

**Music Undergraduate Students'  
Association  
CONSTITUTION and  
BYLAWS  
2018 edition**



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# **CONSTITUTION**

## 1. Name of the Society

The name of the Society is Music Undergraduate Students' Association a.k.a. "MUSA", and hereafter in this Constitution and these Bylaws shall be referred to as the Association.

## 2. Purposes of the Association

The purposes of the Association are:

- a) to organize students on a democratic, co-operative basis for advancing students' interests, and 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 bring students together to discuss and co-operatively achieve necessary educational, administrative, cultural, and legislative change wherever decision- making affects students;
- d) to facilitate co-operation among students in organizing 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;
- e) to articulate the desire of students to fulfill the duties and be accorded the rights of citizens in British Columbia, in Canada, and in the international community;
- f) to achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is rationally planned; which recognizes the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognized and appreciated.

## 3. Dissolution of the Association

Upon the dissolution or termination of the Association, any assets remaining after the satisfaction of its debts and liabilities shall be held in a trust until such time as said assets may be transferred to a democratically run University of British Columbia School of Music organization having purposes similar to those of the Music Undergraduate Students' Association. This clause is unalterable.

## **BYLAW I – INTERPRETATION**

### **1. Number**

All references to the plural shall include the singular, and all references to the singular shall include the plural.

### **2. Definition of “Association”**

“Association” shall refer to the Music Undergraduate Students’ Association.

### **3. Definition of “School of Music”**

"School of Music" shall refer to the University of British Columbia School of Music.

### **4. Definition of “Executive”**

“Executive” shall refer to those persons who satisfy the requirements of Bylaw V.

### **5. Definition of “Council”**

“Council” shall refer to those persons who satisfy the requirements of Bylaw IV.

### **6. Definition of "Division"**

“Division” shall be based on the program division within the School of Music.

### **7. Definition of “Year”**

“Year” shall be based on the student’s year standing as determined by the University of British Columbia.

### **8. Definition of “Member”**

“Member” shall refer to those persons who satisfy the requirements of Bylaw II.

### **9. Definition of “Resolution”**

“Resolution” shall refer to a decision for passed at a general meeting by a simple majority of the votes cast by voting members, in person or by proxy.

## **10. Definition of “Special Resolution”**

“Special Resolution” shall refer to a decision by at least 2/3 of the cast by voting members, in person or by proxy.

## **11. Authority of General Meetings and Referenda**

General Meetings and Referenda shall be considered the highest authority within the Association.

## **BYLAW II – MEMBERSHIP**

### 1. Members

The members of the Association shall be all individuals who have registered in at least one course (3 credits), as part of an undergraduate program offered by the UBC School of Music calendar (e.g. BMus, BA honours/major/minor), for the current Undergraduate School of Music term and are in good standing with the Association.

### 2. Cessation of Membership

- a) Individuals shall cease to be members when they cease to meet the requirements of Bylaw II, Article 1.
- b) Individuals may be expelled from the Association by special resolution in a general meeting.

### 3. Membership in Bad-standing

Individuals may be deemed members in bad-standing:

- a) through failure to pay one hundred percent (100%) of membership fees to the Association; or
- b) by special resolution in a general meeting.

## **BYLAW III – MEMBERSHIP FEES**

### 1. Setting of Membership Fees

Except as hereinafter provided membership fees may be set by the members of the Association voting in a general meeting or referendum provided sufficient notice has been served as per Bylaw XII, Article 6.

### 2. Amount of Association Membership Fee

The membership fees shall consist of a basic fee of not less than \$1.25 per month per member.

