

**BYLAWS**  
**STUDENTS' ASSOCIATION OF BOW**  
**VALLEY COLLEGE**

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## **PART 1 - CONSTITUTION**

### **1. NAME OF THE STUDENTS' ASSOCIATION**

- 1.1 The name of the Students' Association is the Students' Association of Bow Valley College.

### **2. PURPOSES OF SABVC**

- 2.1 As per the PSLA, SABVC shall provide for the administration of student affairs at BVC, including the development and management of student committees, the development and enforcement of rules relating to student affairs, and the promotion of the general welfare of the students consistent with the purposes of BVC. In addition, and without limiting the generality of the foregoing, the purposes of the SABVC are to:

- (a) achieve the goal of a system of post-secondary education which is accessible to all, of high quality, and is rationally planned;
- (b) advance the interests of the student community;
- (c) articulate the desires of students;
- (d) bring students together to discuss and cooperatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students;
- (e) facilitate cooperation among students in organizing services which supplement the learning experience, provide for human needs and develop a sense of community;
- (f) provide a common framework within which students can communicate, exchange information, and share knowledge, skills and ideas;
- (g) organize students on a democratic and cooperative basis in advancing student interests;
- (h) provide leadership in environmentally responsible practices in all aspects of SABVC's functions; and
- (i) promote the legitimacy of student representation and the validity of student rights.

## **PART 2 - INTERPRETATION**

### **3. CERTAIN RULES OF INTERPRETATION**

- 3.1 Where to context so requires, all references to the plural shall include the singular and vice versa, and all references to gender shall include all other genders.
- 3.2 Headings of the Parts and (sub)sections hereof are inserted for convenience of reference only and shall not affect the construction or interpretation of these Bylaws.

- 3.3 References to any legislation, statutory instrument or regulation, or to any other bylaw, policy or terms of reference, or a section thereof, unless otherwise specified, is a reference to the legislation, statutory instrument, regulation, bylaw, policy, terms of reference or section as amended, supplemented, restated and in effect from time to time, and it includes all regulations, policies and terms of reference, as applicable, prescribed thereunder.
- 3.4 "Including" or "includes" means "including (or includes) but is not limited to", and shall not be construed to limit any general statement preceding it to the specific or similar items or matters immediately following it.
- 3.5 The expressions "hereof", "herein", "hereto", "hereunder", "hereby" and similar expressions refer to these Bylaws as a whole and not to any particular portion of these Bylaws.

#### 4. DEFINED TERMS

- 4.1 In these Bylaws the following capitalized words and phrases have the meaning ascribed to them, and they will be capitalized throughout these Bylaws to indicate they carry such meaning:
- (a) "**Active Member**" means an individual who satisfies the membership criteria set out in section 5.1.
  - (b) "**Annual General Meeting**" means the yearly meeting of the Active Members of the SABVC, as described in section 10.1(a).
  - (c) "**BVC**" means Bow Valley College.
  - (d) "**Campaigning**" means any action or activity by any person with the intent of soliciting votes or persuading voters (regardless of the direction of persuasion), or informing persons of any individuals intent to seek nomination or run in any election of the SABVC, and it includes Personal Campaigning, Public Campaigning, and Online Campaigning.
  - (e) "**Candidate**" means, with respect to a specific election, an individual approved and officially announced by the CRO to have met the eligibility criteria and successfully submitted a Nomination Package for candidacy in an election for office as an Executive or as a Councillor.
  - (f) "**Club**" means a group of Active Members gathered together with the purpose of fulfilling a mandate, and which has been ratified by the SABVC in accordance with section 57.1, and is therefore officially recognized by the SABVC.
  - (g) "**College**" means Bow Valley College.
  - (h) "**Conflict of Interest**" means a conflict between the personal or professional interest of an individual and that of the SABVC and or the Council in respect of any matter upon which that individual may be required to debate or participate in decision making, and it includes any arrangement or affiliation held by an individual that compromises the perception or impartiality of that individual.

- (i) "**Council**" means the Students' Council for the Students' Association of Bow Valley College, which is comprised of the Councillors and the Executives.
- (j) "**Councillor**" means an individual elected to Council, but it excludes those individuals who also hold office as an Executive.
- (k) "**CRO**" means the Chief Returning Officer, an individual hired or appointed by the SABVC for election proceedings to ensure compliance with these Bylaws and the policies of the SABVC, and to assist in conducting free and fair elections and Referendums.
- (l) "**Eligible Programs**" means those programs delivered by the College in which students of the College who are enrolled are eligible to be Active Members, and, as such, will be levied applicable Membership Fees. Programs not considered Eligible Programs may be determined from time to time by BVC.
- (m) "**Executive**" means an individual elected to a position on the Executive Committee as set out in section 62.1, other than the Executive Director.
- (n) "**Executive Committee**" means the committee comprised of the individuals holding the offices set out in section 62.1.
- (o) "**Extraordinary Resolution**" means a Resolution requiring not less than a three-quarters [3/4] vote in favour.
- (p) "**Ex Officio**" means a person who holds office by virtue of his or her status, and by default possesses no voting rights.
- (q) "**Full-time Student**" means a student taking no less than a 60% course load at BVC.
- (r) "**Executive Director**" means the individual employed by the SABVC as Executive Director, all as more particularly described in Part 10.
- (s) "**Health and Dental Plan Fee**" means those fees levied on Full-Time Students in accordance with section 9.1.
- (t) "**In Camera**" means meetings of Council, or portions thereof, at which only members of Council may attend, without the media, other Members or any other person present. Discussions are not recorded during this time.
- (u) "**Member**" means a student of BVC, but it specifically excludes any student not included in a students' association pursuant to the PSLA.
- (v) "**Membership Fees**" means those fees levied on Full-Time Students and Part-Time Students in accordance with section 7.
- (w) "**Minutes**" means a summarized record of the proceedings at a meeting.
- (x) "**Nomination Package**" has the meaning set out in section 34.1.

