

CONSOLIDATION #1 – JULY 17, 2019  
CONSOLIDATION #2 – FEBRUARY 24, 2022  
CONSOLIDATION #3 – APRIL 19, 2023

# Mohawk Students' Association

## Bylaw No. 3

A bylaw relating generally to the transaction of  
the business and affairs of  
Mohawk Students' Association (the "Association")

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BE IT ENACTED as a bylaw of the Association as follows:

### Article I. INTERPRETATION

#### Section 1.01    Definitions

In this bylaw and all other bylaws and special resolutions of the Association, unless the context otherwise requires:

- (a) "Act" means the Corporations Act of Ontario, and any Act that may be substituted therefore, as from time to time amended;
- (b) "associate members" means the associate members of the Association as defined in Section 8.01;
- (c) "Association" means the association incorporated as a corporation without share capital under the Act by letters patent dated the 11th day of December, 1964 and named Mohawk Students' Association of the Mohawk College of Applied Arts and Technology; and subsequently renamed Mohawk Students' Association by Supplementary Letters Patent dated the 27th day of March, 1997;
- (d) "Board" means the Board of Directors of the Association;
- (e) "bylaws" means this bylaw and all other bylaws of the Association from time to time in force and effect;
- (f) "letters patent" means the letters patent incorporating the Association, as from time to time amended and supplemented by supplementary letters patent;
- (g) "meeting of members" includes an annual meeting of members and a special meeting of members;
- (h) "member" shall mean either an associate member or an ordinary member; as defined in section 8.01; and
- (i) "ordinary member" means the ordinary members of the Association as defined in Section 8.01;

### Section 1.02

Words importing the singular number include the plural and vice versa; words importing the masculine and feminine gender include the neuter genders; and words importing persons include individuals, corporations, partnerships, trusts and unincorporated organizations.

## **Article II. OBJECTS OF THE ASSOCIATION**

### Section 2.01

As provided in the letters patent of the Association, the objects for which the Association has been incorporated are:

- (a) To raise funds, to accept contributions and to administer and allocate a fund for the provision and maintenance of a building or buildings for the use and accommodation of students, faculty, administrative staff, alumni and guests of Mohawk College of Applied Arts and Technology; to make and arrange for such purchases, sales and construction as may be necessary for these objects; and to hold and administer such property for the aforesaid objects;
- (b) To promote the interests of and to preserve and to perpetuate the associations and traditions of Mohawk College of Applied Arts and Technology;
- (c) To promote, support and protect the general well-being and welfare of the students, faculty and alumni of Mohawk College of Applied Arts and Technology; and
- (d) To provide scholarships, bursaries and loans to present and prospective students of Mohawk College of Applied Arts and Technology;

PROVIDED, however, that it shall not be lawful for the Association hereby incorporated directly or indirectly to transact or undertake any business within the meaning of The Loan and Trust Associations Act.

### **Article III. BUSINESS OF THE ASSOCIATION**

#### Section 3.01    Head Office

Until changed in accordance with the Act, the head office of the Association shall be in the City of Hamilton, in the Province of Ontario.

#### Section 3.02    Corporate Seal

Until changed in accordance with the Act, the corporate seal of the Association shall be in the form impressed hereon.

#### Section 3.03    Financial Year

Until otherwise ordered by the Board, the financial year of the Association shall end on the 30th day of April in each year.

#### Section 3.04    Execution of Instruments

Deeds, transfers, assignments, contracts, obligations and other instruments may be signed on behalf of the Association by any two of the President, and the Executive Director, or as the Board may from time to time direct. In addition, the Board may from time to time direct the manner in which the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any person authorized to sign an instrument on behalf of the Association may affix the corporate seal thereto. All cheques drawn against any account of the Association shall bear the signature of any two of the President, the Senior Manager Finance and the Executive Director, or as the Board may from time to time direct.

#### Section 3.05    Banking Arrangements

The banking business of the Association shall be transacted with such banks, trust companies or other firms or corporations as may from time to time be designated by or under the authority of the Board. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegations of powers as the Board may from time to time prescribe or authorize.

