



**Canadian Federation of Students
Newfoundland and Labrador
CONSTITUTION
and BYLAWS
As Amended February 2018**

Constitution

1. Name

The name of the organization is Canadian Federation of Students – Newfoundland and Labrador, hereinafter referred to as the Federation.

2. Purposes

The purposes of the Federation are:

- a. To organize students in Newfoundland and Labrador on a democratic, cooperative basis in advancing students' interests, and in advancing the interests of the students' community
- b. To provide a common framework within which students can communicate, exchange information, and share experience, skills, and ideas
- c. To ensure the effective use and distribution of the resources of the student organization
- d. To bring students together to discuss and cooperatively achieve necessary educational, administrative and legislative change wherever decision making affects students
- e. To facilitate cooperation among students in organizing services which supplement the learning experience, provide for human needs, and which develop a sense of community with our peers and with other members of society
- f. To articulate the real desire of students to fulfill the duties and be accorded the rights of citizen's in Newfoundland and Labrador and in our community
- g. To achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is nationally planned which recognizes the legitimacy of student representation and the validity of students' rights and whose role in society is clearly recognized and appreciated
- h. To do all other things that are incidental or coincidental to these purposes.

3. Winding-Up Clause

In the event of winding up or dissolution of the Federation, the funds and assets remaining after the satisfaction of the steps and liabilities shall be given or transferred to such organizations promoting the same purposes of the Federation, as may be determined by members of the Federation and if effect cannot be given to the aforesaid provisions, then such funds and assets shall be divided equally among member local associations that are still members of the Federation at the time of dis? solution. This clause is unalterable.

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Bylaw I

Definitions

1. Canadian Federation of Students

The Canadian Federation of Students is a national student organization. Canadian Federation of Students – Newfoundland and Labrador component is a chartered provincial component of the Canadian Federation of Students and will hereafter be referred to as the Federation.

2. Local Association

A local association shall be taken for all purposes to mean an organization of students which satisfies the following criteria:

- a. it is locally and democratically controlled
- b. it is autonomous from other organizations
- c. it represents students at only one post-secondary institution
- d. it is campus wide, i.e. the breadth of its membership, or its normal activities, and its representative efforts correspond to the highest administrative student organization of its institutions, notwithstanding that there may be separate graduate, undergraduate, or part time student organizations from the institution.

3. Referendum

A referendum will be taken to mean a general vote of the members of the local association, whether conducted at balloting locations or at a formal general meeting of the local association.

4. Individual Member

An individual member shall be any individual who is a member of a member local association of the Federation or who holds an at large position on the Newfoundland and Labrador Component Executive Committee.

5. Delegate

A delegate shall be any individual member or staff member of a member local association having paid the applicable general meeting delegate fee.

6. Plenary

The plenary is that portion of the general meeting in which formal decision making by the delegates of member local associations transpires.

Bylaw II

Membership

Type of Membership

There shall be two types of membership in the Federation – individual and voting members. Students, or individual members, are represented through the local students' association to which they belong. Organizations representing individual members are called voting members.

1. Full Membership

General Description – Full membership is a membership of unlimited duration, and entails membership in the chartering organization, Canadian Federation of Students.

- a. A local students' association in Newfoundland and Labrador is eligible to apply for full membership only if its members have approved by referendum full membership in the Canadian Federation of Students–Newfoundland and Labrador, the Canadian Federation of Students and the Canadian Federation of Students? Services.
- b. Quorum for a referendum to join the Federation shall be five per cent (5%) of the individual members of the local association.
- c. The official wording for a referendum on certification shall only include the following:
 - i. “Do you wish to become a member of the Canadian Federation of Students?” and
 - ii. Such other wording as decided by the Executive Committee.
- d. A written application for full membership submitted by an eligible local student association will be considered as a binding contract to accept the rights and responsibilities of full membership in the Canadian Federation of Students–Newfoundland and Labrador, the Canadian Federation of Students and the Canadian Federation of Students Services.
- e. Within ninety (90) days of receipt by the Federation of an application in writing for full membership, the Executive Committee shall consider the application and make a recommendation to the member local associations of the Federation regarding the application.
- f. There shall be a vote of the member local associations of the Federation at the next general meeting on the question of approving the recommendation of the Executive Committee regarding an application for membership. A majority of at least two thirds shall be required to accept the application.
- g. Full membership status shall become effective at such time as it is approved by:
 - i. The Newfoundland and Labrador Component plenary of the Federation or
 - ii. The national plenary of the Canadian Federation of Students, though a ratification vote must be conducted within the succeeding nine (9) months by the Newfoundland and Labrador plenary.
- h. The Newfoundland and Labrador Component full membership fee for each member local association shall be no less than \$3.00 per full and part-time student per semester, collected in the fall and winter semesters.
- i. Beginning in 2003, the Newfoundland and Labrador Component fee for each member local association shall increase for students registered in programs or courses commencing on or after September 1 each year by the rate of increase in the national Consumer Price Index during the previous calendar year.
- j. The individual members of the Federation collectively belonging to a member local association will have sole authority to initiate, by petition signed by not less than ten percent (10%) of the individual members and served to the Federation's Executive Committee, a defederation referendum as described in this Bylaw.

