



Student  
Association

*enhancing student life*

**BYLAWS OF THE STUDENT ASSOCIATION OF THE BRITISH  
COLUMBIA INSTITUTE OF TECHNOLOGY**

**Accepted by Special General Meeting – February 29, 2016**

**[www.bcitsa.ca](http://www.bcitsa.ca)**

## CONSTITUTION

1. The legal name of the society shall be the Student Association of the British Columbia Institute of Technology; hereinafter shall be referred to as the British Columbia Institute of Technology Student Association (BCITSA).
2. The purpose of the Association is as follows:
  - (a) to promote, establish, and manage a balanced program of extracurricular and co-curricular activities, and services, to enhance student life at the Institute;
  - (b) to represent student interests before the Institute and any other stakeholder;
  - (c) to promote a vibrant and collaborative community within BCIT;
  - (d) to promote student representation at all levels of decision making at the Institute, and on all other entities that affect the student body.
3. The operations of the Society are to be carried at the British Columbia Institute of Technology in the district of Burnaby, in the province of British Columbia.
4. Dissolution of the Association is as follows:

During the winding up period of dissolution of the British Columbia Student Association, any assets remaining after the satisfaction of its debts and liabilities shall be transferred to the British Columbia Institute of Technology to be held in a trust. At such time a student society is established at the British Columbia Institute of Technology, which meeting the criteria of a student association under the Society Act of British Columbia, any assets held in a trust shall be transferred to the new student association.

## **BYLAW 1- INTERPRETATION AND DEFINITIONS**

1. In these Bylaws, unless the context otherwise requires:

**“Act”** shall mean the Society Act of British Columbia, as amended from time to time.

**“AIC”** shall mean the Annacis Island Campus

**“ATC”** shall mean the Aerospace Technology Campus.

**“Executive Director”** - shall mean the senior paid staff member responsible for the day-to-day operations of the Association.

**“BCIT or Institute”** shall mean the British Columbia Institute of Technology.

**“BCITSA or Association”** shall mean the Student Association of the British Columbia Institute of Technology.

**“BMC”** shall mean the BCIT Marine Campus.

**“Chair”** shall refer to the executive board member that is a representative of a particular school or campus; there are six (6) chairs; Chair of Aerospace Campus, Chair of the School of Business; Chair of the School of Energy; Chair of Transportation, Construction and the Environment; Chair of Health Sciences, and Chair of Computing and Academic Studies.

**“Clubs”** shall refer to student organizations that have been sanctioned by the BCITSA Council, pursuant to the procedures set out in Bylaw 16.

**“Councillor”** shall mean the appointed student constituents of each school that sits on the BCITSA Council.

**“Council”** shall mean the BCITSA student representatives, made up of 12 Executives and approximately 30 Councillors (one councillor per every 300 students approximately).

**“DTC”** Shall refer to the Downtown Campus.

**“Executive”** shall refer to the BCITSA Executive Board, consisting of the President, Vice-President of Finance and Administration, Vice-President of External Affairs, Vice-President of Campus Life, Vice-President of Student Affairs, and the Chairs.

**“Honorary Member”** shall mean a member of the Association that holds full speaking rights at General Meetings, but does not have the right to vote in elections, referenda, or meetings.

**“Member”** shall refer to any registered student at British Columbia Institute of Technology paying activity fees and in good standing, has the right to vote in elections and referenda, the right to run for and hold office in the Association, and such rights as per the Act.

**“Ordinary Resolution”** shall have the same meaning as given to it in the Act.

**“Satellite Campus”** shall refer to the BCIT Campuses other than Burnaby Campus (i.e. Aerospace Campus, Marine Campus, Annacis Island and Downtown Campus).

**“Satellite Councillor”** shall refer to students hired as representatives of their respective Satellite Campuses.

**“Special General Meeting”** shall have the same meaning given to it in the Act. **“Student”** shall mean students enrolled at BCIT.

**“Two-thirds (2/3) Resolution of Council”** shall mean a resolution adopted at a Council Meeting where there are at least two (2) votes in favour for every one (1) vote opposed.

**“Three-quarters (3/4) Resolution of Council”** shall mean a resolution adopted at a Council Meeting where there are at least three (3) votes in favour for every one (1) vote opposed.

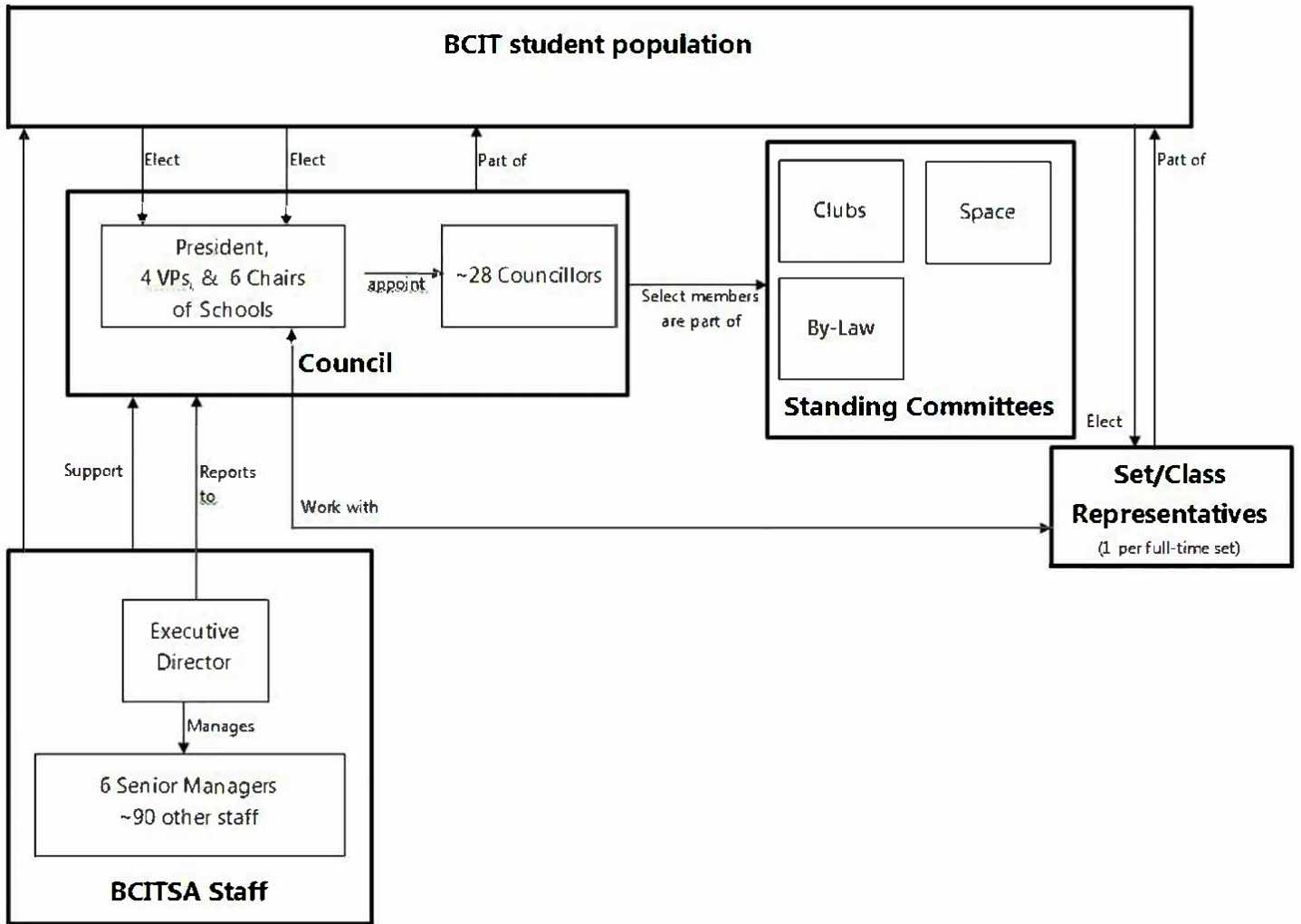
2. In these bylaws, the feminine gender and the plural shall be interpreted as the masculine and the singular and vice-versa, as per the context requires.
3. These bylaws shall be the primary governing document of the BCITSA.
  - (a) These bylaws shall set forth the foundation for the structure, operation, and maintenance of the BCITSA.
  - (b) These bylaws supersede all policies, procedures, and special resolutions duly passed by the BCITSA.
  - (c) For greater certainty, these bylaws supersede the bylaws of any other organization of which the BCITSA is a member. No decision of the BCITSA, including the decision to join any alliance, lobbying organization, or other external group shall be considered as constituting an implied repeal of any bylaw of the BCITSA.

