



The Students' Association  
*Of Northwestern Polytechnic*

BYLAWS

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**BY-LAW 1: The Students' Association of Northwestern Polytechnic****1.1 Name**

In accordance with *Section 93(1)* of the *Post Secondary Learning Act (Alberta)*, the students of the Northwestern Polytechnic (NWP) shall be incorporated as the Students' Association of Northwestern Polytechnic also referred to as (NWPSA).

**1.2 Objectives**

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, including:

- 1.2.1 The development and management of student committees;
- 1.2.2 The development and enforcement of rules relating to student affairs;
- 1.2.3 The promotion of the general welfare of the students consistent with the purposes of Northwestern Polytechnic;
- 1.2.4 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.
- 1.2.5 The provision of services, including recreational activities for the purpose of enhancing student life at Northwestern Polytechnic;
- 1.2.6 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: Membership of the Students' Association****2.1 Criteria for Membership**

Members of the Students' Association are:

- 2.1.1 All students of NWP, other than those enrolled in non-credit courses, shall be members of NWPSA;
- 2.1.2 Every member shall pay membership fees for the maintenance of the students' association as prescribed herein.

**2.2 Rights, Privileges and Responsibilities of Members**

Members of the Students' Association shall have the following rights, privileges and responsibilities:

- 2.2.1 To vote in all Students' Association elections and referenda;
- 2.2.2 To run for election or be appointed to a position on the Students' Council or Executive Council of the Students' Association, having met all eligibility requirements;

- 2.2.3 To serve as a representative of the Students' Association, when designated by the appropriate governing body;
- 2.2.4 To participate in the activities of the Students' Association;
- 2.2.5 To partake in the services provided by the Students' Association;
- 2.2.6 To address the Students' Council on any matter within the authority of the Students' Council;
- 2.2.7 To exercise any other right inherent in the By-laws;
- 2.2.8 To abide by the By-laws and Policies and Procedures of NWPSA.

### **2.3 Termination of Membership**

Membership will cease when an individual no longer meets the criteria for membership within the By-laws, or upon passing of a special resolution by the Students' Council. Membership in NWPSA will cease when:

- 2.3.1 The member dies or resigns; or
- 2.3.2 The member is expelled or their membership is otherwise terminated in accordance with the by-laws; or
- 2.3.3 The Association is liquidated and dissolved under the Act.

### **2.4 Effects of Termination**

- 2.4.1 Subject to the articles, upon any termination of membership, the rights of the member automatically cease to exist;
- 2.4.2 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.

## **BY-LAW 3: Elections**

### **3.1 Annual Elections**

There shall be annual elections for the Students' Council and the Executive Council in each academic year.

- 3.1.1 Filling Vacancies:  
If a member of the Executive Council, other than the President vacates or is otherwise removed from office:
  - 3.1.1.1 During the period from May 1 to the date of the close of Students' Council nominations, there shall be a by-election for the vacant Executive Council position and it shall be held in conjunction with the Students' Council election.
- 3.1.2 If the vacancy exists for the position of President during the period May 1<sup>st</sup> to the beginning of nominations for Students' Council, the remaining members of the Executive Council shall elect from their midst one person to sit as Interim President. If no clear winner exists from that election, the VP Internal shall be appointed as the Interim President;
- 3.1.3 The Interim President has until the first day of the nomination period to accept the position full-time. If the person decides to decline the opportunity there shall be a by-election for the position of President, in conjunction with the Students' Council elections;
- 3.1.4 If any vacancy on the Executive Council is created after the close of nominations for the Students' Council elections, the Executive Council shall fill the position of President from within the Executive Council, as in 3.1.2 above, and shall fill any VP position from within the Students' Council as an appointment;
- 3.1.5 If an Executive Council vacancy occurs during the nomination period, there shall be a by-election for that position;

- 3.1.6 No member of the Executive Council is eligible to run in any election or by-election.

### 3.2 Chief Returning Officer (CRO)

- 3.2.1 The VP Internal shall recruit and recommend for Executive Council approval, a CRO for both Students' Council elections and Executive Council elections within the first two (2) weeks of September;
- 3.2.2 The VP Internal shall immediately appoint, through approval from the Executive Council, a new CRO if the CRO position becomes vacant;
- 3.2.3 The CRO is responsible for the execution of Students' Association elections as outlined in all related By-laws and Policies and Procedures.