- k. A local association's application for membership, once accepted by the Federation, shall constitute a binding contract to collect and remit to the Federation full membership fees for the duration of membership.

2. Prospective Membership

General Description – Prospective membership is a membership of limited duration and entails prospective membership in the chartering organization, Canadian Federation of Students.

- a. A local students' association in Newfoundland and Labrador is eligible to apply for prospective membership if it has passed a motion of its members, executive, council or equivalent representative body to apply for prospective membership in the Canadian Federation of Students – Newfoundland and Labrador, the Canadian Federation of Students and the Canadian Federation of Students Services.
- b. Within ninety (90) days of receipt by the Federation of an application in writing for prospective membership, the Executive Committee shall consider the application and make a recommendation to the member local associations of the Federation regarding the application.
- c. There shall be a vote of the member local associations of the Federation at the next general meeting on the question of approving the recommendation of the Executive Committee regarding an application for membership. A majority of at least two thirds shall be required to accept the application.
- d. Prospective membership status becomes effective at such time as it is approved by:
 - i. the Newfoundland and Labrador Component plenary of the Federation or
 - ii. the national plenary of the Canadian Federation of Students, though a ratification vote must be conducted within the succeeding nine (9) months by the Newfoundland and Labrador Component plenary.
- e. The Newfoundland and Labrador Component prospective membership fee for local associations is \$1.00 per student per year. The prospective membership fee may be waived upon special request of the students' association seeking prospective membership and consent of a majority of the Federation's Executive Committee.
- f. A prospective member association must hold a referendum on full membership in the Federation within one year following its acceptance as a prospective member.
- g. In the event that the majority of those voting in the referendum support full membership in the Federation, full membership will be granted at the subsequent general meeting, at which point prospective membership shall cease.
- h. In the event that the majority of those voting in the referendum oppose full membership in the Federation, prospective membership will immediately cease.
- i. In the event that the referendum fails to achieve quorum, prospective membership will be extended automatically and another referendum on full membership will be held within the subsequent six (6) months.
- j. In the event that a prospective member fails to conduct a referendum on full membership as required by this Bylaw, the Federation shall have the option to either cancel or extend, by majority vote of a provincial general meeting, the prospective membership until a referendum on full membership is conducted.
- k. A prospective member shall be entitled to all of the rights and benefits accorded a full member.

3. Vote to Federate

The individual members of a prospective students' association may vote to become full members of the Federation, subject to the following rules and procedures:

a. Notice

Notice of a vote to become full members must be delivered by registered mail to the head office of the Federation not less than one (1) month prior to the start of the voting.

b. Campaigning

- i. There shall be no less than two (2) weeks of campaigning immediately preceding the voting during which time classes are in session
- ii. Only individual members and representatives of the students' association, representatives of the Federation and representatives of other Federation member local associations shall be permitted to participate in the campaign.

c. Voting

- i. Voting will be conducted at voting stations or, subject to the agreement of the Federation, at a general meeting of the member local association or by a mail out ballot.
- ii. There shall be no less than sixteen (16) hours of polling or no less than two (2) days, except in the case of voting being conducted at a general meeting.
- iii. In the event that polling is conducted at a general meeting, representatives of the Federation and Federation member local associations shall be extended full speaking rights in the meeting.

d. Quorum

Quorum for the vote shall be that of the member local association or five percent (5%) of the individual members of the local association, whichever is higher.

e. Administering the Campaign and Voting

The vote shall be overseen by a committee comprised of two (2) members appointed by the Federation and two (2) members appointed by the students' association. The committee shall be responsible for deciding the manner of voting, be that by referendum, general meeting or mail out ballot:

- i. Deciding the number and location of polling stations
- ii. Approving all materials to be distributed during the campaign
- iii. Deciding the ballot question
- iv. Overseeing the voting
- v. Counting ballots
- vi. Adjudicating all appeals and
- vii. Establishing all other rules and regulations for the vote.