## Article IV. DIRECTORS AND OFFICERS

### Section 4.01    Number of Directors

The number of voting directors shall be between six (6) and twelve (12), inclusive, as determined by resolution through the Governance Policies of the Board from time to time.

### Section 4.02    Composition of the Board of Directors and Officers

The Board shall be comprised of the following directors:

- (a) one (1) individual shall be elected by the ordinary members to be a director and President of the Association;
- (b) such other directors as appointed or elected in accordance with the governance policy of the Board, as amended from time to time. The Directors may provide for additional qualifications of any director or officer in the election policy of the Board as amended from time to time.

### Section 4.03    Qualifications

- (a) Unless otherwise specifically provided for in this By-Law no person shall be qualified to be a director unless at the time of their election and throughout their term, shall be:
  - i. eighteen (18) or more years of age;
  - ii. an ordinary member of the Association;
  - iii. not employed as a full-time or part-time employee of the Association, unless they agree to resign their paid position prior to taking office
  - iv. Enrolled full-time in a program, paying student ancillary fees to the Mohawk Students' Association. To qualify as a full-time student, you must be registered in 70% of the total program of study hours or 2/3 of the courses for a given semester. Students with a documented disability who have been identified through Accessible Learning Services as being eligible to take a reduced course load will be considered to be full-time as long as the switch to a reduced course load is done by the end of the first month of each semester. If the switch to a reduced course load is done after the first month of each semester, they will no longer be considered a full-time student;
  - v. have an overall passing grade point average of at least 60%\* and no more than one failed course in their most recent academic semester prior to the election, regardless of their course load.
  - vi. not have any outstanding debts with the College or the Association;
  - vii. have no current offences on their record, under the College's Student Behaviour Policy, Academic Integrity Policy and/or the MSA Governance Policies;
  - viii. has neither resigned nor been removed from office as part of a MSA disciplinary process shall no longer be eligible to run for office or hold a position within the MSA, subject to the appeal process outlined in the policy.
- (b) Notwithstanding section 4.03(a), although the President is required to have been an ordinary member at the time of their election or appointment and to have remained so until the end of the academic semester during which such election or appointment took place, they shall not maintain a full course load during their term of office.

- (c) The President shall be eligible for re-election as President for one immediately following term, provided however that no such individual shall be eligible for further election or re-election beyond the two terms of office.

#### Section 4.04 Elections and Nominations of Directors/Officers

- (a) Members eligible to be directors shall be nominated in accordance with the governance policy established by the Board from time to time.
- (b) Directors and Officers shall be elected by electronic means or at a general meeting of the members no later than March of each year, in accordance with election policies established by the Board of Directors from time to time. The Board shall appoint a Chief Returning Officer, who shall not be a member of the Board, to oversee the election of directors each year, who shall have authority to disqualify candidates and to declare an election of a candidate invalid as a result of not being in accordance with this bylaw, in which event an election shall be called to elect a director to replace the director whose election has been declared invalid.
- (c) In addition to the director eligibility requirements as herein before provided, each candidate for election must obtain nomination signatures, including student numbers of current full-time students, in accordance with the Governance Policy.
- (d) Policies and procedures for elections at each Campus shall be established by the Board of the Association from time to time.

#### Section 4.05 Term of office

- (a) All directors and officers, including ex-officio directors, shall be elected or appointed for a term of one (1) year, commencing on the 1st day of May and ending on the 30th day of April of the following year, and each director and officer shall hold office until their successor is elected, except that the term of office of each officer shall expire if and when they shall cease to be a director in accordance with subsections 4.07 and 4.08.

#### Section 4.06 Remuneration

- (a) The Directors and Officers shall be entitled to be paid Directors' Fees and their travelling and other expenses properly incurred by them and authorized by the Board in attending meetings of the Board or of the members or other meetings or conferences.
- (b) The Board shall determine, by resolution, the remuneration to be paid to any Director or Officer through the Governance policy from time to time. The President shall be entitled to remuneration and the President is considered a full-time position.