## **BYLAW 2 – MEMBERSHIP**

The Association shall be comprised of members and honorary members.

1. Members shall comprise of all students of BCIT (full and part-time) who:
  - (a) have paid the required student activity fees for the current period; and
  - (b) are current students at BCIT
2. Honorary members shall be all persons who have been designated as such, by a two-thirds (2/3) resolution by Council.
3. The rights and obligations of the members of the Association shall be as stated in these Bylaws.
4. All members shall be considered to be in good standing unless:
  - (a) the member ceases to meet the any requirements outlined in bylaw 2, or
  - (b) by a two-thirds (2/3) Resolution of Council
5. A member may be placed in bad standing or expelled by means of a Special Resolution, provided the following:
  - (a) a notice of the Special Resolution is delivered to Council, including the reasons for the previous,
  - (b) the member in question will be allowed to make a statement to the Members present at the meeting before the Special Resolution voted upon.
6. All honorary members shall be considered to be in good standing unless:
  - (a) a two-third (2/3) resolution of Council is passed, stating the honorary member is no longer in good standing with the Association; or
  - (b) an ordinary resolution.
7. A member in bad standing may be placed in good standing by an ordinary resolution.

# BYLAW 3 – ORGANIZATION CHARTS



## **BYLAW 4 – GOVERNING BODY OF THE ASSOCIATION, MEMBERS & ELIGIBILITY**

1. The name of the governing body of the Association shall be the Student Association Council, hereinafter referred to as the Council.
2. Council members shall consist of the following elected and appointed representatives.
3. The elected members on Council shall consist of:
  - (a) President
  - (b) Vice President Finance & Administration
  - (c) Vice President Student Affairs
  - (d) Vice President External
  - (e) Vice President Campus Life
  - (f) Chair of the School of Business
  - (g) Chair of the School of Health Sciences
  - (h) Chair of the School of Energy
  - (i) Chair of the School of Transportation, Construction & the Environment
  - (j) Chair of the School of Computing & Academic Studies
  - (k) Chair of the Aerospace Technology Campus (ATC)

These 11 elected members shall be the BCITSA directors as defined by the Society Act.

4. The appointed members on Council shall consist of:
  - (a) Councillors from the School of Business
  - (b) Councillors from the School of Health Sciences
  - (c) Councillors from the School of Energy
  - (d) Councillors from the School of Transportation, Construction & the Environment
  - (e) Councillors from the School of Computing & Academic Studies
  - (f) Councillors from ATC and DTC
  - (g) One Satellite Councillor from each of AIC, BMC, and DTC
  - (h) International Student Councillors
  - (i) Residence Student Councillor
  - (j) Aboriginal Student Councillor
5. Duties of Council shall be:
  - (a) To act as the governing body of the Association.
  - (b) Subject to the provisions of the Constitution and its Bylaws, the Council shall;
    - have full control of all activities under the Association
    - have the power to recommend amendments to the Bylaws by special resolution of its members concerning powers and duties of the Association, all officers, committees and clubs
    - have the power to prescribe matters of procedure which are not provided for in the Constitution, or in the Society Act
  - (c) To conduct all meetings of the Association according Robert's Rules of Order.
  - (d) To receive, administer, and have audited all monies that may be placed in the custody of or may become the property of the Association.
  - (e) To oversee all services offered by the Association to its members.



- (f) To be able to alter, modify, or set aside any action of officers, committees, or clubs to whom powers of which may have been conferred by the Constitution or any of its Bylaws.
  - (g) To review the student activity fees on an annual basis and if changes are recommended to follow the procedural guidelines as stated in the *College and Institute Act*.
6. Any Council Member shall be entitled to one vote on any motion coming before Council.

## **BYLAW 5 – DUTIES OF THE MEMBERS OF COUNCIL**

### 1. Duties of Councillors:

- (a) Shall be entitled to participate fully in all Council meetings including proposing motions and voting on any motion coming before Council.
  - i. ATC Councillors shall be entitled to alternate participation in all Council meetings at the Burnaby Campus and are required to attend the Annual General Meeting and Special General Meetings.
- (b) Provide direct communication between the Council and their respective Schools and community (i.e.: students, faculty, and staff).
- (c) Assist other Council Members in the performance of their duties.
- (d) Sit on at least one Association or Institute committee as requested, and attend all Council meetings.
- (e) Receive a meeting fee for each meeting attended.
- (f) Be subject to Bylaws, and/or regulations of the Association.
  - i. Read and understand the Association's Constitution and Bylaws.
  - ii. Failure to abide by Constitution and Bylaws and /or regulation shall lead to a verbal warning followed by a written warning before termination of position. Serious offences are subject to immediate termination.
- (g) Attending Annual and General Meetings and Special General Meetings.