4. Suspension and Expulsion of Member Local Association

- a. A member local association may have their voting privileges suspended, for up to twenty-four (24) months, or be expelled from the Federation by a two-thirds (2/3) vote of a general meeting:
 - i. For a breach of a provision of the Newfoundland and Labrador Component or the National Bylaws
 - ii. For failure to meet its financial obligations to the Federation; or
 - iii. When a problem of duplication of representation arises.
- b. The process for suspending voting privileges of or expelling a member may be initiated by:
 - i. Resolution of the Executive Committee or
 - ii. A petition signed with more than fifty percent (50%) of the member local associations served upon a Newfoundland and Labrador Component Executive Committee meeting.
- c. Upon the process for suspension of voting privileges or expulsion of a member local association being initiated, the Newfoundland and Labrador Executive Committee shall:
 - i. Include the business on the agenda of the next annual or semiannual general meeting provided one is scheduled to commence no sooner than four (4) weeks and no later than thirteen (13) weeks following the Newfoundland and Labrador Component Executive Committee meeting at which the suspension of voting privileges of expulsion is initiate or

- ii. Organize a special general meeting to deal with the business, to be scheduled for no sooner than four (4) weeks and no later than thirteen (13) weeks following the Newfoundland and Labrador Executive Committee meeting at which suspension of voting privileges of expulsion is initiated, notwithstanding Article 3.3(b).
- d. A member local association, having had its voting privileges suspended or having been expelled by the national plenary of the Canadian Federation of Students, shall be deemed to have had its voting privileges suspended or to have been expelled, respectively, from the Newfoundland and Labrador Component. A motion ratifying the suspension of voting privileges or expulsion must be conducted at the next Newfoundland and Labrador Component general meeting. If a general meeting does not occur within the succeeding nine (9) months a special general meeting will be called for this purpose.
- e. A member local association, having had its voting privileges suspended or having been expelled, will have the right to appeal said suspension of voting privileges or expulsion of a subsequent national or Newfoundland and Labrador general meeting.

5. Vote on De-Federating

The individual members of the Federation belonging to a member local association may vote on whether or not to defederate, subject to the following rules and procedures:

a. Notice

- i. Notice of a vote on defederating, signed by a notary public, must be delivered by registered mail to the head office of the Federation not less than six (6) months prior to the vote.
- ii. Notice of the vote must include the exact dates and times of voting,
- iii. Votes on defederating shall be scheduled between:
 - January 31 and April 30; and
 - September 30 and November 30
- iv. Failure to adhere to the notice provisions in Article a.i., a.ii, and a.iii, shall invalidate the results of the vote.

b. Campaigning

- i. There shall be no less than two (2) weeks of campaigning immediately preceding the voting during which time classes are in session.
- ii. Only individual members and representatives of the member local association, representatives of the Federation and representatives of other Federation member local associations shall be permitted to participate in the campaign.

c. Voting

- i. Voting will be conducted at voting stations or, subject to the agreement of the Federation, at a general meeting of the member local association or by a mail out ballot.
- ii. There shall be no less than sixteen (16) hours of polling over no less than two (2) days, except in the case of voting being conducted at a general meeting.
- iii. In the event that polling is conducted at a general meeting, representatives of the Federation and Federation member local associations shall be extended full speaking rights in the meeting.

d. Quorum

Quorum for the vote shall be that of the member local association's or five percent (5%) of the individual members of the local association, whichever is higher.

e. Administering the Campaign and Voting

The vote shall be overseen by a committee comprised of two (2) members appointed by the Federation and two (2) members appointed by the member local association. The committee shall be responsible for:

- i. Deciding the manner of voting, be that by referendum, general meeting or mail out ballot
- ii. Deciding the number and location of polling stations
- iii. Approving of materials to be distributed during the campaign
- iv. Deciding the ballot question
- v. Overseeing the voting
- vi. Counting ballots
- vii. Adjudicating all appeals and
- viii. Establishing all other rules and regulations for the vote.

f. Advance Remittance of Outstanding Membership Fees

In addition to Articles a to e, in order for a defederation referendum to proceed, a member local association must remit all outstanding Federation fees not less than six (6) weeks prior to the date of referendum.

g. Minimum Period Between De-Federation Votes

In addition to Articles a to f, in order for a defederation referendum to proceed, a member local association may not have held a de-federation referendum within the previous twenty-four (24) months.

h. Minimum Period Between Federation and De-Federation Votes

In addition to Articles a to g, in order for a defederation referendum to proceed, a member local association may not have held a referendum to join the Federation within the previous twenty-four (24) months.

i. Required Majority

In order for a defederation referendum to pass, a majority of the individual members voting in the referendum must vote in favour of defederating.

6. Binding Contract

- a. A member local association's application form, once accepted by the plenary of the Federation, shall constitute a binding contract to pay Federation membership fees in each Federation fiscal year.
- b. Should a member local association fulfill the provisions of Bylaw 2.5, said local association shall remain liable for Federation membership dues owed from the date of the membership to the end of the Federation's fiscal year in which said member local association voted to de-federate.

7. Cessation of Good-Standing

A member local association ceases to be in good standing when it has been suspended under Bylaw 2.4 or when it has withdrawn under Bylaw 2.5.

Bylaw III

General Meetings

1. Annual General Meetings

The annual general meeting of the Federation shall be held between January 1 and February 28 of each year.

2. Voting Procedure at General Meetings

Each Voting Member shall hold one vote at General Meetings.

