

TABLE OF CONTENTS

Section I: General	1
Article 1. Authority and Interpretation of the Procedures Manual	1
Article 2. Suspension of Procedures	1
Article 3. Master Copies	3
Article 4. Circulation of the Procedures and other Documents	3
Section II: Board Members and Others	4
Article 1. Conflict of Interest for Directors of the Society	4
Article 2. Conflict of Interest for Non-Voting Members of the Board	6
Article 3. Conflict of Interest for Others	6
Article 4. Protection of Directors, Officers and Others	7
Article 5. Privacy	7
Article 6. Duties of Board Members	7
Article 7. Disciplinary Actions	8
Article 8. Stipends	9
Article 9. Director Regrets, Leave, Resignation, Continuing Absences	10
Article 10. Appointment of External Chair	11
Article 11. Policies	12
Article 12. Strategic Plan	14
Article 13. Board Orientation	14
Article 14. Representation at External Political Meetings	15
Article 15. Representation at Conferences	15
Section III: Board Meetings	15
Article 1. Rules of Order	15
Article 2. Agendas and Minutes	19
Article 3. Attendance	20
Section IV: University Governance	20
Article 1. Resources	20
Article 2. Representation on University Committees	21
Article 3. Student Members of Board of Governors and Senate	21
Section V: Board Committees	21
Article 1. General	21
Article 2. Appointment of Committee Members	23
Article 3. Committee Chairs	24
Article 4. Replacement and Attendance	25
Article 5. Composition	25

Article 6. Standing Committee Mandates	25
Section VI: Executive Committee	29
Article 1. Executive Committee as a Whole	29
Article 2. President	31
Article 3. Vice-President External Relations	32
Article 4. Vice-President Finance and Services	32
Article 5. Vice-President of Student Life	33
Article 6. Vice-President Academic	34
Article 7. Vice-President Equity and Sustainability	34
Article 8. Executive Transition Requirements	35
Article 9. Performance Reports to the Board	36
Section VII: Financial Procedures	37
Article 1. Administration Office Procedures	37
Article 2. Signing Authority	38
Article 3. Event Planning	38
Article 4. Contingency, Deficits and Surpluses	40
Article 5. Funds	40
Article 6. Fiscal Year	41
Article 7. Budget	41
Article 8. Asset Inventory	42
Article 9. Disposal of Furnishings and Equipment from the Asset Inventory	42
Section VIII: Events and Projects	43
Article 1. Planning Tools	43
Section IX: Emergency Succession	44
Article 1: Emergency Succession, Executive Committee	44
Article 2: Emergency Succession, Collectives	46
Article 3: Emergency Succession, Representatives	47
Article 4: Emergency Succession, Executive Director	48
Section X: Personnel Procedures	48
Article 1. Regular Employees	48
Article 2. Appointees	49
Article 3. Appointment Process	49
Article 4. Board and Staff Linkage	52
Article 5. Supervision of the Executive Director	52
Section XI: Collectives, Representatives	53
Article 1. Collectives	53
Article 2. Faculty Representatives	54

Article 3. Campus Representatives	55
Section XII: Fees	55
Article 1. Notice and Alteration of Fees	55
Article 2. Allocation of Fees	56
Article 3. Members Initiatives	56
Section XIII: Rights and Obligations of Membership	58
Article 1. Active Members	58
Section XIV: Democratic Events	59
Article 1. Exigency Provisions	59
Article 2. General Meetings and Referendum Procedures	59
Article 3. By-Elections and Other Special Elections	62
Article 4. Conduct of Elections for Other Organisations	63
Oath of Office	63

Section I: General

Article 1. Authority and Interpretation of the Procedures Manual

1. Pursuant to Bylaw XVI (1), these Procedures shall be binding on the Society, including but not limited to the following Society bodies: the Board, Executive Committee, Standing Committees, Collectives, Subsidiary Organizations, and any subcommittees, members, or employees of any of the above bodies.
2. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Society's Procedures or Bylaws.
3. This document is intended to be free of gender bias.
4. In these Procedures, unless the context otherwise requires:
 - a. words imparting a gender shall be read as referring to any gender, and vice versa;
 - b. the singular shall include the plural, and vice versa;
 - c. words imparting persons shall include bodies corporate, and vice versa;
 - d. expressions in these Procedures which are defined in the Bylaws, or the *Society Act*, shall have the meanings so defined;
 - e. "non-voting members of the Board" refers to appointed Board members.
 - f. "business day" means any day other than a Saturday, Sunday, or statutory holiday;
and
 - g. "University" means Capilano University.

Article 2. Suspension of Procedures

1. In accordance with Bylaw XVI (1), the Board may from time to time establish policies relating to the internal governance, operations, and administration of the Society, and these policies shall be kept in one manual and styled the Procedures.
2. The Procedures shall only be established, amended, repealed, or otherwise altered by a Two-thirds (2/3) Resolution of the Board, in accordance with Bylaw XVI (1).
3. Amendments to the Procedures shall take effect the day after they are approved or on another date and time as determined by the Board. This provision notwithstanding, the Board shall not amend the Procedures retroactively, and amendments to the Procedures may be rescinded before they take effect by Two-thirds (2/3) Resolution of the Board.
4. No provisions of the Procedures may be suspended except by Two-thirds (2/3) Resolution of the Board. When the Board suspends a provision or provisions of the Procedures, such suspension shall only be in effect for the duration of the meeting at which it is made unless the Board, by Two-thirds (2/3) Resolution, sets some other fixed

period of time for the suspension. Any resolution to suspend the Procedures beyond the duration of the meeting at which it is made must include reasons by way of preamble.

5. When amendments to the Procedures are brought to the Board for consideration, they require a two (2) week written notice period with the complete text of the change. Every effort shall be made to ensure that any amendments are consistent with other provisions of the Procedures.
6. When the Board approves amendments that affect other provisions of the Procedures, the Board shall alter every provision of the Procedures so affected to be consistent with the amendments.
7. The Administrator shall make housekeeping revisions to the Procedures Manual as necessary, with the joint approval of the Vice-President Finance & Services and the Executive Director.

Article 3. Master Copies

1. The Vice-President of Finance and Services shall keep the master copies of the Constitution, the Bylaws, and the Procedures by forwarding any changes to the Administrator, and shall cause the Issues-based Policies to be kept by forwarding any changes to the Organizer.
2. Amendments to the Procedures shall be incorporated in the master copy within thirty (30) days of being approved by the Board.

Article 4. Circulation of the Procedures and other Documents

1. The Executive Committee shall ensure the circulation and availability of the Procedures and the Society's other documents in accordance with this article.
2. Complete and up-to-date versions of the Constitution, Bylaws, Procedures, and Issues-based Policies shall be:
 - a. posted on the Society's website, and
 - b. distributed upon request to members of the Board:
3. Printed copies of the Constitution, Bylaws and Procedures, and Issues-Based Policies shall be made available to any Member of the Society upon receipt of a refundable deposit equivalent to the cost of printing and binding.
4. In accordance with section 69 of the *Society Act*, a Member of the Society may obtain a printed copy of the Constitution and Bylaws alone for a \$1 fee.

Section II: Board Members and Others

Article 4. Protection of Directors, Officers and Others

1. Provided that they have complied with the Constitution, Bylaws, Procedures, and other legal obligations, every Director, officer and employee of the Society and their heirs, executors, administrators and other legal personal representatives shall from time to time be indemnified and saved harmless by the Society from and against:
 - a. any liability and all costs and expenses that they sustain or incur in respect of any action, suit or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties; and
 - b. all costs, charges and expenses that they sustain or incur in respect of the affairs of the Society.

Article 6. Duties of Board Members

1. In addition to such duties and responsibilities as are set out in the bylaws, the Board as a whole shall have the duty and responsibility to do each of the following:
 - a. oversee the work of the Executive Committee;
 - b. receive and make decisions on recommendations and advice received from the Executive Committee, Standing Committees, and Collectives; and
 - c. ensure that the work of the Society aligns with and pursues the achievement of the Society's strategic plan, as approved by the board of directors.
2. In addition to such duties and responsibilities as are set out in the bylaws, Directors shall have the duty and responsibility to do each of the following:
 - a. act in the best interests of the Society as a whole, and in accordance with applicable legislation, and the bylaws, policies, and procedures of the Society;
 - b. use Society-designated email addresses for all Society business, and to check such email accounts at least once per business day; and
 - c. schedule their Fridays free from 2:00pm to 5:00pm in order to attend all meetings of the Board; and
 - d. responsibly maintain all business records in their possession including archiving individual email messages that are of enduring value.
 - a.

