

Executives: Jimmy Wang – President
Shervin Laghaie – Interim VP, Finance & Administration
Cora Bell – VP, External
Xavier Delaney – VP, Student Experience
Moksh Garg – VP, Equity and Sustainability
Greyson Dubé – Chair, School of Business & Media
Adam Matthews-Kott – Chair, School of Transportation, Construction, & the Environment
Russell Moy – Chair, School of Energy
Ja Mu Ku – Chair, Health Sciences
Polina Omelyantseva – Chair, Computing & Academic Studies
Eric Chau – Chair, Downtown Campus

Councillors: Ho Yin (Pedro) Cheng, Zion Chan, Isabela Patarroyo Singh, Prabjot Sabharwal, Denzel Mohamed, Yan Yiu Li, Avra Parent, Yachana Jangra, Oceaan Pendharkar, Tijana Radovic, Marisa Price, Monica Sanchez, Sina Faraj Poor

Members: Abdul Aziz Ansari, Anisa Mendoza, Bhavnoor Saroya, Blaze Pihl, Bobby Davidson, Debbie Poon, Elena Jou Luo, Ericka Cortez, Ethan Van Dyk, Fahad Doza, Harbir Grewal, Huy Tran, Jing Xie, Joseph Yuruk, Ky Duyen Mai, Mahdiyar Saber, Marta Kurowska, Milanjayy Vashisht, Nina Lu, Ninorah Mendes, Ronald Ho, Ruby Kwok, Sasha Roosen-Saba, Soomin Jeong, Stewart McGillivray, Taiyo Hara, Trevor William McBride, Yi Chun (Simone) Chiang

Staff: Roland Gagel – Director of Finance; Co-Executive Director
Sameer Ismail – Senior Advisor, Strategic Policy; Co-Executive Director
Adam Beggs – Executive Assistant & Board Liaison

Regrets (E.): Geoff Vinod Pittappillil – Chair, Specialized Transport Campuses

Regrets (C.): Wasawat (Matt) Joongjai, Alliah Almendral, Avneet Kaur, Erik Aloyan, Meehika Chadha, Oscar Gutierrez, Margaret Van Essen, Vikram Gill, Inez Yoon, Khushmeen Kaur, Bella McKimmie

Guests: None

1 Call to Order

The Chair, Cora Bell, calls the meeting to order at 17:30 (52 voting members).

2 Territory Acknowledgement

Ja Mu Ku acknowledges the territory the meeting is held on.

3 Adoption of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Marisa Price

Seconded by: Xavier Delaney

Amendment:

WHEREAS the BCIT Student Association has recently passed external policy position EXT-12, denouncing Bylaw amendments on the part of the Kwantlen Student Association; and

WHEREAS the information note for the external policy position explicitly identifies the act of "severely curtailing the ability of members to force a General Meeting to be held" as "seeking to gut democratic accountability to their members"; and

WHEREAS the proposed Bylaw amendments on the part of the BCIT Student Association severely curtail the ability of members to force a General Meeting to be held for the purpose of removing an executive by raising the requirements from 30 student signatures to over 1,000 student signatures for some position(s); and

WHEREAS the proposed Bylaw changes are thus fundamentally incompatible with the standards of accountability by which the BCIT Student Association holds other student unions to;

NOW THEREFORE BE IT RESOLVED THAT the agenda is amended to strike item 4. Motion from the Bylaw Committee.

Moved by: Joseph Yuruk

Chair Ruling:

Amendment declared out of order.

Appealed by Joseph Yuruk.

23/16/13

CHAIR RULING UPHELD

Motion:

Be it resolved that the agenda be accepted as distributed.

28/10/14

CARRIED

4 Motion from the Bylaw Committee

As submitted.

Motion:

STUDENT ASSOCIATION OF THE BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY (the "Association")
SPECIAL RESOLUTION TO BE APPROVED AT A GENERAL MEETING OF THE MEMBERS

WHEREAS:

A. The Association wishes to hold a Semi Annual General Meeting of the Members to have Members consider certain amendments to the existing Bylaws of the Association; and

B. the Association desires to alter the Bylaws of the Association (the "Bylaws") pursuant to sections 11 and 17 of the Societies Act (British Columbia) (the "Act") and applicable sections of the Association's Bylaws.

NOW THEREFORE, BE IT RESOLVED, by way of a special resolution, THAT:

1. the existing Bylaws of the Association (the "Existing Bylaws") be deleted in their entirety, and the Bylaws attached at Schedule "A" hereto be and are hereby adopted as the new Bylaws of the Association (the "New Bylaws");

2. further to the special resolution described in paragraph (a) and for greater certainty, all amendments to the Existing Bylaws as a result of the adoption of the New Bylaws (such amendments as reflected in the blackline comparison document attached at Schedule "B" hereto) be and are hereby approved;

3. the Association, or by way of an agent or representative, file a bylaw alteration application with the BC Registrar of Companies ("Registrar") to give effect to the new Bylaws;

4. at any time prior to the filing of the bylaw alteration application with the Registrar, any one of the directors, legal counsel or authorized representative of the Society is hereby authorized to further alter the New Bylaws by inserting any applicable filing dates and updates into certain designated fields in the New Bylaws;

5. all alterations to the New Bylaws mentioned herein shall not take effect until the New Bylaws are filed with the Registrar;

6. any one director of the Association, signing alone, be and is hereby authorized and directed to do, sign, execute and deliver all such documents and instruments, and to do any such further acts and things, as may be necessary to give full effect to this resolution or as may be required to carry out the full intent and meaning thereof;

7. the Association hereby approves and appoints Lawson Lundell LLP as one of the Association's agents to electronically file the bylaw alteration application with the Registrar; and

8. all steps and proceedings which have already been taken by one or more directors of the Association to give effect to the foregoing are hereby confirmed, approved and ratified.

Moved by: Shervin Laghaie

Seconded by: Greyson Dubé

26/18/8

REJECTED

Discussion:

The discussion primarily centered around the proposed Bylaw 11.1(b)(ii). This proposed Bylaw defines the process in which a special general meeting (SGM) can be called by any member to hold a vote of non-confidence against a sitting Executive.

- Concerns were raised that the proposed number of signatures required would be unachievably high. Also, since Bylaw 11.1 has never been used, questions were raised on the need to increase the number of required signatures.
- The intent of this Bylaw amendment is to discourage misuse while leaving the primary method of Executive removal unchanged.
- Clarified that the proposed change would have a 75-signature floor to call an SGM for all other matters. The 80% threshold applies only when the purpose of the SGM is to remove an Executive. The discussion reiterated that BCITSA has a mixed governance model with elected directors and appointed councillors. Multiple speakers emphasized that the two-thirds vote of Council remains the primary and most practical route to remove an executive and is unchanged by the proposal.
- The package at this meeting was omnibus; individual clause amendments could not be moved here. Some members proposed accepting the omnibus bylaw package at this meeting and directing the Bylaw Committee to revisit Bylaw 11.1(b)(ii) for the next general meeting. This suggestion was noted as a potential Council directive following the SAGM.
- Any member can sign any petition for an SGM.

Some members expressed that changes to Bylaw 18.2 may affect transparency and member access to information.

- The intent of the proposed Bylaw 18.2 is to clarify a closed list of records available to members to avoid accidental expansion and to balance transparency with confidentiality (e.g., HR, legal/contractual matters). Election results and vote totals are posted publicly on the SA website.
- Many other student unions handle similar limits via policy.

Motion:

To call the question.

Moved by: Ja Mu Ku

Seconded by: Russell Moy

26/21/5

REJECTED

Motion:

To extend the meeting by 30 minutes.

Moved by: Cora Bell

Seconded by: Polina Omelyantseva

26/15/11

CARRIED

Motion:

To call the question.

Moved by: Polina Omelyantseva

Seconded by: Bhavnoor Saroya

34/10/8

CARRIED

5 Adjournment

It was moved by Cora Bell and seconded by Greyson Dubé that the meeting be adjourned.

Unanimous

CARRIED

The meeting adjourned at 18:50.

Minutes Recorded by

Adam Beggs

Approved by the Executive Committee on:

August 24, 2025

	3 Be it resolved that the agenda be accepted as distributed.	4 Main Motion as presented.	To uphold the decision of the chair	To call the question (end discussion on the motion and vote on the motion)	Extend the meeting for 30 minutes	To call the question (end discussion on the motion and vote on the motion) again.
Participant Name						
Adam	Yes	Yes	Yes (don't strike the agenda item)	Yes	Yes	Yes
Anisa Mendoza	Yes	Yes	No (strike the agenda item)	Yes	No	Yes
Avra P	No	No	No (strike the agenda item)	No	Yes	No
Bhavnoor Saroya	Yes	Yes	Yes (don't strike the agenda item)	Yes	Yes	Yes
Blaze Pihl	Yes	Yes	Yes (don't strike the agenda item)	Yes	Yes	Yes
Bobby Davidson	No	No	No (strike the agenda item)	No	Yes	No
Cora	Yes	Yes	Yes (don't strike the agenda item)	No		Yes
Debbie Poon	Yes	No	Yes (don't strike the agenda item)	Yes	Yes	Yes
Denzel Mohamed	Yes	Yes	Yes (don't strike the agenda item)	No	Yes	Yes
Elena Jou Luo		Abstain		Abstain	Abstain	Abstain
Eric Chau	Yes	No	Abstain	No	Abstain	Abstain
Ericka Cortez	Yes	Yes	No (strike the agenda item)	Yes	No	Yes
Ethan Van Dyk	Yes	No	Abstain	No	Yes	No
Fahad Doza		No	No (strike the agenda item)	No		No
Greyson Dube	Yes	Yes	Yes (don't strike the agenda item)	No	Yes	Yes
Harbir Grewal		No		No	Yes	Abstain
Ho Yin Pedro Cheng	Yes	Abstain	Abstain	Yes	Yes	Yes
Huy Tran	Yes	Yes	Abstain	No	Yes	No
Isabela Patarroyo		Abstain	Abstain	Yes	Yes	Yes
Ja Mu Ku	Yes	Yes	Yes (don't strike the agenda item)	Yes	No	Yes
Jimmy Wang	Yes	Yes	No (strike the agenda item)	Yes		Yes
Jing Xie		No			No	Yes
Joseph K. Yuruk	No	No	No (strike the agenda item)	No	No	No
Ky Duyen Mai	No	No	No (strike the agenda item)	No	Yes	No
Mahdiyar Saber	No	No	No (strike the agenda item)	No	Yes	Yes
Marisa Price	Yes	Yes	Yes (don't strike the agenda item)	Yes	No	Yes
Marta Kurowska	Yes	Yes	Yes (don't strike the agenda item)	Yes	Yes	Yes
Milanjay Vashisht	Yes	Yes	Yes (don't strike the agenda item)	Yes	Yes	Yes
moksh garg		No	No (strike the agenda item)	No	No	No

	3 Be it resolved that the agenda be accepted as distributed.	4 Main Motion as presented.	To uphold the decision of the chair	To call the question (end discussion on the motion and vote on the motion)	Extend the meeting for 30 minutes	To call the question (end discussion on the motion and vote on the motion) again.
Participant Name						
Monica Sanchez		Yes	No (strike the agenda item)	No	No	Yes
Ninorah Mendes	Yes	Yes	Abstain	Yes	No	Yes
Oceaan Pendharkar		Yes	Yes (don't strike the agenda item)	No	Yes	Yes
polina	Yes	Yes	Yes (don't strike the agenda item)	Yes	Yes	Yes
Prabjot Singh Sabharwal	Yes	Yes	Yes (don't strike the agenda item)	Yes	No	Yes
Ronald Ho	No	No		No	Yes	No
Ruby	Yes	Yes	Yes (don't strike the agenda item)	Yes	Yes	Yes
Russell Moy	Yes		Yes (don't strike the agenda item)	Yes	No	Yes
Sasha Roosen-Saba		No				
shervin laghaie		Yes	Yes (don't strike the agenda item)	Yes	No	Yes
Simone Chiang	Yes		Abstain	Yes		
Sina Faraj Poor	No	Yes	No (strike the agenda item)	Yes	No	Yes
Soomin Jeong	Yes	Yes	Yes (don't strike the agenda item)	Yes	Yes	Yes
Stewart	Yes	Yes	Yes (don't strike the agenda item)	Yes	Yes	Yes
Taiyo Hara	No	No	Yes (don't strike the agenda item)	No	Yes	Yes
Tijana Radovic	No	No	No (strike the agenda item)	Abstain		No
trevor william mcbride	No	No		No	No	
Xavier Delaney	Abstain	No	No (strike the agenda item)	Yes	Yes	Yes
Yachana Jangra	Yes	Yes	Yes (don't strike the agenda item)	Yes	No	Yes
Yan Yiu Li	Yes	Yes	Yes (don't strike the agenda item)	Yes	Abstain	Yes
Zion Chan		Abstain	Yes (don't strike the agenda item)	No	Yes	Yes

STUDENT ASSOCIATION OF THE
BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
(the “Association”)

SPECIAL RESOLUTION
TO BE APPROVED AT A GENERAL MEETING OF THE MEMBERS

WHEREAS:

- A. The Association wishes to hold a Semi Annual General Meeting of the Members to have Members consider certain amendments to the existing Bylaws of the Association; and
- B. the Association desires to alter the Bylaws of the Association (the “Bylaws”) pursuant to sections 11 and 17 of the *Societies Act* (British Columbia) (the “Act”) and applicable sections of the Association’s Bylaws.

NOW THEREFORE, BE IT RESOLVED, by way of a special resolution, **THAT:**

- 1. the existing Bylaws of the Association (the “**Existing Bylaws**”) be deleted in their entirety, and the Bylaws attached at Schedule “A” hereto be and are hereby adopted as the new Bylaws of the Association (the “**New Bylaws**”);
- 2. further to the special resolution described in paragraph (a) and for greater certainty, all amendments to the Existing Bylaws as a result of the adoption of the New Bylaws (such amendments as reflected in the blackline comparison document attached at Schedule “B” hereto) be and are hereby approved;
- 3. the Association, or by way of an agent or representative, file a bylaw alteration application with the BC Registrar of Companies (“**Registrar**”) to give effect to the new Bylaws;
- 4. at any time prior to the filing of the bylaw alteration application with the Registrar, any one of the directors, legal counsel or authorized representative of the Society is hereby authorized to further alter the New Bylaws by inserting any applicable filing dates and updates into certain designated fields in the New Bylaws;
- 5. all alterations to the New Bylaws mentioned herein shall not take effect until the New Bylaws are filed with the Registrar;
- 6. any one director of the Association, signing alone, be and is hereby authorized and directed to do, sign, execute and deliver all such documents and instruments, and to do any such further acts and things, as may be necessary to give full effect to this resolution or as may be required to carry out the full intent and meaning thereof;
- 7. the Association hereby approves and appoints Lawson Lundell LLP as one of the Association’s agents to electronically file the bylaw alteration application with the

Registrar; and

8. all steps and proceedings which have already been taken by one or more directors of the Association to give effect to the foregoing are hereby confirmed, approved and ratified.

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SCHEDULE “A”

New Bylaws

(see attached)



| Student
Association

enhancing student life

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

Incorporated - October 3rd, 1968

www.bcitsa.ca

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CONSTITUTION

1. The legal name of the society shall be the Student Association of the British Columbia Institute of Technology; hereinafter, it shall be referred to as the British Columbia Institute of Technology Student Association ("**BCITSA**" or the "**Association**").
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, and to enhance student life at British Columbia Institute of Technology ("**BCIT**");
 - (b) to represent student interests before BCIT and any other stakeholder;
 - (c) to promote a vibrant and collaborative community within BCIT; and
 - (d) to promote student representation at all levels of decision making at BCIT, and on all other entities that affect the student body.

1. INTERPRETATION AND DEFINITIONS

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

- (a) “**Accessibility Services**” means the BCIT entity responsible for providing support to students with disabilities;
- (b) “**AIC**” shall mean the BCIT Annacis Island Campus, located at 1608 Cliveden Avenue, Delta, British Columbia;
- (c) “**Advocacy Staff**” means the members of BCITSA staff responsible for supporting students with academic and non-academic issues at BCIT;
- (d) “**Annual General Meeting**” means the meeting of Members held once a year in accordance with the *Societies Act*;
- (e) “**ATC**” shall mean the BCIT Aerospace Technology Campus, located at 3800 Cessna Drive, Richmond, British Columbia;
- (f) “**BCIT**” shall mean the British Columbia Institute of Technology;
- (g) “**BCIT Board of Governors**” means the BCIT governing entity established by the *College and Institute Act*.
- (h) “**BCIT Education Council**” means the body of BCIT responsible for setting educational policy, programs, and priorities at BCIT;
- (i) “**BCIT Housing**” means the BCIT entity responsible for the management of on-campus student housing and facilitating access to off-campus student housing;
- (j) “**BCIT Recreation Services**” means the BCIT entity responsible for the health and well- being of BCIT students, faculty and staff;
- (k) “**BCITSA**” or “**Association**” shall mean the Student Association of the British Columbia Institute of Technology;
- (l) “**BCITSA Strategic Vision**” means the document located on the BCITSA website outlining the strategic vision of BCITSA, as may be amended, replaced or removed from time to time;
- (m) “**BMC**” shall mean the BCIT Marine Campus, located at 265 W Esplanade, North Vancouver, British Columbia;

- (n) “**Burnaby Campus**” shall mean the BCIT campus located at 3700 Willingdon Avenue, Burnaby, British Columbia;
- (o) “**Business Day**” means a day other than a Saturday, Sunday, or statutory holiday in the province of British Columbia;
- (p) “**Chair**” shall refer to each Executive that is a representative of a particular School or campus, as follows:
 - (i) Chair of the Specialized Transport Campuses;
 - (ii) Chair of the School of Business + Media;
 - (iii) Chair of the School of Energy;
 - (iv) Chair of the School of Transportation, Construction and the Environment;
 - (v) Chair of the School of Health Sciences;
 - (vi) Chair of the School of Computing and Academic Studies;
 - (vii) Chair of the Downtown Campus; and
 - (viii) any other Chairs that may be determined from time to time.
- (q) “**Clubs**” shall refer to student organizations that have been sanctioned by the Council, pursuant to the procedures set out in Bylaw 19;
- (r) “**Club Program Coordinator**” means the member of BCITSA staff responsible for supporting BCITSA-sanctioned clubs;
- (s) “**Councillor**” means the appointed Student constituent of each School that sits on the Council and includes those councillors appointed by the Executive Committee;
- (t) “**Council**” means the BCITSA student representatives, being the governing body of BCITSA as further described in Bylaw 6;
- (u) “**CRO**” means the Chief Returning Officer who shall be appointed in accordance with Bylaw 5.2 and shall chair the Election Committee and be responsible for the administration and conduct of all elections;

- (v) **"Decision Review Board"** means the committee formed in accordance with the written procedures of BCIT for the purposes of reassessing grades or making decisions with respect to academic misconduct;
- (w) **"Director of Finance"** means the member of BCITSA staff holding that title and responsible for the finances of the Association;
- (x) **"DTC"** shall refer to the BCIT Downtown Campus, located at 555 Seymour Street, Vancouver, British Columbia;
- (y) **"EDCO Executive Committee"** means the Executive standing committee of the BCIT Education Council;
- (z) **"Executive"** shall refer to a director of the Association, elected by the Members in accordance with Bylaw 5;
- (aa) **"Executive Board"** means the BCITSA board of directors consisting of all of the Executives of the Association;
- (bb) **"Executive Director"** means the senior paid staff member responsible for the day-to-day operations of the Association;
- (cc) **"Ex Officio Member"** means an individual with the right to attend and speak but does not include the ability to move, second, or vote on motions;
- (dd) **"Indigenous Initiatives"** means the BCIT entity tasked with providing support and resources to First Nations, Inuit, Metis and other self-identifying Indigenous students;
- (ee) **"International Student Services"** means the BCIT entity responsible for providing support and assistance to current and prospective BCIT students who are neither permanent residents nor citizens of Canada;
- (ff) **"Member"** means a member of the BCITSA who meets the criteria set out at Bylaw 2.1;
- (gg) **"Nominee"** shall have the meaning ascribed to it in Bylaw 5.5;
- (hh) **"Ordinary Resolution"** shall mean any of the following:
 - (i) a resolution passed at a general meeting by a simple majority of the votes cast by the Members;