3. Location of General Meetings

The location of the general meeting shall be determined by the voting membership at the previous general meeting.

4. Notice of General Meetings

- a. The first notice of each general meeting will be sent to each voting member of the Federation at least seven (7) weeks prior to the date of the meeting.
- b. The second notice of each general meeting will be sent to each voting member at least three (3) weeks prior to the date of the meeting.
- c. Each member will be asked to indicate its intention to attend or not to attend each general meeting. The deadline for members to register delegates will be two (2) weeks prior to the date of the meeting.
- d. Motions for consideration must be submitted by members at least four (4) weeks prior to the date of the meeting.

5. Quorum at General Meetings

Quorum for general meetings shall be fifty percent plus one (50% + 1) of the member local associations.

6. Proxy Votes

Proxies will be accepted up and until the beginning of opening plenary and no member associations can hold more than one (1) proxy.

7. Rule of Order at General Meetings

General meetings of the Federation shall be conducted according to the most recent edition of Robert's Rules of Order.

8. General Meeting Documentation

- a. All motions served, reports created or discussed, or any other materials requiring due deliberation and decision-making at a Newfoundland and Labrador general meeting, must be provided to Newfoundland and Labrador Executive Committee members, and/or local students' union executive representative(s) where there is no Executive Committee representative, in an easily accessible digital format, upon request.
- b. All motions, reports, workshop and seminar information or any other materials which have been presented or deliberated upon, must be made available and provided to Newfoundland and Labrador Executive Committee representatives, and/or local student union executive representative(s) where there is no Executive Committee representative, in an easily accessible digital format, upon request.

Bylaw IV

Policy of the Federation

The policy of the Federation consists of all statements of long term goals, objectives and plans and of all statements of fundamental principles or of guiding consideration for the taking of positions in the future and of all political statements on behalf of the membership of the Federation.

1. Standing Policy Proposals

The substance of a policy proposal sent by a member local association to the Executive Committee at the provincial office not less than four (4) weeks before the time affixed for a particular general meeting shall be considered to be a standing policy proposal.

2. Interim Policy Proposals

The substance of a policy proposal sent by a member local association to the Executive Committee at the provincial office less than four (4) weeks before the time affixed for a particular general meeting shall be considered to be an interim policy proposal

3. Standing Policy

A standing policy proposal, if approved by a two-thirds (2/3) majority vote of the general meeting, shall be considered Federation standing policy.

4. Interim Policy

An interim policy proposal, if approved by a two-thirds (2/3) vote of the general meeting, shall be considered Federation policy until the subsequent general meeting, and shall require ratification, by a two thirds majority vote, at that subsequent general meeting in order to become Federation standing policy.

5. Formation of Policy Between General Meetings

The Executive Committee may adopt Federation policy between general meetings as it deems necessary. Any policy adopted by the executive committee shall, at the next general meeting, cease to be policy, unless ratified by a two-thirds (2/3) majority vote at the said general meeting.

6. Policy Manual

The Federation policy manual shall be comprised of all Federation standing policy.

Bylaw V

Standing Resolutions of the Federation

The member local associations of the Federation may, by a two-thirds (2/3) vote of those present at a general meeting, enact standing resolutions.

Bylaw VI**Notice of Campaigns Motions to Newfoundland and Labrador General Meetings**

All motions served by member local associations to a Newfoundland and Labrador general meeting that propose a course of action, or would be considered a campaign or government relations' strategy, or involve enacting a campaign of any kind, must be served with at least four (4) week's notice prior to the scheduled commencement of the general meeting.

If a situation is deemed urgent, this requirement can be overridden by a two thirds majority vote of opening plenary.

Bylaw VII**Newfoundland and Labrador Executive Committee****1. Composition of the Executive Committee**

The Executive Committee of the Federation shall be comprised of:

- a. An Aboriginal Students' Representative
- b. A Newfoundland and Labrador Campaigns Coordinator
- c. A Newfoundland and Labrador Chairperson
- d. A Newfoundland and Labrador Treasurer
- e. A Representative? Grenfell College Student Union Members
- f. A Representative – Marine Institute Students' Union Members
- g. A Representative – Graduate Students' Union of the Memorial University of Newfoundland Members
- h. A Representative – Memorial University of Newfoundland Students' Union Members
- i. A Representative – College of the North Atlantic Students' Association (Central Newfoundland Members)
- j. A Representative – College of the North Atlantic Students' Association (Eastern Newfoundland Members)
- k. A Representative – College of the North Atlantic Students' Association (Labrador Members)
- l. A Representative – College of the North Atlantic Students' Association (St. John's Members)
- m. A Representative – College of the North Atlantic Students' Association (Western Newfoundland Members)
- n. A Women's Representative
- o. A Students with Disabilities' Representative
- p. A Queer Students' Representative
- q. A Racialized Students' Representative