#### Section 4.07 Removal of Directors

- (a) The Board may, by resolution passed by at least two thirds of the votes cast at a Board meeting, remove any director before the expiration of their term of office, for violations of any of the Board's policies. Should the President be removed as a director, they shall no longer be eligible to maintain the position of President.

- (b) The ordinary members of the Association may by resolution passed by at least two thirds of the votes cast at a general meeting at which notice specifying the intention to pass such a resolution has been given, remove any director before the expiration of their term of office, for violations of any of the Board's policies on code of conduct.

Section 4.08    Vacation of office

The office of a director shall be vacated upon the occurrence of any of the following events:

- (a) if a receiving order is made against them or if they make an assignment under the Bankruptcy Act;
- (b) if an order is made declaring them to be a mentally incompetent person or incapable of managing their affairs;
- (c) if they cease to be qualified as provided in section 4.03;
- (d) if they shall be removed from office by resolution of the directors or members as provided in section 4.07; or
- (e) if by notice in writing to the Association they resign their office and such resignation, if not effective immediately, becomes effective in accordance with its terms.

Section 4.09    Vacancies

- (a) Within sixty (60) days after a vacancy occurs, the Board shall fill such vacancy in accordance with the Board of Directors Replacement Policy of the Association. The appointment of a director by the Board pursuant to this section shall be effective until the end of the term of the director whose office was vacated.

## **Article V. BOARD MEETINGS**

Section 5.01    Calling of Meetings and Regular Meetings of the Board

The Board shall establish a schedule of meetings of Directors for each fiscal year of the Association subject to the notice requirements herein, at a time and place to be determined by the Board provided that the Board shall in no event meet less than eight (8) times during each fiscal year of the Association. Extraordinary meetings of the Board shall be held from time to time at the call of the Board or any three directors. Notice of the time and place of every meeting so called shall be given to each director not less than five (5) days (including Saturdays, Sundays and statutory holidays) before the day when the meeting is to be held which notice shall be sent by ordinary or electronic mail and shall be deemed to have been given on the date of sending, save that no notice of a meeting shall be necessary if all the directors are present or if those absent waive notice of or otherwise signify their consent to such meeting being held.

Section 5.02    Quorum

Quorum for a Board meeting shall be fifty (50%) percent of voting directors plus one (1).

Section 5.03    Place of meeting and Open and Closed Sessions

- (a) Meetings of the Board shall be held at the head office of the Association or elsewhere in Ontario or, if the Board so determines and any absent directors' consent, at some place outside Ontario.
- (b) Meetings of the Board may have an open and a closed session and the Board shall establish policies and procedures for open and closed sessions of the Board and, without limiting the generality of this, for public attendance at open sessions of Board meetings.

Section 5.04    Board Chair

The President shall act as the Board Chair according to the Board's policies.

Section 5.05    Votes to Govern

Except for any matter within the scope of any of the major decisions enumerated below which shall be decided by an affirmative vote of not less than two-thirds (2/3rds) of those present, at all meetings of the Board every question shall be decided by a majority of the votes cast on the question. In the event of an equality of votes the matter shall be reconsidered by the Board in accordance with the policies of the Board, and after reconsideration the matter shall be decided by a majority of the votes cast on the question. The major decisions shall include:

- (a) determination of the capital requirements of the Association;
- (b) acquisition of any property or interest therein;
- (c) sale, lease, exchange or mortgaging of any property or interest therein;
- (d) entering into leases or terminating or modifying any lease;
- (e) the adjustment, settlement, or compromise of any claim, obligation, debt, demand, suite or judgment against the Association;
- (f) approval of the annual budget for the Association;
- (g) the suspension of the privileges of a member;
- (h) Removal of a Director and/or Executive Director

Section 5.06    Conflict of Interest

The Board shall establish and maintain a policy relating to real or perceived conflicts of interest. The Board shall be responsible for reviewing the Governance Policy of the Association on a periodic basis to ensure the policy is relevant and appropriate.

Section 5.07    Powers

Subject to the Act and this by-law, the Association has the capacity, the rights, powers and privileges of a natural person.

