

# **Royal Roads University Student Association**



## **CONSTITUTION**

**and**

## **BYLAWS**

Updated May 2016

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# CONSTITUTION

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## ARTICLE 1 - ORGANIZATION

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The name of this organization shall be **Royal Roads University Student Association** (hereinafter referred to as the “Association”).

## ARTICLE 2 - PURPOSES

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The purposes of the Association shall be to provide for the administration of the affairs of the Association members of Royal Roads University (hereinafter referred to as the “University”) including but not limited to:

- a) the promotion of the general welfare and furtherance of total education of the students; and
- b) the development and management of services including various recreational activities and student facilities which enhance student life at the University;
- c) the representation of the student interests with the authority to deal on their behalf with the University, and other internal or external bodies.

## ARTICLE 3 - DISSOLUTION

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In the event of the dissolution of the Association, after paying or adequately providing for its debts and obligations, the Association shall devote any remaining assets to the carrying out of one or more of the objects of the Association if feasible, and if not, the Association shall dispose of such remaining assets of the Association to a Canadian benevolent, philanthropic, charitable, provident, scientific, artistic, literary, social or educational organization which the Association shall select. This provision is unalterable.

# BYLAWS

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Here set forth, in numbered clauses, the bylaws providing for the matters referred to in [section 6\(1\) of the Society Act](#) and any other bylaws. These Bylaws shall not be altered or added to except by special resolution.

## I INTERPRETATIONS

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1) In these bylaws, unless the context otherwise requires,

“*Association*” means Royal Roads University Student Association

“*Council*” means the entire Student Council of the Royal Roads Student Association including Executive and Program Representative Members

“*Executive*” shall include the:

- Association President,
- Vice President On Campus
- Vice President Online
- Vice President Executive Administration
- Vice President Engagement
- Vice President Finance and
- Vice President Communications,

“*Society Act*” means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it. [Link to BC Society Act](#)

“*University*” means Royal Roads University

“*Student Services*” means the department of Student Services at Royal Roads University

“*Working Days*” means a Monday, Tuesday, Wednesday, Thursday, or Friday that is not a statutory holiday

“*Program Representative*” means an elected representative of a member program

“*Committee Chair*” means an appointed council member responsible for chairing a RRUSA committee”

“*In Writing*” includes polling, email, and/or in writing

The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

## II MEMBERS

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### 2) MEMBERSHIP

The members of the Association must be students of Royal Roads University, and have paid all appropriate fees, in accordance with these bylaws.

All members will have voting privileges for the purpose of electing the Council members. After that the membership of RRUSA shall be divided into 2 categories:

- a) voting members;
- b) non-voting members;

Each Association member program shall elect one person to be a voting member (Also known as: Program representative).

### 3) VOTING MEMBERS

A voting member of the Association, must:

- a) have been elected by the Program of the University at which the program representative currently attends, to represent their programs interests on council; or
- b) have been elected through a general vote by the Association members enrolled at the University, to represent all member interests on council;
- c) Voting members will comprise the Council
- d) and must attend meetings

### 4) NON-VOTING MEMBERS

Are currently enrolled student at the University where Association fees are paid.

Non-voting members can:

- a) attend all general meetings;
- b) can act as a representative of the Association on Association committees when appointed by a committee chair

### 5) DUTIES OF ALL ASSOCIATION MEMBERS.

- a) All Association Members shall be treated with respect; not be intimidated; interfered with; threatened; or harassed by any other member of the Association.
- b) The Association and its members will, strive to maintain a positive relationship with Royal Roads University in all regards.
- c) Association members have the responsibility to engage in behavior(s) that a person should reasonably know is safe and appropriate.

### 6) UPHOLDING CONSTITUTION

Every member shall uphold the constitution and comply with these bylaws.

**7) ADMISSION OF MEMBERSHIP**

Association membership shall consist of students belonging to member programs at the University that have elected to join the Association. Any program may apply to the association on behalf of its students, and on acceptance by the Association Council, shall become a member.

**8) FEES**

A mandatory membership, which includes a contribution to the Association Bursary, is levied by the Association for all members of the Association and is collected as outlined below.