- (y) "**Online Campaigning**" means any Campaigning that occurs wholly or partially on, or is facilitated by, the Internet, including social media websites, blogs, email, online forums, etc.
- (z) "**Part-time Student**" means a student taking less than a 60% course load at BVC.
- (aa) "**PSLA**" means the *Post-Secondary Learning Act* (Alberta).
- (bb) "**Personal Campaigning**" means in-person Campaigning, including personal conversations, building a campaign team, requesting nomination signatures, and, for greater certainty, it excludes any and all campaigning in a group or public setting or forum, etc.
- (cc) "**Public Campaigning**" means Campaigning to the general public or student body at large, or in any manner not constituting Personal Campaigning, including engaging in conversation with multiple people; classroom visits or presentations; public speaking; distributing campaign materials, etc.
- (dd) "**Resolution**" means a decision to do something or not to do something, usually brought forward in the form of a motion that is considered and voted upon by persons eligible to vote on the matter, in person or, where permitted by these Bylaws, by proxy, at a duly constituted meeting called in accordance with these Bylaws.
- (ee) "**Referendum**" means a general vote by Members, usually performed through a ballot vote that takes place on a single day or over the course of a number of days. This vote must ask a direct question that can be answered with a 'yes' or a 'no' response.
- (ff) "**Requisition**" means a formal written demand that something should be performed, carried out or put into operation.
- (gg) "**SABVC**" means the Students' Association of Bow Valley College.
- (hh) "**Scrutineer**" means someone who examines or closely inspects the conduct of an election.
- (ii) "**Simple Resolution**" means a Resolution requiring greater than one-half [1/2] of votes in favour.
- (jj) "**Special Meeting**" means any meeting of the Active Members of the SABVC that is not the Annual General Meeting, as described in section 10.1.
- (kk) "**Special Resolution**" means a Resolution requiring not less than a two-thirds [2/3] vote in favour.
- (ll) "**Students' Association**" means the Students' Association of Bow Valley College.



### **PART 3 - MEMBERSHIP**

#### **5. MEMBERS OF THE STUDENTS' ASSOCIATION**

- 5.1 The Active Members of the Students' Association is comprised of those Members who satisfy the following criteria:
- (a) The individual is a Full-Time Student or Part-Time Student;
  - (b) The individual is enrolled in an Eligible Program;
  - (c) The individual has paid their respective Membership Fees for the current semester in full;
  - (d) The individual is not otherwise excluded from being part of a student's association pursuant to the PSLA; and
  - (e) The individual is in Good Standing with the Association and has not had their status as an Active Member cancelled in the manner contemplated under section 6.1, or it was cancelled but such cancellation has since been successfully appealed or reinstated as contemplated in section 6.3.

#### **6. CANCELLATION OF MEMBERSHIP & EXPULSION OF MEMBERS**

- 6.1 A Member's status as an Active Member may be cancelled by a Special Resolution of Council.
- 6.2 Members who are not Active Members do not have the right to do any of the following:
- (a) vote in any elections held by the SABVC;
  - (b) vote on any Resolution of the members of the SABVC;
  - (c) sign any Requisitions;
  - (d) run for Students' Council as a Councillor or for office as an Executive;
  - (e) sit on any committee of the SABVC; or
  - (f) exercise any of the rights or privileges of the Active Members except to the extent specifically provided otherwise pursuant to these Bylaws or any applicable laws.
- 6.3 A Member who has had their status as an Active Member cancelled by a Special Resolution of Council pursuant to section 6.1 shall be entitled to:
- (a) appeal to an ad-hoc grievance committee consisting of three Active Members at large, as selected by the Executive Director, or
  - (b) submit a Requisition containing 200 signatures of Active Members for the calling of a Special Meeting to review Council's decision and vote on reinstating their status as an Active Member. Upon receipt of a valid

Requisition, Council shall call a Special Meeting no earlier than twenty one (21) days thereafter and not later than thirty (30) days thereafter. Any decision to reinstate such Member's status as an Active Member shall require an Extraordinary Resolution.

#### **PART 4 - MEMBERSHIP FEES**

##### **7. MEMBERSHIP FEES**

- 7.1 The Students' Association levies a non-refundable Membership Fee on all Full-Time Students and Part-Time Students enrolled in an Eligible Program. Membership Fees help support the programs, mandates and plans of the SABVC.
- 7.2 Students' Council shall set Membership Fees annually during its budgeting process. The Membership Fees for Part-Time Students shall be set lower than Membership Fees for Full-Time Students.
- 7.3 Membership Fees may be altered annually by up to 4% by a Special Resolution of Students' Council. Any annual Membership Fee increase above 4% may only be changed by a majority vote at a Referendum or by Special Resolution of Members at a meeting of Members.
- 7.4 A portion of Membership Fees shall be allocated to an awards fund. Such portion is subject to annual review by the Executive Committee, and based on such review, may be amended from time to time.

##### **8. COLLECTION OF FEES**

- 8.1 SABVC may enter into agreements from time to time with the College (typically through its Registrar's Office), for, among other things, the collection of Membership Fees by the College on behalf of the SABVC. Such collection typically occurs at the time the College collects tuition payments.
- 8.2 Health and Dental Plan Fees may be collected in the same manner as Membership Fees are collected.

##### **9. HEALTH AND DENTAL FEES**

- 9.1 Subject to section 9.2, Full-time Students enrolled in an Eligible Program will be levied the Health and Dental Plan Fee for the SABVC Health and Dental Plan in effect from time to time.
- 9.2 Any student may opt-out of the Health and Dental Plan by following the prescribed procedure in effect from time to time. Where a student validly opts out of the Health and Dental Plan, the Health and Dental Plan Fee shall be refunded to him or her.
- 9.3 Health and Dental Plan Fees are set by the third-party policy provider, and are subject to annual review by the Executive Committee and approval by a Special Resolution of Students' Council. Any annual increase to the Health and Dental Fee in excess of 4% may only be changed by a majority vote at a Referendum or by Special Resolution of Members at a meeting of Members.

## **PART 5 - MEETINGS OF MEMBERS**

### **10. TYPES OF MEETINGS OF MEMBERS**

10.1 There shall be two types of meetings of the Members:

- (a) Annual General Meetings (AGM), for purposes of the following:
  - (i) presenting to the Members a proposed budget for review and approval; and
  - (ii) presenting to the Members a report of the activities of Council in the previous year for review by the Active Members, as further described in section 24.1, and
- (b) Special Meetings, for purposes of dealing with any and all matters other than those matters set out in section 10.1(a)(i) and 10.1(a)(ii), all of which is deemed to be special matters.

10.2 For greater certainty, a meeting of the Members may be an Annual General and Special Meeting.

### **11. LOCATION OF MEETINGS**

11.1 All meetings of SABVC will be held in the City of Calgary, with the location of all meetings taking place on campus at the College unless no location on campus is reasonably available.

### **12. DATE AND TIME OF MEETING**

12.1 Student's Council shall call an Annual General Meeting each year, and shall set its date and time between October 1 and November 30.

12.2 Special Meetings may be called from time to time as follows:

- (a) By Special Resolution of Student's Council; or
- (b) By delivering a valid Requisition to Students' Council in accordance with section 14.1.

### **13. NOTICE OF MEETING**

13.1 The Council will notify Members of any meeting of the Members not less than twenty-one (21) days prior to the meeting.

