

CONSTITUTION & BYLAWS

Jan 2020

List of Bylaws

- I Constitution
- II Definitions
- III Membership
- IV General Meetings
- V Policy
- VI Executive Committee
- VII Election of the Executive Committee
- VIII Abandonment of Office & Removal of Executive Committee Members
- IX Powers of the Executive Committee
- X Collective Duties of the Executive Committee
- XI Duties of the Chairperson
- XII Duties of the Deputy Chairperson
- XIII Duties of the Treasurer
- XIV Duties of the Women's representative
- XV Duties of the Local Representatives
- XVI Duties of Indigenous Students' Representative
- XVII Duties of Racialised Students' Representative
- XVIII Standing Resolutions
- XIX Voting By Mail
- XX Execution of Documents
- XXI Fees
- XXII Notice
- XXIII Financial
- XXIV Inspection of Books and Records
- XXV Seal of the Federation
- XXVI Amendments

BYLAW I

Constitution

1.1 Name

The name of the organisation is Canadian Federation of Students-Nova Scotia, hereinafter referred to as the Federation.

1.2 Purpose

The purposes of the Federation are

- a. To organise students in Nova Scotia on a democratic, co-operative basis in advancing students' interests, and in advancing the interests of the students' community;
- b. To provide a common framework within which students can communicate, exchange information, and share experience, skills and ideas;
- c. To ensure the effective use and distribution of the resources of the students organisation;
- d. To bring students together to discuss and cooperatively achieve necessary educational, administrative and legislative change whenever decision-making affects students;
- e. To facilitate co-operation among students in organising services which supplement the learning experience, provide for human needs, and which develop a sense of community with our peers and with other members of society;
- f. To articulate the real desire of students to fulfill the duties and be accorded the rights of citizens in Nova Scotia and in our community;
- g. To achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is nationally planned; which recognises the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognised and appreciated;
- h. To do all other things that are incidental or co-incidental to these purposes.

1.3 Winding-Up Clause

In the event of winding-up or dissolution of the Federation, the funds and assets remaining after the satisfaction of the steps and liabilities shall be given or transferred to such organisations promoting the same purposes of the Federation, as may be determined by members of the Federation; and if effect cannot be given to the aforesaid provision, then such funds

and assets shall be divided equally among member local associations that are still members of the Federation at the time of dissolution. This clause is unalterable.

BYLAW II

Definitions

For the purposes of the Bylaws:

2.1 Canadian Federation of Students(-Services)

"Canadian Federation of Students(-Services)" refers collectively to Canadian Federation of Students and Canadian Federation of Students-Services, both of which are national student organisations. Canadian Federation of Students-Nova Scotia is a chartered provincial component of Canadian Federation of Students(-Services).

2.2 Federation

"Federation" refers to the Canadian Federation of Students-Nova Scotia

2.3 Local Association

A "local association" shall be taken for all purposes to mean an organisation of students which satisfies the following criteria:

- a. It is locally and democratically controlled;
- b. It is autonomous from other organisations;
- c. It represents students at only one post-secondary institution;
- d. It is campus-wide, i.e. the breadth of its membership, of its normal activities, and of its representative efforts correspond to the highest administrative student organisation of the institution, notwithstanding that there may be separate graduate, undergraduate, or part-time student organisations from the institution.

2.4 Referendum

A "referendum" will be taken to mean a general vote of the members of a local association, whether conducted at balloting locations or at a formal general meeting of the local association.

2.5 Individual Members

An "individual member" shall be any individual who is a member of a member local association of the Federation or who holds an at-large position on the Executive Committee.

2.6 At-Large Positions

The "at-large" positions on the Executive Committee are:

- a. Chairperson;
- b. Deputy Chairperson;
- c. Treasurer.

2.7 Plenary

The "plenary" is that portion of the general meeting in which formal decision-making by the delegates of member local associations transpires.

BYLAW III

Membership

3.1 Full Membership

General Description - Full membership is a membership of unlimited duration, and entails membership in the chartering organisations Canadian Federation of Students.

- a. A local students' association in Nova Scotia is eligible to apply for full membership only if its members have approved by referendum full membership in the Canadian Federation of Students-Nova Scotia, the Canadian Federation of Students and the Canadian Federation of Students-Services.
- b. The official wording for a referendum to join the Federation shall include only the following:
 - i. "Do you wish to become a member of the Canadian Federation of Students?" and
 - ii. Other wording shall be determined by the Chief Returning Officer administering the campaign as outlined in Section 3.e of this Bylaw.b.
- c. Full membership status shall become effective at such time as it is approved by:
 - i. The Nova Scotia Component plenary of the Federation; or
 - ii. The national plenary of the Canadian Federation of Students.
- d. A written application for full membership submitted by an eligible local student association will be considered as a binding contract to accept the rights and responsibilities of full membership in the Canadian Federation of Students-Nova Scotia, the Canadian Federation of Students and the Canadian Federation of Students-Services.
- e. Within ninety (90) days of receipt by the Federation of an application in writing for full membership, the Executive Committee shall consider the application and make a recommendation to the member local associations of the Federation regarding the application.
- f. There shall be a vote of the member local associations of the Federation at the next general meeting on the question of approving the recommendation of the Executive Committee regarding an application for membership. A majority of at least two-thirds (2/3) shall be required to accept the application.
- g. The Nova Scotia Component full membership fee for each member local association shall be no less than \$3.00 per full and part-time student per semester, collected in the fall and winter semesters.
- h. Beginning in 1996, the Nova Scotia Component fee for each member local association shall increase for students registered in programs or courses commencing on or after September 1 each year by a rate of increase in the national Consumer Price Index during the previous calendar year.
- i. The individual members of the Federation collectively belonging to a member local association will have the sole authority to initiate, by petition signed by not less than twenty percent (20%) of the individual members and served to the Federation's Executive Committee, a vote on decertification as described in this Bylaw, and that also entails a vote on decertification in the Canadian Federation of

Students, subject to compliance with the Bylaws of the national chartering organisation.