2. Term of Office of the Executive Committee

The term for the positions on the Executive Committee shall be as follows:

- a. The term of the Campaigns Coordinator and Treasurer shall be one (1) year commencing May 1 and expiring April 30.
- b. The term of the Newfoundland and Labrador Chairperson, who shall serve as the provinces' Representative on the Federation's National Executive, shall be one (1) year commencing at the close of the semiannual national general meeting following the annual Newfoundland and Labrador Component general meeting at which the election for the position is held, and expiring at the succeeding semiannual national general meeting.
- c. The term of Local Representatives shall be one (1) year commencing at the Executive Committee meeting following the Federation's semiannual national general meeting, and expiring at the Executive Committee meeting held following the Federation's semiannual national general meeting one year later.
- d. The term of the Aboriginal Students' Representative, Women's Representative, Students with Disabilities' Representative, Queer Students' Representative, and Racialized Students' Representative shall be one (1) year commencing May 1 and expiring April 30.

3. Executive Committee Meetings**a. Executive Committee Meetings**

Executive Committee meetings will be held at least three (3) times per year as determined by the at large members of the Executive Committee.

BYLAWS

a. Meeting by Teleconference

The Executive Committee shall have the authority to convene an Executive Committee meeting by teleconference.

- i. teleconference meetings of the Executive Committee may be formally called upon written request by the Newfoundland and Labrador Chairperson and
- ii. notice of such meeting must be sent orally or in writing to members of the Executive Committee not less than three (3) days prior to the start of the meeting.

b. Quorum for Executive Committee Meetings

Quorum for Executive Committee meetings will be fifty percent plus one (50% + 1) of the Executive Committee

c. Executive Committee meetings shall be formally scheduled by:

- the at large members of the Executive Committee or
- the Chairperson, at the direction in writing of three (3) members of the Executive Committee.

d. The Executive Committee shall only exclude members or staff of the Federation's member local associations from its meetings by a two-thirds (2/3) majority vote.

e. The most recent edition of Robert's Rules of Order shall govern the conduct of all Executive Committee meetings.

f. Each member of the Executive Committee shall have one vote on any resolution at Executive Committee meetings.

4. Remuneration of Executive Committee Members

Remuneration for positions on the Executive Committee shall be as follows:

- a. The Chairperson shall receive a full-time salary of \$30,000 per year.
- b. Beginning in 2005, the salary of the Chairperson will be adjusted every year on July 1 by the rate of the Consumer Price Index.

5. Resignation

Any member of the Executive Committee who wishes to resign from her position with the Federation must inform the Executive Committee in writing three (3) weeks prior to the resignation date.

Bylaw VIII**Election of the Executive Committee****1. Eligibility**

- a. A nominee for any position on the Executive Committee must be a member of the Federation.
- b. A nominee for an at large position, the Aboriginal Students' Representative, Women's Representative, Students with Disabilities' Representative, Queer Student' Representative, or the Racialized Students Representative on the Executive Committee must be:
 - i. either a delegate at the general meeting at which the position is being filled or an at-large member of the Executive Committee and
 - ii. nominated by at least two (2) member local associations.

2. Election of the Chairperson, Campaigns Coordinator, and Treasurer

The Campaigns Coordinator, Chairperson, and Treasurer shall be elected by plurality of a secret ballot vote of the plenary at the Newfoundland and Labrador annual general meeting.

3. Election of the Newfoundland and Labrador Aboriginal Students' Representative

The Newfoundland and Labrador Aboriginal Students' Representative shall be elected by plurality of a secret ballot vote of a caucus of aboriginal delegates at the annual general meeting and ratified by the plenary of the annual general meeting.

A quorum of at least two (2) Aboriginal delegates will be required to conduct the election of the Aboriginal Students' Representative.

4. Election of the Newfoundland and Labrador Women's Representative

The Newfoundland and Labrador Women's Representative shall be elected by plurality of a secret ballot vote of a caucus of women delegates at the annual general meeting and ratified by the plenary of the annual general meeting.

5. Election of the Newfoundland and Labrador Students with Disabilities' Representative

The Newfoundland and Labrador Students with Disabilities' Representative shall be elected by plurality of the plenary of the annual general meeting and ratified by the plenary of the annual general meeting.'

A quorum of at least two (2) Students with Disabilities delegates will be required to conduct the election of the Students with Disabilities Representative

6. Election of the Local Representatives

The respective member local associations, in a manner consistent with the local policy and bylaws of said member local association, shall elect the Local Representatives who will be ratified at the Newfoundland and Labrador Executive Committee meeting.

7. Vacancies on the Executive Committee

In the case that an at large member of the Executive Committee vacates her position, the Executive Committee shall have the option of appointing a member to fill the vacancy. The term of office for at-large Executive Committee members appointed to fill vacancies shall be as per the schedule set out in Bylaw VI, 2., Term of Office of the Executive Committee.

