



**CONSTITUTION AND BYLAWS OF THE  
COLLEGE OF THE ROCKIES STUDENTS' ASSOCIATION**

## **Constitution of The College of the Rockies, Students' Association**

1. The name of the society is "The College of the Rockies, Students' Association", hereinafter referred to as the "Association"
2. The purposes of the Association are to:
  - a. Administer the affairs of the College of the Rockies student body for the benefit of the College of the Rockies Students.
  - b. Create, organize, promote and enrich the social, cultural, recreational, educational programs, services and the environment for College of the Rockies students.
  - c. Develop a sense of community among College of the Rockies students and other groups within the College of the Rockies.
  - d. Promote and represent College of the Rockies students' issues and interests in relation to the College of the Rockies.
  - e. Promote general welfare of College of the Rockies students and the furtherance of education programs consistent with the purpose of the College of the Rockies.
  - f. Apply for formal recognition by the College of the Rockies as the association representing the entire College of the Rockies student body and enter into agreement with the College of the Rockies that may include such issues as student activities, support, facilities and partnerships.

## 1. INTERPRETATION AND DEFINITIONS

1.1 In these Bylaws unless the context otherwise requires:

- a) **“Annual General Meeting”** means the meeting of Members held once a year in accordance with the Societies Act;
- b) **“College”** shall mean the College of the Rockies;
- c) **“College and Institute Act”** means the *College and Institute Act* (British Columbia), as from time to time enacted and including all amendments and any regulations made in pursuance thereto;
- d) **“COTRSA” or “Association”** shall mean the Students’ Association of the College of the Rockies;
- e) **“Council”** means the COTRSA student representatives, being the governing body of COTRSA as further described in Bylaw 7
- f) **“Executive”** shall refer to a director of the Association, elected by the Members in accordance with Bylaw 8
- g) **“Executive Board”** means the COTRSA board of directors consisting of all of the Executives of the Association;
- h) **“Member”** means a member of the College of the Rockies Students’ Association who meets the criteria set out at Bylaw 2.1 and has not been expelled as a member of the Association;
- i) **“Membership Fee”** means the student association fee payable to the Association, which may be different from Member to Member, to be paid by each Member as prescribed by the Association
- j) **“Minimum Academic Standard”** as defined by College of the Rockies Policies and Procedures or in the case of programs that do not assign grade point averages be in good academic standing.
- k) **“Referendum”** means the process where Members are to vote on a question relating to the business or affairs of the COTRSA that has been referred to them for a direct decision by way of a referendum
- l) **“Special General Meeting”** means any meeting of Members held in accordance with these Bylaws other than an Annual General Meeting;

- m) **“Special Resolution”** means any of the following:
  - i) a resolution passed at a general meeting by at least 2/3 of the votes cast by the Members;
  - ii) a resolution consented to in writing by all of the Members;
  - iii) a resolution passed by at least 2/3 of the votes cast, in accordance with the Bylaws, on the resolution.
  
- n) **“Societies Act”** shall mean the *Societies Act* (British Columbia), as the same may be amended from time to time;
  
- o) **“Student”** shall mean a registered student enrolled at the College, whether full time or part time;
  
- p) **“Two-Thirds (2/3) Resolution of Council”** shall mean a resolution adopted at a Council meeting where there are at least two (2) votes in favour for every one (1) votes opposed.
  
- q) In these Bylaws, the feminine gender and the plural shall be interpreted as the masculine and the singular and vice-versa, as the context requires.

## 2. MEMBERSHIP

### 2.1 **Members**

Members of the College of the Rockies Students’ Association shall be those persons who meet the following criteria:

- a) are current students registered in at least one credit course at the College;
- b) have been assessed an Association Membership Fee
- c) all Members remain Members for the four months following the last semester in which they paid a Membership Fee.

**Exception:** College of the Rockies employees who are registered in credit course(s) are not assessed Association Membership fees and therefore are not considered Members of the Association.

### 2.2 **Member Compliance**

Every Member shall uphold the Constitution of the Society and shall comply with these Bylaws.

