



The Students' Association

Of Northwestern Polytechnic

BYLAWS

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BY-LAW 1: The Students' Association of Northwestern Polytechnic

1.1 Preamble

1.1.1 Whereas the Students' Association of Northwestern Polytechnic (NWPSA) is incorporated under Section 93(1) of the Alberta Post-Secondary Learning Act, SA 2003, c.P-19.5, the following Bylaws are enacted to govern the management and affairs of the organization.

1.2 Objectives

1.2.1 The objectives of The Students' Association of Northwestern Polytechnic (hereafter referred to as the Students' Association) shall be to provide for the administration of student affairs at Northwestern Polytechnic (NWP), including:

- 1.2.1.1 The development and management of student committees;
- 1.2.1.2 The development and enforcement of rules relating to student affairs;
- 1.2.1.3 The promotion of the general welfare of the students consistent with the purposes of Northwestern Polytechnic;
- 1.2.1.4 The representation of the students of Northwestern Polytechnic on decision-making boards and committees, including those of:
 - a) the Northwestern Polytechnic;
 - b) the City of Grande Prairie;
 - c) the Alberta Students Executive Council (ASEC); and
 - d) any other external representation concerned with the development of advanced education and the betterment of student welfare.
- 1.2.1.5 The provision of services, including recreational activities for the purpose of enhancing student life at Northwestern Polytechnic;
- 1.2.1.6 The communication of the activities of the Students' Association to the students of Northwestern Polytechnic.

1.3 Authority

- 1.3.1 The By-laws shall be the primary governing document of the Students' Association;
- 1.3.2 The By-laws shall set forth the foundation for the structure, operation, and maintenance of the Association;
- 1.3.3 The By-laws supersede policies, procedures, and special resolutions duly passed by the Association.

BY-LAW 2: Definitions

In these By-laws:

Academic Year means the period of time in which NWP operates as outlined by the NWP Academic Calendar, typically starting in September and ending the following August.

Active Student means a student who is enrolled and participates in a minimum of one (1) NWP course in the current Academic Year.

Annual Budget means a financial projection of annual expenditures and revenue in which NWPSA operates for the fiscal year, as approved by the Students' Council.

By-Election means a special election held to fill vacancies that exist on Council after the General Election.

Chief Returning Officer (CRO) means the person designated to administer NWPSA elections and referenda processes.

Corporate Secretary means the Executive Director or designate responsible for the custody and maintenance of all organizational books and records.

Council means the combined Voting Councilors of Students' Council and Executive Council, along with the ex-officio members including the Executive Director, Neutral Chair, and NWPSA Board of Governors (BOG) Student Representative, as a whole.

Councilor means a Voting Member elected to either the Students' Council or Executive Council.

CPI means the Alberta consumer price index or rate of inflation, year over year, calculated by Statistics Canada.

Fall Semester means the period of time defined by the NWP Academic Calendar, typically starting in September and ending in December.

General Meeting means an annual or special General Meeting of Voting Members, held in accordance with the *Alberta Societies Act*.

Honorary Membership means a person who has been determined by Students' Council to be deserving of Honorary Membership for outstanding commitment to NWPSA.

Neutral Chair means the person selected by Students' Council outside the student leaders & NWPSA staff to preside over Students' Council and General Meetings.

Non-Voting Member means a member of NWPSA, including staff and students, who does not have the legal right to vote on decisions.

NWPSA Fees means all fees collected by NWPSA and paid by Voting Members.

Referendum means a question, on NWPSA fees, or other matter determined by Students' Council, referred to Voting Members for a direct decision.

Special Resolution means a Special Resolution duly approved by Voting Members at a General Meeting as defined by the *Alberta Societies Act*.

Spring/Summer Semester means the period of time defined by the NWP Academic Calendar, typically starting in May and ending in August.

Voting Member means an active student who has paid their NWPSA fees within the current academic year.

Quorum means the minimum number of Councilors or Voting Members to conduct business at a meeting.

Winter Semester means the period of time defined by the NWP Academic Calendar, typically starting in January and ending in April.

