ensure that it has not been tampered with.
 - f. The deputy returning officer shall ensure that no elector is impeded or molested at or about the polling station.
 - g. The deputy returning officer and poll clerk at each poll shall initial the back of each ballot before it is given to an elector.
 - h. Each elector shall produce the elector's student card or other conclusive identification, whereupon the poll clerk shall strike the elector's name off the register of electors and give the elector a ballot paper bearing the deputy returning officer and poll clerk's initials on the back in accordance with clause 11.5-g.
 - i. After receiving a ballot, an elector shall proceed directly to the voting compartment, mark the ballot to clearly indicate the elector's choice opposite the word "yes" or "no", fold the ballot so that the initials on the back are visible without unfolding it, and place it in the ballot box.

- j. Poll clerks shall under no circumstances instruct an elector how to vote or provide information about the referendum other than the referendum question.

11.6. Security of ballot boxes

- a. All ballot boxes and ballots shall be secured in a location approved the Referendum Committee.
- b. The ballot boxes shall be sealed and not opened until counting.

11.7. Counting of Votes

- a. Immediately after the close of a poll, in the presence and full view such of the agents of registered advocating committees or witnesses who are present, the deputy returning officer and poll clerk shall cause all ballot boxes to be transported to the location prescribed by the Referendum Committee for the counting of ballots.
- b. Advocating committees shall each appoint two scrutineers to observe the counting procedure, provided that once the scrutineers have entered the count room, they may not leave the facility until completion of counting or with the consent of the Referendum Committee.
- c. As soon as reasonably possible after all ballot boxes have been transported to the location prescribed for the counting of ballots, in the presence and full view of all Referendum Committee members and the scrutineers, the Referendum Committee shall, with respect to each polling station and in the following order:
 - d. count the number of names stricken from the register of electors, and make an entry on the line immediately below the name of the last elector on the list that states, "The number of electors who voted at this referendum in this polling station is (stating the number)", and sign the list;
 - i. open the ballot box and empty its contents on a table; and
 - ii. count the number of votes cast for the "yes" answer and those cast for the "no" answer to the referendum question, as well as the number of spoiled ballots, on one of the tally sheets supplied, giving full opportunity to those present to examine each ballot paper.
 - e. In counting the votes, the Referendum Committee shall declare spoiled all ballot papers:
 - i. that have not been supplied by the Referendum Committee;
 - ii. that have not been marked with any answer to the referendum question;
 - iii. on which more than one answer to a referendum question has been marked;
 - iv. on which there is any writing or mark by which the elector could be identified.
 - f. Spoiled ballots shall count towards the establishment of total voter participation but will not be considered in the calculation of a majority.
 - g. Forthwith after the official addition of the votes, the Referendum Committee shall prepare a written statement showing the total number of votes cast for each of the "yes" answer and the "no" answer to each referendum question and the number of spoiled ballots. The Referendum Committee shall, at least two (2) business days but not more than five (5) business days after all polls have closed, submit that statement to the board.
 - h. Upon receiving the Referendum Committee's statement showing the votes cast in a referendum, the Board shall by resolution ratify the result of the referendum.
 - i. Before the close of polling on the last day of voting, the chief agent of each registered advocating committee shall file with the Referendum Committee a true return, signed by the chief agent, showing all referendum expenses incurred by the committee for which the committee wishes to be reimbursed.
 - j. The Referendum Committee shall retain all documents submitted in connection with a referendum for at least two (2) months after submitting the statement provided for in clause 11.6-g.

- a. Quorum is only required for a referendum concerning an external organization where quorum shall be no less than ten percent (10%) of the general membership.

11.8. Grievance Procedure

- a. All alleged violations of the Bylaws, policy or referendum rules shall be investigated and ruled upon by the Referendum Committee.
- b. The complaint must include the following:
 - i. the specific Bylaw or referendum policy that is alleged to have been violated;
 - ii. the specific campaign or individual that is alleged to be in violation;
 - iii. the specific facts which constitute the alleged violation;
 - iv. the evidence of these facts; and
 - v. the name and contact information including e-mail address and telephone number for the complainant.
- c. No complaint will be considered by the Referendum Committee unless it is in writing and is received within 24-hours of the alleged violation.
- d. Where a complaint is received and found to be complete, the Referendum Committee shall investigate the facts, and shall rule on the complaint within 24-hours thereof.
- e. Where a violation has occurred, regardless of cause or intent of the parties involved, and that violation has provided an unfair advantage to a campaign, the Referendum Committee shall assign a penalty that:
 - i. fully counterbalances any unfair advantage gained;
 - ii. penalises the campaign for committing a violation; and
 - iii. is of the same type or character as the advantage which was gained.
- f. Penalties available to the Referendum Committee include but are not limited to:
 - i. the confiscation or destruction of campaign materials;
 - ii. limits, restrictions and prohibitions on any type of campaigning, for any period of time; and
 - iii. disqualification.