Section 5.08    Borrowing

(a) The Directors of the Association may from time to time:

- i.    borrow money on the credit of the Association;
- ii.   issue, reissue, sell, pledge or hypothecate debt obligations of the Association;
- iii.   give a guarantee on behalf of the Association to secure performance of an obligation of any person; and
- iv.   mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Association, owned or subsequently acquired, to secure any debt obligation of the Association.

(b) The Directors may authorize any officer or Director to make arrangements with reference to the money borrowed or to be borrowed as aforesaid and as to the terms and conditions of a loan thereof, and as to the security to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional security for any monies borrowed or remaining due by the Association as the Directors may authorize, and generally to manage, transact and settle the borrowing of money by the Association

(c) Nothing herein limits or restricts the borrowing of money by the Association on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of the Association.

**Article VI. ROLES OF CERTAIN OFFICERS AND EMPLOYEES**

Section 6.01    President

The President shall be the chairperson of the Board and shall have other duties as described in the board's policies.



#### Section 6.02    Absence or Disability of the President

During the absence or disability of the President, their duties shall be performed and their powers exercised by a member of the Board, as selected by the Board.

#### Section 6.03    Corporate Secretary

The Board shall appoint a Secretary from among themselves who shall attend and be the secretary at all meetings of the Board and members of the Association and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat; they shall give or cause to be given as and when instructed all notices to directors, members, auditors and members of committees of the Board; they shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of the Association and of all books, papers, records, documents and instruments belonging to the Association except when some other officer or agent has been appointed for that purpose; and they shall have such other duties as the Board or the President may prescribe.

#### Section 6.04    Executive Director

If the Association employs an Executive Director they shall be responsible to the Board for the overall administration, service delivery and staffing of the Association. They shall attend all meetings of the Board and committees, unless excused, serving in an advisory capacity without vote. Specifically, they shall be responsible for bringing in business to and marketing the Association; establishing the overall direction of the Association; determining the Association's strategies; establishing the initial conditions of all initiatives; and shall also be responsible for the financial management of the corporation. They shall keep the Board informed of the work of the Association by reports, and discuss with the Board the practices and methods through which it shall be conducted. They shall make such other reports as the Board require and they shall be an authorized signing officer of the Association. The job description of the Executive Director shall be established by the Board from time to time.

The Board may, by resolution passed by at least two thirds of the votes cast a Board meeting, remove the Executive Director for violations of any of the Board's or MSA Policies, only after a formal evaluation or investigation is completed.

#### Section 6.05    Other Officers

The duties of all other officers of the Association shall be such as the terms of their engagement call for or the Board may prescribe. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant unless the Board otherwise directs.

#### Section 6.06    Variation of duties

From time to time the Board may add to the duties of any other officer and may vary or limit such additional duties.

#### Section 6.07    Fidelity bonds

The Board may require at the expense of the Association such officers, employees and agents of the Association as the Board deems advisable to furnish bonds for the faithful discharge of their duties, in such form and with such surety as the Board may from time to time prescribe.

## **Article VII. PROTECTION OF DIRECTORS AND OFFICERS**

### Section 7.01    Limitation of liability

No director or officer of the Association shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Association, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Association shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any of the moneys, securities or effects of the Association shall be deposited, or for any loss occasioned by any error of judgment or oversight on their part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of their office or in relation thereto unless the same are occasioned by their own willful neglect or default.

### Section 7.02    Validity of action

No act or proceeding of any director or Board shall be deemed invalid or ineffective by reason of the subsequent ascertainment of any irregularity in regard to such act or proceeding or the qualification of such director or Board.

### Section 7.03    Directors' reliance

Directors may rely upon the accuracy of any statement or report prepared by the Association's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

### Section 7.04    Indemnification

Every director, officer and member of the Association and every member of a committee, and their heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless, from and against:

- (a) all costs, damages, charges and expenses whatsoever which such Director, Officer, Member of the Association, or member of a committee sustains or incurs in or about any action, suit or proceeding for damages or otherwise which is brought, commences or prosecuted them, for or in respect of any act, or omission, made, done or permitted by them, in or about the execution or intended execution in good faith of the duties of their office; and
- (b) all other costs damages, charges and expenses that they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect, default, fraud, criminal behaviour, or failure to act honestly and in good faith in performing the duties of their office.