13.2 Notice of all meetings of Members shall be given by posting notice on not less than three (3) separate notice boards under the jurisdiction or control of SABVC, or available for use by the SABVC on the BVC campus, as well as through posting a notice on the SABVC's website. To be valid, such notice must include the following:

- (a) Whether the meeting is an Annual General Meeting, Special Meeting or an Annual General and Special Meeting;

- (b) The time, date(s), and place of the meeting;
- (c) The proposed agenda for the meeting;
- (d) The text of any Resolution to be submitted to the meeting, including whether a decision on such matter requires a Simple Resolution, Special Resolution or Extraordinary Resolution to be valid and effective, and provided however that the text of a Resolution may be amended at a meeting if the amendments correct manifest errors or are not material, as determined by Student's Council; and
- (e) In the case of all special matters (being any matter not dealt with solely at an AGM), the nature of the matter in reasonably sufficient detail to permit the Members to form a reasoned judgment on that matter, as determined by Student's Council.

#### **14. REQUISITIONS**

- 14.1 Special Meetings shall be called by Student's Council within thirty (30) days of receiving a valid Requisition for a Special Meeting. To be valid, such a Requisition must be duly executed by 200 Active Members, containing each such Member's name and student identification number.

#### **15. QUORUM FOR MEETINGS**

- 15.1 Quorum for Annual General Meetings and Special Meetings shall be fifty (50) Active Members. In the event that quorum is not met, the meeting may continue with the reporting of activities, discussions and or the sharing of any information but such meeting shall not be considered valid, and no matter may be voted on or business conducted at such meeting. For greater certainty, Members that are not Active Members are not included in any count for purposes of determining quorum.

#### **16. VOTING**

- 16.1 Subject to any provision of these Bylaws respecting matters requiring approval by Special Resolution or Extraordinary Resolution of the Members, in order to be valid and effective a decision of the Members must be approved by Simple Resolution.
- 16.2 Each Active Member present in person at an Annual General Meeting or Special Meeting is entitled to one vote on each matter voted on at any such meeting. Members that are not Active Members do not have a right to vote at any Annual General Meeting or Special Meeting.
- 16.3 Active Members on a work term, co-op, clinical placement or practicum, may vote in person or by proxy using SABVC's prescribed form of proxy in effect from time to time.

#### **17. RULES OF ORDER**

- 17.1 Subject to any decision of Council, and to the extent not inconsistent with these Bylaws, the most recent edition of Robert's Rules of Order in effect from time to time shall govern the conduct of all meetings of Members.

## **PART 6 - REFERENDUM**

### **18. REFERENDUM**

- 18.1 Referendum may be called from time to time between the months of November to April, inclusive, as follows:
- (a) By Special Resolution of Student's Council; or
  - (b) By delivering a valid Requisition to Students' Council in accordance with section 18.2.
- 18.2 Referendum shall be called by Student's Council within thirty (30) days of receiving a valid Requisition for a Referendum. To be valid, such a Requisition must be duly executed by 200 Active Members, containing each such Member's name and student identification number.
- 18.3 Each Active Member is entitled to one vote on each matter voted on at a Referendum by personally attending and voting at a valid polling place. Members that are not Active Members do not have a right to vote on any matter being voted on in a Referendum.
- 18.4 Referendums require a minimum of 3% voter turnout in order to be valid. A Referendum that produces a voter turnout of less than 3% shall be invalid, and all votes and voting results shall be of no force or effect.
- 18.5 Council will notify Members of any Referenda not less than twenty-one (21) days prior to the date on which polls will first be open.
- 18.6 Notice of all Referendum shall be given by posting notice on not less than three (3) separate notice boards under the jurisdiction or control of SABVC, or available for use by the SABVC, as well as through posting a notice on the SABVC's website. To be valid, such notice must include the following:
- (a) The period during which polls will be open;
  - (b) The location or web address of all or a majority of the polling place(s);
  - (c) The question or matter being voted on and whether a decision on such matter requires a Simple Resolution, Special Resolution or Extraordinary Resolution to be valid and effective; and
  - (d) The nature of the matter in reasonably sufficient detail to permit the members to form a reasoned judgment on that matter, as determined by Student's Council, or, in the case of a meeting called as a result of a Requisition, the nature of the matter described in such Requisition.

## **PART 7 - SABVC COUNCIL**

### **19. COMPOSITION OF COUNCIL**

- 19.1 Council will be comprised of the following individuals elected by Active Members at elections held pursuant to these Bylaws:

- (a) One Executive as President;
- (b) One Executive as Vice President of Student Life;
- (c) One Executive as Vice President of Operations and Finance;
- (d) One Executive as Vice President of External Communications; and
- (e) A general Council consisting of up to but no more than twelve (12) Councillors.

## **20. ROLE OF COUNCIL**

- 20.1 Council shall be familiar and comply with the provisions of the PSLA and these Bylaws, and all other bylaws and policies of SABVC in effect from time to time.
- 20.2 Council is the official channel of communication between the Members and the Board of Governors of BVC, as per section 95(4) of the PSLA. Council is also the recognized medium of communication between SABVC and each of the following:
  - (a) the Board of Governors of BVC;
  - (b) other constituent groups within BVC;
  - (c) other students' associations recognized under the PSLA;
  - (d) the municipal, provincial, and federal levels of Government and other governmental authorities; and
  - (e) the general public and other third parties.
- 20.3 Council shall communicate with the board of BVC through one or more representatives selected by Council from time to time. Such representative will normally be the President of SABVC, but may be one or more other individuals selected by Council from time to time.
- 20.4 The business and affairs of SABVC shall be managed by Council.
- 20.5 Council has the right to receive, budget, administer and audit all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become, the property of SABVC.
- 20.6 Council shall, with the assistance of the Executive Committee and the Executive Director, prepare, and send in advance of the Annual General Meeting, the SABVC's budget, for approval by Members at the Annual General Meeting. Should the budget not be approved, Students' Council shall present a new budget at a Special Meeting within thirty (30) days of the Annual General Meeting.
- 20.7 Council shall present at the Annual General Meeting a report detailing the activities undertaken by SABVC during the previous year.

- 20.8 Council will review and maintain all policies approved by Council in order to ensure they remain contemporary to the organization's current operations and goals, as amended, revised, supplemented or repealed from time to time.
- 20.9 Where Council determines it is in the best interest of SABVC to do so, Council will appoint one or more representatives to government, BVC and or SABVC committees and boards, and, through such representative(s), actively participate on such committees and boards on behalf of SABVC, provided it has the right to participate on such committee or board.
- 20.10 Council may, from time to time, delegate any of its responsibilities to the Executives or to staff in an effort to achieve efficiency regarding the affairs of SABVC, provided however that Council remains responsible to ensure any such delegated responsibility is fulfilled.