Article 10. Appointment of External Chair

1. Whenever the role of External Chair is vacant, or is anticipated to become vacant, the board of directors shall establish a Special Committee to conduct a search advisory process. The Special Committee shall be responsible for nominating one or more candidates to the board of directors for approval.
2. Such a Special Committee shall be comprised as determined by the board of directors, provided that:
 - a. it shall have between three (3) and five (5) members; and
 - b. any members or members-elect of the Executive Committee shall not, together, form a majority of the seats on the Special Committee.
3. The procedures for the search advisory process shall be as determined by the Special Committee, subject to any orders of reference adopted by the board, and provided that at least the following steps are completed:
 - a. a committee chair is appointed, unless already appointed by the board;
 - b. there is a public posting period of at least ten (10) business days;
 - c. interviews with short-listed candidates are held; and
 - d. a written report with recommendations is provided to the board.
4. The committee chair shall be responsible for the following:
 - a. chairing meetings of the Special Committee;
 - b. distributing application materials, or ensuring that they are distributed;
 - c. taking minutes, or ensuring that minutes are taken;
 - d. ensuring that the confidentiality of the process is maintained by all committee members; and
 - e. ensuring that public postings are broadly and prominently advertised.
5. If a member of the Special Committee misses any meeting once interviews have commenced, with or without regrets, then the committee chair shall declare that member's seat to be vacant, and the former member may not participate any further in the deliberations of the Special Committee.
6. In addition to the members of the Special Committee, the Executive Director may designate an employee to resource and support the search advisory process for an External Chair. An employee, once so designated, shall attend meetings of the Special Committee, unless the Special Committee's chair directs otherwise.
7. The External Chair shall hold his/her position for a total of one (1) year, beginning on October 1st, until September 30th.
8. The board shall conduct a review of the External Chair annually.
9. The process of removing the External Chair should be in accordance with the most up-to-date version of Roberts Rules of Order.

Article 11. Policies

The Board may express an opinion, sentiment or principle about external matters by means of an Issues-based Policy. Pursuant to the Bylaws, Issues-based Policies may be adopted, amended, repealed, or otherwise altered by Two-thirds (2/3) Resolution of the Board.

1. An Issues-based Policy shall contain:
 - a. a preamble explaining the reasons for expressing an opinion, sentiment or principle; and
 - b. a resolution declaring the opinion, sentiment or principle.
2. An Issues-based Policy shall remain in effect for three (3) years from its date of adoption, unless the Board specifies that it is to be in effect for a shorter period.
3. One month prior to the expiration of an external policy, the Organizer shall notify the Executive Committee and relevant Standing Committees. This notification must include the text and context of the policy and the date on which it was passed.
4. The Board shall be informed by the Executive Committee whenever an external policy expires. The Executive Committee may also recommend either that the Board direct the appropriate committee to prepare a new policy or that no new policy be created.
5. Issues-based Policies may only be adopted, amended, renewed, suspended, or rescinded by a Two-thirds (2/3) Resolution of the Board. Once amended, the expiration date of an Issues-based shall be three (3) years from the date of amendment, unless the Board specifies an earlier date.
6. All external and combined policies shall be documented in an External Policy Manual maintained by the Organizer. Internal Policies shall be grouped together in an Appendix to this Procedures Manual. Once they expire, external policies shall remain in the External Policy Manual as expired policies.
7. Issues-based Policies shall be approved pursuant to these guidelines:
 - a. The Board shall by a Two-thirds (2/3) Resolution approve a set of guidelines to govern the creation of Issues-based Policies, such guidelines to be maintained by the Organizer.
 - b. The policy guidelines shall include a checklist of appropriate steps for the proper development of policy, including but not limited to:
 - i. potential individuals or bodies to contact or notify;
 - ii. steps for initial policy framework development;
 - iii. steps to conduct appropriate and thorough research;
 - iv. policy review and refinement.
 - c. Before a policy can be debated at a Standing Committee, a policy guidelines checklist shall be completed by the Executive member or other person bringing it forward in consultation with the Organizer. A completed guidelines checklist shall be submitted with the policy to the relevant Standing Committee and the Board.
 - d. If the policy guidelines checklist has not been completed, the relevant Standing Committee or the Board may require that discussion of the policy be postponed

until such time as the checklist has been completed. Sections of the guidelines may be omitted or not followed, so long as there exists a satisfactory explanation for the omission as judged by the relevant Standing Committee and the Board.

- e. When issues-based policies are brought to the Board for consideration, they require a two (2) week written notice period with the complete text of policy. Every effort shall be made to ensure that new policies are consistent with previously adopted issues-based policies.
8. On the recommendation of the External Relations Committee, or on its own initiative, the Board may amend the Issues-based Policy guidelines by a Two-thirds (2/3) Resolution.

Article 12. Strategic Plan

1. The Society shall have a Strategic Plan approved by the Board by a Two-thirds (2/3) Resolution, such Plan to establish the long-term priorities and direction of the Society.
2. The Board may amend the Strategic Plan by a Two-thirds (2/3) Resolution.
3. The Strategic Plan shall be circulated to all members of the Board as an Appendix to the Procedures Manual.
4. The President, with the assistance of the Executive Committee and the Society's staff, shall be responsible for ensuring that the provisions of the Strategic Plan are implemented.
5. The Board shall review the Strategic Plan annually.

Article 13. Board Orientation

1. An employee designated by the Executive Director shall be responsible, within two (2) weeks of the start date of a board member's term of office, for facilitating an orientation for new board members to include at least:
 - a. an introduction to physical space, and any security measures relevant to board members;
 - b. how to use e-mail accounts, calendars, and other electronic resources furnished to board members;
 - c. the use of cheque and expense reimbursement requests, monthly check-off lists, and other forms that board members may be required to complete;
 - d. where resources relevant to board members can be found, and where to go for more information;
 - e. how event planning tools work; and
 - f. an introduction to CSU services and spaces;
2. The Executive Committee, initiated by the President, shall be responsible, within one (1) month of the start date of a Board member's term of office, for facilitating an orientation for new Board members to include at least:



- a. the structure of the CSU and its board;
- b. the duties of board members;
- c. requirements for board meeting attendance or absences;
- d. the code of conduct;
- e. anti-oppression training
- f. relationships between board members, the Executive Director, and employees;
- g. an overview of Robert's Rules, terms, and language that would be relevant to new board members; and
- h. other governance issues relevant to board members.

Section III: Board Meetings

Article 1. Rules of Order

1. Board members, in their deliberations during Board meetings, should strive to encourage a free and open exchange of ideas and debate, the promotion of goodwill, and respect for diverse perspectives.
2. All board meetings of the Capilano Students' Union shall include a roll call in which each attendee may state their name, pronouns and accessibility needs.
3. All board meetings of the Capilano Students' Union shall commence with land acknowledgement.
4. Meetings of the Board shall be called to order as follows:
 - a. The Chair shall call the meeting to order once quorum is present.
 - b. The Chair shall dissolve the sitting should no quorum be present within thirty (30) minutes after the scheduled time of the sitting.
 - c. At any time during the proceedings of the meeting, if quorum as defined in Bylaw VI(4) is not present, the Chair shall dissolve the meeting immediately following completion of the question currently on the floor.
5. No smoking or alcohol consumption shall be allowed at or in any other location where the Board meets while the Board is meeting there.
6. During the Membership section of the meeting, the time devoted to introduction of Board members, employees, and guests shall not exceed five (5) minutes.
7. Presentations to the Board shall be limited to ten (10) minutes, unless the Board approves an extension by Resolution. The question period following a presentation shall be limited to five (5) minutes, unless the Board approves an extension by Resolution. No more than two (2) presentations shall appear on the Board agenda, unless the Executive Committee has referred additional presentations to the Board by resolution.
8. Members of the Society and other guests present at a meeting of the Board may speak if recognized by the Chair, or if a voting member of the Board yields to them. They may not, however, move or second motions.
9. The External Chair shall not move, second, or vote on any motion.
10. Anyone other than the External Chair who is acting as Chair of the Board, for a meeting or a portion of a meeting, shall not move or second motions while occupying the chair and, if a voting member of the Board, shall not vote on a motion while occupying the chair except to break or create a tie or otherwise to affect the result.
11. The External Chair, and anyone other than the External Chair who is acting as Chair of the Board, shall not take part in the debate on any motion except for motions arising from points of order and motions to appeal decisions of the Chair.