### 2.3 **Termination of Membership**

An individual’s membership in the Association shall terminate upon:

- a) the Member ceasing to meet the requirements outlined in Bylaw 2.1;

- b) the Member's membership being terminated or expelled in accordance with these Bylaws or the Societies Act;
- c) the Member's death; or
- d) the Member providing notification in writing to the Association of its resignation as a Member, subject to Bylaw 3.5

#### 2.4 **Member in Good Standing**

All Members shall be considered in good standing unless:

- a) the Member has not paid the required Membership fee for the current period
- b) a Two-Thirds (2/3) Resolution of Council is passed stating that Member is no longer in good standing with the Association
- c) a Special Resolution has passed stating the Member is no longer in good standing with the Association, provided that:
  - i) notice of the proposed Special Resolution is delivered to Council not less than 13 days prior to the general meeting at which the Special Resolution will be voted upon, such notice will include reasons for such Member being placed in bad standing; and
  - ii) such member is provided an opportunity to make a statement to the Members present at a general meeting prior to any vote in respect of the proposed Special Resolution

#### 2.5 **Rights of Member in Good Standing**

Each Member in good standing shall:

- a) have the right to vote in elections and referenda; and
- b) have the right to run for and hold office in the Association
- c) have the right to speak at any general meeting

#### 2.6 **Expelling a Member**

A Member may be expelled from the Association by way of Special Resolution provided that:

- a) notice of the proposed Special Resolution is delivered to Council not less than 13 days prior to a general meeting of Members at which the Special Resolution will be voted upon, such notice which shall include the reasons for such Member being expelled; and
- b) such Member is provided an opportunity to make a statement to the Members present at a general meeting prior to any vote in respect of the proposed Special Resolution

### 3. MEMBERSHIP FEES

#### 3.1 **Setting of Membership Fees**

Except as hereinafter provided, fees may be set in the following ways:

- a) by the Members of the Association voting in a general meeting or Referendum
- b) by a two-third (2/3) vote of the Council

**3.2 Fees**

See Appendix A for schedule of Association Fees

**3.3 Other Mandatory Fees**

Members of the Association may establish other mandatory fees for services or programs, subject to Bylaw 3.1

**3.4 Adjustment of Fees**

The Fees described in these Bylaws will be reviewed every two (2) years by Council and a notice of increase will be issued to the College of the Rockies Board by February 1 of that year. The proposed increase may not exceed the rate of change in the Canadian Consumer Price index for the preceding calendar year

**3.5 Fees of Non-Members**

Any Member that is terminated, expelled, or resigns from the Association in accordance with Bylaw 2.3 (d) but remains a Student shall be responsible for paying all fees associated with his or her registration as a Student at College of the Rockies, including, without limitation, any Membership Fees.

**4. ANNUAL GENERAL MEETING**

4.1 The Annual General Meeting of COTRSA shall be held once in each calendar year on a date set by Council.

4.2 Notice of an Annual General Meeting shall specify the date, time and location of the Annual General Meeting and shall, no later than ten (10) days and not more than sixty (60) day prior to such Annual General Meeting, be:

- a) sent by email to every member of the COTRSA who has provided an email address to the College; and
- b) posted on the COTRSA website

4.3 The Agenda for the Annual General Meeting shall be determined in advance by Council

4.4 The Executive Board shall present the following to the Members at each Annual General Meeting

- a) financial statements prepared in accordance with the requirements of the Societies Act
- b) the auditor's report, if any, on such financial statements

- 4.5 Quorum at the Annual General Meeting shall be ten (10) Members.
- 4.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, shall not be transacted at a general meeting unless quorum is met as per Bylaw 4.5. If, within 30 minutes for the time set for holding an Annual General Meeting, a quorum of voting members is not present, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes for the time set for holding the continuation of the adjourned meeting the voting members who are present constitute a quorum for that meeting.
- 4.7 All Members are entitled to one vote at an Annual General meeting other than those Members not currently in good standing in accordance with Bylaw 2.4
- 4.8 Members shall not be entitled to participate in an Annual General Meeting by telephone or other communications medium.
- 4.9 No Member shall be permitted to appoint a proxy to attend or vote at an Annual General Meeting