- j. A local association's application for membership, once accepted by the Federation, shall constitute a binding contract to collect and remit to the Federation full membership fees for the duration of membership.
- k. The individual members of the Federation collectively belonging to a member local association will have sole authority to initiate, by petition signed by not less than ten per cent (10%) of the individual members and served to the Federation's Executive Committee, a referendum on continued membership as described in this Bylaw.

3.2 Prospective Membership

General Description – Prospective membership is a membership of limited duration and entails prospective membership in the chartering organisation, Canadian Federation of Students.

- a. A local students' association in Nova Scotia is eligible to apply for prospective membership if it has passed a motion of its members, executive, council or equivalent representative body to apply for prospective membership in the Canadian Federation of Students–Nova Scotia, the Canadian Federation of Students and the Canadian Federation of Students-Services.
- b. Prospective membership status becomes effective at such time as it is approved by:
 - i. The Nova Scotia Component plenary of the Federation; or
 - ii. the national plenary of the Canadian Federation of Students.
- c. The Nova Scotia Component prospective membership fee for local associations is \$1.00 per student per year. The prospective membership fee may be waived upon special request of the students' association seeking prospective membership and consent of a majority of the Federation's Executive Committee.
- d. A prospective member association must hold a vote on certification in the Federation, in accordance with Section 3 of this Bylaw, within twelve (12) months following its acceptance as a prospective member.
- e. In the event that the majority of those voting on certification support full membership in the Federation, full membership will be granted at the subsequent general meeting, at which point prospective membership shall cease.
- f. In the event that the majority of those voting on certification oppose full membership in the Federation, prospective membership will immediately cease.
- g. In the event that the vote on certification fails to achieve quorum, prospective membership will be extended automatically and another vote on certification will be held within the subsequent six (6) months in accordance with Section 3 of this Bylaw.
- h. In the event that a prospective member fails to conduct a vote on certification as required by this Bylaw, the Federation shall have the option to either cancel or extend, by majority vote of the provincial general meeting, the prospective membership until a vote on certification is conducted.

- i. A prospective member shall be entitled to all of the rights and benefits accorded a full member.

3.3 Vote to Certify

The individual members of the Federation belonging to a member local association may vote on continued membership, subject to the following rules and procedures:

- a. Notice of a vote to become full members must be delivered by registered mail to the head office of the Federation no less than one (1) month prior to the start of the voting.
- b. Campaigning
 - i. There shall be no less than seven (7) days of campaigning immediately preceding the voting during which time classes are in session;
 - ii. Only individual members and representatives of the students' association, representatives of the Federation and representatives of other Federation member local associations shall be permitted to participate in the campaign.
 - iii. Campaign materials shall not be misleading, defamatory or false. The Chief Returning Officer shall be the sole arbiter of whether materials are misleading, defamatory or false.
- c. Voting
 - i. Voting must be conducted by paper ballot and cannot be conducted in any other manner. Voting must take place at voting stations or, subject to the agreement of the Federation, at a general meeting of the prospective member local association or by a mail out ballot.
 - ii. There shall be no less than sixteen (16) hours of polling or no less than two (2) days, except in the case of voting being conducted at a general meeting.
 - iii. In the event that polling is conducted at a general meeting, representatives of the Federation and Federation member local associations shall be extended full speaking rights in the meeting.
 - iv. It shall be the responsibility of the voting member local to obtain and provide to the Federation, no later than seven (7) days in advance of the vote, a list of all of the individual members eligible to participate in the vote. If the voting member local is unable to obtain or provide such a list, voting shall be conducted through a double envelope system, whereby the ballot is placed in an unmarked envelope, which is placed in a second envelope, on which the voter writes their full name and student identification number. After voting ends, the envelopes will be compared to a list of the individual members who are eligible to participate in the vote. Duplicate ballots and ballots cast by ineligible voters shall be discarded. Once the validity of the votes has been verified, the outer envelopes will then be separated from the unmarked inner envelopes and tabulated.
- d. Quorum for the vote shall be that of the member local association or ten percent (10%) of the individual members of the local association, whichever is higher.
- e. For each vote to certify, a Chief Returning Officer shall be appointed in accordance with the Bylaws of the Canadian Federation of Students. The Chief Returning Officer shall oversee the referendum and be responsible for:

- i. Establishing the notice requirement for the referendum in accordance with the Bylaws of the Canadian Federation of Students;
 - ii. Establishing the campaign period in accordance with Section 5.b of this Bylaw;
 - iii. Approving all campaign materials in accordance with Section 5.b of this Bylaw;
 - iv. Deciding the number and location of polling stations;
 - v. Setting the hours of voting in accordance with Section 5.e of this Bylaw;
 - vi. Overseeing all aspects of the voting;
 - vii. Counting the ballots following the vote; and
 - viii. Establishing all other rules and regulations for the vote.
- f. For each vote to certify, an Appeals Committee shall be appointed to adjudicate any appeals of the referendum results or rulings of the Chief Returning Officer in accordance with the Bylaws of the Canadian Federation of Students.

