



for students by students

**UFV Student Union Society**

# **SUS Bylaws**

UFV Student Union Society: SUB 1109, 33844 King Road,  
Abbotsford BC, Canada V2S 7M8  
604 864 4613

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## Part 1: Interpretation

### 1. Definitions

1.1 In these bylaws, unless context otherwise requires:

“**Abbotsford Campus**” refers to the UFV Abbotsford campus located on King Road;

“**Academic Year**” refers to that period of time beginning on September 1 in one year and ending on August 31 the following year;

“**Agenda**” refers to an agenda prepared by the Executive Officers for a General Meeting in accordance with Bylaw 13;

“**Annual General Meeting**” refers to the meeting called in accordance with Bylaw 10;

“**CEP**” or “**Chilliwack Campus**” refers to the Canada Education Park campus of UFV located on Caen Avenue;

“**Chilliwack North**” refers to the UFV Chilliwack campus located on Yale Road;

“**Board**” refers to the Student Union Society Board as defined by **Bylaw 21**;

“**Credit Course**” refers to a course offered by UFV, which is allotted credits towards a degree, diploma, or certificate granted by UFV;

“**Directors**” refers to any **Executive Officer or Voting Member of the Board**.

“**Elections Policy**” refers to the policies, included in the Policies, that outlines the procedure for the election of Directors;

“**Executive Officer(s)**” or “**Executives**” refers to the **SUS President, Vice President Internal, and Vice President External positions**;

“**Extraordinary General Meeting**” refers to every General Meeting, other than the Annual General Meeting that is called in accordance with Bylaw 11;

“**Faculty Representative**” refers to Members of the Board that are mandated to represent a specific academic faculty.

“**Fall Semester**” refers to the semester beginning on September 1 and ending on December 31;

“**Fiscal Year**” refers to the fiscal year of the Society as stated in Bylaw 43;

“**General Meeting**” refers to any or all of an Annual General Meeting, an Extraordinary General Meeting or a Requisitioned General Meeting;

“**Honoraria**” refers to an amount of money paid to an individual as a gift for services rendered to the Society which are not normally, as exemplified by society in general, defined as paid positions.

“**Hope Campus**” refers to the UFV Hope campus located on 7<sup>th</sup> Avenue;

“**Membership Fees**” refers to the membership fees collected by the Society from the Members that are set in accordance with Bylaw 8;

“**Member(s) of the Board**” refers to any person elected or appointed when applicable, to sit and participate on the SUS Board.

“**Member**” refers to those persons who satisfy the requirements of Bylaw 3;

“**Mission Campus**” refers to the UFV Mission campus located on Prentis Avenue;

“**Open Session**” refers to any session of the Board that is not *In-Camera*;

“**Ordinary Resolution**” refers to an ordinary resolution as defined by *the Societies Act*;

“**Policies**” refers to the policies of the Society as outlined in the most current SUS Governing Manual and any amendments thereto;

“**Recognized Student Organizations**” refers to any UFV student run group that has **successfully been registered with the SUS.**

“**Referendum**” refers a specific question or set of questions relating to the business of the Society that is put forward to be voted on by the Voting Members, in accordance with Bylaw 14;

“**Referendum Policy**” refers to the policy, included in the Policies, that outline the procedure for holding a Referendum;

“**Requisitioned General Meeting**” refers to a General Meeting called in accordance with Bylaw 12;

“**Special Resolution**” refers to a special resolution as defined by *the Societies Act*;

“**Societies Act**” refers to *the Societies Act* of British Columbia from the time in force and all amendments to it;

“**Society**” and “**SUS**” refers to the University of the Fraser Valley Student Union Society

“**Staff**” refers to personnel hired by the Society;

“**Summer Semester**” refers to the semester beginning on May 1 and ending on August 30;

“**SUS Governing Manual**” refers to the governing manual maintained by the Board in accordance with Bylaw 29;

“**Term of Office**” means the term of office of a Director as defined in Bylaw 23;

“**Trades and Technology Centre**” or “**TTC**” means the UFV Trades and Technical Centre located on Tyson Road;

“**UFV**” refers to The University of the Fraser Valley;

“**University Act**” refers to *The University Act* of British Columbia from the time in force and all amendments to it;

“**Winter Semester**” refers to the semester beginning on January 1 and ending on April 30;

“**Voting Members**” refers to all Members in good standing in accordance with Bylaw 5; and

“**Voting Members of Board**” refers to all Members of the Board except the Appointed Ex-Officio Officers.