- (ii) a resolution consented to in writing, after being sent to all of the Members, by at least 2/3 of the Members; or
 - (iii) a resolution passed by a simple majority of the votes cast on the resolution in accordance with these Bylaws;
- (ii) "**Petition**" shall have the meaning ascribed to it in Bylaw 11.1(b);
- (jj) "**Specialty Campus**" shall refer to any BCIT campus that is not located at the Burnaby Campus, including, without limitation, the Aerospace Technology Campus, the Marine Campus, the Annacis Island Campus and the Downtown Campus;
- (kk) "**Specialty Campus Councillor**" shall refer to students appointed by the Chair of the Specialized Transport Campuses as representatives of their respective Specialty Campuses;
- (ll) "**School**" shall refer to any of BCIT's academic divisions, including the School of Business + Media, the School of Computing and Academic Studies, the School of Construction and the Environment, the School of Energy, the School of Health Sciences, the School of Transportation, or any other School that BCIT may establish from time to time;
- (mm) "**Semi-Annual General Meeting**" means the General Meeting held in the spring in accordance with Bylaws 11.7 to 11.9 for the sole purpose of considering amendments to the Bylaws;
- (nn) "**Set Representatives**" means the set representatives elected by the Students in accordance with Bylaw 8.1;
- (oo) "**Societies Act**" shall mean the *Societies Act* (British Columbia), as the same may be amended from time to time;
- (pp) "**Special General Meeting**" means any meeting of Members held in accordance with these Bylaws other than an Annual General Meeting or a Semi-Annual General Meeting;
- (qq) "**Special Resolution**" means any of the following:
 - (i) a resolution passed at a general meeting by at least 2/3 of the votes cast by the Members;

- (ii) a resolution consented to in writing by all of the Members;
 - (iii) a resolution passed by at least 2/3 of the votes cast, in accordance with the Bylaws, on the resolution.
 - (rr) "**Specialized Transport Campuses**" means any of BCIT's Satellite Campuses with programs predominantly in the School of Transportation, including the Aerospace Technology Campus, the Marine Campus, and the Annacis Island Campus;
 - (ss) "**Student**" shall mean a registered student enrolled at BCIT, whether full time or part time;
 - (tt) "**Summer Months**" means the period from June 1st until the Monday immediately following Labour Day of the same year;
 - (uu) "**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; and
 - (vv) "**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.
 - (ww) "**UN Sustainable Development Goals**" shall refer to the 17 goals outlined in the 2030 Agenda for Sustainable Development, adopted by the United Nations General Assembly in September 2015, as amended from time to time.
- 1.2. In these Bylaws, the plural shall be interpreted as the singular, and vice versa, as the context requires. All use of gendered terms shall also be interpreted to include the pronouns of those who identify with non-binary pronouns.
 - 1.3. These Bylaws shall be the primary governing document of the BCITSA, and shall set forth the foundation for the structure, operation, and maintenance of the BCITSA.
 - 1.4. In the event there is a conflict between these Bylaws and any policy, procedure or resolution duly passed by the BCITSA, or between these Bylaws and the bylaws of any other organization of which the BCITSA is a member, the terms of these Bylaws shall prevail. No decision of the BCITSA, including the decision to join any alliance,

lobbying organization, or other external group, shall constitute an implied repeal of any Bylaw of the BCITSA.

- 1.5. Should any of the provisions of these Bylaws conflict with the Societies Act or its regulations, the provisions of the Act or the Bylaws shall prevail to the extent required by law only.

2. MEMBERSHIP

- 2.1. Members of BCITSA shall be those persons who meet the following criteria:
- (a) are current Students.
- 2.2. Every Member shall uphold the Constitution of the Society and shall comply with these Bylaws.
- 2.3. A Member's membership in the Association shall terminate upon:
- (a) the Member ceasing to meet the requirements outlined in Bylaw 2.1;
 - (b) the Member's membership being terminated or expelled in accordance with these Bylaws or the Societies Act;
 - (c) the Member's death; or
 - (d) the Member providing notification in writing to the Association of its resignation as a Member, subject to Bylaw 2.4.
- 2.4. Any Member that is terminated, expelled, or resigns from the Association in accordance with Bylaw 2.3(d) but remains a Student shall be responsible for paying all student activity fees associated with its registration as a Student at BCIT, including, without limitation, any fees relating to BCITSA.
- 2.5. All Members shall be considered to be in good standing unless:
- (a) the Member has not paid the required student activity fees for the current period;
 - (b) a Two-Thirds (2/3) Resolution of Council is passed stating the Member is no longer in good standing with the Association;
 - (c) a Special Resolution is passed stating the Member is no longer in good standing with the BCITSA, provided that:
 - (i) notice of the proposed Special Resolution is delivered to Council not less than thirteen (13) days prior to the meeting of Members at which the Special Resolution will be voted upon, such notice which shall include the reasons for such Member being placed in bad standing; and

- (ii) such Member is provided an opportunity to make a statement to the Members present at a general meeting prior to any vote in respect of the proposed Special Resolution.
- 2.6. A Member in bad standing may be placed in good standing by Ordinary Resolution.
- 2.7. Each Member in good standing shall have:
 - (a) the right to vote in elections and referenda;
 - (b) the right to run for and hold office in the Association; and
 - (c) in relation to any School or Specialty Campus for which the Member is enrolled in a program or course, the following rights:
 - (i) the right to vote in elections for that School or Specialty Campus;
 - (ii) the right to run for and hold office as Chair for that School or Specialty Campus; and
 - (iii) the right to serve as an appointed Councillor for that School or Specialty Campus.
- 2.8. A Member may be expelled from the BCITSA by way of Special Resolution provided that:
 - (a) notice of the proposed Special Resolution is delivered to Members not less than twenty one (21) days prior to the meeting of Members at which the Special Resolution will be voted upon, such notice which shall include the reasons for such Member being expelled; and
 - (b) such Member is provided an opportunity to make a statement to the Members present at a general meeting prior to any vote in respect of the proposed Special Resolution.
- 2.9. The following circumstances shall not cause the Membership in good standing of any BCITSA Executive to be automatically terminated:
 - (a) the Executive is not enrolled in courses during the Summer Months; or

- (b) with less than six (6) months remaining in their elected term, the Executive is not enrolled in courses after successfully completing all requirements of their program.

2.10. Honorary Members shall be all persons who have been designated as such by a Two-Thirds (2/3) Resolution of Council. The only membership right that an Honorary Member has is the right to speak at meetings of the Members.

3. GENERAL

- 3.1. The operations of BCITSA are to be carried out primarily at BCIT's main campus, located in Burnaby, British Columbia, as well as at other campuses.
- 3.2. The Association shall have the power to make such regulations as it may deem necessary or advisable concerning the activities of the Council, 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 Two-Thirds (2/3) Resolution of Council.
- 3.3. All meetings of the Association, whether they be conducted by the Executive Board, the Executive Committee, Council, or Association Committees, shall be conducted using Robert's Rules of Order.
- 3.4. Any amendments to the BCITSA Constitution or Bylaws must be approved by the members of the Association at a General Meeting in accordance with Bylaws 10 or 11.
- 3.5. For the purposes of transitioning the Association's governance practices after the COVID-19 pandemic, it shall continue to be the case that electronic participation is an available option of official meetings of Council, the Executive Board, and all Committees established under the provisions of Bylaw 12, and any General Meeting held under Bylaws 10 and 11, subject to the following:
 - (a) Council may, by a Two-Thirds (2/3) Resolution, vary the terms of this Bylaw with respect to meetings of Council;
 - (b) the Executive Board may, by a Two-Thirds (2/3) Resolution, vary the terms of this Bylaw with respect to meetings of the Executive Board or the Executive Committee;
 - (c) the terms of this section of the Bylaws have no bearing whatsoever on meetings of Set Representatives, which are organized according to the preferences of the applicable Chair; and
 - (d) If any other provisions of the Bylaws conflict with Bylaw 3.5, it is intended that Bylaw 3.5 nonetheless applies, notwithstanding the conflict.

4. EXECUTIVES AND THE EXECUTIVE BOARD

- 4.1. The Executive Board of BCITSA shall consist of twelve Executives, elected by the Members in accordance with Bylaw 5, who shall occupy the following positions:
- (a) President;
 - (b) Vice President Finance and Administration;
 - (c) Vice President Student Experience;
 - (d) Vice President External;
 - (e) Vice President Equity and Sustainability;
 - (f) Chair of the School of Business + Media;
 - (g) Chair of the School of Health Sciences;
 - (h) Chair of the School of Energy;
 - (i) Chair of the School of Transportation, Construction and the Environment;
 - (j) Chair of the School of Computing and Academic Studies;
 - (k) Chair of the Specialized Transport Campuses (STC); and
 - (l) Chair of the Downtown Campus (DTC).
- 4.2. One or more Executives may be 16 or 17 years of age provided that the majority of Executives are 18 years of age or older. No Executive may be under the age of 16, and at least one Executive must be ordinarily resident in British Columbia.
- 4.3. At no time shall a majority of the Executives receive or be entitled to receive remuneration from BCITSA under employment or services contracts, other than remuneration for being a director.
- 4.4. Subject to Bylaws 14.5 and 14.6, the term of each Executive shall begin on June 1st following election until May 31st of the following year. Any Executive elected pursuant to a by-election shall assume office upon the declaration of such by-election results, and shall hold office until May 31st. For greater certainty, any newly elected Executive assuming their position prior to June 1 pursuant to Bylaw

14.6(a)(i) shall have their term of office extended by the period to fill the vacancy of any outgoing Executive.

4.5. Pursuant to Bylaw 3.2, the Association may through regulations adopt a code of conduct for members of the Executive Board that governs their conduct in office, defines the use of impeachment under Bylaw 14, and that provides for additional sanctions, including but not limited to censure and suspension.

4.6. Executives shall:

- (a) meet at any time at the request of the President;
- (b) set a good example for Council; for example, Executives shall be in full attendance at all regularly scheduled Executive Board and Council meetings;
 - (i) if an Executive misses more than two consecutive Council and/or Executive meetings without having been excused by the meeting chair, the President may, at their sole discretion, deduct fifty percent (50%) of such Executive's honorarium for the month after the absences occurred.
- (c) have a working knowledge of the Constitution and Bylaws;
- (d) meet during the week that is one week prior to the commencement of classes for the fall term pursuant to the BCIT calendar;
- (e) meet at least once per month during the Summer Months;
- (f) attend all orientations as scheduled by the Executive Director;
- (g) be responsible, except during the Summer Months, for submitting progress reports every other week;
- (h) curtail any extracurricular activities that interfere with Executive duties or cause the Executive to fail to be in full attendance at all scheduled Executive Board and Council meetings;
- (i) maintain a minimum of:
 - (i) for full-time students, 12 credit hours or equivalent per semester, with the exception of the summer semester, for the duration of their term on the Executive Board; or

- (ii) for part-time students, be registered in a minimum of three courses per semester, with the exception of the summer semester, for the duration of their term on the Executive Board;
 - A. notwithstanding (ii) above, where the Election Committee grants a waiver from the course load requirement for part- time students under Bylaw 5.6(c), the terms of such waiver shall constitute the minimum course load requirement for the purposes of Bylaw 4.6(i)(ii);
- (j) attend all Annual General Meetings and Special General Meetings that may take place;
- (k) provide notice to the President when they are unable to attend a meeting of Council or the Executive Board, and be proactive in advising of any anticipated absences by Councillors whom they have appointed; and
- (l) at the end of their term on the Executive Board, take all reasonable efforts to ensure an efficient and smooth transition to the incoming Executives, which shall include having a transition session with the applicable successor Executive and shall be facilitated by the following:
 - (i) maintaining, on an ongoing basis, an up to date transition document;
 - (ii) no later than April 30th, submitting to the Executive Board their transition document; and
 - (iii) submitting to the final Council meeting in May a copy of the transition document and a summary of changes made during their term.

4.7. The duties and responsibilities of the Executive Members of Council are as follows:

- (a) The President of the Association shall:
 - (i) preside over Council and Executive Committee meetings;

- (ii) unless otherwise provided in these Bylaws, act as an ex officio member of any Committee of the Association as they deem appropriate;
- (iii) present the Interim Report and table the Annual Report at the Annual General Meeting;
- (iv) make sure that the performance of the Executives of their duties described in these Bylaws is of the highest quality as can reasonably be expected;
- (v) have the power to recommend to the Executive Board that appropriate action be taken in cases where an Executive is not fulfilling their duties in accordance with these Bylaws;
- (vi) sit, or be represented, on all committees struck by BCIT administration, BCIT staff, the BCIT Board of Governors, or the BCIT Educational Council where such committee is deemed to be of importance to Students (each, a "Committee"). If an invitation to sit or be represented on a Committee is not offered by the group or entity forming the Committee, it will be the President's duty to negotiate with such group or entity for representation on the Committee;
- (vii) be available to Executives and Members on a regular basis during accepted or agreed upon working hours;
- (viii) coordinate and assign all responsibilities to the Executive as they deem necessary, except as defined in these Bylaws;
- (ix) be the official spokesperson for the Association;
- (x) act as one of the Student co-signatories on the Association cheques;
- (xi) automatically, by virtue of the annual BCITSA election, become one of the elected Student representatives to sit on the BCIT Board of Governors;
- (xii) set and hold Executive Board meetings; and

- (xiii) be responsible for calling special Executive meetings, as appropriate, to deal with business, employees and/or management related issues.
- (b) The Vice President Finance and Administration shall:
- (i) in the absence of the President, assume all of the responsibilities of the President;
 - (ii) be responsible for arranging Council and Executive meetings and notifying the membership of such meetings;
 - (iii) ensure that all Council members receive a meeting agenda and associated materials at least 48 hours in advance of each Council meeting;
 - (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 are kept up to date;
 - (v) make sure that the performance of the President of their duties described in these Bylaws is of the highest quality as can reasonably be expected;
 - (vi) have the power to recommend to the Executive Board that appropriate action be taken in cases where the President is not fulfilling their duties in accordance with these Bylaws;
 - (vii) preside as chair of the Bylaw Committee (see Bylaw 12);
 - (viii) preside as chair of the Finance Committee (see Bylaw 12);
 - (ix) be responsible for assisting the Chairs in their responsibilities;
 - (x) be responsible for managing the budget process, and ensuring the budget is presented to Council for approval by May 15th of each year;
 - (xi) obtain and evaluate monthly financial reports for the Association;
 - (xii) be responsible for the closing of the fiscal year;

- (xiii) ensure that the annual financial report is read at the Annual General Meeting;
- (xiv) be responsible for ensuring that appropriate controls are in place for the disbursement of all funds;
- (xv) be responsible for overseeing the negotiations and contractual agreement with the BCITSA health and dental service provider;
- (xvi) act as one of the Student co-signatories on Association cheques;
- (xvii) ensure that Executive progress reports are received from Executives on time; and
- (xviii) ensure that the Executive transitions process described in Bylaw 4.6(l) is carried out, including by ensuring that there are processes in place so that all incoming Executives are provided with copies of the Bylaws, the Constitution, and all applicable policies and procedures of the Association.

(c) The Vice President External shall:

- (i) promote good public relations between the BCIT community (including Students, faculty and staff), post-secondary institutions and their respective student societies, all levels of government, and external stakeholders;
- (ii) where appropriate, attend or oversee any BCITSA-related conferences to take place on and off campus;
- (iii) handle inquiries and promote friendly relations with external student societies;
- (iv) liaise with provincial and federal ministries and government officials regarding issues that affect Students, including, without limitation, in respect of all aspects of the U-Pass program, its negotiation process, service and inquiries related thereto;
- (v) represent the BCITSA in the following external organizations:

A. the BCIT Alumni Association Board of Directors;

- B. any municipal, provincial or federal government lobbying efforts;
- (vi) be responsible to keep the Executive Board and Council informed of provincial and federal government policies that relate to the Association, its activities, or its members;
- (vii) preside as chair of the Advocacy and Policy Committee (see Bylaw 12);
- (viii) be responsible for the Association's External Policy Positions, including through the preparation of any documents or campaigns relating to external advocacy.
- (d) The Vice President Student Experience shall:
 - (i) be responsible for handling student issues and concerns;
 - (ii) liaise with BCIT on all matters affecting Student life at BCIT;
 - (iii) liaise with BCIT and with the Selection Committee to ensure that eligible students are appointed to the Decision Review Board;
 - (iv) be one of the elected Student representatives to sit on the BCIT Education Council and the EDCO Executive Committee;
 - (v) subject to Bylaw 5, serve on the Selection Committee as chair;
 - (vi) liaise with BCIT Recreation Services;
 - (vii) liaise with BCIT Housing;
 - (viii) be chair of the Clubs Committee (see Bylaw 12), and oversee and provide assistance to all Clubs and report to the Executive and Council with respect thereto.
- (e) The Vice President Equity and Sustainability shall:
 - (i) advocate for increased equity and inclusivity on campus;
 - (ii) collaborate with Advocacy staff, as applicable;

- (iii) champion sustainability initiatives;
 - (iv) promote, to the greatest extent possible, the alignment of BCITSA operations and values with the UN Sustainable Development Goals;
 - (v) liaise with Indigenous Initiatives;
 - (vi) liaise with International Student Services;
 - (vii) liaise with Accessibility Services;
 - (viii) preside as chair of the Equity & Sustainability Committee (see Bylaw 12); and
 - (ix) once during the fall and once during the spring, execute one or more projects or initiatives which promotes at BCIT one or more of the United Nations Sustainable Development Goals.
- (f) The Chairs shall:
- (i) chair applicable Set Representatives Committee meetings as scheduled in accordance with Bylaw 8.5;
 - (ii) liaise with BCIT to ensure that Set Representatives are elected and trained;
 - (iii) act as a liaison between Council and their respective Schools or Specialty Campus, as applicable;
 - (iv) express the viewpoint of their respective Schools or Specialty Campus, as applicable, at Executive or Council meetings;
 - (v) in the case of the Chair of the School of Transportation, Construction and the Environment, preside as chair of the Student Spaces Development Committee (see Bylaw 12);
 - (vi) provide direction to BCITSA members in the following areas:
 - A. issues relating to instructors;
 - B. access to administration; and

C. access to Executives;

- (vii) petition and appoint Councillors from the membership of their respective Schools or Specialty Campuses, as applicable, and submit the list of Councillors to the Vice President Finance and Administration by the second Council meeting;
- (viii) when appointing Councillors, attempt to maintain a balanced representation of students with respect to program and year of study at their respective School or Speciality Campus;
- (ix) proactively advise the President of the anticipated absence of any Councillor they have appointed; and
- (x) in the event that an uneven number of Councillors represent a certain School or Specialty Campus, the Chair of that School or Specialty Campus shall decide if the additional Councillor will be from the first, second, third, or fourth year.

