



CONSTITUTION & BYLAWS

September 2023

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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 Federation.
- d. To bring students together to discuss and cooperatively achieve necessary educational, administrative and legislative change whenever decision-making affects students.
- e. To facilitate cooperation among students in organising services which supplement the learning experience, provide for human needs, and develop a sense of community with our peers and with other members of society.
- f. To work with and advocate for underserved members of the student population to gain legal and social protections for all students.
- 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 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 the Canadian Federation of Students and Canadian Federation of Students-Services, both of which are national student organisations.

2.2 Federation

"Federation" refers to the Canadian Federation of Students-Nova Scotia. Canadian Federation of Students–Nova Scotia is a chartered provincial component of Canadian Federation of Students(-Services).

2.3 Local Association

- a. A "Local Association" refers to a student organization which satisfies the following criteria:
- b. It is locally and democratically controlled.
- c. It is autonomous from other organisations.
- d. It represents students at only one post-secondary institution.
- e. 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, provided that there may be separate graduate, undergraduate, or part-time student organisations from an institution.

2.4 Member Local Association

A "Member Local Association" means a Local Association whose members have voted by Referendum to become a member of the Federation and whose application has been approved at a General Meeting in accordance with these Bylaws.

2.5 Referendum

A "Referendum" means 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 in accordance with Bylaw 3.4 or Bylaw 3.6

2.6 Individual Members

An "individual member" means an individual who is a member of a Member Local Association or one who holds an At-large position on the Executive Committee.

2.7 Executive Committee

The Executive Committee of the Federation is the Board of Directors for the Federation.

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2.8 At-Large Members

"At-large" members of the Executive Committee do not have a specific constituency or portfolio. The At-large positions are:

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

2.9 Plenary

"Plenary" means the portion of a General Meeting in which formal decision-making by the delegates of Member Local Associations transpires.

2.10 General Meeting

"General Meetings" are the highest decision-making body of the Federation.

BYLAW III

Membership

3.1 Membership

There is one (1) category of Member Local Association, being Member Local Association.

3.2 Membership Status

- a. A Local Association is eligible to apply for membership in the Federation if its members have approved by a vote on certification in the Federation and the Canadian Federation of Students(-Services).
- b. A written application for membership submitted by an eligible Local Association will be considered as a binding contract to accept the rights and responsibilities of membership in the Federation and the Canadian Federation of Students(-Services).
- c. Within ninety (90) days of the receipt by the Executive Committee of a written application for membership, the Executive Committee will examine the application to determine whether it is in order, and will make a recommendation to the Member Local Associations concerning the application.
- d. At the next General Meeting, the membership application shall be put to a vote and shall require a majority of at least two-thirds (2/3) of the votes cast to be accepted.
- e. A Local Association's application for membership, once accepted by the Federation, shall constitute a binding contract to collect and remit to the Federation membership fees in accordance with Bylaw 3.2.f. for the duration of membership. These fees are in addition to any fees payable to the Canadian Federation of Students(-Services)
- f. Each Member Local Association shall collect fees for each of the fall and winter semesters in an amount per full and part-time student of no less than \$3.00 (1996 base year amount) increased for programs or courses commencing on or after September 1 by the national Consumer Price Index since 1996. Each Member Local Association shall remit to the Federation the full aggregate amount of such fees. Membership fees may be pro-rated for part-time and short-term students in accordance with the practice of the Member Local Association with respect to the pro-ration of its own fees. (Notwithstanding the foregoing, if the Member Local Association's post-secondary institution is required by law to permit students to opt-out of paying fees that would otherwise be collected and remitted to the Federation as part of the Member Local Association's membership fee, the Member Local Association shall only be required to collect and remit to the Federation such fee that the Member Local Association (or the institution) has collected for the Federation. The Member Local Association shall be encouraged to use their reasonable best efforts to ensure that the students at their respective institutions are provided with an option to pay the fees described above.)