Section 7.05     Directors Liability Insurance

The Board will direct the corporation to purchase and maintain insurance to indemnify every director, officer and member of the Association and every member of a committee and their heirs, executors and administrators and estate and effects with respect to the personal liability describes in section 7.04 immediately above.

Section 7.06     Indemnification and Insurance Requirements

Any indemnity given pursuant to sub-paragraph 7.04 above and the directors liability insurance purchased pursuant to 7.05 above shall be subject to the following:

- (a) The terms of the indemnity and the terms of the insurance policy must not impair a person's right to bring an action against the director, officer, member of the Association and every member of a Committee.
- (b) The following factors shall be considered by the Board before the giving of an indemnity or the purchase of directors liability insurance; (i) the degree of risk to which the director, officer and member of the Association and every member of a committee is or may be exposed; (ii) whether, in practice, the risk cannot be eliminated or significantly reduced by means other than the indemnity or purchase of insurance; (iii) whether the amount or cost of the insurance is reasonable in relation to the risk; (iv) whether the cost of the insurance is reasonable in relation to the revenue available to the director, officer, member of the Association and member of a committee; (v) whether it advances the administration and management of the property of the Association to give the indemnity or purchase the insurance.
- (c) No Indemnity shall be paid nor shall director's liability insurance be purchased if doing so would result in the amount of debts and liabilities exceeding the value of the property of the Association or render the Association insolvent.
- (d) If the director, officer, member of the Association or member of a Committee is deceased the indemnity or the proceeds of the liability insurance may be paid to their estate.

**Article VIII. MEMBERS**

Section 8.01     Members

All Mohawk College students are members of the Mohawk Students' Association. There shall be two (2) classes of membership in the Association, namely, associate membership and ordinary membership:

- (a) The associate members shall not be entitled to vote at nor shall be entitled to speak at meetings of the members of the Association unless recognized by the chairperson, but shall be entitled to notice of meetings of the members of the Association, and shall not participate in any distribution of the property of the Association upon dissolution of the Association;

- (b) the ordinary members shall consist of all full-time students of Mohawk College enrolled in programs requiring payment of ancillary fees to the Mohawk Students' Association and all co-op students on work term who have been on a school term paying ancillary fees for the semesters immediately preceding and following the current semester, and students of Mohawk College with a documented disability who have been identified through Accessible Learning Services as being eligible to take a reduced course load provided that such student enrolls in a reduced course load by the end of the first month of each semester.
- (c) All associate and ordinary members must uphold the Code of Ethics of the Association as set out in the Board policies, as amended from time to time. Additional individuals or corporations or associations may be admitted as members by virtue of a majority resolution of the ordinary members of the Association. Candidates for membership in the Association must be persons of good character and standing in the community. Application for membership shall be made in writing on a form supplied by the Association. Each member shall promptly be informed by the Board or by the Executive Director of their admission as a member.

#### Section 8.02    Term of membership

The term of membership for associate members and for ordinary members shall continue while the member meets the qualifications for ordinary or associate membership as described in paragraph 8.01 hereof, unless the member resigns or is removed pursuant to paragraph 8.03 or 8.06 hereof. The interest of ordinary and associate members in the Association is not transferable and lapses upon the expiry of one year from the date of admission as a member unless renewed in accordance with the policies established from time to time by the Board, and ceases to exist when they cease to be a member by resignation, removal or otherwise in accordance with the bylaws of the Association.

#### Section 8.03    Resignation

Members may resign in writing which resignation shall be effective upon any date or time on or after the execution of the instrument of resignation. In the case of resignation, a member shall remain liable for payment of all student ancillary fees paid to the Mohawk Students' Association or other sum levied or which became payable by them to the Association prior to acceptance of their resignation and regardless when a member resigns no part of the student ancillary fees, paid to the Mohawk Students' Association, shall be returned to them.