### 2. Duties of Executives:

- (a) Assume office on June 1st until May 31st of the following year.
- (b) Should an executive be elected in a by-election they shall assume office on the declaration of by-election results until May 31st of that year.
- (c) Meet at the call of the President.
- (d) Set an example for Council; therefore, they shall be in full attendance at all regularly scheduled Executive and Council meetings.
- (e) Receive a monthly honorarium
- (f) Be subject to Bylaws, and/or regulations.
- (g) Exercise to one's best abilities all or any part of the powers, authority or discretion vested in the Council, save and except the power to enact or to amend Bylaws enacted by the Council.
- (h) Allow for the employment during the summer months (June to August) of the following Executive Members:
  - i. President
  - ii. One Vice President as selected by consensus of the Vice Presidents. Should no consensus be reached the tie-breaking vote shall be cast by the President. In the event that no Vice Presidents volunteer themselves for summer employment, the position shall be made available to the Chairs on the same basis.
  - iii. In the case that no student executive accepts a summer position with the Student Association, the VP Campus Life is required to fill the position.

- (i) Be issued a copy of the Constitution and Bylaws by the Vice President Finance and Administration prior to the start of their term in office. The Executive shall be expected to have a working knowledge of the Constitution and Bylaws.
  - (j) Executives shall meet at least once per month over the summer.
  - (k) Executives must meet one week before school begins.
  - (l) Executives must attend all Orientations as scheduled by the Association Executive Director.
  - (m) It is expected that the Executive would curtail any extracurricular activities that interfere with Executive duties, or cause the Executive to fail to be in full attendance at all scheduled Executive and Council Meetings.
  - (n) Executives must remain full-time students as defined by BCIT for their term in office.
  - (o) Must attend Annual and General Meetings and Special General Meetings.
  - (p) Be responsible for a proper transition, which includes having a transition session with the successor.
  - (q) Be responsible for submitting progress reports bi-weekly.
3. The Duties of Executive Members of Council:
- (a) The President of the Association shall:
    - i. Preside over Council and Executive meetings.
    - ii. Assume the role of Chief Returning Officer should the Vice President Student Affairs not be able to fulfill the role.
    - iii. Act as ex-officio member of all committees of the Association should the President see fit.
    - iv. Present the Annual Report at the Annual General Meeting.
    - v. Make sure that the performance of the Executive Members is of the highest quality expected, according to their duties outlined in these bylaws.
    - vi. Have the power to recommend to the Executive that appropriate action be taken in cases where an Executive Member is not fulfilling his/her duties in accordance with these bylaws.
    - vii. Sit on, or be represented on, all committees struck by the Association, Administration, Staff, BCIT Board of Governors, BCIT and Educational Council where it is deemed of importance to students. If an invitation is not extended by outside groups to sit on such committees, it will be the President's duty to negotiate for such representation.
    - viii. Be available to Executive members and membership on a regular basis during accepted working hours.
    - ix. Coordinate and assign all responsibilities to the Executive, the representatives, and appointees, as he/she deems necessary, except as defined in these bylaws.
    - x. Be the official spokesperson for the Association.
    - xi. Act as one of the student co-signatories on the Association cheques.
    - xii. By the annual SA election, the President becomes automatically one of the elected student representatives to sit on the BCIT Board of Governors.
    - xiii. Set and hold Executive Meetings

- xiv. Be responsible for overseeing the negotiations and contractual agreement with the Student Association Health and Dental service provider.
  - xv. Be the Executive Member responsible for all Association employees. He/she will also be responsible to call special Executive meetings to deal with business, employees and/or management related issues.
- (b) The Vice President Finance and Administration of the Association shall:
- i. Assume the responsibilities of the President in the absence of the President.
  - ii. Be responsible for arranging Council and Executive meetings and notifying the membership of such meetings.
  - iii. Ensure that Executive and Councillors receive the Agenda and associated materials from all Council Meetings.
  - iv. Be responsible for the review of the minutes of all meetings under the jurisdiction of the Association for the purpose of ensuring that the Constitution and Bylaws of the Association are not violated and they are kept up to date.
  - v. Preside as Chair of the Bylaw Committee (See Bylaw 7).
  - vi. Be responsible for assisting the Chairs in their responsibilities.
  - vii. Be responsible for managing budget process. Budgets must be presented to Council for approval by May 15th.
  - viii. Obtain and evaluate monthly financial reports for the Association.
  - ix. Be responsible for the closing of the fiscal year.
  - x. Read the Annual Financial Report at the Annual General Meeting.
  - xi. Be responsible to ensure that controls are in place for the disbursement of all funds.
  - xii. Act as one of the student co-signatories on the Association cheques.
  - xiii. Ensure that executive progress reports are received from executives on time.
- (c) Vice President External shall
- i. Promote good public relations between the BCIT community (Students, Faculty, and Staff), Post-Secondary Institutions and their respective student associations, all levels of government, and Industry.
  - ii. Attend or oversee any Association-related conferences to take place on and off campus.
  - iii. Handle inquiries and promote friendly relations with external student unions.
  - iv. Liaise with provincial and federal Ministries, and Government officials regarding issues that affect BCIT students. Including the U-Pass program negotiation processes and service and inquiries at all levels of said program.
  - v. Represent the BCITSA in the following external organizations:
    - 1. By the Annual BCITSA election, the VP External becomes the Association representative on the BCIT Alumni Board.
    - 2. Any Municipal or Provincial government lobbying efforts
  - vi. Be responsible to keep Executive and Council informed of Provincial and Federal Government educational policies.
  - vii. In consultation with the Executive, and subject to the approval of Council, will be responsible for the preparation of any briefs, discussions, or negotiations with

respect to higher education prior to their submission to the Municipal and/or Provincial Governments;

viii. Be responsible for liaison with BCIT Alumni Association.