By-Law 12 – Staff Positions and Personnel Policies

- a. All employment positions of the Federation must be approved by The Board ; and
- b. Each employment position created by the Federation must have terms of reference and an explicit job description prepared by the Executive Committee or by an appointed Office of the Federation and shall be approved by The Board and;
- c. The Executive Committee shall determine the Federations staff and personnel requirements and make recommendations to The Board to create such positions as deemed necessary and;

By-Law 13 – Conflict of Interest

- a. A conflict of interest arises when a current member of The Board or any Committee of the Federation has or could be seen to have an opportunity to use the authority, knowledge, or influence derived from his or her position to benefit improperly the member or another person. Such situations include, but are not limited to, the following:
 - i. Participating as a Director, Officer, or in any other capacity as a manager in the management of a firm which is a supplier of materials or services to the Federation; or
 - ii. Having personal financial dealings with an individual or company whose business with the Federation involves the member's sphere or responsibility; or
 - iii. Participating in the hiring or contract review process affecting an immediate relative (i.e. a spouse, parent, in-law, sibling, child, or step-child.

- b. If any Federation member of employee should be faced with a situation involving an existing or potential conflict of interest, or should be in doubt about the application of these policies, she or he shall report the situation to the President, the Speaker, or the Chair of the Committee, as appropriate. The disclosure of the potential conflict of interest may be given orally or in writing.
- c. On hearing of a potential conflict of interest, the presiding officer listed above shall either determine that no conflict of interest exists or will exist or find that a conflict of interest exists and reach an agreement with the members involved by which that conflict can be removed or avoided.
- d. Possible courses of action to be taken in the event that the presiding officer declares there is a conflict of interest include, but are not limited to:
 - i. Requiring the individual to abstain from discussion on the issue; or
 - ii. Requiring the individual to abstain from voting on the issue and requesting that that abstention be noted in the minutes; or
 - iii. Asking that individual to excuse herself/himself from any meeting during which the conflict arises; or
 - iv. Requiring the individual to withdraw from the activity or situation in which the conflict arises.
- e. Any member of The Board having an interest in any matter before The Board other than the interest of the Federation whether or not it is in conflict, whether a pecuniary interest or otherwise, whether directly or indirectly, shall, if present at the meeting at which the matter is considered, declare such interest before the Board . The Secretary shall record all such declarations.
- f. A general notice that a member of The Board is a member of any specified partnership, firm, company or corporation, shall be sufficient disclosure whether or not the interest of the member is nominal or consists of the holding of a qualifying share or shares, and after such general notice, it shall also be necessary to give separate notice relating to any particular transaction with such partnership, firm, company or corporation.
- g. When notice of interest has been given by a member of The Board , either general or with respect to a particular matter, any such member must abstain from voting and debate upon any motion or on any matter in which she or he has such interest. The Board secretary shall record all such votes.
- h. A The Board member having an actual or potential conflict of interest with respect to a matter before the Board shall forthwith disclose it to the Board and shall refrain from participating in the discussion of the matter other than to answer questions from other members of the Board , and shall refrain from voting on the matter.
- i. A member having an actual or potential conflict of interest with respect to a matter before the membership shall forthwith disclose it to the membership and shall refrain from participating in the discussion of the matter other than to answer questions from other members of the corporation, and shall refrain from voting on the matter.
- j. An employee having an actual or potential conflict of interest with the Federation shall forthwith disclose it to the President and the Executive Director, in the case of the Executive Director, to the President and Vice President Operations, and shall act as instructed thereby.

- k. Failure to disclose a potential conflict of interest constitutes grounds for disciplinary procedures.