- Online (blended) students charged \$100 annually (20% allocated to Association Bursary fund)
- On-Campus students charged \$200 annually (20% allocated to Association Bursary fund)
- Charge of a term fee for students in International Study Centre (ISC) programs. Students charged roughly \$66 per term; would equate to \$200 per year (20% allocated to Association Bursary fund)
- Exchange students would be charged a prorated fee proportionate to their enrollment in Royal Roads University.

**9) REFUNDS**

If a student withdraws from his/her program at University within two weeks from the commencement of the program in which she is enrolled, her Association fee shall be refunded in full. Otherwise there shall be no refund, either in whole or in part, of the Association fee.

**10) CESSATION OF MEMBERSHIP**

A person ceases to be a member of the Association:

- a) If a student withdraws from his/her program at the University;
- b) On his/her death; or
- c) On being expelled from the university.

**11) GOOD STANDING**

All students are in good standing if they have paid their student fees in full, and continue to be a student of the University.

**12) POWERS**

All members in good standing, subject to the other provisions of these bylaws, shall be entitled to:

- a) vote in Association elections and referendums;
- b) establish and join or act as a representative on Association committees;
- c) nominate or be nominated for the Council;
- d) stand for election and hold office in the Council.

## III MEETINGS

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### 13) ANNUAL GENERAL MEETING (AGM)

The annual general meeting of the Association shall be held prior to November 15 of each year following elections. This meeting shall be consistent with the bylaws of the Association.

### 14) ANNUAL COUNCIL RETREAT

There shall be an annual retreat of the Council between October 1 and November 15 of each year, following the election of Council

- a) All current Council members are expected to attend
- b) Committee shall be established at the retreat

### 15) EXTRAORDINARY GENERAL MEETINGS (EGM)

Extraordinary general meetings are a meeting of the Association which occurs at an irregular time. An EMG shall be called by the President of the Association upon a request, verified by 10% of the members of the Association; provided that, not less than 30 days' notice shall be given to Association members in respect of such meeting. Verification can be made either in writing or digitally.

### 16) GENERAL MEETINGS

General meetings of the Association shall be held at the time and place that the Council decides. The Council will seek to meet monthly, but will not meet less than 8 times annually.

### 17) ACCESSIBILITY

All meetings shall be held in an accessible physical location and will include a platform for online participation. All efforts will be made to provide access to all meetings for all Associations members.

### 18) NOTICE OF MEETING

- a) Notice of a general meeting shall specify the place, day and hour, and access for online participation of the meeting and the general nature of that business.
- b) Council must give at least 14 days' notice of all meetings, unless waived by the majority of the Council

### 19) QUORUM AND VOTING

At every general meeting of the Association, each voting member in good standing present, on campus or online shall be entitled to vote.

- a) A quorum at a general meeting of the Association shall consist of 25% of voting members and shall be counted at the commencement of the meeting, but shall never be less than 7(seven) members.



- b) No business, other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.  
...Quorum cont.
- c) If at any time during a general meeting there ceases to be a quorum present, business then in process shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- d) If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present, within 30 minutes from the time appointed for the meeting, the members present constitute a quorum, providing there is never less than 7 members present at any time.

20) PROXY NOT PERMITTED. Voting by proxy is not permitted for any type of meeting.

#### 21) MAKING RESOLUTIONS

- a) All resolutions proposed at a meeting need to be seconded and the chairperson of a meeting may move or propose a resolution.
- b) All resolutions shall follow Robert's Rules. The most current version of "Robert's Rules of Order" in effect from time to time shall govern the proceedings at all meetings of the Association.
- c) In case of an equality of votes, the chairperson shall not have a casting or second vote in addition to the vote to which he/she may be entitled as a member and the proposed resolution shall fail.

#### 22) RESOLUTIONS

- a) Resolutions, other than a special resolution, shall be passed by a simple majority of votes. Voting may be conducted by electronic, verbal, written or a visual show of support.
- b) Special resolution is a resolution that requires an important decision to alter terms of articles of association of the association. It requires no less than 21 days' notice, no less than 75% of the votes of members present, on campus or online.