(d) Vice President Student Affairs shall:

- i. Be responsible for handling student issues and concerns.
- ii. Liaise with the Institute on all matters affecting student life at BCIT.
- iii. Act as the Association representative on the Decision Review Board, when applicable.
- iv. By the annual SA election, the VP Student Affairs becomes automatically one of the elected student representatives to sit on the BCIT Education Council and EDCO Executive Committee.
- v. Subject to Bylaw 11, sit on the Selection Committee for Student Elections.
- vi. Liaise with Satellite Councillors
- vii. Liaise with Aboriginal Services
- viii. Liaise with International Services
- ix. Liaise with Disability Services

(e) The Vice President Campus Life shall:

- i. Keep membership informed, through representatives, of extra- curricular activities.
- ii. Serve as Orientation Coordinator for the September intake, pending availability.
- iii. Oversee and provide assistance to all Clubs and report to the Executive and Council.
- iv. Chair of the Clubs Committee (see Bylaw 7).
- v. Liaise with BCIT Recreation Services
- vi. Liaise with BCIT Housing

(f) The Chair positions shall be responsible for:

- i. Chairing Set Representatives Committee meetings at least once every four (4) to six (6) weeks.
- ii. Liaising with BCIT, to ensure that Set Representatives are elected and trained.
- iii. Acting as a liaison between Council and their respective School.
- iv. Expressing the viewpoint of the School at Executive or Council meetings.
- v. Providing direction to Student Association members in the following areas:
  1. Instructor difficulties
  2. Access to Administration
  3. Access to Executives
- vi. Petitioning and appointing Councillors from the membership of their respective School and submitting the list of Councillors to the Vice President Finance and Administration by the second council meeting.
- vii. Maintaining an equal balance of first and second year Councillors.
  1. In the event of an uneven number of Councillors, the Chair of that School shall decide if the additional person will be from the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year.

4. Duties of Satellite Councillors:

(a) Shall be appointed pursuant to Bylaw 11(12)

- (b) Shall be entitled to participate fully in all Council meetings including proposing motions and voting on any motion coming before Council.
- (c) Shall receive a monthly honorarium. Shall provide direct communication between the Council and their respective Satellite Campuses and community (i.e.: students, faculty, and staff).
- (d) Shall be subject to Bylaws and/or regulations of the Association.
  - i. Read and understand the Association's Constitution and Bylaws.
  - ii. Failure to abide by the Constitution and Bylaws and/or regulation shall lead to a verbal warning followed by a written warning before termination of position. Serious offences are subject to immediate termination.
- (e) Satellite Councillors shall also be responsible for:
  - i. Attending Annual and General Meetings and Special General Meetings.
  - ii. Chairing Set Representatives Committee meetings at least once every four (4) to six (6) weeks.
  - iii. Providing the bi-weekly report on progress and student requests to the Vice President, Student Affairs.
  - iv. Liaising with BCIT, to ensure that Set Representatives are elected and trained.
  - v. Liaising with key Program Heads as well as the BCITSA Satellite Coordinator.
  - vi. Acting as a liaison between Council and their respective Satellite Campus.
  - vii. Expressing the viewpoint of their respective Satellite Campus at Executive or Council meetings.
  - viii. Providing direction to Student Association members in the following areas:
    - 1. Instructor difficulties
    - 2. Access to Administration
    - 3. Access to Executives
  - ix. In the cases of ATC and DTC, petitioning and appointing Councillors from the membership of their respective Satellite Campuses and submitting the list of Councillors to the Vice President, Finance and Administration by the second council meeting.

## **BYLAW 6 – SET/CLASS REPRESENTATIVES**

1. Set Representatives Meeting
  - (a) One committee will be formed for each School or Satellite Campus and the Chair of that School, or Satellite Councillor, as applicable shall be the Chair of the Committee:
    - i. All Set Representatives must attend a training session held by respective schools in beginning of school year.
    - ii. The Committee will consist of Set Representatives.
    - iii. The Committee shall have monthly meetings. A delegated student shall take Set Representative's place if absent.
2. Set Representatives shall report to their Chairs or Satellite Councillors, as applicable.
3. Set Representatives shall establish and maintain regular communications between their student body, and the Chair of their respective School, or their Satellite Councillor, as applicable.

## **BYLAW 7 – COUNCIL MEETINGS**

1. There will be no special resolutions proposed or passed during a Council Meeting.
2. For Council to conduct business at Council Meetings:
  - a. quorum shall be sixty percent (60) of the Executive and sixty (60) percent of councilors, not including Satellite Councillors. If quorum is not met, no motions can be proposed or passed.
  - b. voting by proxy at Council Meeting shall not be permitted.
  - c. Council Meetings shall be held bi-weekly during the school year, with the exception of statutory holidays, unless otherwise voted by Council by a two-thirds (2/3) Resolution.
3. Councillors will receive a meeting attendance honorarium. This provision shall not be construed to include Satellite Councillors.
4. Meeting attendance is mandatory; however,
  - (a) shall an executive require to be absent for a reasonable cause, he must submit a request in writing to the Chairperson prior to the meeting.
  - (b) shall a Councillor require to be absent for a reasonable cause, he must submit a request in writing to their respective Chair.
  - (c) Shall a Satellite Councillor require to be absent for a reasonable cause, he must submit a request in writing to the Vice President, Student Affairs prior to the meeting.
5. If an Executive misses more than two consecutive Council Meetings, at the discretion of the President, she will be deducted fifty (50) percent of their honorarium for the month after the absences occurred.
6. If a Councillor misses more than three consecutive Council Meetings, at the discretion of the Chair, the matter will be brought forth to Council.
7. If a Satellite Councillor misses more than two consecutive Council Meetings, at the discretion of the President, the matter will be brought forth to Council.
8. The Executive Director will take minutes for all meetings of Council; however, in case the previous is unavailable, a Council member will take minutes.



## **Bylaw 8 – Annual General Meetings**

1. The Association shall hold an Annual General Meeting each year within six (6) months after fiscal year end, on a date, place and time set by the Vice President of Finance and Administration.
2. The Annual General Meeting must be held after a thirteen (13)-day notice specifying the date, place, and hour of the meeting.
  - (a) such notice must be published in the official Association magazine and/or website.
3. The agenda for the Annual General Meeting will be pre-determined by Council.
4. At the Annual General Meeting the Vice President Finance and Administration shall read a report on the audited financial statements for the previous fiscal year
5. The President shall read a report on the Association activities for the previous fiscal year.
6. Quorum at the Annual General Meeting shall be 30 members, or point zero five percent of all Members (.05%), whichever is less.
  - (a) All members in good standing are allowed to vote at an annual general meeting.
7. Sub-section seven (7) of Bylaw 7 will also apply for Annual General Meetings.

## **Bylaw 9 – Special General Meetings**

1. The President shall call a Special General Meeting upon:
  - (a) a two thirds (2/3) Resolution of Council; or
  - (b) a written request signed by thirty (30) Members of the Association, stating the purpose of the General Meeting and the Special Resolutions that will be proposed at such meeting.
2. Upon approval of the petition to hold a Special General Meeting, such meeting must be held within three (3) weeks of approval, as per sub-section 1(a) and 1(b) of this bylaw.
3. A minimum of at least thirteen (13) days must be given as notice before the meeting is held, in which the time, date, and location must be specified.
4. Quorum at Special General Meeting shall be 30 members, or point zero five percent of all Members (.05%).
  - (a) All members in good standing are allowed to vote at a special general meeting.
5. Only matters brought forth as per subsection 1 of this bylaw can be discussed during the Special General Meeting.
6. Voting by proxy at meetings of the Association shall not be allowed.
7. Sub-section seven (7) of Bylaw 7 will also apply for Special General Meetings.