12. The Chair shall ensure that members speak to the motion on the floor. The Chair may interrupt a member and direct the member to speak to the motion on the floor if the member has digressed.
13. *In camera* sessions of the Board shall be conducted as follows:
 - a. Pursuant to Bylaw VI(5), the Board may move *in camera* by Resolution to discuss human resources and labour relations issues, contract negotiations, legal issues, the purchase or sale of real property, or other issues determined by the Board to be sufficiently confidential or sensitive to move *in camera*.
 - b. No vote shall be held *in camera* except to decide whether to remain *in camera*.
 - c. When the Board moves *in camera*, all individuals other than the voting members of the Board must leave the meeting, except that, unless requested to leave by the Chair, the Executive Director, non-voting members of the Board, and the minute-taker may remain. The Board may also, by Resolution, invite other specified individuals to attend the *in camera* portion of a meeting.
 - d. No one attending the *in camera* portion of a Board meeting may disclose any information discussed *in camera* without the authorization of the Board, except that members of the Board and other individuals permitted to attend *in camera* sessions may be informed about what was said during *in camera* sessions that they were entitled but unable to attend.
 - e. No records of the *in camera* portion of a Board meeting shall be permitted.
14. Audio recording of Board meetings shall be permitted so long as the recording process does not interfere with the normal functions of the Board and so long as the recording devices remain visible at all times.
15. Video recording of Board meetings by the public, Board members or the media shall not be permitted unless the Board approves such recording by a Two-thirds (2/3) Resolution. Where possible, notice of video recording shall be given to Board members at least forty-eight (48) hours prior to the Board meeting. If video recording does take place, arrangements shall be made to accommodate those persons not wishing to appear on camera.
16. If the Board resolves to conduct a vote by secret ballot, no member may make a motion that would force the disclosure of how members voted on that question.
17. If the Board resolves to conduct a vote by roll call, then the minutes shall then note the vote of each member, indicating whether each member voted in favour or against, or abstained.
18. When the Chair feels that one or several members of the Board are using the rules of order to impede the process of a meeting, the Chair shall inform those members of the same, and may refuse to recognize them further. Such a ruling cannot be appealed by those members affected.

19. Before the Board may appoint an individual to a position, that individual must have agreed to be a candidate for that position. Such agreement must be indicated in one of the following ways:
 - a. by being present at the meeting and accepting the nomination verbally;
 - b. by written submission to the Chair in which the individual accepts the nomination; or
 - c. by virtue of having applied, in writing, to the appropriate Committee for the position.
20. The author of a motion, or the Chair of the Committee or Collective from where a motion came, shall have the first opportunity to move and motivate said motion.
21. For motions on which there is debate, the Chair shall seek to have the debate begin with one speaker for the motion, followed by one speaker against the motion.
22. In accordance with *Robert's Rules*, no member of the Board shall speak more than twice on any motion or amendment, except to raise or answer a point of information, to raise a point of order or privilege, to move an amendment, or to move to refer.
23. Board meetings shall last no more than three (3) hours, unless extended by Resolution.
24. The Chair shall ensure that all the time limits in this Article are strictly adhered to.

Section IV: University Governance

Article 1. Resources

1. The student members of the Board of Governors and Senate shall be provided with such administrative support by the Society as the Vice-President of University Relations and Services, and the Executive Director, may jointly determine.

Article 2. Representation on University Committees

1. The Board, on the advice of the University Relations Committee, shall recommend to the appropriate bodies and individuals of the University the names of the Society's nominations for student representatives on all committees of the University. The Vice-President of University Relations and Services shall be responsible for the coordination of the nominations process for student vacancies on University committees.
2. The Society's appointed representatives to University committees shall attend such meetings of the University Relations Committee as the Vice-President of University Relations and Services may designate, to report back on the decisions, activities, and concerns arising from the business of University committees.

Article 3. Student Members of Board of Governors and Senate

1. In addition to the duties and responsibilities set out in the bylaws, the student members on the Capilano University Board of Governors and Senate, who hold office as student representatives pursuant to the *University Act* and who have accepted invitations to become directors, shall have the duty and responsibility to do each of the following:
 - a. provide, either individually or collaboratively, a written report to the board of directors at least once per month, to draw the attention of the Board to University governance issues that may be of interest or concern to the Society; and
 - b. such other duties as assigned by the Board.

Section VI: Executive Committee

Article 1. Executive Committee as a Whole

1. The Executive Committee, established by Bylaw XI, shall coordinate the day-to-day business of the Society, subject at all times to the Constitution, Bylaws, these Procedures, and the authority of the Board.
2. Pursuant to Bylaw XII(8)(a), the President shall preside over meetings of the Executive Committee. In the absence of the President, the members of the Executive Committee present may designate an alternate chair for the duration of that meeting.
3. In addition to such duties and responsibilities as are set out in the bylaws, and subject at all times to the Constitution, Bylaws and these Procedures, the Executive Committee as a whole shall have the duty and responsibility to do each of the following:
 - a. support the planning and coordination of new board orientation, and other workshops and retreats throughout the year dedicated to board development;
 - b. recommend dates to the board of directors for the board's meeting schedule for the length of their term by the end of the first month of their term of office;
 - c. recommend dates, each January, to the board of directors for the schedule of elections and the dates for the semi-annual and annual general meetings for the next academic year;
 - d. recommend to the Board the commencement of search advisory processes for key Society roles such as the Chief Returning Officer, the External Chairperson, and excluded employment vacancies;
 - e. lead the development of the Society's strategic plan;
 - f. exercise responsibly any delegated authority to spend money;

- g. report to the board of directors on at least a monthly basis on the activities of the Executive Committee, including the use of any funds, contract negotiations, employment disputes, and other issues of which the board should be appraised;
 - h. be available for consultation with the Executive Director on matters related to the management and human resources of the Society, and to ensure that the strategies of the Executive Director are consistent with the strategic plan;
 - i. consider matters related to the management and human resources of the Society, and to make recommendations to the Board as needed;
 - j. oversee the work of each individual member of the Executive Committee;
 - k. support the development of the annual budget through the recommendation of the funds necessary to defray the costs of the management and human resources of the Society, in consultation with the Executive Director;
 - l. monitor, through a semesterly report completed by the Privacy and Information Officer, the Society's compliance with the *Personal Information Protection Act* of British Columbia;
 - m. review as necessary the performance of the Society's marketing and communications strategies;
 - n. establish channels, protocols, and programs aimed at encouraging input from and consultation with the Society's membership;
 - o. examine new and innovative ideas for engaging students in the Society's activities and for other projects enabling the Society to fulfill its strategic planning objectives;
 - p. maintain consistent branding through the development of, and adherence, to a society branding and style guide; and
 - q. such other duties as assigned by the board of directors.
4. When a question arises over whether the Executive Committee or the Board is the appropriate body to deal with an issue, the Executive Committee shall decide the matter, subject to the Bylaws and Procedures, and shall note the decision in its minutes. However, the Board may overrule the Executive Committee by resolution, and take up any issue it thinks appropriate to be dealt with at the Board level.
5. No information shall be withheld from the Board notwithstanding the confidential nature of the information. The Executive Committee may request that the information be disclosed in an *in camera* session, at which time the Board shall decide whether to go into an *in camera* session.
6.
 - a. Members of the executive committee may be excused from attending their scheduled regular office hours during which time they are attending conferences authorized by the board.
 - b. Each member of the Executive Committee shall be required to set and hold at least six (6) office hours per week at the Administration Office of the Society

during business hours, exclusive of the time spent in committee meetings; one (1) hour of which must be in a public CSU space. Such hours shall be posted publicly by the end of each June, August, and December.

7. Each Member of the Executive Committee shall be required to complete at least eighty (80) hours of work on behalf of the Society per month. Executives shall submit a monthly timesheet for approval to the Vice-President of Finance and Services confirming these hours worked. The Vice President Academic shall approve the timesheet of the Vice President Finance and Services. In the event that the position of Vice President Academic is vacant, another Vice President shall assume these duties.
8. The Executive Committee shall meet a minimum of two (2) times per month.
9. The Executive Committee may pass resolutions outside of a regularly scheduled meeting to make any decision or to perform any action that the Executive Committee is authorized to do in these Bylaws or Procedures, or has been duly delegated the authority to decide or do by the Board, provided that:
 - a. a written proposal has been made on a form designed for this purpose by the Administrator, clearly indicating the exact text of the proposed resolution, and the member of the Executive Committee who has proposed it;
 - b. the decision has been endorsed by all members of the Executive Committee; and
 - c. no decision or action authorized by an Executive Committee resolution undertaken by this procedure shall be executed until the decision is communicated to the Board email distribution list, and communicated to at least one (1) of either the Administrator or the Executive Director, as appropriate.

Article 2. President

1. In addition to those duties and responsibilities set out in the bylaws, the President of the Society shall have the duty and the responsibility to do each of the following:
 - a. be a member, ex officio, of all Standing Committees;
 - b. communicate with legal counsel, as needed;
 - c. write letters on behalf of the Board or Executive Committee, as directed;
 - d. submit to the Board any correspondence or other documents that are delivered to them that are addressed to the Board;
 - e. ensure that the questions, comments, or concerns of directors are brought to the attention of the appropriate members of the Executive Committee;
 - f. coordinate, or cause to be coordinated, the development of the Strategic Plan;
 - g. coordinate the Executive Committee's facilitation of new board orientation;
 - h. communicate, or cause to be communicated, any decisions of the Board or Executive Committee that require work to be undertaken to implement the decisions;

- i. inform Board members if they are not in compliance with their obligation to seek election to at least one (1) Standing Committee, pursuant to Bylaw X(8)(e);
- j. ensure that individuals and bodies report back to the Board on actions that the Board has directed them to undertake; and
- k. such other duties as assigned by the Board or Executive Committee.