## **BYLAW IV – THE COUNCIL**

### 1. Composition of the Council

- a) The Council shall be comprised of the following positions:
  - i. The Executive;
  - ii. The Year Representatives;
  - iii. The Coordinators of the Council

### 2. Meetings of the Council

- a) The Council shall meet at least twice per month.
- b) The quorum required for the transaction of business at a Council meeting shall be fifty-one percent (51%) of currently elected members, but never less than three members.
- c) As the Council chair, the President shall be a non-voting member, except to break a tie.
- d) Subject to any special resolutions of the Association the most recent edition of Roberts' Rules of Order shall govern the conduct of all meetings of the Executive.
- e) Meetings of the Council shall be open to all members of the Association, provided that the Council be permitted to move "in-camera" in extraordinary circumstances.
- f) Meetings of the Council shall be scheduled by:
  - i. resolution of the Executive, or;
  - ii. the President upon request of three or more members of the Council
- g) In order to exercise a vote, members of the Council must be present at the time the vote is put. Votes by proxy shall be allowed subject to council approval by two-thirds (66%) majority vote. The proxy must be a member in good standing of the Association.
- h) The minutes of Council meetings shall be posted in the Association's Office.

## **BYLAW V – THE EXECUTIVE**

### 1. Composition of the Executive

The Executive of the Council shall be comprised of the following positions:

- a) President
- b) Vice President Finance
- c) Vice President Administration
- d) Vice President External
- e) Vice President Internal
- f) Alma Mater Society Representative

### 2. Term of Office of Members of the Executive

Members of the Executive:

- a) shall take office upon the ratification of the report of the electoral committee at the first executive meeting following their election, as per Bylaw XI.
- b) may remain in office until the conclusion of the first executive meeting following the regularly scheduled election held closest to one (1) year after their election.
- c) must be members of the Association during their term of office.
- d) must be a member in good standing.

### 3. Meetings of the Executive

- a) The Executive shall meet at least once (1) bimonthly.
- b) The quorum required for the transaction of business at an Executive meeting shall be fifty-one percent (51%) of currently elected members, but never less than three members.
- c) As the Council chair, the President shall be a non-voting member, except to break a tie.
- d) Subject to any special resolutions of the Association the most recent edition of Roberts' Rules of Order shall govern the conduct of all meetings of the Executive.



- e) Meetings of the Executive shall be open to all members of the Association, provided that the Council be permitted to move “in-camera” in extraordinary circumstances.
- f) Meetings of the Executive shall be scheduled by:
  - i) resolution of the Council, or;
  - ii) the President upon request of three or more members of the Executive.
- g) In order to exercise a vote, members of the Executive must be present at the time the vote is put. Votes by proxy shall be allowed subject to council approval by two-thirds (66%) majority vote. The proxy must be a member in good standing of the Association.
- h) The minutes of Executive meetings shall be posted in the Association’s Office.

#### 4. Leaves-of-absence for Executive Members

- a) Subject to the will of the Executive individual members of the Executive may be granted leaves-of-absence from the Executive for a period of up to two (2) months during their term on the Executive and retain their status.
- b) an absent individual Executive member’s duties must be taken over by another council member for the duration of the leave-of-absence.
- c) The Vice President Finance is prohibited from taking a leave-of-absence and must resign and be replaced as per Bylaw X, Article 3.
- d) The President is prohibited from taking a leave-of-absence and must resign and be replaced as per Bylaw X, Article 3.

## **BYLAW VI – YEAR REPRESENTATIVES**

### 1. Composition of the General Council

The General Council shall be comprised of the following positions:

- a) Year representatives (elected)
- b) Coordinators of the Council (appointed)

### 2. Composition of Representatives

The Representatives of the Council shall be comprised of the following positions:

- a) First-year representative
- b) Second-year representative
- c) Third-year representative
- d) Fourth-year representative

### 3. Term of Office of the Year Representative

The Year Representative:

- a) shall take office upon the ratification of the Executive at the first Council meeting following their election, as per Bylaw XI.
- b) may remain in office until the conclusion of the first Council meeting following the regularly scheduled election held closest to one (1) year after their election.
- c) must be members of the Association during their term of office.
- d) must be a member in good standing.

### 4. Leaves-of-absence for General Council Members

Subject to the will of the Executive individual members of the General Council may be granted leaves-of-absence from the Council for a period of up to two (2) months during their term on the Council and retain their status of Office of the Representative.