8. Removal of Executive Committee Members

Federation Executive Committee members may be removed by either of the following methods:

- a. A member may be removed by a two-thirds (2/3) vote of the member local associations. Such a vote may be taken at a general meeting or may be conducted by mail or
- b. The Executive Committee may request a membership vote on the removal of an Executive Committee member by a majority vote of all members of the Executive Committee of the Federation. If there is not a general meeting scheduled within a month of this motion, ballots must be sent to all member locals within a week to conduct the vote on removal by mail.

Bylaw IX**Powers of the Executive Committee****1. Entering into Contracts**

The Executive Committee may enter into contracts for the Federation, into which the organization may lawfully enter, and subject to pertinent standing resolutions. The decision to enter into such contracts shall be made by a majority vote of plenary, the Federation's Executive Committee or the at large members of the Executive Committee.

2. Financial Powers

The Federation's Executive Committee or the at large members of the Executive Committee may purchase, lease, or otherwise acquire, alienate, sell, exchange or otherwise dispose of any equipment, supplies, stocks, rights warrants, options and other securities for which considerations and upon such terms as they may seem advisable.

3. Limitations on Financial Powers

Without in any way derogating from Bylaw IX, 1., and Bylaw IX, 2., the Executive Committee shall not be empowered to dispose of any lands, buildings, other property, movable, immovable, real or personal, or any right or interest therein owned by the Federation without the prior approval of three? quarters of member local associations.

4. Delegation of Powers

The Executive Committee and the members of the Executive Committee may from time to time delegate to other members of the Executive Committee, and staff of the Federation, their duties except the casting of votes.

Bylaw X

Collective Duties of the Executive Committee

1. Report of the Executive Committee

The Executive Committee shall present a written report at Federation annual general meetings to include an account of activities of the Executive Committee and the Federation during the preceding year.

2. Organizing of General Meetings

The Executive Committee shall organize and prepare the agenda for all general meetings of the Federation and will distribute the agenda to all member local associations no later than three (3) weeks prior to the start of each general meeting.

3. Membership Development

The Executive Committee shall coordinate and ensure at large members of the Executive Committee Representation at member locals associations at least once per annum.

4. Maintenance of the Policy Manual

The Executive Committee shall maintain an accurate, up-to-date policy manual for the Federation.

5. Federation Staff

The Executive Committee shall coordinate work of the staff of the Federation.

6. Miscellaneous

The Executive Committee shall perform such duties as may be determined by a general meeting.

7. Limitation on Authority

The Executive Committee and all individual Executive Committee members shall operate within the parameters of Federation Policy directives.

Bylaw XI**Duties of the Campaigns Coordinator****1. General Duties**

The Newfoundland and Labrador Campaigns Coordinator shall perform such duties as may be assigned by the Newfoundland and Labrador Executive Committee.

2. Responsibilities between General Meetings

The Newfoundland and Labrador Campaigns Coordinator shall coordinate the Federation's campaigns in Newfoundland and Labrador.

3. Responsibilities at General Meetings

The Newfoundland and Labrador Campaigns Coordinator shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

4. Submission of Reports

The Newfoundland and Labrador Campaigns Coordinator shall submit a written report at each Executive Committee meeting summarizing her activities since the preceding meeting.

Bylaw XII

Duties of the Chairperson

1. General Duties

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

- a. The preparation of an agenda prior to regularly scheduled general meetings
- b. Sending the agenda of general meetings to each member local association at least three(3) weeks before the time fixed for the holding of said meeting;
- c. The preparation of an agenda for each Federation Executive Committee meeting
- d. Soliciting items for the agenda for each Federation Executive Committee meeting
- e. Sending an annotated agenda package to each member of the Executive Committee at least two (2) weeks prior to meetings of the Executive Committee; and
- f. Preparing, in conjunction with the staff, materials for Executive Committee meetings.

The Newfoundland and Labrador Chairperson shall perform such duties as may be assigned by the Newfoundland and Labrador Executive Committee.

2. Chairing Newfoundland and Labrador Executive Committee Meetings

The Newfoundland and Labrador Chairperson, in conjunction with the at large members of the Executive Committee, shall convene and preside over meetings of the Executive Committee.

3. Spokesperson

The Newfoundland and Labrador Chairperson shall act as chief spokesperson of the Federation.

4. Representative on the National Executive

The Newfoundland and Labrador Chairperson shall be the Newfoundland and Labrador representative on the National Executive.

5. Communicating Newfoundland and Labrador Views and Perspectives

The Newfoundland and Labrador Chairperson shall communicate the perspectives of the member local associations in Newfoundland and Labrador at meetings of the National Executive.

6. Liaising with Member Local Associations

The Newfoundland and Labrador Chairperson shall liaise with member local associations regarding important issues arising provincially and nationally.