BY-LAW 3: Membership of the Students' Association

3.1 Criteria for Membership

3.1.1 Voting Members

3.1.1.1 Voting Members shall be comprised of Active Students who have paid NWPSA Fees.

3.1.1.2 Voting Members of NWPSA may:

- a) attend, speak, and vote at all General Meetings;
- b) vote in any NWPSA election or Referendum;
- c) if eligible, stand as a candidate for election or be appointed to a position on the Students' Council or Executive Council of the Students' Association;
- d) access NWPSA services and programs, in accordance with regulations determined by the organization;
- e) serve as a representative of the Students' Association, when designated by the appropriate governing body;
- f) inspect the books and records of the organization, subject to the applicable legislation and in accordance with these By-laws;
- g) attend meetings of the Students' Council, except meetings held in-camera; and
- h) exercise any other right inherent in the By-laws.

3.1.2 Honorary Members

3.1.2.1 The Students' Council may award Honorary Membership to any person who has demonstrated outstanding achievement or commitment to the organization.

3.1.2.1 Honorary Members are not Voting Members.

3.1.3 Termination of Membership

3.1.3.1 A Voting Member's membership in the organization shall immediately terminate without further notice or action by NWPSA if they cease to be an Active Student, if the Association is liquidated and dissolved under the Act, or upon passing of a special resolution by the Students' Council. The Students' Council can consider passing a special resolution to revoke an individual's membership on the basis that:

- a) the individual has willfully violated this By-law or NWPSA policy; or
- b) the individual's conduct has or is likely to cause harm to the organization's interests or reputation.

3.1.3.2 A member shall be informed with at least seven (7) days' notice of the Students' Council meeting where their conduct is to be discussed and shall have the opportunity to address Students' Council prior to the Students' Council's decision.

3.1.3.3 Upon deciding to revoke a membership, Students' Council shall provide the former member with notice in writing including the reasons for the Council's decision.

3.1.4 Effects of Termination

3.1.4.1 Subject to the articles, upon any termination of membership, the rights of the member automatically cease to exist;

3.1.4.2 All Students' Association fees due or paid at the time of termination shall be subject to the same conditions all other mandatory fees due or paid as per NWP policies.

3.1.4.3 The termination, withdrawal, or revocation of an Active Student's membership shall be applicable only for the current Academic Year.

BY-LAW 4: Elections and Referenda

4.1 Annual Elections

There shall be an annual General Election to fill Students' Council, Executive Council, and NWPSA Board of Governors (BOG) Student Representative positions, for the term starting May 1 of the current fiscal year. Nominations shall be open for a minimum period of seven (7) days, and the General Election voting period shall be held no later than March 30.

4.1.1 Filling Vacancies:

4.1.2 Should the number of Student Council positions elected through the General Election process not satisfy quorum requirements between May 1 and September 30, the position(s) shall be filled as per the policy;

4.1.3 A spring By-election shall be held if the NWPSA BOG Student Representative or any Executive Council positions are not filled through the General Election process. Nominations shall be open for a minimum period of seven (7) days, and the By-election shall be held no later than April 15;

4.1.4 If the position of the NWPSA BOG Student Representative becomes vacant between May 1 and September 30, the members of Executive Council shall elect from their midst one person to sit as a non-voting member for BOG with approval from the BOG Chair;

4.1.5 A fall By-election shall be held if the office of the Vice President Internal, Vice President External, or NWPSA BOG Student Representative becomes vacant before September 30. Nominations shall be open for a minimum of seven (7) days, and the By-election shall be held no later than October 31.

4.1.6 Should the office of the President become vacant during the period of May 1 to September 30, the remaining members of Council shall elect from the remaining Executive Council members, one person to sit as Interim President. If no clear winner exists from that election, the Vice President Internal shall be appointed as Interim President;

4.1.6.1 The Interim President has until the first day of the nomination period to accept the position full-time. Should the person decline the opportunity, there shall be a fall By-election held for the position of President. Nominations shall be open for a minimum of seven (7) days, and the By-election shall be held no later than October 31.