Article 3. Vice-President External Relations

1. In addition to those duties and responsibilities set out in the bylaws, the Vice-President of External Relations shall have the duty and responsibility to do each of the following:
 - a. serve as the Society's voting representative on the board of directors of Provincial and National Student Organizations, unless the Board appoints a different representative by Two-thirds (2/3) Resolution of the Board;
 - b. coordinate the development, organization, and execution of large-scale Society external-relations campaigns as required;
 - c. meet regularly with provincial, federal, and municipal decision-makers to develop an effective relationship between the Society and all levels of government; organize and coordinate the society's participation in provincial and national campaigns to promote a quality, accessible, and nationally-planned post-secondary education system;
 - d. Lead U-Pass Bc negotiations between the Society and Translink;
 - e. present a written report to the board of directors at least once per month; and
 - f. such other duties as assigned by the Board or Executive Committee.

Article 8. Executive Transition Requirements

1. Each member of the Executive Committee shall be responsible for ensuring an effective transition at the end of their term in office. Outgoing Executive Committee members shall orient their replacement. Such orientation is to include but not be limited to:
 - a. a two-week period, where the outgoing Executive performs all duties of their role while the incoming Executive shadows;
 - b. introductions to individuals relevant to the Executive position, including external contacts;
 - c. consultation on Executive matters at the request of the incoming Executive Committee member for a period of not less than one (1) month after the last Board meeting in May; and
 - d. organization of the Executive Committee member's office and files.
2. If an Executive Committee member from one year is elected to another Executive Committee position in the following year, said Executive Committee member must complete all the training activities required by this Article.

3. The Executive Transition Checklist shall comprise the following:
 - a. Further to Article 8, paragraph 1(c) below, outgoing Executive Committee members are responsible for submitting their final performance report to the Board, which shall include but not be limited to:
 - i. a comprehensive description of each committee the Executive member sits on, including discussions of the committee's work in the previous year and of the current items on the committee's agenda, along with suggestions for the direction of the committee in the coming year;
 - ii. a review of important issues that came up in the media during the previous year, including enough information to make the incoming Executive member familiar with the issues;
 - iii. a review of the successes and failures of projects and new initiatives of the outgoing Executive member, including suggestions for improvements; and
 - iv. a timeline indicating when events are to take place and by what dates tasks need to be completed.
 - b. The transitional report shall be a new document focusing on the events, achievements, and challenges of the previous year and on the outlook for the upcoming year, and must not be simply a copy of a previous year's transitional report.
 - c. The outgoing Executive member shall inform the incoming member how to obtain copies of previous years' transitional reports.
 - d. Further to paragraph 1(b) above, the in-person training of the incoming Executive member shall include but not be limited to:
 - i. introduction to the staff, especially the staff members with whom the Executive member works particularly closely;
 - ii. familiarization of the incoming member with day-to-day tasks;
 - iii. attendance of both the incoming and outgoing member at no less than one (1) meeting of Standing Committees the member sits on; and
 - iv. for those Executive members who are also signing officers, arrangement of instruction by the Administrator on appropriate procedures for reviewing cheques and the related supporting documentation.
 - e. Further to paragraph 1(d), organization of the office and files shall include but not be limited to:
 - i. organizing the outgoing member's paper and computer files, including e-mail files, by June 1st;
 - ii. removing all personal belongings of the outgoing Executive member;
 - iii. returning Society key(s) prior to collective their last stipend;
 - iv. write resignations from any University committees.

Section VII: Financial Procedures

Article 1. Administration Office Procedures

1. The Finance Committee shall establish and maintain accounts and account codes in accordance with the allocation of monies set out in the Society's budget. No accounts or account codes shall be created or deleted except with the approval of the Vice-President of Finance and Services. Unless otherwise stipulated in the Procedures, the Board shall determine the spending authorities for all accounts, on the recommendation of the Finance Committee.
2. Withdrawals from accounts, including cheque requisitions, shall be made according to the following procedures:
 - a. all withdrawal requests must be authorized by the spending authority determined by the Board for that account code, and a signing officer shall only endorse a withdrawal request where they are satisfied that it has been so authorized;
 - b. withdrawal requests shall be made through the use of the proper forms and shall be accompanied by the appropriate supporting documentation;
 - c. appropriate supporting documentation shall be receipts, invoices or approved contracts;
 - d. if receipts, invoices and approved contracts are unavailable, official minutes of the appropriate body authorizing the expenditure may suffice as supporting documentation, upon the approval of the Vice-President of Finance and Services or the Executive Director;
 - e. if a purchase order is obtained through the procedures described above, such purchase order shall be considered appropriate supporting documentation for the issuance of cheques;
 - f. requests for advances or petty-cash disbursements against accounts may only be made in accordance with procedures established by the Board, on the recommendation of the Finance Committee; and
 - g. in special, emergency situations in which neither minutes nor receipts, invoices, or contracts are available, or in which the signing officer for an account is not available, withdrawals may be made according to procedures established by the Board, on the recommendation of the Finance Committee.
3. Deposits into accounts shall be made according to the following procedures:
 - a. any and all monies of the Society, which include any monies in the control of Subsidiary Organizations and other Society bodies, shall be deposited into the Society's accounts through the Administration Office;
 - b. any individual may deposit monies into an account in accordance with the procedures established from time to time by the Board, on the recommendation of the Finance Committee; and

- c. any Subsidiary Organization or other Society body found to have monies deposited outside the Society's Administration Office shall have transactions from its accounts suspended and its booking privileges discontinued, and shall suffer such other penalties as deemed appropriate by the Finance Committee.
4. Inventory from any Society operation may only be transferred in accordance with the Society's budget and with the appropriate documentation as determined by the Vice-President of Finance and Services.
5. Request and communications to the university which involve the following: use of a cost centre, facilities, food services and booking of university spaces shall be coordinated through the staff of the Society.

Article 2. Signing Authority

1. A Subsidiary Organization or Club shall designate its spending authority by Resolution, and that person shall register at the Administration Office by:
 - a. bringing in a copy of the minutes of the Subsidiary Organization or Club recording the Resolution; and
 - b. presenting his or her Cap card and one additional piece of ID.
2. A Subsidiary Organization or Club may at any time, by Resolution, remove and replace its spending authorities for any reason. The replacement spending authority shall register at the Administration Office in the manner specified in paragraph 5 above.

Article 3. Event Planning

1. Promotion of the Capilano Students' Union:
 - a. all promotional material and/or media advertising events organized by the CSU shall prominently display the CSU logo;
 - b. all events organized by the CSU shall place a CSU banner in a position of superior prominence;
 - c. all social media web pages for CSU information and events must be created and managed through accounts operated by the Society and by Directors or Staff of the Society.
2. Equal Access for Members with Disabilities:
 - a. The Society will strive to provide full, fair and equal access for members with self-identified disabilities in activities, campaigns and services. The Society shall uphold the rights articulated in the declaration of students' rights. The Society must provide reasonable accommodation as defined in the Charter of Rights and Freedoms, to the point of undue hardship. The Society shall:
 - i. hold all Society organized, sponsored and endorsed events in locations that are physically accessible.

- ii. make accommodations such as providing a sign language interpreter, assisted learning devices, enlarged print materials and physical modification to Society areas as requested.
- iii. provide accessible transportation to off campus events.
- iv. modify bylaws and policies concerning director duties and responsibilities as required.
- v. advertise an equal access statement on all materials announcing Society events.

3. Honourariums Gifts and Fees for Guest Speakers:

Definition of Honourarium:

An honourarium is typically a payment made on a special or non-routine basis to an individual who is not an employee or director of the Capilano Students' Union, to recognize or to acknowledge the contribution of gratuitous services to the Capilano Student Union.

Definition of Fee:

A fee is based on an amount between the individual providing services and the Capilano Student Union representative seeking services. If payment is agreed upon, this forms a contractual agreement and will involve invoicing, taxes and other related factors.