1.2 The definitions of *the Societies Act* on the date these bylaws become effective apply to these bylaws.

## 2. Interpretations

2.1 Words importing the singular include the plural and vice versa, and words importing a specific gender include all genders.

## Part 2: Membership

### 3. Members

3.1 The Members of the Society shall be all registrants in a UFV program, course, or **other offering** who have paid Membership Fees to the Society in the current semester.

3.2 Members who have paid Membership Fees for the Winter Semester are still Members through to the beginning of the next Fall Semester. Students who have completed all courses in the Winter Semester for graduation at the next Convocation ceremony cease to be members at the end of the Winter Semester.

### 4. Duties of Members

4.1 All Members must uphold the Constitution and comply with these Bylaws.

### 5. Members in Good Standing

5.1 All Members are in good standing except a Member who has failed to pay his or her Membership Fees in their entirety, and the Member is not in good standing so long as the Membership Fees or any portion thereof remain unpaid.

5.2 Members not in good standing in accordance with subsection 5.1 are not permitted to vote at any elections, General Meetings or Referendum.

### 6. Cessation of Membership

6.1 A person ceases to be a Member of the Society when:

6.1.1 A Member dies;

6.1.2 A Member fails to meet the requirements of Bylaw 3.1;

6.1.3 A Member is not in good standing in accordance with Bylaw 5 for one (1) month;  
or

6.1.4 A Member is expelled from the Society in accordance with Bylaw 7.1.

6.1.5 A Members ceases to register for courses at the University of the Fraser Valley.

### 7. Expulsion from the Society

7.1 A Member may be expelled by Special Resolution on the following conditions:

7.1.1 The notice of Special Resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion; and

7.1.2 The Member who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the General Meeting before the Special Resolution is put to a vote.

## Part 3: Membership Fees

### 8. Setting of Membership Fees

8.1 Membership fees must be passed through a Referendum held in accordance with *The University Act*.

### 9. Collection of Membership Fees

9.1 Membership fees are collected by UFV and remitted to SUS in accordance with *The University Act*.

## Part 4: Meetings of Members

### 10. Annual General Meeting

10.1 The Society shall hold its Annual General Meeting within six months of each fiscal year end at either the Abbotsford Campus or the Chilliwack Campus.

10.2 An AGM must never be held during a scheduled academic calendar cessation of services by the University of the Fraser Valley

### 11. Extraordinary General Meeting

11.1 An Extraordinary General Meeting may be called:

11.1.1 By a majority vote at a Board meeting; or

11.1.2 As required by *the Societies Act*.

### 12. Requisitioned General Meeting

12.1 A Requisitioned General Meeting may be called by 10% of the Voting Members and will be held in accordance to sec. 75 of *the Societies Act*.

### 13. General Meeting Agenda

13.1 The Agenda for each General Meeting must be prepared by the Executive Officers for presentation to the Members at the General Meeting and shall include the following:

13.1.1 A description and text of any Special Resolutions that are being considered (*as per section 78 in the Societies Act*);

13.1.2 In case of all other business, the general nature of that business;

13.1.3 In the case of a Requisitioned General Meeting, the business stated in the requisition.

13.2 Special Resolutions must be submitted in writing to the Society and;

13.2.1 Must refer to the current bylaw (if applicable), contain the specific text or change(s) in text proposed, and include a rationale for the resolution;

13.2.2 Must be received in full by the Society at least twenty-one (21) days prior to any general meeting; and

13.2.3 Must be available to members at least fourteen (14) days prior to any General Meeting.

13.3 Business cannot be added to the agenda;

13.3.1 With less than fourteen (14) calendar days until a General Meeting; and/or

13.3.2 If the procedure outlined in 13.2 was not followed.

13.4 Voting Members may request a matter be put in the agenda of an Annual General Meeting in accordance with sec. 81(1)(a) of the Societies Act.