## IV STUDENT COUNCIL

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#### 23) STUDENT COUNCIL

There is established pursuant to these bylaws of the Association, a body known as the "Student Council of the Royal Roads University Student Association".

It shall consist of:

- a) Executive members
- b) Program Representatives members

**Executive members of Council are:**

Association President  
Vice President on campus  
Vice President online  
Vice President Finance  
Vice President Communications  
Vice President Executive Administration  
Vice President Engagement

**Council members are:**

Program Representatives

**24) AUTHORITY OF OPERATION**

The Council, as the policy making body of the association shall manage the business and affairs of the Association.

- a) The Council will exercise all the powers and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in general meeting, but subject, nevertheless to:
  - i. Follow all laws affecting the Association;
  - ii. Follow all Society Act statutes affecting the Association
  - iii. Abide by the Association bylaws;
- b) No rule, made by the society in general meeting, invalidates a prior act of the Council that would have been valid if that rule had not been made.

**25) QUALIFICATION FOR OFFICE**

All candidates for membership on the Council must be members of the Association in good standing.

- a) All candidates for membership on the Executive must:
  - i. be actively engaged as a student in their respective program;
  - ii. be enrolled at the university for the current year on or before the first day that their Executive term of office begins;
  - iii. attend all meetings; and
  - iv. fulfill any and all duties required by their position.

**26) REPRESENTATION ON THE COUNCIL**

The Council shall consist of:

- a) An Executive elected by all members; and
- b) One Representative from every member program, elected by students in that program.

- c) Every program has the opportunity to elect one representative for every 70 student that they have currently registered
- d) Any online equivalent of a program, or blended program, will be considered unique, and will have their own program representative

#### 27) DUTIES OF STUDENT COUNCIL

The Council members shall:

- a) Advance the affairs of students at the University, including the promotion of the general welfare of students;
- b) be the official medium of communications and negotiation between the student body and the University;
- c) formulate policy and administer the activities and affairs of the Association;
- d) administer all moneys that are received by the Association and maintain proper books of account and have the same audited when required;
- e) maintain a comprehensive record by way of minutes of all meetings of Council; attend all meeting of the council.

#### 28) DUTIES OF THE ASSOCIATION PRESIDENT

The Association President may be either an online or on campus student.

The Association President shall:

- a) Attend and preside at meetings of the Council;
- b) be the official liaison between the Council and the University and other external agencies (working in tandem with the Student Services Coordinator);
- c) be an ex-officio member of all Association Committees;
- d) prepare and submit the Annual Report;
- e) oversee budget and fund requests alongside VP Finance;
- f) execute any other duties that may be assigned from time to time by the members or Council;
- g) be one of the signing authorities for the Association;
- h) be responsible for the operation and well-being of the Student Association;
- i) act in the best interest of the Association; and
- j) advocate for the well-being and best interest of all members of the Association.

#### 29) DUTIES OF THE VICE PRESIDENT ON CAMPUS

The Vice President On-Campus may be filled by a student in an on-campus program.

The Vice President of On Campus shall:

- a) Attend all meetings of the Council
- b) solely serve the on-campus program representatives and students.
- c) assist the Association President in preparation of the Annual Report
- d) ensure the well-being and engagement of on-campus program representatives;
- e) request feedback from on-campus program representatives prior to each General Council meeting;

- f) liaise between on-campus Association members (including program representatives) and the Executive Council;
- g) oversee the activities of the on campus program representatives;
- h) be one of the signing authorities of the Association;
- i) report monthly to the Council the state of on campus association members;
- j) execute any other duties that maybe assigned from time to time by the members of Council; and
- k) act within the best interests of the Association.

### 30) DUTIES OF THE VICE PRESIDENT ONLINE

The Vice President Online may be filled by a student in an online program.

The Vice President of Online shall:

- a) Attend all meetings of the Council
- b) solely serve the online program representatives and students.
- c) be one of the signing authorities of the Association;
- d) assist the Association President in preparation of the Annual Report;
- e) ensure the well-being and engagement of online program representatives;
- f) request feedback from online program reps prior to each General Council meeting;
- g) report on the state of online Association members during each General Council meeting;

### 31) DUTIES OF THE VICE PRESIDENT FINANCE

The Vice President Finance will be filled by a student in an on-campus program.

