

**BYLAWS**  
OF THE  
Council of Alberta  
University Students Executive

as of October 30, 2013

## **ARTICLE 1 - NAME**

- 1.1 The Council of Alberta University Students Executive is an organization of executive members or designated representative members of Alberta university undergraduate students' unions and students' associations.
- 1.2 The Council of Alberta University Students Executive is herein referred to as the Council of Alberta University Students, or CAUS.

## **ARTICLE 2 – OBJECTS**

- 2.2 The objects of CAUS are:
  - 2.2.1 To represent, promote, and defend common interests of Alberta university students;
  - 2.2.2 To seek a fully accessible, high quality system of education in Alberta;
  - 2.2.3 To promote and support the provision of effective student services;
  - 2.2.4 To provide a forum for the exchange of information among Alberta post-secondary students;
  - 2.2.5 To represent Alberta university students in all levels of government decision-making with a united voice;
  - 2.2.6 To promote the importance of an accessible educational system.

## **ARTICLE 3 – BYLAWS**

- 3.1 The following articles set forth the Bylaws of CAUS.

## **ARTICLE 4 – TERMS OF REFERENCE**

- 4.1 The following terms shall hold these meanings in interpreting the Bylaws:
  - 4.1.1 **Active member** refers to a full member who has paid full membership fees for the fiscal year and is considered to be a member in good standing.
  - 4.1.2 **Fiscal year** means CAUS' fiscal year, July 1 to June 30 of the following year, as outlined in Article 10.1.
  - 4.1.3 **Member in good standing** means a member who has not breached any of the Articles set forth in these Bylaws.
  - 4.1.4 All terms implying the **feminine** shall include the **masculine**, and vice versa.
  - 4.1.5 All terms implying the **plural** shall include the **singular**, and vice versa.

4.1.6 **Special resolution** means:

4.1.6.1 A resolution passed at a meeting of the membership of CAUS. There must be twenty-one (21) days notice for a meeting. The notice must state the proposed resolution. There must be approval by a vote of two-thirds of the voting members who vote in person;

4.1.6.2 A resolution proposed and passed as a Special resolution at a meeting with less than twenty-one (21) days notice. All the voting members eligible to attend and vote at the meeting must agree; or

4.1.6.3 A resolution agreed to by all the voting members who are eligible to vote on the resolution in person at a meeting.

4.1.7 These bylaws shall be interpreted broadly and generously.

## **ARTICLE 5 – MEMBERSHIP**

5.1 The membership of CAUS shall consist of all active members in good standing.

5.2 All members of CAUS shall abide by the Bylaws and shall pay a membership fee as set by the Council, as outlined in Article 5.3.

### **5.3 Eligibility**

5.3.1 Full membership

Any undergraduate students' union or students' association at any government-accredited public university operating in Alberta is eligible for full membership, represented by elected student executives or designates.

In order to be eligible for full membership the students' union or students' association must not hold membership in another provincial post-secondary student lobby organization.

5.3.2 Observer membership

Any students' union or students' association in the process of being admitted or withdrawing from CAUS shall hold observer membership status.

Observer members are awarded the same rights and privileges as full members, as outlined in Article 5.6, with the exception of voting rights and election to the position of Chair and/or Vice Chair as outlined in Article 5.6.1.4 and 5.6.1.5.

Observer members must pay any delegate or conference fees for events to which full members are required to pay in order to participate.

The students' union or students' association holding observer membership may maintain such status for a maximum of twelve (12) months, after which

time the observer member must either become a full member or revert to non-member status.

An observer member in the process of being admitted to CAUS may become a full member prior to the twelve (12) month observer period elapsing by resolving to do so in accordance with its own Bylaws.

An observer member may withdraw its membership within CAUS at any point during the twelve (12) month observer period, given that its fees have been paid in full, as outlined in Article 5.5.

5.3.3 Associate membership

The person holding the position of CAUS Executive Director shall hold an associate membership. Designated employees of a member of CAUS may also hold associate memberships as determined by a majority vote of Council.

5.3.4 Honourary membership

Honourary membership shall be given at the discretion of the CAUS membership.

**5.4 Admission of Members**

5.4.1 An eligible students' union or students' association must apply for membership in CAUS by resolving to do so in accordance with its own Bylaws and by submitting a letter of application to the Chair.

5.4.2 A students' union or students' association that has applied for membership in CAUS shall be admitted by special resolution at the next CAUS meeting held after the initial application has been received by the Chair.

5.4.3 The Chair shall forward the Council's decision in writing to the applicant within fourteen (14) days of the date on which the decision was made.

