

NUGSS BYLAWS

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BYLAW I – INTERPRETATION AND DEFINITIONS

1. In these Bylaws, unless the context otherwise requires:
 - 1.1. “Society” means the UNBC Northern Undergraduate Student Society;
 - 1.2. “Societies Act” means the Society Act of the Province of British Columbia;
 - 1.3. “Registered Address” of a member means their address as recorded in the Register of Members;
 - 1.4. “Resolution” and “Ordinary Resolution” means a resolution passed by the votes cast, exclusive of abstentions and blanks;
 - 1.5. “Special Resolution” as defined in the Societies Act;
 - 1.6. “University” shall mean the University of Northern British Columbia;
 - 1.7. “Academic Probation” shall be defined in the current UNBC Academic calendar.
2. Words imparting the singular include the plural and vice versa, and words imparting any gender should consist of all identifications of individuals.

BYLAW II – MEMBERS OF THE SOCIETY

1. Members
 - 1.1. The members of the Society are the applicants for incorporation of the Society and those persons who subsequently have become members in accordance with these Bylaws and, in either case, have continued to be members.
 - 1.2. Every person who is a registered undergraduate student at the University and who has paid their membership dues to the Society is a member of the Society.
 - 1.3. Every member shall uphold the Constitution and comply with these Bylaws.
 - 1.4. A person shall cease to be a member of the Society:
 - 1.4.1. Upon commencement of the next academic year following admittance as a Member;
 - 1.4.2. On being expelled; and,
 - 1.4.3. On their death.
2. Associate Members
 - 2.1. Those persons who:
 - 2.1.1. Are members of the staff of the Society, if they are not members as noted in 1 above;
 - 2.1.2. Are designated as Associate Members by the Society’s Policy Manual;
 - 2.1.3. Are designated as Associate Members by the Board of Directors.
 - 2.2. Every Associate Member shall uphold the Constitution and comply with these Bylaws.
 - 2.3. Every Associate Member will have the opportunity to partake of the services offered by the Society as follows:
 - 2.3.1. The Health and Dental Plan;
 - 2.3.2. Other services as designated by the Board of Directors.
3. The following shall not be a factor in determining whether a person is a Member or whether their membership is in good standing:
 - 3.1. Academic probation; and,
 - 3.2. Payment of tuition fees or other fees administered by the University or the Society other than membership dues and other fees collected on behalf of the Society and its Members.
4. A special resolution of the members may expel a member passed at a General Meeting.
 - 4.1. Before commencing the process of obtaining a special resolution for expulsion, the Board of Directors shall make a reasonable effort to consult with the Member regarding the proposed expulsion. If the problem is not resolved, the Board of Directors shall provide the Member in question with a written notice, in person or by mail to their registered address, of the special resolution for expulsion accompanied by a brief statement of the reason or reasons for the proposed expulsion.

- 4.2. The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the General Meeting before the special resolution is put to a vote.
5. All members are in good standing except a member who has failed to pay their current membership fee or any other fee or debt due and owing by them to the Society, and they are not in good standing so long as a debt remains unpaid.
6. A member who owes a debt to the Society is not in good standing as long as the debt remains unpaid, except when the Board of Directors grants an exemption.

BYLAW III – MEETINGS OF THE MEMBERS

1. An Annual General Meeting of the Society shall be held at such a time and place, in accordance with the BC Society Act, during the month of October or November.
 - 1.1. The Annual General Meeting may be postponed past November under extenuating circumstances beyond NUGSS's control; the Board of Directors will make every effort possible to minimize this delay and provide updated notice to all society members during this delay.
2. Every General Meeting, other than an Annual General Meeting, is an Extraordinary General Meeting.
 - 2.1. The quorum of the business transaction at a General Meeting of the Society will be 60 members of the entire membership in good standing. If, within 30 minutes from the time appointed for a General Meeting, a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated, but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
3. The Board of Directors may convene an Extraordinary General Meeting when they think fit.
4. Notice of General Meetings shall specify the place, date, and time of the meeting and, in the case of special business, the general nature of that business.
5. The accidental omission to give notice of a meeting to or non-receipt of a notice by any members entitled to receive notice does not invalidate proceedings at the meeting.
6. At all times, Roberts Rules of Order will be used as a guideline to govern all Student Society meetings, committees, commissions and organizations of the Society as administered by the Chair.
7. Voting by proxy is only permitted for members attending satellite campuses. Only a member of the same satellite campus can be appointed as a proxy, and a member may only be a proxy for ten (10) members.
8. The form of proxy must contain:
 - 8.1. The member's name;
 - 8.2. The name of the proxy appointed;
 - 8.3. Student identification numbers for both members;
 - 8.4. Contact phone number for the member granting proxy; and,
 - 8.5. Be dated and signed by the member granting proxy in the presence of a witness who must also sign.
9. Notices
 - 9.1. Notice of a General Meeting shall be given to the Auditor at least fourteen days before the meeting.
 - 9.2. Notice of a General Meeting shall be given to the membership at least fourteen days before the meeting.
 - 9.3. Notice of a General Meeting shall be given in accordance with the exemption made by the Society Act.
 - 9.4. Sufficient notice of General Meetings, which shall include their agendas, will be deemed to have been given with the posting of no less than the following:
 - 9.4.1. A conspicuous notice not less than eleven inches by seventeen inches in size, to be posted on all NUGSS' s monitored bulletin boards, including the Northern University Student Centre;
 - 9.4.2. Written or electronic memoranda to all subsidiary organizations, including clubs and associations, with the suggestion that they pass the notice on to their membership;
 - 9.4.3. A notice not less than eight inches by eleven inches on the Society office door;

- 9.4.4. An advertisement in all relevant sources of electronic media including, but not limited to, the NUGSS website, Facebook and Instagram pages;
- 9.4.5. An email sent from the NUGSS President to all Society Members, including regional campus students.

BYLAW IV – BOARD OF DIRECTORS

1. Powers and Limitations of the Directors
 - 1.1. The representatives of the Student Society shall be known as the Board of Directors. The Board of Directors shall consist of five elected student representatives.
 - 1.2. Only members of the Student Society who are in good standing are eligible to be representatives of the Student Society.
 - 1.3. No Director may hold more than one Board of Director position at a time; furthermore, no Director shall hold the position of a Senate Representative or Board of Governor's Representative.
 - 1.3.1. If the position of a Senate Representative or Board of Governor's Representative remains vacant, a member of the Board of Directors may apply for the position at the discretion of the Board of Directors by a majority vote.
 - 1.4. In the case of a Director wishing to hold a position as an employee of the Student Society, that person shall first resign their position as a Director before applying for the job.
 - 1.5. In the case of an executive member of one (1) or more Student-Led Organizations (SLOs) wishing to hold a position on the Board of Directors, that member shall first resign their position(s) as an executive member of all SLOs before applying for a position on the Board.
 - 1.6. In the case of a current Director wishing to hold an executive position on one (1) or more SLOs, that Director shall first resign their position on the Board before applying for a position as an executive member of any SLOs.
 - 1.7. The Election of the Board of Directors shall be conducted annually according to these Bylaws:
 - 1.7.1. No member of the Board of Directors shall sit more than one (1) year and ninety (90) days during a single term;
 - 1.7.2. The Board of Directors, when deemed necessary, may conduct a by-election at any other time of the year.
 - 1.8. The Directors may exercise all powers that the society holds, subject to the following:
 - 1.8.1. All laws affecting the Society;
 - 1.8.2. These Bylaws, and;
 - 1.8.3. Rules, consistent with these Bylaws, that are made from time to time by the Society in a General Meeting;
 - 1.8.4. A rule made by the Society in a General Meeting does not invalidate a prior act of the Directors that would have been valid if that rule had not been made.
 - 1.9. The Board of Directors will speak with one voice, through the President, to all organizations and stakeholders.
 - 1.10. The Board of Directors shall not directly interfere with any employee in discharging their duties. All suggestions and recommendations for enhancing or improving an employee's performance shall be brought to the Board of Directors for discussion and a recommended course of action to the General Manager.
2. Composition
 - 2.1. The membership of the Board of Directors shall be comprised of:
 - 2.1.1. President;
 - 2.1.2. Vice President;
 - 2.1.3. Three (3) Directors at Large.