The Vice President Finance shall:

- a) Attend all meetings of the Council
- b) be one of the signing authorities of the Association;
- c) report monthly to the Council the state of finances of the Association;
- d) keep written financial and organizational records, of all student activities in her/his control as required by the *Society Act* and the Association;
- e) render financial statements of the Association, Council or members when required;
- f) act as chair of the Finance Committee;
- g) oversee budget and facilitate fund requests;
- h) maintain RRUSA bank account and manage reimbursements;
- i) assist the Association President in preparation of the Annual Report;
- j) prepare financial documents and reports to submit financial records, tax statements and other required financial information to stakeholders (CRA, BC Registry, etc.) as required;
- k) execute any other duties that may be assigned from time to time by the members of Council; and
- l) act within the best interests of the Association.

### 32) DUTIES OF THE VICE PRESIDENT COMMUNICATIONS

The Vice President Communications may be either an online or on campus student.

The Vice President Communications shall:

- a) Attend all meetings of the Council
- b) provide a monthly communications update during the General Council meeting;
- c) develop and execute a communications plan for the academic year;
- d) work alongside VP Engagement to improve student engagement;
- e) utilize social media to further RRUSA brand and awareness;
- f) oversee and provide guidance to The Royal as committee chair;
- g) respond to media requests and public inquiries;
- h) write and submit print articles as required;
- i) maintain, update (as required), and distribute the Welcome Package to VP Engagement for dissemination;
- j) assist Association President in drafting of official documents;
- k) assist Association President in preparation of the Annual Report;
- l) be one of the signing authorities of the Association;
- m) be responsible for issuing a copy of the bylaws to any member so requesting;
- n) have the care and custody of all minutes of the Council and be responsible for
- o) publishing the minutes;
- p) prepare the agenda for Council meetings and have them available a minimum of two (2) days prior to the meeting;
- q) conduct the correspondence of the Association;
- r) issue notices of meetings of the Association and Council; (8) have custody of the common seal of the Association;
- s) maintain the register of members;
- t) execute any other duties that may be assigned from time to time by the members of Council
- u) act within the best interests of the Association.

### 33) DUTIES OF VP EXECUTIVE ADMINISTRATION

The Vice President Administration may be either an online or on campus student.

The VP Executive Administration shall:

- a) provide administrative assistance to the Executive Council,
- b) attend and record minutes/action items at all Council meetings;
- c) maintain a database of RRUSA documentation;
- d) prepare and distribute meeting agenda (along with previous meeting's minutes) a minimum of two days prior to each council meeting;
- e) upload all approved meeting minutes to RRUSA website;
- f) conduct correspondence of the Association;
- g) assist in the preparation of various reports and handle submission (utilizing admin assistant where required if the VP Exec Admin is an online student);
- h) issue copies of the Constitution and Bylaws to any student requesting it;
- i) issue notices of meetings of the Association and Council;
- j) have custody of the common seal of the Association;

- k) maintain the register/roster of members; update the online register/roster as required;
- l) execute any other duties that maybe assigned from time to time by the members of Council, and
- m) act within the best interests of the Association.

#### 34) DUTIES OF THE VICE PRESIDENT OF ENGAGEMENT

The Vice President Engagement may be either an online or on campus student.

The Vice President of Engagement shall:

- a) attend all meetings of the Council;
- b) provide a monthly Engagement update during the General Council meeting;
- c) develop and foster relationships with other university associations;
- d) develop and maintain relationships with community organizations for the benefit of students;
- e) liaise with VP's Online and On-campus to ensure well-being of students and respond to student issues as they arise;
- f) develop student outreach events to benefit both online and on-campus students;
- g) request feedback on a regular basis to report to Council;
- h) assist Association President in preparation of the Annual Report;
- i) be one of the signing authorities for the Association;
- j) chair the Social Committee; execute any other duties that maybe assigned from time to time by the members of Council, and
- k) act within the best interests of the Association.