## 14. Referenda

14.1 Voting Members may vote on matters related to the business of the Society by means of a Referendum.

14.2 A Referendum may be called by either:

14.2.1 A sixty six (66%) majority vote of the Board;

14.2.2 Special Resolution at a General Meeting; or

14.2.3 A petition of 5% of the membership.

14.3 A Referendum must be held in accordance with the Referendum Policy.

## 15. Notices for General Meetings

15.1 The Executive Officers shall give at least twenty-eight (28) calendar days' notice of all General Meetings.

15.2 Sufficient notice shall be deemed to have been given by posting notice of the General Meeting on the SUS website and all social media used by the SUS, an email must be sent to every member who has provided an email address (*as per section 77 in the Societies Act*), and



posting of no less than four posters per floor per building (or as otherwise limited by available space) which must contain the time, date and location of the General Meeting

15.2.1 The use of posting to give notice of general meetings is permitted pursuant to an Order signed by the Registrar of Companies dated October 5, 1995.

15.3 The final Agenda must be posted on the SUS website and sent by email to all members who provided an email address at least fourteen (14) calendar days prior to the meeting

## Part 5: Proceedings at General Meetings

### 16. Quorums for General Meetings

16.1 The minimum quorum required for a General Meeting is as follows:

16.1.1 For a Requisitioned General Meeting, two per cent (2%) of the Voting Members;

16.1.2 For a General Meeting where the agenda includes a special resolution and/or changes to the Elections Policy one per cent (1%) to a maximum of one hundred (100) of the Voting Members.

16.1.3 For all other General Meetings, three quarters of a percent (0.75%) to a maximum of seventy five (75) of the Voting members.

16.2 Business, other than the election of a chair and the adjournment or termination of the General Meeting, must not be conducted at a General Meeting if quorum, has not been established.

16.3 If at any time during a General Meeting there is a quorum count determining that a quorum is not present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

16.4 If within thirty (30) minutes from the time appointed for a General Meeting a quorum is not present, the meeting:

16.4.1 If a Requisitioned General Meeting, must be terminated;

16.4.2 If any other General Meeting, must stand adjourned to the same day in the next week, at the same time and place;

16.4.3 If, at the adjourned meeting, a quorum is not present within 30 minutes for the time appointed for the meeting, then quorum shall be:

16.4.3.1 For a General Meeting where the agenda includes a special resolution and/or changes to the Elections Policy, one half a percent (0.5%) to a maximum of fifty (50) of the Voting members.

16.4.3.2 For all other General Meetings that are not terminated, three eighths of a percent (0.375%) of the Voting Members, to a maximum of thirty eight (38) of the Voting Members.

## 17. Chair of a General Meeting

17.1 The Board Chair, an Executive Officer, or another person appointed by the Executive Officers can preside as Chair of a General Meeting.

17.2 If at a General Meeting no person listed in 17.1 is present within fifteen (15) minutes after the time appointed for holding the meeting, or if all people listed in 17.1 are unwilling to act as the Chair, the Members present must elect a Member present to be the Chair.

## 18. Rules of Order

18.1 The most recent edition of Robert's Rules of Order shall govern the conduct of any and all General Meetings and Board meetings of the Society, **but shall be superseded by the bylaws and the Societies Act in the case of any discrepancy.**

## 19. Voting at General Meetings

19.1 No proxy voting shall be permitted at General Meetings of the Society.

## Part 6: Board of Directors

### 20. Purpose, Mandates and Limitations of the Board

20.1 The purpose of the Board is to be the main oversight body of the Society and the Executive Officers of the Society

20.2 The duties of the members of the Board are to:

20.2.1 Be the governing body of the SUS.

20.2.2 Prepare for and participate in all meetings of the Board

20.2.3 Ensure the activities of the Society fall within the purposes, aims, visions statements, and applicable constitution of the Society.