4.8. The following Executives shall be employed by BCITSA during the months of June, July and August ("**Summer Employment**"):

- (a) President;
- (b) one other member of the incoming Executive Board, selected by consensus of the outgoing Executive Board from among those who volunteer themselves for Summer Employment, subject to the following:
 - (i) should no consensus be reached pursuant to Bylaw 4.8(b), the Executive shall be selected by majority vote of the outgoing Executive Board, but the President shall only vote in the event of a tie;
 - (ii) the outgoing Executive Board shall deliberate in camera when making its decision;
 - (iii) the outgoing Executive Board shall be assisted in reaching their decision by the Executive Director and their designees, if any; and
 - (iv) an incoming Executive shall not be eligible for the position if they are otherwise remunerated by the

Student Association for more than half of the eligible period; and

- (c) if no Executive accepts Summer Employment with BCITSA, the Vice President Equity and Sustainability shall be required to fill the position.

4.9. Executives shall be entitled to receive a monthly honorarium in an amount to be determined by Council, subject to the requirement that any motion determining the amount of monthly honorarium shall:.

- (a) be considered separately from any other questions or motions; and
- (b) be preceded by a recommendation contained in a report from the Finance Committee; and
- (c) take effect no sooner than June 1st.

4.10. No Executive shall serve in any capacity that grants them any voting role in any Association-sanctioned Club.

5. GENERAL ELECTIONS

5.1. The election of members of the Executive Board shall take place annually between March 1st and April 30th. Subject to these Bylaws, the dates of elections and by-elections shall be finalized in accordance with the following requirements:

- (a) The President, in consultation with the Executive Director, shall select the dates for the voting period of any elections or by-elections;
- (b) The dates shall be finalized through consultation with the BCIT Registrar's Office;
- (c) The dates, as much as possible, ought to be finalized before December 31st of the preceding year; and
- (d) If no dates have been finalized prior to December 31st of the preceding year, then the dates shall be finalized by the Executive Director or their designate.

5.2. The CRO shall:

- (a) be appointed by the Selection Committee;
- (b) chair the Election Committee;
- (c) be responsible for the administration and conduct of all elections;
- (d) be an ex officio member of Council during an election period; and
- (e) coordinate with the BCIT Registrar's Office to validate candidate eligibility.

5.3. A notice of election shall be posted at least two (2) weeks in advance of the closing date for nominations for any given election in an official BCITSA publication and on the BCITSA website, such notice which shall include the following:

- (a) the Executive positions for which nominations are being called or requested;
- (b) the date of the election and the hours during which the polls will be open for such election;

- (c) the location(s) and the method(s) of polling;
 - (d) the opening and closing date for nominations for the election;
 - (e) the location or place at which nomination forms for the election may be obtained; and
 - (f) the location and means by which the nomination forms may be submitted to the BCITSA.
- 5.4. Voting stations may be set up for the purpose of encouraging students to vote.
- 5.5. Any Student may nominate another person for an Executive position (each, a “**Nominee**”) by submitting a completed nomination package to the CRO within the applicable nomination period, but no person may be nominated for more than one position at the same time in any given BCITSA election or by-election. For greater certainty, no Student may submit a nomination package to BCITSA, nor have their nomination considered by the Elections Committee, if they have simultaneously submitted an application to BCIT for any of the additional student positions on the BCIT Board of Governors or the BCIT Education Council.
- 5.6. Subject to Bylaw 5.7, the Election Committee shall deem eligible for nomination any person who meets the following eligibility requirements:
- (a) is a member of the Association;
 - (b) is in good standing with the Association;
 - (c) is in a full-time program in accordance with BCIT criteria, or is in a minimum of three (3) part-time courses at BCIT;
 - (d) has a minimum grade point average (GPA) of sixty-five percent (65%) for the BCIT term completed immediately prior to the nomination period, subject to the following:
 - (i) any person who does not have any GPA at all shall not be subject to this requirement in order to become a candidate but shall nonetheless be subject, if elected, to the requirements of Bylaw 14.3(b);

and

- (e) any Nominee that is enrolled at the Aerospace Technology Campus must be a full-time Student in accordance with BCIT criteria with a minimum of ten (10) months left in their consecutive study period as of June 1st, being the first day of the Executive term for which such Nominee would be elected.
- 5.7. The Election Committee may, having regard to all the circumstances and in its sole discretion, deem eligible for nomination a candidate who fails to meet the eligibility requirements in Bylaw 5.6(c), (d), or (e).
- 5.8. For any given candidate, campaigning shall begin after they have attended an "all candidates meeting" and shall end when voting has closed. For any BCITSA election or by-election, the following rules and restrictions shall apply:
 - (a) acting in a lewd, indecent, or suggestive manner, or using materials of a lewd, indecent or suggestive nature, irrespective of the form they may take, is prohibited;
 - (b) defamation of another candidate or person, whether orally, via campaign materials or otherwise, is prohibited;
 - (c) every candidate in a BCITSA election or by-election is required to seek election independent from any other candidate or Executive. For greater certainty, all candidates are prohibited from coordinating campaign activities, or being seen to do so, and this includes but is not limited to the following restrictions:
 - (i) campaign materials shall endorse only one candidate;
 - (ii) candidates shall not produce campaign materials similar to those of other candidates in colour, branding, design, or appearance;
 - (iii) campaign materials shall not bear slogans which are the same or similar to those of other candidates;
 - (iv) other than communications in support of their own candidacy, no candidate shall express a preference, whether explicitly or implied, for the election of one person over another person to any position on the BCITSA Executive Board.

- (d) no campaign material, whether in print, electronic, or other format, shall contain any official logo of the BCITSA, BCIT or any likeness thereof;
- (e) members of the Election Committee, the Appeals Committee, and the Selection Committee, as well as all BCITSA staff, shall remain impartial and refrain from expressing support or opposition or preference for any candidates prior to the end of the voting period;
- (f) candidates who are BCITSA employees or volunteers shall not be permitted to campaign for themselves, or for any other candidate, during their working hours;
- (g) except in cases of self-endorsement, no BCITSA Executive or employee shall endorse any candidate for any office in a BCITSA election or by-election. Further, any student who has successfully sought election to the Executive Board, but not yet taken office, shall not endorse any candidate for any position in any BCITSA election or by-election;
- (h) candidates shall not solicit or accept endorsements from any BCITSA Executive or from any person seeking election to, or serving as a member of, the BCIT Board of Governors or the BCIT Education Council;
- (i) no candidate, nor any person supporting one or more candidates, may exceed the spending limit for a given election or by-election. The spending limit, which includes "gifts in kind", shall be the amount established by Council in the election regulations, provided that the limit shall be at least \$100 for any Chair position and \$150 for any other position;
- (j) no Club shall endorse any candidate in any BCITSA election or by-election;
- (k) the use of Club funds or Association funds for campaigning purposes is prohibited (for greater clarity, any discounts on campaign materials provided by the Association's businesses shall not constitute the use of Association funds provided that such discounts are available to all candidates);
- (l) any and all corrupt practices, including, without limitation, bribery, treating, undue influence, personation, aiding or abetting, shall be prohibited;

- (m) 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 (for greater clarity, any discounts on campaign materials provided by the Association's businesses shall not constitute an in-kind donation provided that such discounts are available to all candidates);
 - (n) all campaign materials, other than digital campaign materials, must be taken down from all buildings by 5:30pm on the first business day after the end of voting; and
 - (o) solicitation or coercion by a candidate of any person associated with a BCITSA election or by-election is prohibited.
- 5.9. All complaints of violations of election rules shall be made no later than 48 hours following the close of voting.
- 5.10. Without restricting the ability of the Election Committee to impose any penalty that they deem reasonable under the circumstances, any candidate determined by the Election Committee to be in breach of Bylaws 5.8(a), (b) or (l), or (o) must be disqualified, provided that:
- (a) any candidate disqualified for any reason in an election or by-election shall be ineligible to serve as a Councillor or Executive for a period ending September 1st in the calendar year following the disqualification. In the event that a candidate, having been disqualified once before, is disqualified in a subsequent election or by-election, they shall be further ineligible to serve as a Councillor or Executive for a period of twenty-four months.
- 5.11. Any candidate determined to be in breach of Bylaw 5.8(n) specifically, or the Posters Policy generally, shall be liable for a monetary penalty, subject to the following:
- (a) the penalty shall not be greater than \$100;
 - (b) the penalty may only be applied once;
 - (c) the penalty shall be reduced by 50% if the infraction is rectified within 24 hours and is immediately paid; and

- (d) reported infractions must be brought to the attention of the Elections Committee or CRO no later than 96 hours following the close of voting.
- 5.12. Polls and voting for purposes of conducting any and all elections, by-elections, referenda and plebiscites shall be conducted and performed in accordance with the following rules:
- (a) all Members shall be eligible to cast a vote;
 - (b) voting by proxy shall not be permitted;
 - (c) vote count should occur immediately upon the closing of the voting system;
 - (d) the candidate who receives the largest number of accepted ballots shall be declared elected, subject to ratification by Council. In the event of a tie between one or more candidates which affects the determination of the winner of an election or by-election, the winner shall be determined through drawing of lots from amongst the aforementioned candidates;
 - (e) candidates can appeal the results to the Election Committee within 24 hours of the results being announced;
 - (f) the use of electronic devices for voting shall be permitted on an election- by-election basis in accordance with BCIT policies or guidelines, including, without limitation, voting through any student portal administered by BCIT;
 - (g) any candidate running uncontested for a position in an election or by-election must be declared elected by a majority vote in the form of a yes-no vote. In the event of a tie between the yes and no options, the candidate shall be declared elected.
- 5.13. Any student who has successfully sought election to the Executive Board shall, prior to June 1st, attend any Executive orientations as scheduled by the Executive Director and shall attend, if possible, Council meetings, to familiarize themselves with the affairs of the Association.
- 5.14. The Association shall have the power to make such regulations as it may deem necessary or advisable concerning the conduct of elections, and to repeal, vary, alter or amend the same in such a manner as it may deem fit. Such regulations and any repeals,

variants, alterations or amendments shall be made by Two- Thirds (2/3) Resolution of Council, and shall take effect sixty (60) days after adoption of such resolution.

Selection Committee

5.15. The Selection Committee shall be responsible for appointing members of the Election Committee and the Appeals Committee, in addition to nominating eligible BCIT students to serve on the Decision Review Board, and shall be supported by senior staff members of the Association as designated by the Executive Director. The Committee consist of the following individuals:

- (a) Vice President Student Experience;
- (b) one Executive, as vice-chair, as appointed by the Executive Committee, such appointment to be reviewable under 6.4(d); and
- (c) one Councillor, to be appointed by Council, subject to the following restrictions and exceptions:
- (d) any Executive running for re-election shall not be permitted to be a member of the Selection Committee or cast a vote to name a member of the Selection Committee;
- (e) no member of the Selection Committee shall be eligible to stand for election as an Executive;
- (f) in the event that the Vice President Student Experience is seeking election to an Executive position named in Bylaw 4.1, and is therefore ineligible to sit on the Selection Committee pursuant to Bylaw 5.15(d), an alternate member of the Selection Committee shall be appointed by the Executives subject to the procedures and restrictions of this Bylaw;
- (g) in the event that there are fewer than three (3) Executives eligible to vote to select members of the Selection Committee, such vote will be carried out by Student Councillors and eligible Executives, if any, provided that no Executive or Councillor running for election as an Executive shall be permitted to vote; and
- (i) No Councillor voting on an appointment to the Selection Committee under this provision shall be permitted to stand for election as an Executive;

- (h) in the event that no Executive is eligible to be appointed to the Selection Committee as a result of Bylaws 5.15(d) and (e), Councillors may also be appointed to the Executive seats on the Selection Committee, subject to the procedures and restrictions of this Bylaw.

Election Committee

- 5.16. The Election Committee shall oversee and facilitate, in conjunction with BCITSA staff, the election of the BCITSA Executive, and shall consist of the following individuals who shall act in such capacity for a term beginning October 31st and ending May 31st:
 - (a) one (1) Chief Returning Officer; and
 - (b) two (2) Deputy Returning Officers; subject to the restrictions enumerated in Bylaw 5.19.
- 5.17. Members of the Election Committee shall:
 - (a) not be a current Executive or member of Council;
 - (b) not have been an Executive or member of Council in the twelve (12) months prior to their appointment; and
 - (c) not be a candidate for election as an Executive, student Board of Governors member, or student Education Council members.
- 5.18. Members of the Election Committee shall:
 - (a) receive an honorarium for their term, and a further stipend for each election or by-election administered by them during their term, such amounts of remuneration to be fixed by the Executive Director or any designee thereof from time to time; and
 - (b) attend a training session organized by the Executive Director or any designee thereof.
- 5.19. The Election Committee shall:
 - (a) be responsible for the interpretation and enforcement of Bylaw 5 including any regulation adopted pursuant thereto, and of the electoral process;
 - (b) all findings of fact made by the Election Committee shall be final and shall not be overturned unless such finding is

deemed by the Appeals Committee in accordance with Bylaw 5.29 to be patently unreasonable such that no reasonable decision-maker could have made such a finding;

- (c) rule and decide on questions of candidate eligibility;
- (d) hear all election-related complaints filed during the election period;
- (e) be entitled to consult on administrative matters with:
 - (i) the Government Relations Strategist; and/or
 - (ii) the Vice President Student Experience, provided that they are not a candidate for election;
- (f) be advised on matters of due process by a member of the Advocacy Staff, provided that the same member of the Advocacy staff shall not advise both the Election Committee and the Appeals Committee on the same matter;
- (g) 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 BCITSA;
- (h) reach decisions by consensus unless, if in the opinion of the appointed Advocacy Staff member, there is no reasonable likelihood of reaching consensus on a matter, in which case the Election Committee members in attendance at an Election Committee meeting shall resolve the issue by majority vote; and
- (i) make all decisions and determinations in accordance with these Bylaws, and taking into account the principles of due process and any analogous decisions of previous Election Committees and Appeal Committees.

5.20. During the time period beginning June 1st and ending October 30th of each year, the duties of the Elections Committee shall be performed, if necessary, by and at the discretion of the following individuals:

- (a) the President;
- (b) the Vice President Student Experience; and

- (c) one other current Executive to be appointed by the Executive Board; and
- (d) the Executive Director or any designee thereof, as an ex officio member;

subject to the requirement that if a vacancy occurs during the Summer Months in either the office of President or of Vice President Student Experience, or both, and the temporary occupant, or occupants, intend to contest the subsequent by- election, the Executive Board shall appoint another Executive or Executives, as applicable, to serve out the role, or roles, contemplated in Bylaw 5.20(a) or (b).

Appeals Committee

- 5.21. A new Appeals Committee shall be formed for each election or by-election held by BCITSA which shall, subject to any limitations set out in these Bylaws, hear appeals of decisions taken by the Election Committee, and which shall consist of three Students-at-large as appointed by the Selection Committee, such appointments to take place within forty-eight (48) hours of the close of nominations for an election or by-election.
- 5.22. In the event the Selection Committee determines that an appointed Appeals Committee member is unable to perform their duties as a member of the Appeals Committee in accordance with these Bylaws, the Selection Committee shall be entitled to remove such Appeals Committee member and appoint a replacement Student-at-large to sit on and perform the duties of a member of the Appeals Committee on a temporary or permanent basis.
- 5.23. The Selection Committee may conduct interviews of potential appointees to the Appeals Committee at any time prior to the close of the applicable nominations, and shall at all times ensure that no appointee is in a perceived or actual conflict as outlined in Bylaw 5.26.
- 5.24. One member of Council shall be entitled to be present at all meetings of the Appeals Committee as an observer only.
- 5.25. Each member appointed to the Appeals Committee shall perform the duties of the Appeals Committee from their date of appointment until Council's ratification of the election or by- election for which they were appointed.

- 5.26. No member of the Appeals Committee shall have any prior or current relationship to any party who is the subject of a dispute before the Appeals Committee that could reasonably result in a perceived or actual conflict of interest. In the event of a reasonable perceived or actual conflict of interest as determined by the Selection Committee, the Selection Committee shall appoint a replacement Student-at-large who shall take the place and perform the duties of the conflicted individual in respect of the Appeals Committee to the extent necessary to avoid any perceived or actual conflict of interest.
- 5.27. An individual against whom an adverse finding 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.
- 5.28. An appeal of a decision made by the Election Committee must be received by the Appeals Committee not later than twenty four (24) hours after the decision of the Election Committee is issued.
- 5.29. The Appeals Committee shall not overturn any decision of the Election Committee unless it is deemed by the Appeals Committee following review to be patently unreasonable such that no reasonable decision-maker could have made such a finding.
- 5.30. The Appeals Committee shall:
- (a) be advised on matters of due process by a member of the Advocacy Staff provided that the same member of the Advocacy staff shall not advise both the Election Committee and the Appeals Committee on the same matter;
 - (b) reach decisions by consensus unless, if in the opinion of the appointed Advocacy Staff member, there is no reasonable likelihood of reaching consensus on a matter, in which case all of the Appeals Committee members shall resolve the issue by majority vote;
 - (c) make all decisions and determinations in accordance with these Bylaws, and taking into account the principles of due process and analogous decisions of previous Appeals Committees; and
 - (d) hear and decide appeals and disputes put before it in accordance with the following process:

- (i) 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;
- (ii) the Chief Returning Officer shall represent the Elections Committee before the Appeals Committee, and the Complainant may be self- represented or may retain third-party representation or may be represented by the CRO;
- (iii) the Appeals Committee shall meet with both parties to any dispute individually to hear arguments about the validity of the decision of the Election Committee, having regard to Bylaw 5.19(b). Arguments shall be restricted to errors in the interpretation of these Bylaws or the application of prior precedent decisions;
- (iv) after hearing arguments, the Appeals Committee shall meet in camera with the member of the Advocacy Staff to make its decision on the appeal;
- (v) all decisions of the Appeals Committee will be rendered within forty- eight (48) hours of the filing of the appeal with all parties present;
- (vi) if all parties are unable to be present within the forty- eight (48) hour deadline described in Bylaw 5.30(d)(v), the Appeals Committee shall render its decision in writing and notify all parties of the decision by way of letter addressed to each party, email or otherwise; and
- (vii) decisions of the Appeals Committee are final and are not subject to further appeal or review.

5.31. Members of the Appeals Committee shall receive an honorarium for their term, with the amount of remuneration provided to be fixed by the Executive Director or any designee thereof.

6. COUNCIL

6.1. Council shall be comprised of the following members:

- (a) all of the Executives of BCITSA elected in accordance with Bylaw 5; and
- (b) all Councillors appointed in accordance with Bylaw 7.1, which shall include:
 - (i) Councillors from the School of Business + Media (Burnaby Campus);
 - (ii) Councillors from the School of Health Sciences;
 - (iii) Councillors from the School of Energy;
 - (iv) Councillors from the School of Transportation, Construction and the Environment;
 - (v) Councillors from the School of Computing and Academic Studies (Burnaby Campus);
 - (vi) Councillors from ATC and DTC;
 - (vii) one Specialty Campus Councillor from each of the Specialized Transport Campuses, other than the campus at which the STC Chair is enrolled;
 - (viii) two International Student Councillors;
 - (ix) one Housing Student Councillor;
 - (x) two Indigenous Student Councillors; and
- (c) all officers of BCITSA who are not also Executives, as ex officio members.