#### 35) DUTIES OF PROGRAM REPRESENTATIVE

The Program Representatives shall:

- a) Be responsible for chairing a committee as determined at the position start
- b) be responsible for conveying the concerns of the student body they represent, to the Council;
- c) convey pertinent information from the Council to the general student body;
- d) liaise with the Committee Chairs for the promotion of all student activities;
- e) sit on the finance committee or arrange for a suitable replacement should
- f) he/she be unable to attend;
- g) any other duties that may be assigned from time to time by the members or
- h) Council; and
- i) act in the best interest of the Association.

#### 36) REMUNERATION OF THE COUNCIL

No member of the Council shall be remunerated for being or acting as a member of the Council, but any member of Council may be reimbursed for all expenses necessarily and reasonably incurred by them while engaged in the affairs of the Association.

37) COUNCIL MEETINGS Are general meetings.

38) QUORUM shall be a majority of members of Council then in office.

39) IF THE PRESIDENT IS ABSENT

- a) The Association President shall be the chairperson of all meetings of the Council. However the Council may appoint another member of the executive to chair a meeting in the Association president's absence.
- b) If at a meeting the Association President is not present 30 minutes after the time appointed for holding the meeting, the members of the Council may choose one of the members of Council to be chair at that meeting.

40) IF MEMBER OF COUNCIL IS TEMPORARILY ABSENT

A member of the Council who may be absent temporarily and unable to participate in Council meetings may send or deliver to the address of the Association a waiver of notice, which may be a letter, telegram, telex, fax, email or cable, for any meeting of the Council and may at any time withdraw the waiver. Until the waiver is withdrawn:

- a) no notice of meeting of the Council shall be sent to that member of the Council; and
- b) any and all meetings of the Council, notice of which has not been given to that member of the Council shall, if a quorum of the Council is present, be valid and effective.

41) REPORTING

- a) All executive members must write a report before the end of their term in office.
- b) All program representatives must either complete a report or meet with Association executive members, or an appointed representative, to provide an exit interview.

42) EXPELLING A COUNCIL MEMBER

A Council member may be expelled from the Association by a special resolution of the members passed at a general meeting. If a council member is absent from two consecutive meetings without prior notice the program will be notified and asked to elect a new representative.

- a) The notice of special resolution for expulsion shall be provided to members in writing, accompanied by a brief rationale for the proposed expulsion.
- b) The student who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to vote.

## V COMMITTEES

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- 43) Two types of committee, Standing Committees and Ad hoc committees
- a) Standing committees will be established at the annual treat.
  - b) Ad hoc committees will be created as needed.
  - c) Committees of the Association may be appointed by the Council as the need arises.
  - d) The Council may form committees for specific purposes,
  - e) Council is encouraged to form ad-hoc committees to deal with areas of concern or interest.
  - f) All Committee must take minutes and present them to Council upon request.

STANADING COMMITTEES (Finance Committee see section 61)

### 44) DUTIES OF THE SPORTS COMMITTEE

The Sports Committee shall:

- a) organize and administrate sporting activities for members of the Association;
- b) allow one vote per committee member in deciding whether an event is to be proposed to the Finance Committee;
- c) bring approved proposals for sport activities and events to the Finance
- d) Committee for approval of funding when needed; (4) meet at least once every two weeks.

### 45) DUTIES OF THE SOCIAL COMMITTEE.

The Social Committee shall:

- a) organize and administrate social activities for members of the Association;
- b) allow one vote per committee member in deciding whether an event is to be
- c) proposed to the Finance Committee;
- d) bring approved proposals for social activities and events to the Finance;
- e) Committee for approval of funding when needed;
- f) meet at least once every two weeks.

### 46) DUTIES OF THE INDUSTRY COMMITTEE.

The Industry Committee shall:

- a) organize and administrate industry and prospective career related activities for members of the Association;
- b) allow one vote per committee member in deciding whether an event is to be proposed to the Finance Committee;
- c) bring approved proposals for industry and prospective career related activities to the Finance Committee for approval of funding when needed;
- d) meet at least once every two weeks.