3.4 Suspension and Expulsion of Members

- a. A member local association may have their voting privileges suspended, for up to twenty-four (24) months, or be expelled from the Federation by a two-thirds (2/3) vote of a general meeting:
 - i. For a breach of a provision of the Nova Scotia Component or the National Bylaws;
 - ii. For failure to meet its financial obligations to the Federation; or
 - iii. When a problem of duplication of representation arises.
- b. The process for suspending voting privileges of or expelling a member may be initiated by:
 - i. Resolution of the Executive Committee; or
 - ii. A petition signed with more than fifty percent (50%) of the member local associations served upon a Nova Scotia Component Executive Committee meeting.
- c. Upon the process for suspension of voting privileges or expulsion of a member local association being initiated, the Nova Scotia Executive Committee shall:
 - i. Include the business on the agenda of the next annual general meeting provided one is scheduled to commence no sooner than four (4) weeks and no later than thirteen (13) weeks following the Nova Scotia Component Executive Committee meeting at which the suspension of voting privileges of expulsion is initiated; or
 - ii. Organise a special general meeting to deal with the business, to be scheduled for no sooner than four (4) weeks and no later than thirteen (13) weeks following the Nova Scotia Executive Committee meeting at which suspension of voting privileges or expulsion is initiated, notwithstanding Article 3.3(b).
- d. A member local association, having had its voting privileges suspended or having been expelled by the national plenary of the Canadian Federation of Students, shall be deemed to have had its voting privileges suspended or to have been

expelled, respectively, from the Nova Scotia Component. A motion ratifying the suspension of voting privileges or expulsion must be conducted at the next Nova Scotia Component general meeting. If a general meeting does not occur within the succeeding nine (9) months a special general meeting will be called for this purpose.

- e. A member local association, having had its voting privileges suspended or having been expelled, will have the right to appeal said suspension of voting privileges or expulsion of a subsequent national or Nova Scotia general meeting.

3.5 Vote to Decertify

The individual members of the Federation belonging to a member local association may vote on whether to decertify, subject to the following rules and procedures:

- a. Petition:
 - i. As per Bylaw 2, Section 1.i. a petition calling for a vote on decertification in the Canadian Federation of Students-Nova Scotia, that has been circulated, collected and submitted by individuals belonging to the member local association in question, and that is signed by no less than fifteen percent (15%) of the individual members of the member local association, must be delivered by registered mail to the Federation;
 - ii. The petition shall be worded as follows: “We the undersigned petition the Executive Committee of the Canadian Federation of Students-Nova Scotia to conduct a vote on decertification from the Canadian Federation of Students-Nova Scotia;”
 - iii. The original, unaltered petition must be delivered in its entirety. Petitions received that are not original copies, have been altered in any manner, or have been received by any means other than registered mail are not valid;
 - iv. The petition must not contain any words or images, with the exception of those required by Bylaw 2, Section 5.a., and those required indicating which fields a signatory must complete;
 - v. In order to be valid, a name on a petition must be reasonably legible, include the proper full name, be accompanied by a valid and corresponding student identification number and a unique signature;
 - vi. The Executive Committee will have the sole authority to determine whether the petition described in Bylaw 2, Section 5.a. is in order;
 - vii. An individual member may request that their name be removed from a petition. If the Executive Committee receives such a request in writing before the conclusion of the verification process of the petition, the name must be struck from the petition. The name shall not be included in the total number of names on the petition; and
 - viii. Failure to adhere to the petition provisions in Article 5.a shall invalidate the results of a vote.
- b. Schedule:
 - i. The Executive Committee will have the sole authority to determine whether the petition described in Bylaw 2, Section 5.a is in order. Within 90 days of receipt of the petition, the Executive Committee will review the petition to

determine if it is in order and, if it is, in consultation with the member local, will schedule a vote. The Executive Committee will endeavour to schedule the referendum between 60 days and 90 days following its determination that the petition is in order. The scheduling of the referendum shall be subject to the following conditions:

- there shall be no fewer than two (2) and no greater than five (5) days of voting; and
- there shall be no less than seven (7) days and no greater than 21 days for campaigning, during which classes are in session, immediately preceding and during voting.

- ii. No vote on decertification may be held between:
 - April 15 and September 15; and
 - December 15 and January 15.
- iii. There shall be no more than two (2) votes on decertification in any three-month period.
- iv. No vote on decertification shall take place without compliance with Sections 5.b.i, 5.b.ii, 5.b.iii.

c. Campaigning:

- i. There shall be no less than seven (7) days of campaigning immediately preceding and including the voting during which time classes are in session.
- ii. Only individual members and representatives of the students' association, representatives of the Federation and representatives of other Federation member local associations shall be permitted to participate in the campaign.
- iii. Campaign materials shall not be misleading, defamatory or false. The Chief Returning Officer shall be the sole arbiter of whether materials are misleading, defamatory or false.

d. Voting:

- i. Voting must be conducted by paper ballot and cannot be conducted in any other manner. Voting must take place at voting stations or, subject to the agreement of the Federation, at a general meeting or by a mail out ballot.
- ii. There shall be no less than sixteen (16) hours of polling or no less than two (2) days, except in the case of voting being conducted at a general meeting.
- iii. In the event that polling is conducted at a general meeting, representatives of the Federation and Federation member local associations shall be extended full speaking rights in the meeting.
- iv. It shall be the responsibility of the voting member local to obtain and provide to the Federation, no later than seven (7) days in advance of the vote, a list of all of the individual members eligible to participate in the vote. If the voting member local is unable to obtain or provide such a list, voting shall be conducted through a double envelope system, whereby the ballot is placed in an unmarked envelope, which is placed in a second envelope, on which the voter writes their full name and student identification number. After voting ends the envelopes will be compared to a list of the individual members who are eligible to participate in the vote. Duplicate ballots and ballots cast by ineligible voters shall be discarded. Once the validity of the

votes has been verified, the outer envelopes will then be separated from the unmarked inner envelopes and tabulated.