- a. Invited guests who attend meetings and events to speak or facilitate may receive a honourarium or gift based on the following considerations:
 - i. a standard honourarium shall be \$50.00 or one gift; however, the Board of Directors may consider other amounts based on specific factors such as distance traveled or cultural appropriateness;
 - ii. for amounts greater than \$50.00 the Collective or standing committee must make a special request outlining the reason for the requested amount, which the Board of Directors may consider;
 - iii. handcrafted gifts made by members of the Society shall be considered the highest priority for gifting.
- b. Invited Indigenous Elders and guests who attend meeting and events to speak or facilitate shall be accorded the following considerations:
 - i. a standard honourarium for Indigenous Elders shall be \$100.00; however, the Board of Directors may consider other amounts based on specific factors such as distance traveled, amount requested and cultural appropriateness;
 - ii. in addition to honourariums and gifts, Indigenous Elders shall be provided with transportation to and from the venue, appropriate acknowledgement of their presence at meetings/ events, and specific attention to comfort and care during the course of the event.

- iii. handcrafted gifts made by members of the Society shall be considered the highest priority for gifting.
- c. invited guests may charge a fee for their service; however, this shall not be considered by the Society as an honourarium or gift.

Article 4. Asset Inventory

1. All furnishings and equipment of the Society that have an expected life of more than two years shall be entered into the general asset inventory.
2. The general asset inventory shall be updated every year by locating all furnishings and equipment and listing them as assets of the Society.
3. The general asset inventory shall include all assets of the Society located in all spaces leased or operated by the Society, and any assets that may be held off-campus.

Article 9. Disposal of Furnishings and Equipment from the Asset Inventory

1. Any asset of the administration office space shall be under the Executive Director's jurisdiction. Such assets may be disposed of (either sold or given away) at his or her discretion, provided that such disposition is in accordance with the Procedures, is in the best interests of the Society, and is not intended to benefit any individual or company at the expense of the Society. The Executive Director shall report any disposition of Society property under his or her jurisdiction to the Board and the Executive on a semesterly basis.
2. Any other asset of the Society shall be under the direct jurisdiction of the Board. Such assets may be disposed of (either sold or given away) by a Resolution of the Board, provided that such disposition is in accordance with the Procedures, is in the best interests of the Society, and is not intended to benefit any individual or company at the expense of the Society.

Section VIII: Events and Projects

Article 1. Planning Tools

1. Board members shall plan out events and projects using planning tools, on which they shall be required to advise the Executive Committee, Board, or other approval authority of the details required to make a decision on the approval or rejection of the event:
 - a. name of the event or project;
 - b. start date of the event or project;
 - c. end date of the event or project;
 - d. committee(s), club(s), or individual(s) organizing the event;
 - e. the Board member(s) who has endorsed the event;
 - f. any employee assistance required;
 - g. event synopsis;
 - h. benefits to the membership;
 - i. all tasks required to properly execute the event, including the projected time commitment, start date, due date, and person responsible for each such task;
 - j. all projected expenses, including expenses for Board members and employees under Section VIII of these Procedures, and revenues; and
 - k. the budget line item(s) from which it is requested that expenses be paid.
2. A planning tool must be approved by the Spending Authority responsible for the budget line item from which it is requested that the event or project's expenses be paid, as determined by Two-thirds (2/3) Resolution of the Board in the Society's Budget. The Executive Committee may approve planning tools that do not have a direct cost.
3. Planning tools should be processed as follows:
 - a. The chair(s) or member(s) of a Standing Committee, Collective, Club, or other Society body may complete a planning tool, and submit it to the appropriate Standing Committee, Collective, or Club, for a recommendation, which shall be submitted to the Vice-President of Student Life.
 - b. The Vice-President of Student Life shall review the planning tool, and submit it to the Board or the Executive Committee, as appropriate, and the Vice-President of Student Life may include a recommendation to approve or reject the event.
 - c. Notwithstanding anything in these Procedures to the contrary, any requests for employee assistance shall be submitted to the Executive Director for approval. In the absence of the Executive Director, or if the role is vacant, then employee assistance may be approved by the Vice-President, Finance and Services.
4. The Standing Committee on Student Life, with the assistance of the Director, Communications and Marketing, shall establish a sponsorship and marketing package

that includes the expectations of the Society when events are sponsored, such as the prominence of the Society name and logo, as well as sponsorship opportunities available for external partners at Society events.

5. Once an event has concluded, the planning tool shall be updated to include:
 - a. a summary of the event as it happened;
 - b. the actual expenses and revenues, and any variances to budgeted amounts; and
 - c. any recommendations for future Board members or event organizers.
6. All planning tools for concluded events must be re-submitted with updates under paragraph 5 within one (1) month of the event or project's conclusion and, if not, then any stipend payable to the sponsoring Board member(s) shall not be processed, and no further requests for planning tools from the organizing body(s) shall be entertained.
7. The Vice-President of Student Life must forward to the Vice-President of Finance and Services any planning tool with \$500 or more in projected expenses, so that it can be reviewed for concerns or questions with respect to its impact on the Society's Budget.

Section IX: Emergency Succession

Article 1: Emergency Succession, Executive Committee

1. In the event that a position on the Executive Committee is vacated before the end of the elected term for any reason, a person who has been declared elected to that position but whose term has not yet started shall assume the vacancy for the balance of the elected term as a member of the Board and Executive Committee.
2. In the period of time between the time when an Executive Committee position is vacated, and the time that either a candidate who has been declared elected assumes the vacancy, or the Board makes an interim appointment, the President shall be delegated the authority to perform any of the functions prescribed to be performed by the vacated Executive Committee position.
3. In the event that no candidate has been declared elected pursuant to clause 1 of this article, then the Board must appoint an interim Executive Committee member from among the members of the Society, and a person so appointed shall perform the functions of that Executive Committee position, and any such appointment shall be subject to the following terms and conditions:
 - a. The Board shall conduct a search for nominations for the interim appointment through the establishment of a search advisory committee set out in section X, article 3 of these Procedures.
 - b. A person appointed as an interim Executive Committee member shall not count toward quorum, nor have a vote, nor have the right to move or second any motions at meetings of the Executive Committee, nor on any Executive Committee resolution proposed outside of a meeting.
 - c. Unless already a voting member of the Board, an interim Executive Committee member shall not count toward quorum, nor have a vote, nor have the right to move or second motions at meetings of the Board.
 - d. A member of the Society who would be ineligible to serve as a member of the Board shall also be ineligible to be appointed by the Board as an interim Executive Committee member.
4. Unless a candidate who has been declared elected assumes a vacancy in the position of the Vice-President of Finance and Services, only current members of the Board may be appointed as interim Vice-President of Finance and Services.
5. Despite the appointment of an interim Executive Committee member by the Board, once a candidate has been declared duly-elected to that position, the appointment by the Board shall terminate immediately and the candidate so elected shall assume the vacancy for the remainder of the vacated term.

6. In the event that the position of President is vacated before the end of the appointed term for any reason, the Board shall be unable to transact any other business until it has appointed a new President pursuant to the bylaws.
7. Any person who is appointed by the Board under clause 3 of this article shall receive 100% of the stipend that a member of the Executive Committee would receive, subject in all other ways to the procedures for executive stipends. A person who is temporarily delegated authority under clause 2 or 7 of this article shall not receive any additional remuneration for those delegated duties.

Article 2: Emergency Succession, Collectives

1. In the event that a Collective Liaison or Coordinator position is vacated before the end of the elected term for any reason, a person who has been declared elected to that position but whose term has not yet started shall assume the vacancy for the balance of the elected term as a Collective Liaison or Coordinator.
2. In the event that no candidate has been declared elected pursuant to clause 1 of this article, then the Board may appoint an interim Collective Liaison or Coordinator from among the members of the Society, and a person so appointed shall perform the functions of that Collective Liaison or Coordinator position, and any such appointment shall be subject to the following terms and conditions:
 - a. The Board shall conduct a search for nominations for the interim appointment through the establishment of a search advisory committee set out in section X, article 3 of these Procedures. The search advisory committee shall contain at least one member of the collectives' respective constituency group.
 - b. Unless already a voting member of the Board, an interim Collective Liaison or Coordinator shall not count toward quorum, nor have a vote, nor have the right to move or second motions at meetings of the Board.
 - c. A member of the Society who would be ineligible to serve as a member of the Board shall also be ineligible to be appointed by the Board as an interim Collective Liaison or Coordinator.
3. Despite the appointment of an interim Collective Liaison or Coordinator by the Board, once a candidate has been declared duly-elected to that position, the appointment by the Board shall terminate immediately and the candidate so elected shall assume the vacancy for the remainder of the vacated term.
4. Any person who is appointed by the Board under clause 2 of this article shall receive 100% of the stipend that a Collective Liaison or Coordinator would receive, subject in all other ways to the procedures for Collective Liaison and Coordinator stipends.