5.4.4 An eligible organization may apply for membership in CAUS once per fiscal year.

**5.5 Membership Fees**

5.5.1 Fees shall be levied on an annual basis and cover the period of one fiscal year.

5.5.2 Fees will increase by CPI on July 1 of each year unless the Council sets a different membership fee for all members of CAUS by special resolution on or before June 30 of the preceding fiscal year.

5.5.3 Once membership fees have been levied by the Council, they become payable by the member. All membership fees shall be paid annually in two equal installments, the first installment to be paid no later than October 31 and the second installment to be paid no later than March 31, unless other

payment arrangements are agreed upon by simple majority vote of the Council.

- 5.5.4 Once membership fees have been levied, there will be no refund of fees nor will liability for the payment of fees be affected for that year by either the voluntary or required withdrawal of any member from CAUS.
- 5.5.5 A students' union or students' association holding observer member status will be assessed fees in the same manner as full members of CAUS, but will only be levied fifty-percent (50%) of the full membership fee assessment for the twelve (12) month period that it holds observer member status
  - 5.5.5.1 Should an observer member resolve to withdraw their membership completely, the students' union or students' association will be held accountable for the full fifty-percent (50%) of the full membership fee assessment for the full twelve (12) month observer period.
  - 5.5.5.2 Should a students' union or students' association holding observer member status resolve to move from observer member to full member at any point during the twelve (12) month observer period, its fees will be prorated to reflect the number of months spent at observer member status and the number of months spent at full member status within the twelve (12) month period.

## **5.6 Rights and Privileges of Full Members**

- 5.6.1 Any full member in good standing is entitled to:
  - 5.6.1.1 Receive adequate notice of meetings of CAUS;
  - 5.6.1.2 Attend any meeting or function of CAUS;
  - 5.6.1.3 Speak at any meeting of CAUS;
  - 5.6.1.4 Exercise voting rights for their institution;
  - 5.6.1.5 Have an elected student executive elected Chair or Vice-Chair for CAUS;
  - 5.6.1.6 View the Council's budget and financial statements at any time during the fiscal year; and
  - 5.6.1.7 Acquire materials produced by CAUS.

## **5.7 Termination of Membership**

- 5.7.1 Full members may, by special resolution passed at a meeting, expel any member from membership in CAUS for any cause that the members deem

reasonable. Any member to be expelled shall be entitled to twenty-one (21) days notice of the meeting at which the vote in relation to the expulsion is to take place and shall be entitled to speak to the matter.

- 5.7.2 Any expelled member shall not be entitled to commence any action or proceeding to be reinstated in CAUS for that year and the membership fee will be forfeited.
- 5.7.3 Expelled members can apply for membership in accordance with these bylaws after one year from the date of expulsion. Prior to that time, expelled members may only be reinstated by special resolution passed at a meeting of the members.

## **5.8 Withdrawal**

- 5.8.1 A students' union or students' association may terminate its membership in CAUS by resolving to do so in accordance with its own bylaws and by informing the Chair in writing no later than June 30 of the fiscal year.
- 5.8.2 Any member that withdraws from CAUS shall forfeit their fees for that year to Council.

## **ARTICLE 6 – POWERS**

### **6.1 Powers of the Council**

- 6.1.1 The Council shall be responsible for all matters of CAUS, including day-to-day operations of CAUS, fulfilling administrative, executive and legislative functions.
- 6.1.2 The Council shall also be considered the directors of CAUS, and a meeting of the Council shall be considered a meeting of the directors.

## **ARTICLE 7 – MEETINGS**

### **7.1 Regular Meetings**

- 7.1.1 Regular meetings are called by the Chair or by two-thirds of member schools.
- 7.1.2 Including the CAUS Changeover, meetings of CAUS shall be held at least once during each academic semester, with one meeting designated as the Annual General Meeting.
- 7.1.3 Meetings may be conducted by teleconference call or other modes of communication.
- 7.1.4 The Chair may change the date and location of a regular meeting upon obtaining unanimous consent from all members in good standing.

## **7.2 Changeover Meeting**

7.2.1 CAUS shall have a Changeover meeting in May of each fiscal year. At this Changeover meeting the Council shall:

7.2.1.1 Orient new student representatives to the Council; and

7.2.1.2 Elect the Chair and Vice-Chair.

## **7.3 Annual General Meeting**

7.3.1 The Annual General Meeting of the members of CAUS shall be held on a date and at a location decided upon by the membership prior to or during the Changeover Meeting. At the AGM the annual financial statements shall be presented, setting out the income, disbursements, assets and liabilities of CAUS.

## **7.4 Quorum for Meetings**

7.4.1 No resolutions shall be passed at any meeting unless a quorum is present at the time the meeting begins. Quorum must be kept throughout the meeting.