#### Section 8.04    Membership

There is no fee for membership to the Mohawk Students' Association. All Mohawk College students are members as outlined in section 8.01. Members are subject to student ancillary fees, payable to the Mohawk Students' Association. Fees shall be established from time to time by the Board, as aligned with the Ministry of Training, Colleges and Universities' binding directive and the Tuition and Ancillary Fee Protocol agreement with Mohawk College.

Section 8.05    Privileges of Membership

All associate and ordinary members in good standing shall be entitled to such privileges as shall be established from time to time by the Board.

Section 8.06    Removal/Suspension of Membership Privileges

- (a) The privileges of an associate or ordinary member may be suspended by a resolution of not less than two-thirds of those present of the Board from time to time provided that the reasons for and conditions of the suspension are communicated to the member, in writing, by the Board. Appeals by the member who has been suspended may be presented to the judicial committee in accordance with policies established by the Board from time to time.
  
- (b) A member shall automatically be removed upon such individual no longer meeting the qualifications of their membership as set out in Section 8.01.

## **Article IX. MEETINGS OF MEMBERS**

Section 9.01    Annual Meetings

- (a) The annual general meeting of the members shall be held at such time as the Board may from time to time determine, for the purpose of receiving the reports and statements required by the Act to be placed before the annual meeting, appointing auditors and for the transaction of such other business as may properly be brought before the meeting.
  
- (b) The directors elected by the members shall be elected at least once in each calendar year pursuant to the provisions of Section 4.04.

Section 9.02    Special Meetings

The Board shall have the power to call a special meeting of members whenever it sees fit, and the Board shall call a special meeting upon the written requisition of at least five percent (5%) of the ordinary members of the Association. The requisition shall express the objects of the proposed meeting and shall be mailed to or left at the office of the Association. In addition, the Board shall call a special meeting of members to elect directors and officers of the Association no later than March of each year.

Section 9.03    Place of Meetings

Meetings of members shall be held at the head office of the Association or elsewhere in Ontario as a majority of the Board may by resolution determine.

Section 9.04    Notice of Meetings

Notice of the time and place of each meeting of members shall be given in the manner hereinafter provided not less than ten days before the day on which the meeting is to be held to each member of record at the close of business on the day on which the notice is given who is entered in the books of the Association. Notice of a special meeting of members shall state the general nature of the business to be transacted at it.

#### Section 9.05 Meetings Without Notice

A meeting of members may be held at any time and place without notice if all the members entitled to vote thereat are present in person or represented by proxy, or if those not present or represented by proxy waive notice or otherwise consent to such meeting being held, and at such meeting any business may be transacted which the Association at a meeting of members may transact.

#### Section 9.06 Chairperson, Secretary and Scrutineers

The President, who is also the Chairperson, shall chair all meetings of members. If no such officer be present within fifteen minutes from the time fixed for holding the meeting, the person designated the Vice Chair, shall become the chairperson.

The Chair shall appoint a secretary of the meeting, hereof provided that if the secretary shall not be present within fifteen (15) minutes from the time fixed for holding the meeting, the chairperson shall appoint some person, who need not be a member, to act as secretary of the meeting. If desired, one or more scrutineers, who need not be members, may be appointed by a resolution of the members or by the chairperson as the chairperson shall in their discretion decide.

#### Section 9.07 Persons Entitled to be Present

The only persons entitled to attend a meeting of members shall be those entitled to vote thereat, associate members, the auditors of the Association and others who although not entitled to vote, are entitled or required under any provisions of the Act or the letters patent or bylaws to be present at the meeting. Any other person may be admitted only on the invitation of the chairperson of the meeting or with the consent of the meeting.

#### Section 9.08 Quorum

A quorum for the transaction of business at any meeting of members shall be eight (8) ordinary members of the Association entitled to vote who are not directors of the Association.

#### Section 9.09 Right to Vote

At any meeting of members every person shall be entitled to vote who is at the time of the meeting entered in the books of the Association as an ordinary member.