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3.3 Prospective Membership

- a. A Local Association is also eligible to apply for prospective membership in the Federation if it has passed a motion of its members, executive, council or equivalent representative body to apply for prospective membership in the Federation and the Canadian Federation of Students(-Services).
- b. A written application for prospective membership submitted by an eligible Local Association will be considered as a binding contract to accept the rights and responsibilities of prospective membership in the Federation.
- c. Within ninety (90) days of the receipt by the Executive Committee of a written application for prospective membership, the Executive Committee will examine the application to determine whether it is in order, and will make a recommendation to the Member Local Associations concerning the application.
- d. At the next General Meeting, the prospective membership application shall be put to a Plenary vote and shall require a majority of at least two-thirds (2/3) of the votes cast to be accepted.
- e. A Local Association's application for prospective membership, once accepted by the Federation, shall constitute a binding contract to pay membership fees, as described in Bylaw 3.3.f and conduct a vote on certification, as described in Bylaw 3.5.
- f. The fee for prospective membership in the Federation shall be \$1.00. This fee may be reduced or waived by a majority Plenary vote or by a majority of the Executive Committee.
- g. A prospective member Local Association shall for all purposes of this By-law be a Member Local Association, have full voting rights in General Meetings, including the right to designate a proxy to vote on its behalf, and shall have the same access to Federation resources and materials that every member has, subject to any policy adopted by the Executive Committee.
- h. A prospective member Local Association must hold a vote on certification in the Federation, in accordance with Bylaw 3.5 within twelve (12) months following its acceptance as a prospective member unless an extension is granted by the Executive Committee.
- i. In the event that the majority of those voting support membership in the Federation, membership will be granted at the subsequent General Meeting, at which point prospective membership shall cease and the Local Association shall become a Member Local Association.
- j. In the event that the majority of those voting oppose membership in the Federation, prospective membership of the Local Association will immediately cease.
- k. In the event that the vote fails to achieve quorum, prospective membership of the Local Association will be automatically extended and another vote on certification will be held within the subsequent six (6) months in accordance with Bylaw 3.5.

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- I. 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 Plenary vote, the prospective membership of the Local Association until a vote on certification is conducted.
- m. Prospective members of the Local Association shall for all purposes of this Bylaw be considered to be part of the one (1) category of Member Local Association and, for greater certainty, shall not be considered to be a separate category, class or group of members.

3.4 Student Rights and Member Rights and Responsibilities

- a. Rights of Students
 - i. The students collectively belonging to a Local Association will have sole authority to make decisions through a vote on all questions of membership of that Local Association in the Federation, subject to the other provisions of this Bylaw.
 - ii. The students collectively belonging to a Local Association will have sole authority to initiate, by petition signed by not less than fifteen percent (15%) of such students and delivered to the Executive Committee, a vote to certify as described in Bylaw 3.5.
 - iii. The students collectively belonging to a Local Association will have sole authority to initiate a vote on decertification, as described in Bylaw 3.7, by submitting to the Executive Committee a petition, signed by not less than fifteen percent (15%) of such students, calling for the vote.
 - iv. The students collectively belonging to a Local Association have the right to have their interests represented collectively in the Federation through their Local Association, but, for greater certainty, are not members of the Federation or the Canadian Federation of Students(-Services) and accordingly will not have voting rights at General Meetings or Canadian Federation of Students(-Services) general meetings.
- b. Rights of Members
 - i. Each Member Local Association will have one (1) vote at and participate in General Meetings provided all outstanding delegate fees for past meetings have been paid in full. This is subject to review by the Executive Committee on a case by case basis upon request.
 - ii. Member Local Associations have the right to be represented collectively to the federal government and to other national organisations.
 - iii. Each Member Local Association is entitled to the protection and support of the Federation in accordance with the purposes of the Federation.
 - iv. Each Member Local Association is entitled to have access to Federation research, information, materials, staff, and other resources.