### 3.3 Eligibility for Election

To be eligible for election to any Council position within the Students' Association, an individual must:

- 3.3.1 Be a current member of the Students' Association in good standing; and
- 3.3.2 Hold a Grade Point Average (GPA) of 2.0 or higher; and
- 3.3.3 Comply with all procedures and guidelines surrounding elections as outlined in the By-laws and Policies and Procedures; and
- 3.3.4 Not have held the position in question for two (2) consecutive years.

## **BY-LAW 4: Students' Council**

### 4.1 Students' Council Definition

The Students' Council is established within the *Post-Secondary Learning Act of Alberta* and within these 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.

### 4.2 Governance Principles

In its governance role, the Students' Council:

- 4.2.1 Articulates and communicates the vision of the Students' Association;
- 4.2.2 Focuses on strategic planning and direction of the whole organization;
- 4.2.3 Directs the Students' Association work in the pursuit of both its mission and vision;
- 4.2.4 Speaks with one voice;
- 4.2.5 Avoids making management and operational decisions; and
- 4.2.6 Is the official interpreter of these By-laws if there is any uncertainty as to their meaning. All such interpretations shall be final and binding.

### 4.3 Students' Council Members

The following representatives make up the fourteen member Students' Council:

- 4.3.1 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 each semester;
- 4.3.2 Three (3) voting members, consisting of the duly elected or appointed Executive Council - President, VP Internal, and VP External;
- 4.3.3 Nine (9) voting members, consisting of annually elected students of Northwestern Polytechnic;
- 4.3.4 The Executive Director as non-voting *ex-officio*.

#### **4.4 Term of Office**

Students' Council members shall serve a seven (7)-month term of office from October 1<sup>st</sup> until April 30<sup>th</sup>. Executive Council members shall serve a twelve (12)-month term of office from May 1 to April 30<sup>th</sup>.

- 4.4.1 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 election or appointment;
- 4.4.2 The Executive Council will act on behalf of the Students' Council from the first (1<sup>st</sup>) of May until the thirtieth (30<sup>th</sup>) of September, in the handling of the affairs of the Students' Association for all decisions that cannot, in the best interests of the organization, be postponed until the Students' Council has been constituted in October.

#### **4.5 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 5: Executive Council**

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

#### **5.1 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.

#### **5.2 Vice President Internal**

The VP Internal is an officer of The Students' Association and shall be responsible for the coordinating of finances, student wellness including the Student Health and Dental Insurance Plan, and elections of the Students' Association as directed by the Executive Council and the Students' Council, and in accordance with Students' Association By-laws and Policies.

#### **5.3 Vice President External**

The VP External is an officer of The Students' Association and shall be responsible for student advocacy and student social activities for the members of the Students' Association as directed by the Executive Council and the Students' Council, and in accordance with Students' Association By-laws and Policies.

#### **5.4 Executive Director**

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

**BY-LAW 6: Staff****6.1 Executive Director**

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

- 6.1.1 Administration of all affairs of the Students' Association not otherwise allocated to the members of the Students' Council or the Executive Officers;
- 6.1.2 Hiring, dismissal, and management of all Students' Association staff members, in consultation with the Executive Council;
- 6.1.3 Mentorship of all elected student positions in the administration of their roles;
- 6.1.4 Ensure preparation, publishing and custody of the Students' Association financial documents, minutes, and other records deemed important by the Executive Council and Students' Council;
- 6.1.5 Representation of the Students' Association in any capacity feasible, in the event that the usual Students' Association member is unavailable for representation; and;
- 6.1.6 Any and all other duties as prescribed by the Executive Council and the Students' Council.

**6.2. Job Contracts and Descriptions**

- 6.2.1 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;
- 6.2.2 The President of the Students' Association shall possess a signed original copy of the Executive Director's job contract and description; and
- 6.2.3 The Executive Director shall possess a signed original copy of all other job contracts and descriptions.

**6.3 Hiring and Dismissal of the Executive Director**

- 6.3.1 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 other Executive Council members. The Hiring Committee shall make a recommendation to the Students' Council for approval. If Students' Council is not meeting, the position shall be considered interim until such time as the Students' Council meets to approve the recommendation;
- 6.3.2 Dismissal of the Executive Director shall follow the same process, as outlined in *By-law 7*, with the Executive Director subject to the same rights and procedures as a respondent member of the Students' Council.