## **21. TERMS OF OFFICE**

- 21.1 Councillors elected by the SABVC take office October 1st. All other Councillors take office when appointed in accordance with section 23.1.
- 21.2 Subject to early removal or resignation in accordance with these Bylaws, all Councillors serve office until April 30th of each calendar year, regardless of when the member of Council obtains office.
- 21.3 Executives elected by the SABVC membership take office on May 1st. All other Executives take office when appointed in accordance with section 23.1.
- 21.4 Subject to early removal or resignation in accordance with these Bylaws, all Executives serve office until April 30<sup>th</sup> of each calendar year, regardless of when the member of Council obtains office.

## **22. RESIGNATIONS AND REMOVAL FROM COUNCIL**

- 22.1 In the event that a member of Council (i) fails to maintain their status as an Active Members of SABVC during their entire term as a member of Council or (ii) their cumulative Grade Point Average for their then current program at BVC falls below 2.00, or 2.50 for an Executive, such member shall provide notice of such occurrence to Council along with a resignation as a Councillor or Executive, as the case may be, failing which they shall be deemed to have been removed from Council.
- 22.2 A member of Council will be removed from Council as a Councillor or Executive, as the case may be, in the circumstances described in sections 44.1 [absenteeism] and 45.1 [impeachment].
- 22.3 Notwithstanding section 22.1 and notwithstanding section 5.1, Executives need not be registered in a BVC course over the summer semester to fulfill the requirements of maintaining Active Membership status.

## **23. VACANCIES OR RESIGNATIONS OF EXECUTIVES OR COUNCILLORS**

- 23.1 If any Executive or more than three (3) Councillors vacates or resigns from office prior to the end of their term, then Council shall initiate an appointment process to

fill vacated position(s). Council shall establish policy to govern the appointment process.

## **24. COUNCIL OATH OF OFFICE**

24.1 All Councillors and Executives must, at the beginning of their first Council meeting, recite aloud, either alone or in unison with other members of Council, the following oath:

- (a) as an elected member of Council I most sincerely promise and solemnly swear:
  - (i) to actively honour the obligation of duties outlined within SABVC's Bylaws and policies;
  - (ii) to strive to keep myself informed of developments in the field of post-secondary at BVC and beyond, and to seek opportunities to inform my fellow members of these developments;
  - (iii) to behave and perform in line with the spirit and letter of the law, SABVC policy, and the BVC Student Code of Conduct;
  - (iv) all this I do swear without any equivocation, mental evasion or secret reservation, so help me God
- (b) The above oath and the names of those who have recited it aloud will be recorded permanently in the minutes of the meeting.

## **25. COUNCILLOR DUTIES**

25.1 Each Councillor shall:

- (a) ensure they are making the best decisions possible on behalf of the membership and in line with the SABVC mission, values, and strategic plan;
- (b) accept additional responsibilities as delegated by Students' Council and the Executive Committee;
- (c) actively work to support the Executives in the performance of their duties;
- (d) conduct themselves with the highest level of integrity and exemplify the expectations set out in the SABVC Code of Conduct;
- (e) perform all duties outlined for Councillors in policy;
- (f) assist in the coordination and implementation of local, provincial and national campaigns relating to educational affairs;
- (g) attend the Annual General Meeting and any Special Meetings;
- (h) attend committees they have been assigned to by Council;



- (i) attend all Council meetings, never being absent without permission from more than two Council meetings per semester;
- (j) be accountable to the membership for the conduct of the affairs of the Students' Association;
- (k) receive and review the Executive Committee meeting minutes;
- (l) review the Executive Committee's policy priorities;
- (m) monitor the activities of the Executives;
- (n) ensure Council adheres to its policies by focusing Council's activities on the Students' Association's mission, values, and purposes;
- (o) foster positive working relationships between Councillors and Students' Association staff;
- (p) govern the affairs of SABVC in a manner consistent with the decisions of Council;
- (q) other external committees relevant to the interests of SABVC membership;
- (r) monitor and develop SABVC's governance;
- (s) recruit and nominate Candidates to fill vacancies on Students' Council;
- (t) submit individual reports to the Executive Committee and the Students' Council outlining the status of individual position duties, projects and official communications as requested;
- (u) serve assigned office hours; and
- (v) support and participate in SABVC fundraising events.

## **26. MEETINGS OF COUNCIL**

- 26.1 Council shall meet a minimum of twice per month from and including October to and including April.
- 26.2 The agenda for each Council meeting shall be posted in the SABVC office no later than two (2) full business days prior to the starting time of each meeting.
- 26.3 Quorum required for the transaction of business of Council shall be differentiated throughout the year, and as follows, in order to accommodate the academic calendar:
  - (a) during the months of September to April, a majority of Executives as well as a majority of Councillors present will constitute quorum, and
  - (b) during the months of May to August, a majority of Executives present will constitute quorum.

- 26.4 Subject to any provision of these Bylaws respecting matters specifically requiring approval by Special Resolution or Extraordinary Resolution of the members of Council, in order to be valid and effective a decision of Council must be approved by Simple Resolution.
- 26.5 Notwithstanding anything in these Bylaws to the contrary, in order to maintain the voice of Council, no decision requiring approval by a Special Resolution or Extraordinary Resolution shall be made at meetings of the Executive Committee between May and August. Decisions requiring a Special or Extraordinary Resolution are to be reserved for meetings during the months of October to April in order to allow for input from Councillors.
- 26.6 Meetings of Council shall be open to all Active Members of SABVC, provided that Council be allowed to move In Camera in extraordinary circumstances, as determined by Council in their sole discretion.
- 26.7 Prior to adjourning a meeting of Council, Council shall schedule its next meeting.
- 26.8 Voting by proxy at Council meetings is not permitted.
- 26.9 Subject to any Extraordinary Resolutions of Council, and to the extent not inconsistent with these Bylaws, the most recent edition of Robert's Rules of Order in effect from time to time shall govern the conduct of all meetings of Council.
- 26.10 Members of Council shall disclose any Conflict of Interest that may arise in respect of any matter being discussed or any decision to be acted upon by Council, and shall abstain from voting on any Resolution with respect to any such matter.
- 26.11 The minutes of Council meetings will be posted for not less than 7 days in the SABVC office and on notice boards under the jurisdiction of SABVC.

## **PART 8 - DUTIES AND RESPONSIBILITIES OF EXECUTIVES**

### **27. EXECUTIVES GENERALLY**

- 27.1 All Executives, regardless of the office they hold shall:
- (a) serve on Students' Council and fulfill those duties required of a Councillor;
  - (b) assist other Executives in their duties as needed;
  - (c) serve as a member of the Executive Committee; and
  - (d) orient his/her successor in the role of the Executive office held. All incoming Executives are encouraged to book meetings with the respective outgoing Executive in order to ensure training and orientation occurs in their new role.
- 27.2 In the event that the President is absent on leave or the elected individual has resigned or been impeached, or the position is otherwise vacant, the Vice President of External Communications shall assume the President's duties until the President returns or the vacancy is filled.