- 2.1.4. Equity, Diversity, and Inclusion Council member(s) if conditions noted under 5.2 are met.
3. Responsibilities of the Directors
- 3.1. The Board of Directors shall uphold the objects and principles of the Student Society.
- 3.2. The Board of Directors shall ensure that minutes of all General Meetings and Board Meetings are taken and published.
- 3.2.1. The Board of Directors shall keep meeting minutes from all General Meetings and Board Meetings. These minutes shall be approved at the following applicable meeting and published on the NUGSS website.
- 3.2.2. Minutes of all General Meetings and Board Meetings shall be posted on the Society's website within one week of their approval by the Board of Directors, barring technical problems.
- 3.3. The Board of Directors, as a whole, is responsible for ensuring that the long-term health and stability of the society is maintained and planned for.
- 3.4. The Board of Directors will submit a monthly report to the student body on their activities for the previous month. This can be considered achieved through the publication of the Board of Director Minutes, which includes applicable updates on NUGSS activities.
- 3.4.1. Reports must be archived for a period of 25 months.
4. Duties of the Directors
- 4.1. The President shall:
- 4.1.1. Supervise all Directors and see to the proper functioning of the Board;
- 4.1.2. Be invested with signing authority for the society;
- 4.1.3. In an emergency, the President can assume extraordinary powers that do not officially fall within their listed duties and responsibilities, provided they receive approval from the board of Directors.
- 4.1.4. Relations and communication with all external bodies, including but limited to:
- 4.1.4.1. The Administration of the University of Northern British Columbia;
- 4.1.4.2. The Faculty Association;
- 4.1.4.3. All levels of government;
- 4.1.4.4. The General Membership of the Society;
- 4.1.4.5. Student Senators and Board of Governors Student Representatives;
- 4.1.4.6. The Graduate Student Society.
- 4.1.5. Attend all meetings of the UNBC Senate.
- 4.1.6. Ensure that all policies are effectively implemented pursuant to the decisions of the Board of Directors.
- 4.1.7. Assist the NUGSS General Manager in preparing an orientation session for incoming Directors.
- 4.2. The Vice President shall:
- 4.2.1. Assume the responsibilities of the President in their absence;
- 4.2.2. Be invested with signing authority for the Society.
- 4.3. The Board of Directors will assign each of the following duties to the Vice President and/or Directors at Large according to their skill sets and interests at the first Board of Directors meetings after being elected:
- 4.3.1. Overseeing the disbursement of student grants with appointments to the Monetary Affairs Commission;
- 4.3.2. Liaising with Regional Campuses in coordination with the NUGSS General Manager.
- 4.4. The Board of Directors, collectively:
- 4.4.1. Ensure that Finances are appropriately managed;
- 4.4.2. Overseeing the governance of and policy setting for Student Led Organizations;
- 4.4.3. Review and update the Constitution, Bylaws and Policies; Review and update the societies five-year plan;
- 4.4.4. Students' issues are represented and advocated for at all levels of Government and within the UNBC community and Administration;
- 4.4.5. Ensuring Student representation on all relevant committees.

5. Meetings of the Directors

5.1. The Board of Directors shall meet weekly, except as noted in 5.3.

5.2. The quorum for the transaction of business at a Board of Directors meeting will be a minimum of four (4) members.

5.2.1. If quorum cannot be reached due to a situation where there are less than four (4) Board of Directors, a CEDI Councillor(s) can fill the vacant position(s) to bring the Board up to four (4) members.

5.2.2. This condition is only meant to fill quorum until an election can be held and the Board of Directors is back to a minimum of four (4) members.

5.2.3. Once the Board of Directors returns to a minimum of four (4) members, the CEDI councillor will return to CEDI-only duties.

5.2.4. Process to select the CEDI Councillor(s) is detailed below:

5.2.4.1. The Chair of the CEDI will be offered this position first. If the Chair cannot accept, it will be transferred to the remaining CEDI councillors.

5.2.4.2. Any councillor can express an interest in joining the Board for the interim position. If there are more interested parties than positions, a random selection will occur by draw.

5.2.4.3. If no CEDI councillor can take the position, then the Board cannot pass any motions until quorum is reached. An exclusion to this would be for extreme or extenuating circumstances that, if the Board did not motion, would cause undue hardship on the student body or employees at NUGSS.

5.3. Weekly meetings shall be subject to change during the months of April to August and the month of December. Meetings every two weeks are permitted during these months.

5.4. Notice of a Meeting of the Board of Directors shall be given at least seven days before the meeting.

5.4.1. Notice does not need to be given in the event that a meeting is deemed "in-camera";

5.4.2. Notice does not need to be given for time-sensitive, electronic votes;

5.4.3. Insufficient notice will not be considered grounds to invalidate any decisions the Board of Directors made.

5.5. Sufficient notice of meetings of the Board of Directors will be deemed to have been given with the posting of no less than one of the following:

5.5.1. A notice not less than eight inches by eleven inches in the vicinity of the Society's offices;

5.5.2. An advertisement in all relevant electronic media sources, including, but not limited to, the NUGSS website and Facebook page.

6. Statement of Office

6.1. All voting members of the Board of Directors of the Society shall sign the following Statement of Office: "In accordance with Section 25 of the Society Act, 2016, I (NAME), as a Director of the Northern Undergraduate Student Society of the University of Northern British Columbia, to the best of my ability, will:

- I. Act honestly and in good faith in the best interest of the Society as a whole;
- II. Exercise the care, diligence and skill of a reasonably prudent person;
- III. Use the utmost care and discretion in the handling of confidential and privileged information and not use such information for personal benefit or gain;
- IV. Not compromise the interests of the Society for personal benefit or gain;
- V. Not place myself in a position where my duties to the Society and my personal interests may conflict by:
 - a. Using any power entrusted to me for my personal use or
 - b. Using any associations gained through my position as a Director to obtain programs or funds for any competing organization.
- VI. Not discuss any information discussed in any in-camera session of the meeting of the Board of Directors without the authorization of the Board of Directors;
- VII. Not use my position as a Director of the Society to fulfill personal interests or interests or gains of another organization;