6.2. The Council shall:

- (a) act as a governing body of the Association;
- (b) subject to the provisions of the Constitution and these Bylaws, have full control of all such activities under the Association as provided for by these Bylaws;

- (c) receive, administer, and have audited all monies that may be placed in the custody of or may become the property of the Association;
 - (d) oversee all services offered by the Association to its Members;
 - (e) be able to alter, modify, overrule or set aside any action of officers, committees of Council, or Clubs to whom powers may have been conferred by the Constitution or these Bylaws;
 - (f) 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 (British Columbia);
 - (g) ensure that members of the Executive Board are performing their duties; and
 - (h) be entitled to review on a regular basis the Executive Director's reports on the operations of the Association.
- 6.3. Each Member of Council shall be entitled to one vote on any motion coming before Council.
- 6.4. During the Summer Months, the Executive Committee shall take the place of Council such that it shall have and perform all of the powers, duties and obligations of Council as described in these Bylaws and in accordance with 6.6(a), provided that with respect to any policy, procedure, or resolution passed pursuant to this section:
- (a) any motion ordinarily requiring a simple majority for passage will require a two-thirds (2/3) majority to pass;
 - (b) any motion ordinarily requiring a two-thirds (2/3) majority for passage will require a three-quarters (3/4) majority to pass;
 - (c) any motion ordinarily requiring a majority of three-quarters (3/4) or more to pass will require unanimous consent to pass; and
 - (d) Council shall, within its first four meetings of the academic year, review all decisions adopted under 6.4 and shall have the power to rescind or alter the same by a Two-Thirds (2/3) Resolution of Council.
- 6.5. The Executive Committee shall be formed as a standing committee to facilitate the operations of the Association, particularly during the

Summer Months in lieu of Council and its standing committees, and shall consist of the following individuals:

- (a) the Executives, as voting members; and
- (b) the Specialty Campus Councillors, as non-voting members.

6.6. The Executive Committee shall:

- (a) during the Summer Months, have and perform all of the powers, duties and obligations vested in Council and its standing committees pursuant to these Bylaws;
- (b) meet at least once per month during the Summer Months for purposes of exercising the powers of Council and its standing committees;
- (c) create, implement, amend or replace, or cause the creation, implementation, amendment or replacement of, the BCITSA Strategic Vision, from time to time; and
- (d) meet at least once per month in respect of all months that are not Summer Months for purposes of discussing progress made with respect to the BCITSA Strategic Vision.

6.7. Each voting member of the Executive Committee shall be entitled to one vote on any motion coming before it.

6.8. At the first meeting of Council following the Summer Months, a report of all business conducted by the Executive Committee during the Summer Months shall be presented to Council for information purposes only.

7. COUNCILLORS

7.1. Councillors shall be appointed as follows:

- (a) the students of the five (5) Schools and the ATC and DTC shall be represented on the Council on a basis of one (1) Councillor (not including Specialty Campus Councillors) for every three-hundred (300) full-time Students, calculated based on enrolment figures as of September 15th of the relevant academic year, subject to the following:
 - (i) the final allocation shall be approved by the Executive Board, subject to any minimum requirements in these Bylaws;
 - (ii) prior to the approval by the Executive Board of the final allocation, Chairs may refer to the previous year's allocation when recruiting applicants;
 - (iii) any member of the Executive Board may, prior to the approval of the final allocation, propose that one or more allocations be adjusted based on rounding up to the nearest three-hundred (300) full-time Students, if it is reasonable to do so and if approved by the Executive Board;
- (b) each School shall be represented by at least one Councillor from that School;
- (c) the ATC and DTC shall each be represented by at least one Councillor;
- (d) each Councillor representing a School or Specialty Campus shall be selected by their respective Chair and is accountable to them;
- (e) the Housing Student Councillor, Indigenous Student Councillors, and International Student Councillors shall be selected by the Vice President Student Experience and the Vice President Equity and Sustainability;
- (f) it is intended that the selection of Councillors, if possible, reflect the make-up of students within the School or Specialty Campus from which they are chosen;

- (g) all Councillors must be Members in good standing of the Association and must meet the applicable criteria for their position:
 - (i) a Councillor appointed to represent a School shall be enrolled in at least one course from that School;
 - (ii) a Councillor appointed to represent a Specialty Campus shall be enrolled in at least one course delivered at that Campus;
 - (iii) a Councillor appointed by the Chair of the School of Computing and Academic Studies or by the Chair of the School of Business + Media shall be enrolled in at least one course delivered either at the Burnaby campus or online;
 - (iv) the Housing Councillor shall live in on-campus housing at BCIT;
 - (v) the Indigenous Student Councillors shall be students registered with BCIT as Indigenous students;
 - (vi) the International Student Councillors shall be students registered at BCIT as international students; and
 - (vii) if any Councillor appointed to represent a School or Specialty Campus is enrolled in co-op during their term, their eligibility shall be assessed on a case-by-case basis by the Chair responsible for appointing them;
- (h) those responsible for appointing Councillors shall, no later than the second meeting of Council after the Summer Months, submit to Council a written report outlining the following:
 - (i) the outcome of liaising with applicable BCIT points of contact;
 - (ii) how widely the positions were advertised to students, and how this was done;
 - (iii) how many applications were received;
 - (iv) how decisions were made as to which applicants were appointed; and

- (v) if applicable, the extent to which Councillor selection reflects the make-up of students within the School or Specialty Campus from which they are chosen.

7.2. Councillors shall be appointed in accordance with Bylaw 7.1, and shall:

- (a) be entitled to participate fully in all Council meetings;
- (b) provide direct communication between the Council and their respective Schools or Specialty Campuses, as applicable, and community (i.e. students, faculty, and staff);
- (c) attend all Council meetings and be willing to sit on at least one Association or BCIT committee as requested;
- (d) receive a meeting fee for each Council meeting attended;
- (e) read, understand and act in accordance with the Constitution, these Bylaws and any regulations of the Association;
 - (i) failure by a Councillor to abide by the Constitution, these Bylaws and/ or any regulation of the Association shall lead to a verbal warning, followed by a written warning, before being terminated from the position of Councillor by and at the discretion of the Executive responsible for such Councillor's appointment;
 - (ii) serious offences by a Councillor are subject to immediate termination at the discretion of the Executive responsible for such Councillor's appointment; and
- (f) attend all General Meetings of the members.

7.3. Each Specialty Campus Councillor shall be appointed by the Chair of the Specialized Transport Campuses and shall be appointed for a term not to exceed one calendar year.

7.4. Specialty Campus Councillors shall:

- (a) be appointed pursuant to Bylaw 7.3;
- (b) be entitled to participate fully in all Council meetings including proposing motions and voting on any motion coming before Council;

- (c) receive a monthly honorarium in an amount to be determined by Council;
- (d) provide direct communication between the Council and their respective Specialty Campuses and community (including students, faculty, and staff);
- (e) read and understand the Constitution and Bylaws of the Association;
- (f) act at all times in accordance with the Constitution, Bylaws and any regulations of the Association;
- (g) attend Annual General Meetings and Special General Meetings;
- (h) chair applicable Set Representatives Committee meetings as scheduled in accordance with Bylaw 8.5;
- (i) meet at least monthly with the Chair of the Specialized Transport Campuses;
- (j) liaise with BCIT to ensure that Set Representatives are elected, and shall ensure that Set Representatives are trained appropriately;
- (k) liaise with key BCIT personnel as well as with any BCITSA employees designated to assist Specialty Campuses;
- (l) act as a liaison between Council and their respective Specialty Campus;
- (m) express the viewpoint of their respective Specialty Campus at Executive Board or Council meetings;
- (n) provide direction to BCITSA members in the following areas:
 - (i) issues relating to instructors;
 - (ii) access to administration; and
 - (iii) access to Executives;
- (o) and be required to resign under the following conditions:
 - (i) if the Specialty Campus Councillor ceases to be a Member;

- (ii) if the Specialty Campus Councillor fails to pass an academic term while acting in their capacity as a Satellite Councillor;
- (iii) if the Specialty Campus Councillor fails to be in full attendance at any two regularly scheduled meetings (per school term) of the Executive Committee and/or Council without approval of the President; or
- (iv) if a Specialty Campus Councillor's resignation is requested by a Two- Thirds (2/3) Resolution of Council for any of the following reasons:
 - A. a motion of non-confidence has been moved against the Specialty Campus Councillor; or
 - B. the Specialty Campus Councillor has failed to fulfill their duties as Specialty Campus Councillor in accordance with these Bylaws.

7.5 Pursuant to Bylaw 3.2, the Association may through regulations adopt a Code of Conduct for Councillors and Satellite Councillors that governs their conduct in office, defines the terms of their removal from office under Bylaws 7.2(e) and 7.4(o)(iv) respectively, and that provides for additional sanctions, including but not limited to censure and suspension.

8. SET REPRESENTATIVES

- 8.1. Set Representatives shall be elected by the relevant Students on an annual basis during the first two weeks following the start of their respective academic term, and shall serve for the duration of the term.
- 8.2. Set Representatives shall:
- (a) establish and maintain regular communications between the Students and the Chair of their respective School, or their Specialty Campus Councillor, as applicable;
 - (b) report to the Chair or Specialty Campus Councillor that represents the set of students, as applicable;
 - (c) attend a training session near the beginning of their program start date, which shall be held by the School or Satellite Campus that the Set Representative represents; and
 - (d) attend Set Representatives Committee meetings in accordance with Bylaw 8.5.
- 8.3. Set Representatives Committees shall be formed for each School or Specialty Campus for the purpose of facilitating a structure for communication between Chairs/Specialty Campus Councillors and their respective Set Representatives, each Set Representatives Committee which shall consist of all of the Set Representatives from the applicable School or Specialty Campus.
- 8.4. Each Set Representatives Committee shall be chaired by the Specialty Campus Councillor or Chair of such School or Specialty Campus, as the case may be.
- 8.5. Each Set Representatives Committee shall have meetings per the frequency established by the the Chair or Satellite Councillor, as the case may be. If a Set Representative will be absent, they Specialty designate another Student to attend the committee meeting in their place, such substitute to be drawn from the same set as the absent Set Representative.

9. COUNCIL MEETINGS

- 9.1. There will be no Special Resolutions proposed or passed during a Council meeting.
- 9.2. Council meetings shall be held every other week during the school year, unless otherwise voted by Council by a Two-Thirds (2/3) Resolution. In the event that a regularly scheduled Council meeting falls on a statutory holiday in British Columbia, such meeting shall be held on the first business day in British Columbia following such statutory holiday.
- 9.3. Quorum for a Council meeting shall be set at:
- (a) sixty percent (60%) of the Executive Board; and
 - (b) sixty percent (60%) of all currently appointed Councillors.
- 9.4. Electronic participation at Council meetings shall be permitted for Specialty Campus Councillors only, unless the Chairperson determines otherwise at its sole discretion based on extenuating circumstances.
- 9.5. If quorum is not reached within 30 minutes from the time set for holding a Council meeting, no motions can be proposed or passed, and no business shall be conducted.
- 9.6. Voting by proxy at a Council meeting shall not be permitted.
- 9.7. Councillors shall receive a Council meeting attendance honorarium in an amount determined by Council. For greater clarity, this provision does not refer to or include Specialty Campus Councillors. Furthermore, this provision does not refer to the meetings of any Committee.
- 9.8. Members of Council shall attend all Council meetings, subject to the following:
- (a) if an Executive is required to be absent for a reasonable cause, they shall, prior to the meeting, submit a written request to be excused from attending such meeting to the chair of such meeting;
 - (b) if a Councillor is required to be absent for a reasonable cause, they shall, prior to the meeting, submit a written request to be excused from attending such meeting to the Chair by whom

they were originally appointed or, in the case of the Housing Student Councillor, International Student Councillors, and Indigenous Student Councillors, to the President;

- (c) if a Specialty Campus Councillor is required to be absent for a reasonable cause, they shall, prior to the meeting, submit a written request to the Vice President Student Experience; and
 - (d) any Executive with responsibilities for receiving written requests to be absent shall proactively advise the meeting chair of anticipated absences and any impacts on quorum.
- 9.9. The Executive Director or a member of the Association staff designated by the Executive Director shall take minutes for all meetings of Council.
- 9.10. Subject to Bylaw 12.9(d), no motion relating to Association-sanctioned Clubs brought forth to Council shall be in order unless included in the Clubs Committee report.

10. ANNUAL GENERAL MEETINGS

- 10.1. BCITSA shall hold an Annual General Meeting once per calendar year within six (6) months after fiscal year end, on a date, place and time set by the Vice President Finance and Administration.
- 10.2. Notice of an Annual General Meeting shall specify the date, time and location in British Columbia of the Annual General Meeting, and shall, no later than twenty- one (21) days and not more than sixty (60) days prior to such Annual General Meeting, be:
- (a) sent by email to every member of the BCITSA who has provided an email address to the BCITSA; and
 - (b) posted on the BCITSA website.
- 10.3. The agenda for the Annual General Meeting shall be determined in advance by Council.
- 10.4. The Executives shall present the following to the Members at each Annual General Meeting:
- (a) financial statements prepared:
 - (i) in relation to the most recent fiscal year ending May 31st, and
 - (ii) in accordance with the requirements of the Societies Act and its regulations;
 - (b) the auditor's report, if any, on such financial statements.
- 10.5. Subject to the Societies Act, the financial statements of the Association prepared in accordance with Bylaw 10.4 shall include a note providing the following information:
- (a) in respect of the remuneration, if any, paid by BCITSA to the directors in the period in relation to which the financial statements are prepared:
 - (i) a list of all of the directors paid by BCITSA, including the position or title of each director;
 - (ii) the amount of the remuneration paid by BCITSA to each director listed in accordance with Bylaw 10.5(a)(i) to act in their capacity as director; and

- (iii) the amount of the remuneration paid by BCITSA to each director listed in accordance with Bylaw 10.5(a)(i) to act in any other capacity, including a description of such capacity.
 - (b) in respect of the remuneration paid by BCITSA to its employees or contractors whose remuneration was at least \$75,000 during the period in relation to which the financial statements are prepared:
 - (i) a list of all such persons, or
 - (ii) if there are more than ten (10) such persons described in Bylaw 10.5(b), a list of the ten (10) most highly remunerated persons, such list which:
 - (iii) shall include, in the case of employees, each employee's position or title and, in the case of contractors, the nature of the contractual services provided by each contractor;
 - (iv) shall include the amount of remuneration paid during the applicable period to each of those persons; and
 - (v) may include, but is not required to include, such persons' names.
- 10.6. The following shall take place at each Annual General Meeting, among other things:
- (a) the Vice President Finance and Administration shall ensure the reading of a report on the audited financial statements for the previous fiscal year; and
 - (b) the President shall read an interim report on BCITSA activities for the current fiscal year and shall table a report on BCITSA activities for the previous fiscal year.
- 10.7. Quorum at the Annual General Meeting shall be thirty (30) Members.
- 10.8. Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, shall not be transacted at a general meeting unless quorum is met pursuant to Bylaw 10.7. If, within 30 minutes from the time set for holding an Annual General Meeting, a quorum of voting members is not present, the

meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

- 10.9. All Members are entitled to one vote at an Annual General Meeting other than those Members not currently in good standing in accordance with Bylaw 2.5.
- 10.10. Members shall not be entitled to participate in Annual General Meetings by telephone or other communications medium.
- 10.11. Polls and voting for purposes of conducting any poll or vote at a meeting of the Members shall be conducted and performed in accordance with the following rules:
 - (a) all Members shall be eligible to cast a vote;
 - (b) voting by proxy at meetings of the Association shall not be permitted; and
 - (c) vote count should occur immediately upon the closing of the voting system.
- 10.12. With respect to the attendance of Specialty Councillors, Bylaw 9.8(c) will also apply for Annual General Meetings.

11. SPECIAL AND SEMI-ANNUAL GENERAL MEETINGS

- 11.1. The President shall call a Special General Meeting upon:
- (a) a Two Thirds (2/3) Resolution of Council requesting a Special General Meeting for a specific purpose or reason; or
 - (b) a written request stating the purpose and reasons for calling a Special General Meeting and describing the Special Resolutions that will be proposed at such meeting signed by the greater of:
 - (i) seventy five (75) members of BCITSA; or
 - (ii) where a proposed Special Resolution has the effect of removing a member of the Executive Board from office, eighty (80) percent of the whole number of voters who cast votes in the most recent election for that position, provided that such calculation is rounded up to the next whole number (each, a "Petition").
- 11.2. A Special General Meeting shall be held within three (3) weeks of the approval of any Petition.
- 11.3. Notice of a special general meeting shall specify the date, time and location in British Columbia of the special general meeting, and shall, no later than twenty- one (21) days and not more than sixty (60) days prior to such special general meeting, be:
- (a) sent by email to every member of the BCITSA who has provided an email address to the BCITSA; and
 - (b) posted on the BCITSA website.
- 11.4. Quorum at a Special General Meeting shall be thirty (30) Members.
- 11.5. All Members in good standing are allowed to vote at a Special General Meeting.
- 11.6. Only matters described in a Two Thirds (2/3) Resolution of Council or a Petition may be discussed during a Special General Meeting.
- 11.7. The President shall call a semi-annual general meeting ("an S.A.G.M.") for the sole purpose of considering any Special Resolutions to amend the Bylaws, unless the Bylaw Committee recommends that this is unnecessary.

- 11.8. A Semi-Annual General Meeting, unless the Bylaw Committee recommends that it is unnecessary, shall be held between February 1st and May 31st.
- 11.9. With respect to any Semi-Annual General Meeting, the provisions of Bylaw 10 shall apply for the purposes of adequate notice, quorum, and voting by Members in good standing.

12. COMMITTEES

Standing Committees

12.1. There shall be the following Standing Committees of the Council:

- (a) Clubs Committee;
- (b) Student Spaces Development Committee;
- (c) Bylaw Committee;
- (d) Finance Committee;
- (e) Equity & Sustainability Committee; and
- (f) Advocacy & Policy Committee.

12.2. Subject to Bylaw 12.15, each Standing Committee shall have the following members:

- (a) a Chair, who shall be designated in Bylaws;
- (b) one Executive, as vice-chair, as appointed by the Executive Committee, such appointment to be reviewable under 6.4(d);
- (c) between two and four members of Council, to be appointed by Council; and
- (d) the Executive Director or a designee thereof, as an ex officio member.

12.3. Outside the Summer Months, each Standing Committee shall meet once a month, but the Chair of a committee may decline to hold a meeting if, in their opinion, there is no business to be conducted, provided that:

- (a) Effective September 30th of a particular year, if at least one month has elapsed since the last meeting of a committee, any two members may schedule a meeting of that committee by providing members of the committee with five (5) business days' notice of such meeting.

12.4. Each Chair of a Standing Committee, or a vice-chair in their absence, shall report to Council on the Committee's work in the preceding month.

- 12.5. Each Standing Committee shall make best efforts to co-operate with each other to best achieve the Committee's goals. If the Committee cannot reach consensus on a matter, the Committee members in attendance at a meeting of the Committee may resolve the issue in accordance with Robert's Rules of Order, Newly Revised.
- 12.6. Quorum for transacting business shall be equivalent to the next whole number greater than 50% of the Committee's voting membership. In the absence of quorum, members may nonetheless discuss business but cannot making binding decisions of any sort.
- 12.7. Emergency meetings of the Committee may be held at the discretion of the Committee Chair by providing 72-hour notice to the Committee members.
- 12.8. Council may create any Ad Hoc Committee, from time to time, subject to the following:
- (a) notice to Council must be provided for any motion establishing an Ad Hoc Committee;
 - (b) prior to such notice being given, the Executive Board shall have considered the matter at a previous meeting;
 - (c) the motion establishing an Ad Hoc Committee shall state the purpose of the Committee, shall designate its Chair, and shall specify if the Committee expires on the 31st of May or upon completion of its work, whichever is earlier; and
 - (d) the provisions of Bylaw 12 governing the membership and procedures for Standing Committees shall apply to any Ad Hoc Committee.

Clubs Committee

- 12.9. The Clubs Committee shall:
- (a) with respect to all of BCITSA's Clubs, facilitate the determination of the distribution of the annual Club funds provided by the BCITSA annual budget;
 - (b) grant or deny, as it sees fit and in its sole discretion, any funding requests submitted by Cubs on a monthly basis;
 - (c) not include as a member of the Committee any Councillor who continues, upon appointment by Council, to serve in any

capacity that grants them any voting role in any Association-sanctioned Club; and

- (d) cause its Chair, or vice-chair as the case may be, to report any appropriate information to the Council meeting following each Committee meeting, such report to include the following:
 - (i) any recommendation for motions regarding matters related to Association-sanctioned Clubs. For greater certainty, this provisions shall be construed as applying to existing, proposed, suspended, and de- sanctioned Clubs.