7. Newfoundland and Labrador Office Duties

The Newfoundland and Labrador Chairperson shall assist in regular office duties such as typing, filing, financial duties, and any other such work as may be required in the regular operation of the Newfoundland and Labrador office of the Federation.

8. Responsibilities at General Meetings

The Newfoundland and Labrador Chairperson shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

9. Submission of Reports

The Newfoundland and Labrador Chairperson shall submit a written report at each Executive Committee meeting summarizing her activities since the preceding meeting.

Bylaw XIII

Duties of the Treasurer

1. General Duties

The Newfoundland and Labrador Treasurer shall perform such duties as may be assigned by the Newfoundland and Labrador Executive Committee.

2. Overseeing the Keeping of Accounts

The Newfoundland and Labrador Treasurer shall oversee the keeping of accounts of all receipts and disbursements of the Federation, and shall deposit all monies or other valuable effects in the name and to the credit of the Federation in such financial institutions as may from time to time be designated by the Executive Committee.

3. Submission of an Annual Draft Budget

The Newfoundland and Labrador Treasurer shall be responsible for the budget of the Federation to be submitted to the member local associations two weeks prior to each general meeting.

4. Responsibilities at General Meetings

The Newfoundland and Labrador Treasurer shall facilitate the work of a standing committee at general meetings, including chairing the meeting and ensuring the production of the committee agenda and report to the final plenary of the general meeting.

5. Submission of Reports

The Newfoundland and Labrador Treasurer shall submit a written report at each Executive Committee meeting summarizing her activities since the preceding meeting.

Bylaw XIV**Duties of the Aboriginal Students' Representative****1. General Duties**

The Newfoundland and Labrador Aboriginal Students' Representative shall perform such duties as may be assigned by the Newfoundland and Labrador Executive Committee.

2. Liaison between Executive Committee and Aboriginal Members

The Newfoundland and Labrador Aboriginal Students' Representative shall act as the primary liaison between the Executive Committee and Aboriginal members.

3. Communication of Aboriginal Students' Perspectives

The Newfoundland and Labrador Aboriginal Students' Representative shall communicate aboriginal students' perspectives to other members of the Executive Committee.

4. Liaison between National Aboriginal Caucus and the Executive Committee

The Newfoundland and Labrador Aboriginal Students' Representative shall act as the primary liaison between the National Aboriginal Caucus and aboriginal members.

5. Chairing Aboriginal Constituency Group Meetings

The Newfoundland and Labrador Aboriginal Students' Representative shall chair and facilitate the work of the Aboriginal Constituency Group of the Federation.

6. Submission of Reports

The Newfoundland and Labrador Aboriginal Students' Representative shall submit a written report at each Executive Committee meeting summarizing her activities since the preceding meeting.

Bylaw XV**Duties of the Women's Representative****1. General Duties**

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

2. Communication of Women's Perspectives

The Newfoundland and Labrador Women's Representative shall communicate women students' perspectives to other members of the Executive Committee.

3. Liaison between Women's Representative on the National Executive and the Executive Committee

The Newfoundland and Labrador Women's Representative shall act as the primary liaison between the Women's Representative on the Federation's National Executive and the Newfoundland and Labrador Executive Committee.

4. Chairing Women's Constituency Group Meetings

The Newfoundland and Labrador Women's Representative shall chair and facilitate the work of the Women's Constituency Group of the Federation.

5. Submission of Reports

The Newfoundland and Labrador Women's Representative shall submit a written report at each

Bylaw XVI**Duties of the Students with Disabilities' Representative****6. General Duties**

The Newfoundland and Labrador Students with Disabilities' Representative shall perform such duties as may be assigned by the Newfoundland and Labrador Executive Committee.

7. Communication of Students with Disabilities' Perspectives

The Newfoundland and Labrador Students with Disabilities' Representative shall communicate women students' perspectives to other members of the Executive Committee.

8. Liaison between Students with Disabilities' Representative on the National Executive and the Executive Committee

The Newfoundland and Labrador Students with Disabilities' Representative shall act as the primary liaison between the Women's Representative on the Federation's National Executive and the Newfoundland and Labrador Executive Committee.

9. Chairing Students with Disabilities' Constituency Group Meetings

The Newfoundland and Labrador Students with Disabilities' Representative shall chair and facilitate the work of the Students with Disabilities' Constituency Group of the Federation.

10. Submission of Reports

The Newfoundland and Labrador Students with Disabilities' Representative shall submit a written report at each Executive Committee meeting summarizing their activities since the preceding meeting.

Bylaw XVI**Duties of Local Representatives****1. General Duties**

The local representative shall perform such duties as may be assigned by the Newfoundland and Labrador Executive Committee.

2. On-Campus Representation of the Federation

The local representatives shall be general responsible for on campus representation of the Federation, including but not limited to coordinating the implementation of Federation:

- a. campaigns at the member local associations and
- b. programs at the member local associations.

3. Liaison between Local Association and Executive Committee

The local representatives shall act as the primary liaison between member local associations and the Executive Committee.

