



Northern British Columbia Graduate Student Society

Bylaws

Amended 2015

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PREAMBLE

These Bylaws, set forth with the belief that vigorous and judicious involvement and contribution in every aspect of the University of Northern British Columbia that concerns graduate students is constructively reasonable, establishes a Society that will be responsive without being repressive or restrictive, and will insure that graduate students of the University of Northern British Columbia are fairly, equitably, and justly recognized and represented.

BYLAW I: INTERPRETATION AND DEFINITIONS

1. Interpretation of the Constitution and Bylaws must:
 - a. Be in accordance to the *Society Act* of British Columbia; and
 - b. Follow and adhere to the principles of natural justice.
2. In these Bylaws, unless the context otherwise requires:
 - a. **AGM** means the Annual General Meeting of the Society;
 - b. **By-election** means an election that is procedurally the same as a general election but is held when a seat on the Graduate or Executive Council becomes vacant during the 'term of office';
 - c. **Campus** refers to the main campus of the University of Northern British Columbia, 3333 University Way, Prince George, V2N 4Z9;
 - d. **CASHS** refers the College of Arts, Social and Health Sciences at the University of Northern British Columbia;
 - e. **College** means to the two (2) colleges within the University of Northern British Columbia's academic structure: the College of Arts, Social and Health Sciences (CASHS), and the College of Science and Management (CSAM);
 - f. **CSAM** means the College of Science and Management at the University of Northern British Columbia;
 - g. **Director of Finance** means the member of the Executive Council responsible for the finances and accounting of the Society;
 - h. **Director of Information Technology and Communication** means the member of the Executive Council responsible for the dissemination of information and administration of technology for the Society;
 - i. **Director of Student Affairs** means the member of the Executive Council responsible for the planning, advertising, and implementation of activities for Society members;
 - j. **Executive** refers to the Executive Council of the Society;
 - k. **General Election** means an election whereby votes are cast secretly and is held over the span of two (2) business days;

- i. **Good Standing** means a member of the society that is not suspended, on probation, or has been expelled from the Society;
- l. **Graduate Student** means a student that is registered with the Society. This includes regional students. This may also include students enrolled in the Pre-Entry Program;
- m. **Member** means graduate student in good standing with the Society;
- n. **Open-election** means an election whereby voting occurs through a show of hands at an AGM;
- o. **PA** means a graduate student who is a Project Assistant;
- p. **Plurality** means that the number of votes cast for candidate 'A' is more than the votes cast for any other one particular candidate;
- q. **President** means the President of the Society;
- r. **Quorum** means the number of members required to be present in order to hold a meeting and transact Society business;
- s. **Research Assistant (RA)** means a graduate student who is a Research Assistant;
- t. **Regional Campus** means any University of Northern British Columbia campus that is not located in Prince George, BC;
- u. **Registered address** means the permanent address of a member as recorded on the register of the members;
- v. **Representing the Society** means when a member of the Society speaks on behalf of the Society;
- w. **Reasonable use** means the manner in which members use and respect Society property, space, functions, and mediums of communication, must be in accordance with the Constitution, Bylaws, Policies, and Standing Orders;
- x. **Special resolution** as defined in the *Society Act*;
- y. **Society** means the Northern British Columbia Graduate Students' Society;
 - i. **Society Act** means the Society Act passed by the provincial legislature of British Columbia;
 - ii. **Closed Meetings** means meetings designated by the President of the Society as being open to only members of the Graduate Council. Such meetings are held when there are perceived issues of confidentiality, impartiality, or both;
 - iii. **Teaching Assistant (TA)** means a graduate student that performs duties associated with teaching;

- iv. **Term of Office** means the span of time that a member of the Graduate Council serves as an elected member, which is approximately three hundred and sixty five (365) days;
 - v. **UNBC** means the University of Northern British Columbia;
 - vi. **University** means the University of Northern British Columbia; and
 - vii. **Vice President** means the Vice President of the Society.
3. The spirit and definitions of the *Society Act* apply to the Northern British Columbia Graduate Students' Society Constitution, Bylaws, and Policies.
4. Words importing the singular include the plural and vice versa, as well as words importing a person includes a female or male person.

BYLAW II: MEMBERSHIP

1. The Society has four (4) categories of membership: General, Associate, Affiliated, and Honorary. These categories are outlined in the Bylaws.
2. A general member is a person who is a registered graduate student at the University of Northern British Columbia, or a person recognized as such by the Society. These members pay dues.
3. A person becomes a general member upon registration as a graduate student at the University of Northern British Columbia.
4. A general membership will cease:
 - a. By delivering their resignation in writing to the Society or by mailing or delivering it to the address of the society;
 - b. At the termination of registration as a graduate student with the University;
 - c. When a member is expelled from the Society; or
 - d. Upon the death of the member.
5. Only general members will have voting privileges at elections and at general meetings of the Society.
6. The total number of associate, affiliate, and honorary members must not exceed fifty percent (50%) of general members.
7. An associate membership is open to a person who does not meet the requirements for general membership but nevertheless declares an intention to pursue the stated purposes of the Society. This membership is open to graduate school alumni at the University of Northern British Columbia. An associate member pays membership dues, which are set by the Graduate Council.