4.1.8 Should a vacancy occur in the Executive Council after October 1, the Executive Council shall fill the President role from within the Executive Council, as in 4.1.6 above, and fill any Vice President position from within the Students' Council as an appointment.

4.1.9 If the NWPSA BOG Representative position becomes vacant after October 1, the Executive Council shall fill the position from within the Executive Council, as in 4.1.4 above;

4.1.10 No member of Executive Council is eligible to run in any Students' Council or BOG election or any Students' Council, Executive Council, or BOG By-election.

4.2 Chief Returning Officer (CRO)

4.2.1 A CRO for the Annual General Election, and any By-election, shall be recruited and recommended for Executive Council approval within the first two (2) weeks of September;

4.2.2 A new CRO shall be immediately appointed through approval from the Executive Council if the CRO position becomes vacant;

4.2.3 The CRO is responsible for the execution of Students' Association elections as outlined in all related By-laws and Policies and Procedures.

4.2.4 The CRO shall not be a member of Students' Council, Executive Council, the Executive Director of the Students' Association, nor any NWPSA staff member. The CRO shall not have any conflict-of-interest present within the execution of their role.

4.3 Eligibility for Election

4.3.1 To be eligible for election on Council as a Student Councilor, Vice President, or Board of Governors Representative, within the Students' Association, an individual must:

4.3.1.1 Be a current member of the Students' Association in good standing; and

4.3.1.2 For Student Councilors, maintain a cumulative Grade Point Average of 2.0 in the most recent academic term and subsequent semesters during their term; and

4.3.1.3 For Executive Councilors and the NWPSA BOG Student Representative, maintain a cumulative Grade Point Average of 2.3 in the most recent academic term and subsequent semesters during their term; and

4.3.1.4 Comply with all procedures and guidelines surrounding elections as outlined in the By-laws and Policies and Procedures; and

4.3.1.5 Not have held the position in question for two (2) consecutive years.

4.3.1.5.1 For Executive Councilors and the NWPSA BOG Representative, should no nominees be submitted by the first nomination due date, student leaders exceeding the term maximum may be nominated for the position.

4.3.2 To be eligible for election on Council, in the position of President, within the Students' Association, an individual must:

4.3.2.1 Be a current member of the Students' Association in good standing; and

4.3.2.2 Maintain a cumulative Grade Point Average of 2.3 in the most recent academic term and subsequent semesters during their term; and

4.3.2.3 Comply with all procedures and guidelines surrounding elections as outlined in the By-laws and Policies and Procedures; and

4.3.2.4 Not have held the position in question for four (4) consecutive years; and

4.3.2.4.1 Should no nominees be submitted by the first nomination due date, student leaders exceeding the term maximum may be nominated for the position.

4.3.2.5 Have held, at minimum, a Vice President, or equivalent, position in post-secondary for at least one (1) year within the last five (5) years.

4.3.2.5.1 Should eligibility not be met with this requirement, nominees for the position and election staff shall follow the policy.

4.3.2.5.2 Should eligibility not be through NWPSA, a Letter of Reference will be required from the prior organization validating the students work experience.

4.4 Referenda

4.4.1 Significant issues or contentious decisions may necessitate the consultation of a larger student body than the Students' Council and the calling of a referendum.

4.4.2 Calling of a Referendum

4.4.2.1 The President of the Students' Association may call a referendum if:

- a) A resolution is passed in a Students' Council meeting requesting the referendum; or if
- b) A petition is delivered to Students' Council that is signed by at least 10% of the members of the Students' Association requesting a referendum. The signers must include their student identification numbers for verification of Students' Association membership.

4.4.2.2 A referendum may only be called during the Fall and Winter semesters of Northwestern Polytechnic.

4.4.3 Referendum Questions

4.4.3.1 Referenda of Voting Members may be held during the general election period each spring to decide on:

- a) A proposed increase to NWPSA Membership Fees above five (5) percent;
- b) The creation of a new NWPSA Fee;
- c) Any increase to an existing NWPSA Fee;
- d) Any other question as determined by the Students' Council.