## **28. PRESIDENT**

28.1 The President shall:

- (a) Keep the focus of SABVC on its mission, vision, and priorities;
- (b) be responsible for directing the governance affairs and initiatives of Students' Council;
- (c) be SABVC's spokesperson to SABVC Members, the College, the City of Calgary, and all levels of government;
- (d) represent BVC students on the Bow Valley College Board of Governors as a student representative;
- (e) coordinate lobbying efforts to the College as necessary and deemed appropriate by Council in conjunction with the VP External Communications;
- (f) actively participate in lobby efforts with SABVC's student government associations (e.g. ASEC);
- (g) liaise with the Executive Director in order to:
  - (i) provide a link between the organization's governance and its administration,
  - (ii) develop strategic plans and priorities for SABVC,
  - (iii) act as the primary conduit of communication between the Executive Director and the Executives, and
  - (iv) support the Executive Director in his/her role and report to Council annually in order to perform salary and benefit reviews for the Executive Director;
- (h) liaise with the administration of the College along with members of the Executive Committee, meeting with key administration as necessary;
- (i) ensure the health and maintenance of SABVC governance:
  - (i) provide leadership to Students' Council;
  - (ii) prepare the agenda for Council, in consultation with Councillors and Executives, as well as prepare the agenda for Executive Committee Meetings with input from other Executive Committee members;
  - (iii) work with the Executive Director to provide orientation and training to the non-executive members of Council and committee chairs;
  - (iv) serve as the official spokesperson for the Executive Committee to Council on all matters affecting Council's governance responsibilities;
  - (v) recognize success and achievements of the board;

- (j) oversee the development and implementation of the SABVC bylaws and policies;
- (k) serve as the official interpreter of these bylaws if there is any question as to their meaning;
  - (i) Notwithstanding the above, Council may override any interpretation of the Chair via Special Resolution vote in favour.
- (l) serve as a member of all committees of Council, except for the Appeals Committee; and
- (m) perform other duties of a President as outlined in these Bylaws or any policy of SABVC, or as assigned by Council from time to time.

## **29. VICE PRESIDENT OF OPERATIONS AND FINANCE**

29.1 The Vice President of Operations and Finance shall:

- (a) provide the link between the operations and finances of SABVC to Council and the Executive Committee and make recommendations for policy changes as necessary to ensure long-term sustainability of SABVC;
- (b) obtain and review SABVC's operations such as, but not limited to, insurance coverage, regular financial reports, budgets, audit reports, contractual obligations, and to report any potential organizational risk to Council;
- (c) ensure that the financial records of the Students' Association are maintained in good condition for the annual audit at the end of each fiscal year, in consultation with the Executive Director;
- (d) update the Executive Committee and Council on SABVC's financial position monthly by providing appropriate reports;
- (e) prepare SABVC's budget, in conjunction with the Executive Director and in alignment with SABVC's mission, vision, and priorities;
- (f) participate in making recommendations to Council concerning expenditures not covered in, or amendments to, the budget approved by Council;
- (g) keep accurate records of Council and Executive Committee meeting attendance and minutes, and ensure proper quorum and proper recording of motions, decisions, and actions of items of Council; and
- (h) perform other duties of a Vice President of Operations and Finance as outlined in these Bylaws or any policy of SABVC, or as assigned by Council from time to time.

## **30. VICE PRESIDENT OF STUDENT LIFE**

30.1 The Vice President of Student Life shall:

- (a) encourage a positive student experience at Bow Valley College;

- (b) develop, facilitate, and/or sponsor events, programs, and initiatives that collectively support a student's physical, social, emotional, spiritual, and/or mental wellbeing;
- (c) collaborate with the College or other organizations on events or initiatives when appropriate to increase SABVC's impact;
- (d) advocate to the College when appropriate on behalf of SABVC Member's wellbeing;
- (e) coordinate, in conjunction with SABVC staff, at least one event per month from October to March of each year; and
- (f) perform other duties of a Vice President of Student Life as outlined in these Bylaws or any policy of SABVC, or as assigned by Council from time to time.

### **31. VICE PRESIDENT OF EXTERNAL COMMUNICATIONS**

31.1 The Vice President of External Communications shall:

- (a) communicate regularly with all levels of government in consultation with the President, as part of an external advocacy role;
- (b) research issues and external affairs that affect post-secondary education and SABVC Members and create policy statements and press releases on issues of concern;
- (c) educate and create dialogue with SABVC Members on external affairs and issues that may impact them, organizing initiatives and/or lobby efforts as applicable;
- (d) inform Council of all government policy on post-secondary education and other issues relevant to members of SABVC;
- (e) liaise with, and represent SABVC on outside organizations, committees, and coalitions, unless such duties have been otherwise assigned in the Bylaws, policies, or by Council;
- (f) In the event that the President is absent on leave or the elected individual has resigned or been impeached, or the position is otherwise vacant, the Vice President of External Communications shall assume the President's duties until the President returns or the vacancy is filled
- (g) liaise with provincial and national student organizations, with priority given to organizations that SABVC is a member of (e.g. ASEC); and
- (h) perform other duties of a Vice President of External Communications as outlined in these Bylaws or any policy of SABVC, or as assigned by Council from time to time.

## **PART 9 - ELECTION OF MEMBERS TO COUNCIL**

### **32. ELECTIONS GENERALLY**

- 32.1 Council shall be elected from time to time during elections called by the SABVC in accordance with these Bylaws.
- 32.2 Council shall set electoral policy to govern the elections of Executives and Councillors, as well as Referendum policy to govern Referendum.

### **33. ELECTION SCHEDULES**

- 33.1 Election schedules shall be determined as per SABVC policy and shall consist of a nomination period and a Campaigning period, both of which shall allow for reasonable time to encourage election awareness and Member involvement.
- 33.2 An election for Councillors shall occur in September ending no later than the end of September, and an election for Executives shall occur in the winter semester ending no later than the end of March.

### **34. NOMINATION AND NOMINATION PACKAGE**

- 34.1 To be Candidate, a Member must first be nominated by not less than fifteen (15) Active Members, they must meet the eligibility requirements of a Candidate set out in section 35.2, and they must successfully submit a nomination package, as more particularly described in section 34.2 (a "Nomination Package").
- 34.2 A Nomination Package shall, among other things, include:
- (a) A statement that the person seeking nomination is willing and able to perform the duties and responsibilities of a Councillor or of the office for which they are seeking candidacy as an Executive;
  - (b) A statement that the person seeking nomination is bondable, and disclosure of any criminal record of such person;
  - (c) Information verifying that the person satisfies the criteria of a Candidate set out in section 35.2; and
  - (d) Such other information as may be required in the prescribed form of Nomination Package in effect from time to time.