7. Disciplinary Actions

- 7.1. Whenever any Member of the Board is absent for three consecutive regular meetings of the Board, it shall be the duty of the Members of the Board to consider a motion of impeachment or suspension.
- 7.2. Missing the mandatory training course at the start of the term is also considered a missed meeting.
- 7.3. The Board of Directors may, for any reason(s) it considers appropriate, impeach, suspend or censure a Member of the Board. A motion of impeachment must be passed by a two-thirds majority vote of those present and voting. A motion of suspension must be passed by a two-thirds majority vote of those present and voting. A censure motion must be passed by a simple majority of those present and voting.
- 7.4. In the case of the Chair, a motion of impeachment, suspension, or censure may be passed by a two-thirds majority of those present and voting.
- 7.5. A motion of impeachment, suspension or censure may be applied against any Member of the Board. A motion of impeachment applied against an ex Official Member shall have effect for that Board year only.
- 7.6. When, by general consensus, the Board of Directors thinks that a motion of impeachment, suspension or censure should be considered, any particular Member need not move a formal motion but shall be deemed to have been moved and seconded.
- 7.7. The Chair shall present a list of offences against the Member to which a motion of impeachment, suspension or censure applies or, if the person is absent, shall state the offences to the Board.
 - 7.7.1. If a Member of the Board to which a motion of impeachment, suspension or censure applies is absent with appropriate reason and notice, the motion shall be tabled until the next Board meeting. The original motion must then be put to vote at the following meeting.
 - 7.7.2. If a Member under impeachment is absent and/or does not give appropriate notice or reasons for a period of three regularly scheduled Board of Director's Meetings, the office of that Director shall be considered vacant, and a by-election shall be held.
- 7.8. The Member of the Board to which a motion of impeachment, suspension or censure applies may make a statement and, after that, shall withdraw during the time the matter is in debate. That Member may return to the meeting to witness the announcement of the result of the vote.
- 7.9. Any motion of impeachment may, by a two-thirds vote, be amended to be a motion of suspension or censure.
- 7.10. Any suspension motion may be amended by a two-thirds vote to be a motion of impeachment or censure.
- 7.11. Any motion of censure may, by a two-thirds vote, be amended to be a motion of impeachment or suspension.
- 7.12. A vote to impeach, suspend or censure a Member of the Board shall be conducted by secret ballot.
- 7.13. The Member of the Board to which a motion of impeachment, suspension or censure applies shall not have a vote about such motion.
- 7.14. A Member of the Board may not be suspended for longer than fourteen days.
- 7.15. Where a member is suspended from the Board, that Member is also suspended for the same period of time from all Board duties, including the right to vote and take part in the proceedings of any applicable committees, boards, or otherwise, except the General Meetings and the Referendums conducted by the Society.
- 7.16. A Member of the Society who is impeached from the Board of Directors cannot hold office or seek employment with the Society for one year, beginning at the date of impeachment.

BYLAW V – THE COUNCIL FOR EQUITY, DIVERSITY AND INCLUSION

1. The Council for Equity, Diversity and Inclusion (CEDI) shall be composed of seven (7) elected voting members, as follows:
 - 1.1. The NUGSS President
 - 1.2. Six (6) Equity, Diversity and Inclusion Councillors

- 1.3. Councillors should advocate for one or more of the following groups or interests with the understanding that this is not an exhaustive list and may not include all members of the UNBC community:
 - 1.3.1. Accessibility;
 - 1.3.2. Black;
 - 1.3.3. Indigenous;
 - 1.3.4. People of Colour;
 - 1.3.5. International;
 - 1.3.6. 2SLGBTQQA+;
 - 1.3.7. Mature Student;
 - 1.3.8. Part-time Student;
 - 1.3.9. Sustainability;
 - 1.3.10. Transgender, Gender Affirming & Non-Binary;
 - 1.3.11. Women and Self-Identifying Women.
2. Only members of the Student Society who are in good standing are eligible to be student councillors
 - 2.1. No Councillor may hold more than one position at a time; furthermore, no Councillors shall hold the position of a Senate Representative or Board of Governor's Representative.
 - 2.2. In the case of a Councillor wishing to hold a position as an employee of the Student Society, that person shall first resign their position as a Councillor before applying for the position.
3. The General Manager shall assign a staff member to be a non-voting member of the council
 - 3.1. They shall act as the administrator of the Council whose duties are:
 - 3.1.1. Creating and distributing agendas for meetings of the Council;
 - 3.1.2. Taking minutes in the meetings of the Council;
 - 3.1.3. Scheduling presentations from various groups;
 - 3.1.4. Collect and file all paperwork from the operations of the Council.
4. The Council will elect their Chair at their first meeting from their membership
5. The powers and duties of the Council are:
 - 5.1. To meet to consider all the decisions the Board of Directors makes from the perspective of each of the groups that the Council represents;
 - 5.2. To promote the perspectives of the groups that the Council represents;
 - 5.3. To organize outreach and education opportunities to promote these perspectives at UNBC and the larger Prince George community;
 - 5.4. To be the liaison between each of the respective communities that the Council represents and the Northern Undergraduate Student Society;
 - 5.5. To present agenda items at Board of Directors meetings on the following topics;
 - 5.5.1. The activities of the Council;
 - 5.5.2. The activities of the organizations that the Council represents;
 - 5.5.3. Campaign & Advocacy issues that the Council would like the Board of Directors to consider;
 - 5.5.4. Any item within the scope of the Council's powers and duties.
 - 5.6. To force the reconsideration of any motion the Board of Directors has considered.
 - 5.7. The Council has access to all approved minutes of the Board of Directors, including "in-camera" minutes.
 - 5.8. Participation as needed based on Bylaw V, Section 5 under Board of Director quorum conditions.
6. The Council will be given a budget for its operations each year by the Board of Directors.
 - 6.1. The budget will be set at the beginning of the fiscal year and remain the same.
- 6.2. The Council will meet at least once a month.
 - 6.2.1. Additional meetings may be called at the Council Chair's discretion.
 - 6.2.2. The quorum for the transaction of business at a Council meeting will be a minimum of two-thirds of the elected membership.
7. Disciplinary Actions

- 7.1. Whenever any Member of the Council is absent for two consecutive regular meetings of the Council, it shall be the duty of the Members of the Council to consider a motion of impeachment or suspension.
- 7.2. Missing the mandatory training course at the start of the term is also considered a missed meeting.
- 7.3. The Council may, for any reason(s) it considers appropriate, impeach, suspend or censure a Member of the Council. A motion of impeachment must be passed by a two-thirds majority vote of those present and voting. A motion of suspension must be passed by a two-thirds majority vote of those present and voting. A censure motion must be passed by a simple majority of those present and voting.
- 7.4. In the case of the Chair, a motion of impeachment, suspension, or censure may be passed by a two-thirds (2/3rd) majority of those present and voting.
- 7.5. A motion of impeachment, suspension or censure may be applied against any Member of the Council. A motion of impeachment applied against an ex Official Member shall have effect for that Council year only.
- 7.6. When, by general consensus, the Council thinks that a motion of impeachment, suspension or censure should be considered, any particular Member need not move a formal motion but shall be deemed moved and seconded.
- 7.7. The Chair shall present a list of offences against the Member to which a motion of impeachment, suspension or censure applies or, if the person is absent, shall state the offences to the Council.
 - 7.7.1. If a Member of the Council to which a motion of impeachment, suspension or censure applies is absent with appropriate reason and notice, the motion shall be tabled until the next Council meeting. The original motion must then be put to vote at the following meeting.
 - 7.7.2. If a Member under impeachment is absent and/or does not give appropriate notice or reasons for a period of two meetings, the office of that Councillor shall be considered vacant, and a by-election shall be held.
- 7.8. The Member of the Council to which a motion of impeachment, suspension or censure applies may make a statement and, after that, shall withdraw during the time the matter is in debate. That Member may return to the meeting to witness the announcement of the result of the vote.
- 7.9. Any motion of impeachment may, by a two-thirds vote, be amended to be a motion of suspension or censure.
- 7.10. Any suspension motion may be amended by a two-thirds vote to be a motion of impeachment or censure.
- 7.11. Any motion of censure may, by a two-thirds vote, be amended to be a motion of impeachment or suspension.
- 7.12. A vote to impeach, suspend or censure a Member of the Council shall be conducted by secret ballot.
- 7.13. The Member of the Council to which a motion of impeachment, suspension or censure applies shall not have a vote in relation to such motion.
- 7.14. A Member of the Council may not be suspended for longer than fourteen days.
- 7.15. Where a member is suspended from the Council, that Member is also suspended for the same period of time from all Council duties, including the right to vote and take part in the proceedings of any applicable committees, boards, or otherwise, except the General Meetings and the Referendums conducted by the Society.
- 7.16. A Member of the Society who is impeached from the Council cannot hold office or seek employment with the Society for a period of one year, beginning at the date of impeachment.

BYLAW VI – ELECTIONS

Definitions

- 1.1. Campaigning shall refer to a candidate's actions to influence that election.
- 1.2. Candidate shall refer to any person whose nomination form has been received and verified.