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- v. Each Member Local Association is entitled to have access to all information and official documents concerning the operations and activities of the Federation and the Executive Committee.
- vi. Delegates sent by members to General Meetings will have the right to stand for election to any vacant position on a committee of the Federation subject to such other conditions as may be specified at the time of formation of the committee.
- vii. Each Member Local Association is entitled to request, and must receive within forty-five (45) days of receipt of the request, an updated statement of financial position detailing all outstanding delegate and all outstanding membership fees provided that the Member Local Association, as the agent for the Federation with respect to the collection of the membership fees, has provided the Federation with a full accounting of membership fees owed by it to the Federation.

c. Responsibilities of Members

Although Federation staff and the Executive Committee will handle many day-to-day operations, the structures of the Federation can only function if there is full cooperation among Member Local Associations. The achievement of the work and goals of the Federation depends on the active participation of Member Local Associations.

- i. Each Member Local Association is responsible for supporting the purposes of the Federation and will abide by all provisions of these Bylaws.
- ii. Each Member Local Association will ensure that Federation fees are collected each year at its institution and forwarded to the Federation, according to the contract of membership and the fee agreement if applicable, signed when the member joined.
- iii. Each Member Local Association will not represent the membership fees collected on behalf of the Federation as an expense and/or revenue of the member in its budgets, its financial statements, its audits or any other documents of the member
- iv. Each member will be responsible for representing the interests and concerns of the students collectively belonging to the Member Local Association's local association at General Meetings.
- v. Each Member Local Association is responsible for contributing to the formulation of Federation policy and where possible and by resolution of the local council for supporting and implementing that policy.
- vi. Each Member Local Association will be responsible for communicating information from the Federation to its students.
- vii. Each Member Local Association will communicate and work cooperatively with Federation staff and members of the Executive Committee.

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3.5 Vote to Certify

In accordance with Bylaw 3.2 the following shall be the rules and procedures for a vote, in which the students collectively belonging to a Local Association may vote on membership in the Federation:

- a. There shall be no more than two (2) votes to certify in any one (1) period of ninety (90) consecutive days.
- b. The vote will be scheduled by the Local Association in consultation with the Federation.
- c. For each vote to certify, the Executive Committee shall recommend an individual to serve as the Chief Returning Officer. The Chief Returning Officer shall oversee the referendum and be responsible for:
 - i. establishing the notice requirement for the referendum in accordance with Bylaw 3.5.d and ensuring that notice is posted.
 - ii. establishing the campaign period in accordance with Bylaw 3.5.e
 - iii. approving all campaign materials in accordance with Bylaw 3.5.f and removing campaign materials that have not been approved.
 - iv. deciding the number and location of polling stations.
 - v. setting the hours of voting in accordance with Bylaw 3.5.g (iii)
 - 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.
- d. Notice of the vote, that includes the question and voting dates, shall be provided to the students collectively belonging to the Local Association no less than two (2) weeks prior to voting in the referendum.
- e. The following shall apply to campaigning:
 - i. There shall be no less than ten (10) days on which campaigning is permitted, during which classes are in session, immediately preceding and during voting.
 - ii. Only students and representatives of the Local Association, representatives of the Federation, representatives of the Member Local Associations and representatives of the Canadian Federation of Students(-Services) shall be permitted to participate in the campaign.
- f. The following shall apply to campaign materials:
 - i. Campaign materials shall include all materials developed specifically for the campaign.
 - ii. Materials produced by the Federation or the Federation of Students(-Services) that promote campaigns and services of the Federation or the Federation of Students(- Services) shall not be considered campaign material unless they include specific content about the vote.
 - iii. The website of the Federation or the Federation of Students(- Services) shall not be considered campaign material unless it includes specific content about the vote.