Article 3: Emergency Succession, Representatives

1. In the event that a Faculty Representative or Campus Representative position is vacated before the end of the elected term for any reason, a person who has been declared elected to that position but whose term has not yet started shall assume the vacancy for the balance of the elected term as a Faculty Representative or Campus Representative.
2. In the event that no candidate has been declared elected pursuant to clause 1 of this article, then the Board may appoint an interim Representative from among the members of the Society, and a person so appointed shall perform the functions of that Representative position, and any such appointment shall be subject to the following terms and conditions:
 - a. The Board shall conduct a search for nominations for the interim appointment through the establishment of a search advisory committee set out in section X, article 3 of these Procedures.
 - b. An interim Representative shall not count toward quorum, nor have a vote, nor have the right to move or second any motions at meetings of the Board.
 - c. A member of the Society who would be ineligible to serve as a member of the Board shall also be ineligible to serve as an interim Representative.
3. Despite the appointment of an interim Representative by the Board, once a candidate has been declared duly-elected to that position, the appointment by the Board shall terminate immediately and the candidate so elected shall assume the vacancy for the remainder of the vacated term.
4. Any person who is appointed by the Board under clause 2 of this article shall receive 100% of the stipend that a Faculty or Campus Representative receives, subject in all other ways to the procedures for Faculty or Campus Representative stipends.

Article 4: Emergency Succession, Executive Director

1. In the event that the role of the Executive Director is vacated for any reason, then the Executive Committee shall, without delay, provide advice on a recommended search process to the Board, including the establishment of a search advisory committee pursuant to section X, article 3 of these Procedures.
2. During the period of a vacancy in the role of the Executive Director, and unless an Acting Executive Director has been appointed, all functions of the Executive Director shall be performed by the Vice-President of Finance and Services.
3. While a comprehensive search advisory process is underway, the Board may, upon the recommendation of the Executive Committee, appoint an Acting Executive Director to perform the functions of the Executive Director during the vacancy, subject to such limits as the Board may prescribe by resolution. The Acting Executive Director shall be an employee of the Board, and the terms and conditions of employment shall be set out in an employment contract.



4. An employee who is covered by a collective agreement with the Society shall not be eligible for appointment as Acting Executive Director, unless there is an agreement that an employee, once so appointed, shall be excluded from the bargaining unit for the duration of the appointment.

Section X: Personnel Procedures

Article 1. Regular Employees

1. The Executive Director shall establish personnel procedures for the Society's regular employees, to be contained in the Personnel Handbooks of the Society. Subject to paragraph 5 below, the Handbooks shall set out the basic employment principles and practices to be followed by the Society's management and staff and shall also include recruitment and hiring procedures. The Executive Director shall present any changes to the Personnel Procedures to the Board of Directors. The Board may make any recommendations regarding the Personnel Procedures to the Executive Director.
2. All employees of the Society shall be given the Personnel Handbook at the time they commence employment.
3. The Executive Director shall regularly review the Personnel Handbooks. Paragraph 1 above and Article 2(1) below notwithstanding, the Society's unionized employees are governed by the principles and practices contained in the collective agreement between the Society and the union representing those employees, and the principles and practices contained in the collective agreement take precedence, for the unionized employees, over the principles and practices contained in the Personnel Handbooks.
4. Collective bargaining shall be conducted as follows:
 - a. The Executive Director shall invite the Vice-President of Finance and Services to participate in any collective bargaining negotiations, but the Executive Director shall be responsible for the conduct of any such negotiations.
 - b. At the conclusion of negotiations, the Executive Director shall make a recommendation to the Executive Committee, which shall provide recommendations and advice to the Board. All revisions to a collective agreement must be approved by the Board.
 - c. The Executive Director shall notify the Vice-President of Finance and Services of any impact on the net contribution to the Society's budget resulting from collective bargaining, who shall approve all resulting changes in compensation.
 - d. The President shall be the Society official responsible for issuing statements concerning collective bargaining negotiations.

Article 2. Appointees

1. Individuals filling positions reporting to members of the Executive Committee, or to the Board, or to a committee of the Board, or to another appointee shall be considered to be appointees rather than regular employees, and their positions shall be considered to be appointed positions.

2. Such appointees shall include but not be limited to the External Chair, the Chief Returning Officer, and members of the Appeals Committee.
3. The duration, remuneration, and other terms and conditions of each appointment shall be determined by contract. Common terms and conditions that are meant to apply to every appointee may be established in an Appointees Handbook, which shall be approved by Two-thirds (2/3) Resolution of the Board.
4. All appointees shall be given the Appointees Handbook referred to in this article at the time they commence their appointments.
5. The Executive Director shall regularly review the Appointees Handbook in consultation with the Vice-President of Finance and Services and, if necessary, propose changes to it, such changes to take effect if approved by a Two-thirds (2/3) Resolution of the Board.

Article 3. Appointment Process

1. For clarity, this article does not apply to the recruitment of regular employees.
2. Whenever the role of an appointee is vacant, or is anticipated to become vacant, the Board shall establish a Special Committee to conduct a search advisory process. The Special Committee shall be responsible for nominating one or more candidates to the Board for approval.
3. Such a Special Committee shall be comprised as determined by the board of directors, provided that (a) it shall have between three (3) and five (5) members, and (b) any members or members-elect of the Executive Committee shall not, together, form a majority of the seats on the Special Committee.
4. The procedures for the search advisory process shall be as determined by the Special Committee, subject to any orders of reference adopted by the Board, and provided that at least the following steps are completed:
 - a. a committee chair is appointed, unless already appointed by the Board;
 - b. there is a public posting period of at least ten (10) business days;
 - c. interviews with short-listed candidates are held; and
 - d. a written report with recommendations is provided to the Board.
5. The committee chair shall be responsible for the following:
 - a. chairing meetings of the Special Committee;
 - b. distributing application materials, or ensuring that they are distributed;
 - c. taking minutes, or ensuring that minutes are taken;
 - d. ensuring that the confidentiality of the process is maintained by all committee members; and
 - e. ensuring that public postings are broadly and prominently advertised.
6. If a member of the Special Committee misses any meeting once interviews have commenced, with or without regrets, then the committee chair shall declare that

member's seat to be vacant, and the former member shall not participate any further in the deliberations of the Special Committee.

7. In addition to the members of the Special Committee, the Executive Director may designate an employee to resource and support the search advisory process for an appointee. An employee, once so designated, shall attend meetings of the Special Committee, unless the Executive Director directs otherwise.
8. Unless the Board directs otherwise, the term of appointment for the External Chair shall be from October 1 of one calendar year, to September 30 of the next calendar year.
9. When a new appointed position is created, the terms of appointment, including but not limited to the job description, shall be set by the Board in the Procedures or by a Board Resolution, on the recommendation of the Executive Committee.
10. If the terms of appointment for a position have been prescribed in the Procedures, the Executive Committee, in order to obtain final approval for a change in the terms of employment, must submit the review to the Board, along with the request to change the terms of appointment. The Board may at its discretion amend the Procedures to make the requested change.

Article 4. Supervision of the Executive Director

1. The Vice-President of Finance and Services (or whichever other member of the Board is then acting as Staff Liaison Officer) shall have the duty and responsibility to do each of the following:
 - a. ensure that the obligations of the Society are satisfied with respect to the contract between the Society and the Executive Director; receive and send, on behalf of the Society, correspondence pertaining to the management of the Executive Director, and notify the Executive Committee of correspondence, as required; and
 - b. notify, advise, consult, and take direction from the Executive Committee with respect to the management of the Executive Director, and the performance of the Staff Liaison Officer's duties;
 - c. seek the advice of legal counsel with respect to the management of the Society and its employees, as necessary;
 - d. receive questions, comments, and concerns of directors pertaining to the management of the Executive Director, and meet with individual directors to discuss and advise them on matters related to the management of the Society and its employees, in consultation with the Executive Director, as needed;
 - e. liaise with representatives of the Union, on behalf of the Executive Committee, where the issue(s) relates to the conduct or performance of the Executive Director;

- f. ensure that the Executive Director understands and meets the expectations of the board of directors and the Executive Committee;
 - g. review and approve, with respect to the Executive Director, the payment of wages and benefits, requests for leave, and any changes to hours of work, as needed;
 - h. maintain and serve as the custodian of the human resources records and documents related to the Executive Director;
 - i. lead the investigation and inform the Executive Committee of all workplace incidents for the Executive Director, and in conjunction with the Executive Director where the incident involves a director;
 - j. be available for consultation with the Executive Director on human resources and management issues as required;
 - k. to recommend to the Executive Committee a course of action with respect to the conduct and performance of the Executive Director, including discipline; and
 - l. such other duties as assigned by the board of directors or the Executive Committee with respect to the management and supervision of the Executive Director.
2. In the event that the Executive Director is on leave or the position is vacant, then the Vice-President of Finance and Services (or whichever member of the board of directors is then acting as Staff Liaison Officer) shall be empowered to perform the functions of the Executive Director during the leave or vacancy.