#### Section 9.10 Proxies

At any meeting of members, a proxy duly and sufficiently appointed by an ordinary member shall be entitled to exercise, subject to any restrictions expressed in the instrument appointing them, the same voting rights that the member appointing them would be entitled to exercise if present at the meeting. A proxy must be an ordinary member of the Association and may carry proxies for a maximum of four (4) other ordinary members, for a total of five (5) votes including their own. An instrument appointing a proxy shall be in writing and shall be acted on only if thirty (30) minutes prior to the time of voting, it is deposited with the Secretary of the meeting or such other person as the chairperson appoints to be secretary of the meeting or as may be directed in the notice calling the meeting.

Section 9.11    Votes to Govern

At any meeting every question shall, unless otherwise required by the letters patent or bylaws of the Association or by law, be determined by a majority of the votes duly cast on the question.

Section 9.12    Show of Hands

Any question, other than the election of directors, at a meeting of members shall be decided by a show of hands unless, after a show of hands, a poll thereon is required or demanded as hereinafter provided. Upon a show of hands every person who is present and entitled to vote shall have one vote. Whenever a vote by show of hands shall have been taken upon a question, unless a poll thereon is so required or demanded, a declaration by the chairperson of the meeting that the vote upon the question has been carried or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of the said question, and the result of the vote so taken shall be the decision of the members upon the said question.

Section 9.13    Polls

After a show of hands has been taken on any question, the chairperson may require or any person entitled to vote on the question may demand a poll thereon. A poll so required or demanded shall be taken in such manner as the chairperson shall direct. A demand for a poll may be withdrawn at any time prior to the taking of the poll. Upon a poll each member present in person or represented by proxy and entitled to vote shall have one vote and the result of the poll shall be the decision of the members upon the said question.

Section 9.14    Adjournment

The Chairperson at a meeting of members may with the consent of the meeting and subject to such conditions as the meeting may decide, adjourn the meeting from time to time and from place to place.

**Article X.    MEMBERSHIP IN PROVINCIAL AND NATIONAL STUDENT ASSOCIATIONS**

Section 10.01

The Association may become a member of a provincial or national student organization that requires the Association to pay a membership fee to that organization, but only if the Association and the organization enter into a binding, written agreement, which will remain in effect as long as the Association is a member of the organization. The agreement must guarantee the following;

- (a) The Association's membership in the organization does not preclude the Association's membership in any one or more other organizations.
- (b) The organization will make its by-laws, policies and minutes available online to all members of the Association within one month of their approval.

- (c) The organization will, within one month of receipt of a written request from any member of the Association, provide to them a copy of any document in care or control of the organization not legally required to be kept private.
- (d) The organization recognizes that the Association reserves the right to terminate its membership in the organization according to the Association's own by-laws and policy according to any of the following procedures;
  - i. By resolution of the Board if the Association joined the organization by resolution of the Board;
  - ii. By resolution of a General Meeting if the Association joined the organization (by resolution of the Board or by resolution of a General Meeting); or
  - iii. By referendum in any case conducted in accordance with By-Law Article 14

#### Section 10.02

If the Association terminates its membership in an organization as described in this By- Law by any means other than a referendum, and if the Association normally collects a membership fee from its members on behalf of that organization and remits it to that organization, then the Association will immediately cease collection of such fees.

#### Section 10.03

If a resolution is put to referendum to terminate the Association's membership in an organization as described in this By-Law, and if the Association normally collects a membership fee from its members on behalf of that organization and remits it to that organization, then a resolution to cease collecting the membership fee shall be automatically put to referendum according to By-Law Article 14 to occur concurrently with the referendum on ceasing membership in the organization.

## **Article XI. NOTICES**

#### Section 11.01 Methods of giving notice

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Act, the letters patent, the bylaws or otherwise to a member, director, officer or auditor shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to his or her last address as recorded in the books of the Association or if mailed by prepaid ordinary or air mail addressed to them at their said address or if sent to them at their said address by any means of wire or wireless or any other form of transmitted or recorded communication. Any Director may change the address on the Association's books of any member, director, officer or auditor in accordance with any information believed by them to be reliable. A notice so delivered shall be deemed to have been given when it is delivered personally or at the address aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice sent by any means of wire or wireless or any other form of transmitted or recorded communication shall be deemed to have been given when delivered to the appropriate communication company or agency or its representative for dispatch.