- 1.3. E-mail shall apply to any electronic message where the sender intends a specific recipient or recipients. This includes all forms of instant messaging and social networking sites.
 - 1.4. Online Community shall refer to any online social media network including but not limited to forums, blogs, Twitter, Facebook, YouTube, Instagram, etc.
 - 1.5. Election shall mean a general election or by-election.
 - 1.6. CRO means Chief Returning Officer.
 - 1.7. DRO means Deputy Returning Officer.
 - 1.8. Elector shall mean a person who is entitled to vote at an election of the Northern Undergraduate Student Society. Every member of NUGSS is entitled to vote.
 - 1.9. Voter shall mean an elector who has appeared at a polling place and has accepted a ballot for marking, which has been placed in the ballot box (or submitted online) or has declined their ballot and so declared.
 - 1.10. Complainant shall refer to the individual(s) who file a complaint.
2. General rules for Elections
 - 2.1. The NUGSS General Manager, the CRO and the Board of Directors are responsible for administering this Bylaw.
 - 2.2. Every person is qualified to vote in a general or by-election, that is, on the day(s) fixed for voting, an undergraduate student at the University of Northern British Columbia who has paid their membership dues to the Society and is enrolled in at least one course.
 - 2.3. There shall be a general election held every February or March for Eleven (11) student representatives:
 - 2.3.1. President;
 - 2.3.2. Vice President;
 - 2.3.3. Three Directors at Large;
 - 2.3.4. Six (6) Members of the Council for Equity, Diversity and Inclusion
 - 2.3.4.1. Six (6) Equity, Diversity and Inclusion Councillors;
 - 2.4. If, after the nomination period, a single student position does not have any valid nominations, the Board of Directors may choose to extend the nomination period for that one position by as many days as deemed suitable to try to fill that vacancy before voting days.
 - 2.5. The Board of Directors, when deemed necessary, may conduct a by-election for a vacant position at any time of the year.
 - 2.6. Any person who is a member of NUGSS in accordance with the society's bylaws and is not on academic probation by the close of the nomination period is qualified to be a candidate in an election to the Board of Directors or Council for Equity, Diversity and Inclusion of NUGSS.
 - 2.7. No person shall self-nominate or consent to be nominated as a candidate for multiple positions simultaneously. If any person is nominated contrary to this section and consents, all of that candidate's nominations are void.
 3. Chief Returning Officer (CRO)
 - 3.1. The position of CRO shall be a staff person.
 - 3.2. The CRO is required to perform the following duties:
 - 3.2.1. The CRO shall act impartially in every respect concerning an election to the Board of Directors or Council for Equity, Diversity and Inclusion. The CRO shall not support any candidate except if exercising the right to vote.
 - 3.2.2. The CRO may make any interim decisions, rulings or orders deemed appropriate, fair and just, provided such decisions, rulings or orders do not conflict with:
 - 3.2.2.1. The Constitution or any subsidiary regulation;
 - 3.2.2.2. Any instructions issued by an elections Bylaw.
 - 3.3. The CRO shall ensure that nomination and election information is communicated to the membership at least three days before the nomination period.
 - 3.4. The CRO shall ensure that nomination and election information shall include the following:
 - 3.4.1. The date(s) of the election;

- 3.4.2. The dates of the nomination period;
 - 3.4.3. The dates of the campaign period;
 - 3.4.4. The dates and location of speeches;
 - 3.4.5. The dates and location of voting and
 - 3.4.6. The position(s) to be contested;
 - 3.5. The CRO shall ensure daily that the information is intact and up-to-date and shall do so until a respective election is over.
4. Nomination
- 4.1. For a general election or by-election, a nominating period of ten regular school days shall be allowed for each position.
 - 4.2. During the nomination period, the CRO shall ensure that nomination packages are prepared and easily available during the Society's business hours. The form used for nomination shall require the following:
 - 4.2.1. The name of the candidate and their student number, address, telephone number, email and signature;
 - 4.2.2. The position for which the candidate is being nominated;
 - 4.2.3. The name, signature, student number and UNBC email of at least three students of the Northern Undergraduate Student Society who are eligible to vote in the NUGSS elections;
 - 4.2.4. A picture of the candidate;
 - 4.2.5. A biography of the candidate; and
 - 4.3. Nomination packages must be completed and submitted to the NUGSS office no later than 2:00 p.m. on the last day of the nomination period.
 - 4.4. The CRO and NUGSS staff must keep the names and any other identifying information of nominees confidential until the end of the nomination period. If the nominee decides to disclose such information, that is at their discretion and must be done by them.
 - 4.5. The CRO shall ensure that a complete list of candidates is posted within one (1) hour following the close of the nomination period.
 - 4.6. Before the close of the nomination period, nominees are not permitted to begin campaigning.
 - 4.7. The CRO shall inform all candidates of their rights and responsibilities concerning election conduct as provided in the NUGSS Bylaws and Policy Manual. This should be included in the nomination package as an "agreed to" item by the nominee.
5. Campaign
- 5.1. For a general election or by-election, a minimum campaign period of seven consecutive days, at least five days shall be regular school days, shall be allowed for each position.
 - 5.2. No person shall campaign or canvas on behalf of any candidate on days that are set for voting.
 - 5.3. Campaign Rules
 - 5.3.1. Prohibited forms of campaigning are separated into two offense categories, major and minor:
 - 5.3.1.1. Minor Offense:
 - 5.3.1.1.1. Mass, unsolicited emails;
 - 5.3.1.1.2. Providing web-based material that cannot be accessed freely by all Electors;
 - 5.3.1.1.3. Campaigning in the NUGSS office;
 - 5.3.1.1.4. Placing a poster on non-bulletin board surfaces on campus unless otherwise approved by Facilities.
 - 5.3.1.1.5. Campaigning in housing (residence)
 - 5.3.2. Major Offense:
 - 5.3.2.1. Campaigning on voting days;
 - 5.3.2.2. Posting campaign materials within visible range of the voting table during open polling times on election days;
 - 5.3.2.3. Campaigning during the nomination period or any time before nominees have been announced by the CRO;

- 5.3.2.4. Acting maliciously against or substantially prejudicial toward another campaign and/or the Electoral Office;
- 5.3.2.5. Harassing anyone involved with or outside the election campaign;
- 5.3.2.6. Removing or defacing another candidate's advertising;
- 5.3.2.7. Making, joining, or participating in campaigning defaming any NUGSS election candidates.

6. Discipline

- 6.1. The CRO and candidates shall abide by the following guidelines for discipline and enforcement.
- 6.2. If the offence involves campaign material, the CRO shall remove the offending material.
- 6.3. The CRO must make every reasonable effort to meet with a candidate and communicate the desire to meet with the candidate in writing before deciding on discipline.
- 6.4. The CRO shall provide the candidate with a copy of any written complaint with the complainant's name(s) censored.
- 6.5. The CRO shall provide the candidate with the decision on discipline in writing.
- 6.6. The candidate(s) may appeal the ruling using the guidelines outlined under the sub-section below entitled "Appeals."
- 6.7. Disqualification
 - 6.7.1. A candidate(s) shall only be disqualified by the CRO if:
 - 6.7.1.1. They commit either two minor offences or a single major offence.
 - 6.7.2. If a candidate is to be disqualified, the following procedure shall occur:
 - 6.7.2.1. The CRO shall contact the candidate in writing and inform them of the alleged offence (s);
 - 6.7.2.2. The CRO, NUGSS General Manager (if separate from the CRO position), the candidate, and a witness of the candidate's choosing shall meet at a mutually agreed upon time at which the CRO shall render their ruling;
 - 6.7.2.3. At this meeting, the CRO shall provide a letter informing the candidate of the grounds for disqualification;
 - 6.7.2.4. If a candidate wishes to appeal the decision, the appeal must be issued in writing to the Board of Directors within two [2] business days of having received the notification of the ruling from the CRO.
- 6.8. Appeals
 - 6.8.1. All appeals must be in writing.
 - 6.8.2. If a candidate wishes to appeal any ruling of the CRO, the appeal must be issued in writing to the Board of Directors within 2 business days of receipt of the ruling from the CRO.
 - 6.8.3. Only the respondent or the complainant may submit an appeal.
 - 6.8.4. Time limits for the appeals process can be extended at the discretion of the CRO or the Board of Directors.
 - 6.8.5. The decision of the Board of Directors is final.
 - 6.8.6. The election results will only be considered official once rulings are made on all outstanding appeals.