## **BYLAW VII – COORDINATORS OF THE COUNCIL**

1. Coordinators of the Council are non-elected positions on the Council which:
  - a) are appointed through an application process determined by elected Representatives and Executives.
  - b) perform council duties assigned to the position under the supervision and guidance of elected members.
  - c) have voting privileges for all council matters discussed over the course of the term of appointment.
  
2. Appointment Process
  - a) Coordinators will be selected by Council through an application process determined by the elected council. The application process must minimally include:
    - i. Written application
    - ii. Interview with at least two elected members of council, one of whom must be an Executive member of council.
  - b) Coordinator openings will be posted at the beginning of each semester on both electronic and paper formats. Postings will include:
    - i. Scope of duties
    - ii. Length of appointment
  
3. Duties and Length of Appointment
  - a) Duties assigned to coordinators will be overseen by an elected member of council.
  - b) Coordinators will serve in their positions for the duration of their appointment, which will be determined by the elected council prior to the appointment process.
  - c) Term length is flexible depending on duties assigned by Council. In principle, the duration of appointment will be commensurate with the scope of tasks assigned.

## **BYLAW VIII - DUTIES AND RESPONSIBILITIES OF THE COUNCIL**

### 1. Compliance with Societies Act of British Columbia

The Association shall be familiar, and comply with the provisions of the Societies Act of British Columbia.

### 2. Responsibility for Association Finances and Property:

The Association shall receive, budget and administer all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become the property of the Association.

### 3. Responsibility for Association Budget:

The Vice-President Finance is responsible for producing an annual financial budget to be approved by a majority vote of council.

### 4. Responsibility for Communication

The Council shall be the recognized medium of communication between the Association and:

- a) The Faculty and Staff of the School of Music;
- b) Other constituent groups within the University;
- c) The general public; and
- d) Other student associations on campus.

### 5. Responsibility for Coordinators of the Council and Association Volunteers

The Council shall be responsible for the appointment and direction of all Coordinators of the Council and Association volunteers.

### 6. Annual Report of the Council

The Council shall present to the Spring Annual General Meeting of the Association a report detailing the activities undertaken by the Association over the course of the year.

## 7. Maintenance of Association Policy Manual

The Council shall maintain an up-to-date policy manual for the Association.

## 8. Conflict of Interest

Members of the Council shall not vote on matters where a personal conflict of interest exists.

## 9. Delegation of Responsibility

The Council may delegate such of its duties and responsibilities, as it may deem expedient for the conduct of the affairs of the Association.

## **BYLAW IX – DUTIES & RESPONSIBILITIES OF INDIVIDUAL COUNCIL MEMBERS**

### 1. PRESIDENT

The President:

- a) shall regularly chair meetings of the Council of the Association;
- b) shall undertake all duties and responsibilities which normally fall to the chairperson of an Association;
- c) ensure that members are well served by the Council;
- d) ensure transparency, integrity, and accountability;
- e) enforce the Constitution and Bylaws of the Association whereas necessary and suitable;
- f) represent the members of the Association to bodies external to the Association;
- g) foster relations between the Association and the School of Music faculty, and Staff;
- h) foster relations between the Association and other University Associations; and
- i) shall perform such other duties as may be assigned by the Council.

### 2. VICE PRESIDENT FINANCE

The Vice President Finance:

- a) shall ensure that careful account is kept of all monies received and disbursed by the Association;
- b) shall ensure long-term financial stability of the Association;
- c) provide the Executive Council with monthly budget reports, and recommendations as needed;
- d) shall develop an annual budget of the Association consistent with the policies and priorities of the Association;
- e) shall ensure transparency and accountability of funds;
- f) shall maintain responsibility over handling of any and all liquid cash;
- g) shall provide members with necessary financial reports in line with the Constitution as requested by members;
- h) shall be responsible for keeping the Council informed of all issues which pertain to the finances of the Association; and
- i) shall perform such other duties as may be assigned by the Council.