- a. An application for an associate membership shall be submitted by a general member in good standing on behalf of an organization or person.
 - b. The applications shall be forwarded to the Executive for review. The Executive will review the application in terms of whether it meets the basic requirements. If the application meets these requirements, the Executive will then make a motion for the application to be heard by Graduate Council.
 - c. Approval of membership requires a majority of votes cast at a Graduate Council meeting.
8. An affiliate member is, at the discretion of the Graduate Council, an organization or person. This membership is valid for a period no longer than 12 consecutive months, and may be renewed as needed. An affiliate member pays membership dues, which are set by the Graduate Council on a case-by-case basis.
 - a. An application for an affiliated membership shall be submitted by a general member in good standing on behalf of an organization or person.
 - b. The applications shall be forwarded to the Executive for review. The Executive will review the application in terms of whether it meets the basic requirements. If the application meets these requirements, the Executive will then make a motion for the application to be heard by Graduate Council.
 - c. Approval of membership requires two-thirds (2/3) of votes cast at a Graduate Council meeting.
9. An honorary member, at the discretion of the Graduate Council, is some who has contributed to the furtherance of the purposes of the Society. An honorary member does not pay membership dues.
 - a. An application for an honorary membership shall be submitted by a general member in good standing on behalf of an organization or person.
 - b. The applications shall be forwarded to the Executive for review. The Executive will review the application in terms of whether it meets the basic requirements. If the application meets these requirements, the Executive will then make a motion for the application to be heard by Graduate Council.
 - c. Approval of membership requires three-quarters (3/4) of votes cast at a Graduate Council meeting.
10. The dues for associated and affiliated members shall be determined on a case-by-case basis by the Graduate Council, and must be equal to or greater than general membership dues.
11. All members are considered in good standing except when a member has failed to pay the current annual membership dues or any other subscription or debt due and owing

to the Society. Such members shall not be in good standing so long as the debt remains unpaid

12. Members who have paid all required fees to the Society shall be considered in good standing:
 - a. General members whose annual fees are in arrears for two semesters shall be suspended from the Society.
 - b. Associate or affiliated members whose annual fees are in arrears for a period of ninety (90) days shall be suspended from the Society.
 - c. Members may be reinstated at the discretion of the Executive Council.
13. No member of the Society is authorized to represent or to speak on behalf of the Society without written permission, which is explicit in nature, by the President of the Society.
14. A member must adhere to Society philosophy, on and off campus, when representing the Society at University functions, Society functions, or other affairs related to the Society.
15. Members must be in good standing in order to represent the Society.
16. Members must be in good standing in order to use services and facilities provided by the Society.
17. This Amendment is to regulate and guide the removal of Executive and Council members from the Graduate Student council of the Northern British Columbia Graduate Students' society.

The Executive Council Members who fail to fulfill the position requirements detailed below and stated in their individual contracts will be removed by a majority vote on a motion for dismissal at a Graduate Council meeting. In addition to the individual contracts, each Executive must:

- a. Attend each regularly scheduled meeting of the Graduate Council and Executive Council or be excused from them with a reason approved by the Executive council, and
- b. Maintain an email account and respond in a timely manner (5 working days) to inquiries and tasks related to their position, and
- c. Actively advance the interests of the Society as determined by Council, and
- d. Complete regular duties as detailed in an Executive position description, and
- e. Spend at least 20 hours per month of their time on these duties.

- f. Must exude respectful and professional behavior befitting a representative of the NBCGSS to fellow Executive and Council members as well as the general university body.

Executive and Council may, by a majority vote, pass a resolution for dismissal of an Executive in the event that they have not fulfilled their obligations under these By-Laws. Absence or tardiness from two Graduate Council meetings will result in a review of the Executive's performance and a motion for removal. Prior to obtaining a special resolution for expulsion, a notice of the motion for dismissal must be posted to graduate student members ten (10) business days in advance of the council meeting where the motion will be made.

In the case of Council members, those who neglect to provide regrets to regularly scheduled meetings of the Graduate Council or be excused from them with a reason provided to the Council will be contacted by the Society President. The purpose of this contact will be to inform the Representative of their noted absence. The Representative will have the opportunity to address the matter at the next Graduate Council Meeting if a motion is made for their removal.

BYLAW III: RIGHTS OF MEMBERS

1. A graduate student that is a general member, and so long as they are in good standing, will be protected by the Society's Constitution and Bylaws.
2. All members in good standing shall enjoy the following rights:
 - a. Have access to the general information and various resources of the Society;
 - b. Participate and vote in the AGM;
 - c. Attend open meetings of the Society;
 - d. Vote in Society elections;
 - e. Be a nominee, or to nominate or second candidates for the Graduate Council;
 - f. Be represented collectively by a representative;
 - g. Representation at the campus, provincial and national levels in order to advocate and advance the interests of graduate students;
 - h. To receive one copy of the Constitution and Bylaws upon their entrance into graduate school without financial charge;
 - i. To initiate a motion to adopt, amend, or rescind, in part or in whole, any Article of the Constitution or Bylaws, including the allocation, retention, or the disproportionate distribution of finances. Motions to amend the Constitution or Bylaws must be in accordance to Bylaw X.
3. The rights listed in these Bylaws are minimum requirements and an agreement to waive any of these requirements has no effect.

4. All members of the Society shall be guaranteed due process and impartiality in decision-making.

BYLAW IV: PRIVILEGES AND OBLIGATIONS OF MEMBERS

1. The Privileges of members:
 - a. Make reasonable use of the Society's space, services, and facilities; and
 - b. Participate in activities sponsored by the Society.
2. The Obligations of members are:
 - c. Abide by the Constitution and Bylaws of the Society;
 - d. Pay fees in a timely manner; and
 - e. To be responsible for representing the interests and concerns of graduate students.