7. Polling Procedures

- 7.1. For a general election or by-election, the Board of Directors shall set aside at least two consecutive days for voting.
- 7.2. In the event that circumstances arise that would adversely affect students' ability to vote on the days specified for voting, and the CRO considers that, in the interest of a fair election, the number of voting days should be extended, the CRO may increase the number of voting days. Such a decision must be made before the originally scheduled closing time for the polls, and every reasonable attempt must be made to notify candidates and the electorate.
- 7.3. The CRO and/or DRO shall prepare the ballots for each election.
- 7.4. Each ballot used in a particular election shall consist of the following items below if the ballot is a paper version:
 - 7.4.1. The names of all vacant positions;

- 7.4.2. A list of candidates for each position in alphabetical order by surname;
- 7.4.3. An “abstain” option for each position following the list of candidate names;
- 7.4.4. A “none of the above” option occupies the bottom of each list of candidates for each position.
- 7.5. Each ballot used for an online election conducted by a survey shall consist of the following items:
 - 7.5.1. Informed consent notice;
 - 7.5.1.1. If a voter does not accept informed consent, the survey will end, and their vote will not be recorded.
 - 7.5.2. List of vacant positions;
 - 7.5.3. A list of candidates for the vacant position in alphabetical order by surname;
 - 7.5.4. An “abstain” option for each position;
 - 7.5.5. A “none of the above” option occupies the bottom of each list of candidates for each position.
- 7.6. To ensure student voting eligibility, the CRO may require a person to provide identification bearing the person’s picture, name and status as a student if a paper ballot is used.
- 7.7. For an online election conducted by an email survey, the eligible student list is provided by UNBC based on students being in good standing as NUGSS society fee-paying members and using their official UNBC student email.
- 8. Counting of Ballots
 - 8.1. Following the counting of the ballots, the CRO shall declare elected the candidate for each position who has obtained the largest number of votes. For the Director at Large positions, the top three candidates who received the largest number of votes will be declared elected.
 - 8.2. If the “none of the above” option for a position obtains the largest number of votes, the CRO shall call a by-election for that position set at a further date.
 - 8.3. If an equal number of votes have been cast for two or more candidates and an additional vote would entitle one of them to be declared elected, the CRO shall call a by-election set at a further date.
 - 8.4. Following the counting of the ballots, the CRO shall communicate the results to the society's membership by posting the results on the door of the NUGSS office and communicating them to the student body in any way deemed appropriate by the CRO.
 - 8.5. Candidates may call for a single recount after the posting of official results if the vote difference is 10 or less.
- 9. Successful Candidates will take office on April 1 for general elections.
- 10. Successful Candidates will take office within three weeks of the CRO communication of results (per 8.4) based on the agreed start date of the CRO and the Board of Directors for by-elections.

BYLAW VII – REFERENDUM

- 1. The Board of Directors shall call a Referendum for the Society upon:
 - 1.1. A Resolution of the majority (3 or more) of the Board of Directors; or,
 - 1.2. A members’ proposal signed by a minimum of five percent (5%) of the members in good standing, evidencing their student numbers, and delivered to the NUGSS President and/or General Manager.
- 2. The text of the Referendum shall be drafted to ensure that the question can be answered with "yes" or "no." If, in the opinion of the Board of Directors, a proposal for a Referendum does not meet this requirement, the Board of Directors shall forthwith refer the Referendum to the initiating group, person, or organization.
- 3. Subject to this Bylaw, a Referendum shall be put to the members at least twelve (12) days and at most thirty-five (35) days after the passing of a Resolution of the Board calling the Referendum.
- 4. A Referendum of the Society shall, subject to these Bylaws, be acted upon by the Society where:
 - 4.1. A majority, or greater percentage as may be required by the Society Act, of the votes cast support the Referendum. (2/3 votes cast are required for a special resolution.)
- 5. A Referendum Act supersedes the Society's Bylaws and Policies.

6. All Referendum Acts shall be written down in a public “Referendum Act Book” to ensure that the public and the Board of Directors know what has been passed as a Referendum Act.
7. A Referendum Act can only be revisited by another Referendum.
8. Conducting a Referendum
 - 8.1. Definitions
 - 8.1.1. Campaigning shall refer to a candidate's actions to influence that Referendum.
 - 8.1.2. Candidate shall refer to a member of the Board of Directors who voted in favour of the Resolution (1.1.1 above) or any person whose proposal for a Referendum has been received and verified by the Board of Directors (1.1.2).
 - 8.1.3. E-mail shall apply to any electronic message where the sender intends a specific recipient or recipients. This includes all forms of instant messaging and social networking sites.
 - 8.1.4. Online Community shall refer to any social media network including but not limited to forums, blogs, Twitter, Facebook, YouTube, etc.
 - 8.1.5. Referendum shall mean (Merriam Webster Dictionary):
 - 8.1.5.1. a: the principle or practice of submitting to popular vote a measure passed on or proposed by a legislative body or by popular initiative (Merriam Webster Dictionary)
 - 8.1.5.2. b: a vote on a measure so submitted.
 - 8.1.6. CRO means Chief Returning Officer.
 - 8.1.7. DRO means Deputy Returning Officer.
 - 8.1.8. Elector shall mean a person who is entitled to vote at an election of the Northern Undergraduate Student Society. Every member of NUGSS is entitled to vote.
 - 8.1.9. Voter shall mean an elector who has appeared at a polling place and has accepted a ballot for marking, which has been placed in the ballot box (or submitted online) or has declined their ballot and so declared.
 9. General rules for Conducting a Referendum
 - 9.1. The NUGSS General Manager, the CRO and the Board of Directors are responsible for administering this Bylaw.
 - 9.2. Every person is qualified to vote in a referendum, that is, on the day(s) fixed for voting, an undergraduate student at the University of Northern British Columbia who has paid their membership dues and is enrolled in at least one course.
 10. Chief Returning Officer (CRO)
 - 10.1. The position of CRO shall be a staff person.
 - 10.2. The CRO is required to perform the following duties:
 - 10.2.1. The CRO shall act impartially in every respect concerning a Referendum to the Board of Directors. The CRO shall not support any side of the Referendum except if exercising the right to vote.
 - 10.2.2. The CRO may make any interim decisions, rulings or orders deemed appropriate, fair and just, provided such decisions, rulings or orders do not conflict with:
 - 10.2.2.1. The Constitution or any subsidiary regulation;
 - 10.2.2.2. Any instructions issued by an elections Bylaw.
 - 10.2.3. The CRO shall ensure that a Referendum vote is communicated to the membership at least twelve (12) days and at most thirty-five (35) days after passing a Resolution of the Board calling the Referendum.
 - 10.3. A forum will be held to allow for open discussion of all referenda questions.
 - 10.3.1. The CRO shall chair and set speech lengths.
 - 10.4. The CRO shall ensure daily that the information is intact and up-to-date and shall do so until the respective Referendum is over.
 - 10.5. Referendum Campaign
 - 10.5.1. For a Referendum, a minimum campaign period of seven consecutive days, of which at

least five days shall be regular school days, shall be allowed.

10.5.2. Candidates for each side of the Referendum must submit an itemized list of all campaign expenses to the CRO within seven (7) days of closing the election polls.