### 3. VICE PRESIDENT ADMINISTRATION

The Vice President Administration:

- a) shall be primarily responsible for the running of the Association office and the maintenance of the records of the Association, both digitally and in paper form;
- b) shall have a comprehensive knowledge of the Association's Constitution and Bylaws, and be able to refer to them where necessary;
- c) shall coordinate with the President in organizing General Meetings and Referenda of the Association;
- d) shall create any forms and documents necessary to the Association;
- e) shall create and distribute meeting agendas minutes accordingly;
- f) shall coordinate publication of minutes and agendas on the Association website with the Vice President External;
- g) shall be primarily responsible for overseeing the services and programs of the Association; and
- h) shall perform such other duties as may be assigned by the Council.

### 4. VICE PRESIDENT INTERNAL

The Vice President Internal:

- a) shall be responsible for keeping the Council informed of issues arising within the School of Music which pertain to the activities of the Association;
- b) shall coordinate the work of the Association in the area of individual grievances;
- c) shall coordinate the Association Locker Service;
- d) shall be responsible for maintaining the Fourth Floor Lounge;
- e) shall coordinate the planning of social events for the Association;
- f) shall coordinate all advertising for the Association, both print and digital;
- g) shall maintain all social media accounts of the Association;
- h) shall coordinate and maintain relations with the School of Music staff; and
- i) shall perform such other duties as may be assigned by the Council.

### 5. VICE PRESIDENT EXTERNAL

The Vice President External:

- a) shall be responsible for keeping the Council informed of issues arising off

- campus which pertain to the activities of the Association;
- b) shall represent the members of the Association on and to bodies external to the Association;
  - c) shall maintain good relations between the Arts Undergraduate Association and the Association;
  - d) shall provide information and material as required about external opportunities and events as available;
  - e) shall maintain a list of relevant external contacts to the School of Music to the Association and its members;
  - f) shall coordinate professional development events for the Association;
  - g) shall create and distribute the Association newsletter;
  - h) shall maintain the Association website, coordinating with Vice President Administration and Vice President Internal where necessary; and
  - i) shall perform such other duties as may be assigned by the Council.

## 6. ALMA MATER SOCIETY REPRESENTATIVE

The Alma Mater Society Representative:

- a) shall be responsible for keeping the Council informed of all issues which pertain to the Association activities;
- b) shall be responsible for keeping the Membership informed of all issues which known through the Alma Mater Society;
- c) shall maintain active communications between the Alma Mater Society and the Association; and
- d) shall perform such other duties as may be assigned by the Council.

## 7. YEAR REPRESENTATIVES

The Year Representatives:

- a) shall maintain active communications between students of the member's year and the Council; and
- b) shall perform such other duties as may be assigned by the Council.



## **BYLAW X – CHANGE OF OFFICE**

### 1. Cessation of Association Membership

Members of the Council who cease to be members of the Association shall be considered to have delivered their resignations.

### 2. Abandonment of Office

Council members absent from three (3) meetings of the Council without valid reason, as determined by a two-thirds (2/3) majority vote of the Council, shall be deemed to have delivered their resignation.

### 3. Resignation

#### a) President Resignation

The position must be filled from within the Executive members of the Association with a three-quarter (3/4) majority vote of the Council.

#### b) Executive Member Resignation

The position must be filled from within the Council members of the Association with a three-quarters (3/4) majority vote of the Council.

#### c) Year Representative Resignation

In the absence of an eligible Executive Member of similar year standing as the resigned member of the council, an election will be called as per Bylaw XI.

### 4. Impeachment Proceedings

A member of the Council may be removed from office for impropriety, violation of the provisions of the Constitution and Bylaws, neglect of duties or misappropriation of Association funds. A person against whom a motion to remove is directed shall be afforded the opportunity to respond to the allegations made.

#### a) Impeachment proceedings may be initiated by:

- i. a two-thirds (2/3) majority vote of the Executive; or
- ii. a petition signed by not less than ten per cent (10%) of the members

or not less than thirty (30) members of the Association presented to the Executive.

- b) Notice of impeachment proceedings shall be that required for a special resolution.
- c) In the event that the general meeting or referendum thus called fails to reach quorum, the proceedings shall cease.

## **BYLAW XI – ELECTION OF THE COUNCIL**

### 1. Electoral Committee

The Association shall maintain an electoral committee at all times which shall be responsible for the administration of all elections to fill Council positions.