## 5. SPECIAL GENERAL MEETING

- 5.1 Council shall call a Special General Meeting upon:
  - a) a Two-Thirds (2/3) Resolution of Council requesting a Special General Meeting for a specific purpose or reason; or
  - b) a written request signed by at least ten percent (10%) of Members of the COTRSA stating the purpose and reasons for calling a Special General Meeting and describing the Special Resolutions that will be proposed at such meeting (each a Petition).
- 5.2 A Special General Meeting shall be held within three (3) weeks of the of the approval of a Petition
- 5.3 Notice of a Special General Meeting shall specify the date, time and location of the Special General Meeting and shall, no later than ten (10) days and not more than sixty (60) day prior to such Special General Meeting, be:
  - a) sent by email to every member of the COTRSA who has provided an email address to the College; and
  - b) posted on the COTRSA website
- 5.4 Quorum at the Special General Meeting shall be ten (10) Members.

- 5.5 All Members in good standing are allowed to vote at a Special General Meeting.
- 5.6 Only matters described in a Two-Thirds (2/3) Resolution of Council or a Petition may be discussed during a Special General Meeting
- 5.7 Members shall not be entitled to participate in a Special General Meeting by telephone or other communications medium.
- 5.8 No Member shall be permitted to appoint a proxy to attend or vote at a Special General Meeting.

## 6. REFERENDA

### 6.1 **Calling a Referendum**

6.1.1 Council shall call a Referendum:

- a) If approved by a majority vote of Council; or
- b) Upon receipt of a petition as ascribed to in Bylaw 5.1 b)

6.1.2 Any Referendum call by council pursuant to Bylaw 6.1 shall be called within twenty one (21) days of receipt of the Petition. The Referendum must be held within sixty (60) days after receipt of the Petition.

6.1.3 Notwithstanding this Bylaw 6.1, a Referendum shall be called by Council to approve any changes to Membership Fees. A Referendum may also be used for any decision, including any Special Resolution to be determined by the Members

### 6.2 **Notice for Referendum**

6.2.1 Council shall provide to Members not less than ten (10) days and not more than sixty (60) days notice of a Referendum.

6.2.2 Sufficient notice shall be deemed to have been given by the posting of ten (10) notices on or about the College; and the electronic posting via the COTRSA website. Paper notices shall include the following:

- a) time, date and location of the Referendum;
- b) the text of any Special Resolution, if any, to be considered at the Referendum.

### 6.3 **Voting in Referendum**

6.3.1 All Members in good standing are allowed to vote in respect of a Referendum



- 6.3.2 No Member shall be permitted to appoint a proxy to vote
- 6.3.3 Subject to Bylaw 6.3.4, the result of a Referendum shall be decided by a majority, or such greater percentage as may be required by the Bylaws or the Societies Act, of the votes cast in such Referendum
- 6.3.4 The results of a Referendum shall be binding if ten (10) or more votes have been cast by Members in Good Standing.

## 7. COUNCIL

### 7.1 **Composition of Council**

Council shall be comprised of the following Members:

- a) all of the Executives of the COTRSA elected in accordance with Bylaw 10 (referred to as the Executive Board); and
- b) all Members at Large appointed in accordance with Bylaw 7.3, which shall include:
  - i) International Student Representative
  - ii) Aboriginal Student Representative
  - iii) Business & University Studies Student Representative
  - iv) Health & Human Services Student Representative
  - v) Trades & Technology Student Representative

7.2 Each Member of Council is entitled to participate fully in all Council meetings including proposing motions and voting on any motion coming before Council

### 7.3 **Appointment of Members at Large**

Members at Large as described in Bylaw 7.1b shall be appointed by the Executive Board in the Fall Semester based on recommendations from the representative programs.

### 7.4 **Terms of Office for Members at Large**

The term of each appointed Member at Large shall begin in October following appointment until June of the following year.