Section XI: Collectives, Representatives

Article 1. Collectives

1. All of the Collectives, in addition to their specific duties and responsibilities established in Bylaw XIII, shall have the mandate to:
 - a. establish additional objectives for the Collective and its membership to work towards, such objectives not being inconsistent with these Procedures;
 - b. encourage the participation of the Collective's members in all aspects of the Society's campaigns and operations;
 - c. create annual awareness campaigns about issues of interest
 - d. research, provide information, and raise awareness of social issues as determined by the mandate of the respective Collective;
 - e. be involved in social issues of interest society at large;
 - f. provide services to the membership, including but not limited to information seminars, public speeches, and discussion groups; and
 - g. propose and lobby for policy changes within the Society, the University, and society at large.
2. The views expressed by a Collective do not necessarily represent the issues-based policies of the Society, unless expressly endorsed by the Board. Any correspondence sent by a Collective on Society letterhead shall include the statement: "The views of the [name] Collective do not necessarily reflect Capilano Students' Union policy."
3. A Collective's objectives and activities shall not be contrary to the Constitution, Bylaws, or Procedures of the Society.
4. The membership of each Collective, in addition to the Collective Liaison or Coordinator responsible for the respective Collective, is comprised as follows:
 - a. Accessibility Justice Collective:
 - i. all members of the Society;
 - b. Students of Colour Collective:
 - i. all members of the Society who self-identify as Students of Colour;
 - c. Indigenous Students Collective:
 - i. all self-identified Indigenous members of the Society;
 - d. International Students Collective:
 - i. all members of the Society who self-identify as International Students;
 - e. Queer Students Collective:
 - i. all self-identified queer members of the Society; and
 - f. Women Students Collective:
 - i. all self-identified women members of the Society.

5. Notwithstanding the membership of each Collective, each Collective shall have the authority to establish, in its constitution, provisions to restrict, for defined groups of members, access to physical space allocated to or attendance at events held by the respective Collective, in order to protect the physical, emotional, or mental safety and security of other members of the respective Collective.
6. Each Collective shall have the authority to create additional volunteer positions within the membership of each Collective (for example, to be responsible for social media, event plans, or volunteer coordination), and to designate members for those by whatever manner and process the respective Collective may determine. A Collective shall not issue any stipend or remuneration whatsoever for any such volunteer positions.
7. Each Collective shall meet at least twice (2) per semester.
8. Each Collective Liaison or Coordinator shall develop an outline and/or outreach strategy report, which will be presented to and approved by the board once per semester.
9. Each outgoing Collective Liaison and Coordinator shall be responsible for assisting with the orientation of their incoming replacement. Such orientation shall take place before June 1st, and shall include but not be limited to:
 - a. Completing a transitional report focusing on the events, achievements, and challenges of the previous year.
 - b. Familiarizing the incoming Liaison or Coordinator with day-to-day tasks; and
 - c. Introducing the incoming Liaison or Coordinator to current Collective members

Article 2. Faculty Representatives

1. In addition to the duties and responsibilities set out in the bylaws, the Faculty Representatives shall have the duty and responsibility to do each of the following:
 - a. provide, either individually or collaboratively, a written report to the board of directors at least once per semester, to draw the attention of the board of directors to issues within the respective faculty that may be of interest or concern to the Society, and to convey work done to engage with members in each faculty;
 - b. meet, at least once per semester, with senior faculty and administration to discuss relevant student issues (e.g. department meetings, faculty meetings and dean advisory committees); and
 - c. such other duties as assigned by the Board.

Article 3. Campus Representatives

1. In addition to the duties and responsibilities set out in the bylaws, the Campus Representatives shall have the duty and responsibility to do each of the following:



- a. provide a written report to the board of directors at least once per semester, to draw the attention of the board of directors to issues at the respective campus that may be of interest or concern to the Society, and to convey work done to engage with members on each campus;
- b. meet, at least once per semester, with senior faculty and regional campus administration to discuss relevant student issues; and
- c. such other duties as assigned by the Board.

Section XII: Fees

Article 1. Notice and Alteration of Fees

1. In accordance with the *University Act*, annual notice of the Society's fees shall be submitted to the Vice-President of Finance and Administration of the University by the Vice-President of Finance and Services.
2. Notice of any change in the Society's fees shall be submitted to the Vice-President of Finance and Administration of the University by the Vice-President of Finance and Services once the new fee amount or rate of change has been approved in accordance with Bylaw III and the *University Act*.
3. The Vice-President of Finance and Services shall keep or cause to be kept a record of the current fee rate for Active Members, to be provided on request to any Active Member.

Article 2. Allocation of Fees

1. The Building Fee shall be indexed each year to the January British Columbia All-Items Consumer Price Index (CPI).
2. The CSU Health Plan fee shall be indexed each year to the January British Columbia Health and Personal Care CPI.

Article 3. Members Initiatives

1. On-campus student groups can request funding for events, activities, and programming that directly benefits students and/or improves the student experience on campus.
2. No money derived from the Society's fees shall be directly transferred to a third party as a donation, except as provided in this Article.
3. The Society may provide grants to fund services and activities, provided that those services and activities take place on one of the campuses of the University, or are otherwise nearby in the Metro Vancouver area, and provided that they are reasonably accessible to the members of the Society.
4. Individual students, informal groups of students, and on campus non-student organizations are eligible for funding under this Article in *select* circumstances.
5. A properly completed Fund Request Form, with an attached report outlining the benefits of the proposed request to Capilano Student Union members must be submitted for each request.

6. Requests totaling \$250 or greater must include a budget of the proposed spending. Requests totaling less than \$250 are not required to include a budget, but it would help the Society reach the best decision.
7. The proposed use of funds must be used to benefit the members of the Society, and/or the Capilano University community as a whole.
8. Funds cannot be used to support, be donated to, or otherwise transferred to, an external body.
9. All previous fund requests must be supported by receipts before further funding will be approved to the same organization or individual.
10. The Society requires at least three (3) weeks to process and approve fund requests. Requests for funds required in less than three weeks will not be considered.
11. Fund requests shall be submitted to the Vice-President of Student Life. Requests up to and including two hundred and fifty dollars (\$250) shall be reviewed by the Standing Committee on Student Life, with a recommendation to the Executive Committee for final decision. Requests in excess of one two hundred and fifty dollars (\$250) are reviewed by the Standing Committee on Student Life, with a recommendation to the Board of Directors for final decision.
12. Each Club or Student Organization must maintain adequate records to account for all funds received, and these records may be audited at any time by the Society's Vice-President of Finance and Services, the Administrator, the External Auditor, or the Executive Director. Records must include, but are not limited to, receipts, bank statements, withdrawal slips, deposit slips, and legal financial agreements (i.e. loan or investment).
13. Receipts verifying the use of funds must be sent to the Society no later than fifteen (15) days following the completion of an event for which funds were requested.
14. If receipts are not submitted, the organization may be prohibited from submitting fund requests for a period of time at the discretion of the Finance Committee, or incur other sanctions as determined by the Finance Committee.
15. Student Organizations may not use funds received from the Society to pay any executive, director, member, or other person, other than to reimburse direct expenses. Any such payment must be verified with itemized receipts.
16. Funding under this article cannot be used for the purchase of alcohol.
17. Any unused funding must be returned to the Society no later than fifteen (15) days following completion of the event for which funds were requested.
18. The Society may authorize a donation to a third party by means of a referendum, or an ordinary resolution at a general meeting of the members.

Section XIII: Rights and Obligations of Membership

Article 1. Active Members

1. The rights and obligations of Active Members are contained in the Bylaws and Procedures of the Society, and include, but are not limited to:
 - a. the right to attend, speak, and vote at all General Meetings of the Society;
 - b. the right to participate and vote in all general referenda of the Society;
 - c. the right to be nominated for and hold office on the Board if the Active Members so nominate and elect;
 - d. the right to be appointed to and hold office on Committees and other bodies of the Society if the Board so resolves, consistent with the Bylaws and Procedures of the Society;
 - e. the right to voice their views and concerns to the Board and other appropriate bodies of the Society;
 - f. the right to use the facilities of the Society and other facilities as may be determined from time to time by the Society, the University, and the Board; and
 - g. an obligation to abide by the Society's Constitution, Bylaws, Procedures, and other regulations which are considered necessary for the Society.

Section XIV: Democratic Events

Article 1. Exigency Provisions

1. If the Chief Returning Officer is unable to carry out their duties for any reason, the Board must either appoint a new Chief Returning Officer or appoint an outside body or corporation which shall have all the powers and duties of the Chief Returning Officer at the time the position of Chief Returning Officer is vacated.