- e. Quorum for the vote shall be that of the member local association or fifteen percent (15%) of the individual members of the local association, whichever is higher.
- f. For each vote to certify, a Chief Returning Officer shall be appointed in accordance with the Bylaws of the Canadian Federation of Students. The Chief Returning Officer shall oversee the referendum and be responsible for:
 - i. Establishing the notice requirement for the referendum in accordance with the Bylaws of the Canadian Federation of Students;
 - ii. Establishing the campaign period in accordance with Section 5.c of this Bylaw;
 - iii. Approving all campaign materials in accordance with Section 5.c of this Bylaw;
 - iv. Deciding the number and location of polling stations;
 - v. Setting the hours of voting in accordance with Section 5.f of this Bylaw;
 - vi. Overseeing all aspects of the voting;
 - vii. Counting the ballots following the vote; and
 - viii. Establishing all other rules and regulations for the vote.
- g. For each vote to certify, an Appeals Committee shall be appointed to adjudicate any appeals of the referendum results or rulings of the Chief Returning Officer in accordance with the Bylaws of the Canadian Federation of Students.
- h. In addition to Articles a. to g., in order for a vote on decertification to proceed, a member local association must remit all outstanding Federation fees not less than six (6) weeks prior to the first day of campaigning for the referendum.
- i. In addition to Articles a. to h., in order for a vote on decertification to take place, a vote on decertification may not have been held within the previous twenty-four (24) months.
- j. In addition to Articles a. to i., in order for a vote on decertification to proceed, a vote to certify may not have been held within the previous twenty-four (24) months.
- k. In order for a decertification referendum to pass, a majority of the individual members voting in the referendum must vote in favour of decertification.

3.6 Binding Contract

- a. A member local association's application form, once accepted by the plenary of the Federation, shall constitute a binding contract to pay Federation membership fees in each Federation fiscal year.
- b. Should a member local association fulfill the provisions of Bylaw 2.5, said local association shall remain liable for Federation membership dues owed from the date of the membership to the end of the Federation's fiscal year in which said member association voted to decertify.

3.7 Cessation of Good-Standing

A member local association ceases to be in good standing when it has been suspended under Bylaw 2.4 or when it has withdrawn under Bylaw 2.5.

BYLAW IV

General Meetings

4.1 Types of General Meetings

There shall be two (2) types of general meetings:

- a. Annual General Meeting;
- b. Special General Meeting.

4.2 Scheduling of Annual General Meetings

The Federation's annual general meeting will be scheduled by the Executive Committee to be held annually between July 1 and December 1. The general meeting will be scheduled by the Executive Committee to fall before the annual general meeting of the Canadian Federation of Students (-Services)

4.3 Scheduling of Special General Meetings

Special general meetings may be scheduled by:

- a. resolution of the Executive Committee; or
- b. petition signed by more than fifty per cent (50%) of the member local associations presented to an Executive Committee meeting directing the Executive Committee to immediately schedule a special general meeting to occur within the succeeding five (5) weeks.

4.4 Setting of Agendas at Annual General Meetings

The following business will be included on the agenda of the annual general meeting:

- a. a verbal report of the Executive Committee; and
- b. presentation of year-to-date financial statements; and
- c. presentation of a draft budget for the upcoming fiscal year.

4.5 Notice of Annual General Meetings and Special General Meetings

Notice for an annual general meeting shall be deemed to have been given by:

- a. the delivery, no later than four (4) weeks prior to the annual general meeting of a letter to include, but not to be limited to, the following:
 - i. date of the general meeting;
 - ii. location of the general meeting; and
 - iii. deadline for the submission of Constitution and Bylaw amendments.
- b. the delivery to be no later than (1) week prior to the general meeting, of the agenda for the general meeting as prepared by the Executive Committee or set out by a petition.

4.6 Quorum for Annual General Meetings and Special General Meetings

The quorum required for a general meeting shall be fifty per cent (50%) of the member local associations, present or by proxy.

4.7 Voting at General Meetings

- a. All resolutions voted on within general meetings shall be decided by majority vote,

unless otherwise specified by the Federation Bylaws or by the Societies Act of Nova Scotia.

- b. Abstentions on resolutions shall not be considered within the determination of the outcome of any resolution.
- c. The Chair of the general meeting shall not be able to cast a deciding vote in the event of an equality of votes cast.

4.8 Proxies

Proxies will be allowed at all general meetings of the Federation subject to the following provisions:

- a. A member local association, not having a delegation at a Federation general meeting, may designate another member local association's delegation as its proxy by delivering to the Executive Committee a letter:
 - i. to include the wording of the duly recorded motion of the board of directors designating the member local association's delegation as its proxy;
 - ii. written on its letterhead stationery; and
 - iii. signed by at least (2) officers/directors of the member local association.
- b. A member local association, having a delegation at a Federation general meeting which is unable to remain until the adjournment of the meeting, may designate another member local association's delegation as its proxy by delivering to the Executive Committee a letter.
 - i. to include the wording of the duly recorded motion of the board of directors designating the member local association's delegation as its proxy;
 - ii. written on its letterhead stationery; and
 - iii. signed by at least two (2) officers/directors of the member local association.
- c. A member local association may hold no more than one (1) proxy vote at any given time;
- d. A member local association may issue no more than one (1) proxy vote for any given time; and
- e. A member local association, having been designated as a proxy for another member local association, may not in turn designate another member local association as the proxy.

4.9 Rules of Order for General Meetings

The most recent edition of Robert's rules of Order shall govern the conduct of all general meetings of the Federation.

BYLAW V

Policy

5.1 Standing Policy Proposals

The substance of a policy proposal sent by a member local association, to the Federation office and other member local associations, not less than two (2) weeks before the time affixed for a particular general meeting shall be considered to be a standing policy proposal.

5.2 Interim Policy Proposals

The substance of a policy proposal sent by a member local association to the Federation office and the other member local associations, less than two (2) weeks before the time affixed for a particular general meeting shall be considered to be an interim policy proposal.

5.3 Standing Policy

A standing policy proposal, if approved by a three-quarters (3/4) vote of a general meeting, shall be considered Federation standing policy.

5.4 Interim Policy

An interim policy proposal, if approved by a three-quarters (3/4) vote of a general meeting, shall be considered Federation policy until the subsequent general meeting, and shall require ratification, by a three-quarter (3/4) majority vote, at that subsequent general meeting in order to become Federation standing policy.