47) DUTIES OF THE SUSTAINABILITY COMMITTEE.

The Sustainability Committee shall:

- a) organize and administrate sustainable issues on campus for members of the
- b) Association
- c) allow one vote per committee member in deciding whether an event is to be proposed to the Finance Committee;
- d) bring approved proposals for sustainable issues to the Finance Committee for approval of funding when needed;
- e) meet at least once every two weeks.

## VI ELECTIONS AND REFERENDA

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48) SECRET BALLOT

All voting for elections and referenda shall be elected by secret ballot. Elections and referenda may be conducted by E-mail or other electronic means.

49) TERM OF OFFICE

- a) Members of Association Executive shall be elected into a 12 month term.
- b) The term will commence Sept 1st of each year and end Aug 31 of the following year. Those elected after Sept 1st will become active council members upon election.

50) ELECTION OF OFFICERS

The call for nominations for President, VP Finance and VP Communications will occur by the beginning of April for election in May. Nominations for all other Executive Members shall occur by the third week of September. There is to be a campaign period and on-line election to follow the call for nominations.

- a) Elections for all other elected positions of the council shall be held at the earliest time possible in October
- b) Program Representatives shall be elected by their program, to serve one term. No program representative shall continue on the council after they cease to be a member of the Association. If a replacement is needed in that 12 month period, the program shall hold a by-election to replace that representative for the remainder of that term.

51) TRANSITION OF NEW EXECUTIVE

The May election is intended to create a time for the new council members to work with the current members to learn the job expectations and allow for a smooth start up in September.

52) VACANCIES

In the event any member of the Executive vacates or resigns their office a by-election shall be held to fill such office in accordance with the provisions of these bylaws.

**53) BY-ELECTION**

- a) Any by-election that is required to fill a vacancy among the Association Executive shall occur no later than 14 calendar days following the creation of the vacancy.
- b) Any by-election shall be governed by the same rules as were used for the annual election

**54) REFERENDUM**

A Referendum is defined as the referring of a question to the members for direct decision in a free and secret ballot.

**55) CALLING REFERENDUMS**

A Referendum for the Association shall be called by the President of the Association upon;

- a) a resolution of the Council requesting such a Referendum; or
- b) the delivery to the Council of a Petition, signed by at least 10% of the members of the Association, requesting a Referendum, and the Petition shall be signed by members in good standing, whom shall affix their full name, signature and student number to the Petition. This can be conducted electronically

**56) CONTENT OF REFERENDUM**

The text of the Referendum shall be drafted to ensure that the question is capable of being answered “yes” or “no” If in the opinion of the Council, a petition for a Referendum does not meet these requirements, the Council shall refer the Referendum to the petitioners, who shall prepare a clear and unambiguous question.

**57) REFERENDUM TO MEMBERS**

A Referendum shall be put to the members in good standing within 14 days of the receipt of a capable resolution or the submission of a petition referred to in these bylaws.

**58) BINDING IF PASSED**

A Referendum shall, subject to these bylaws, be binding upon the Association where the total number of votes cast is at least 51% of the total number of members of the Association.

**59) RESTRICTIONS**

A Referendum shall not be used to pass ordinary or special resolutions as defined in the *Society Act*.

## VII FINANCES AND ADMINISTRATION

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### 60) FEES

Subject to approval by the Board of Governors of the University, membership fees will be collected by the University on behalf of the Association.

### 61) FINANCE COMMITTEE

The Finance Committee shall control the disbursement of the Association funds.

- a) The Finance committee shall be chaired by the Vice President Finance
- b) Any member of the Council may serve on the Finance Committee
- c) The committee must have a minimum of 5 members
- d) 75% of the Finance Committee must be in attendance to vote on a proposed expenditure.
- e) No Association funds other than those deemed to be administrative costs of the Association shall be spent without the support of 51% of the Finance Committee.
- f) The Finance Committee shall pass votes by an electronic, verbal, written or a visual show of support.
- g) The Finance Committee is not allowed to authorize the purchasing of alcohol directly for Association members.
- h) Finance Committee voting session may be attended by all members of the Association.
- i) Royal Roads Student Services and the members of the Association shall be provided with all approved expenditures upon request.
- j) Any member of the Finance Committee will not vote on any budget request(s) that may be a personal conflict of interest.
- k) Any member of the Association may approach the Finance Committee or the Council requesting funding.