4. Communication of Local Perspectives

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

5. Implementation of Federation Programs with Local Association

Generally, the local representatives shall coordinate the implementation of Federation programs within the member local associations.

Bylaw XVII**Constitutional Amendments****Amendments**

1. A motion to amend the constitution can be moved by a member local association, or the Federation's Executive Committee.
2. Notice of the substance of an amendment to this Constitution and Bylaws must be received by the Executive Committee at the Provincial Office at least four (4) weeks prior to the general meeting at which it is to be considered. The Executive Committee shall mail; email or fax notice of all proposed amendments to the voting members not less than three (3) weeks before the general meeting at which they are to be considered. The declaration of the Executive Committee that due notice has or has not been served will be held to be necessary proof of notice or of the lack thereof, unless evidence to the contrary is presented.
3. Any amendment shall be read at the aforementioned general meeting and upon being read a motion to adopt the amendment shall be made.
4. Voting shall follow standard procedures as in Bylaw III.
5. Amendments to this document may only be ratified at a general meeting of the Federation.
6. A majority of two-thirds (2/3) in favour is needed for an amendment to be passed.
7. Amendments to this document will be enacted immediately following the adjournment of the general meeting at which they are adopted.

Bylaw XVIII**Fees****1. Collection**

Member local associations shall be responsible for the in trust collection of Federation membership fees from their members.

2. Fee Remittance Period

Member local associations shall remit to the Federation such membership fees as are payable to the Federation within two (2) weeks of receipt of said fees.

3. Exceptions to Fee Payment Requirements

Notwithstanding any other provision of these Bylaws, a member local association demonstrating, to the satisfaction of the plenary, an inability to collect the membership fees of the Federation, may propose an agreement related to fee payment, and such agreement may be accepted by a two thirds (2/3) vote of the plenary of the Federation.

Bylaw XIX

Financial

1. Signing Officers

- a. The signing officers of the Federation shall be appointed by the Executive;
- b. The signatures of at least two (2) signing officers, one of whom shall be an elected officer of the Federation, shall be required for the execution of any legal document or, subject to the policy of the Federation, the disbursement of any funds on behalf of the Federation.

2. Fiscal Year

The fiscal year of the Federation shall end June 30th of each year.

3. General Powers

The Federation may:

- a. acquire by gift, bequest, lease, exchange or purchase any lands, buildings, or hereditaments, whether freehold or leasehold, for the use of the Federation
- b. erect on such land any buildings or improvements necessary for the proper use and occupation of same by the Federation
- c. subject to the provisions contained in relevant provincial legislation, borrow, raise and secure the payment of such money in such manner as the Federation sees fit; and
- d. take or otherwise acquire any hold shares or stock debenture, debenture stock bonds, obligations and securities issued by any society or company within the province of Newfoundland and Labrador, only by authorization of a special resolution at a general meeting.

4. Borrowing Powers of the Board of Directors

The Board of Directors may issue debentures or other securities of the Federation, and pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient, only by the sanction of a special resolution.

Bylaw XX**Constituency Groups****1. General Description**

A constituency group shall be comprised of individual delegates attending Federation general meetings who share a common characteristic as recognized by the Federation.

2. Establishment of Constituency Group

A constituency group may be established subject to the following procedure:

- a. A group of delegates, wishing to be established as a constituency group, shall apply in writing to the plenary for recognition.
- b. Upon receipt of an application by a prospective constituency group, the plenary shall strike a review committee, comprised of at least one representative of the proposed constituency group, the constituency commissioner, and such other persons as selected by the plenary, to review and make recommendations concerning the application.
- c. In the event that the review committee recommends the establishment of the constituency group, its report to the Ontario plenary must consist of a draft resolution outlining the goals, membership and general constitutional provisions of the constituency group.
- d. A constituency group must, as a stated goal, support the statement of purpose of the Federation.

3. Current Constituency Groups

The current Constituency Groups are:

- a. Women's Constituency Group
- b. Queer and Trans Constituency Group
- c. Aboriginal Students Constituency Group
- d. Students with Disabilities Constituency Group
- e. Racialized Students' Constituency Group

4. Constituency Group Rights

- a. Establishment of Committees

A constituency group may establish steering committees or other standing committees.

- b. Policy

A constituency group may establish policy in its own name provided the policy does not contradict policy of the Federation.

5. Meetings of the Constituency

Meetings of the constituency group shall be held during Federation general meetings.

6. Voting in Constituency Group Meetings

Each delegate belonging to a Federation constituency group shall have one vote in meetings of the constituency group.

7. Quorum

Constituency groups require a minimum of two (2) members present, from at least two (2) member associations, to constitute quorum.

8. Terms of Reference

The terms of reference for each constituency group shall be set forth as Standing Resolutions of the Canadian Federation of Students Newfoundland and Labrador.