Student Spaces Development Committee

12.10. The Student Spaces Development Committee shall:

- (a) with respect to all BCITSA space development, facilitate design development decisions as they pertain to spaces owned or acquired by BCITSA;
- (b) grant or deny, in its sole discretion, and requests for funds to be drawn from the Student Space Fund; and
- (c) review any other matters assigned to it by Council.

Bylaw Committee

12.11. The Bylaw Committee shall:

- (a) conduct periodic reviews of the Bylaws throughout the year;
- (b) propose governance procedures for adoption by Council;
- (c) prepare such documents as are necessary to propose any amendments agreed upon by Committee for the Association's General Meetings;
- (d) take all actions necessary to effect any amendment of these Bylaws that is approved by resolution at a General Meeting of the Association; and
- (e) review any other matters assigned to it by Council.

Finance Committee

12.12. The Finance Committee shall:

- (a) facilitate the oversight and effective financial operations of the Association;
- (b) review the monthly financial statements of the Association;
- (c) ensure the transparency of, and facilitate access to, all the financial documents of the Association with respect to the Members;
- (d) review the annual budget of the Association within a reasonable time prior to its presentation and adoption by Council;
- (e) review the financial statements of the Association within a reasonable time prior to the the Annual General Meeting, subject to the following:
 - (i) failure by the Committee to review the financial statements of the Association prior to the Annual General Meeting in accordance with this section shall not relieve any party of its duty to prepare and present the financial statements at such a Meeting in accordance with these Bylaws, and shall not invalidate such presentations in any way; and
- (f) review any other matters assigned to it by Council.

Equity & Sustainability Committee

12.13. The Equity & Sustainability Committee shall:

- (a) review the implementation at BCIT of the UN Sustainable Development Goals applicable to students;
- (b) study and promote the alignment of Association policies and procedures with applicable UN Sustainable Development Goals;
- (c) assist the Vice President Equity and Sustainability in the execution of the Vice President's Sustainable Development Goals initiative in the fall and the spring, including by hosting two workshops to further the Committee's mandate; and
- (d) review any other matters assigned to it by Council.

Advocacy and Policy Committee

12.14. The Advocacy & Policy Committee shall:

- (a) be responsible for reviewing matters of public policy and studying the same;
- (b) propose, as needed, External Policy Positions for consideration and adoption by the Association;
- (c) conduct a review of any External Policy Positions whose review date is within the next six months, in addition to any other existing, proposed, or repealed External Policy Positions it may choose, and report all recommendations to Council; and
- (d) review any other matters assigned to it by Council.

Human Resources Committee

12.15. The Human Resources Committee shall be formed as a standing committee to provide advice and support to the Executive Board with respect to its management, hiring, and termination of the Executive Director, and any other duties and responsibilities as the Executive Board may determine from time to time.

12.16. The membership of the Human Resources Committee shall be as follows, and shall at all times consist of at least three (3) voting members:

- (a) the President, as chair of the committee;
- (b) up to three additional members of the Executive Board, to be nominated by the President and appointed by the Executive Board;
- (c) up to two other members of Council, to be nominated by the President and appointed by those members of Council who are not members of the Executive Board; and
- (d) in a non-voting capacity, the senior-most employee of the Association with responsibility over human resources, subject to the requirement that this employee is obligated to act independently of the Executive Director and in the best interests of the Association with respect to any advice or support provided to this committee.

12.17. At any time, the President may appoint members of the Executive Board to ensure there are at least three (3) voting members of the committee, and the terms of such temporary appointments shall

expire when the Executive Board has filled those seats in accordance with Bylaw 12.16(b).

12.18. If the President fails to submit nominations for vacant positions on the Committee as follows:

- (a) for Executive positions, within thirty (30) days of the first meeting of the Executive Board in June; or
- (b) for Council positions, within forty five (45) days of the first meeting of Council in September; or
- (c) for any position that becomes vacant during the course of the year, within thirty (30) days of that position becoming vacant,

the Executive Board and Council each have the power to make the appointments referenced in Bylaws 12.16(b) and 12.16(c), respectively, notwithstanding the President's failure to submit nominations within the deadlines stipulated in this provision of the Bylaws.

12.19. The Committee's duties and responsibilities include:

- (a) Providing for a regular, independent performance review of the Executive Director by appointing, with the advice and consent of the member of staff referenced in Bylaw 12.16(d) a person or entity to conduct such performance review;
- (b) Ensuring that the Association develops and implements processes to respond to allegations of Executive Director misconduct;
- (c) Conducting, if the committee deems that it is advisable to do so, an expedited search to recommend one or more nominees to the Board for the purposes of appointing an Interim Executive Director to hold office for an extended period of time;
- (d) Constituting itself as a search committee for the purposes of recommending one or more suitable nominees to the Executive Board for permanent appointment as Executive Director, provided that:
 - (i) the Executive Board may appoint non-voting members to this search committee; and

- (ii) the Executive Board shall approve and publish further terms of reference for any such search;
 - (e) Generally having the duty to advise the Executive Board with respect to the management of the Executive Director, whether at the Board's request or the committee's own initiative; and
 - (f) Having the power to enter into contracts with third-party service providers, and to allocate funds for those contracts, if the employee member of the Committee deems that it is reasonably necessary for the discharge of the committee's duties.
- 12.20. All members of the committee shall attend training within thirty (30) days of their appointment to the committee, and such training shall include but not be limited to:
- (a) confidentiality;
 - (b) employer and employee rights and obligations;
 - (c) performance management; and
 - (d) governance,
- provided that where an Executive member of the committee has, in the view of the member of staff referenced in Bylaw 12.16(d), already completed such training during the same Executive Board term as their appointment to the committee, that training will be deemed to satisfy the requirements of this section of the Bylaws. In the event that a member of the committee does not complete such training within the allocated time, their appointment to the committee shall be deemed to be rescinded.
- 12.21. The Human Resources Committee shall be subject to the following additional rules:
- (a) the committee is required to adhere to appropriate standards of conduct, including respecting confidentiality, acting ethically, and mitigating conflicts of interest;
 - (b) the President is expected to provide regular updates to the Executive Board and Council regarding the committee's work;
 - (c) the updates provided to the Executive Board and Council are intended to be of a general nature, to be presumptively

confidential, and to be disseminated only to the voting members of the Board and Council, as the case may be;

- (d) the Board may compel the committee to provide the Board with supporting documentation and records of its proceedings, providing that such records are treated confidentially by the members of the Executive Board;
- (e) any member of the committee may inform the Executive Board that the committee is not fulfilling its duties if, in the opinion of that member, it is necessary and advisable to do so; and
- (f) To the extent that a member of the committee has informed the Executive Board that the committee is not fulfilling its duties and reasonably believes that the Executive Board has not addressed the matter sufficiently, they shall report the matter to Council only where the circumstances relate directly to the infringement of an existing power of Council by:
 - (i) providing written notice to the members of the committee and to the voting members of Council that they shall raise this matter at the next Council meeting; and
 - (ii) at the beginning of the next Council meeting, moving a motion to take the meeting into closed session with only members of the committee and voting members of Council present, which shall not require a seconder and shall be deemed adopted without further discussion.

For greater certainty, this provision does not derogate from the exclusive power of the Executive Board to manage the Executive Director and to direct the activities of the committee. It shall only be construed as providing a mechanism for relevant information to be shared with Council related to the discharge of its existing duties.

13. REFERENDA

- 13.1. Referenda shall be a process that asks the Members a specific question that will address a specific issue. Two types of referendum can be conducted as follows:
- (a) a binding referendum, the result of which binds the Association; and
 - (b) a plebiscite, the result of which is advisory in nature.
- 13.2. A binding referendum or plebiscite of the Association shall be called by the President:
- (a) upon receipt of a resolution signed by a majority of Council members requesting a binding referendum or plebiscite; or
 - (b) upon receipt of a petition requesting a binding referendum or plebiscite duly signed by at least one thousand (1,000) Members, such petition which must be brought forth to Council by at least fifty (50) of the signing Members of such petition, and passed by a resolution signed by a majority of Council members.
- 13.3. A binding referendum of the Association shall be called by the President if any change in respect of student society fees of the Association is proposed.
- 13.4. The result of a binding referendum shall be decided by a majority of the votes cast, such result which shall be final and binding upon BCITSA only if the lesser of a minimum of one hundred and fifty (150) votes (not including blank votes), or twenty-five percent (25%) of eligible votes, are cast.
- 13.5. The result of a plebiscite shall be decided by a majority of the votes cast.

14. REMOVAL AND REPLACEMENT OF EXECUTIVES

- 14.1. An Executive who intends to resign as a director of the Association shall give their resignation to the Association in writing, such resignation to take effect upon the date specified in the written resignation or, in the event no date is specified, upon receipt by the Association of the written resignation.
- 14.2. An Executive may be removed from office by Special Resolution or as otherwise provided in these Bylaws.
- 14.3. The Executives of the Association shall be required to resign from office under the following conditions:
- (a) if the Executive ceases to be a Member;
 - (b) if the Executive fails to pass an academic term while acting in their capacity as an Executive, or in the case of an Executive-elect, if they fail to pass the academic term immediately preceding assuming office as an Executive, unless the following applies:
 - (i) the Executive is not enrolled in courses during the Summer Months; or
 - (ii) with less than six (6) months remaining in their elected term, the Executive is not enrolled in courses after successfully completing all requirements of their program.
 - (c) if the Executive fails to be in full attendance at any two regularly scheduled meetings (per school term) of the Executive Committee and/or Council without approval of the President; or
 - (d) if an Executive's resignation is requested by a Two-Thirds (2/3) Resolution of Council for any of the following reasons:
 - (i) a motion of non-confidence has been moved against the Executive; or
 - (ii) the Executive has failed to fulfill their duties as Executive in accordance with these Bylaws.
- 14.4. Where an Executive is required to resign from office subject to 14.3(d)(i) or 14.3(d)(ii), they shall be ineligible to stand for election

as an Executive for a period of not less than twelve (12) months following the adoption of the motion removing them from office. After this period has elapsed, such an individual may only be permitted to be considered for eligibility to stand for office by the Elections Committee if approved by a Two-Thirds (2/3) Resolution of Council;

- (a) nothing in the above provision shall be construed as derogating from the Elections Committee's authority to rule on any other question of eligibility for such an individual, nor from its ability to consider a past removal from office when deciding whether to exercise its discretion under Bylaw 5.7;
- (b) where an Executive is required to resign from office pursuant to this provision for a second time, such individual shall be permanently deemed ineligible to stand for election as an Executive and shall also be ineligible for appointment to Council.

14.5. Subject to Bylaw 14.6, in the event of a vacancy of an office, including due to the resignation, death or impeachment, of:

- (a) 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; and
- (b) any Executive other than the President, Council may by a Two-Thirds (2/3) Resolution of Council appoint any Member who would be eligible to stand for election to be an Executive, as a temporary successor to assume the vacant office of such Executive until a by-election can be held for the position.

Unless the timing is determined otherwise by the Executives, the above-mentioned by-elections shall take place no later than thirty (30) days after the position becomes vacant.

14.6.

- (a) If any office of an Executive becomes vacant after November 30th, Council may by a Two-Thirds (2/3) Resolution of Council decline to hold a by-election. In which case, the Member who is the temporary successor of the applicable Executive's office pursuant to Bylaw 14.5 shall hold office for the remainder of the term:

- (i) expiring when Council next ratifies the results of an election held in accordance with Bylaw 5 and the newly elected Executive for such office assumes their position, or

- (ii) attributable to such vacancy;

whichever is earlier.

- (b) If the existing Vice President Finance and Administration assumes the office of the President pursuant to Bylaw 14.5 or 14.6(a), Council may by a Two-Thirds (2/3) Resolution of Council appoint any Member who would be eligible to stand for election to be an Executive to fill the office of the Vice President Finance and Administration until (i) a new President is elected by a by-election or an election held in accordance with Bylaw 5, and the prior individual holding such office returns to resume their duties as the Vice President Finance and Administration, or (ii) the remainder of the term attributable to such vacancy, whichever is earlier.

15. FUNDS, BORROWING POWERS, AND INSURANCE

15.1. The funds of the Association shall consist of the following:

- (a) all mandatory fees related to membership in the Association, which shall be collected by BCIT at the time of payment of student fees; and
- (b) all monies received by the Association as a result of the Association- sponsored activities and operated businesses.

15.2. The following rules shall apply to 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 signed by a majority of the Council members;
- (b) capital asset acquisitions in excess of \$5,000 must be approved by the Executive and reported to Council; and
- (c) disbursements shall be in the form of cheques drawn on the Association approved bank account duly signed by:
 - (i) the Vice President Finance and Administration or the President; and
 - (ii) the Association Executive Director or the Director of Finance.

15.3. The Council may, on behalf of and 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 by resolution prescribe, which may include the following measures:

- (a) issuing bonds, perpetual or redeemable debentures, notes, 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.

15.4. The Association shall carry sufficient third party liability insurance to adequately insure itself in respect of any injury sustained by any Member or other person participating in any Association activity. The

amount of coverage necessary to satisfy this requirement shall be reviewed and agreed upon each year at the Council budget meeting.

16. AUDITORS

- 16.1. The auditors of the Association shall be appointed at each Annual General Meeting by the Members.
- 16.2. The Association shall be required to change the lead auditor at least once every five (5) years, and shall at all times be subject to the Societies Act's section 113 requirements pertaining to the independence of auditors, as amended from time to time.
- 16.3. The remuneration of the auditors shall be disclosed to the membership prior to their appointment.
- 16.4. 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.
- 16.5. The auditors 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 in order to properly perform their duties as auditors.
- 16.6. The auditors shall prepare for the Members of the Association a report on the financial statements that are to be presented to the Members at an Annual General Meeting each year, for the fiscal year ending May 31st, such report which shall state whether, in the auditor's opinion:
 - (a) the financial statements fairly reflect, in all material respects, for the period under review, the financial position of BCITSA and the results of its operations;
 - (b) the financial statements were prepared in accordance with generally accepted accounting principles;
 - (c) the financial statements were prepared on a basis consistent with the basis on which the financial statements that related to the preceding period were prepared; and
 - (d) the auditor obtained all the information and explanations required to prepare the report.
- 16.7. If an opinion given by an auditor in a report under Bylaw 16.6 is subject to qualification, the auditor shall state in the report the reasons for such qualification.

17. CLUBS

- 17.1. The Vice President Student Experience shall oversee and provide assistance to all Clubs and report to the Executive Board and Council.
- 17.2. Any group of students proposing to form a Club shall make an application to the Vice President Student Experience through the process outlined in the applicable BCITSA policies and procedures. The Clubs Committee shall review all applications, and shall make recommendations to Council regarding sanctioning based on BCITSA Policies and Procedures and Bylaw 12.9. Council shall, subject to Bylaw 9.10, accept or deny each application on the basis of a majority vote.
- 17.3. Each Club shall be named in such a way that it is clear it is a student organization under the Association and in no way purports to be separate.
- 17.4. Clubs shall:
- (a) be financially transparent and accountable;
 - (b) submit their annual and financial reports to the Vice President Student Experience twenty- one (21) days before BCITSA's Annual General Meeting;
 - (c) pass on the reports to the Vice President Finance and Administration;
 - (d) not establish or maintain bank accounts outside the purview of the Association;
 - (i) if it is determined that a Club is maintaining an outside bank account, that Club shall be subject to a penalty determined by the Clubs Committee, up to and including de-sanctioning;
 - (e) provide to the Executives upon request, and all Executives shall have the right to access, the minutes and reports of all Clubs of the Association;
 - (f) provide to their members upon request, and members of a Club shall have the right to access, the minutes and reports of that Club; and

- (g) acquire, request or otherwise obtain funding strictly in accordance with the policies established and maintained by the Clubs Committee; and
 - (h) secure permission from the Vice President Student Experience prior to organizing or conducting any special functions, fundraising drives or appeals, on or off campus, and shall be fully responsible and liable for any costs or losses incurred in sponsoring such an event.
- 17.5. A Club may be formed upon approval of the Vice President Student Experience to bear the name and to profess the policies of political parties or religious organizations (or comparable organizations) (each, a “**Designated Club**”), subject to the following:
- (a) a Designated Club shall in all respects be subject to the Constitution, Bylaws, Policies, and Procedures of the Association;
 - (b) except as specifically provided by a Two-Thirds (2/3) Resolution of Council, a Designated Club shall not receive funds from any outside organizations;
 - (c) BCITSA shall in no way provide financial assistance for a Designated Club, and shall not be liable in any way for any action of any Designated Club; and
 - (d) the Vice President Student Experience shall be entitled to temporarily suspend any Designated Club that fails to adhere to Bylaws 17.5(a) or 17.5(b), such temporary suspension to be effective until the Council meeting immediately following the next Clubs Committee meeting whereat, subject to Bylaw 9.10, any decision to further suspend or terminate such Designated Club shall be decided by a Two-Thirds (2/3) Resolution of Council.
- 17.6. No BCITSA group or organization shall become or allow it to become an instrument in partisan politics, other than a Designated Club associated with a political party or organization.
- 17.7. Any Club that is not a Designated Club determined by a Two-Thirds (2/3) Resolution of Council to be or have been improperly acting in the interests of a political party or comparable organization may be suspended by such Two-Thirds (2/3) Resolution of Council. A suspended Club may only be restored by a Two- Thirds (2/3) Resolution of Council if Council is satisfied that such Club will

thereafter service the purposes and only the purposes for which it was formed. For greater certainty, Bylaw 9.10 applies to this provision.

- 17.8. The Vice President Student Experience shall review all Clubs on or before the commencement of the last Council meeting taking place prior to year end (being May 31st of any given year), and may at any time make a recommendation to Council that it revoke a sanctioned Club's status for any of the following reasons:
- (a) a Club being defunct;
 - (b) financial misconduct of a Club;
 - (c) a Club is disregarding the purpose for which it is formed; or
 - (d) a Club is disregarding the BCITSA Constitution, these Bylaws, or BCITSA policies and procedures.
- 17.9. No Club shall participate, directly or indirectly, in elections with respect to student offices outside the Club itself, and acceptance by any Student candidate of any Club assistance or support shall render such candidate ineligible for office.
- 17.10. The President of a Club shall:
- (a) at all times act in accordance with and be subject to the BCITSA Bylaws, regulations, policies and/or procedures; and
 - (b) at all times act in accordance with and be subject to applicable Club bylaws, provided that in the event of a conflict between Club bylaws and the BCITSA Bylaws, the BCITSA Bylaws shall govern.

18. RECORDS

- 18.1. The minutes of the meetings of the Association, Council, and Executive Board shall be kept at the offices of the Association at the British Columbia Institute of Technology, 3700 Willingdon Avenue, Burnaby, BC.
- 18.2. The following books, records and documents of the Association may be inspected at no cost by a Student of the Association in good standing between the hours of 8:00am and 4:00pm on any Business Day during the academic year of BCIT:
- (a) except as restricted by Bylaw 18.2(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 Board for access thereto by such members;
 - (b) adopted minutes of meetings of the Council;
 - (c) the Constitution and Bylaws of the Association;
 - (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; or
 - (iii) by its terms requires the Association to preserve its confidentiality in whole or in part; and
 - (e) any other records of the Association that it is required to keep and disclose to Members pursuant to the Societies Act. For greater certainty, any record for which the Societies Act provides that access may be excluded by the Bylaws and for which access is not explicitly provided for in these Bylaws, is deemed to be excluded.