4.4.3.2 Referendum questions, which must be written in the form of a polar question, shall be determined by a three-quarters (3/4) majority vote of the Students' Council with no less than thirty (30) days' notice to Voting Members.

4.4.3.3 If a referendum brought forward by petition does not meet the required polar format, in the opinion of Students' Council and in consultation with the CRO, it will be referred back to the petitioners to be re-written.

4.4.4 Referendum Results

4.4.4.1 The results of a referendum will be binding if the total number of votes cast is at least 10% of the total number of members of the Students' Association at the time of the referendum, **and** at least a simple majority of those voting to support the referendum.

BY-LAW 5: Students' Council

5.1 Students' Council Definition

5.1.1 The Students' Council is established within the *Post-Secondary Learning Act of Alberta* and within the By-laws, as the body which governs the business and affairs of the Students' Association. The Students' Council is a policy making body of the Students' Association and has the legislative authority of the Students' Association. The Students' Council is a corporate body, working together as a whole for the betterment of the students of Northwestern Polytechnic through the students' collective organization, The Students' Association of Northwestern Polytechnic.

5.2 Governance Principles

5.2.1 In its governance role, the Students' Council:

5.2.1.1 shall govern the business and affairs of NWPSA on behalf of the membership and may make all further policies and decisions regulating the conduct of the organization provided such policies and decisions are consistent with the legislation governing the organization and these By-laws;

5.2.1.2 is the official interpreter of the By-laws if there is any uncertainty as to their meaning. All such interpretations shall be final and binding;

5.2.1.3 shall determine the strategic planning and direction of the whole organization;

5.2.1.4 directs the Students' Association work in the pursuit of both its mission and vision;

5.2.1.5 speaks with one voice;

5.2.1.6 avoids making management and operational decisions;

5.2.1.7 shall hire and employ an Executive Director in accordance with applicable legislation. The Executive Director shall report to Students' Council as a whole, be delegated authority as NWPSA's chief executive officer, shall be responsible for:

- a) day-to-day operations and management of the organization in accordance with organizational policy and strategic direction set by the Students' Council; and
- b) carrying out any other duties assigned by the Students' Council.

5.3 Students' Council Members

The following representatives make up the fourteen (14) members of Students' Council:

5.3.1 The Chair is either a member of the Executive Council appointed on a rotating schedule approved each semester by the Students' Council or is an appointed, non-voting "Neutral Chair" as approved by the Students' Council annually;

5.3.1.1 Between the months of May 1 to September 30 the Chair shall be the Vice President Internal.

5.3.2 Three (3) voting members, consisting of the duly elected or appointed Executive Council – President, VP Internal, and VP External;

5.3.3 Six (6) or eight (8) voting members, consisting of annually elected students of Northwestern Polytechnic;

5.3.3.1 Between May 1 and September 30, a minimum of three (3) voting members, consisting of annually elected students of Northwestern Polytechnic;

5.3.4 The NWPSA Board of Governors Student Representative, elected annually, as a non-voting member;

5.3.4 The Executive Director as non-voting *ex-officio*.

5.4 Terms of Office

Students' Council members, Executive Council members, and the NWPSA BOG Representative shall serve a twelve (12)-month term of office from May 1 to April 30.

5.4.1 In the event of a by-election or appointment, the newly elected Students' Council member shall serve for the remainder of the Students' Council term, commencing from the date of the election or appointment;

5.4.2 In the event of a by-election or appointment, the newly elected Executive Council member shall serve for the remainder of the Executive Council term, commencing from the date of the election or appointment.

5.4.3 In the event of a by-election or appointment, the newly elected NWPSA BOG Student Representative shall serve for the remainder of the BOG term, commencing from the date of the election or appointment.