## **BYLAW 10 – STANDING COMMITTEE**

### **Clubs Committee**

1. The Clubs Committee mandate shall encompass all Association's Clubs.
  - (a) The Vice President Campus Life shall chair and the Vice President Student Affairs shall co-chair the Clubs Committee. In the case Vice President Campus Life cannot chair the Committee, Vice President Student Affairs will chair the Committee.
  - (b) The Committee shall be made up of the Vice President Campus Life and a representative from each club. The Executive Director or designate shall sit as an ex-officio member of the Committee.
  - (c) The Committee shall meet at least every other month during the academic year (September, November, January, March, and May) to discuss Orientation, funding, elections and any issues related to club activities and events affecting student life. Emergency meetings may be held at the call of the Vice President Campus Life with a 24 hour notice.
  - (d) The Committee shall facilitate in determining the distribution of the annual club funds provided by the Student Association in March.
  - (e) The Committee shall work by co-operation; however, decisions are reached with 50% plus one majority of the voting members.
  - (f) The Vice President Campus Life will report at Council Meetings following each Clubs Committee meeting any appropriate information. In the case VP Campus Life cannot report at the Council Meeting, VP Student Affairs will report at the Council Meeting.
  - (g) A club shall attend a mandatory training session scheduled by the Vice President Campus Life or Clubs Coordinator.
  - (h) The clubs must attend all meetings pertaining to funding and at least one other bi-monthly committee meeting in order to receive their allocated funds. Prolonged absence, inaction, and/or lack of communication with the Vice President Campus Life or Clubs Coordinator may result in the club being de-sanctioned by resolution of the Council.

## **Student Spaces Development Committee**

2. The Student Space Development Committee mandate shall encompass all Association space development.
  - (a) The Chair of School of Construction shall chair the Student Spaces Development Committee, and the co-chair shall be appointed by him.
  - (b) The Committee shall be made up of two (2) executives, including the co- Chair and four (4) councilors. The Executive Director or designate shall sit as an ex-officio member of the Committee.
  - (c) The Committee shall meet at least once a month to discuss any issues related to association space development. Emergency meetings may be held at the call of the Chair with a 24 hour notice.
  - (d) The Committee shall facilitate design development decisions as they pertain to Association owned or acquired spaces.
  - (e) The Committee shall work by co-operation; however, decisions are reached with 50% plus one majority of the voting members.
  - (f) The Committee will report at Council Meetings any appropriate information.

## **Bylaw Committee**

3. The Bylaw Committee shall conduct an annual review of the Association's bylaws.
  - (a) The Vice President Finance and Administration shall chair the Bylaw Committee.
  - (b) The Committee shall be made up of the chair (VP Finance and Administration) and a minimum of two additional members of Council.
  - (c) The Committee shall meet at least bi-monthly to discuss any necessary amendments to the bylaws of the Association. Emergency meetings may be held at the call of the chair with a 24 hour notice.
  - (d) The Committee shall work by co-operation; however, decisions are reached with 50% plus one majority of the voting members.
  - (e) The Committee will report at Council Meetings any proposed amendments to the bylaws.
  - (f) The Committee shall prepare such documents as are necessary to amend the bylaws at the Association's Annual General Meeting and/or Special General Meeting(s).

## BYLAW 11 – ELECTIONS AND APPOINTMENTS

1. The elections of the Executives shall be conducted annually between the last school week of March and the last school week of April.
  - (a) The date of the election shall be fixed by the Executive Director and the President in conjunction with BCIT not later than the last day of August the year prior to the election.
2. A Chief Returning Officer, hereinafter referred to as the CRO, shall be appointed by the Selection Committee named in (3) below, and shall chair the Election Committee and be responsible for the administration and conduct of all elections.
  - (a) The CRO shall be an ex-officio member of Council during an election period.
  - (b) The CRO shall coordinate with the BCIT Registrar's Office to validate candidate eligibility.
3. Selection Committee:
  - (a) The Selection Committee shall be responsible for appointing members of the Election Committee and the Appeals Committee.
    - i. The Selection Committee shall solicit applications for candidates for the Election Committee and the Appeals Committee in conjunction with the Marketing Department of the BCITSA.
    - ii. Candidates must be current BCIT students.
    - iii. The Selection Committee shall review all applications received under (i) above, interview selected candidates, and appoint successful candidates for each vacant position.
  - (b) The Selection Committee shall consist of:
    - i. The Vice-President, Student Affairs
    - ii. One current Student Executive to be appointed by the Student Executives, subject to (c) below.
    - iii. Two members of Senior Staff designated by the Executive Director
  - (c) Notwithstanding (b)(i) and (b)(ii) above, no Student Executive running for re-election shall be permitted to be a member of the Selection Committee or cast a vote to name a member of the Selection Committee.
  - (d) No member of the Selection Committee shall be eligible to stand for election as a Student Executive.
  - (e) In the event that the Vice President, Student Affairs is seeking election to a Student Executive position named in 7(d) below, and is therefore ineligible to sit on the Selection Committee pursuant to (c) above, an alternate member of the Selection Committee shall be appointed by the Student Executives, subject to (c) above.
  - (f) In the event that there are fewer than three (3) Student Executives eligible to vote to select members of the Selection Committee, such vote will be carried out by Student Councillors and eligible Student Executives, if any, provided that no Student Executive or Councillor running for election as a Student Executive shall be permitted to vote.
    - i. No Student Councillor voting on an appointment to the Selection Committee under this provision shall be permitted to stand for election as a Student Executive.

- (g) In the event that no Student Executive is eligible to be appointed to the Selection Committee under the provisions of (b)(i) or (b)(ii) above, Student Councillors may also be appointed to the Student Executive seats on the Selection Committee, subject to the same procedures outlined in this Bylaw.