**BY-LAW 7: Removal from Office and Discontinuance of Office****7.1 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 his or her position for any of the following reasons:

- 7.1.1 A persistent or serious breach of these by-laws;
- 7.1.2 Persistent or serious actions, which are inconsistent with the established policies of the Students' Association;
- 7.1.3 Breach of fiduciary obligations to the Students' Association;



- 7.1.4 Persistent or serious actions deemed to undermine the best interests or reputation of the Students' Association;
- 7.1.5 Ineligibility due to loss of membership;
- 7.1.6 Failure to maintain GPA;
- 7.1.7 Absence from office required;
- 7.1.8 Academic misconduct.

## 7.2 Resignation

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

## **BY-LAW 8: Committees**

The following four committees are standing committees of NWPSA with their own separate Terms of Reference as outlined in the *NWPSA Policies & Procedures*.

All appointed positions on committees are determined by a resolution of the Students' Council.

### **8.1 Finance Committee**

- 8.1.1 The Finance Committee reports to the Students' Council, as defined in NWPSA Policies & Procedures and is composed of:
  - a) Chair shall be VP Internal or otherwise as appointed by the Executive Council;
  - b) At least two (2) appointed Students' Council members.

### **8.2 Review Committee**

- 8.2.1 The Review Committee reports to the Students' Council, as defined in NWPSA Policies & Procedures and is composed of:
  - a) Chair, one (1) appointed Executive Council member;
  - b) At least two (2) appointed Students' Council members.

### **8.3 Advisory Committee**

- 8.3.1 The Advisory Committee reports to the Students' Council, as defined in NWPSA Policies & Procedures and is composed of:
  - a) Chair shall be President, or as appointed Executive Council member;
  - b) At least two (2) appointed Students' Council members.

### **8.4 Health and Wellness Committee**

- 8.4.1 The Wellness Committee reports to the Students' Council as defined in the NWPSA Policies & Procedures and is composed of:
  - a) Chair, appointed by the Executive Council;
  - b) At least two (2) appointed Students' Council members;
  - c) Any other individuals appointed as non-voting resource members.

### **8.5 Ad-hoc Committees**

- 8.5.1 The Students' Council shall strike ad-hoc committees as the need arises;
- 8.5.2 Terms of Reference for ad-hoc committees will be determined at the time of their creation and will be included in the NWPSA Policies & Procedures;
- 8.5.3 Ad-hoc committees shall generally be composed of:
  - a) Chair, one (1) appointed Executive Council member;
  - b) At least two (2) appointed Students' Council members.

**BY-LAW 9: 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.

**9.1 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.

- 9.1.1 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.;
- 9.1.2 Resolutions require 75% majority of votes of the attending members to pass and be enacted by Students' Council and/or Executive Council;
- 9.1.3 Minutes will be kept for all General Membership meetings;
- 9.1.4 Chair of General Membership meetings shall be appointed by the Executive Council.

**9.2 Students' Council Meetings**

- 9.2.1 The Chair is a member of the Executive Council appointed on a rotating schedule or is a "Neutral Chair" approved each semester by the Students' Council;
- 9.2.2 There shall be at least four (3) meetings in the Fall term and at least four (4) meetings in the Winter term;
- 9.2.3 The Students' Council will ensure minutes are prepared for each of their meetings;
- 9.2.4 Once approved by Students' Council, the minutes from Students' Council meetings available to the Students' Association membership. The minutes shall be will be made available to any current member, upon written request;
- 9.2.5 A simple majority of Students' Council members shall constitute a quorum;
- 9.2.6 Resolutions require a simple majority of the attending members to pass at a meeting of which quorum is achieved;
- 9.2.7 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.

**9.3 Executive Council Meetings**

- 9.3.1 The Chair is the President of the Students' Association or delegate;
- 9.3.2 The Executive Council shall meet regularly, at least monthly from May to August and at least four (4) times in the Fall term and in the Winter term;
- 9.3.3 The Executive Council will ensure minutes are prepared for each of their meetings;
- 9.3.4 The minutes from Executive Council meetings, once approved by the Executive Council, shall be presented to Students' Council, as part of the Students' Council meeting packages, for their consideration and review;
- 9.3.5 A simple majority of Executive Council members shall constitute a quorum;
- 9.3.6 Resolutions require a simple majority of the attending members to pass at a meeting of which quorum is achieved;

- 9.3.7 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 Student Council.
- 9.3.8 An Executive Council meeting may be called by the President or majority of Executive Council.