### **35. ELIGIBILITY TO RUN FOR COUNCIL**

- 35.1 Candidates may only run for one position, either for Councillor or for office as an Executive.
- 35.2 Candidates must:
- (a) be an Active Member of SABVC, and have an honest intention of remaining an Active Member for the duration of the term for the office or seat for which they are seeking election;

- (b) be attending classes at the main downtown Calgary campus, or be easily accessible to this campus, due to the requirements of Council to attend meetings and represent SABVC on the main campus for the duration of the term for the office or seat for which they are seeking election;
- (c) not have been on academic probation or have received a misconduct from BVC for at least one (1) full calendar year prior to their nomination
- (d) be one of the following:
  - (i) in the case of a Candidate running for office as a Councillor:
    - (A) a new student of BVC;
    - (B) a returning student of BVC who has not been enrolled in a program or course at BVC for a full calendar year; or
    - (C) a returning student with a cumulative grade point average (GPA) at BVC of at least 2.00
  - (ii) in the case of a Candidate running for office as an Executive:
    - (A) a new student of BVC;
    - (B) a returning student of BVC who has not been enrolled in a program or course at BVC for a full calendar year; or
    - (C) a returning student with a cumulative grade point average (GPA) at BVC of at least 2.50
- (e) in the case of a Candidate running for office as an Executive, not have served as an Executive, regardless of the office(s) as an Executive, for three (3) or more terms, whether consecutive or otherwise, unless or until five (5) years has passed since the end date of their most recent term.

35.3 The successfully elected Candidates for all Executive positions must supply a criminal record check at the start of their term.

### **36. CONDUCT OF CANDIDATES**

- 36.1 Candidates for all positions shall not commence any form of Public or Online Campaigning until the start of the Campaigning Period. Personal Campaigning is permitted prior to commencement of the applicable Campaigning period.
- 36.2 Candidates are responsible for and shall ensure that all their campaign information and material is removed from public display by 4:00 pm on the day following the last day of polling.
- 36.3 No Candidate or Member shall distribute material or information in any form during the Campaign period, nor shall any Candidate permit any of their supporters to distribute any such material or information, that:

- (a) offends or demeans a person, or group of persons, on the basis of race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexual orientation, or conviction for a criminal charge; or
- (b) seriously threatens or intimidates a person.

36.4 Candidates shall abide by all policies of SABVC in effect from time to time, including without limitation, any electoral policy and the *Code of Conduct Policy*.

### **37. VOTING**

37.1 Subject to eligibility as contemplated by section 37.2, all Active Members will have the right to one vote for each position being run for in an election of the members of Council.

37.2 The Electoral Committee and CRO shall work together, and shall have the right, to establish policies and or procedures, in either case not inconsistent with these Bylaws or any other policy of the SABVC, with respect to the following:

- (a) for determining eligibility of voters to help ensure ballots are only cast by Active Members; and
- (b) to help ensure reasonably free and fair elections and Referendum occur within the SABVC.

37.3 Voting shall take place for two (2) or three (3) business days during the Campaigning Period subject to the decision of the Electoral Committee.

### **38. COUNTING OF BALLOTS**

38.1 When applicable, sealed ballot boxes are to be returned to the office specified by the Electoral Committee at the close of each voting day. Counting of ballots will be overseen by the CRO after the polls close on the last day of voting.

38.2 The Candidate receiving a plurality or majority of votes cast with respect to the position being run for shall be declared validly elected and shall take office or a seat on Council on the date indicated in section 21.1 or section 21.3, as the case may be, and subject to taking oath of office, as specified in these Bylaws.

38.3 In the event only one nomination is submitted for a position, Active Members vote to approve or disapprove the Candidate; in which case the Candidate must receive the approval of the majority of ballots cast to be declared elected.

38.4 Each Candidate may appoint a scrutineer to oversee the counting of ballots.

38.5 Ballots shall be destroyed only after a Simple Resolution is passed to do so by Council, which shall not be made earlier than seven days following the close of voting or, where an appeal has been made, until the Appeals Committee has made a final determination on the matter.

38.6 Online voting from a reputable and secure service provider may be utilized at the discretion of the Electoral Committee.



38.7 In the event of a tie, the ballots shall be immediately recounted. If a tie vote is confirmed, the CRO shall determine the winning candidate by a coin toss.

### **39. RECOUNTS**

- 39.1 A Candidate shall have the right to have the Electoral Committee carry out one (1) recount of votes respecting the position for which such Candidate ran, provided that:
- (a) the Candidate makes a request to the Electoral Committee within seven (7) days following the Electoral Committee's announcement of election results;
  - (b) the request is in writing and duly executed by the Candidate; and
  - (c) there has not already been or there will not already be a recount of votes with respect to such position.

### **40. APPEALS**

- 40.1 Decisions of the Electoral Committee or the CRO may be appealed within seven days following the close of voting by any SABVC Member to the Appeals Committee, which shall be established prior to each Election as per applicable SABVC policy.
- 40.2 To appeal a decision of the Electoral Committee or the CRO, appellants must follow all the procedures outlined in applicable SABVC policy.
- 40.3 All decisions of the Appeals Committee are final and binding, and not subject to any further appeal.

### **41. CHIEF RETURNING OFFICER SELECTION**

- 41.1 The Executive Director shall be responsible for seeking nominations for the position of the CRO. Final approval of the appointment of CRO shall be made by Council.
- 41.2 The CRO shall be an individual with no apparent interest in the outcome of the election, and who does not have any actual or perceived Conflict of Interest in respect of the election, all as determined by the Executive Director and Council, acting reasonably.