5.5 Formation of Policy Between General Meetings

The Executive Committee may adopt Federation policy between general meetings as it deems necessary. Any policy adopted by the Executive Committee shall, at the next general meeting, cease to be policy, unless ratified by a three-quarter (3/4) majority vote at the said general meeting.

5.6 Policy Manual

The Federation Policy manual shall be comprised of all Federation standing policy.

BYLAW VI

Executive Committee

6.1 The Executive Committee

The board of directors shall be known as the Canadian Federation of Students-Nova Scotia Executive Committee, and for the purposes of these Bylaws, as the Executive Committee.

6.2 Composition

The Executive Committee will be composed of:

- Chairperson;
- Deputy Chairperson;
- Treasurer;
- Women's Representative;
- Indigenous Student Representative;
- Racialised Student Representative;
- International Student Representative; and
- One "Local Representative" from each member local association.

6.3 Term of Office of the Executive Committee

The term for the positions on the Executive Committee shall be as follows:

- a. The term of the Chairperson, Deputy Chairperson, Treasurer, Women's Representative, Indigenous Student Representative, Racialised Students' Representative and International Student Representative shall be one (1) year commencing on May 1, and expiring at the succeeding April 31.
- b. The term of a local representative shall be one (1) year commencing upon ratification to the Executive Committee, and expiring at the Executive Committee meeting scheduled the closest to one (1) year after the member was ratified.

6.4 Meetings of the Executive Committee

- a. The Executive Committee shall meet no less than four (4) times per annum, including one Executive Committee meeting scheduled in conjunction with the annual general meeting.
- b. At least fifty per cent (50%), but never less than three (3), of the currently filled Executive Committee positions shall constitute quorum for the transaction of business.
- c. Formal notice of all Executive Committee meetings shall be delivered, faxed, or mailed to each member of the Executive Committee, and each member local association no less than fourteen (14) days before the meeting is to take place.
- d. Executive Committee meetings shall be formally scheduled by:
 - i. the Executive Committee;
 - ii. the Chairperson in the absence of a prior Executive Committee resolution;
or
 - iii. the Chairperson, at the direction in writing of three (3) members of the

Executive Committee.

- e. The Executive Committee shall only exclude members or staff of the Federation's member local associations from its meetings by a two-thirds (2/3) majority vote.
- f. The most recent edition of Robert's Rules of Order shall govern the conduct of all Executive Committee meetings.
- g. Each member of the Executive Committee shall have one vote on any resolution.

6.5 Remuneration of Executive Committee Members

Remuneration for positions on the Executive Committee shall be as follows:

- a. The Chairperson shall be a full-time salaried position.
- b. The Deputy Chairperson, Treasurer, Women's Representative, Indigenous Student Representative, Racialised Students' Representative and International Student Representative shall receive equal honouraria as set-out in the Federation's budget as approved.
- c. All other positions shall receive such amounts as may be decided by a special resolution.
- d. The remuneration of Executive Committee members shall not be increased during their (year) term of office, without corresponding change in duties and responsibilities.

6.6 Conflict of Interest

A conflict of interest does not prevent a member from serving on the Executive Committee provided that they withdraws from the decision making on matters pertaining to that interest. The withdrawal should be recorded in the minutes.

BYLAW VII

Election of the Executive Committee

7.1 Election of the Chairperson, Deputy Chairperson, and Treasurer

The Chairperson, Deputy Chairperson, and Treasurer shall be elected by secret ballot vote of the plenary at the Federation's annual general meeting.

7.2 Election of the Local Representatives

The Local Representatives shall be elected by their respective local associations, in a manner consistent with the policy and bylaws of said member local association, and ratified at a Executive Committee meeting or general meeting.

7.3 Election of the Womens' Representative

The Women's Representative shall be elected by a secret ballot vote of a caucus of women delegates at the annual general meeting and ratified by the plenary of the annual general meeting.

7.4 Election of the Indigenous Student Representative

The Indigenous Student Representative shall be elected by a secret ballot vote of a caucus of indigenous delegates at the annual general meeting and ratified by the plenary of the annual general meeting.

7.5 Election of the Racialised Students' Representative

The Racialised Students' Representative shall be elected by a secret ballot vote of a caucus of racialised delegates at the annual general meeting and ratified by the plenary of the annual general meeting.

7.6 Election of the International Students' Representative

The International Students' Representative shall be elected by a secret ballot vote of a caucus of international student delegates at the annual general meeting and ratified by the plenary of the annual general meeting.

7.7 By-elections for At-Large Positions

A by-election shall be held at each general meeting to fill all vacancies for at-large positions that are created should an at-large committee member fail to fulfill their term of office.

- a. By-elections for the Chairperson, Nova Scotia Representative on the National Executive Committee, and Treasurer shall be done by a secret ballot vote of the plenary at a general meeting.
- b. The term of office for an at-large Executive Committee member selected in a by-election shall be as per the schedule set out in Bylaw 5.3.a.

7.6 Appointments to the Executive Committee

The Executive Committee shall have the authority to appoint an individual member to fill

a vacant at-large position on the Executive Committee until an election or by-election is held.

7.7 Eligibility

- a. A nominee for any position on the Executive Committee must be an individual member of the Federation.
- b. A nominee for any 'at-large' position on the Executive Committee must be nominated by at least two (2) member local associations.

BYLAW VIII

Abandonment of Office and Removal of Executive Committee Members

8.1 Absence from Executive Committee Meetings

A member of the Executive Committee who, without prior authorization of the Executive Committee, is absent from two (2) consecutive and regularly-scheduled meetings of the Executive Committee shall be deemed to have resigned their position to the Executive Committee. A resolution by the Executive Committee ratifying the resignation shall be deemed necessary in order for the position to be declared vacant.