5.5 Students'/Executive Council Members' Oath of Office

The Oath of Office is as follows for all members of the Students' Council:

I (person's name) do solemnly swear that I will administer the office to which I have been elected, as a member of the Students'/Executive Council of The Students' Association of Northwestern Polytechnic, to the best of my ability, in accordance with the By-laws, and in the best interests of the members of The Students' Association of Northwestern Polytechnic.

BY-LAW 6: Executive Council

The Executive Council of The Students' Association of Northwestern Polytechnic is made up of the following four (4) officers:

6.1 President

The President is an officer of the Students' Association and shall be responsible for the representation and administration of all affairs of the Students' Association, as directed by the Executive Council and the Students' Council, and in accordance with the Students' Association By-laws and Policies.

6.2 Vice President Internal

The VP Internal is an officer of the Students' Association and shall be responsible for the representation and administration of all affairs of the Students' Association, as directed by the Executive Council and the Students' Council, and in accordance with the Students' Association By-laws and Policies.

6.3 Vice President External

The VP External is an officer of the Students' Association and shall be responsible for the representation and administration of all affairs of the Students' Association, as directed by the Executive Council and the Students' Council, and in accordance with the Students' Association By-laws and Policies.

6.4 Executive Director

The Executive Director is an officer of the Students' Association and is a non-voting *ex-officio* member.

BY-LAW 7: Board of Governors Student Representatives

Two (2) students sit on the Board of Governors to represent the student voice on behalf of NWPSA. One (1) student is elected by the student body at large, one (1) student is appointed by the NWP Circle of Indigenous Students.

7.1 NWPSA BOG Student Representative

7.1.1 The NWPSA BOG Representative will sit on NWPSA Students' Council as a non-voting member.

7.2 Resignation/Dismissal

7.2.1 Should either Student BOG Representative resign or be dismissed from their positions, a NWPSA Executive Council member, with permission from the BOG Chair, shall fill the position(s) as per by-laws 4.1.4 and 4.1.9.

BY-LAW 8: Staff

8.1 Executive Director

The Executive Director of the Students' Association of Northwestern Polytechnic shall fulfill the following duties:

8.1.1 Administration of all affairs of the Students' Association not otherwise allocated to the members of the Students' Council or the Executive Officers;

8.1.2 Hiring, dismissal, and management of all Students' Association staff members, in consultation with the Executive Council;

- 8.1.3 Ensure preparation, publishing, and custody of the Students' Association financial documents, minutes, and other records deemed important by the Executive Council and Students' Council;
- 8.1.4 Representation of the Students' Association in any capacity feasible, in the event that the usual Students' Association member is unavailable for representation; and;
- 8.1.5 Any and all other duties as prescribed by the Executive Council and the Students' Council.

8.2 Job Contracts and Descriptions

- 8.2.1 Job contracts and job descriptions, signed by both the employee in question, the Executive Director, and the President of the Students' Association, are required for all full-time staff of the Students' Association;
- 8.2.2 The President of the Students' Association shall possess a signed original copy of the Executive Director's job contract and description; and
- 8.2.3 The Executive Director shall possess a signed original copy of all other job contracts and descriptions.

8.3 Hiring and Dismissal of the Executive Director

- 8.3.1 The process of recruitment and hiring of the Executive Director shall be conducted by an ad-hoc Hiring Committee. The Hiring Committee shall be composed of the President and two (2) other Student Council members. The Hiring Committee shall make a recommendation to the Students' Council for approval. Students' Council must consist of the minimum members as per by-law 5.3.3, should Council not be filled, the position shall be considered interim until such time as the Students' Council meets quorum as per by-law 11.2.6 to approve the recommendation;
- 8.3.2 Dismissal of the Executive Director shall follow the same process, as outlined in *By-law 8*, with the Executive Director subject to the same rights and procedures as a respondent member of the Students' Council.