- 18.3. A Member wishing to inspect books, records and documents of the Association pursuant to Bylaw 18.2 shall first make an appointment to do so, provided such appointment time is mutually agreed upon with an authorized representative of the Association and is reasonably convenient for the attendance at such appointment of two members of the Executive Board, the Director of Finance or Executive Director, and the member wishing to make such inspection.
- 18.4. All documents shall be copyright of the Association and shall not be reproduced without express written consent of Council.
- 18.5. Any person may obtain the financial statements of BCITSA by submitting a request to obtain a copy of the financial statements to the Association, together with payment in the amount of \$10. An additional fee of \$0.50 per page may be charged for any request for a hard copy of the financial statements, while an additional fee of \$0.10 per page may be charged for an electronic copy of the financial statements provided by email.
- 18.6. Following a request and the payment of any fees required by any person in accordance with Bylaw 18.5, BCITSA shall promptly, and in no case later than fourteen (14) days following receipt of the request and payment of any associated fees, provide a copy of the financial statements to such person as requested.

19. OFFICERS AND OFFICIAL SEAL

19.1. The Officers of the Association shall be:

- (a) the President;
- (b) the Vice President Finance and Administration;
- (c) the Executive Director; and
- (d) the Director of Finance.

19.2. The Executive Director may provide for a common seal for the Association and may from time to time destroy it and substitute a new seal in its place.

19.3. The common seal for the Association must not be affixed except in the presence of the President or the Vice President Finance and Administration, together with the Executive Director or Director of Finance.

20. DISSOLUTION OF BCITSA

- 20.1. In the event of the proposed dissolution of BCITSA, all funds and assets remaining after the satisfaction of BCITSA's debts and liabilities shall be transferred to BCIT, to be held in trust for and until such time as a new student society is established at BCIT which has similar purposes to those of BCITSA at the time of its dissolution, meets the reasonable criteria of a student society as defined in the College and Institute Act (British Columbia), and is for a charitable purpose (a "**New Student Association**"). Any funds or assets held in trust by BCIT for a New Student Association shall be distributed to the New Student Association at the time of its formation.
- 20.2. In the event a New Student Association or the process described in Bylaw 20.1 does not satisfy the definition of a "qualified recipient" under the new Societies Act, or it is otherwise agreed that a New Student Association is unlikely to be established in the future, any funds or assets remaining after the satisfaction of BCITSA's debts and liabilities shall be transferred to such qualified recipient as may be specified in an Ordinary Resolution of the Association or, if passing an Ordinary Resolution is not feasible, specified in a directors' resolution.

21. EXTERNAL POLICY POSITIONS

- 21.1. The Association, through its Council and Board, may adopt External Policy Positions for the purposes of conducting external advocacy and articulating the values and principles informing such advocacy.
- 21.2. No External Policy Position shall supersede these Bylaws.
- 21.3. An External Policy Position may only be adopted by a Resolution of Council and shall:
 - (a) Require a Two-Thirds (2/3) Resolution of Council;
 - (b) Must be proposed by a member of the Advocacy and Policy Committee;
 - (c) Require notice to have been given at a previous meeting;
 - (d) Express support or opposition in relation to a proposed or adopted course of action by an external party; and
 - (e) Specify a date by which it must be reviewed by the Advocacy & Policy Committee.
- 21.4. No person shall engage in external advocacy on behalf of the Association in contravention of any External Policy Positions.
- 21.5. A member of the Association is not engaging in external advocacy when they are acting in their capacity as an elected student member of the BCIT Board of Governors or BCIT Education Council.
- 21.6. In order to provide a uniform presentation style and promote good record-keeping and transparency, all External Policy Positions shall be compiled in a Manual and made available on the BCITSA website. Any proposed, repealed, or expired External Policy Positions may also be included as an appendix.
- 21.7. All External Policy Positions remain in effect, as amended from time to time, until repealed. Amendment or repeal may only occur through a Two-Thirds (2/3) Resolution of Council, for which notice must have been given at a previous meeting.
- 21.8. External advocacy includes the promotion of the External Policy Positions of the Association and is generally conducted by the Executives and staff designated for such purposes.

- 21.9. External advocacy may also be conducted in relation to the following matters, notwithstanding the absence of an External Policy Position:
- (a) Government has requested Student Association feedback;
 - (b) Government is hosting consultation that is open to the public;
 - (c) Legislation directly affecting students, such as the statutes regulating post- secondary education, student financial assistance, employment standards, charities, and registered societies;
 - (d) Policies concerning Association or government programs such as the U-Pass, mental health services, health and dental programs, childcare, or food and beverage operations; and
 - (e) Government policies designed to respond to an emergency or crisis.

SCHEDULE “B”

Amendments to Existing Bylaws

(see attached)

Proposed Bylaw Changes for Consideration at the
May 26th, 2025
Semi Annual General Meeting of the
Student Association Of BCIT

Background and Summary

Pursuant to Bylaw 12.11, the Bylaw Committee each year is responsible for a review of the BCITSA Bylaws prior to the Annual General Meeting and has the following duty:

12.11 The Bylaw Committee shall:

(c) prepare such documents as are necessary to propose any amendments agreed upon by Committee for the Association's General Meetings;"

Accordingly, the Committee met three times this spring to prepare amendments based on consultations, the annual review, and matters considered by previous Bylaw Committees and other Committees. This led to the following proposals to found on the following pages:

- **Page 13: Changes to Bylaw 2.8 (a)**
 - Addresses the fact that Council cannot adopt Special Resolutions, and that notice of a Special Resolution is therefore to be given to the membership in line with notice requirements found elsewhere in the Bylaws and the *Societies Act*

- **Pages 8 and 14: Changes to Bylaws 1.1(dd), 2.10, and 2.11**
 - Streamlines issues related to the rights and appointment of Honorary Members, and consequently removes an unneeded definition from Bylaw 1.1, as well as striking Bylaw 2.11 as it is redundant.

- **Pages 15 and 38: Changes to Bylaws 3.1, 6.2(c), creation of Bylaw 3.3**
 - Recognizes that BCITSA operations are conducted at places other than the Burnaby Campus;
 - Acknowledges the use of Robert's Rules of Order across various BCITSA bodies through the new Bylaw 3.3, and deletes old Bylaw 6.2(c) as it is now redundant.

- **Page 15: Changes to Bylaw 3.5 (formerly 3.4)**
 - Maintains the use of online participation in BCITSA meetings, while giving each body the ability to regulate its use of such participation as needed.

- **Page 17: Changes to Bylaw 4.5 and 4.7(b)**
 - Moves old Bylaw 4.5 into VP Finance and Administration duties

- Creates new Bylaw 4.5 to enable the creation of a Code of Conduct for Executives with additional enforcement tools.
- **Page 28-31: Changes to Bylaws 5.1, 5.4, 5.5, 5.8, 5.9, 5.10, 5.11, 5.12, 5.13, 5.14**
 - Ensures consistency for rules between general elections and by-elections
 - Clarifies the process for setting the date of elections and by-elections
 - Simplifies the process for setting up voting stations if required
 - Clarifies language around concurrently seeking multiple offices
 - Strengthens candidate code of conduct
 - Reorganizes provisions to ensure that conduct provisions are maintained separately from administrative provisions
 - Clarifies existing disciplinary practices
 - Clarifies deadlines
- **Pages 38-39: Changes to Bylaw 6.2**
 - Clarifies Council's existing role
 - Removes redundant provisions
 - Clarifies authority related to independent committees
- **Page 45: New Bylaw 7.5**
 - Creates new Bylaw 7.5 to enable the creation of a Code of Conduct for Councillors and Specialty Councillors.
- **Page 52: Changes to Bylaw 11.1**
 - Adjusts the signature threshold required to requisition a Special General Meeting
 - Creates a threshold for requisitioning a Special General Meeting to remove a Director, that is linked to the number of votes cast in the most recent election for that position
- **Pages 54, 58-61: Changes to Bylaws 12.1 and 12.15-12.21**
 - Maintains consistent language
 - Replaces previous Human Resources Committee with a more comprehensive Human Resources Committee, including clearer duties, training requirements, and accountability measures
- **Page 54: Changes to Bylaw 12.3**
 - Enables the cancellation of committee meetings by the Chair, but allowing individual members to overrule that decision
- **Page 72: Changes to Bylaw 18.2(e)**

- Clarifies that the Bylaw establishes a closed and exhaustive list of documents available for compulsory review

Changes to Bylaw 2.8(a)

Issue: The current language requires notice to be given to Council related to the expulsion of a Member. However, expulsion is carried out by Special Resolution, so notice must be given to members. Every Councillor is also a member, so by following existing notice provisions, Councillors (and all members), will receive such notice eight days sooner.

The proposed change to bylaw 14.6 addresses this issue by allowing the VP Finance to assume the role as temporary successor of the Presidency and allows Council 14.6(b) to appoint by 2/3rd vote another member as VP Finance.

Current bylaws

2.8 A Member may be expelled from the BCITSA by way of Special Resolution provided that:

- (a) notice of the proposed Special Resolution is delivered to Council not less than thirteen (13) days prior to the meeting of Members at which the Special Resolution will be voted upon, such notice which shall include the reasons for such Member being expelled; and

Changes:

2.8. A Member may be expelled from the BCITSA by way of Special Resolution provided that:

- (a) notice of the proposed Special Resolution is delivered to Council not less than ~~thirteen (13)~~ twenty one (21) days prior to the meeting of Members at which the Special Resolution will be voted upon, such notice which shall include the reasons for such Member being expelled; and

- (b) such Member is provided an opportunity to make a statement to the Members present at a general meeting prior to any vote in respect of the proposed Special Resolution.

Proposed

2.8 A Member may be expelled from the BCITSA by way of Special Resolution provided that:

- (a) notice of the proposed Special Resolution is delivered to Members not less than twenty-one (21) days prior to the meeting of Members at which the Special

Resolution will be voted upon, such notice which shall include the reasons for such Member being expelled; and

Changes to Bylaws 1.1(dd), 2.10, and 2.11

Issue: The language surrounding Honorary Members is needlessly complex. The proposed amendment consolidates all provisions in one Bylaw section.

Note: As a result of these changes, Bylaw 1.1(dd) and 2.11 are no longer necessary and are deleted.

Current:

- 1.1 (dd) **“Honorary Member”** means a member of the Association that holds full speaking rights at meetings of the Members, but does not have the right to vote in elections, referenda, or meetings of the Members;
- 2.10 Honorary Members shall be all persons who have been designated as such by a Two-Thirds (2/3) Resolution of Council.
- 2.11 All Honorary Members shall be considered to be in good standing unless:
(a) a Two-Thirds (2/3) Resolution of Council is passed; or
(b) an Ordinary Resolution is passed, stating the Honorary Member is no longer in good standing with the BCITSA.

Changes:

- 1.1 In these Bylaws, unless the context otherwise requires:

~~(dd) —“Honorary Member” means a member of the Association that holds full speaking rights at meetings of the Members, but does not have the right to vote in elections, referenda, or meetings of the Members;~~

- 2.10. Honorary Members shall be all persons who have been designated as such by a Two-Thirds (2/3) Resolution of Council. [The only membership right that an Honorary Member has is the right to speak at meeting of the Members.](#)

~~2.11. —All Honorary Members shall be considered to be in good standing unless:~~

~~(a) —a Two-Thirds (2/3) Resolution of Council is passed; or~~

~~(b) — an Ordinary Resolution is passed, stating the Honorary Member is no longer in good standing with the BCITSA.~~

Proposed:

- 2.10 Honorary Members shall be all persons who have been designated as such by a Two-Thirds (2/3) Resolution of Council. The only membership right that an Honorary Member has is the right to speak at meetings of the Members.

Changes to Bylaws 3.1, 6.2(c), and creation of new Bylaw 3.3

Issue 1: Bylaw 3.1 as written implies that the SA's operations are restricted to the Burnaby Campus. The proposed amendment addresses that while the Burnaby Campus is the primary operational location, that operations are conducted elsewhere.

Issue 2: While all deliberative bodies within the SA use Robert's Rules of Order, this is currently only specified for Council. The proposed new Bylaw 3.3 makes clear that all of the SA's deliberative bodies, including Council, Executive Board, the Executive Committee, and Committees of Council, all use Robert's Rules of Order.

Note: As a result of these changes, Bylaw 6.2(c) is no longer necessary and is deleted, with subsequent subsections renumbered accordingly.

Current:

- 3.1 The operations of BCITSA are to be carried on at BCIT, located in Burnaby, British Columbia.
- 6.2(c) [The Council shall:] conduct all meetings of the Association in accordance with Robert's Rules of Order;

Changes:

3.1. The operations of BCITSA are to be carried ~~on~~out primarily at BCIT's main campus, located in Burnaby, British Columbia, as well as at other campuses.

3.3. All meetings of the Association, whether they be conducted by the Executive Board, the Executive Committee, Council, or Association Committees, shall be conducted using Robert's Rules of Order.

6.2(c) ~~conduct all meetings of the Association in accordance with Robert's Rules of Order;~~

Proposed:

- 3.1 The operations of BCITSA are to be carried out primarily at BCIT's main campus, located in Burnaby, British Columbia, as well as at other campuses.
- 3.3 All meetings of the Association, whether they be conducted by the Executive Board, the Executive Committee, Council, or Association Committees, shall be conducted using Robert's Rules of Order.

Changes to Bylaw 3.5 (previous Bylaw 3.4)

Issue: Previously adopted language that continued remote meeting provisions created during COVID-19, but included adjustments for the post-pandemic world, were inadvertently not filed. These have been reproduced, with adjustments for further clarity, giving Council and the Executive Board respectively the authority to vary the form of meetings where needed.

Current:

- 3.4 Notwithstanding any other section of these Bylaws, in order to promote public health the President shall continue to permit electronic participation at official meetings unless a Two-Thirds (2/3) Resolution of Council suspends all or part of this section. For greater certainty, this shall include meetings of the Council, the Executive Board, any Committees created under these Bylaws, any meetings of Set Representatives, and any Annual General Meeting or Special General Meeting.

Changes:

~~3.45. Notwithstanding any other section of these Bylaws, in order to promote public health the President shall continue to permit electronic participation at official meetings unless a Two-Thirds (2/3) Resolution of Council suspends all or part of this section. For greater certainty, this shall include meetings of the Council, the Executive Board, any Committees created under these Bylaws, any meetings of Set Representatives, and any Annual General Meeting or Special General Meeting.~~ For the purposes of transitioning the Association's governance practices after the COVID-19 pandemic, it shall continue to be the case that electronic participation is an available option of official meetings of Council,

the Executive Board, and all Committees established under the provisions of Bylaw 12, and any General Meeting held under Bylaws 10 and 11, subject to the following:

- (a) Council may, by a Two-Thirds (2/3) Resolution, vary the terms of this Bylaw with respect to meetings of Council;
- (b) the Executive Board may, by a Two-Thirds (2/3) Resolution, vary the terms of this Bylaw with respect to meetings of the Executive Board or the Executive Committee;
- (c) the terms of this section of the Bylaws have no bearing whatsoever on meetings of Set Representatives, which are organized according to the preferences of the applicable Chair; and
- (d) If any other provisions of the Bylaws conflict with Bylaw 3.5, it is intended that Bylaw 3.5 nonetheless applies, notwithstanding the conflict.

Proposed:

- 3.5 For the purposes of transitioning the Association's governance practices after the COVID-19 pandemic, it shall continue to be the case that electronic participation is an available option of official meetings of Council, the Executive Board, and all Committees established under the provisions of Bylaw 12, and any General Meeting held under Bylaws 10 and 11, subject to the following:
- (a) Council may, by a Two-Thirds (2/3) Resolution, vary the terms of this Bylaw with respect to meetings of Council;
 - (b) the Executive Board may, by a Two-Thirds (2/3) Resolution, vary the terms of this Bylaw with respect to meetings of the Executive Board or the Executive Committee;
 - (c) the terms of this section of the Bylaws have no bearing whatsoever on meetings of Set Representatives, which are organized according to the preferences of the applicable Chair; and
 - (d) If any other provisions of the Bylaws conflict with Bylaw 3.5, it is intended that Bylaw 3.5 nonetheless applies, notwithstanding the conflict.

Changes to Bylaws 4.5 and 4.7(b)

- Issue 1: The current Bylaw 4.5 establishes a duty of the Vice President, Finance and Administration. All other such duties are part of Bylaw 4.7(b). The existing Bylaw 4.5 is amended to include policies and procedures, and moved to Bylaw 4.7 for the sake of consistency

Issue 2: At present time, Council only has the power to discipline Executives through impeachment, the grounds for which are ill-defined. The proposed amendment, which would create a new Bylaw 4.5, allows Council, by a Two-Thirds Resolution, to set clear rules related to Executive conduct, including for impeachable offences, and also to permit other, less severe penalties, including suspension and censure.

Current:

4.5 Executives shall 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.

Changes:

~~4.5 Executives shall 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.~~ Pursuant to Bylaw 3.2, the Association may through regulations adopt a code of conduct for members of the Executive Board that governs their conduct in office, defines the use of impeachment under Bylaw 14, and that provides for additional sanctions, including but not limited to censure and suspension.

4.7. The duties and responsibilities of the Executive Members of Council are as follows:

[...]

(b) The Vice President Finance and Administration shall:

[....]

(xviii) ensure that the Executive transitions process described in Bylaw 4.6(l) is carried out, including by ensuring that there are processes in place so that all incoming Executives are provided with copies of the Bylaws, the Constitution, and all applicable policies and procedures of the Association.

Proposed:

4.5 Pursuant to Bylaw 3.2, the Association may through regulations adopt a code of conduct for members of the Executive Board that governs their conduct in office, defines the use of impeachment under Bylaw 14, and that provides for additional sanctions, including but not limited to censure and suspension.

4.7(b)(xviii) ensure that the Executive transitions process described in Bylaw 4.6(l) is carried out, including by ensuring that there are processes in place so that

all incoming Executives are provided with copies of the Bylaws, the Constitution, and all applicable policies and procedures of the Association.

Changes to Bylaws 5.1, 5.4, 5.5, 5.7, 5.8, 5.9, 5.10, and 5.11

Issue 1: The 2023 Election Committee Report made a series of recommendations that the Association did not have an opportunity to address. These included:

Recommendation 1: Clarify who can schedule by-elections

Recommendation 2: Specify what happens in the event of a tie

Recommendation 4: Remove the needless Election Committee oversight of the decision to set up voting stations

Recommendation 6: Address shortcomings in the rules surrounding dual candidacies

Recommendation 7: Require that 'Executives-Elect' be subject to the same restrictions as sitting Executives in the event that there are elections, by-elections, or special elections after the annual elections but before June 1st.

Recommendation 10: Address the fact that the spending limit has not changed since 2016.

Recommendation 11: Address the fact that voting periods frequently end on a Friday, requiring candidates to attempt to access campuses on weekends to remove posters.

Issue 2: Address the lack of clarity surrounding slating. Since Bylaw 5 was adopted, prohibitions on slating have been insufficiently clear.

Issue 3: Address the shortcoming that allows a disqualified candidate to run again without restrictions by creating blackout periods in line with best practices.

Issue 4: Deadlines are unclearly set out. The proposed amendments create better defined windows for filing complaints.

Issue 5: One provision related to candidate misconduct was mistakenly included amongst administrative provisions. The proposed amendment moves it to be included with other issues of candidate misconduct.

Current:

5.1 The elections of the Executives shall be conducted annually between the last school week of March and the last school week of April. 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 December the year prior to the election.