20.2.4 Give final approval on all policy changes, project initiatives, ~~and~~ executive goal plans, and ~~recommend approval of~~ the annual operating budget **and make amendments as necessary during the year.**

**20.2.5 Directly oversee the work and performance of the Executive Officers**

20.2.6 Announce all applicable conflicts of interest before voting on a motion.

20.2.7 Maintain a respectful, professional, and courteous attitude in all dealings whilst serving on the Board.

20.2.8 Uphold their individual duties within the policies of the Society.

20.2.9 Call an annual election in accordance to the standing Election Policy of the Society.

## 21. Composition of the Board

21.1 The Board is composed of the following voting members:

- 21.1.1 One President
- 21.1.2 One Vice President External
- 21.1.3 One Vice President Internal
- 21.1.4 One Aboriginal Representative
- 21.1.5 One Board of Governors Representative
- 21.1.6 One College of Arts Representative
- 21.1.7 One Faculty of Access and Continuing Education Representative
- 21.1.8 One Faculty of Applied and Technical Studies Representative
- 21.1.9 One Faculty of Health Sciences
- 21.1.10 One Faculty of Professional Studies Representative
- 21.1.11 One Faculty of Sciences Representative
- 21.1.12 One School of Graduate Studies Representative
- 21.1.13 One Senate Representative



**REVISED**

12:14 pm, Feb 01, 2018

21.2 The Board is also composed of the following non-voting members:

### 21.2.1 One Ex-Officio

21.3 The Board is also composed of a Chair, who may or may not be a Member of the Society

21.3.1 The Chair is permitted to vote to break a tie, in accordance with Robert's Rules of Order and bylaw 27.2, provided that the Chair is a Member of the Society.

21.4 The SUS Vice President Internal is the Board Secretary and Treasurer by default.

21.4.1 The Board can appoint another member of the Board to be the Board Secretary by majority vote.

21.5 No member of Board shall hold two or more seats on the Board.

21.6 Upon his or her election to the Board, a member shall resign from any paid staff position he or she holds with the Society.

21.6.1. This limitation may be overturned by a majority vote of the Board, provided that at all times a majority of the Directors are not remunerated by the Society.

21.7 No member of the Board shall be hired to a staff position of the Society while serving a term on the Board.

21.7.1. This limitation may be overturned by a majority vote of the Board, provided that at all times a majority of the Directors are not remunerated by the Society.

21.8 To run for a Faculty Representative position, a UFV student must be an Association Executive member of an applicable student association and/or a declared major in the applicable faculty.

21.9 Members of the Board must be at least sixteen years old as of the start of their term of office, provided that a majority of the Board is at least eighteen years old.

21.10 The Executive Officers will be remunerated for their work as executive officers. No other Director may be remunerated, other than for reasonable and verifiable expenses, unless they receive remuneration for acting in another capacity for the Society that has been approved in accordance with section 21.6 or 21.7.

21.11 A vacancy in an Executive Officer position may be filled by another Voting Member of the Board for the remainder of the current term of office by a resolution of the Board.

21.12 Members of the Board must be elected. Appointments, other than those described in section 21.11, are not permitted to fill vacancies.

## 22. Quorum

22.1 Quorum at Board meetings shall be 50% plus one (1) of the total number of voting Board members

22.2 Non-voting members shall not count towards quorum at any Board meeting.

22.3 The Chair of the Board, as a non-voting member, does not count for quorum.

22.4 While on leaves of absence, members of the Board shall not be counted as absences for quorum.

## 23. Board Term of Office

23.1 The term of office for Board Members ends on April 30.

23.1.1 If an election is not deemed free and fair by the Chief Electoral Officer then the current Board may resume office past April 30 until a new election that has been deemed free and fair is completed.

23.2 All Members of the Board may not hold office for more than five (5) years total, either consecutively or non-consecutively.