7.5 Members at Large shall be entitled to receive a monthly honorarium in an amount to be determined by Council.

## 8. EXECUTIVES AND THE EXECUTIVE BOARD

### 8.1 **Composition of the Executive Board**

The Executive Board of the Association shall consist of five (5) Executives, elected by the Members in accordance with Bylaw 10, who shall occupy the following positions:

- a) President;
- b) Vice President Finance and Administration
- c) Vice President Internal
- d) Vice President Campus Life
- e) Vice President Communications
- f) Liaison Officer (non-voting) – appointed by the College

### 8.2 **Terms of Office for Executive Board**

The term of each Executive shall begin in April following election until March of the following year.

8.3 Executives shall be issued a copy of the Constitution and Bylaws by the Liaison Officer prior to the start of their term.

8.4 Executives shall be entitled to receive remuneration for their duties which will be equivalent to 100% of the tuition cost of a regular five (5) course university studies program to be paid quarterly based on the term as ascribed to in Bylaw 7.2. Remuneration will only be paid to those Executives who fulfill their obligations as per these Bylaws.

## 9. DUTIES OF COUNCIL, EXECUTIVE BOARD AND MEMBERS AT LARGE

### 9.1 **Duties of Council**

Subject to the provisions of the Constitution and Bylaws, Council shall:

- a) act as the governing body of the Association;
- b) conduct Council meetings pursuant to the Bylaws;
- c) approve the annual operating budget of the Association;
- d) have full control of all activities under the Association;
- e) have the power to recommend amendments to the Bylaws concerning duties of the Association, committees and Clubs;
- f) have the power to prescribe matters of procedure which are not provided for in the Constitution, Bylaws or the Societies Act;
- g) oversee all services offered by the Association to its Members

## 9.2 Duties of Executive Board

In addition to the duties of Council as set out in Bylaw 8.1, each member of the Executive Board shall also have the following duties and responsibilities:

- a) meet at any time at the request of the President;
- b) set a good example for Council; for example, Executives shall be in full attendance at all regularly scheduled Executive Board and Council meetings;
- c) post and keep office hours at the Association office;
- d) have a working knowledge of the Constitution and Bylaws;
- e) maintain a minimum of:
  - i) for full time students, 9 credit hours or equivalent per semester, with the exception of the spring/summer semester, for the duration of their term on the Executive Board; or
  - ii) for part time students, 6 credit hours or equivalent per semester, with the exception of the spring/summer semester, for the duration of their term on the Executive Board
- f) attend all Annual General Meetings and Special General Meeting that may take place; and
- g) at the end of their term on the Executive Board, take all reasonable efforts to ensure an efficient and smooth transition to the incoming Executives.

### 9.2.1 The President shall;

- a) preside over Council and Executive Board meetings;
- b) present the Annual Report at the Annual General Meeting
- c) ensure that the performance of the Executives of their duties described in these Bylaws is of the highest quality as can reasonably be expected.
- d) act as one of the signing authorities on Association cheque requisitions
- e) be the official spokesperson for the Association
- f) have such other duties as are outlined in the Bylaws or assigned by Council from time to time

### 9.2.2 The Vice President Finance and Administration shall;

- a) in the absence of the President, assume all the responsibilities of the President;
- b) ensure that all Council members receive a meeting agenda and associated materials at least 24 hours in advance of each Council Meeting;
- c) be responsible for keeping minutes of Executive Board and Council meetings

- d) ensure that the performance of the President of his or her duties described in these Bylaws is of the highest quality as can reasonable be expected;
- e) be responsible for the financial operations of the Association and keep the financial records as necessary to comply with the Societies Act;
- f) act as one of the signing authorities on Association cheque requisitions;
- g) have such other duties as are outlined in the Bylaws or assigned by Council from time to time.

9.2.3 The Vice President Internal shall;

- a) be responsible for overseeing the work of the Members at Large;
- b) keep Council informed on Association programs including UPAS and the Student Extended Health and Dental Plan;
- c) act as a resource on issues arising between Students of the College; and
- d) have such other duties as are outlined in the Bylaws or assigned by Council from time to time.

9.2.4 The Vice President Campus Life shall;

- a) be responsible for overseeing a broad range of programs and services affecting Members and enhancing the campus life of Students while at College of the Rockies;
- b) be responsible for all Student Association endorsed Clubs, including planning, budgeting and reporting requirements;
- c) act as a resource on issues arising between Students of the College; and
- d) have such other duties as are outlined in the Bylaws or assigned by Council from time to time.