4. Election Committee:

- (a) The Election Committee shall be composed of
  - i. The Chief Returning Officer
  - ii. Two (2) Deputy Returning Officers
- (b) Members of the Election Committee shall
  - i. Not be a current Student Executive or member of Council
  - ii. Not have been a Student Executive or member of Council in the 12 months prior to their appointment.
  - iii. Not be eligible to stand for election as a Student Executive
  - iv. Be appointed for a term from October 1st to May 31st.
- (c) The Election Committee shall be responsible for the interpretation of the Elections bylaw and of the electoral process. All findings of fact made by the committee shall be final, save for where such finding is patently unreasonable, such that no reasonable decision-maker could have made such a finding.
- (d) The Elections Committee will rule on questions of candidate eligibility and will hear complaints filed during the election period.
- (e) The Elections Committee may consult on administrative matters with
  - i. The Human Resources Generalist, and/or
  - ii. The Vice-President, Student Affairs, provided that he is not himself a candidate for election.
- (f) The Elections committee shall be advised on matters of natural justice by a member of the Advocacy staff appointed by the Executive Director.
- (g) Members of the Election Committee shall attend a training session organized by the BCITSA Executive Director or her designee.
- (h) The Election Committee shall provide Council with a written report upon the conclusion of an election, including the results of all rulings and decisions made by either the Election Committee or the Appeals Committee, with the report to be preserved by the Association.
- (i) The Election Committee shall reach decisions by consensus.
  - i. Notwithstanding 4(i) above, where it is the opinion of the Advocacy staff member appointed under 4(f) above that there is no reasonable likelihood of reaching consensus, a decision shall be taken by majority vote.
- (j) Decisions of the Election Committee shall be made having regard to these bylaws, principles of natural justice, and analogous decisions of previous Election Committees and Appeal Committees.
- (k) Members of the Election Committee shall receive an honorarium for their term, and a further stipend for each election or by-election they administer.
  - i. The amounts of remuneration permitted above shall be fixed by Council and reviewed from time to time.

- (l) Any duties of the Elections Committee that fall outside of the term of the Committee under (b)(iv) above shall be carried out by the President and Vice President, Student Affairs in conjunction with the Executive Director, at their discretion.

5. Appeals Committee:

- (a) The Selection committee shall appoint an Appeals Committee within 48 hours following the close of nominations for an election or by-election, having regard to (i) below.
  - i. Notwithstanding (a) above, the Selection Committee may conduct interviews prior to the close of nominations.
  - ii. The Appeals Committee shall sit for the duration of the election or by-election period for which it was appointed, whereupon its term shall expire.
- (b) An individual against whom an unfavourable decision is made by the Election Committee may appeal that decision to the Appeals Committee, which shall have jurisdiction to review decisions of the Election Committee subject to 4(c) above.
  - i. An appeal of a decision made by the Election Committee must be received by the Appeals Committee not later than 24 hours after the decision of the Election Committee is issued.
- (c) The Appeals Committee shall consist of three Students-at-Large, appointed by the Selection Committee under the provisions of (a) above. One member of Council shall be present as an observer only.
  - i. No member of the Appeals Committee shall have any prior or current relationship to either party to a dispute before it.
- (d) Members of the Appeals Committee shall receive an honorarium for their term, with the amount of remuneration provided to be fixed by Council and reviewed from time to time.
- (e) The Appeals Committee shall be advised on matters of natural justice by a member of the Advocacy Staff appointed by the Executive Director.
  - i. Notwithstanding (e) above, the same member of the Advocacy staff shall not advise both the Election Committee and the Appeals Committee on the same matter.
- (f) The Appeals Committee shall meet with both parties individually to hear arguments about the validity of the decision of the Election Committee, having regard to 4(c) above. Arguments shall be restricted to errors in the interpretation of these bylaws, and of the application of prior precedents. Challenges to findings of fact by the Election Committee shall only be entertained if, in the opinion of the Appeals Committee, those findings were patently unreasonable.
  - i. The Chief Returning Officer shall represent the Elections Committee and the Complainant before the Appeals Committee.
- (g) After hearing arguments, the Appeals Committee shall meet in camera with the member of the Advocacy Staff appointed under (e) above to make its decision on the appeal.
- (h) The Appeals Committee shall reach decisions by consensus.
  - i. Notwithstanding (h) above, where it is the opinion of the Advocacy staff member appointed under (e) above that there is no reasonable likelihood of reaching consensus, a decision shall be taken by majority vote.

- (i) Decisions of the Appeals Committee shall be made having regard to these bylaws, principles of natural justice, and analogous decisions of previous Appeals Committees.
- (j) A decision will be rendered within 48 hours of the filing of the appeal with all parties present.
  - i. Notwithstanding (j) above, where all parties are unable to be present within the prescribed deadline, the Appeals Committee shall render its decision in writing and transmit the decision to all parties.
- (k) Decisions of the Appeals Committee are final and are not subject to further appeal or review.
- (l) Prior to hearing an appeal, members of the Appeals Committee shall receive a training session from a member of the Advocacy staff designated by the Executive Director.

#### 6. Elections:

- (a) The Notice of Elections shall be posted at least two (2) weeks prior to the opening date for nominations in the official Association publication and shall include the following:
  - i. The date of the elections and the hours during which the polls will be open.
  - ii. The location(s) and the method(s) of the polling.
  - iii. The opening and closing dates for nominations, where the nomination forms may be obtained, and where the nomination forms may be submitted to the BCITSA.
  - iv. The positions of the Executives for which Nominations are being called.
- (b) Voting stations may be set up with the permission of the Elections Committee for the purpose of encouraging students to vote.

#### 7. Nominations:

- (a) All candidates must:
  - i. Be members of the Association
  - ii. Be full-time students based on BCIT criteria
  - iii. Be in good standing with the Association
  - iv. Have a minimum of sixty-five percent (65%) previous term standing GPA.
- (b) Any ATC candidate must be a full-time student with a minimum of 10 months left in his/her consecutive study period as of June 1<sup>st</sup>.
- (c) Submit complete nominations packages to the CRO within dates provided.
- (d) Elected Executive posts shall be as follows:
  - i. President
  - ii. Vice President Finance and Administration
  - iii. Vice President Student Affairs
  - iv. Vice President External
  - v. Vice President Campus Life
  - vi. Chair of the School of Business
  - vii. Chair of the School of Health Sciences
  - viii. Chair of the School of Energy
  - ix. Chair of the School of Transportation, Construction & the Environment
  - x. Chair of the School of Computing & Academic Studies
  - xi. Chair of the ATC

#### 8. Campaigning



- (a) Campaigning shall begin upon the adjournment of the "All candidates meeting" until the close of the polls.
- (b) The use of lewd, indecent, or suggestive material or the defamation of campaign materials, irrespective of the form they may take is prohibited. A candidate using such materials or acting in such a manner shall be disqualified upon the decision of the Election Committee.
- (c) Campaign materials shall only endorse one candidate.
- (d) Candidates shall not produce campaign materials similar to those of other candidates in colour, branding, design, or appearance.
- (e) Campaign materials shall not bear slogans which are the same or similar to those of other candidates.
- (f) No campaign material, whether in print, electronic, or other format, shall contain any official logo of the BCITSA, BCIT or any likeness thereof.
- (g) Members of the Election Committee, the Appeals Committee, and the Selection Committee, as well as all BCITSA staff, shall remain impartial and refrain from discussing the election publicly and/or online until the results of the election have been announced.
- (h) Candidates who are BCITSA employees or volunteers shall not be permitted to campaign during their working hours.
- (i) Except in cases of self-endorsement, no current Student Executive or BCITSA employee shall publicly endorse any candidate.
- (j) Candidates shall not solicit endorsements from any Student Executive.
- (k) The campaign expenses incurred by any one candidate must not exceed seventy-five (75) dollars. The use of club funds or Association funds is prohibited. All campaign expenditures are to be accounted for and submitted to the CRO after the date of the elections.
  - i. For the purpose of calculating campaign expenses, any in-kind donations shall be counted at their market value.
- (l) All campaign materials must be taken down from all buildings by 5:30pm on the day after the release of election results.