## 24. Resignation of Board Members

24.1 Board Members shall hold office until the end of their Term, subject to the following exceptions:

24.1.1 A Director resigns in writing to the Chair of the Board; or

24.1.2 A Director who ceases to be a Member **or otherwise fails to meet the requirements for the position** held shall be deemed to have resigned.

## 25. Meetings of the Board

25.1 The Board shall meet a minimum of once a month throughout the Calendar year.

25.2 By default, meetings of the Board occur on the **last Thursday of every month at 6pm,** unless otherwise determined by the Board.

25.3 Meetings of the Board shall normally alternate between the Abbotsford and CEP Campuses.

25.4 Meetings of the Board shall be scheduled in the following manner:

25.4.1 By a motion passed at a Board meeting;

25.4.2 By the Chair, in accordance bylaw requirements; or

**25.4.3 By the President, upon requisition of three or more Voting Members of the Board.**

25.5 The agenda for each meeting shall be determined by Chair of the Board, in consultation with all other Board Members, and shall be made available no later than 48 hours prior to the meeting.

25.6 The minutes of each meeting shall be made available within two working days of being approved by the Board.

25.7 If the chair is not present for a meeting of the Board, a member may assume the role of chair for that meeting if a Vice-Chair has not already been designated.

## 26. Rights of Board Members

26.1 Voting Members of the Board have, subject to any other provisions in the Bylaws, full rights to:

26.1.1 Attend Board Meetings;

26.1.2 Speak, make, and second motions;

26.1.3 Vote in Board Meetings; and

26.1.4 Any other rights granted to a member of an assembly under the Robert's Rules of Order.

26.2 Non-voting Members of the Board have, subject to any other provisions in the Bylaws, full rights to:

26.2.1 Attend Board Meetings;

26.2.2 Speak, make, and second motions;

26.2.3 Any other rights granted to a non-voting member of an assembly under the Robert's Rules of Order.

26.3 Guests, subject to any other provisions in the Bylaws, have full rights to:

26.3.1 Attend Board meetings in Open Session;

26.3.2 Speak at Board and Committee meetings in Open Session upon the discretion of the Chair. These speaking rights may be rescinded at any time by the Chair or on a motion by any Board Member.

## **27. Voting on the Board**

27.1 Except as herein provided, motions arising at meetings of the Board must be decided by a majority of votes.

27.2 The Chair shall only cast a ballot in the event of a tie-vote.

27.3 No proxy voting shall be permitted at any meetings of the Board.

## **28. Removal and Suspension from Office**

28.1 The Board may, but is not required to, remove a Member of the Board from office if any or all of the following occur:

28.1.1 A Member of the Board acts in a way that is detrimental to the interests of the Society and/or its Members.

28.1.2 A Member of the Board is acting in a manner that is not in compliance with the Policies or Bylaws.

28.1.3 A Member of the Board has failed to carry out his/her duties as specified in the Policies or Bylaws.

28.2 A Member of the Board who meets one of more of the requirements in subsection (1) may be removed from office upon:

28.2.1 Two thirds (66%) majority vote of the Board, where the Member of the Board in question is not permitted to vote, provided that at least fourteen (14) days' notice, and no more than twenty eight (28) days' notice, has been given in writing to the Member of the

Board in question and provided that such notice be signed by five (5) elected members of the SUS Board of Directors

28.2.2 A Special Resolution of the Society.

28.3 A member of the Board who meets one or more of the requirements in Subsection (1) may be suspended from office upon:

28.3.1 A simple majority (50% + 1) vote of the Board, where the Member of the Board in question is not permitted to vote, provided that at least twenty-four (24) hours' notice has been given in writing to the Member of the Board in question, and provided that such notice be signed by:

(i) The President of the Society; and

(ii) The Vice President Internal of the Society.