## **PART 10 - DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR**

### **42. THE EXECUTIVE DIRECTOR**

- 42.1 The Students' Association of Bow Valley College shall employ an Executive Director to support the Students' Council and manage the organization in alignment with the Resolutions of Council and the Executive Committee.
- 42.2 The Executive Director shall:
- (a) not undertake any activity that is deemed imprudent, illegal, or unethical by Council;
  - (b) administer the Students' Association business operations and functions in alignment with the vision, mission, and strategies approved by Council;

- (c) assist Council and the Executive Committee in carrying out of duties;
- (d) attend Council, internal Students' Association committees, and various College meetings as requested by Council and the Executive Committee on a regular basis as an Ex Officio;
- (e) be one of the signing authorities of SABVC, with all bank accounts of the Students' Association requiring the signature of the Executive Director;
- (f) be responsible for the management of the employees of SABVC and all related personnel matters including:
  - (i) the hiring, motivating, recognizing, disciplining, and dismissing of SABVC staff, within certain parameters and policies as defined by Council,
  - (ii) drafting and interpreting personnel policies governing the employment of SABVC personnel,
  - (iii) reviewing benefits or remuneration for SABVC personnel; and
  - (iv) negotiating the terms and conditions of employment for all personnel of SABVC;
- (g) oversee the completion of honoraria, payroll processing, accounts payable and receivable documentation for processing;
- (h) delegate temporary authority to another staff person in the event of the Executive Director's absence from the office;
- (i) ensure that all Resolutions of Students' Council are implemented in conjunction with the Executives;
- (j) work in conjunction with the President to ensure effective transitions between outgoing and incoming Councils;
- (k) inform and advise Council on legal matters, and to seek legal advice should the need arise;
- (l) monitor the operations of all assets and business activities of SABVC;
- (m) participate in the review and development of all policies and Bylaws of SABVC, providing guidance and support to the President, Executive Committee, Council, and staff in policy and procedure development and implementation;
- (n) perform all the Duties and Responsibilities and provisions detailed in the Executive Director's contract with the Students' Association of Bow Valley College;
- (o) provide assistance and guidance in the development of short and long-range plans of SABVC and Council;

- (p) delegate any of their responsibilities to the Executives or to other staff in an effort to achieve efficiency regarding the affairs of SABVC, provided however that the Executive Director remains responsible to ensure any such delegated responsibility is fulfilled;
  - (q) report, in writing, to the President on an as required basis with regard to his/her activities and job responsibilities; and
  - (r) perform all other duties as requested by Executive Committee and Council.
- 42.3 In the prolonged or permanent absence of the Executive Director, the Executive Committee shall appoint a staff member to assume the responsibilities of the Executive Director as an interim acting Executive Director until the position is filled. The Executive Committee shall make every reasonable effort to fill the Executive Director position as soon as reasonably practicable.

## **PART 11 - ABANDONMENT OF OFFICE AND REMOVAL OF EXECUTIVES**

### **43. LEAVES OF ABSENCE**

- 43.1 Each Executive shall be permitted to take a leave of absence for a maximum of one (1) semester per term of office to facilitate a co-op, work, or any school related activity that removes the Executive from the Calgary area.

### **44. ABSENCES FROM COUNCIL MEETINGS**

- 44.1 With the exception of leaves of absence, as outlined in section 43.1, an Executive or Councillor who has missed more than two (2) regularly scheduled Council meetings per semester, with the exception of cases of illness or emergency, shall be deemed to have resigned from their position as a Councillor or Executive, as the case may be, upon conclusion or adjournment of such second meeting from which they are absent.
- 44.2 A member of Council shall be considered absent from a meeting of Council if the meeting is validly called and held, but such member was not present for purposes of determining whether quorum was met for such meeting.
- 44.3 Council will adhere to the following provisions in working with an absentee member of Council, provided however that failure to adhere to such provisions shall not invalidate a deemed resignation pursuant to section 44.1:
- (a) Council shall provide written warning to such member as soon as reasonably possible following their absenteeism from one (1) meeting of Council.
  - (b) Council will motion to approve any such deemed resignation by way of a Simple Resolution.

### **45. IMPEACHMENT POLICY & PROCEDURE**

- 45.1 Subject to section 45, a member of Council may be removed from office in the following circumstances:

- (a) The member is in violation of any criminal law of Canada that may directly or indirectly impact SABVC or SABVC's public image;
- (b) The member breached their fiduciary duties to the SABVC;
- (c) The member is in persistent failure to perform duties of office to an acceptable standard including, without limitation, failure to attend to duties associated with their position such as, but not limited to, attendance at meetings, representation on committees, and/or other required duties, and following written notice of such failure(s) in accordance with section 46.2, and a reasonable opportunity to improve and/or cure any failures, the member has failed to do so; and/or
- (d) The member's conduct is persistently inconsistent with any of the established purposes of the SABVC, and following written notice of such misconduct in accordance with section 46.2, and a reasonable opportunity to improve, the member has failed to do so.

- 45.2 A suspended member of Council shall be paid based on the expected number of hours that he/she would be expected to work for the duration of their suspension.
- 45.3 A suspended member of Council shall refrain from involvement in any SABVC business except when requested to attend Council Meetings as per the proceedings in section 46.4.

#### **46. IMPEACHMENT PROCEEDINGS**

- 46.1 In order to protect SABVC, a member of Council may be immediately suspended from Council by a Simple Resolution of the Executive Committee prior to the proceedings in section 46 through to section 46.5 for potential breaches of 45.1(a) or 45.1(b).
- (a) A suspended member of Council shall be paid based on the expected number of hours that he/she would normally be expected to work for the duration of their suspension.
  - (b) A suspended member of Council shall refrain from involvement in any SABVC business except when requested to attend Council Meetings as per the proceedings in section 46.4.
  - (c) Should the member of Council in question of violating 45.1(a) or 45.1(b) be a member of Executive Committee, that Executive shall not be permitted to vote on their own suspension as per 45.1.
  - (d) A suspended member of Council shall be notified of his/her suspension immediately alongside the required notice described in section 46.2.
- 46.2 Prior to making any determination pursuant to section 45.1, the failure or misconduct, as the case may be, must be brought to his or her attention by the President, or in the case of failure or misconduct by the President, by one other Executive, in the form of a written notice describing such failure or misconduct in reasonable detail.

- 46.3 The Executive Director or any member of Council who believes that another member of Council has committed any of the prohibited acts listed in section 45.1 may provide a written request to the President to notify the member in question in accordance with section 46.2, or in the event the member in question is the President, to any other Executive.
- 46.4 Any member of Council who believes that another member of Council has committed any of the prohibited acts listed in section 45.1 may bring forward a motion to adopt an Extraordinary Resolution to remove that member of Council, provided however that:
- (a) The notice contemplated in section 46.2 has been delivered to the member of Council in question;
  - (b) The motion to impeach must be submitted to Council, including the member of Council in question, in writing no less than ten (10) days prior to the meeting of Council at which the motion is proposed to be brought forward, and it must set out in reasonable detail the wrongdoing alleged;
  - (c) The motion to impeach must be signed by not less than one-third (1/3) of all members of Council;
  - (d) During the Students' Council meeting in which the motion to impeach is to be brought forward and voted on the motion must:
    - (i) Be made, discussed, and voted on In Camera;
    - (ii) Allow for the member of Council in question and the Councillor or Executive who made the motion to present their respective positions prior to the vote; and
    - (iii) Be voted on by secret ballot.
- 46.5 Should a motion to impeach be submitted to Council pursuant section 46.4 requesting the removal of an Executive, and should that Executive not already be suspended pursuant of section 46.1, that Executive must take a leave of absence from their position with pay until the motion is settled.