Section 11.02    Computation of time

In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.

Section 11.03    Omissions and errors

The accidental omission to give any notice to any member, director, officer or auditor or the non-receipt of any notice by any member, director, officer or auditor or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

Section 12.04    Waiver of notice

Any member (or their duly appointed proxy), director, officer or auditor may waive any notice required to be given to them under any provision of the Act, the letters patent, the bylaws or otherwise and such waiver, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in giving such notice.

## **Article XII. AUDITORS**

Section 12.01

The members shall at each annual meeting appoint an auditor to audit the accounts of the Association to hold office until the next annual meeting, provided that the directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the Board.

## **Article XIII. RULES OF ORDER**

Section 13.01

All meetings of the Association, Board or any Committee shall be conducted in accordance with the Parliamentary Procedure as outlined by "Wainberg's Society meetings including Rules of Order" insofar as applicable and not inconsistent with the Letters Patent and these Bylaws.

## **Article XIV. REFERENDA**

Section 14.01

Association referenda may be called by a simple majority vote at a Board meeting with at least seventy-five percent (75%) of the voting Board members present, or upon a petition bearing the signatures and names and student numbers of fifteen percent (15%) of the ordinary members. Association referenda

are binding, unless stipulated and communicated to the full-time student body that the question is a simple survey.

The Chief Returning Officer shall be responsible for the conduct and process of the referendum in accordance with referendum procedures as approved by the Board.

Two (2) weeks' notice must be given to the student body before the referendum date. The Association referendum shall be open for a duration of at least three full college days. Only eligible voting members are able to cast a ballot.

If a referendum question is accepted or defeated, a rewording of the same question, or a similar question directly pertaining to the original referendum question, may not be readdressed again by referendum for eleven (11) months after the original referendum.

In order for a referendum to be considered valid, ten percent (10%) of the eligible members, as defined by the referendum, must vote. In the inability of meeting this quorum the Board will make the decision of the referendum on behalf of the students. A referendum shall pass with a simple majority, fifty percent (50%) plus one (1) of votes in favour of the question.

## **Article XV. AMENDMENTS TO BYLAWS**

### Section 15.01

This bylaw may be repealed, amended or re-enacted by the Board and a repeal, amendment or re-enactment thereof, unless in the meantime confirmed at a general meeting of the members of the Association duly called for that purpose, is effective only until the next annual meeting of the members of the Association unless confirmed thereat, and, in default of confirmation thereat, ceases to have effect at and from that time, and in that case no new bylaw of the same or like substance has any effect until confirmed at a general meeting of the members of the Association.

### Section 15.02

Members cannot propose a new bylaw at a meeting of members of the Association. Any by-law amendment proposed and accepted at a meeting of the Members requires approval by the Board prior to such by-law amendment taking effect. If an amendment to any by-law is approved by the members but not approved by the Board at the next properly constituted meeting of the Board, then such by-law amendment shall be null and void.

## **Article XVI. REPEAL OF BYLAWS**

### Section 16.01    Repeal

Upon this Bylaw coming into force, Bylaw No. 2 of the Association is repealed provided that such repeal shall not affect the previous operation of any act done or right, privilege, obligation or liability acquired or incurred under any contract or agreement made pursuant to such Bylaw prior to its repeal.

**PASSED** by all the directors and sealed with the corporate seal the 22<sup>nd</sup> day of April, 2015.

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Maxwell Brown

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Luke Baylis

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Chantal Baker

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Ibtihal Abbas

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Logan James

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Idris Hassan

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Caitlyn Davidson

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Julia Jarusauskas

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Gloria Montes

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Jahnelle Morgan-Geddes

**CONSOLIDATION #1 – July 17, 2019**  
**CONSOLIDATION #2 – March 17, 2022**  
**CONSOLIDATION #3 – April 19, 2023**