BY-LAW 9: Removal from Office and Discontinuance of Office

9.1 Misconduct Warranting Removal

The Students' Council shall have the power, on passing of a special resolution by 2/3 majority, to remove any executive or non-executive member of the Council from the office of their position for any of the following reasons:

- 9.1.1 A persistent or serious breach of these By-laws;
- 9.1.2 Persistent or serious actions, which are inconsistent with the established policies of the Students' Association;
- 9.1.3 Breach of fiduciary obligations to the Students' Association;
- 9.1.4 Persistent or serious actions deemed to undermine the best interests or reputation of the Students' Association;

- 9.1.5 Ineligibility due to loss of membership;
- 9.1.6 Failure to maintain GPA;
- 9.1.7 Failure to adhere to required office hours;
- 9.1.8 Academic misconduct.

9.2 Resignation

- 9.2.1 A council member may resign their position at any time.

BY-LAW 10: Committees

10.1 Terms of Reference

The Students' Council may, from time to time, establish standing or ad-hoc committees as required. All committees shall have terms of reference approved by the Students' Council which must include information on the committee's:

- a) Purpose and mandate;
- b) Duties and responsibilities;
- c) Composition;
- d) Quorum;
- e) Voting;
- f) Meeting procedures;
- g) Record keeping; and
- h) Reporting requirements to the Students' Council.

10.2 Guidance / Support

The Executive Director or designate shall be an *ex-officio*, non-voting member of all committees established by the Students' Council and the Corporate Secretary shall support committees in discharging their duties.

10.3 Members

Committees shall generally be comprised of:

- a) Chair, one (1) appointed Executive Council member;
- b) At least two (2) appointed Students' Council members.

BY-LAW 11: Meetings

NWPSA conducts three (3) types of meetings; General Membership, Students' Council, and Executive Council. All meetings of NWPSA are open to all members. Members may address Executive Council or Students' Council by permission of the Chair. All NWPSA meetings and committees shall be conducted according to *Robert's Rules of Order*. No proxy votes are permitted at meetings.

11.1 General Membership Meetings

General Membership meetings can be called by a majority vote of the Executive Council or Students' Council for any matter consistent with the objectives of NWPSA or by the President, within thirty (30) days of the receipt of a valid petition so requesting.

11.1.1 Quorum at a General Membership meeting shall be at least 3% of all current members of the Association. Voting rights are limited to those members who provide valid NWP student I.D.;

11.1.2 Resolutions require 75% majority of votes of the attending members to pass and be enacted by Students' Council and/or Executive Council;

11.1.3 Minutes will be kept for all General Membership Meetings;

11.1.4 Chair of General Membership meetings shall be appointed by the Executive Council.

11.2 Students' Council Meetings

11.2.1 The Chair is a member of the Executive Council appointed on a rotating schedule or is a "Neutral Chair" approved each semester by Students' Council;

11.2.2 There shall be at least two (2) meetings in the Spring/Summer term, four (4) meetings in the Fall term and at least four (4) meetings in the Winter term;

11.2.3 The Students' Council will ensure minutes are prepared for each of their meetings;

11.2.4 Once approved by Students' Council, the minutes from Students' Council meetings shall be made available to the Students' Association membership. The minutes will be made available to any current member, upon written request;

11.2.5 Between the months of May 1 and September 30, quorum shall consist of at least three (3) Student Councillors in addition to Executive Council;

11.2.6 Between the months of October 1 and April 30, quorum shall be 2/3 of current voting members as per By-Law 5.3;

11.2.7 Resolutions require a simple majority of the attending members to pass at a meeting of which quorum is achieved;

11.2.8 Students' Council meetings can be called by the President upon request of a majority of Students' Council members or by the President, within thirty (30) days of the receipt of a valid petition so requesting.

11.3 Executive Council Meetings

11.3.1 The Chair is the President of the Students' Association or delegate;

11.3.2 The Executive Council shall meet regularly, at least monthly from May to August and at least four (4) in the Fall term and in the Winter term;

11.3.3 The Executive Council will ensure minutes are prepared for each of their meetings;

11.3.4 The minutes from Executive Council meetings, once approved by Executive Council, shall be presented to Students' Council, as part of the Students' Council meeting packages, for their consideration and review;

11.3.5 A simple majority of Executive Council members shall constitute a quorum;

11.3.6 Resolutions require a simple majority of the attending members to pass at a meeting of which quorum is achieved;

11.3.7 In the event that there is a vacancy on the Executive Council, as long as the other two members attend a meeting, a majority vote will suffice. In the event that the two Executive Council members do not agree the vote will need to be taken to Students' Council.