- a) The electoral committee shall be comprised of:
  - i. three (3) members of the Association, at least one of whom is a member of the Council; and
  - ii. one (1) member of the Coordinators of the Council, the Elections Administrator.
- b) Members of the electoral committee must not also simultaneously seek election re-election. An exception is only made if the entire council is seeking re-election, to fulfill the requirements of Bylaw XI, Article 1.a.
- c) The electoral committee shall ensure that all elections occur in the manner prescribed by this Bylaw and the policy of the Association.
- d) The electoral committee shall determine the eligibility of all nominated candidates.
- e) The electoral committee may disqualify a candidate or rule an election invalid for any violation of these Bylaws.
- f) The electoral committee shall decide the form of the ballot provided that the nominees for each office be listed in alphabetical order by surname.
- g) The electoral committee shall make, in the event of a strike, circumstance beyond human control, or other event that may delay the electoral procedure, a decision as to how and when the electoral procedure may best be completed.
- h) The electoral committee shall submit a report on the conduct and results of all elections to the Executive for ratification.

### 2. Schedule of Elections

- a) The Association shall hold:
  - i. a general election for council Executives during the Winter term, before the start of final exams;
  - ii. a general election for year representatives and any vacant council positions during the first five (5) weeks of the start of the Fall term, and

- iii. by-elections at such times as deemed necessary:
  - 1) by the Executive as determined by a two-thirds (66%) majority vote
  - 2) by the electoral committee in the event that the number of Executive members falls below two (2); notwithstanding that elections may be delayed in the event of a lockout, strike, natural disaster or other such occurrence.
  - 3) by the electoral committee in the event that the number of Council members falls below three (3); notwithstanding that elections may be delayed in the event of a lockout, strike, natural disaster or other such occurrence.

b) The schedule of elections shall include:

- i. a minimum one (1) week period for the submission of nomination forms to the electoral committee;
- ii. a minimum one (1) week period between the close of nominations and the commencement of polling;
- iii. an all candidates' forum not less than two (2) days prior to the commencement of polling; and
- iv. not less than three (3) hours of polling over a period of one (1) day.

c) The schedule of elections for the Council shall be set by:

- i. the Executive; or
- ii. the electoral committee in the event that the number of Council members falls below three (3); provided that the entire election falls within the periods set out in Bylaw XI, Article 2.a.

### 3. Notice of Elections

- a) Sufficient notice shall be deemed to have been given by:
- b) the posting, on or about the School of Music, not less than three (3) days prior to
  - i. the opening of the nomination period, of not less than fifteen (15) notices, not less than 8.5"x 11" in size, stating:
- c) the positions vacant or expiring;
- d) the opening and closing date and time of the period for the submission of nominations;

- e) the location at which nomination forms may be obtained;
- f) the location to which completed nomination forms are to be submitted;
- g) the period of time allotted to nominees for campaigning; and
- h) the days on which polling will take place.
- i) the posting, on or about the School of Music, not more than three (3) days after the closing of the nomination period, of not less than fifteen (15) notices, not less than 8.5"x 11" in size, stating:
  - i. Eligibility
  - ii. the members nominated for vacant positions on the Council;
  - iii. the date, time and location of polling stations; and
  - iv. the date, time and location of the all candidates' forum.
- j) Nominees for any position on the Council must be members of the Association in good standing.
- k) Nominees for Executive members of the Council must be enrolled in at least one class (3 credits) during the Winter Undergraduate Term in the School of Music.
- l) Nominees for Representatives of the Council positions must be enrolled in at least one class (3 credits) during the Fall Undergraduate Term in the School of Music corresponding to the Nominee's academic year of study determined by the University of British Columbia.
- m) In order to seek election to the Council, members must be nominated by not less than ten (10) members of the Association not currently elected to MUSA council.
- n) Members of the Association shall not hold or seek election to more than one (1) position on the Council at any one time.