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- iv. The annual report, financial statements, research and submissions to government of the Federation or the Federation of Students(- Services) shall not be considered campaign material.
- v. 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.
- g. The following shall apply to voting and tabulation
 - 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 between the Local Association and the Federation, at a general meeting of the Local Association or by a mail-out ballot.
 - ii. It shall be the responsibility of the Local Association to obtain and provide to the Chief Returning Officer, no later than seven (7) days in advance of the vote, a list of all of the students eligible to vote. If the Local Association 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 students who are eligible to 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.
 - iii. There shall be no less than sixteen (16) hours of polling over no less than two (2) days, except in the case of voting being conducted at a general meeting.
 - iv. Unless mutually agreed otherwise by the Local Association and the Federation, the referendum question shall be: "Are you in favour of membership in the Canadian Federation of Students?"
 - v. In the event that polling is conducted at a general meeting, representatives of the Federation and Member Local Associations shall be extended full speaking rights in the meeting.
 - vi. The Local Association and the Federation shall each be permitted to appoint one (1) poll clerk for each polling station.
 - vii. The Local Association and the Federation shall each be permitted to appoint one (1) poll scrutineer to oversee the counting of ballots.
- h. Quorum for any vote to certify shall be that of the Local Association or ten percent (10%) of the students collectively belonging to the Local Association, whichever is higher.
- i. For each vote to certify, an Appeals Committee shall be appointed to adjudicate any appeals of the referendum results or rulings by the Chief Returning Officer. The Appeals Committee shall be comprised of:

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- i. one (1) Executive Committee member or a designate appointed by the Federation's Executive Committee. and
- ii. two (2) individual members elected at a General Meeting if practicable and otherwise by the Executive Committee who are not members of the Executive Committee. Members of the Appeals Committee shall not campaign during a vote to certify.

3.6 Suspension and Expulsion of Members

Member Local Association may have its voting privileges suspended or may be expelled for violating its responsibilities as outlined in Bylaw 3.4.c subject to the following procedure:

- a. The procedure for suspending the voting privileges or expelling a Member Local Association may be initiated by:
 - i. resolution of the Executive Committee.
 - ii. a petition, submitted to the Executive Committee, signed by not less than one-third (1/3) of the Member Local Associations s and listing the reasons for the proposed suspension of voting privileges or expulsion.
- b. Upon resolution of the Executive Committee or receipt by the Executive Committee of a petition of Member Local Associations, initiating the process for suspending or expelling a Member Local Association, the Executive Committee will:
 - i. place the matter on the agenda for the next regularly scheduled General Meeting for which no less than four (4) week notice can be given. and
 - ii. inform, by registered mail, the Member Local Association against which the suspension or expulsion procedure has been initiated no less than four (4) weeks prior to the General Meeting at which the matter of suspension or expulsion will be considered.
- c. A two-thirds (2/3) Plenary vote shall be required in order to suspend the voting privileges or expel a Member Local Association.
- d. Any Member Local Association, which has had its voting privileges suspended or has been expelled, may appeal the decision to the next general meeting of the Canadian Federation of Students(-Services).
- e. A Local Association, which has had its voting privileges suspended, may have its voting privileges reinstated subject to the following procedure:
 - i. Upon receipt of a written application from the Member Local Association requesting reinstatement of voting privileges, the Executive Committee will assess the merits of the application and make a recommendation to the Member Local Associations at the next regularly-scheduled General Meeting.
 - ii. A two-thirds (2/3) Plenary vote shall be required to reinstate a Member Local Association's voting privileges.