10.5.2.1. Materials given to a side by an external organization must be listed in campaign expenses at fair market value.

10.5.3. No person shall campaign or canvas on behalf of any candidate on days that are set for voting.

10.5.4. Campaign Rules

10.5.4.1. Prohibited forms of campaigning are separated into two offense categories, major and minor:

10.5.4.2. Minor Offense:

10.5.4.2.1. Mass, unsolicited emails;

10.5.4.2.2. Providing web-based material that cannot be accessed freely by all Electors;

10.5.4.2.3. Campaigning in the NUGSS office;

10.5.4.2.4. Placing a poster on non-bulletin board surfaces on campus unless otherwise approved by Facilities.

10.5.4.2.5. Campaigning in residence;

10.5.4.3. Major Offense:

10.5.4.3.1. Campaigning on Referendum voting days;

10.5.4.3.2. Posting campaign materials within visible range of the Referendum voting table during open polling times on Referendum voting days;

10.5.4.3.3. Campaigning any time before the CRO has announced the Referendum;

10.5.4.3.4. Acting maliciously against or substantially prejudicial toward another campaign and/or the Electoral Office;

10.5.4.3.5. Harassing anyone involved with or outside the Referendum campaign;

10.5.4.3.6. Removing or defacing another candidate's advertising;

10.5.4.3.7. Making, joining, or participating in campaigning that defames any candidates in the NUGSS Referendum;

11. Discipline

11.1. The CRO and candidates for each side of the Referendum shall abide by the following guidelines when dealing with discipline and enforcement:

11.2. If the offence involves campaign material, the CRO shall remove the offending material.

11.3. The CRO must make every reasonable effort to meet with a candidate and communicate the desire to meet with the candidate in writing before rendering a decision on discipline.

11.4. The CRO shall provide the candidate with a copy of any written complaint with the complainant's name(s) censored.

11.5. The CRO shall provide the candidate with the decision on discipline in writing.

11.6. The candidate(s) may appeal the ruling using the guidelines outlined under the sub-section below entitled "Appeals."

11.7. Disqualification

11.7.1. A candidate(s) shall only be disqualified by the CRO if:

11.7.1.1. They commit either two minor offences or a single major offence.

11.7.2. If a candidate is to be disqualified, the following procedure shall occur:

11.7.3. The CRO shall contact the candidate in writing and inform them of the alleged offence;

11.7.4. The CRO, General Manager (if separate from the CRO position), the candidate, and a witness of the candidate's choosing shall meet at a mutually agreed upon time at which the CRO shall render their ruling;

11.7.5. At this meeting, the CRO shall provide a letter informing the candidate of the grounds for disqualification;

11.7.6. If a candidate wishes to appeal the decision, the appeal must be issued in writing to the Board of Directors within two [2] business days of having received the notification of the ruling from the CRO.

11.8. Appeals

11.8.1. All appeals must be in writing;

11.8.2. If a candidate wishes to appeal any ruling of the CRO, the appeal must be issued in writing to the Board of Directors within 2 business days of receipt of the ruling from the CRO;

11.8.3. Only the respondent or the complainant may submit an appeal;

11.8.4. Time limits for the appeals process can be extended at the discretion of the CRO or the Board of Directors;

11.8.5. The decision of the Board of Directors is final;

11.8.6. The Referendum results will only be considered official once rulings are made on all outstanding appeals.

12. Polling Procedures

12.1.7.1. For a Referendum, the Board of Directors shall set aside at least two consecutive days for voting.

12.2. In the event that circumstances arise that would adversely affect students' ability to vote on the days specified for voting, and the CRO considers that, in the interest of a fair election, the number of voting days should be extended, the CRO may increase the number of voting days. Such a decision must be made before the originally scheduled closing time for the polls, and every reasonable attempt must be made to notify candidates and the electorate.

12.3. The CRO shall prepare the ballots for each Referendum.

12.3.1. The CRO shall ensure that the Referendum ballot shall include the following:

12.3.1.1. The Referendum question;

12.3.1.2. Voting Instructions;

12.3.1.3. A "Yes" voting option;

12.3.1.4. A "No" Voting option;

12.3.1.5. An "Abstention" voting option;

12.3.1.6. The date(s) of the Referendum;

12.3.1.7. The method of voting, such as in-person ballot or online survey;

12.4. To ensure student voting eligibility, the CRO may require a person to provide identification bearing the person's picture, name and status as a student.

13. Counting of Ballots

13.1. Following the counting of the ballots, the CRO shall declare the Referendum "Passed" if the "Yes" voting option has obtained a majority as per Section 4.1 above.

13.2. If the "No" option has obtained the majority as per Section 4.1 above, the CRO shall declare the Referendum "Defeated."

13.3. If an equal number of votes are found to have been cast between the "Yes" and "No" option, the CRO shall declare the Referendum "Defeated" under Section 4.1 above.

13.4. Following the counting of the ballots, the CRO shall communicate the results to the society's membership.

13.4.1. The results communicated to the membership shall include:

13.4.1.1. The total number of eligible voters;

13.4.1.2. The total number of votes cast;

13.4.1.3. The total number of "Yes" votes;

13.4.1.4. The total number of "No" votes;

13.4.1.5. The total number of "Abstain" votes;

13.4.1.6. The percentage Plurality the Referendum Passed, if applicable, whereby the definition of Plurality is as follows: "the number of votes cast for a candidate who receives more than any other but does not receive an absolute majority.";

13.4.1.7. Or, if the Referendum was Defeated, the percentage against and percentage in favour.

BYLAW VIII – SOCIETY COMMISSIONS

1. General
 - 1.1. The purpose of all Commissions is to make operational decisions, coordinate operations, present options for plans and policies to the Board of Directors, and assist the responsible Members in performing their duties.
 - 1.2. A Commission may recommend to the Board of Directors that it adopt a policy statement or amend the Bylaws. A Commission should always seek to provide options.
 - 1.3. Quorum of commissions is a two-thirds majority of its membership.
 - 1.4. The meetings of all Commissions are open to the public unless otherwise specified in the Bylaws or unless the Commission decides otherwise by resolution.
 - 1.5. The Board of Directors at NUGSS shall have the right of access to all approved minutes and reports of all commissions under NUGSS. All decisions shall be subject to ratification by the Board of Directors.
2. Limitations on Powers and Duties of Commissions
 - 2.1. The powers and duties assigned to a Commission are always subject to the Constitution, Bylaws, Society Mandate and powers of the Board of Directors.
3. Appointments and Composition
 - 3.1. The Board of Directors shall appoint all members of a Commission.
 - 3.2. Members of a Commission shall be appointed for a year (i.e., two semesters) and may be extended to a full calendar year upon the discretion of the Board of Directors.
4. Members of a Commission can be removed by a two-thirds (2/3) resolution of the Board of Directors.
5. Monetary Affairs Commission
 - 5.1. The Monetary Affairs Commission shall be composed of seven (7) voting members, as follows:
 - 5.1.1. The Vice President, who shall be Chair;
 - 5.1.2. Two (2) NUGSS Directors;
 - 5.1.3. Four (4) students of the general membership of the Society;
 - 5.1.4. In lieu of a vacant position on the Monetary Affairs Commission, an appointed Board Member shall fulfil the vacant position, and duties shall be re-distributed accordingly.
 - 5.2. The General Manager shall assign a staff member to be a non-voting commission member.
 - 5.2.1. They shall act as the administrator of the commission whose duties are:
 - 5.2.1.1. Creating and distributing agendas for meetings of the Commission;
 - 5.2.1.2. Taking minutes in the meetings of the Commission;
 - 5.2.1.3. Scheduling presentations from various groups;
 - 5.2.1.4. Collect and file all paperwork from the operations of the Commission.
 - 5.3. The powers and duties of the Commission are:
 - 5.3.1. To meet to consider matters of financial concern at the discretion of the Monetary Affairs Commission, no less than once per month except the months from April to August and December;
 - 5.3.2. Present written documentation to the Board of Directors on all matters of financial concern;
 - 5.3.3. Consider any financial classified as a non-budgeted expense referred to it at the discretion of the Board of Directors;
 - 5.3.4. To discuss, deliberate in private, recommend and report on all matters of finance called before its attention;
 - 5.3.5. To monitor the accounts of Subsidiary organizations, including Clubs and Associations;
 - 5.3.6. Assist Subsidiary Organizations with the preparation of budgets; and,
 - 5.4. To present options for and recommendations to the Board of Directors or plans related to its area.