#### 4. Conduct of Nominees

- a) Nominees for all positions shall limit their campaigning to the period to the date of commencement of candidacy and the day prior to the commencement of polling.
- b) Nominees shall ensure that all their campaign information is removed from public display not less than ten (10) hours prior to the commencement of polling.
- c) Nominees' campaign expenses shall not exceed the limit established by the electoral committee.
- d) Nominees shall abide by all other regulations established by the electoral committee.

## 5. Voting

- a) Members of the Association may vote only once for each position in an election.
- b) All voting shall be done through secret ballot either using a secure electronic or paper-based platform.
- c) Only members enrolled in the School of Music may vote in the election for the corresponding division representative position.
- d) If only one (1) nomination is received for a particular office, members shall be asked on the ballot to approve or disapprove of the nominee. The nominee must receive the approval of a two-thirds majority (66%) of the ballots cast to be declared duly elected.
- e) If paper ballots are used, sealed ballot boxes are to be returned to the Association's general office immediately upon completion of voting. The electoral committee will count the ballots. Where positions are contested, the nominees receiving a plurality of votes cast shall be declared duly elected.

## 6. Absentee Voting

- a) Members of the Association may vote through absentee voting following acceptance of application seven (7) days before the electoral date by the Electoral Committee.
- b) All voting shall be done in person through a double sealed secret ballot.
- c) Sealed ballot are to be returned to the Association's general office immediately upon completion of voting and be kept in a secured box. The electoral committee will count the ballots on the date of vote tabulation as per Bylaw XI, Article 6.

## 7. Recounts and Appeals

- a) A nominee may request a recount of votes cast, provided such request is made in writing to the electoral committee within seventy-two (72) hours following the committee's announcement of election results.
- b) A nominee may appeal any decision of the electoral committee to a general meeting of the Association.

## **BYLAW XII – GENERAL MEETINGS AND REFERENDA**

### 1. Types of General Meetings

There shall be two types of general meetings:

- a) Semi-Annual Meetings; and
- b) Special General Meetings

### 2. General Meetings

There shall be two general meetings of per academic year, as set by 75% majority vote of Council.

- a) Fall General Meetings of the Association shall be held during the month of October.
- b) Spring General Meetings of the Association shall be held between winter reading break and the start of spring exams each academic year.
- c) Fall general meetings must include a vote on the proposed budget of the association's fiscal year.
- d) Spring general meetings must include the annual report of council and annual financial review presented by the Vice President Finance without material omission.

### 3. Special General Meetings

Special General Meetings may be called at any time by:

- a) a two-thirds (2/3) majority vote of an Executive meeting; or
- b) as otherwise required by the Societies Act of British Columbia.

### 4. General Meeting Agenda

- a) Except as hereinafter provided, the agenda for each general meeting shall be prepared by the Executive of the Association for presentation to the general meeting.
- b) The Executive shall include on the agenda any Special Resolutions that are:
  - i. referred by a two-thirds (2/3) majority vote of an Executive meeting;

or

- ii. presented to it accompanied by a petition duly signed by no less than ten per cent (10%) of the members of the Association.

## 5. Referenda

- a) In addition to Annual and Special General Meetings, the members may vote on resolutions concerning the business of the Association by means of a referendum.
- b) Referenda are called in the same manner as Special General Meetings.

## 6. Notice for General Meetings or Referenda

The Executive of the Association shall give not less than fourteen (14) calendar days notice of a general meeting or referendum. Sufficient notice shall be deemed to have been given by the posting of not less than fifteen (15) notices on or about the School of Music not less than 8.5"x 11" in size, which shall include the following:

- a) the time, date, and location of the meeting or referendum;
- b) the proposed agenda for the meeting or resolution(s) for the referendum; and
- c) any special resolutions to be considered by the meeting or referendum.

## 7. Quorum for General Meetings and Referenda

The quorum required for a general meeting or referendum of the Association shall be five per cent (5%) of the general members, or 25 members, whichever is less, but shall never be less than 3 members. In the event that the annual meeting does not achieve a quorum, but does satisfy the minimum quorum requirements set out in the Societies Act of British Columbia, the meeting shall proceed, though business will be limited to the following:

- a) Acceptance of the annual financial statements; and
- b) Acceptance of the annual report of the Executive.