All Association cheques shall require two signatures of members of the Executive.

### 62) AUDITOR

The Association's external auditor, as appointed by the Council and approved at an Annual General Meeting for the Association, shall conduct either an audit engagement or a review engagement of all financial records of the Association no later than the 1<sup>st</sup> day of September of each calendar year. A complete audit engagement will be formally conducted once every three years; while a review engagement shall be performed during each of the two alternate years.

63) FISCAL YEAR, the fiscal year of the Association shall be from August 1<sup>st</sup> to July 31<sup>st</sup> of the following calendar year. (Amended July 08, 2009).

64) RECORDS

The Audited Financial Statements and all records of the Council and the Association shall be open to any member of the Association or the Director, Student Services for inspection upon reasonable notice being given.

65) BORROWING POWERS The Council shall not at any time borrow funds.

66) DEFICIT NOT ALLOWED

Notwithstanding any item in these bylaws the Association shall not operate in deficit.

67) LEGACY FUND

The Legacy Fund can only be used in accordance with the following:

- a) The Student Association, including the Executive Branch and all Council Representatives, have voting power on the Legacy Fund requests;
- b) No funds from the Legacy Fund shall be spent without the support of 51% of the Student Association;
- c) The Student Association is not allowed to authorize the purchasing of alcohol directly for Association members through the Legacy Fund;
- d) Royal Roads Student Services and the members of the Association shall be provided with all approved expenditures of the Legacy Fund on request;
- e) The Student Association, and Student Services, will be privy to all administrative expenditures on request for any use of the Legacy Fund.
- f) Any member of the Student Association may not vote on any Legacy Fund request that is a personal conflict of interest.
- g) Any active association member may approach the Student Association requesting ideas for the use of the Legacy Fund.

## VIII SEAL

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68) The Council may provide a common seal for the Association and may destroy and substitute a new seal in its place.

## IX REMOVAL FROM OFFICE

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69) REMOVAL FROM OFFICE

Any elected member of the Council may be removed from their position by special resolution of the members and in accordance with these bylaws for the following reasons:

- a) if they are absent, without leave, for two consecutive meetings of the Council or a Committee of which they are a standing member during the year; or
- b) if they cease to be a member of the Association; or

- c) if they are derelict in their duties as established by these bylaws or by resolution of the Council;
- d) if they violate any provision of these bylaws; Or
- e) Any act that violates the “Student Rights and Responsibilities Policy”

#### 70) REMOVAL FROM OFFICE PROCEDURE

Prior to any removal from office the following steps will be taken in order to attempt to correct the behaviour of the member of the Council:

- a) A written warning will be delivered by the Council, including the rationale and suggested corrective steps.
- b) After the pre-determined period of them, Council may vote at a subsequent meeting.
- c) A suspension from office for a specific period of time may be in order.
- d) If a violation is an egregious violation of the “Student Rights and Responsibilities Policy” then immediate removal may be in order.
- e) The member of the Council who is the subject of the proposed removal from office shall be given an opportunity to be heard before the special resolution is put to a vote.

## X NOTICE TO MEMBERS

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71) A notice may be given to a member either personally, by email, or by Canada Post to them at their registered address.

- a) A notice sent by mail shall be deemed to have been given on the second day following it’s delivery to Canada post.
- b) Notice of a general meeting shall be given to:
  - i. every Association member on the register of the members on the day notice is given; and
  - ii. the auditor, if By-law 62 applies.
- c) No other person is entitled to receive a notice of general meeting.

#### 72) COPY OF BYLAWS AND CONSTITUTION

Each member of the Association is entitled to and the society shall give them, without charge, a copy of the constitution and bylaws of the Association. A copy of the Constitution and bylaws of the Association will be registered with Royal Roads University Student Services annually, and supplied upon request.

**SIGNATORY PAGE**

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness address

\_\_\_\_\_  
Witness Signature

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_