8.2 Removal of an At-Large Member on the Executive Committee

An at-large member on the Executive Committee may be removed from their position before the expiry of their term by a two-thirds (2/3) vote at a general meeting or by mail vote.

8.3 Removal of a Local Representative on the Executive Committee

A local representative on the Executive Committee may be removed before the expiry of their term by:

- a. a decision of their local association in accordance with the policies and bylaws of the local association; or
- b. a three-quarter (3/4) vote at a general meeting or by mail vote.

BYLAW IX

Powers of the Executive Committee

9.1 Entering into Contracts

The Executive Committee may enter into contracts for the Federation, into which the society may lawfully enter, and subject to pertinent standing resolutions.

9.2 Financial Powers

The Executive Committee may purchase, lease, or otherwise acquire, alienate, sell, exchange or otherwise dispose of any equipment, supplies, stocks, rights, warrants, options and other securities for which considerations and upon such terms as they may seem advisable.

9.3 Limitations on Financial Powers

Without in any way derogating from section 9.1 and 9.2, the Executive Committee shall not be empowered to dispose of any lands, buildings, other property, movable, immovable, real or personal, or any right or interest therein owned by the Federation without the prior approval of three-quarters (3/4) of member local associations.

9.4 Delegation of Powers

The Executive Committee and the members of the Executive Committee may from time to time delegate to other members of the Executive Committee, and staff of the Federation their duties except the casting of votes.

BYLAW X

Collective Duties of the Executive Committee

10.1 Report of the Executive Committee

The Executive Committee shall present a written report at every annual general meeting scheduled in accordance with Bylaw 4.2. The report shall include an account of the activities of the Executive Committee and the Federation since the preceding annual general meeting. The format of the Report of the Executive Committee shall be as defined in the Standing Resolutions.

10.2 Organising of the General Meetings

The Executive Committee shall organise and prepare the agenda for all general meetings of the Federation.

10.3 Maintenance of the Policy Manual

The Executive Committee shall maintain an accurate, up-to-date policy manual for the Federation.

10.4 Preparation and Custody of Records

The Executive Committee shall have responsibility for the preparation and custody of all books and records including:

- a. the minutes of members' meetings,
- b. the minutes of directors' meetings,
- c. the register of members, and
- d. filing the annual requirements with the office of the Registrar.

10.5 Miscellaneous

The Executive Committee shall perform such duties as may be determined by a general meeting.

10.6 Limitation on Authority

The Executive Committee and all individual Executive Committee members shall operate within the parameters of Federation policy directives.

BYLAW XI

Duties of the Chairperson

11.1 General Duties

The Chairperson shall perform all duties as described in Bylaw 10, Collective Duties of the Executive Committee.

11.2 General Duties

The Chairperson, in conjunction with the Executive Committee, shall be responsible for:

- a. the Chairperson shall convene meetings of the Executive Committee;
- b. the Chairperson, in consultation with the other members of the Executive, will be responsible for preparing for and notifying members of the Executive of provincial Executive Committee meetings;
- c. the Chairperson, in cooperation with the other members of the Executive, will be responsible for preparing for and notifying member locals of General Meetings;
- d. the Chairperson will, with the assistance of the other members of the Executive, engage in general office work.

11.3 Spokesperson

The Chairperson will be the chief spokesperson and representative of the Federation.

11.4 Campaigns and Government Relations

In conjunction with the Deputy Chairperson, the Chairperson will oversee the campaigns, government relations and solidarity work of the Federation.

11.5 Signing Authority

The Chairperson will serve as a signing authority for the Federation.

11.6 Member Locals

The Chairperson will be the chief liaison with the member local associations regarding issues arising provincially and nationally.

11.7 National Executive

The Chairperson will be the Nova Scotia Representative on the National Executive of the Canadian Federation of Students and the Canadian Federation of Students - (Services).

The Chairperson, as the Nova Scotia Representative on the National Executive, will communicate perspectives of the member local association in the Nova Scotia Component at meetings of the National Executive.

BYLAW XII

Duties of the Deputy Chairperson

12.1 General Duties

The Deputy Chairperson shall perform such duties as may be assigned by the Executive Committee.

12.2 Campaigns and Government Relations

In conjunction with the Chairperson, the Deputy Chairperson will oversee the campaigns, government relations and solidarity work of the Federation.

12.3 Absence of Chairperson

In the absence of the Chairperson, the Deputy Chairperson will assume responsibility for the individual duties of the Chairperson, with the exception of voting at Executive meetings and attending meetings of the National Executive.

BYLAW XIII

Duties of the Treasurer

13.1 General Duties

The Treasurer shall perform such duties as may be assigned by the Executive Committee.

13.2 Overseeing the Keeping of Accounts

The Treasurer shall oversee the keeping of accounts of all receipts and disbursements of the Federation, and shall deposit all monies or other valuable effects in the name and to the credit of the Federation in such financial institutions as may from time to time be designated by the Executive Committee.

13.3 Submission of Reports

The Treasurer, at each Executive Committee meeting, shall submit a written report that includes, but is not limited to, a year-to-date financial statement for the Federation.

13.4 Submission of an Annual Draft Budget

The Treasurer shall be responsible for the budget of the Federation to be presented to the annual general meeting.

13.5 Long Range Planning Duties

The Treasurer shall be responsible for the long range financial planning of the Federation.

13.6 Maintaining Adequate Cash Flow

The Treasurer shall be responsible for maintaining adequate levels of cash flow.

13.7 Custody of the Seal

The Treasurer shall be the Custodian of the Seal, to be used in compliance with Bylaws XVIII and XXIII.

BYLAW XIV

Duties of the Women's Representative

14.1 General Duties

The Women's Representative shall perform such duties as may be assigned by the Executive Committee.

14.2 Liaison Between the National Women's Commissioner and the Executive Committee

The Women's Representative shall act as the primary liaison between the National Women's Commissioner and the Executive Committee.