Article 2. General Meetings and Referendum Procedures

1. Annual general meetings, special general meetings, and referendums shall be held and run in accordance with the Society Act, the Bylaws and this Article. Through these democratic events, the members may vote on matters concerning the business of the Society, and such voting shall include the right to vote on Ordinary Resolutions and Special Resolutions.
2. The agenda for the Annual General Meeting shall be ordered as follows, unless determined otherwise by the members present and voting:
 - a. opening remarks and introductions;
 - b. approval of the agenda;
 - c. consideration of special resolutions served with due notice;
 - d. approval of the previous Fiscal Year's audited financial statements;
 - e. appointment of auditors for the ensuing Fiscal Year;
 - f. report on the activities of the Board during the previous year;
 - g. consideration of any other business.
3. The agenda for the Semi-Annual General Meeting SAGM shall be ordered as follows unless determined otherwise by the members present and voting:
 - a. opening remarks and introductions;
 - b. approval of the agenda;
 - c. consideration of special resolutions served with due notice;
 - d. receiving the presentation of the annual budget;
 - e. report on the activities of the Board during the year so far;
 - f. include an information section and question-answer period on upcoming elections and referenda; and
 - g. consideration of any other business.

4. An Ordinary Resolution:
 - a. must conform with the Society's purposes, as stated in the Constitution;
 - b. may be adopted in a general meeting or a referendum;
 - c. must conform to the required voting majority provisions as outlined in the Society's Bylaws and the Society Act;
 - d. must be consistent with the Society's Bylaws and Procedures and must not be *ultra vires* the Society's powers;
 - e. must not require the Society to breach an existing contract; and
 - f. must not include any provision or action that ought to require a Special Resolution, as defined by the Society Act, the Bylaws, or these Procedures.
5. A Special Resolution:
 - a. must conform with the Society's purposes, as stated in the Constitution;
 - b. may only be adopted in a general meeting;
 - c. must be consistent with the Society's Bylaws, and must not be *ultra vires* the Society's powers; and
 - d. must conform to the required voting majority and notice provisions as outlined in the Society's Bylaws and the Society Act.
6. In a manner consistent with the latest edition of Robert's Rules of Order, Newly Revised, the chair of a general meeting shall rule out of order any ordinary or special resolutions which do not comply with this Article.
7. Further to Bylaw V(1)(b), a referendum question may only be put to the membership by the Vice-President of Finance and Services if it:
 - a. is an Ordinary Resolution, as defined by this article;
 - b. is substantively different from any previous referendum question put to the membership in the preceding twelve (12) months;
 - c. is not a Special Resolution, as defined by the Society Act, the Bylaws or these Procedures;
 - d. is not frivolous, racist, sexist, homophobic or otherwise demeaning to the membership or the campus community;
 - e. in the case of a fee referendum, creates, establishes or increases a fee whereby the funds raised are to be used and dealt with only for the Society's purposes; and
 - f. is clear, unbiased, and phrased in a manner that permits a yes/no answer.
8. In the event that a referendum question, adopted by the Board pursuant to Bylaw V(1), fails to meet all of the requirements of Article 5(5) above, then the Vice-President of Finance and Services shall rule the question out of order and advise the Board, in writing, of their decision.
9. In the event that a referendum question, proposed by petitioners pursuant to Bylaw 5(1)(b), fails to meet all of the requirements of Article 5(5) above, then the Vice-President

- of Finance and Services shall rule the question out of order and post a notice within the student newspaper or such other recognized campus media as determined by the Board.
10. Notwithstanding Article 5(7) above, should a referendum question proposed by petitioners pursuant to Bylaw 5(1)(b) meet all of the requirements of Article 5(5) above other than Article 5(5)(f), then the Vice-President of Finance and Services shall bring the petition to the Board and, if the Board agrees by a two-thirds (2/3) Resolution, the question shall be submitted to the Society's legal counsel for rewording, and their decision on the rewording is final. If the Board does not so resolve, the question shall be put to the members exactly as drafted by the petitioners. In the event that the Society's legal counsel is unwilling or unable to reword the proposed question, the Board shall be the final determiner of the wording, and shall approve, by a two-thirds (2/3) Resolution, a clear, unbiased question that permits a yes/no answer.
 11. The dates of a referendum shall be the same as the dates, times, and polling locations of the next general election. However, by a two-thirds (2/3) Resolution, the Board may set its own dates.
 12. In order to allow the membership reasonable notice of a change in their fees, and to allow the Society time to budget for any modification to its revenue, any change to the Society's fees shall take effect no sooner than twelve (12) months after the successful referendum results are reported to the Board, unless ordered otherwise by two-thirds (2/3) Resolution of the Board.
 13. The chair of a general meeting shall conduct the general meeting in accordance with Bylaw IV and Bylaw XIV, the applicable portions of these Procedures, and other rules as established by the members at the meeting, provided that those rules are consistent with the Constitution, Bylaws and Procedures of the Society.
 14. Once officially called in accordance with this Article, the Chief Returning Officer shall conduct referenda in accordance with Bylaw 5, the applicable portions of these Electoral Procedures, and other rules and procedures developed by the Chief Returning Officer, provided that those rules and procedures are consistent with the Constitution, Bylaws and Procedures of the Society.
 15. The Chief Returning Officer shall cause to be publicized each referendum by means of advertisements containing the wording of the referendum question, such advertisements to appear in a campus publication or publications no later than seven (7) days prior to the referendum and during the week of the referendum.
 16. Campaign material must be approved by the Chief Returning Officer before being posted or published. All campaign material must be removed within one (1) week of the end of voting.
 17. Neutrality:
 - a. The Society shall be neutral in all referenda unless the Board decides, by Resolution, to support a side.

- b. If the Board does not decide to support a side in a referendum, then none of the Society's offices, materials, or resources may be used by any side in the referendum.

Article 3. By-Elections and Other Special Elections

1. Notwithstanding the provisions elsewhere in these Electoral Procedures prescribing the number of polling hours for elections and the procedures to follow for nominations, the Chief Returning Officer may set different polling hours and prescribe different procedures for nominations in the case of a by-election to fill a vacancy and in the case of other special elections.
2. During a by-election, those candidates currently holding office who wish to run for another position in the Society shall be required to resign their currently elected position by submitting their resignation before the start of the nomination period. Further to this:
 - a. the resignation shall be in writing and presented to the Board before the beginning of the nomination period;
 - b. the effective date of their resignation shall be when the results of the by-election are presented to the Board;
 - c. elected officials who do not resign from their current elected position before the beginning of the nomination period shall be ineligible to run in the by-election; and
 - d. when possible, the Chief Returning Officer will post an addendum to the Notice of By-election listing any positions that may have become vacant between the initial posting of the initial Notice and the actual opening of nominations.

Article 4. Conduct of Elections for Other Organisations

1. The Chief Returning Officer shall conduct elections and referenda for other organizations, including the election of students to the Capilano University Senate and Board of Governors, only under the following conditions:
 - a. The election must primarily involve the Society's Members;
 - b. A contract to run the election must exist between the Society and the other organization and must be approved by the Board.
 - c. The contract between the Society and the other organization must specify that the Chief Returning Officer shall manage and administer the whole election from the close of nominations through to the counting of ballots.
 - d. The contract must specify the rules to be followed concerning the eligibility of candidates and voters.
 - e. The rules referred to in (d) must be in accord with the basic principles of democratic elections.



- f. The contract between the Society and the other organization must state that the election shall be conducted according to the relevant provisions of the Electoral Procedures except for those rules specified in the contract.
 - g. The contract must specify what body or person in the other organization shall be the liaison with the Chief Returning Officer.
 - h. The contract must specify what the duties of the other organization shall be in the running of the election.
 - i. The contract must specify who shall pay for the costs of running the election and specify in what manner payment will be made.
 - j. The contract must prescribe a procedure for appealing decisions of the Chief Returning Officer.
2. The contract must be renegotiable at least every two (2) years.

Oath of Office

"I, _____, director of the **Capilano Students' Union** (CSU) declare that I will truly, faithfully and impartially, to the best of my ability, execute the duties and responsibilities as a board member. I will:

- Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the CSU.
- Exercise these responsibilities, at all times, with due diligence, care and skill in a professional and prudent manner.
- Respect and support the CSU's bylaws, procedures, Code of Conduct, and decisions of the Board and membership.
- Review all related meeting information prepared in advance, attend and fully participate in discussions of the Board and various standing committees, at all times keeping in mind the best interests of the organization as a whole.
- Keep confidential all information that I learned about while at an *in-camera* session of the Board, and any other matters specifically determined by the board to be matters of confidence, both during my tenure on the Board and after leaving the Board.
- Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the CSU.
- Immediately declare any personal conflict of interest that may come to my attention.

I have read and agree to abide by the Constitution, Bylaws and the Procedures of the Society. In particular, I have read Section II, Article 1 of the Procedures Manual regarding Conflict of Interest.

Signature _____

(print name) _____

Position _____

Date _____