By-Law 14 – Disclosure of Information

- a. The Federation espouses an Open Information Policy. In accordance with this policy:
 - i. All minutes of The Board and Standing Committees shall be available to all interested parties with the exceptions noted below.
 - ii. Upon request of a member of the Federation, the President must confidentially reveal all details of employee salaries. This may be done in person or at a meeting of The Board or Executive Committee.
 - iii. For the purposes of these By-Laws “confidential minutes” means “non-public records taken during a meeting of The Board or any Committee of the Federation”.
 - iv. Confidential minutes may only be viewed by The Board members and, in the case of Committee minutes, by members of the Committee from which the confidential minutes originated.
 - v. Confidential minutes must be viewed in the presence of the Chair or an Executive Officer of the Federation. No notes may be taken or copies made of these minutes. In addition, the contents of confidential minutes must not be discussed with any person who is not eligible to view the confidential minutes. Confidential minutes must only be discussed in non-public environments.
 - vi. Employees of the Federation are entitled, in the presence of the President, to examine their personnel files.
 - vii. Matters pertaining to sensitive academic and administrative problems of individuals shall be considered the private property of those individuals.

By-Law 15 – Financial Policy

- a. The fiscal year of the Federation shall be from the first day of May of any given year to the thirtieth day of April in the following year.
- b. The securities of The Federation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by The Board . Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of The Federation signed by any two of the President, Vice President Operations or the Executive Director, and in such manner as shall from time to time be determined by resolution of The Board and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of The Board shall be fully protected in acting in accordance with the directions of The Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.
- c. An independent external agent shall prepare a statement of the Federation's financial position for the preceding fiscal year.
- d. The Executive Committee may authorize variations in the budget approved by The Board if the amount approved does not exceed \$2000. These variations are to be reported to the Finance Committee and then to The Board as soon as possible following their authorization.
- e. The President and Vice President Operations shall sign all deeds, transfers, licenses, contracts, and engagements on behalf of the Federation, unless otherwise determined by The Board.
- f. The President and Vice President Operations are required to sign any loan agreements.

- g. Any two of the President, Vice President Operations and the Executive Director may acquire and/or transfer, upon ratification, any and all shares, bonds or other securities from time to time standing in the name of The Federation in its individual or any other capacity or as trustee or otherwise may accept in the name and on behalf of The Federation transfers of shares, bonds, or other securities from time to time transferred to The Federation, and may affix the Seal to any such transfers or acceptance of the transfers, and may make, execute and deliver under the Seal any and all instruments in appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.
- h. Subject as herein otherwise provided, all cheques, bills of exchange or other orders for payment of money, notes or other advances of indebtedness issued in the name of The Federation shall be signed by any two of the President, Vice President Operations or the Executive Director.
- i. Any one of the President, Vice President Operations, or Executive Director may alone endorse notes and drafts for collection on accounts of the Federation through its bankers, and endorse notes and cheques for deposit with the Federation's bankers for the credit of the Federation or same may be endorsed "for collection" or "for deposit" with the bankers of the Federation for the purpose.
- j. Any one of the President, Vice President Operations, or Executive Director may arrange, settle, balance and certify all books and accounts between The Federation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or verification slips.
- k. The Board may from time to time:
 - i. borrow money on the credit of The Federation;
 - ii. issue, sell or pledge securities of The Federation;
 - iii. charge, mortgage, hypothecate or pledge all or any of the real or personal property of The Federation, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed or other debt, or any obligation or liability of The Federation.
- l. From time to time, The Board may authorise any director, officer or employee of The Federation or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by The Federation as The Board may authorise, and generally to manage, transact and settle the borrowing of money by The Federation.

By-Law 16 – Policy of the Federation

16.1. Establishment of Policy

- a. Policy for the Union may be established from time to time by the Board in accordance to the following guidelines:
- b. Operational Policy:
Operational Policy consists of policy that outlines the framework of managing the operations of the Union.
- c. To adopt, amend, or rescind Operational Policy, a majority of two-thirds (2/3) of the Board must vote in favour.

- d. Issues Policy:
Issues Policy consists of policy that the Union takes a stance on. It is policy that either opposes, supports and/or condones, but not limited to, actions that the Union or a third-party carries out. An example of such policy is taking a stance on international, national and domestic issues, such as tuition fees.
- e. To adopt, amend, or rescind Issues Policy, simple majority (1/2) of the Board must vote in favour.

16.2. Duration of Policy

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

16.3. Policy Binder

- a. All policy of the Union shall be maintained in the Policy Booklet of the Union.

By-Law 17 – Former By-Laws Revoked

These By-Laws, once in force, precede all previous By-Laws, written or implied.