## 9. Polls and Voting

- (a) All members (full and part-time) in good standing as defined by BCIT will be eligible to cast a vote.
- (b) Vote count should occur immediately upon the closing of the voting system.
- (c) The candidate who receives the largest number of accepted ballots shall be declared elected subject to ratification by Council.
- (d) Candidates can appeal the results to the Election Committee within 24 hours of the results being announced.
- (e) The use of electronic devices for voting shall be permitted. However soliciting or coercion will result in the disqualification of a candidate.
- (f) Any candidate running uncontested for a position in a general election or by-election must be declared elected by a majority vote in the form of a yes-no vote.

## 10. Elected Executives

- (a) Elected Executives shall attend the Association Executive orientation as scheduled by the Association Executive Director and attend, if possible, Council meetings, as guests, to familiarize themselves with the affairs of the Association.

#### 11. Appointment of Councillors:

- (a) The students of the five (5) Schools and the ATC/DTC shall be represented on the Association Council according to the following method based on enrollment figures as of September 15th of that academic year. Council ratio is one councillor per every 300 full- time students, not including Satellite Councillors.
- (b) Each School shall be represented by at least one councillor from that School. The ATC and DTC shall also each be represented by at least one Councillor, not including their Satellite Councillor.
- (c) Each Councillor shall be selected by the School Chair or Satellite Councillor, as applicable, and is accountable to them. It is intended that the selection of Councillors if possible reflect the make-up of students within the School or Satellite Campus they are chosen from.
- (d) The Residence Student Councillor, Aboriginal Student Councillor and International Student Councillor shall be selected by the Chair of the School of Computing and Academic Studies.

#### 12. Appointment of Satellite Councillors

- (a) Satellite Councillors shall be hired for a term not to exceed one academic year.
- (b) Satellite Councillors shall be selected by the BCITSA Human Resources Department in conjunction with the BCITSA Student Executives.

## **BYLAW 12 – REFERENDA**

1. Referenda shall be a process that asks the student members a specific question that will address a specific issue. Two types of referendum can be conducted: binding and plebiscite.
2. A referendum or plebiscite for the Association shall be called by the President upon:
  - (a) a Resolution of Council; or
  - (b) matters relating to increase or addition of membership fees; or
  - (c) by means of a duly signed petition by at least members (1,000) members; such petition must be brought forth, in person, to Council by at least 50 of the signing Members of such petition, and passed by a three-quarters (3/4) resolution of Council.
3. Council shall have the authority to bring forward a referendum or plebiscite question to the Members. The question shall address a specific issue for the approval and/or feedback of the Members, and follow the election processes of the Association.
4. A referendum of the Association, subject to these bylaws, be acted upon, given:
  - (a) a majority, or great percentage of the votes cast support the referendum question; and
  - (b) the number of votes cast is a minimum of one hundred and fifty (150) votes (not including blank votes).

## **BYLAW 13 – CONDITIONS OF OFFICE & IMPEACHMENT**

1. The Executives of the Association shall be required to resign from office under the following conditions:
  - (a) If the Executive or Executive elect fails to pass the academic term.
  - (b) If the Executive fails to meet to be in full attendance at any two regularly scheduled meetings (per school term) of the Executive and Council without approval of the President.
  - (c) If at any meeting of the Council, a vote of non-confidence is moved against an Executive of the Association and the motion is carried by a two-thirds (2/3) majority of those voting.
  - (d) If an Executive fails to fulfill his/her duties and the motion carried by two-thirds (2/3) majority of those voting.

## **BYLAW 14 – REPLACEMENT OF EXECUTIVES**

1. In the event of resignation, death or impeachment of any Executive of the Association, the following procedures will be followed:
  - (a) In the event of the resignation or impeachment of the President, the Vice President Finance and Administration shall assume the office of the President until a by-election can be held for the position. This by- election shall take place no later than 30 days after the position becomes vacant.
  - (b) In the event of the resignation or impeachment of any other Executive, a temporary successor shall be selected until a by-election can be held for the position. This by-election shall take place no later than 30 days after the position becomes vacant.
  - (c) Temporary successors for all Executives except the President shall be selected according to the following priority:
    - i. By and from the Councillors of the Schools directly associated with the office in question
    - ii. By the Council

## **BYLAW 15 – FUNDS**

1. The funds of the Association shall consist of the following:
  - (a) All fees for admission to the Association are to be collected by BCIT at the time of payment of student fees.
  - (b) All monies received by the organizations as a result of the Association sponsored activities and operated businesses.
2. Disbursements of the funds of the Association:
  - (a) Monies to be spent in excess of approved operational and capital budget limits must be approved by resolution of the Council.
  - (b) Capital asset acquisitions in excess of \$5,000 must be approved by the Executive and reported to Council.
  - (c) Disbursements shall be in the form of cheques drawn on the Association approved bank account; two signatures must be on each cheque. The Vice President Finance and Administration or the President together with the Association Executive Director or the Controller.

## **BYLAW 16 – AUDITORS**

1. Appointing Auditors
  - (a) The auditors of the Association shall be appointed at each Annual General Meeting by the membership of the Association. The remuneration of the auditors shall be disclosed to the membership prior to their appointment.
  - (b) The Association shall be required to change auditors at least once every five (5) years
  - (c) The auditors of the Association shall have the right to access at all times all of the books and records of the Association and all of its Clubs. They shall be entitled to require from any and all members, Executives, or staff of the Association and its Clubs any explanation as may be necessary, for performing their duties as auditors.
2. The auditors shall make an annual report each year, for the fiscal year ending May 31<sup>st</sup>, to the members of the Association, and the report shall include:
  - (a) Whether or not they have obtained all the information and explanations they have required.
  - (b) Whether in their opinion the financial statements present fairly, in all material respects, the financial position of the BCIT Student Association.