- 5.4 Voting stations may be set up with the permission of the Election Committee for the purpose of encouraging students to vote.
- 5.5 Any Student may nominate another person for an Executive position (each, a “**Nominee**”) by submitting a completed nomination package to the CRO within the applicable nomination period, but no person may be nominated for more than one position at the same time in any given general election. For greater certainty, no candidate for an Executive position may simultaneously seek election to any of the additional student positions on the BCIT Board of Governors or the BCIT Education Council.
- 5.7 The Election Committee may, having regard to all the circumstances and in its sole discretion, deem eligible for nomination a candidate who fails to meet the eligibility requirements described in Bylaw 5.6(c), (d), or (e).
- 5.8 Campaigning shall begin upon the adjournment of the “all candidates meeting” until the close of the polls, and shall at all times be subject to the following rules and restrictions:
- (a) acting in a lewd, indecent, or suggestive manner, or using materials of a lewd, indecent or suggestive nature, irrespective of the form they may take, is prohibited;
 - (b) defamation of another candidate or person, whether orally, via campaign materials or otherwise, is prohibited;
 - (c) campaign materials shall endorse only 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 Executive or BCITSA employee shall publicly endorse any candidate for any office in a general election;
- (j) candidates shall not solicit endorsements from any Executive or from any student seeking election to the BCIT Board of Governors or the BCIT Education Council;
- (k) no candidate may incur campaign costs and expenses in excess of an aggregate of seventy-five dollars (\$75.00) plus tax;
- (l) no Club shall endorse any candidate for election;
- (m) the use of Club funds or Association funds for campaigning purposes is prohibited (for greater clarity, any discounts on campaign materials provided by the Association's businesses shall not constitute the use of Association funds provided that such discounts are available to all candidates);
- (n) any and all corrupt practices, including, without limitation, bribery, treating, undue influence, personation, aiding or abetting, shall be prohibited;
- (o) 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 (for greater clarity, any discounts on campaign materials provided by the Association's businesses shall not constitute an in-kind donation provided that such discounts are available to all candidates); and

- (p) all campaign materials must be taken down from all buildings by 5:30pm on the day after the release of election results.

5.9 Any candidate determined by the Election Committee to be in breach of Bylaws (a), (a) or (m) shall be disqualified, and any candidate determined to be in breach of Bylaw 0 specifically, or the Posters Policy generally, shall be liable for a monetary penalty, subject to the following:

- (a) the penalty shall not be greater than \$100;
- (b) the penalty may only be applied once;
- (c) the penalty shall be reduced by 50% if the infraction is rectified within 24 hours and is immediately paid; and
- (d) reported infractions must be brought to the attention of the Elections Committee or CRO no later than 72 hours following the close of voting.

5.10 Polls and voting for purposes of conducting any and all elections, by-elections, referenda and plebiscites shall be conducted and performed in accordance with the following rules:

- (a) all Members shall be eligible to cast a vote;
- (b) voting by proxy at meetings of the Association shall not be permitted;
- (c) vote count should occur immediately upon the closing of the voting system;
- (d) the candidate who receives the largest number of accepted ballots shall be declared elected, subject to ratification by Council;
- (e) candidates can appeal the results to the Election Committee within 24 hours of the results being announced;
- (f) the use of electronic devices for voting shall be permitted on an election- by-election basis in accordance with BCIT policies or guidelines, including, without limitation, voting through any student portal administered by BCIT;

(g) solicitation or coercion by a candidate shall result in the disqualification of such candidate; and

(h) 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.

Changes:

5.1. ~~The elections of the Executives shall be conducted annually between the last school week of March and the last school week of April. 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 December the year prior to the election.~~ The election of members of the Executive Board shall take place annually between March 1st and April 30th. Subject to these Bylaws, the dates of elections and by-elections shall be finalized in accordance with the following requirements:

(a) The President, in consultation with the Executive Director, shall select the dates for the voting period of any elections or by-elections;

(b) The dates shall be finalized through consultation with the BCIT Registrar's Office;

(c) The dates, as much as possible, ought to be finalized before December 31st of the preceding year; and

(d) If no dates have been finalized prior to December 31st of the preceding year, then the dates shall be finalized by the Executive Director or their designate.

5.4. Voting stations may be set up ~~with the permission of the Election Committee~~ for the purpose of encouraging students to vote.

5.5. Any Student may nominate another person for an Executive position (each, a "Nominee") by submitting a completed nomination package to the CRO within the applicable nomination period, but no person may be nominated for more than one position at the same time in any given ~~general~~ BCITSA election or by-election. For greater certainty, ~~no candidate for an Executive position may simultaneously seek election to~~ Student may submit a nomination package to BCITSA, nor have their nomination considered by the Elections Committee, if they have simultaneously submitted an application to BCIT for any of the additional student positions on the BCIT Board of Governors or the BCIT Education Council.

5.7. The Election Committee may, having regard to all the circumstances and in its sole discretion, deem eligible for nomination a candidate who fails to meet the eligibility requirements ~~described~~ in Bylaw 5.6(c), (d), or (e).

5.8. ~~Campaigning shall begin upon the adjournment of the “all candidates meeting” until the close of the polls, and shall at all times be subject to the following rules and restrictions:~~ For any given candidate, campaigning shall begin after they have attended an “all candidates meeting” and shall end when voting has closed. For any BCITSA election or by-election, the following rules and restrictions shall apply:

- (a) acting in a lewd, indecent, or suggestive manner, or using materials of a lewd, indecent or suggestive nature, irrespective of the form they may take, is prohibited;
- (b) defamation of another candidate or person, whether orally, via campaign materials or otherwise, is prohibited;
- (c) ~~campaign materials shall endorse only one candidate;~~ every candidate in a BCITSA election or by-election is required to seek election independent from any other candidate or Executive. For greater certainty, all candidates are prohibited from coordinating campaign activities, or being seen to do so, and this includes but is not limited to the following restrictions:
 - (i) campaign materials shall endorse only one candidate;
 - (ii) candidates shall not produce campaign materials similar to those of other candidates in colour, branding, design, or appearance;
 - (iii) campaign materials shall not bear slogans which are the same or similar to those of other candidates;
 - (iv) other than communications in support of their own candidacy, no candidate shall express a preference, whether explicitly or implied, for the election of one person over another person to any position on the BCITSA Executive Board.
- (d) ~~candidates shall not produce campaign materials similar to those of other candidates in colour, branding, design, or appearance;~~ no campaign material, whether in print, electronic, or other format, shall contain any official logo of the BCITSA, BCIT or any likeness thereof;
- (e) ~~campaign materials shall not bear slogans which are the same or similar to those of other candidates;~~ members of the Election Committee, the Appeals Committee, and the Selection Committee, as well as all BCITSA staff, shall remain impartial and refrain from expressing support or opposition or preference for any candidates prior to the end of the voting period;

- (f) ~~no campaign material, whether in print, electronic, or other format, shall contain any official logo of the BCITSA, BCIT or any likeness thereof;~~ candidates who are BCITSA employees or volunteers shall not be permitted to campaign for themselves, or for any other candidate, during their working hours;
- (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;~~ except in cases of self-endorsement, no BCITSA Executive or employee shall endorse any candidate for any office in a BCITSA election or by-election. Further, any student who has successfully sought election to the Executive Board, but not yet taken office, shall not endorse any candidate for any position in any BCITSA election or by-election;
- (h) candidates ~~who are BCITSA employees or volunteers shall not be permitted to campaign during their working hours;~~ shall not solicit or accept endorsements from any BCITSA Executive or from any person seeking election to, or serving as a member of, the BCIT Board of Governors or the BCIT Education Council;
- (i) ~~except in cases of self-endorsement, no current Executive or BCITSA employee shall publicly endorse any candidate for any office in a general election;~~ no candidate, nor any person supporting one or more candidates, may exceed the spending limit for a given election or by-election. The spending limit, which includes “gifts in kind”, shall be the amount established by Council in the election regulations, provided that the limit shall be at least \$100 for any Chair position and \$150 for any other position;
- (j) ~~candidates shall not solicit endorsements from any Executive or from any student seeking election to the BCIT Board of Governors or the BCIT Education Council;~~ no Club shall endorse any candidate in any BCITSA election or by-election;
- (k) ~~no candidate may incur campaign costs and expenses in excess of an aggregate of seventy-five dollars (\$75.00) plus tax;~~ the use of Club funds or Association funds for campaigning purposes is prohibited (for greater clarity, any discounts on campaign materials provided by the Association’s businesses shall not constitute the use of Association funds provided that such discounts are available to all candidates);
- (l) ~~no Club shall endorse any candidate for election;~~ any and all corrupt practices, including, without limitation, bribery, treating, undue influence, personation, aiding or abetting, shall be prohibited;
- (m) ~~the use of Club funds or Association funds for campaigning purposes is prohibited (for greater clarity, any discounts on campaign materials provided by the Association’s businesses shall not constitute the use of Association funds provided that such discounts~~

~~are available to all candidates);~~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 (for greater clarity, any discounts on campaign materials provided by the Association's businesses shall not constitute an in-kind donation provided that such discounts are available to all candidates);~~

(n) ~~any and all corrupt practices, including, without limitation, bribery, treating, undue influence, personation, aiding or abetting, shall be prohibited;~~all campaign materials, other than digital campaign materials, must be taken down from all buildings by 5:30pm on the first business day after the end of voting; and

(o) ~~all campaign expenditures are to be accounted for and submitted to the CRO after the date of the elections;~~solicitation or coercion by a candidate of any person associated with a BCITSA election or by-election is prohibited.

~~(p) all campaign materials must be taken down from all buildings by 5:30pm on the day after the release of election results;~~

5.9. ~~All complaints of violations of election rules shall be made no later than 48 hours following the close of voting.~~

5.910. ~~Any candidate determined by the Election Committee to be in breach of Bylaws 5.8(a), (b) or (n) shall be disqualified, and any candidate determined to be in breach of Bylaw 5.8(p) specifically, or the Posters Policy generally, shall be liable for a monetary penalty, subject to the following:~~Without restricting the ability of the Election Committee to impose any penalty that they deem reasonable under the circumstances, any candidate determined by the Election Committee to be in breach of Bylaws 5.8(a), (b) or (l) must be disqualified, provided that:

(a) ~~the penalty shall not be greater than \$100;~~any candidate disqualified for any reason in an election or by-election shall be ineligible to serve as a Councillor or Executive for a period ending September 1st in the calendar year following the disqualification. In the event that a candidate, having been disqualified once before, is disqualified in a subsequent election or by-election, they shall be further ineligible to serve as a Councillor or Executive for a period of twenty-four months.

(b) the penalty may only be applied once;

(c) the penalty shall be reduced by 50% if the infraction is rectified within 24 hours and is immediately paid; and

- (d) reported infractions must be brought to the attention of the Elections Committee or CRO no later than 72 hours following the close of voting.

Proposed:

- 5.1 The election of members of the Executive Board shall take place annually between March 1st and April 30th. Subject to these Bylaws, the dates of elections and by-elections shall be finalized in accordance with the following requirements:
- (a) The President, in consultation with the Executive Director, shall select the dates for the voting period of any elections or by-elections;
 - (b) The dates shall be finalized through consultation with the BCIT Registrar's Office;
 - (c) The dates, as much as possible, ought to be finalized before December 31st of the preceding year; and
 - (d) If no dates have been finalized prior to December 31st of the preceding year, then the dates shall be finalized by the Executive Director or their designate.
- 5.4 Voting stations may be set for the purpose of encouraging students to vote.
- 5.5 Any Student may nominate another person for an Executive position (each, a **"Nominee"**) by submitting a completed nomination package to the CRO within the applicable nomination period, but no person may be nominated for more than one position at the same time in any given BCITSA election or by-election. For greater certainty, no Student may submit a nomination package to BCITSA, nor have their nomination considered by the Elections Committee, if they have simultaneously submitted an application to BCIT for any of the additional student positions on the BCIT Board of Governors or the BCIT Education Council.
- 5.7 The Election Committee may, having regard to all the circumstances and in its sole discretion, deem eligible for nomination a candidate who fails to meet the eligibility requirements in Bylaw **Error! Reference source not found., Error! Reference source not found., or Error! Reference source not found..**
- 5.8 For any given candidate, campaigning shall begin after they have attended an "all candidates meeting" and shall end when voting has closed. For any BCITSA election or by-election, the following rules and restrictions shall apply:

(a) acting in a lewd, indecent, or suggestive manner, or using materials of a lewd, indecent or suggestive nature, irrespective of the form they may take, is prohibited;

(b) defamation of another candidate or person, whether orally, via campaign materials or otherwise, is prohibited;

(c) every candidate in a BCITSA election or by-election is required to seek election independent from any other candidate or Executive. For greater certainty, all candidates are prohibited from coordinating campaign activities, or being seen to do so, and this includes but is not limited to the following restrictions:

(i) campaign materials shall endorse only one candidate;

(ii) candidates shall not produce campaign materials similar to those of other candidates in colour, branding, design, or appearance;

(iii) campaign materials shall not bear slogans which are the same or similar to those of other candidates;

(iv) other than communications in support of their own candidacy, no candidate shall express a preference, whether explicitly or implied, for the election of one person over another person to any position on the BCITSA Executive Board.

(d) no campaign material, whether in print, electronic, or other format, shall contain any official logo of the BCITSA, BCIT or any likeness thereof;

(e) members of the Election Committee, the Appeals Committee, and the Selection Committee, as well as all BCITSA staff, shall remain impartial and refrain from expressing support or opposition or preference for any candidates prior to the end of the voting period;

(f) candidates who are BCITSA employees or volunteers shall not be permitted to campaign for themselves, or for any other candidate, during their working hours;

(g) except in cases of self-endorsement, no BCITSA Executive or employee shall endorse any candidate for any office in a BCITSA election or by-election. Further, any student who has successfully sought election to the Executive Board, but not yet taken office, shall not endorse any candidate for any position in any BCITSA election or by-election;

(h) candidates shall not solicit or accept endorsements from any BCITSA Executive or from any person seeking election to, or serving as a member of, the BCIT Board of Governors or the BCIT Education Council;

(i) no candidate, nor any person supporting one or more candidates, may exceed the spending limit for a given election or by-election. The spending limit, which includes “gifts in kind”, shall be the amount established by Council in the election regulations, provided that the limit shall be at least \$100 for any Chair position and \$150 for any other position;

(j) no Club shall endorse any candidate in any BCITSA election or by-election;

(k) the use of Club funds or Association funds for campaigning purposes is prohibited (for greater clarity, any discounts on campaign materials provided by the Association’s businesses shall not constitute the use of Association funds provided that such discounts are available to all candidates);

(l) any and all corrupt practices, including, without limitation, bribery, treating, undue influence, personation, aiding or abetting, shall be prohibited;

(m) 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 (for greater clarity, any discounts on campaign materials provided by the Association’s businesses shall not constitute an in-kind donation provided that such discounts are available to all candidates);

(n) all campaign materials, other than digital campaign materials, must be taken down from all buildings by 5:30pm on the first business day after the end of voting; and

(o) solicitation or coercion by a candidate of any person associated with a BCITSA election or by-election is prohibited.

5.9 All complaints of violations of election rules shall be made no later than 48 hours following the close of voting.

5.10 Without restricting the ability of the Election Committee to impose any penalty that they deem reasonable under the circumstances, any candidate determined by the Election Committee to be in breach of Bylaws (a), (a) or (m), or (o) must be

disqualified, provided that:

(a) any candidate disqualified for any reason in an election or by-election shall be ineligible to serve as a Councillor or Executive for a period ending September 1st in the calendar year following the disqualification. In the event that a candidate, having been disqualified once before, is disqualified in a subsequent election or by-election, they shall be further ineligible to serve as a Councillor or Executive for a period of twenty-four months.

5.11 Any candidate determined to be in breach of Bylaw 5.8(n) specifically, or the Posters Policy generally, shall be liable for a monetary penalty, subject to the following:

- (a) the penalty shall not be greater than \$100;
- (b) the penalty may only be applied once;
- (c) the penalty shall be reduced by 50% if the infraction is rectified within 24 hours and is immediately paid; and
- (d) reported infractions must be brought to the attention of the Elections Committee or CRO no later than 96 hours following the close of voting.

- 5.12 Polls and voting for purposes of conducting any and all elections, by-elections, referenda and plebiscites shall be conducted and performed in accordance with the following rules:
- (a) all Members shall be eligible to cast a vote;
 - (b) voting by proxy shall not be permitted;
 - (c) vote count should occur immediately upon the closing of the voting system;
 - (d) the candidate who receives the largest number of accepted ballots shall be declared elected, subject to ratification by Council. In the event of a tie between one or more candidates which affects the determination of the winner of an election or by-election, the winner shall be determined through drawing of lots from amongst the aforementioned candidates;
 - (e) candidates can appeal the results to the Election Committee within 24 hours of the results being announced;
 - (f) the use of electronic devices for voting shall be permitted on an election-by-election basis in accordance with BCIT policies or guidelines, including, without limitation, voting through any student portal administered by BCIT;
 - (g) any candidate running uncontested for a position in an election or by-election must be declared elected by a majority vote in the form of a yes-no vote. In the event of a tie between the yes and no options, the candidate shall be declared elected.

Changes to Bylaws 6.2

- Issue 1: The current language has created unintentional confusion regarding the respective roles of Council and the Executive Board. The proposed amendment clarifies the areas where Council has ultimate authority.
- Issue 2: A number of provisions, such as Council's ability to set its own procedures, are already a functional part of Robert's Rules of Order, and are therefore redundant. The proposed amendments remove such unnecessary provisions.
- Issue 3: Council's authority over committees was only meant to relate to the committees included in Bylaw 12.1, but could be misconstrued as applying to committees specifically designed to be arms-length and independent. The

proposed amendments create uniform language between this Bylaw and Bylaw 12.1 to ensure clarity.

Issue 4: The current Bylaws create a strange issue related to oversight of the Executive Director, as the power to hire, manage, and terminate an Executive Director is a core Board function. The proposed amendment, along with amendments to Bylaw 12, resolve this issue while ensuring that Council remains represented and informed with respect to the Executive Director.

Current:

6.2 The Council shall:

- (a) act as the governing body of the Association;
- (b) subject to the provisions of the Constitution and these Bylaws:
 - (i) have full control of all activities under the Association;
 - (ii) have the power to recommend amendments to the Bylaws concerning powers and duties of the Association, all officers, committees and Clubs;
 - (iii) have the power to prescribe matters of procedure which are not provided for in the Constitution, Bylaws or the Societies Act;
- (c) conduct all meetings of the Association in accordance with Robert's Rules of Order;
- (d) receive, administer, and have audited all monies that may be placed in the custody of or may become the property of the Association;
- (e) oversee all services offered by the Association to its Members;
- (f) be able to alter, modify, overrule or set aside any action of officers, committees, or Clubs to whom powers may have been conferred by the Constitution or these 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 (British Columbia); and
- (h) supervise the Executive Director of the Association.

Changes:

6.2. The Council shall:

- (a) act as ~~the~~a governing body of the Association;
- (b) subject to the provisions of the Constitution and these Bylaws:have full control of all such activities under the Association as provided for by these Bylaws;
 - ~~(i) — have full control of all activities under the Association;~~
 - ~~(ii) — have the power to recommend amendments to the Bylaws concerning powers and duties of the Association, all officers, committees and Clubs;~~
 - ~~(iii) — have the power to prescribe matters of procedure which are not provided for in the Constitution, Bylaws or the Societies Act;~~
- (c) ~~conduct all meetings of the Association in accordance with Robert's Rules of Order;~~receive, administer, and have audited all monies that may be placed in the custody of or may become the property of the Association;
- (d) ~~receive, administer, and have audited all monies that may be placed in the custody of or may become the property of the Association;~~oversee all services offered by the Association to its Members;
- (e) ~~oversee all services offered by the Association to its Members;~~be able to alter, modify, overrule or set aside any action of officers, committees of Council, or Clubs to whom powers may have been conferred by the Constitution or these Bylaws;
- (f) ~~be able to alter, modify, overrule or set aside any action of officers, committees, or Clubs to whom powers may have been conferred by the Constitution or these Bylaws;~~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 (British Columbia);

- (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 (British Columbia); and~~ ensure that members of the Executive Board are performing their duties; and
- (h) ~~supervise the Executive Director of the Association.~~ be entitled to review on a regular basis the Executive Director's reports on the operations of the Association.