14.3 Submission of Reports

The Women's Representative shall submit a written report at each Executive Committee meeting summarizing their activities since the previous meeting.

BYLAW XV

Duties of Local Representatives

15.1 General Duties

The local representatives shall perform such duties as may be assigned by the Executive Committee.

15.2 On-Campus Representation of the Federation

The local representatives shall be generally responsible for on-campus representation of the Federation, including but not limited to, coordinating the implementation of Federation:

- a. campaigns at the member local associations; and
- b. services at the member local associations.

15.3 Distribution of Executive Committee Meeting Minutes

The local representatives shall ensure that copies of all minutes of all Executive Committee meetings are distributed to their respective member local association within three (3) weeks.

15.4 Reporting of Extraordinary Financial Transactions

The local representatives shall report, within three (3) weeks, to their respective member local associations, the occurrence of any financial transaction for which the plenary did not originally budget at the previous general meeting.

15.5 Liaison between Local Association and Federation Employees

The local representatives shall act as the primary liaison between member local associations and all employees of the Federation.

15.6 Communication of Local Perspectives

The local representatives shall communicate local perspectives to other members of the Executive Committee.

15.7 Implementation of Federation Services and Campaigns with Local Associations

Generally, the local representatives shall coordinate the implementation of Federation services and campaigns within their member local associations.

15.8 Submission of Reports

The Local Representative shall submit a written report at each Executive Committee meeting summarizing pertinent activities at their local since the preceding meeting.

BYLAW XVI

Duties of the Indigenous Students' Representative

16.1 General Duties

The Nova Scotia Indigenous Students' Representative shall perform such duties as may be assigned by the Nova Scotia Executive Committee.

16.2 Liaison between Executive Committee and Indigenous Members

The Nova Scotia Indigenous Students' Representatives shall act as the primary liaison between the Executive Committee and Indigenous Members.

16.3 Communication of Indigenous Students' Perspectives

The Nova Scotia Indigenous Students' Representative shall communicate Indigenous students' perspectives to other members of the Executive Committee.

16.4 Liaison between National Circle of First Nation, Métis and Inuit Students and the Executive Committee

The Nova Scotia Indigenous Students' Representative shall act as the primary liaison between the National Circle of First Nation, Métis and Inuit Students and Indigenous members.

16.5 Submission of Reports

The Nova Scotia Indigenous Students' Representative shall submit a written report at each Executive Committee meetings summarizing their activities since the previous meeting.

16.6 Spokesperson

The Nova Scotia Indigenous Students' Representative shall act as the primary spokesperson for the Federation on Indigenous student issues.

BYLAW XVII

Duties of the Racialised Students' Representative

17.1 General Duties

The Racialised Students' Representative shall perform such duties as may be assigned by the Nova Scotia Executive Committee.

17.2 Liaison between Executive Committee and Racialised Members

The Racialised Students' Representative shall act as the primary liaison between the Executive Committee and racialised Members.

17.3 Communication of Racialised Students' Perspectives

The Racialised Students' Representative shall communicate racialised students' perspectives to other members of the Executive Committee.

17.4 National Racialised Constituency Liaison

The Racialised Students' Representative shall act as the primary liaison between the National Racialised Constituency and members.

17.5 Submission of Reports

The Racialised Students' Representative shall submit a written report at each Executive Committee meetings summarizing their activities since the previous meeting.

17.6 Spokesperson

The Racialised Students' Representative shall act as the primary spokesperson for the Federation on racialised student issues.

BYLAW XVIII

Duties of the International Students' Representative

17.1 General Duties

The International Students' Representative shall perform such duties as may be assigned by the Nova Scotia Executive Committee.

17.2 Liaison between Executive Committee and International Members

The International Students' Representative shall act as the primary liaison between the Executive Committee and International Members.

17.3 Communication of International Students' Perspectives

The International Students' Representative shall communicate international students' perspectives to other members of the Executive Committee.

17.4 National International Constituency Liaison

The International Students' Representative shall act as the primary liaison between the National International Constituency and members.

17.5 Submission of Reports

The International Students' Representative shall submit a written report at each Executive Committee meetings summarizing their activities since the previous meeting.

17.6 Spokesperson

The International Students' Representative shall act as the primary spokesperson for the Federation on international student issues.

BYLAW XIX

Standing Resolutions

The member local associations of the Federation may, by a three-quarters (3/4) vote of those present at a general meeting, enact standing resolutions.

BYLAW XX

Voting by Mail

Votes by mail as prescribed in sections of these bylaws shall be conducted in accordance with procedures outlined in the following sections.

19.1 Appointment of a Chief Returning Officer

Within fourteen (14) days after the date when a vote by mail becomes necessary or is authorized, the Executive Committee shall appoint a member of the staff of the Canadian Federation of Students(-Services) to act as chief returning officer. The returning officer shall be responsible for publicizing the results of the vote.

19.2 Distribution of Motions to Member Local Associations

Fourteen (14) days after the date when a vote by mail becomes necessary or is authorized, the Executive Committee shall send by registered mail to the member local associations a list of motion(s) and accompanying documentation.

19.3 Distribution of Ballots to Member Local Associations

Three (3) weeks after the date when a vote by mail becomes necessary or is authorized, the Executive Committee shall send by registered mail to the member local associations a list of motion(s), the ballot(s), and accompanying documentation.

19.4 Submission of Completed Ballots

A ballot shall not be counted unless it is received by the chief returning officer no more than four (4) weeks after the date on which the ballots were mailed to the member local associations.

19.5 Deadline for Submission of Completed Ballots

A ballot shall not be counted unless it is received by the chief returning officer no more than four (4) weeks after the date on which the ballots were mailed to the member local associations.

19.6 Tabulation of Ballots and Announcements of Results

Four weeks after the date on which the ballots are mailed to member local associations, the chief returning officer shall:

- a. count the votes;
- b. not be able to cast a deciding vote in the event of an equality of votes cast; and
- c. inform all member local associations of the result of the vote. The vote shall be recorded as a role call vote.