11.3.8 An Executive Council meeting may be called by the President or majority of Executive Council.

11.4 Executive Transfer of Power

11.4.1 At the last Executive Council meeting of their term, the Executive Council shall appoint the incoming Executive Council and the Executive Director as "Officers of the Association" effective May 1.

BY-LAW 12: Services

12.1 Student Lounges

12.1.1 Howlers Lounge

The operation of the Howlers lounge is the responsibility of the Lounge Manager, with guidance for the Executive Director, and shall be operated in accordance with *Alberta Gaming and Liquor Commission (AGLC)* policies and procedures, Alberta Employment standards, Howlers Operation policies, and in consultation with the Executive Council. In such case there is no Lounge Manager, the Executive Director shall be responsible for the lounge operations.

12.1.2 Notley Square Lounge

The operation of the Notley Square lounge is the responsibility of the Notley Coordinator, with guidance from the Executive Director, and shall be operated in accordance with *Alberta Gaming and Liquor Commission (AGLC)* policies and procedures, Alberta Employment standards, Notley Square Lounge Operations policies, and in consultation with the Executive Council. In such case there is no Notley Coordinator, the Executive Director shall be responsible for the lounge operations.

12.2 Student Health and Dental Plan

The *NWP Student Health Coverage Policy* states that all full-time NWP students must have extended health care coverage, and tasks the Students' Association with providing a mandatory Student Health Plan for the aforementioned students.

12.2.1 The Students' Association levies a Health and Dental Fee for all full-time students, as outlined in *By-law 14*;

12.2.2 Full-time students may opt out of the health and/or dental portion of the plan with proof of sufficient, alternate coverage;

12.2.3 All students, spouses of students, and dependants of students, may be added to the health and/or dental portion of the Student Health Plan by paying an opt-in fee, as outlined in *By-law 14*;

12.2.4 The President shall be the official liaison for the Student Health Plan;

12.2.5 The provider of the Student Health Plan shall only be changed by passing of a special resolution by the Students' Council.

12.3 Student Clubs

12.3.1 The Executive Council shall have the authority to ratify Student Clubs which meet the requirements set out in the *NWPSA Policies & Procedures* and *Club Manual(s)*;

12.3.2 It shall be the responsibility of the VP Internal to oversee all student clubs;

12.3.3 All student clubs must operate in compliance with the By-laws and Policies of the Association.

BY-LAW 13: Finances

13.1 Signatories

13.1.1 All Students' Association cheques require the signature of one of the members of the Executive Council and the Executive Director;

13.1.2 The signatures of the Executive Director and two (2) members of the Executive Council are required to execute any contracts, agreements, engagements, documents, instruments or any obligation entered into by the Students' Association;

13.1.3 Notwithstanding *Section 13.1.2*, the Executive Director is hereby authorized to sign, as the sole signatory, various deeds, transfers, assignments, contracts, obligations and other instruments for the Students' Association, which are operational in nature and within the limits and guidelines of the budget approved by the Students' Council.

13.2 Fiscal Year

The fiscal year for the Students' Association is from July 1 to June 30.

13.3 Auditor

As required under the *Post Secondary Learning Act* there shall be an annual audit completed.

On or before the April meeting, the Students' Council shall, upon recommendation of the Finance Committee, appoint the auditor. The auditor will audit all financial records in accordance with *Generally Accepted Accounting Principles* and *Generally Accepted Audit Standards*, as soon as possible following the end of the fiscal year.

13.3.1 The Executive Director shall present the audited financial statements to the Students' Council in October. The aforementioned presentation shall precede the October presentation of the audited financial statements to the NWP Board of Governors;

13.3.2 A copy of the audited financial statements shall be made available to any member upon written request.

13.4 Financial Authority

13.4.1 No student society, club, or other organization has the authority to represent or financially bind the Students' Association;

13.4.2 The Students' Council shall control the disbursement of the Students' Association funds through approval of the annual budget.