BYLAW V: MEETINGS OF THE MEMBERS

1. There shall be an Annual General Meeting of the Society held no later than March of each academic year.
2. General meetings, other than the Annual General Meeting, may be held from time to time as convened by the Executive when they think fit. A general meeting may also be called by one of the following:
 - a. A two thirds vote of the Graduate Council; or
 - b. A petition signed by three (3) percent of, and not less than three (3) Members.
3. The quorum of transaction at a general meeting of the society shall be three (3) percent of, and not less than three (3) Members (excluding Members of the Executive).
4. Notice of general meetings shall be given no less than fourteen (14) days before the meeting. Notice shall specify the place, date, and time of the meeting.
 - a. All relevant material pertaining to the AGM shall be available no later than fourteen (14) days before the AGM for viewing by Members.
 - b. A Member in good standing present at a meeting of members is entitled to one vote. Voting at general meetings is by a showing of hands.
 - c. Voting by proxy is only permitted for members attending regional campuses. Only a member of the same regional campus can be appointed as proxy.
 - d. The form of proxy must contain:
 - i. The member's name;

- ii. The name of the proxy appointed;
 - iii. Student identification numbers for both members;
 - iv. Contact phone number for the member granting proxy;
 - v. Be dated and signed by the member granting proxy in the presence of a witness who must also sign as well.
5. Roberts' Rules of Order will be used to govern all meetings of the Society.

BYLAW VI: GOVERNMENT

1. The government of the Society is democratic and consists of two (2) levels: Graduate Council and Executive Council.
2. The Graduate Council is the governing body of the Society. This Council consists of sixteen (17) graduate students: five (5) students as Executives, four (4) students from CASHS and four (4) students from CSAM as College Representatives, one (1) student from a regional campus as a Regional Representative, one (1) student as an Indigenous People's Representative, one (1) student as an International Representative, and one (1) student as a Sustainability Representative. As new areas emerge that are similar in premise to the above, they will be provided appropriate representation.
3. No Council Representatives shall hold more than one position on the Graduate Council.
4. Graduate Council Representatives shall be voting members of the Graduate Council.
5. Graduate students studying in the Interdisciplinary Program who wish to be nominated as a College Representative may choose to represent either CSAM or CASHS, but not both.
6. The **CSAM Representatives** shall:
 - a. Be responsible for communicating the concerns of CSAM graduate students to the Graduate Council as well as to any University committees directly pertaining to CSAM graduate students;
 - b. Liaise between the Dean of the CSAM, the Society, and CSAM students;
 - c. Participate as needed in long term or *ad hoc* committees held by the Society
 - d. Collaborate with Society Executives to plan events or fora by which to increase graduate student participation and communication in research.
7. The **CASHS Representatives** shall:
 - a. Be responsible for communicating the concerns of CASHS graduate students to the Graduate Council as well as to any University committees directly pertaining to CASHS graduate students.

- b. Liaise between the Dean of the CASHS, the Society, and CASHS students;
 - c. Participate as needed in long term or *ad hoc* committees held by the Society;
 - d. Collaborate with Society Executives to plan events or fora by which to increase graduate student participation and communication in research.
8. The **Regional Liaison** shall:
- a. Operate from the Prince George campus;
 - b. Represent the concerns of regional graduate students to the Graduate Council and serve as a liaison between the Director of Regional Operations, regional students and the Society;
 - c. Collaborate with the Vice President on communications between NBCGSS in Prince George and regional students;
 - d. Either by Election, or by working with the President for an Order, identify and collaborate with Regional Representatives who are graduate students enrolled in the regional campuses; and
 - e. Maintain regular and consistent communication with Regional Representatives and regional graduate students.
9. The **Indigenous People's Representative** shall:
- e. Represent the concerns of First Nations graduate students to the Graduate Council;
 - f. Serve as a liaison between the First Nations Centre, First Nations and Aboriginal graduate students, and the Society;
 - g. Collaborate with the Director of Student Affairs to hold events to foster mutual interaction and understanding between Aboriginal and non-Aboriginal graduate students
 - h. As appropriate and authorized by the Executive and Graduate Councils, use NBCGSS listserv and social media to outreach to Aboriginal students, and to educate non-Aboriginal students about First Nations and Aboriginal culture and traditions, to foster the values of the UNBC motto, *En cha huna* (Carrier: Respecting all forms of life).
10. The **International Representative** shall:
- a. Represent the concerns of International Graduate Students to the Graduate Council and serve as a liaison between the International Student Centre, International graduate students, and the Society.
 - b. Collaborate with the Director of Student Affairs to hold events to foster mutual interaction and understanding between international and Canadian graduate students

- c. As appropriate and authorized by the Executive and Graduate Councils, use NBCGSS listserv and social media to outreach to international students, and to educate Canadian students about First the cultures and traditions of international graduate students, to foster an environment of diversity and inclusion, in respect of the UNBC motto, *En cha huna* (Carrier: Respecting all forms of life).
11. The **Sustainability Representative** shall:
 - a. Work towards creating a more sustainable university by serving as a liaison between the graduate student body and a number of Green/Sustainability committees on campus
 - b. Learn from, engage with, and involve graduate students in the environmental initiatives on campus
 - c. Work to involve more graduate students in keeping UNBC true to its motto as “Canada’s Green University”
12. The **Executive Council** is responsible for the mainstay governance of the Society. This Council consists of five (5) graduate students: one (1) President, one (1) Vice-President, one (1) Director of Student Affairs, one (1) Director of Finance, and one (1) Director of Information Technology and Communications. Executive Council members will remain available (through phone or email) to their successors for one semester after their term has ended.
13. No Executive member shall hold more than one position on the Executive Council.
14. Graduate Council Representatives shall not be members of the Executive
15. Members of the Executive Council shall be voting members of the Graduate Council.
16. Members of the Executive Council shall provide a **written report** which outlines their Society-related duties to the Graduate Council at least once per semester.
 - a. Reports must be submitted by the last Graduate Council meeting of each semester. All reports must be held in the Society's office and made available to all members in good standing.
 - b. A summary of monthly written reports shall be presented to members at each Annual General Meeting.
17. Members of the Executive Council shall provide the Graduate Council with **verbal updates** outlining their Society-related duties at each monthly Council meeting.
18. The **President** shall:
 - a. Officially represent the Society at the external level, including other bodies or universities and all levels of government;