## **PART 12 - POLICY OF SABVC**

### **47. ESTABLISHMENT OF POLICY**

- 47.1 Policy of SABVC may be established, amended, supplemented or repealed from time to time by:
- (a) Special Resolution of Council;
  - (b) Simple Resolution of Members at a Special Meeting; or
  - (c) Majority vote through a Referendum of SABVC,
- provided that any such policy is not inconsistent with or in conflict with these Bylaws.

**PART 13 - FINANCES OF SABVC****48. THE FISCAL YEAR**

48.1 The fiscal year for the Students' Association is from July 1 to June 30.

**49. FUNDS OF SABVC**

49.1 SABVC may establish funds for capital investment, endowment, or other purposes. Council shall set the allocation for its funds in its annual budget.

**50. SIGNING OFFICERS OF SABVC**

50.1 The signing officers of SABVC shall be:

- (a) the President,
- (b) the Vice President of Student Affairs,
- (c) the Vice President of Operations and Finance,
- (d) the Vice President of External Communications, and
- (e) the Executive Director, SABVC.

**51. AUDITORS**

51.1 The auditors of SABVC shall be appointed by Council, annually.

51.2 The auditors of SABVC shall have the right to examine all books, records and accounts of SABVC and shall be entitled to request from any and all members of SABVC, including Council, such information and explanation as may be required by the auditors for the performance of their duties.

**52. BORROWING**

52.1 Subject to the PSLA, in order to carry out the purposes of SABVC, Council may, on behalf of SABVC, issue short or mid-term debt instruments or secure short or mid-term loan facilities such as lines of credit or loans in order to assist the SABVC with short to medium term operating or capital costs.

52.2 Council may, on behalf of SABVC, grant security interests in any of its assets, including mortgages in any real property it may own or hold an interest in, in connection with such loans or debt instruments.

**53. HONORARIA OF EXECUTIVES**

53.1 Executives shall receive an honoraria for services rendered during their term of office, as approved by Council from time to time.

53.2 The honoraria awarded to each Executive shall be established based on 50 hours of work per month.

53.3 Executives shall receive Health and Dental coverage during their term of office.

**PART 14 - STUDENTS' ASSOCIATION RECORDS**

**54. LOCATION OF RECORDS**

54.1 The minutes of Council meetings, Annual General Meetings and Special Meetings, and other books and records of SABVC, shall be kept in SABVC's office or archives.

54.2 Policies respecting the storage and security of physical and digital files may be established from time to time by the SABVC, provided that any such policy is not inconsistent with or in conflict with these Bylaws.

**55. INSPECTION BY MEMBERS**

55.1 The books and records of SABVC shall be made available to any Member for inspection at the offices of SABVC within five (5) days of a written request submitted to Council.

**PART 15 - CLUBS**

**56. CLUBS**

56.1 SABVC Members shall be allowed to establish Clubs from time to time in accordance with these Bylaws and applicable club policy of the SABVC.

56.2 Policies respecting Clubs may be established from time to time by the SABVC, provided that any such policy is not inconsistent with or in conflict with these Bylaws.

**57. RECOGNITION OF CLUBS**

57.1 A group of students of the SABVC may form a Club through a ratification process, which requires the following:

- (a) That the proposed club have a written constitution providing for, among other things:
  - (i) aims and objectives which are consistent with those stated in these Bylaws or any other bylaws or policies of the SABVC;
  - (ii) a functioning, elected executive;
  - (iii) meetings that are advertised and open to all its members;
  - (iv) open membership to all Active Students; and
  - (v) any other provision prescribed by policy of the SABVC, provided it is not inconsistent with these Bylaws; and
- (b) That its proposed constitution be submitted to and approved by Council;

**58. NAMES OF CLUBS**

- 58.1 The name of the club must not include the terms "students' association", "students' union" or "students' council" so as to avoid confusion with the Students' Association of Bow Valley College and to avoid purporting itself as a separate entity.

**59. CLUB FINANCES**

- 59.1 Clubs shall maintain an account for their finances with SABVC and follow all Club finance policies of the SABVC.

**60. CLUB LIABILITY**

- 60.1 SABVC shall have no liability or responsibility whatsoever for any group or club that has not been ratified by the SABVC.
- 60.2 SABVC policy shall outline liability and responsibility of Clubs, including as it relates to SABVC's policies of insurance in effect from time to time.
- 60.3 SABVC policy shall set out the pre-approval process for club events. Any such event will only be pre-approved if, among other things, it is covered by the SABVC's insurance policy in effect from time to time.

**PART 16 - STANDING COMMITTEES OF SABVC****61. ESTABLISHMENT**

- 61.1 Council shall have the authority to appoint standing, advisory and *ad hoc* special committees by Resolution from time to time, and shall have the right to fix terms of reference and or other policy respecting any such committees, provided no such terms of reference or policy is inconsistent with these Bylaws.

**62. EXECUTIVE COMMITTEE**

- 62.1 SABVC shall have an Executive Committee, which shall consist of:

- (a) the President,
- (b) the Vice President of Operations and Finance,
- (c) the Vice President of Student Life,
- (d) the Vice President of External Communications, and
- (e) the Executive Director as "*Ex Officio*".

- 62.2 The duties and responsibilities of the Executive Committee consist of the following:

- (a) to act as the primary budgetary oversight on behalf of Council, and report to Council on items including, but not limited to, extra-budgetary expenditures, financial reporting, auditor selection and reporting, and contracts;



- (b) to meet as an operating committee of SABVC to ensure the financial and operational affairs of the Students' Association are maintained;
- (c) to govern the affairs of SABVC in a manner consistent with the decisions of Council; and
- (d) to operationalize projects on behalf of Council; and
- (e) such other duties and responsibilities as may be prescribed under terms of reference or other policy applicable to the Executive Committee.

**63. ELECTORAL COMMITTEE**

- 63.1 SABVC shall have an Electoral Committee.
- 63.2 The Electoral Committee is responsible for administering elections as outlined in Part 9 of these Bylaws, and in SABVC policy in effect from time to time, and for fulfilling such other duties and responsibilities set out in these Bylaws or applicable policy of the SABVC in effect from time to time.
- 63.3 No member of the Electoral Committee shall seek re-election while serving on the Electoral Committee.

**PART 17 - AMENDMENTS TO THE BYLAWS OF SABVC**

**64. AMENDMENTS**

- 64.1 These Bylaws may only be amended by an Extraordinary Resolution of the Members at a Special Meeting.

**PART 18 - COMING INTO FORCE**

**65. COMING INTO FORCE**

- 65.1 These Bylaws shall come into force the 23 day of November, 2017.