9.2.5 The Vice President Communications shall;

- a) be responsible for maintaining the Association website, social media sites and any print materials for the Association;
- b) handle inquires and promote friendly relations with community groups
- c) have such other duties as are outlined in the Bylaws or assigned by Council from time to time.

### 9.3 **Duties of the Members at Large**

In addition to the duties of Council as set out in Bylaw 8.1, each of the Members at large shall also have the following duties and responsibilities:

- a) be appointed pursuant to Bylaw 7.3
- b) provide direct communication between the Council and their respective programs
- c) read and understand the Constitution and Bylaws of the Association
- d) act at all times in accordance with the Constitution, Bylaws and any regulations of the Association
- e) attend Annual General Meetings and Special General Meetings
- f) be required to resign under the following conditions:
  - i) If the Member at Large ceases to be a Member
  - ii) If the Member at Large fails to meet the Minimum Academic Standard in any semester while acting in their capacity as a Member at Large
  - iii) If the Member at Large fails to be in full attendance at any two (2) regularly scheduled meetings of Council without approval of the President

## 10. ELECTION AND BY-ELECTION OF EXECUTIVES

- 10.1 The elections of the Executive shall be conducted annually during the Winter semester at College of the Rockies. The exact dates of the Election shall be determined by the Chief Returning Officer and approved by Council.
- 10.2 Council shall conduct a By-Election to fill any vacant Executive position for the remainder of the term of office of any former Director whose removal or resignation from Council has created such vacancy if the number of members of Council fall below four (4) members as a result of such vacancy.
- 10.3 In addition and notwithstanding Bylaw 10.2, Council may by a majority vote of Council call a By-Election to fill any vacancy on the Executive Board
- 10.4 Council shall determine the timing of any By-Election.
- 10.5 If there are less than ninety (90) days until the opening of nomination for the next Election, Council may decide not to hold a By-Election
- 10.6 Election expenses incurred by the College for will be paid by the Association.
- 10.7 **Chief Electoral Officer**  
The Chief Electoral Officer shall:
  - a) be the College Registrar and/or their designate
  - b) be responsible for the administration and conduct of all elections;
  - c) validate candidate eligibility;

- d) release the results of the election within two business days following the close of the polls

**10.8 Notice of Election and By-Election**

A notice of Election or By-Election shall be posted at least three (3) business days in advance of the opening date for nominations for any given election in an official COTRSA publication, such notice shall include the following:

- a) the Executive positions for which nominations are being called;
- b) the date of the election or By-Election and the hours during which the poles will be open for such election;
- c) the location(s) and the method(s) of polling;
- d) the location at which nomination forms for the election may be obtained; and
- e) the location and means by which the nomination forms may be submitted to the Chief Electoral Officer.

10.9 Any Student may nominate another person for an Executive position (each, a "Nominee") by submitting a completed nomination package to the Chief Electoral Officer within the applicable nomination period.

10.10 Notwithstanding any other provision of the Bylaws, no Member shall apply or hold more than one (1) position on Council at any given time

**10.11 Eligibility**

Each Nominee must meet the following eligibility requirements to be considered a candidate;

- a) is a member of the Association;
- b) is in good standing with the Association;
- c) be a newly enrolled Student for the then Academic Year or a Student achieving the Minimum Academic Standard in their most recent prior Academic Year at College of the Rockies
- d) have a valid College of the Rockies student identification card;
- e) meet any other reasonable criteria set by Council or contained in any applicable Policies.

**10.12 Election Campaigning**

Campaigning shall begin upon the adjournment of the "all candidates meeting" until the opening of the polls, and shall at all times be subject to the following rules and restrictions;

- a) Acting in a lewd, indecent, or suggestive manner, or using materials of a lewd, indecent, or suggesting nature, irrespective of the form they may take, is prohibited;
- b) defamation of another candidate, Member, Student, Executive, College of the Rockies faculty and/or staff, or any other person is prohibited;

- c) campaign materials shall endorse only one candidate;
- d) no campaign material, in any format, shall contain any official logo of the COTRSA, College of the Rockies or any likeness thereof;
- e) except in cases of self-endorsement, no current Executive shall publicly endorse any candidate;
- f) no campaigning once polls have opened
- g) candidates are not permitted to be at the polling stations except to cast their own vote;
- h) any and all corrupt practices, including, without limitation, bribery, undue influence, personation, aiding or abetting, shall be prohibited;
- i) all campaign materials must be taken down by 5:30pm on the day after the release of election results.