- b. Along with other members of Executive Council, be responsible for matters pertaining to relations with University administration, faculty, and staff, and the Northern Undergraduate Student Society (NUGSS).
 - c. Be ex-officio on all committees of the Society;
 - d. Supervise other members of Executive Council in the execution of their duties;
 - e. Be a signing officer of the Society;
 - f. Call regular meetings of Executive Council; and
 - g. Perform other duties that may be assigned by the Graduate Council from time to time, or as required for the smooth running of the Society.
19. The **Vice-President** shall:
- a. Under extraordinary circumstances, assume the duties as President of the Society as directed by Graduate Council;
 - b. Act as the main point of contact for the Society's health care broker and be in charge of the annual maintenance of the Society's Health and Dental Plan;
 - c. Be a liaison for all Regional campuses and regional operations at the University;
 - d. Be a liaison for any national student organization with which the Society may be affiliated;
 - e. Be a signing officer of the Society; and
 - f. Perform other duties that may be assigned by the Graduate Council from time to time.
20. The **Director of Student Affairs** shall:
- a. Coordinate all Society social events, including but not limited to, the annual winter and spring social events, as well as at least one other event per semester (Fall, Winter, and Spring/Summer);
 - b. Coordinate all Society educational events, including but not limited to, the Society Colloquium series;
 - c. Coordinate and promote all Society events and functions (social and/or educational) to its Members;
 - d. Be a signing officer of the Society; and
 - e. Perform other duties that may be assigned by the Graduate Council from time to time.
21. The **Director of Finance** shall:
- a. Keep all financial records of the Society in compliance with the *Society Act*;
 - b. Provide an annual budget for approval by the Graduate Council;

- c. Provide quarterly financial statements to the Graduate Council;
 - d. Provide a year-end financial report at each Annual General Meeting;
 - e. Be responsible for reconciliation and third party audits of the Society accounts in accordance with the *Society Act*;
 - f. Assist the Vice-President with the maintenance of the Society's Health and Dental Plan;
 - g. Be a signing officer of the Society; and
 - h. Perform other duties that may be assigned by the Graduate Council from time to time
22. The **Director of Information Technology and Communications** shall:
- a. Continually advocate for accessible and best possible computing services for graduate students;
 - b. Serve as a liaison between Members and Computing and Technical Services of the University;
 - c. Coordinate the maintenance of existing computing services for Society General Members;
 - d. Maintain a list of computing services available to General Members and communicate the existence of such resources to General Members;
 - e. Coordinate the maintenance of the Society's website;
 - f. Be a signing officer of the Society; and
 - g. Perform other duties as assigned by the Graduate Council from time to time.
23. The Executive Council must meet at least bi-monthly during the fall, winter, spring, and summer academic terms of the University.
24. The Graduate Council must meet monthly during the fall and winter academic terms of the University, and at least once during the spring and summer academic terms of the University.
25. Copies of the Society's Constitution and Bylaws must be held by all members of the Graduate Council.
26. The Graduate Council shall record minutes of all general meetings and Council meetings. Minutes will be kept in the Society's office and made available to all Society Members.

BYLAW VII: ELECTIONS

1. Terms and Definitions

- a. **Campaigning** shall refer to any public advertising or communication by any person promoting a candidate.
 - b. **Candidate** shall refer to any person whose nomination form has been received and verified.
 - c. **E-mail** shall apply to any and all means of electronic messaging where the sender intends to contact a specific recipient or recipients. This includes all forms of instant messaging and social networking sites.
 - d. **Online Community** shall refer to any online social media network including but not limited to forums, blogs, Twitter, MySpace, Facebook, YouTube, etc.
 - e. **Election** shall mean a general election or by-election.
 - f. **C.R.O.** means Chief Returning Officer.
 - g. **Elector** shall mean a person who is entitled to vote at an election of the Northern British Columbia Graduate Students' Society.
 - h. **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 has declined his/her ballot, and so declared, or has submitted an electronic vote through e-mail.
 - i. **Complainant** shall refer to the individual(s) who file a complaint.
 - j. **Respondent** shall refer to the individual(s) against whom a complaint has been filed.
2. General
- a. The C.R.O, when necessary is responsible for administering this policy.
 - b. The Graduate Students' Society Council may establish additional rules and regulations concerning general elections and by-elections, provided such rules and regulations do not conflict with the requirements of this Procedure or any other Article or Bylaw of the Constitution.
 - c. Where an amendment to this Procedure (elections) is proclaimed less than two weeks before the date of an election, such amendment shall not apply to the election unless so authorized by The Graduate Students' Society Council by a two-thirds vote of those present and voting.
 - d. Every person is qualified to vote in an election of a student to the Graduate Students' Society Council who, on the day(s) fixed for voting, is:
 - i. A member of NBCGSS, and;
 - ii. Is a graduate student at the University of Northern British Columbia, and is enrolled in at least one course.
 - e. There shall be a general election held every September or October, for sixteen student representatives:

- i. President;
 - ii. Vice President;
 - iii. Director of Finance;
 - iv. Director of Social Affairs;
 - v. Director of Information Technology and Communications;
 - vi. CASHS Representatives (4);
 - vii. CSAM Representatives (4);
 - viii. Indigenous People’s Representative;
 - ix. International Students' Representative;
 - x. Sustainability Representative
 - f. The Graduate Students' Society Council, when deemed necessary, may conduct a by-election at any other time of the year.
 - g. For the purpose of subsection (e), where a vacancy exists in a single student position, the Graduate Students' Society Council may choose to allow that vacancy to continue.
 - h. Every person is qualified to be a candidate in an election to the Graduate Students' Society Council who, at the close of the nomination period, would be eligible to be a Member of the Graduate Students' Society Council in accordance with the Society Constitution and Bylaws.
 - i. No person shall be or consent to be nominated so as to be a candidate for election as a member of the Graduate Students' Society Council for more than one position at the same time and, if any person is nominated contrary to this section and consents thereto, all of that candidate's nominations are void.
*[Adopted from the Parliament of Canada Act, s. 21]
3. Chief Returning Officer (C.R.O.)
- a. The following duties are the duties of the C.R.O:
 - i. The Office Administrator shall be deemed C.R.O. unless otherwise stated.
 - ii. No person shall be C.R.O. who is a candidate in an election to Graduate Students' Society;
 - iii. The C.R.O. shall act in an impartial manner in every respect concerning an election to the Graduate Students' Society Council. The C.R.O. shall in no way support any candidate, except when exercising the right to vote.
 - iv. The C.R.O may make any interim decisions, rulings or orders deemed appropriate, fair and just, provided such decisions, rulings or orders do not conflict with:

- a) The Constitution or any subsidiary regulation;
 - b) Any instructions of the Graduate Students' Society issued prior to the opening of nominations, nomination rules; and, any instructions issued by an elections Bylaw.
- v. In the case that the C.R.O. is a student, the C.R.O. may vote in any election. The C.R.O. shall arrange a procedure to permit this.
- vi. The C.R.O. shall ensure that nomination and election information is placed at each of the following places at least 3 days prior to the opening of the nomination period:
 - a) Outside the office of the NBCGSS office, Graduate Students' Lounge, and Graduate Students' Computer Lab;
 - b) On the bulletin boards inside buildings at UNBC;
 - c) In any other location(s) the C.R.O. deems appropriate, or that which the Graduate Students' Society Council directs.
- vii. Nomination and election information shall include the following:
 - a) The date(s) of the election;
 - b) The dates of the nomination period;
 - c) The dates of the campaign period;
 - d) The position(s) to be contested; and
 - e) The location of the NBCGSS office.
- viii. The C.R.O. shall ensure daily that the information is intact and up-to-date, and shall do so until a respective election is over.

4. Nomination

- a. For a general election or by-election, a nominating period of seven days shall be allowed for each position;
- b. During the nomination period, the C.R.O. shall ensure that nomination packages are prepared and easily available during the business hours of the Society. The form used for nomination shall require:
 - i. The name of the candidate, and his/her student number, address, telephone number, email and signature;
 - ii. The position for which the candidate is being nominated;
 - iii. The signature and student number of at least ten students of the Graduate Students' Society who are eligible to vote in the Graduate Students' Society Council elections; and;
 - iv. A biography of the candidate.

- c. A biography for the candidate will be required for the nomination to be accepted by the C.R.O.
 - d. Nomination packages can be picked up from the NBCGSS office no earlier than the first day of the nomination period.
 - e. Nomination packages must be completed and submitted to the NBCGSS office no later than 5:00 pm on the last day of the nomination period.
 - f. The C.R.O. 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 personally.
 - g. The C.R.O. shall ensure that a complete list of candidates is posted immediately following the close of the nominating period. Such list shall be posted outside the NBCGSS office, via email to all graduate students and any other location(s) the C.R.O. deems appropriate, or which the Graduate Students' Society Council directs.
 - h. Prior to the close of the nomination period, nominees are not permitted to begin campaigning in the form of hanging up banners and posters; setting up a table; distributing leaflets or other materials; through an on-line community (such as Facebook or Twitter), or through e-mail.
 - i. The C.R.O. shall be responsible for informing all candidates of their rights and responsibilities concerning election conduct as provided for in the Constitution and any Society Bylaws concerning elections.
 - j. The C.R.O. shall make copies of the Elections Policy and all subsidiary regulations available to each candidate.
5. Campaigning
- a. General
 - i. For a general election or by-election, a minimum campaign period of fourteen consecutive days, of which at least ten days shall be regular school days shall be allowed for each position.
 - ii. Campaigning is anything you do to attempt to convince students to vote for you.
 - iii. Campaign expenditures may not exceed \$100.00, inclusive of all donations. Upon request, candidates must submit an itemized list accounting their campaign expenses, complete with receipts to the C.R.O.
 - iv. Candidates shall not be allowed to share financial resources with each other.

- v. Campaign posters are permitted on general bulletin boards around UNBC and when needed, must be approved by the appropriate body controlling those bulletin boards. Any posters that are placed elsewhere are subject to removal by the discretion of the C.R.O. and UNBC.
- vi. Posters will be allowed to remain for one school day after voting is completed.
- vii. Persons acting on behalf of nominees (third party), are subject to the same rules, offenses, and disciplinary action which are assigned to the nominee themselves (see 5.b Campaign Rules, 7. Discipline, 8. Disqualification) .
- viii. No person shall campaign or canvas on behalf of any candidate at or in viewing distance of any poll.

b. Rules

- i. Permissible forms of campaigning include:
 - a) Hanging up banners and posters,
 - b) Setting up a table,
 - c) Distribution of leaflets, bookmarks or buttons,
 - d) One-on-one conversations with students
 - e) Use of an online community that is freely accessible to all electors
- ii. Prohibited forms of campaigning are separated into two offence categories:
 - a) Minor Offense:
 - a. Mass, unsolicited emails;
 - b. Providing web-based material that cannot be accessed freely by all Electors;
 - c. Campaigning in the NUGSS office;
 - d. Placing a poster on non-bulletin board surfaces on campus unless otherwise approved by Facilities.
 - b) Major Offense:
 - a. Campaigning in residence without the approval of UNBC Housing;
 - b. Campaigning within visible range of the election table during open polling times on election days;
 - c. Campaigning during the nomination period or any time before nominees have been announced by the C.R.O.;

- d. Acting maliciously against or substantially prejudicial toward another campaign and/or the Electoral Office;
- e. Harassing anyone involved with or outside the election campaign;
- f. Removing or defacing the advertising of another candidate(s);
- g. Vandalizing campaign materials other than those belonging to the candidate.
- h. Making, joining, or participating in campaigning that defames any candidates in the NBCGSS election;
- i. Exceeding campaign expense limits.