28.3.2 An ordinary resolution of the Society.

28.4 Suspension of a Member of the Board, carried out in accordance with subsection (3) shall be in effect for a minimum of one (1) day, and shall not exceed thirty (30) days and that:

28.4.1 The length be specified in a Board resolution.

28.4.2 The suspension may, through another simple majority vote of the Board, be extended once, up to an overall total of forty five (45) days suspension.

## 29. Governing Manual

29.1 The Board shall maintain an up-to-date SUS Governing Manual and shall review the Society's Bylaws and Policies annually or at any other time the Board feels it is required.

## Part 7: Duties of Executive Officers

### 30. General

30.1 Executive Officers shall carry out all duties and responsibilities required of their positions in accordance with the Policies.

### 31. Budget

31.1 ~~Executive Officers and the Standing Committee on Finance and/or Budgeting shall prepare a budget for the Society for presentation and approval by the Board, and the Members prior to April 30 at a General Meeting.~~



### 32. President Absences

32.1 The Vice President ~~External~~ shall assume any and all duties and responsibilities of the President in his/her absences less than one week.

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11:18 am, Feb 05, 2018

32.2 For absences longer than one week, the Board shall appoint an Interim President from the Board of Directors.

## Part 8: Election of Directors

### 33. Election of Directors

33.1 Directors shall be validly elected by the Voting Members in accordance with the Elections Policy. Elections for the Board of Governors Representative and Senate Representative are managed by UFV, and one successful student from each election will be appointed to fill each of those seats on the Board.

33.2 The Elections Policy and any and all amendments thereto must be approved by Ordinary Resolution.

### 34. Voting

34.1 Voting Members shall be allowed one vote for each Executive Officer, the Board of Governors Representative, and the Senate Representative in an election.

34.2 Voting Members shall be allowed one vote for (each of) the Representative position(s) that represents the group(s) they are a member of.

34.2.1 When there is no method to accurately determine the members of a representative group, considering the voting method used, all voting members shall be allowed one vote for that position.

## Part 9: Finances

### 35. Auditor

35.1 The books and accounts of the Society shall be audited at least once a year by a person who is qualified to act as an auditor in accordance with *the Societies Act* sec. 112, and who is appointed at the Annual General Meeting.

35.2 In the event of the resignation of the Auditor or his inability to act as Auditor, the vacancy shall be filled by the Board.

35.3 The Auditor shall prepare an Auditor's report as of the Society's fiscal year-end for presentation to the Members of the Society.

35.4 The Auditor must be independent from the Society, in accordance with *the Societies Act* sec. 113.



### 36. Signing Authority

36.1 Except as hereinafter provided, all Executive Officers, and the Executive Director, are to be given general signing authority.

36.2 Signatures of at least two Executive Officers must be required for the execution of any and all legal documents. The Executive Director may sign in place of one Executive Officer.

36.3 For financial documents:

36.3.1 The SUS Vice President Internal must be one of the signatories on any and all financial documents requiring a signature. The Board may, by a 75% majority vote, alter this provision for a period of time with a specific end date; this can never extend beyond April 30 of any calendar year.

36.3.2 The Financial Manager shall have all necessary access to prepare payments, deposits, and other financial matters, though cannot have approval authority for any transaction.

36.4 No person may sign any document where a conflict of interest exists, as per the Conflict of Interest Policy. When a conflict of interest prevents 36.3.1 from being met, any two other authorized signatories can sign the document.

### 37. Bank Account

37.1 The Society shall maintain a chequing account in the name of the University of the Fraser Valley Student Union Society.

### 38. Annual Financial Review

38.1 The Executive Officers shall present, without material omission, the previous fiscal year's audited financial statements at the Annual General Meeting.

### 39. Financial Statements

39.1 Upon written request, the Board shall provide, to the Member who has made such request, a copy of the Society's most recent financial statements be sent no less than 14 days.

### 40. Borrowing

40.1 In order to carry out the purposes of the Society, the Board may, on behalf of and in the name of the Society, raise and secure payment or repayment of monies in any manner which they decide, and in particular but without limiting that power, by the issue of debentures.