BYLAW III

3.7 Vote to Decertify

- a. The students collectively belonging to a Member Local Association may vote on the question of continuing the membership of the Member Local Association in the Federation, subject to the following rules and procedures:
 - i. A petition calling for a vote on decertification shall be signed by no less than fifteen percent (15%) of the students collectively belonging to the Member Local Association and delivered to the Executive Committee. The petition shall meet the requirements set out in the bylaws of the Canadian Federation of Students(- Services) ("CFS Bylaws") for decertification from the Canadian Federation of Students(- Services). The original, unaltered petition must be delivered in its entirety to the Chairperson, Deputy Chairperson or Treasurer, by registered mail.
 - ii. On receipt of a petition satisfying all requirements set out in the CFS Bylaws:
 1. the Executive Committee will coordinate with the Canadian Federation of Students(- Services) to hold a Referendum on decertification from the Federation in conjunction with a referendum held by the Canadian Federation of Students(- Services) on decertification from the Canadian Federation of Students(- Services) and each of the following, duly appointed by Canadian Federation of Students(- Services) in respect that referendum, shall serve in the respective capacities of the Federation in respect of the Referendum: Chief Returning Officer (as defined in the CFS Bylaws), Appeals Committee (as defined in the CFS Bylaws), poll clerk and poll scrutineer.
 2. If the Canadian Federation of Students(-Services) does not receive such a petition or if the Canadian Federation of Students(- Services) does not take reasonable and timely steps in accordance with CFS Bylaws to conduct a referendum, the Executive Committee will conduct a Referendum. and
 3. in either case, all provisions set out in the CFS Bylaws relating to decertification from the Canadian Federation of Students(- Services) shall apply to such Referendum on decertification from the Federation *mutandis mutandis*.
- b. In addition to the other requirements for decertification set out in this Bylaw 3.7, in order for a vote on decertification to proceed, a Member Local Association must remit all outstanding Federation membership fees not less than six (6) weeks prior to the first day of voting.
- c. No vote on decertification from the Federation by a Member Local Association will be conducted within sixty (60) months of a prior vote on decertification from the Federation unless waived by a two-thirds (2/3) majority vote of the Executive Committee.

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- d. Following the holding of a vote in accordance with this Bylaw 3.7 for to which it is determined that the membership of a Local Association in the Federation will not continue, the applicable Member Local Association may provide a letter in writing notifying the Federation of its intention to decertify from the Federation. Within ninety (90) days of the receipt of such letter, the Executive Committee will examine the notification to determine whether it is in order, and will make a recommendation to the members of the Federation concerning the decertification.
- e. At the opening plenary of the next General Meeting of the Federation, ratification of the vote to decertify shall be put to a vote.
- f. The decertification shall take effect on June 30 following the ratification of the vote to decertify provided that all outstanding membership fees payable to such date shall have then been received by the Federation.

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 Annual 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 percent (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 report of the Executive Committee. and
- b. presentation of year-to-date financial statements. and
- c. presentation for approval of a budget for the upcoming fiscal year.

4.5 Notice of Annual General Meetings and Special General Meetings

Notice for an 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.

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4.7 Voting at General Meetings

- a. All resolutions voted on within General Meetings shall be decided by majority vote, unless otherwise specified by these 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

- a. Proxies will be allowed at all General Meetings of the Federation subject to the following provisions:
- b. 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.
- c. A Member Local Association, having a delegation at a 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.
- d. A Member Local Association may hold no more than one (1) proxy vote at any given time.
- e. A Member Local Association may issue no more than one (1) proxy vote for any given time.
- f. 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.

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 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 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 next General Meeting, and shall cease to be policy, unless ratified by a three-quarter (3/4) majority vote, at that next 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.

5.7 Standing Resolutions

The Member Local Associations of the Federation may, by a three-quarters (3/4) Plenary vote, enact standing resolutions.

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, is referred to as the "Executive Committee".

6.2 Composition

The Executive Committee will be comprised of:

- Chairperson.
- Deputy Chairperson.
- Treasurer.
- Women's Representative.
- Indigenous Students' Representative.
- Racialised Students' Representative.
- International Students' 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, emailed, 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 by resolution.
 - ii. the Chairperson in the absence of a prior Executive Committee resolution. or

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- iii. the Chairperson, at the direction in writing of three (3) members of the Executive Committee.
- e. The Executive Committee may only exclude members or staff of the 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 Students' Representative, Racialised Students' Representative and International Students' Representative shall receive equal honoraria as set-out in the Federation's budget as approved by General Meeting. All other positions shall receive such amounts as may be decided by a special resolution at a General Meeting.
- c. 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 withdraw from the decision making on matters pertaining to that interest. The withdrawal shall be recorded in the minutes of each meeting of the Executive Committee where a decision is made on such matters.

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 an Annual General Meeting.