13.5 Honoraria

13.5.1 Members of the Executive Council shall not receive any Students' Association money other than their wages;

13.5.2 Voting members of Students' Council shall not receive any Students' Association money other than established by the Executive Council;

13.5.3 Students' Council honoraria is a yearly stipend and/or as decided upon by Students' Council.

13.5.4 The criteria for receiving a Students' Council honorarium are:

- a) Regular meeting attendance;
- b) Fulfilment of duties as established in these By-laws;
- c) Completion of assigned duties to the satisfaction of the Executive Director.

13.5.5 The Neutral Chair shall be paid an honorarium in recognition of service to the Students' Association. The honorarium amount shall be established by Students' Council and incorporated into the Students' Association budget.

13.6 Borrowing Powers

13.6.1 The Students' Association may borrow money up to \$20,000 required for the performance of its duties or to further its objectives if it has the prior approval of the Students' Council. For any amount greater than \$20,000, it must obtain the approval of the members of the Association at a General Meeting;

13.6.2 A debenture or mortgaging of any Students' Association property must always receive prior approval through a special resolution at a Students' Council meeting;

13.6.3 Repayment of both the money borrowed and the interest on the amount can be secured through negotiable instruments including a mortgage on property and/or the assignment of current or future fees with the approval of the Students' Council and any other approval deemed necessary by these by-laws.

13.7 Inspection of Records

The audited financial statements, and other published records of the Students' Association, will be open to any member for inspection during normal business hours at the Students' Association office provided that reasonable notice is given.

BY-LAW 14: Students' Association Fees

The maintenance of the Students' Association by the levy of membership fees on its members is in accordance with provincial legislation (*Alberta Post-Secondary Learning Act*). NWP will collect all the fees from the students according to the existing *NWP/NWPSA Service Agreement*.

14.1 Membership Fee

14.1.1 The Students' Association levies a membership fee to all members, as outlined in *By-law 2*. The fee shall be determined annually in February for the following academic year and shall be published annually in the *NWP Academic Calendar* and any other location approved by the Students' Council.

14.2 Health and Dental Fee

The Health and Dental fees shall be decided upon annually at the Students' Council meeting held in February. The fees shall be published annually in the *NWP Academic Calendar* and any other location approved by the Students' Council.

14.2.1 The Students' Association levies a Health and Dental fee to all students on the Student Health Plan, as outlined in *By-law 12*.

14.3 Fee Changes

14.3.1 All fee changes shall be approved by special resolution of the Students' Council;

14.3.2 Membership fees may only be increased or decreased by a maximum of 5% per academic year;

14.3.3 Health and Dental fees may only be increased or decreased by a maximum of 10% per academic year.

BY-LAW 15: By-law Revision

15.1 Schedule of Review

15.1.1 Each section of the Students' Association By-laws shall be scheduled for review at least once every four years, according to the following sections:

- a) Section 1 – *By-laws 1-4*
- b) Section 2 – *By-laws 5-8*
- c) Section 3 – *By-laws 9-12*
- d) Section 4 – *By-laws 12-15*

15.1.2 Any Students' Council member may suggest, at any time, a review of the By-laws outside of the schedule of review.

15.2 Changing By-laws

15.2.1 Notice of intent to review By-laws must be conspicuously posted at the Students' Association office for at least twenty-one (21) days prior to the Students' Council meeting where the review will take place;

15.2.2 All By-law changes must be approved by passing of a special resolution of the Students' Council;

15.2.3 All By-law changes must be clearly reflected in Students' Council minutes, according to the following format:

WHEREAS (The stated reason for changing the By-law)

BE IT RESOLVED THAT By-law (By-law number) be changed from (current wording of By-law) to (changed wording of By-law);

15.2.4 By-law changes take effect immediately after passing of the special resolution by Students' Council, unless otherwise noted in the motion.