10.13 Any candidate determined by the Chief Electoral Officer to be in breach of Bylaws 8.7 (a), (b), (g) or (h) shall be disqualified

#### 10.14 **Voting**

Voting for purposes of conducting any and all elections and referenda shall be conducted and performed in accordance with the following rules:

- a) all Members shall be eligible to cast a vote;
- b) voting by proxy at meetings of the Association shall not be permitted;
- c) the use of electronic devices for voting shall be permitted on an election by election basis including without limitation, voting through any student portal administered by College of the Rockies;
- d) solicitation or coercion by a candidate shall result in the disqualification of such candidate.

#### 10.15 **Meetings of Council and Executive Board**

- a) Council shall meet at least once per month, unless otherwise determined by Council;
- b) The Executive Board shall, on its own and without the Members at large, meet at least once per week, unless determined by the Executive Board;
- c) Quorum for any meeting of Council shall be set to fifty five percent (55%) of the members of Council then in office;
- d) *Robert's Rules of Order*, shall be a source of reference and guide for the governance and procedure at all Council meetings;
- e) Voting by proxy is not permitted at Council meetings.

### 11. REMOVAL AND REPLACEMENT OF EXECUTIVES

11.1 An Executive who intend to resign as a director of the Association shall give their resignation to the Association in writing, such resignation to take effect upon the

date specified in the written resignation or, in the event no date is specified, upon receipt by the Association of the written resignation.

- 11.2 An Executive may be removed from office by Special Resolution or as otherwise provided in these Bylaws.
- 11.3 The Executives of the Association shall be required to resign from office under the following conditions:
- a) if the Executive ceases to be a Member;
  - b) if the Executive fails to meet the Minimum Academic Standard in any semester while acting in their capacity as an Executive;
  - c) if the Executive fails to be in full attendance at any two (2) regularly scheduled meetings of the Executive Board and/or Council without approval of the President; or
  - d) if an Executive's resignation is requested by a Two-Thirds (2/3) Resolution of Council for any of the following reasons:
    - i) a motion of non-confidence has been moved against the Executive; or
    - ii) the Executive has failed to fulfill their duties as Executive in accordance with these Bylaws.
- 11.4 Where an Executive is required to resign from office subject to 11.3(d)(i) or 11.3(d)(ii), they shall be ineligible to stand for election as an Executive for a period of twelve (12) months following adoption of the motion removing him or her from office;
- a) Where an Executive is required to resign from office pursuant to this provision for a second time, such individual shall be permanently deemed ineligible to stand for election as an Executive and shall also be ineligible for appointment to Council.

## 12. COMMITTEES

- 12.1 Council may establish committees from time to time as it sees fit to carry out specific activities and functions and may determine the composition and purpose of such other committees at the time of establishment. For greater certainty, the creation of such other committees and its mandate and procedures shall not require any amendment to the Bylaws.
- 12.2 From time to time Council may appoint a Member to represent the Association on College Committees



### 13. FUNDS

- 13.1 The funds of the Association shall consist of the following:
- a) All fees for admission to the Association, which shall be collected by College of the Rockies at the time of payment of student fees; and
  - b) All monies received by the Association as a result of the Association sponsored activities and operated businesses.
- 13.2 The following rules shall apply to disbursements of the funds of the Association:
- a) Monies spent in excess of approved operational and capital budget limits must be approved by resolution signed by a majority of the Council members;
  - b) Capital asset acquisitions in excess of \$1000 must be approved by the Executive Board
  - c) Requests for monies shall be in the form of cheque requisitions duly signed by:
    - i) The Vice President Finance and Administration or the President; and
    - ii) The College appointed Liaison Officer
  - d) Disbursements shall be in the form of cheques drawn on the Association approved bank account duly signed by two of the following College employees:
    - i) Liaison Officer
    - ii) Executive Director Finance
    - iii) Accounts Receivable Reconciliation Technician
    - iv) Executive Director of Human Resources & Payroll
  - e) Annual financial statements and book keeping services will be provided by an employee who is appointed by the College.