6. Complaints

- a. All complaints must be in writing.
- b. All complaints must be made to the C.R.O. with the following exception: complaints made against the C.R.O. must be made to the NBCGSS President.
- c. If a complaint is made to an improper authority, the complaint will be passed on to the proper authority without being investigated by the original recipient.
- d. All complaints will be investigated and ruled on within two business days of the complaint being received by the proper authority.
- e. The subject(s) of the complaint shall have a chance to respond to the complaint before a decision is made by the C.R.O.
- f. Respondents shall receive a copy of the complaint with the complainant's name(s) censored, as well as a Response Form.
- g. Respondents have one business day to submit a Response Form after receiving a copy of the complaint.
- h. Complaints will no longer be received forty-eight hours after the end of polling.

7. Discipline

- a. The C.R.O. and candidates shall abide by the following guidelines when dealing with discipline and enforcement:
 - i. If the offense involves campaign material, the offending material shall be removed by the C.R.O.
 - ii. The C.R.O. 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.

- iii. The C.R.O. shall provide the candidate with a copy of any written complaint with the complainants name(s) censored.
- iv. The C.R.O. shall provide the candidate with the decision on discipline in writing.
- v. The candidate(s) may appeal the ruling using the guidelines outlined under the section below entitled "Appeals".

8. Disqualification

- a. A candidate(s) shall only be disqualified by the C.R.O if a candidate commits either a minor offense twice or a major offense once.
- b. In the event a candidate is to be disqualified the following procedure shall occur:
 - i. The C.R.O. shall contact the candidate in writing, and inform him or her of the alleged offense,
 - ii. The C.R.O., the candidate, and a witness of the candidate's choosing shall meet at a mutually agreed upon time at which the C.R.O. shall render his/her ruling.
 - iii. At this meeting the C.R.O. shall provide a letter informing the candidate of the grounds for disqualification,
 - iv. If a candidate wishes to appeal the decision, the appeal must be issued in writing to the Electoral Committee within two (02) business days of having received the notification of the ruling from the C.R.O.

9. Appeals

- a. All appeals must be in writing.
- b. If a candidate wishes to appeal any ruling of the C.R.O. the appeal must be issued in writing within two business days of receipt of the ruling from the C.R.O.
- c. If a candidate wishes to appeal any ruling of the C.R.O., the appeal must be issued in writing to the Graduate Students' Society Council within two business days of receipt of the ruling.
- d. Only the respondent or the complainant may submit an appeal.
- e. The C.R.O. shall be given discretion to extend time limits for the appeals process.
- f. The decision of the Graduate Students' Society is final.
- g. The election results will not be considered official until rulings are made on all outstanding appeals.

10. Polling Procedures

- a. For a general election or by-election, the Graduate Students' Society Council shall set aside at least one (1) day for voting.
- b. In the event that circumstances arise that would adversely affect students' ability to vote on the days specified for voting, and the C.R.O. considers that in the interest of a fair election the number of voting days should be extended, the C.R.O. may increase the number of voting days. Such a decision must be made in advance of the originally scheduled closing time for the polls, and every reasonable attempt must be made to notify candidates and the electorate.
- c. The C.R.O. shall prepare the ballots for each election.
- d. Voting can be done either through paper ballot or through electronic ballot.
- e. Each ballot used in a particular election shall include:
 - i. The name(s) of all vacant position(s);
 - ii. Voting instructions; and
 - iii. A list of candidates for each position in alphabetical order by surname.
 - iv. A "none of the above" option occupying the bottom of each list of candidates for each position.
- f. The polling station shall be held in the NBCGSS office, Room 7-168.
- g. No person shall campaign or canvas on behalf of any candidate at or in viewing distance of any poll.
- h. The C.R.O. shall, prior to the opening of polls on the first day of polling, prepare one ballot box for each poll. After ensuring that each ballot box is empty, the C.R.O. shall lock the box, and seal the aperture of the box in such a manner that the box cannot be opened without breaking the seal.
- i. Following the closing of a poll, whether or not it is the last polling day, the aperture of the ballot box of that poll shall be resealed with a seal provided by the C.R.O.
- j. The C.R.O. shall keep an accurate record of how many ballots are supplied to each poll.
- k. During the polling period, the keys or combinations to all ballot boxes shall be kept in the custody of the C.R.O. No box shall be opened except by the C.R.O., and only after polls have closed on the last day of an election.
- l. To ensure student-voting eligibility, the C.R.O. may require a person to provide identification bearing the person's picture and name and status as a student.

- m. When a poll clerk is satisfied that a person is eligible to vote, the elector shall be required to sign/initial his/her name beside his/her student number on the voters list provided for that purpose.
- n. An elector who has spoiled his/her ballot in error may request another ballot, in which case the C.R.O. shall write 'cancelled' on the reverse side of the ballot, initial the ballot, and place it in an appropriate envelope or container separate from the ballot box. The C.R.O. shall then issue the elector another ballot.