40.2 A debenture shall not be issued without the authorization of a Special Resolution.

40.3 Members may, by Special Resolution, restrict the borrowing powers of the Board, but such a restriction expires at the next Annual General Meeting.

40.4 The Board shall not borrow at any given time, an amount greater than twenty-five percent of the annual budget of the Society unless approved by a **Special Resolution**.

#### **41. Investments**

41.1 The funds of the Society not required for immediate use may be kept on deposit in a financial institution, or may be invested in such a manner as the Executives and Executive Director may determine from time to time.

#### **42. Endowment Fund**

42.1 The Society shall establish and permanently maintain an endowment fund known as the “UFV SUS Endowment Fund”, (“the Endowment”) the maximum limit of which shall remain open.

42.2 The principal of the Endowment shall be retained as an endowment, and cannot be spent, except in accordance with all of the following conditions:

42.2.1 Withdrawals may only be used to help fund major capital expenditures, such as renovations to the Student Union Building, or prevent the Society from being jeopardized;

42.2.2 Withdrawals must abide by the procedure outline in the Endowment Fund Agreement between the SUS and UFV;

42.2.3 Withdrawals must be authorized by special resolution at a General Meeting;

42.2.4 A maximum of 25% of the Endowment may be withdrawn per special resolution;

42.2.5 Any withdrawn funds not used in accordance with part (a) must immediately be reinvested into the Endowment.

42.3 The interest and other income derived from investment of the principal shall be used, applied, devoted and accumulated to:

42.3.1 Advance the purpose of the Society, including emergency student grants, student scholarships, and other programs that service students;

42.3.2 Increase the principal amount of the Endowment

42.4 Other allocations of Society revenues to the Endowment shall be determined by the Executives and Executive Director, within the bounds of applicable policy.

42.5 Any allocation of monies to the Endowment is considered an increase to the principle amount of the Endowment.

### 43. Fiscal Year

43.1 The fiscal year of the Society shall be from April 1 in one year to March 31 in the following year.

## Part 10: Records

### 44. Location of Records

44.1 All records of the Society that are required by *the Societies Act sec. 20* shall be kept in the registered office of the Society, *or in electronic form accessible in the office of the Society.*

### 45. Inspection of Records

45.1 Records shall be available for inspection *in accordance with the Societies Act sec. 24, but only to Members of the Society.*

*45.1.1 To protect the privacy and interests of Members, Members may not inspect the register of members.*

45.2 Accounting records of the Society may be inspected by a Member in accordance with applicable policy, with the following additional requirements:

45.2.1 Requests to inspect accounting records must be sent to the Vice President Internal;

45.2.2 Accounting Records for the current and the preceding fiscal year cannot take longer than ten (10) business days to be disclosed by the Society.

45.2.3 Accounting records may only be viewed in the offices of the Society.



## Part 11: Student Organizations

### 46. Internal Student Organizations

46.1 Recognized clubs and associations will conduct themselves in accordance with the Bylaws and the Policies.

46.2 The Society shall not be responsible nor shall it be liable for any unrecognized club or association.

#### **47. External Student Organizations / Groups**

47.1 The Society may seek membership in one provincial and one national Student Organization or Group provided that:

47.1.1 The organizations or group has substantially similar objectives and purposes to those of the Society as stated in the Constitution; and

47.1.2 The decision to join any external student organization or group is approved by the members by a special resolution.

### Part 12: Constitution and Bylaws

#### **48. Amendments**

48.1 The Constitution and Bylaws of the Society shall only be amended by a Special Resolution

### Part 13: Dissolution

#### **49. Liquidation**

49.1 Upon the winding up or dissolution of the University of the Fraser Valley Student Union Society, any assets remaining after the satisfaction of its debts and liabilities shall be held in a trust until such time as said assets may be transferred to a democratically run University of the Fraser Valley student organization promoting objectives similar to those set out in the Constitution.

49.2 This clause was previously unalterable under the previous constitution as provided for by the 1996 Society Act.

49.3 Notwithstanding section 49.1, section 49.2 may only be amended with unanimous consent of all Members.