BYLAW IX – COMMITTEES OF THE SOCIETY

1. General
 - 1.1. The Board of Directors may, at any time, establish or discontinue a standing or Ad Hoc Committee it considers necessary or advisable but shall not delegate its powers to the Committee.
 - 1.2. To maintain effectiveness, the composition of a Committee shall be at most ten (10) members.
 - 1.3. Notices of Committee meetings shall be posted 48 hours before the meeting.
 - 1.4. Quorum of Committee meetings is a simple majority of its full voting membership.
 - 1.5. The meetings of Standing Committees and Ad Hoc Committees are open to the public unless otherwise specified in the Bylaws or unless the Committee decides to proceed ‘in camera.’
 - 1.6. The Board of Directors at NUGSS shall have the right of access to all approved minutes and reports of all committees under NUGSS. All decisions shall be subject to ratification by the Board of Directors.
 - 1.7. The purpose of all Committees is to make recommendations, establish initial guidelines, and present options to the Board of Directors.
2. Appointments of Committee Members
 - 2.1. The Board of Directors is the only body that may appoint committee members.
3. Committee Chairs
 - 3.1. The Board of Directors shall appoint a Chair for all Committees and may at any time, by majority vote, remove the Chair of that Committee and replace them.
 - 3.2. The duties of the Committee Chairs shall be to set the agendas for the meetings, ensure quorum is met at meetings, ensure minutes are taken and ratified, and report decisions of the Committee to the Board of Directors. These duties may be delegated to another Committee member.

BYLAW X – GENERAL POWERS OF THE SOCIETY

1. General
 - 1.1. Subject to the provision of these Bylaws, the Society has the power and capacity of an average person with full capacity. The Society can use these powers only as required to pursue its purpose. Without limiting the following:
 - 1.1.1. The power to make such regulations from time to time as it may deem necessary concerning the activities of the Board of Directors, their committees, branch societies or organizations, and any other such organization of the Society, and to repeal, vary, alter or amend the same in such a manner as it may deem fit;
 - 1.1.2. The power to remove any Director of the Society through its Bylaws held in accordance with its Articles, a Special Resolution passed at a Special General Meeting held in accordance with its articles;
 - 1.1.3. The power to cause, borrow or secure the payment of monies in such manner as it sees fit and in particular by the issue of debentures upon all or any part of its’ property and to purchase, redeem or pay off securities.
2. Policy Statement
 - 2.1. The Board of Directors may express an opinion, sentiment or principle concerning a specific issue using a policy statement.
 - 2.2. A Policy Statement shall contain:
 - 2.2.1. A preamble explaining the Policy Statement;
 - 2.2.2. The opinion, sentiment or principle expressed by the Board of Directors;
 - 2.2.3. The resolution adopting the Policy Statement.
3. Unless otherwise stated, A Policy Statement shall come into effect the day following its adoption.
4. All Policy Statements shall be documented in a Policy Statement Manual maintained by the Board of Directors.

BYLAW XI – AUDITOR

1. The Society is required to have an Auditor.
2. At each Annual General Meeting, the Society shall appoint an Auditor to hold office until the Auditor is re-elected or a successor is elected at the next Annual General Meeting.
3. The Board of Directors may appoint an Auditor if a vacancy occurs.
4. An Auditor may be removed by ordinary resolution.
5. An Auditor shall be promptly informed of appointment or removal in writing.
6. No Director, employee of the Society, or employee of the University shall be elected or appointed Auditor.
7. The Auditor may attend all General Meetings.
8. The Auditor must be a Certified Accountant.

BYLAW XII – SIGNING OFFICERS OF THE SOCIETY

1. There shall be four signing officers who may sign on behalf of the Society
2. The following persons shall be the signing officers of the Society, any four (4) of whom shall have the authority to sign on behalf of the Society:
 - 2.1. President;
 - 2.2. Vice President;
 - 2.3. The Society General Manager;
 - 2.4. The Society Office Manager.
3. An exception can be made when there is a vacancy in one of the positions or during the month of December and the months from April to August, during which times two out of the three signatures will be acceptable on paper cheques. All signatures require both staff and elected approval.
4. When processing electronic transfers (e-transfers), two approvals will be acceptable. Copies of the e-transfer will be presented to a third signing authority member for review and approval.

BYLAW XIII – CONSTITUTION AND BYLAWS

1. On being admitted to membership, each member is entitled to a copy of the Constitution and Bylaws of the Society. The Society retains the right to charge a sum, not exceeding one dollar, for a copy of the Constitution and Bylaws of the Society.
2. A true copy of the Bylaws shall be filed with the BC Society Registry, posted on the NUGSS website, and kept on the NUGSS Teams.
3. The Bylaws shall only be amended by a seventy-five percent (75%) special resolution of the general membership at a General Meeting.
4. All amendments to the Bylaws shall be implemented with an attempt to consult with the affected parties.

BYLAW XIV – OMBUDSPERSON

1. The Ombudsperson shall be a hired staff position.
2. The Ombudsperson may investigate any situations (e.g., complaints, concerns, or issues) affecting the UNBC Community.
3. A situation may be brought to the Ombudsperson for investigation by a member of the UNBC Community, or an investigation may begin due to the Ombudsperson's personal knowledge of a situation.

4. The Ombudsperson's physical jurisdiction of investigation shall be the UNBC campus and all relevant areas outside the campus that pertain to a particular investigation.
5. At no time during an investigation may the Ombudsperson commit an act deemed illegal by the community within which the Ombudsperson works.
6. The Ombudsperson holds no powers outside those of a private citizen.
7. The Ombudsperson shall act as an impartial, independent, and confidential counsel to the UNBC Community. The Ombudsperson is not a student advocate but is an advocate for fairness and will:
 - 7.1. Take a non-aligned role when hearing a concern;
 - 7.2. Operate independently of the Board and the Administration;
 - 7.3. Keep all records, contacts, and communications with complainants confidential;
 - 7.4. Investigate complaints only at the behest and with the consent of the complainant;
 - 7.5. Be concerned with the rights of every person to be treated fairly.
8. The Ombudsperson shall provide students with information about UNBC policies, procedures, services and programs.
9. The Ombudsperson shall refer a complainant to the appropriate UNBC authorities should a complaint fall outside the Ombudsperson's knowledge and/or jurisdiction.
10. The Ombudsperson can, if requested by the concerned parties to a complaint, help to identify and evaluate options for a resolution between conflicting parties.
11. The Ombudsperson shall receive complaints from individuals who feel they have been treated unfairly and investigate those well-founded complaints.
12. The Ombudsperson shall have the power to conduct all investigations necessary and appropriate to research a complaint.
13. The Ombudsperson may refuse to investigate a complaint or decide to discontinue an investigation should it be established that the complaint is unsubstantiated.
14. The Ombudsperson shall help to identify systemic problems and weaknesses in Institutional policy and practice with the intent of making recommendations to the General Manager and other appropriate authorities.

BYLAW XV – GENERAL MANAGER

1. The General Manager of the Society shall manage the general business affairs of the Society as determined from time to time by the Board of Directors outlined in the General Manager's agreement with the Society.
2. The General Manager will be the point of contact between the Board of Directors and all NUGSS Staff, including all enterprise operations.