#### 9.4 Executive Transfer of Power

- 9.4.1 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<sup>st</sup>.

### **BY-LAW 10: Services**

#### 10.1 Student Lounges

##### 10.1.1 Howlers Lounge

The operation of the Howlers lounge is the responsibility of the Lounge Manager, 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, 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.

##### 10.1.2 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 Operation 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.

#### 10.2 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.

- 10.2.1 The Students' Association levies a Health and Dental Fee for all full-time students, as outlined in *By-law 12*;
- 10.2.2 Full-time students may opt out of the health and/or dental portion of the plan with proof of sufficient, alternate coverage;
- 10.2.3 All students, spouses of students, and dependents 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 12*;
- 10.2.4 The VP Internal shall be the official liaison for the Student Health Plan, as outlined in *By-law 5.2*;
- 10.2.5 The provider of the Student Health Plan shall only be changed by passing of a special resolution by the Students' Council.

#### 10.3 Student Clubs

- 10.3.1 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)*;
- 10.3.2 It shall be the responsibility of the VP Internal to oversee all student clubs;
- 10.3.3 All student clubs must operate in compliance with the By-laws and Policies of the Association.

## **BY-LAW 11: Finances**

### **11.1 Signatories**

- 11.1.1 All Students' Association cheques require the signature of one of the members of the Executive Council and the Executive Director;
- 11.1.2 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;
- 11.1.3 Notwithstanding *Section 11.1.2*, 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.

### **11.2 Fiscal Year**

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

### **11.3 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.

- 11.3.1 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;
- 11.3.2 A copy of the audited financial statements shall be made available to any member upon written request.

### **11.4 Financial Authority**

- 11.4.1 No student society, club, or other organization has the authority to represent or financially bind the Students' Association;
- 11.4.2 The Students' Council shall control the disbursement of the Students' Association funds through approval of the annual budget.

### **11.5 Honoraria**

- 11.5.1 Members of the Executive Council shall not receive any Students' Association money other than their wages;
- 11.5.2 Voting members of Students' Council shall not receive any Students' Association money other than established by the Executive Council;
- 11.5.3 Students' Council honoraria is a yearly stipend and/or as decided upon by Students' Council.
- 11.5.4 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 Council.
- 11.5.5 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.

### **11.6 Borrowing Powers**

- 11.6.1 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;
- 11.6.2 A debenture or mortgaging of any Students' Association property must always receive prior approval through a special resolution at a Students' Council meeting;
- 11.6.3 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.

### **11.7 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 12: 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*.

### **12.1 Membership Fee**

- 12.1.1 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.

### **12.2 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.

- 12.2.1 The Students' Association levies a Health and Dental fee to all students on the Student Health Plan, as outlined in *By-law 10*.

### **12.3 Fee Changes**

- 12.4.1 All fee changes shall be approved by special resolution of the Students' Council;
- 12.4.2 Membership fees may only be increased or decreased by a maximum of 5% per academic year;
- 12.4.3 Health and Dental fees may only be increased or decreased by a maximum of 10% per academic year.

## **BY-LAW 13: Referendum**

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

### **13.1 Calling a Referendum**

- 13.1.1 The President of the Students' Association may call a referendum if:
  - a) A resolution is passed at 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.
- 13.1.2 A referendum may only be called during the Fall and Winter semesters of Northwestern Polytechnic.

### **13.2 Referendum Questions**

- 13.2.1 The text of the referendum question should be clear and unambiguous and must be capable of being answered with a "yes" or a "no";
- 13.2.2 If a referendum brought forward by petition does not meet these requirements, in the opinion of Students' Council and in consultation with the Chief Returning Officer, it will be referred back to the petitioners to be re-written.

### **13.3 Referendum Results**

- 13.3.1 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 support the referendum.

## **BY-LAW 14: By-law Revision**

### **14.1 Schedule of Review**

- 14.1.1 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 1-3*
  - b) Section 2 – *By-laws 4-6*
  - c) Section 3 – *By-laws 7-9*
  - d) Section 4 – *By-laws 10-14*
- 14.1.2 Any Students' Council member may suggest, at any time, a review of the By-laws outside of the schedule of review.

### **14.2 Changing By-laws**

- 14.3.1 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;
- 14.3.2 All By-law changes must be approved by passing of a special resolution of the Students' Council;

- 14.3.3 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);
- 14.3.4 By-law changes take effect immediately after passing of the special resolution by Students' Council, unless otherwise noted in the motion.