11. Counting of Ballots

- a. The C.R.O. shall be present and responsible for the counting of the ballots following an election. Each candidate may appoint one scrutinizor to observe the counting of the ballots. No candidate for any position may be present during the counting of the ballots.
- b. The C.R.O. in the presence and in full view of the scrutinizor(s) assigned by the candidates (if any), shall, in the following order:
 - i. Count the number of electors whose names appear on the voters list as having voted;
 - ii. Count the cancelled ballots, if any (ballots spoiled by electors in error, and which were not deposited in the ballot box);
 - iii. Count the unused ballots;
 - iv. Check the number of ballots supplied by the C.R.O. against the number of cancelled ballots, if any, the number of unused ballots, and the number of voters whose names appear in the log book as having voted, in order to ascertain that all ballots are accounted for;
 - v. Open the ballot box and empty its contents on a table; and
 - vi. Count the number of votes given to each candidate; count the number of spoiled ballots; count the number of blank (officially declined) ballots; giving full opportunity to those present to examine each ballot.
- c. The C.R.O. shall count as spoiled all ballots:
 - i. On which votes have been given for more candidates than there are available positions;
 - ii. On which there is any writing or mark by which the elector could be identified.
- d. The C.R.O. shall count as officially declined ballots all ballots that, except for the poll clerk's initials, are blank.
- e. The C.R.O. shall:

- i. Keep a record in the poll record/log book, of every objection made by any scrutinizor or any elector present, to any ballot found in the ballot box; and;
 - ii. Decide every question arising out of the objection.
- f. Every objection shall be numbered in the poll record/log book, and a corresponding number placed on the back of the ballot and initialed by the C.R.O. [Adapted from the Canada Elections Act. s. 163 (3)]
- g. Following the counting of the ballots, the C.R.O. shall forthwith declare elected the candidate for each position who has obtained the largest number of votes.
- h. If the “none of the above” options for a position obtain the largest number of votes, the C.R.O. shall call a by-election for that position set at a further date.
- i. If an equal number of votes are found to have been casted for two or more candidates and an additional vote would entitle one of them to be declared elected, the C.R.O. shall call a by-election set at a further date. If the vote total difference between candidates is 10 votes or less, all votes for those candidates will be recounted.
- j. Following the counting of the ballots, the C.R.O. shall post the results outside the NBCGSS office, on the NBCGSS website, via email to all graduate students, and in any other location(s) the C.R.O. deems appropriate. The results shall include:
 - i. The phrase “Northern British Columbia Graduate Students' Society”;
 - ii. The names of all candidates, as well as those who have been acclaimed;
 - iii. The total number of ballots cast;
 - iv. The number of ballots cast for each candidate;
 - v. The number of spoiled ballots cast;
 - vi. The number of ballots declined;
 - vii. The name(s) of the elected person(s); and,
 - viii. The signature of the C.R.O.

12. Finalizing the Election

- a. The C.R.O. shall submit a written report to the Graduate Students' Society Council within seven days following an election. The report shall include:
 - i. The information set out in Section 11, subsection (j);
 - ii. The C.R.O.'s recommendations as to who should be deemed to have been fairly and justly elected; and,

- iii. Details of any irregularities, which occurred during the election (if any) and whether or not such irregularities affected (in the C.R.O.'s opinion) the election results.
- b. Unless the Graduate Students' Society Council otherwise directs, the Office Administrator shall immediately destroy all election materials on the thirty-first day following an election. Election materials shall include each candidate's nomination form, all ballots cast, and the voter's list.
- c. Upon presentation of the C.R.O.'s report, the Graduate Students' Society Council shall ratify the report and, therefore, validate the election of the candidates who have been declared elected by the C.R.O.
- d. Where, for any reason, the C.R.O.'s report is not presented, but there is sufficient reasonable evidence to indicate who was fairly and justly elected, the Graduate Students' Society Council shall immediately validate the election of such candidates.

13. Post-Election Procedures

- a. Upon completion of the official ballot count, results will be posted on the door of the NBCGSS office.
- b. Results will be voted on and made official at the following Graduate Students' Society Council Meeting.
- c. Successful candidates will take office on January 1st.
- d. Once in office, the NBCGSS President is expected to complete 40 hours of work/month.
- e. Once in office, the Vice President and Directors are expected to complete 20 hours of work/month.
- f. Once in office, Council Members are expected to complete 15 hours of work/month.

14. Conducting a Referendum

- a. Referenda shall operate in the same manner as elections, the exception to this shall be that in a referendum, each ballot used in a particular election shall consist of a single piece of paper which shall include:
 - i. The referendum question
 - ii. Voting Instructions
 - iii. A "Yes" voting option
 - iv. A "No" Voting option
- b. Upon request with signatures by a minimum of 3% of graduate students, a forum will be held.

- c. The C.R.O. shall chair and set speech lengths.
- d. The campaigns for each side shall follow the campaigning rules found in Section 5.
- e. Each side must submit an itemized list accounting their campaign expenses to the C.R.O.
- f. Materials given to a side by an external organization must be listed in campaign expenses at fair market value.

BYLAW VIII: RECALL

1. A valid petition containing the names, signatures, and student identification numbers of 51% of general members may recall any member of the Executive Council. The petition must be presented to the Society's Chief Electoral Officer.
2. A vacancy created by recall may be filled by a by-election.
3. The Society's Chief Electoral Officer shall call a by-election no later than fourteen (14) days after receipt of the recall petition. The by-election shall be in accordance with Bylaw VII.