## 8. Rules of Order

Subject to any special resolutions of the Association the most recent edition of Roberts' Rules of Order shall govern the conduct of all general meetings of the Association.



## **BYLAW XIII – POLICY OF THE ASSOCIATION**

### 1. Establishment of Policy:

Policy for the Association may be established from time to time by:

- a) a three-quarter (3/4) majority vote of the Council of the Association; or
- b) a two-thirds (2/3) majority vote of the Executive of the Association; or
- c) a three-quarter (3/4) majority vote of those voting in a general meeting or referendum of the Association.

### 2. Notice of Policy Amendments

Notice for all policy motions to be voted on in a general meeting or referendum of the Association shall be that required for a special resolution.

### 3. Policy Manual

All policy of the Association shall be compiled in a policy manual.

### 4. Distribution of the Association's Policy Manual

- a) The Association's Policy Manual shall be provided to any member of the Association upon written request.
- b) Classification of Policy
  - i. Each policy in the Association's Policy Manual shall state whether it was adopted by a vote of the Executive or by a vote of the general membership in a general meeting or referendum.

### 5. Duration of Policy

All policy remains the policy of the Association until changed, or rescinded, subject to the following:

- a) Policy adopted by the Council may be rescinded at any time by a two-thirds (2/3) majority vote of the Executive.
- b) Policy adopted by a general meeting or referendum may be rescinded at any time by a three-quarter (3/4) majority vote of a general meeting or referendum, provided sufficient notice has been provided as per Bylaw XII,

Article 6.

- c) Policy adopted by the Executive may be rescinded by a three-quarter (3/4) majority vote majority vote of a general meeting or referendum.
- d) No policy adopted by a general meeting or referendum may be rescinded by the Executive.
- e) No policy adopted by the Council or the Executive may contradict or supersede any policy adopted by a general meeting or referendum.

No policy adopted by a general meeting or referendum shall contradict or supersede any Bylaw of the Association.

## **BYLAW XIV - ASSOCIATION FINANCES**

### 1. Signing Officers

- a) The signing officers for the Association shall be:
  - i. the President;
  - ii. the Vice President Finance
- b) The signatures of at least two (2) signing officers shall be required for the execution of any legal documents or, subject to the policy of the Association, the disbursement of any funds on behalf of the Association.

### 2. Annual Financial Review

The Executive shall present without material omission the report of the Vice President Finance to the Spring General Meeting of the Association.

### 3. Fiscal Motions

- a) Any fiscal motions passed with a three-quarter (3/4) majority vote of the Council of the Association may be rescinded by a two-thirds (2/3) majority vote of the Executive of the Association.
- b) Vice President Finance shall provide the Association's fiscal standing when fiscal related motions arise.

### 4. Borrowing

- a) In order to carry out the purposes of the Association the Executive may, on behalf of and in the name of the Association, raise and secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures;
- b) No debenture shall be issued without the sanction of a special resolution;
- c) The members may by special resolution restrict the borrowing powers of the Executive but a restriction imposed expires at the next Semi-Annual General Meeting; and
- d) The Executive shall not borrow at any given time an amount greater than twenty per cent (20%) of the annual budget of the Association.

## 5. Fiscal Year

The Fiscal year starts from June 1 and ends May 31 of the following calendar year.

### **BYLAW XV – ASSOCIATION RECORDS**

#### 1. Location of Records

The minutes of the General, Executive, Council, and other books and records of the Association shall be kept both digitally and in the Association office in paper form.

#### 2. Inspection by Members

The books and records of the Association may be inspected by Association members in the Association office on any working day during normal office hours provided twenty-four hours written notice is given.

#### 3. Custody of Minutes

Custody of the minutes of all General, Executive, and Council meetings of the Association shall be as designated by the Executive.

### **BYLAW XVI – AMENDMENT TO THE CONSTITUTION AND BYLAWS**

The Constitution and Bylaws of the Association may only be amended by a special resolution passed in a general meeting or referendum of the Association, as per Bylaw XII.