BYLAW XVI – RECALL

1. A valid petition containing the names and identification numbers of twenty-five percent (25%) of the membership, collected in three weeks, will recall any member of the Board of Directors or Council for Equity, Diversity and Inclusion.
2. Any member of the Board of Directors or Council for Equity, Diversity and Inclusion will be called upon to contest their seat in a by-election if a motion of non-confidence in them is passed by a two-thirds (2/3rd) majority at two (2) consecutive Board of Directors or Council for Equity, Diversity and Inclusion meetings.
3. It will be recommended by the Board of Directors to the Minister of Advanced Education and the Senate Committee on Nominations that the Undergraduate Student Member of the Board of Governors or the Undergraduate Student Member of the Senate be recalled upon presentation of a valid petition containing the names and identification numbers of twenty-five percent (25%) of the Society membership.

BYLAW XVII – FINANCE

1. General
 - 1.1. The budget will be prepared by the General Manager and approved by the Board of Directors before the beginning of each fiscal year.
 - 1.2. In all cases, the Society's Financial Policy will be the governing document in all aspects of the Monetary Affairs of the Society.
 - 1.3. Notwithstanding any section in these Bylaws that suggests the contrary, the Society shall not invest in any speculative equities, derivatives, or debt.
2. Borrowing Powers
 - 2.1. The Society may not borrow nor may it pledge its assets as security without the approval of its members by way of special resolution.
 - 2.2. The Society may secure the repayment of money borrowed by it and the payment of interest thereon by negotiable instruments or mortgage on any property vested in it, including the assignment of current or future fees to be received or any combination of these means.
 - 2.3. A debenture or the mortgaging of any of the property of the Society shall not be granted without the approval of its members by way of special resolution.

BYLAW XVIII – HONOURARIA

1. All Directors and Councillors will be paid an honourarium.
2. The General Manager prepares payment of Honourariums.
3. Honourarium payments will be split into two equal amounts and paid during the last month of the Fall and Winter semesters.
4. There will be no flexibility in the payment of honouraria. Directors and Councillors are required to perform all their duties without exception.
 - 4.1. Directors must attend at least 80% of Board meetings (this does not include valid missed meetings such as exams, emergencies, etc.) during the semester(s) to qualify for full payment of their honouraria.
 - 4.2. The Board of Directors will assess the validity of attendance concerns on a case-by-case basis.
 - 4.3. If they attend less than 80% of meetings, reductions may be motioned by the remaining Board of Directors to reflect the reduced time allocated to Board duties by that Director.
 - 4.4. Missing the mandatory training course at the start of the term is also considered a missed meeting.
5. A Director or Councillor must be in the Office for a minimum of three months before qualifying for the honourarium payment.
 - 5.1. Councillors must complete a minimum of one campaign, from business plan to execution, before the end of the final exam period of the Fall semester to qualify for the Fall semester honourarium payment.
 - 5.2. Councillors must complete a minimum of one campaign, from business plan to execution, before the end of the final exam period of the Winter semester to qualify for the Winter semester honourarium pay
6. No increase to the compensation of Directors or Councillors will take effect before the completion of the next general election.
7. Payments for Directors will be based on the positions below. These payments will begin with the 2021-2022 Board of Directors and will be adjusted annually for each subsequent Board of Directors based on the current Consumer Price Index (CPI) rate.
 - 7.1. Director at Large - \$600 per semester, \$1200 total for one year;
 - 7.2. Vice President - \$700 per semester, \$1400 total for one year;
 - 7.3. President - \$800 per semester, \$1600 for one year.

8. Payments for Councillors will be based on 50% of the Director at Large position, adjusted annually to reflect the CPI increase applied to the Director at Large position.

BYLAW XIX – REGIONAL CAMPUSES

1. Campus Classifications
 - 1.1. NUGSS recognizes Regional Campuses as UNBC campuses, with undergraduate students paying NUGSS Society Fees:
 - 1.2. a UNBC Employee Liaison will represent Regional Campuses that do not have an appointed student representative,
 - 1.3. Regional Campuses with one or more appointed student representative(s) who act on behalf of the regional campus as a NUGSS Regional Representative will communicate with the NUGSS Administration and the Board of Directors on items of concern or interest. In these cases, NUGSS will work with the Regional Representative and the UNBC Employee Liaison.
2. NUGSS provides additional information on Regional Campuses in its Policy Manual.

BYLAW XX – STUDENT SERVICES

1. Definitions and Purpose
 - 1.1. Student Services shall be defined as departments of the Society that:
 - 1.1.1. Provide a resource or a service to the student body that is in significant demand;
 - 1.1.2. Work to better the student body as a whole; and,
 - 1.1.3. Work with the Departments of the University with a similar mandate.
 - 1.2. A student service shall be non-partisan in nature, activities, and principles.
2. Establishment of Student Services
 - 2.1. A two-thirds (2/3) plurality shall establish or discontinue student service at the NUGSS referendum.
 - 2.2. The Board of Directors shall not establish a Student Services unless:
 - 2.2.1. Its proposed purpose is clearly defined and does not overlap with an already existing Service;
 - 2.2.2. The proposed service is in significant demand by students, and,
 - 2.2.3. The proposed student service aims to enable students to achieve their potential and further the well-being of the student body as a whole.
3. Space and Financing
 - 3.1. The Board of Directors shall consider financing of student's services; the Board of Directors shall follow these guidelines in determining service financing:
 - 3.2. The overall need of the service;
 - 3.3. The overall effectiveness of the services; and,
 - 3.4. The number of students that this service will serve.
4. UNBC Northern Women's Centre
 - 4.1. The Northern Women's Centre shall receive funding from the Student Society.
 - 4.2. The Northern Women's Center will remain a student service if all provisions under 4.3 are met.
 - 4.3. To receive funding, the UNBC Northern Women's Centre must:
 - 4.3.1. Present a report to the Board of Directors each semester. The report must include:
 - 4.3.1.1. Activities and operations of the centre;
 - 4.3.1.2. Copy of the operating budget.
 - 4.3.2. The Board of Directors may request additional information as required.
 - 4.4. The Northern Women's Centre shall receive its funding in October and February each year. Funds will only be calculated out of the Student Society Fees.

- 4.5. The Northern Women's Centre funding will remain consistent as with previous years, in considering:
- 4.5.1. That Northern Women's Centre funding will remain flexible as in accordance with this bylaw; and,
 - 4.5.2. All provisions of student services are met through the adequate funding of the Northern Women's Centre service to operate an effective service for the students at UNBC.

BYLAW XXI – STUDENT SOCIETY FEES

1. Refund of Fees
 - 1.1. Refunds will not be made to any Student of the University of Northern British Columbia for any reason in accordance with the UNBC Calendar as it pertains to the fee section.
2. Exemption of Fees
 - 2.1. There shall be no exemption from payment of membership fees to the Student Society.
3. Determination of Society Fees
 - 3.1. The maximum Student Society Fees for one semester shall be at most one hundred (100) dollars.
 - 3.2. The membership fees for the Society shall only be changed upon a resolution of the Society through a Referendum.
 - 3.3. The membership fees for the Society shall be a base rate of \$32.00 per semester for students at the Prince George's campus and a base rate of \$22.00 per semester for regional students. This fee will be annually indexed to the BC Consumer Price Index.
 - 3.4. The Northern University Student Centre fee shall be a base rate of \$35.00 per semester and will be used for the Student Centre only. Regional students are exempt from this fee. This fee will be annually indexed to the BC Consumer Price Index.
 - 3.5. In addition to the Student Society membership fee and Student Centre fee, students must pay per the Health and Dental Plan Policy. Eligible students can opt out of this fee during a defined opt-out period in September and January.

Note: The University collects fees on behalf of the Society as directed by the University's Board of Governors, in accordance with the University Act.