19.7 Quorum

Quorum for a vote by mail shall be at least fifty per cent (50%) of the member local associations of the Federation, but never less than three (3) of the member local associations.

19.8 Initiation of Votes by Mail

A vote by mail may be requested by a minimum of ten per cent (10%) of the member local associations or by any four (4) Executive Committee members. Such a vote shall have the same force as a motion duly passed at a general meeting of the Federation.

19.9 Submissions from Member Local Associations

The Executive Committee shall include copies of all submissions received from member local associations not exceeding one (1) page in length in the second mail out described in section 16.3.

BYLAW XXI

Execution of Documents

20.1 Signing of Documents and Affixing of Seal

Deeds, transfers, licenses, contracts and engagements on behalf of the Federation will be signed by the two (2) officers; and the “custodian of the seal” shall affix the seal of the Federation to all documents that it requires.

20.2 Transfer of Shares, Bonds or Other Securities

In accordance with these Bylaws, the Treasurer and any other officer designated by the Executive Committee for that purpose may transfer or accept the transfer of any and all shares, bonds, or other securities in the name of the Federation; may affix the seal of the Federation on all such transfers; and make, execute and deliver under the seal, all documents necessary for such purposes, including the appointment of attorneys.

20.3 Executive Authority

In accordance with these Bylaws, the Executive Committee may direct the manner in which any contract, obligation or instrument of the Federation is executed.

BYLAW XXII

Fees

21.1 Collection

Member local associations shall be responsible for the in-trust collection of Federation membership fees from their members.

21.2 Fee Remittance Period

Member local associations shall remit to the Federation such membership fees as are payable to the Federation within two (2) weeks of receipt of said fees.

21.3 Exceptions to Fee Payment Requirements

Notwithstanding any other provision of these Bylaws, a member local association demonstrating, to the satisfaction of the plenary, an inability to collect the membership fees of the Federation, may propose an agreement related to fee payment, and such agreement may be accepted by a two-thirds (2/3) vote of the plenary of the Federation.

BYLAW XXIII

Notice

22.1 Submission of Notice to the Federation

Whenever under these Bylaws notice is required to be given, such notice may be given either personally, by facsimile (fax) or by pre-paid mail addressed to a member local association, member of the Executive Committee, or officer at their address as the same appears on the books and records of the Federation as the last recorded address.

22.2 Distribution of Notice to Member Local Associations-1

A notice or other document so sent by mail shall be held to be sent by mail at the time when same was deposited in a public letter box or in a post-office as aforesaid; or if sent as a facsimile (fax), shall be sent when the documents were transmitted by the facsimile machine.

22.3 Distribution of Notice to Member Local Associations-2

For the purpose of sending any notice, the address of any member local association, member of the Executive Committee, or officer shall be their last as recorded on the books and records of the Federation.

22.4 Accidental Omission of Notice

The accidental omission to give notice of a meeting or motion or the non-receipt of such notice by those entitled to receive notice of motion, does not invalidate proceedings.

BYLAW XXIV

Financial

23.1 Signing Officers

- a. The signing officers of the Federation shall be appointed by the Executive Committee; and
- b. The signatures of at least two (2) signing officers, one of whom shall be an elected officer of the Federation, shall be required for the execution of any legal document or, subject to the policy of the Federation, the disbursement of any funds on behalf of the Federation.

23.2 Fiscal Year

The fiscal year of the Federation shall end June 30 of each year.

23.3 General Powers

The Federation may:

- a. acquire by gift, bequest lease, exchange or purchase any lands, buildings, or hereditaments, whether freehold or leasehold, for the use of the Federation;
- b. erect on such land any buildings or improvements necessary for the proper use and occupation of same by the Federation;
- c. subject to the provisions contained in the Societies Act of Nova Scotia, borrow, raise and secure the payment of such money in such manner as the Federation sees fit; and
- d. take or otherwise acquire any hold shares or stock debenture, debenture stock bonds, obligations and securities issued by any society or company within the province of Nova Scotia, only by authorization of a special resolution at a general meeting.

23.4 Borrowing Powers of the Executive Committee

The Executive Committee may issue debentures or other securities of the Federation, and pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient, only by the sanction of a special resolution.

23.5 Audit of Accounts

- a. The voting members may appoint an auditor at the annual general meeting.
- b. In the absence of an auditor, the Executive Committee shall present a financial report for the previous fiscal year including a balance sheet showing the Federation's assets, liabilities and equity, and a statement of its income and expenditure in the preceding fiscal year.

BYLAW XXV

Inspection of Books and Records

24.1 Location of Minutes

The official minutes of the meetings of the Federation and of the meetings of the Executive Committee shall be kept on file at the main office of the Federation.

24.2 Notice Required and Times for Inspection of Records

The books, records and accounts of the Federation may be inspected by any individual member at the main office of the Federation, on any business day between the hours of 10:00 a.m. and 4:00 p.m. provided that notification of the intent to inspect has been received by the Treasurer.

24.3 Distribution of Notice to Member Local Association

In addition to Article 19, copies of said records shall be sent to any member local association of the Federation that requests them provided that the requesting member local pays substantive, undue costs.

BYLAW XXVI

Seal of the Federation

The seal of the Federation shall not be affixed to any instrument unless authorized by a resolution of the Executive Committee or by these Bylaws, and in the presence of such officer or other such persons as may be named by name or by office in said resolution.

BYLAW XXVII

Amendments

The Canadian Federation of Students-Nova Scotia Constitution and Bylaws may be amended by a three-quarter (3/4) vote at a general meeting, provided notice and particulars of repeal or amendment is sent to member local associations at least two (2) weeks before the time fixed for holding the general meeting. The Chairperson shall declare whether the requirements of notice have or have not been satisfied.