7.2 Election of the Local Representatives

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

7.3 Election of the Women Students' 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 Students' 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 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, Deputy Chairperson, and Treasurer shall be done by a secret ballot vote by Plenary at a general meeting.
- b. The term of office for each At-large Executive Committee member selected in a byelection shall be as per the schedule set out in Bylaw 6.3.

BYLAW VII

7.8 Appointments to the Executive Committee

The Executive Committee shall have the authority to appoint an individual member to fill, on an interim basis, a vacant At-large position on the Executive Committee until an election or by-election is held.

7.9 Eligibility

- a. A nominee for any position on the Executive Committee must be an individual member of the Federation.
- b. A nominee for Chairperson, Deputy Chairperson, and Treasurer must be nominated by at least two (2) Member Local Association.

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 offered to resign from their position to the Executive Committee. The Executive Committee may, by resolution, accept and ratify such resignation.

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 Member Local Association in accordance with the policies and bylaws of the Member 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 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 Bylaws 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, or 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.

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 have custody of all books and records including:

- a. the minutes of General Meetings,
- b. the minutes of Executive Committee,
- c. the register of members, and
- d. filing the annual requirements with the Registry of Joint Stocks.

10.5 Miscellaneous

The Executive Committee shall perform any such duties as may be determined by a vote by Plenary at a General Meeting.

10.6 Limitation on Authority

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

BYLAW XI

Duties of the Chairperson

11.1 General Duties

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

11.2 General Duties

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

- a. convening meetings of the Executive Committee.
- b. consulting with other members of the Executive Committee regarding, preparing for, and notifying members of Executive Committee meetings.
- c. cooperating with the other members of the Executive, to prepare for and notify member locals of General Meetings.
- d. engaging 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 all 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 Local Associations

The Chairperson will be the chief liaison with 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(-Services). The Chairperson will communicate perspectives of Member Local Associations in 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 Budget

The Treasurer shall be responsible for the budget of the Federation. Each annual budget to be presented to the Annual General Meeting for approval.

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 Bylaw XX.

BYLAW XV

Duties of Local Representatives

14.1 General Duties

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

14.2 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.

14.3 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 of receipt.

14.4 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 not provided for in a budget previously approved by Plenary.

14.5 Liaison between Local Association and Federation Employees

Each Local Representative shall act as the primary liaison between its Member Local Association, the Executive Committee and all employees of the Federation.

14.6 Communication of Local Perspectives

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

14.7 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.

14.8 Submission of Reports

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

BYLAW XV

Duties of the Women's Representative

15.1 General Duties

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

15.2 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.

15.3 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 XVI

Duties of the Indigenous Students' Representative

16.1 General Duties

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

16.2 Liaison between Executive Committee and Indigenous Members

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

16.3 Communication of Indigenous Students' Perspectives

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

16.6 Spokesperson

The 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

18.1 General Duties

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

18.2 Liaison between Executive Committee and International Members

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

18.3 Communication of International Students' Perspectives

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

18.4 National International Constituency Liaison

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

18.5 Submission of Reports

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

18.6 Spokesperson

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

BYLAW XIX

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 may appoint a member of the staff of the Canadian Federation of Students(-Services) or other neutral party 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.

BYLAW XIX

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 mail out described in Bylaw III.

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.

20.4 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 XXI

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 fourteen (14) days 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.

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), by pre-paid mail addressed to a Member Local Association, or by email 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

- a. A notice sent by mail shall be considered “sent” when deposited in a public letter box or in a post-office. or if sent as a facsimile (fax) or email shall be considered “sent” when the documents were transmitted.
- b. 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.

22.3 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.

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, at least 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.
- 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. An auditor may be appointed by Plenary.
- 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.

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 Associations

Copies of said records shall be sent to any Member Local Association of the Federation that requests them provided that the requesting member pays any substantive undue costs.

BYLAW XXV

Amendments

The Federation 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 fourteen (14) days before the time fixed for holding the general meeting. The Chairperson shall declare whether the requirements of notice have or have not been satisfied.