BYLAW IX: REMUNERATION AND HONOURARIA

1. The Society recognizes three (3) categories of persons that will receive remuneration: Society staff, Consultants, and Special Service.
2. The staff of the Society includes, but is not limited to, an Office Administrator:
 - a. Staff will receive a salary;
 - b. Staff must sign a contract with the Society;
 - c. The contract will include a general job description, amount of compensation, and other items as defined by the Executive Council;
 - d. Staff report directly to the Executive Council; and
 - e. The Executive Council is responsible for ensuring funds are dispersed.
3. The Executive Council may, when necessary, enter into a contractual agreement with an organization or a person for consulting purposes. All contracts must be in accordance to Society edict.
4. The Executive Council may, if needed, enter into a contractual agreement with an organization or person to perform duties unique in nature in accordance with the *Society Act*.
5. Members of the Executive Council will receive an honorarium for the completion of their duties:

- a. All payments of honorariums are subject to the approval of Graduate Council in accordance with Society Policies.
- b. Honoraria are to be paid in semester instalments that are equivalent in dollar value. Payments are to be made within thirty days (30) following the completion of each semester.
- c. The Executive Council's honorariums must be discontinued in the event that the Society's finances are in deficit, but shall be immediately reinstated subsequent to the Society's finances being restored.
- d. The Executive Council positions shall be held on a "term" basis of one academic semester. Honoraria shall be distributed according to this "term". If an Executive Council member does not fulfill the entire semester, their honorarium is forfeited. Extraneous circumstances will be considered, and a partial honorarium may be given according to a majority vote of the acting Executive Council. This is subject to the discretion of the remainder of the Executive Council.

BYLAW X: CONSTITUTIONAL AND BYLAW AMENDMENTS

- 1. The Society's Constitution and Bylaws must only be amended at the AGM by special resolution in accordance with the *Society Act*.
- 2. This Constitution and Bylaws must be amended in accordance with the following procedure:
 - a. In order to amend the Constitution due notice must be given, which means a motion must be delivered to the President twenty-one (21) days before the AGM. The motion must clearly specify and detail the proposed amendment in that it is made by section and subsection;
 - b. The Graduate Council is responsible for determining whether the motion conforms to the overall spirit of the Constitution and Bylaws. This decision must be indicated on the notice of the motion given to members;
 - c. Notice of a proposed amendment of the Constitution and/or Bylaws will be given in writing to the general members at least fourteen (14) days before the AGM at which an amendment motion is to be introduced;
 - d. The decision made by the Graduate Council may be overturned by a three-quarters (3/4) vote of general members in good standing and present at the AGM for which the notice was given;
 - e. The motion may be amended on the floor through a three-quarters (3/4) vote of the members in good standing and present at the AGM;
 - i. If amended on the floor, and before the motion is voted upon, the Chair and the Speaker of the meeting must determine whether the amendment conforms to the spirit of the Constitution; and

- ii. Three-quarters (3/4) of the general members in good standing and present at the AGM must vote "Yes" (for the floor amendment, before the motion is to be considered appropriate for an amendment vote).
3. The Constitution and/or Bylaws are considered amended if the motion satisfies the following requirements: due notice in accordance with this Bylaw, maintains the spirit of the Constitution, and receives three-quarters (3/4) vote of members at the AGM.
4. Voting by proxy is permitted according to Bylaw V, section 4 (c) and (d).

BYLAW XI: AFFILIATION

1. The Society may seek affiliation with other organizations or persons with similar purposes:
 - a. Affiliation with another organization or person requires Graduate Council approval; and
 - b. Subsequent changes to terms of agreements between the Society and an organization or a person, requires Graduate Council approval.

BYLAW XII: POLICIES

1. The Society may enact policies as necessary, provided that they are in accordance to the principles embodied in the Constitution and conform to these Bylaws.
2. Policies outline the Society's position on issues of importance, and provide general direction to members.
3. Policies are created, amended, or repealed by Graduate Council. Motions to create, amend, or repeal policies must receive a 51% vote of Graduate Council in order to pass. The Graduate Council must notify members of any changes.

BYLAW XIII: BORROWING

4. In order to carry out the purposes of the Society the Graduate Council may, on behalf and in the name of the Society, exercise borrowing powers in accordance with the *Society Act*.

BYLAW XIV: STANDING ORDERS

5. The Executive Council may enact Standing Orders if necessary, provided that such Orders conform to the principles embodied in the Constitution and generally conform to the Bylaws. The President is responsible for writing an Order and notifying Graduate Council of its enactment.
6. This Constitution and Bylaws must be amended in accordance with the following procedure:

- a. In order to amend the Constitution due notice must be given, which means a motion must be delivered to the President twenty-one (21) days before the AGM. The motion must clearly specify and detail the proposed amendment in that it is made by section and subsection;
- b. The Graduate Council is responsible for determining whether the motion conforms to the overall spirit of the Constitution and Bylaws. This decision must be indicated on the notice of the motion given to members;
- c. Notice of a proposed amendment of the Constitution and/or Bylaws will be given in writing to the general members at least fourteen (14) days before the AGM at which an amendment motion is to be introduced;
- d. The decision made by the Graduate Council may be overturned by a three-quarters (3/4) vote of general members in good standing and present at the AGM for which the notice was given;
- e. The motion may be amended on the floor through a three-quarters (3/4) vote of the members in good standing and present at the AGM;
 - iii. If amended on the floor, and before the motion is voted upon, the Chair and the Speaker of the meeting must determine whether the amendment conforms to the spirit of the Constitution; and
 - iv. Three quarters (3/4) of the general members in good standing and present at the AGM must vote “yes” for the floor amendment, before the motion is to be considered appropriate for an amendment vote.
- f. The Constitution and/or Bylaws are considered amended if the motion satisfies the following requirements: due notice in accordance with this Bylaw, maintains the spirit of the Constitution, and receives three-quarters (3/4) vote of members at the AGM.
- g. Voting by proxy is permitted according to Bylaw V, section 4 (c) and (d).

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