Proposed:

6.2 The Council shall:

- (a) act as a governing body of the Association;
- (b) subject to the provisions of the Constitution and these Bylaws, have full control of all such activities under the Association as provided for by these Bylaws;
- (c) receive, administer, and have audited all monies that may be placed in the custody of or may become the property of the Association;
- (d) oversee all services offered by the Association to its Members; be able to alter, modify, overrule or set aside any action of officers, committees of Council, or Clubs to whom powers may have been conferred by the Constitution or these Bylaws;
- (e) 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 (British Columbia);
- (f) ensure that members of the Executive Board are performing their duties; and
- (g) be entitled to review on a regular basis the Executive Director's reports on the operations of the Association.

Changes to Bylaw 7

Issue 1: The rules addressing circumstances for discipline or termination of a non-Executive Councillor or Satellite Councillor are unclear. The proposed amendment permits Council to adopt a Code of Conduct to provide clarity regarding such matters.

Current:

None.

Changes:

7.5. Pursuant to Bylaw 3.2, the Association may through regulations adopt a Code of Conduct for Councillors and Satellite Councillors that governs their conduct in office, defines the terms of their removal from office under Bylaws 7.2(e) and 7.4(o)(iv) respectively, and that provides for additional sanctions, including but not limited to censure and suspension.

Proposed:

7.5 Pursuant to Bylaw 3.2, the Association may through regulations adopt a Code of Conduct for Councillors and Satellite Councillors that governs their conduct in office, defines the terms of their removal from office under Bylaws 7.2(e) and 7.4(o)(iv) respectively, and that provides for additional sanctions, including but not limited to censure and suspension.

Changes to Bylaw 11.1(b)

Issue 1: Currently, a relatively small number of signatories, compared to other student associations, are required to force a general meeting over the objections of Council. The proposed amendment creates a higher, but still reasonably achievable threshold.

Issue 2: Currently, a small number of signatories can force a Special General Meeting to overturn the results of an election where considerably more members are likely to have voted, and where Council is better situated to make disciplinary decisions. The proposed amendments create a threshold for requisitioning a Special General Meeting that is related to the number of members who cast votes for that position in the most recent election.

Current:

11.1(b) [The President shall call a Special General Meeting upon:] a written request signed by thirty (30) Members of BCITSA stating the purpose and reasons for calling a Special General Meeting and describing the Special Resolutions that will be proposed at such meeting (each, a “Petition”).

Changes:

11.1. The President shall call a Special General Meeting upon:

- (a) a Two Thirds (2/3) Resolution of Council requesting a Special General Meeting for a specific purpose or reason; or
- (b) a written request ~~signed by thirty (30) Members of BCITSA~~ stating the purpose and reasons for calling a Special General Meeting and describing the Special Resolutions that will be proposed at such meeting ~~(each, a “Petition”)~~. signed by the greater of:
- (i) seventy five (75) members of BCITSA; or
- (ii) where a proposed Special Resolution has the effect of removing a member of the Executive Board from office, eighty (80) percent of the whole number of voters who cast votes in the most recent election for that position, provided that such calculation is rounded up to the next whole number (each, a “Petition”).

Proposed:

- 11.1(b) [The President shall call a Special General Meeting upon:] a written request stating the purpose and reasons for calling a Special General Meeting and describing the Special Resolutions that will be proposed at such meeting signed by the greater of:
- (i) seventy five (75) members of BCITSA; or
- (ii) where a proposed Special Resolution has the effect of removing a member of the Executive Board from office, eighty (80) percent of the whole number of voters who cast votes in the most recent election of that position, provided that such calculation is rounded up to the next whole number (each, a “Petition”).

Changes to Bylaw 12.1, 12.2, and 12.3

- Issue 1: As with Bylaw 6.2, there is a lack of clarity about which committees are fully subject to the authority of Council. The proposed amendments to Bylaw 12.1 and 12.2 renders consistent language between Bylaw 6.2 and Bylaw 12, and clarifies the status of the Human Resources Committee as being subject to different reporting requirements due to the presumptively confidential nature of the bulk of its work.
- Issue 2: While it is desirable for committees to meet regularly, the current Bylaw 12.3 does not account for the reality that many Committees do not have sufficient business to conduct on a monthly basis. The proposed amendment creates flexibility for a committee chair to decline to hold a meeting where they are of the view that there is no business to conduct, but permits committee members to overrule that decision where it is reasonable to do so.

Current:

12.1 There shall be the following Standing Committees of the Association:

- (a) Clubs Committee;
- (b) Student Spaces Development Committee;
- (c) Bylaw Committee;
- (d) Finance Committee;
- (e) Equity & Sustainability Committee;
- (f) Advocacy & Policy Committee; and
- (g) Human Resources Committee.

12.2 Subject to Bylaw 12.15, each Standing Committee shall have the following members:

[...]

12.3 Outside the Summer Months, each Standing Committee shall meet once a month, but committee members may decline to hold a meeting if there is insufficient business and each member has unanimously consented in writing to cancel the meeting.

Changes:

12.1. There shall be the following Standing Committees of the ~~Association~~[Council](#):

- (a) Clubs Committee;
- (b) Student Spaces Development Committee;
- (c) Bylaw Committee;
- (d) Finance Committee;
- (e) Equity & Sustainability Committee;
- (f) Advocacy & Policy Committee; and
- ~~(g) Human Resources Committee.~~

12.2. ~~Subject to Bylaw 12.15, e~~ Each Standing Committee of Council shall have the following members:

12.3. Outside the Summer Months, each Standing Committee shall meet once a month, but ~~committee members may decline to hold a meeting if there is insufficient business and each member has unanimously consented in writing to cancel the meeting.~~ the Chair of a committee may decline to hold a meeting if, in their opinion, there is no business to be conducted, provided that:

(a) effective September 30th of a particular year, if one month has elapsed since the last meeting of a committee, any two members of a committee may schedule a meeting of that committee by providing members of the committee with five (5) days' notice of such meeting.

Proposed:

12.1 There shall be the following Standing Committees of Council:

- (a) Clubs Committee;
- (b) Student Spaces Development Committee;
- (c) Bylaw Committee;
- (d) Finance Committee;
- (e) Equity & Sustainability Committee; and
- (f) Advocacy & Policy Committee.

12.2 Each Standing Committee of Council shall have the following members:

[...]

12.3 Outside the Summer Months, each Standing Committee shall meet once a month, but the Chair of a committee may decline to hold a meeting if, in their opinion, there is no business to be conducted, provided that:

- (a) Effective September 30th of a particular year, if at least one month has elapsed since the last meeting of a committee, any two members may schedule a meeting of that committee by providing members of the committee with five (5) business days' notice of such meeting.

Changes to Bylaw 12.15

Issue 1: A Human Resources Committee was created, but had no discernible term of reference, clear mandate, or other guidance. The proposed amendments create a better planned committee with clearer guidance, support, and safeguards.

Current:

12.15 The Human Resources Committee shall:

- (a) consist of the following members:
 - (i) President, to act as Chair of committee;
 - (ii) three members of Executive, to be appointed by the Executives; and
 - (iii) between one and two members of Council, to be appointed by Council; and
- (b) in a transparent and timely manner, be responsible for:
 - (i) reviewing the performance and contract of the Executive Director; and
 - (ii) any other matters assigned to it by Council.

Changes:

12.15. ~~The Human Resources Committee shall:~~The Human Resources Committee shall be formed as a standing committee to provide advice and support to the Executive Board with respect to its management, hiring, and termination of the Executive Director, and any other duties and responsibilities as the Executive Board may determine from time to time.

- ~~(a) — consist of the following members:~~
- ~~(i) — President, to act as Chair of committee;~~
- ~~(ii) — three members of Executive, to be appointed by the Executives; and~~
- ~~(iii) — between one and two members of Council, to be appointed by Council; and~~
- ~~(b) — in a transparent and timely manner, be responsible for:~~

- ~~(i) reviewing the performance and contract of the Executive Director; and~~
- ~~(ii) any other matters assigned to it by Council.~~

12.16. The membership of the Human Resources Committee shall be as follows, and shall at all times consist of at least three voting members:

- (a) the President, as chair of the committee;
- (b) up to three additional members of the Executive Board, to be nominated by the President and appointed by the Executive Board;
- (c) up to two other members of Council, to be nominated by the President and appointed by those members of Council who are not members of the Executive Board; and
- (d) in a non-voting capacity, the senior-most employee of the Association with responsibility over human resources, subject to the requirement that this employee is obligated to act independently of the Executive Director and in the best interests of the Association with respect to any advice or support provided to this committee.

12.17. At any time, the President may appoint members of the Executive Board to ensure that there are at least three voting members of the committee, and the terms of such temporary appointments shall expire when the Executive Board has filled those seats in accordance with Bylaw 12.16(b).

12.18. If the President fails to submit nominations for vacant positions on the Committee as follows:

- a) for Executive positions, within thirty (30) days of the first meeting of the Executive Board in June; or
- b) for Council positions, within forty five (45) days of the first meeting of Council in September; or

c) for any position that becomes vacant during the course of the year, within thirty (30) days of that position becoming vacant, the Executive Board and Council each have the power to make the appointments referenced in Bylaws 12.16(b) and 12.16(c), respectively, notwithstanding the President's failure to submit nominations within the deadlines stipulated in this provision of the Bylaws.

12.19. The Committee's duties and responsibilities include:

(a) providing for a regular, independent performance review of the Executive Director by appointing, with the advice and consent of the member of staff referenced in Bylaw 12.16(d) a person or entity to conduct such performance review;

(b) ensuring that the Association develops and implements processes to respond to allegations of Executive Director misconduct;

(c) managing the process for contract or salary renegotiations with the Executive Director, subject to the Executive Board's final approval of any decisions;

(d) conducting, if the committee deems that it is advisable to do so, an expedited search to recommend one or more nominees to the Board for the purposes of appointing an Interim Executive Director to hold office for an extended period of time;

(e) constituting itself as a search committee for the purposes of recommending one or more suitable nominees to the Executive Board for permanent appointment as Executive Director, provided that:

(i) the Executive Board may appoint non-voting members to this search committee; and

(ii) the Executive Board shall approve and publish further terms of reference for any such search;

(f) generally having the duty to advise the Executive Board with respect to the management of the Executive Director, whether at the Board's request or the committee's own initiative; and

(g) having the power to enter into contracts with third-party service providers, and to allocate funds for those contracts, if the employee member of the Committee deems that it is reasonably necessary for the discharge of the committee's duties.

12.20. All members of the committee shall attend training within thirty (30) days of their appointment to the committee, and such training shall include but not be limited to:

- (a) confidentiality;
- (b) employer and employee rights and obligations;
- (c) performance management; and
- (d) governance.

provided that where an Executive member of the committee has, in the view of the member of staff referenced in Bylaw 12.16(d), already completed such training during the same Executive Board term as their appointment to the committee, that training will be deemed to satisfy the requirements of this section of the Bylaws. In the event that a member of the committee does not complete such training within the allocated time, their appointment to the committee shall be deemed to be rescinded.

12.21. The Human Resources Committee shall be subject to the following additional rules:

- (a) the committee is required to adhere to appropriate standards of conduct, including respecting confidentiality, acting ethically, and mitigating conflicts of interest;
- (b) the President is expected to provide regular updates to the Executive Board and Council regarding the committee's work;
- (c) the updates provided to the Executive Board and Council are intended to be of a general nature, to be presumptively confidential, and to be disseminated only to the voting members of the Board and Council, as the case may be;
- (d) the Board may compel the committee to provide the Board with supporting documentation and records of its proceedings, providing that such records are treated confidentially by the members of the Executive Board;
- (e) any member of the committee may inform the Executive Board that the committee is not fulfilling its duties if, in the opinion of that member, it is necessary and advisable to do so; and
- (f) To the extent that a member of the committee has informed the Executive Board that the committee is not fulfilling its duties and reasonably believes that the Executive

Board has not addressed the matter sufficiently, they shall report the matter to Council only where the circumstances relate directly to the infringement of an existing power of Council by:

- (i) providing written notice to the members of the committee and to the voting members of Council that they shall raise this matter at the next Council meeting; and
- (ii) at the beginning of the next Council meeting, moving a motion to take the meeting into closed session with only members of the committee and voting members of Council present, which shall not require a seconder and shall be deemed adopted without further discussion.

For greater certainty, this provision does not derogate from the exclusive power of the Executive Board to manage the Executive Director and to direct the activities of the committee. It shall only be construed as providing a mechanism for relevant information to be shared with Council related to the discharge of its existing duties.

Proposed:

12.15 The Human Resources Committee shall be formed as a standing committee to provide advice and support to the Executive Board with respect to its management, hiring, and termination of the Executive Director, and any other duties and responsibilities as the Executive Board may determine from time to time.

12.16 The membership of the Human Resources Committee shall be as follows, and shall at all times consist of at least three (3) voting members:

- (a) the President, as chair of the committee;
- (b) up to three additional members of the Executive Board, to be nominated by the President and appointed by the Executive Board;
- (c) up to two other members of Council, to be nominated by the President and appointed by those members of Council who are not members of the Executive Board; and
- (d) in a non-voting capacity, the senior-most employee of the Association with responsibility over human resources, subject to the requirement that this employee is obligated to act independently of the Executive Director and in the best interests of the Association with respect to any advice or support provided to this committee.

12.17 At any time, the President may appoint members of the Executive Board to ensure there are at least three (3) voting members of the committee, and the terms of such

temporary appointments shall expire when the Executive Board has filled those seats in accordance with Bylaw 12.16(b).

12.18. If the President fails to submit nominations for vacant positions of the Committee as follows:

- (a) for Executive positions, within thirty (30) days of the first meeting of the Executive Board in June; or
- (b) for Council positions, within forty-five days of the first meeting of Council in September; or
- (c) for any position that becomes vacant during the course of the year, within thirty (30) days of that position becoming vacant

the Executive Board and Council each have the power to make the appointments referenced in Bylaws 12.16(b) and 12.16(c), respectively, notwithstanding the President's failure to submit nominations within the deadlines stipulated in this provision of the Bylaws.

12.19 The Committee's duties and responsibilities include:

- (a) Providing for a regular, independent performance review of the Executive Director by appointing, with the advice and consent of the member of staff referenced in Bylaw 12.16(d) a person or entity to conduct such performance review;
- (b) Ensuring that the Association develops and implements processes to respond to allegations of Executive Director misconduct;
- (c) Conducting, if the committee deems that it is advisable to do so, an expedited search to recommend one or more nominees to the Board for the purposes of appointing an Interim Executive Director to hold office for an extended period of time;
- (d) Constituting itself as a search committee for the purposes of recommending one or more suitable nominees to the Executive Board for permanent appointment as Executive Director, provided that:
 - (i) the Executive Board may appoint non-voting members to this search committee; and
 - (ii) the Executive Board shall approve and publish further terms of reference for any such search;

(e) Generally having the duty to advise the Executive Board with respect to the management of the Executive Director, whether at the Board's request or the committee's own initiative; and

(f) Having the power to enter into contracts with third-party service providers, and to allocate funds for those contracts, if the employee member of the Committee deems that it is reasonably necessary for the discharge of the committee's duties.

12.20 All members of the committee shall attend training within thirty (30) days of their appointment to the committee, and such training shall include but not be limited to:

(a) confidentiality;

(b) employer and employee rights and obligations;

(c) performance management; and

(d) governance,

provided that where an Executive member of the committee has, in the view of the member of staff referenced in Bylaw 12.16(d), already completed such training during the same Executive Board term as their appointment to the committee, that training will be deemed to satisfy the requirements of this section of the Bylaws. In the event that a member of the committee does not complete such training within the allocated time, their appointment to the committee shall be deemed to be rescinded.

12.21 The Human Resources Committee shall be subject to the following additional rules:

(a) the committee is required to adhere to appropriate standard of conduct, including respecting confidentiality, acting ethically, and mitigating conflicts of interest;

(b) the President is expected to provide regular updates to the Executive Board and Council regarding the committee's work;

(c) the updates provided to the Executive Board and Council are intended to be of a general nature, to be presumptively confidential, and to be disseminated only to the voting members of the Board and Council, as the case may be;

(d) the Board may compel the committee to provide the Board with supporting documentation and records of its proceedings, providing that such records are treated confidentially by the members of the Executive Board;

(e) any member of the committee may inform the Executive Board that the committee is not fulfilling its duties if, in the opinion of that member, it is necessary and advisable to do so; and

(f) to the extent that a member of the committee has informed the Executive Board that the committee is not fulfilling its duties and reasonably believes that the Executive Board has not addressed the matter sufficiently, they shall report the matter to Council only where the circumstances relate directly to the infringement of an existing power of Council by:

(i) providing written notice to the members of the committee and to the voting members of Council that they shall raise this matter at the next Council meeting; and

(ii) at the beginning of the next Council meeting, moving a motion to take the meeting into closed session with only members of the committee and voting members of Council present, which shall not require a seconder and shall be deemed adopted without further discussion.

For greater certainty, this provision does not derogate from the exclusive power of the Executive Board to manage the Executive Director and to direct the activities of the committee. It shall only be construed as providing a mechanism for relevant information to be shared with Council related to the discharge of its existing duties.

Changes to Bylaw 18.2

Issue: The current language may be ambiguous in the eyes of some viewers as to which records a member has a right to access, and which records the Association has discretion to control access to. This could create a risk of inadvertent disclosure of records meant to be maintained confidentially. The proposed amendment clarifies this issue to ensure that the Bylaw is interpreted consistent with its originally intended meaning.

Current bylaws

18.2 The following books, records and documents of the Association may be inspected at no cost by a Student of the Association in good standing between the hours of 8:00am and 4:00pm on any Business Day during the academic year of BCIT:

- (a) except as restricted by Bylaw (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 Board for access thereto by such members;
- (b) adopted minutes of meetings of the Council;
- (c) the Constitution and Bylaws of the Association;
- (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; or
 - (iii) by its terms requires the Association to preserve its confidentiality in whole or in part; and
- (e) any other records of the Association that it is required to keep and disclose to Members pursuant to the Societies Act.

Changes:

18.2. The following books, records and documents of the Association may be inspected at no cost by a Student of the Association in good standing between the hours of 8:00am and 4:00pm on any Business Day during the academic year of BCIT:

- (a) except as restricted by Bylaw 18.2(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 Board for access thereto by such members;
- (b) adopted minutes of meetings of the Council;
- (c) the Constitution and Bylaws of the Association;

(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; or
 - (iii) by its terms requires the Association to preserve its confidentiality in whole or in part; and
- (e) any other records of the Association that it is required to keep and disclose to Members pursuant to the Societies Act. [For greater certainty, any record for which the Societies Act provides that access may be excluded by the Bylaws and for which access is not explicitly provided for in these Bylaws, is deemed to be excluded.](#)

Proposed

The following books, records and documents of the Association may be inspected at no cost by a Student of the Association in good standing between the hours of 8:00am and 4:00pm on any Business Day during the academic year of BCIT:

(a) except as restricted by Bylaw (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 Board for access thereto by such members;

(b) adopted minutes of meetings of the Council;

(c) the Constitution and Bylaws of the Association;

(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; or

(iii) by its terms requires the Association to preserve its confidentiality in whole or in part; and

(e) any other records of the Association that it is required to keep and disclose to Members pursuant to the Societies Act. For greater certainty, any record for which the Societies Act provides that access may be excluded by the Bylaws and for which access is not explicitly provided for in these Bylaws, is deemed to be excluded.