## **BYLAW 17 – BORROWING POWERS**

### 1. Borrowing

- (a) Subject to the provisions contained in the most current Society Act of British Columbia, the Council may for the purpose of carrying out the objectives of the Association, borrow, raise or secure the repayment of such sum or sums of money in such manner and upon such conditions and terms in all respects as the Association may be resolution prescribe, and in particular by the issue of bonds, perpetual or redeemable debentures, or any mortgage, charge, or other security on the whole or in part of the property or assets of the Association, both present and future, including all fees or membership dues now or hereafter due or payable.



## **BYLAW 18 – INSURANCE**

1. The Association shall carry sufficient Third Party Liability Insurance, in respect of any injury sustained by any member or other person participating in any Association activity. This figure shall be reviewed each year at the budget meeting.

## BYLAW 19 – CLUBS

1. The Vice President Campus Life (hereafter referred to as VPCL) shall oversee and provide assistance to all Clubs and report to the Executive and Council.
2. Formation of Clubs
  - (a) Any group of students proposing to form a Club shall make an application to the VPCL.
3. Transparency and financial accountability
  - (a) Clubs must be transparent and financially accountable. No club shall establish or maintain bank accounts outside the purview of the Association. Should a club be found to be maintaining such an account, that club shall be subject to a penalty determined by the Clubs Committee, up to and including de-sanctioning.
  - (b) Clubs shall submit their annual and financial reports to the VPCL twenty- one (21) days before the Association Annual General Meeting. The VPCL shall pass on the reports to the Vice President Finance and Administration.
  - (c) Any member of the Association Executive shall have the right to access the minutes and reports of all Clubs of the Association.
  - (d) Any member of a Club shall have the right to access the minutes and reports of that Club.
  - (e) Club funding shall proceed according to policies established and maintained by the Clubs Committee.
4. All Clubs which propose to organize special functions, fundraising drives or appeals on or off the campus shall first secure the permission of the VPCL before organizing or conducting such functions, drives or appeals.
  - (a) Should losses be incurred by Clubs in sponsoring such an event, the Association shall not be held liable.
  - (b) In the event of the loss incurred by Clubs in sponsoring such an event, the Association shall not be held liable for the loss.
5. Each Club shall be so named as to indicate that it is a student organization under the Association and in no way purports to be separate.
6. Student political and religious clubs may be organized under the VPCL to bear the name and to profess the policies of political parties or religious organizations (or comparable organizations) subject to the following regulations:
  - (a) Such Clubs shall in all respects be subject to the Constitution, Bylaws, and rules of the Association.
  - (b) Except as specifically provided by resolution of the Council, such Clubs shall not receive funds from any outside organizations without approval of Council.
  - (c) The Association in no way will provide financial assistance for the political or religious Clubs, or be liable in any way for the action of such clubs.
  - (d) Violation of any of the aforesaid regulations shall render the clubs concerned liable for suspension.
7. Other than designed political clubs, no organization in the Association shall become or allow it to become an instrument in partisan politics.
  - a. Any such deemed by the Council to be or to have been improperly acting in interests of a

political party (or comparable organization) shall be liable for suspension of its charter. The Council may restore such charter only if and when the Council is satisfied that the organization concerned will service the purposes and only the purposes for which it was organized.

b. The VPCL shall review all Clubs by the last Council meeting before the year end (May. 31<sup>st</sup>) and may recommend to Council to revoke any sanctioned Club status, at any time, due to:

i. Defunct Club

ii. Financial misconduct

iii. Disregarding Association or Club constitution or Bylaws

8. No Club shall participate directly, or otherwise, in elections to any student offices outside the club itself and acceptance of any such support shall render any candidate for office ineligible.

9. Club Presidents shall:

a. Be in full attendance at all regularly scheduled Clubs Committee Meetings.

b. Be subject to the Association's Bylaws and/or regulations, in conjunction with their own Club Bylaws, in which SA bylaws take precedence.

## **BYLAW 20 – AMENDMENTS OF THE CONSTITUTION AND BYLAWS**

1. The Constitution and Bylaws can only be changed at Annual General Meeting and/or Special General Meeting. Refer to bylaws 8 and 9.

## **BYLAW 21 – SEAL OF THE ASSOCIATION**

1. The Executive Director may provide for a common seal for the Society and may from time to time destroy it and substitute a new seal in its place.
2. Affixing the Seal:
  - (a) The common seal for the Society must not be affixed except in the presence of the following persons:
    - i. The President or the Vice President Finance and Administration together with the Association Executive Director or Controller.

## BYLAW 22 – RECORDS

1. The minutes of the meetings of the Association, Council, and Executive shall be kept at the offices of the Association at the British Columbia Institute of Technology, 3700 Willingdon Avenue, Burnaby, BC.
2. The following books, records and documents only of the Association may be inspected by an active member in good standing of the Association at the Association's office between the hours of 8:00am and 4:00pm on any business day, excluding Saturday and Sunday, of the Association and only during the academic year of the British Columbia Institute of Technology:
  - (a) Except as restricted by Bylaw 22.2.d, any annual or monthly financial statements of the Association, any report, letter, account, book, advice or other document or record, in printed or other form, which is in final and not draft form and which has been approved by resolution of the Council or the Executive for access thereto by such members
  - (b) Adopted minutes of meetings of the Council
  - (c) The Constitution and Bylaws of the Association; and
  - (d) Contracts and agreements, to which the Association is a party, if access thereto by such members has been approved by resolution of the Council or the Executive, except that neither the council nor the Executive shall approve access thereto by such members if the contract or agreement:
    - i. Relates to personal services provided by an individual to the Association;
    - ii. Relates to a relationship of employer and employee between the Association and an individual; respectively; or
    - iii. By its terms requires the Association to preserve its confidentiality in whole or in part.
3. The member wishing to inspect books, records and documents of the Association pursuant to Bylaw 22.2 shall first make an appointment to do so in person at the offices of the Association, provided such appointment time is mutually and reasonably convenient for the attendance at such appointment of two members of the Executive; the Controller or Executive Director, and the member wishing to make such inspection.
4. All documents shall be the copyright of the Association and shall not be reproduced without expressed written consent of Council.

## **BYLAW 23 – GENERAL POWERS OF THE ASSOCIATION**

1. The Association shall have the power to make such regulations, as it may deem necessary or advisable, concerning the activities of the Council, its Clubs, and members and to repeal, vary, alter or amend the same, in such a manner, as it may seem fit. Such regulations and any repeals, variants, alterations or amendments shall be made by a resolution at Council meetings.