### 14. SEAL OF THE ASSOCIATION

- 14.1 The Executive Board may provide a common seal for the Association and may from time to time destroy it and substitute a new seal in its place.
- 14.2 The common seal for the Association must not be affixed except in the presence of the President or the Vice President Finance and Administration together with the Association Liaison Officer.

### 15. AUDITORS

- 15.1 Unless required by provincial legislation, the Association is not required to have an audit

## 16. BORROWING

- 16.1 The Council may, on behalf of and for the purpose of carrying out the objectives of the Association, borrow, raise or secure the repayment of such sum or sums of money in such manner and upon such conditions and terms in all respects as the Association may by resolution prescribe, in particular but without limiting that power, by the issue of debentures.
- 16.2 The Members of the Association may, by Special Resolution, restrict the borrowing powers of the Council, but a restriction imposed expires at the next Annual General Meeting.

## 17. RECORDS

- 17.1 The minutes of the meetings of the Association, Council and the Executive Board shall be kept at the office of the Association at the College of the Rockies, 2700 College Way, Cranbrook, BC
- 17.2 All documents shall be copyright of the Association and shall not be reproduced without express written consent of Council

## 18. DISSOLUTION OF COTRSA

- 18.1 In the event of the proposed dissolution of COTRSA, all funds and assets remaining after the satisfaction of COTRSA's debts and liabilities shall be transferred to College of the Rockies, to be held in trust for and until such time as a new student society is established at College of the Rockies which has similar purposes to those of COTRSA at the time of its dissolution, meets the reasonable criteria of a student society as defined in the *College and Institute act* (British Columbia), and is for a not for profit purpose (a **New Student Association**). Any funds or assets held in trust by College of the Rockies for a New Student Association shall be distributed to the New Student Association at the time of its formation. ***This provision was previously unalterable.***

## 19. GENERAL

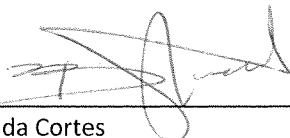
- 19.1 The operations of the COTRSA are to be carried on at College of the Rockies located in Cranbrook, BC
- 19.2 The Association shall have the power to make such regulations, as it may deem necessary or advisable concerning the activities of the Council and Members, and to repeal, vary, alter or amend the same in such a manner as it may seem fit. Such

regulations and any repeals, variants, alterations or amendments shall be made by Two-Thirds (2/3) Resolution of Council

- 19.3 Any amendments to the COTRSA Constitution or Bylaws must be approved by the members of the Association at an Annual General Meeting or a Special General Meeting in accordance with Bylaws 4 or 5 respectively
- 19.4 The Association shall remain independent and separate from any and all provincial and national student organizations. ***This provision was previously unalterable.***
- 19.5 Association fees shall be used to directly benefit College of the Rockies students and shall not be used to support or attend organizations or their activities as per 19.4. ***This provision was previously unalterable.***
- 19.6 A Liaison Officer will be appointed by the President of College of the Rockies to the Association Executive Board and will participate in Council meetings. ***This provision was previously unalterable.***
- 19.7 The Association will name the College of the Rockies as the Financial Authority to collect fees (as per the College & Institutes Act), establish written procedures in consultation with the Association, and oversee financial operations of the Association. This includes providing book keeping services and an annual financial statement. The College of the Rockies will administer the funds as per the direction of the Association. ***This provision was previously unalterable.***
- 19.8 Changes to the constitution may be achieved only by a Special Resolution through a referendum. The referendum is valid only if a minimum of 60% of the eligible voters participate by casting their vote. ***This provision was previously unalterable.***

I hereby certify that this is a true copy of the current Bylaws, approved by the members of the Society by Special Resolution on April 26, 2018.

  
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Bradley Schmidt  
President

  
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Brenda Cortes  
Vice President Finance and Administration