7.4.2 Quorum at any meeting shall consist of at least two-thirds of the full members in good standing.

7.4.3 Members present in person, by teleconference or through electronic means shall be counted as being in attendance and included in the quorum.

## **7.5 Procedure at Meetings**

7.5.1 Robert's Rules of Order shall govern all regular and special general meetings.

7.5.2 The Chair or designate shall preside at all meetings.

7.5.3 In the absence of the Chair, the Vice-Chair or designate will preside at any meeting.

7.5.4 CAUS may determine further standing orders of procedure by majority vote.

## **7.6 Voting**

7.6.1 Each member organization in good standing shall have one vote on each motion considered at a meeting.

7.6.2 Each full member organization shall delegate a elected student executive to serve as the primary voting representative for CAUS meetings.

- 7.6.3 CAUS members shall be empowered to establish all CAUS policy and transact all CAUS business by consensus when possible, subject to the provisions of, and except as otherwise provided for under the bylaws.
- 7.6.4 If members are unable to achieve consensus regarding a motion, and the motion is of such a nature that a decision is essential, then the motion may be adopted by majority vote. The Chair shall determine whether a decision on a motion is essential.

## **7.7 Minutes**

- 7.7.1 The Executive Director shall be responsible for the preparation and custody of minutes of all meetings of CAUS and meetings of the directors of CAUS.
- 7.7.2 Minutes of meetings must be approved by those in attendance at the next meeting.

## **ARTICLE 8 – ELECTION AND DUTIES OF OFFICERS**

### **8.1 Elections**

- 8.1.1 A Chair and Vice-Chair shall be elected annually from the membership.
- 8.1.2 Elections shall be held at the annual CAUS Changeover Meeting.
- 8.1.3 The Chair and Vice-Chair shall be elected by two-thirds majority vote.

### **8.2 Eligibility**

- 8.2.1 The Chair must be an elected student executive of a member students' union or students' association.

### **8.3 Duties**

- 8.3.1 The Chair shall:
  - 8.3.1.1 Not be entitled to vote at CAUS meetings unless delegated to vote on behalf of his representative students' union or students' association;
  - 8.3.1.2 Act as the spokesperson of CAUS;
  - 8.3.1.3 Perform any additional duties assigned by resolution at a CAUS meeting or by the provisions of these bylaws;
  - 8.3.1.4 Submit a year-end report in writing to the Council at or before the annual CAUS Changeover meeting;

8.3.1.5 Be responsible for preparing CAUS' financial information in conjunction with the Executive Director; and

8.3.1.6 Be one of the signing authorities for CAUS.

8.3.2 The Vice-Chair shall:

8.3.2.1 Perform any and all of the duties of the Chair should the Chair be unable to do so.

8.3.3 The Chair or the Vice-Chair shall not receive any remuneration for their duties.

#### **8.4 Removal from Office**

8.4.1 The Chair or Vice-Chair may be removed from office by a two-thirds majority vote at any CAUS meeting for any cause the membership deems valid.

8.4.2 Should either the office of Chair or Vice-Chair become vacant, the position shall be elected at the next regular meeting of CAUS.

#### **ARTICLE 9 – EXECUTIVE DIRECTOR**

9.1 CAUS shall employ an Executive Director to assist the Council. The Executive Director shall:

9.1.1 Report directly to the CAUS Chair;

9.1.2 Consult with the CAUS Chair and other members when required;

9.1.3 Oversee preparation and custody of the minutes of all CAUS meetings;

9.1.4 Maintain all CAUS records and files at the registered office;

9.1.5 Supervise the CAUS office;

9.1.6 Act as one of the signing authorities of CAUS;

9.1.7 Act as recording secretary for all CAUS meetings;

9.1.8 Implement all directives and requests of Council;

9.1.9 Assist in the development of all CAUS policies and bylaws;

9.1.10 Be paid in accordance with the bylaws and policies of CAUS; and

9.1.11 Perform other duties as directed by the Council.

#### **ARTICLE 10 – FINANCES**

## **10.1 Fiscal Year**

10.1.1 The fiscal year of CAUS shall be from July 1 to June 30 of the following year.

## **10.2 Financial Duties of the Chair**

10.2.1 The Chair shall:

10.2.1.1 Cause proper books of accounts to be kept of all financial and other transactions of CAUS. The books of accounts shall be kept at the registered office of CAUS.

10.2.1.2 Submit a proposed budget for the fiscal year at or prior to the annual CAUS Changeover meeting, setting out the income, disbursements, assets, and liabilities of CAUS;

10.2.1.3 Submit a financial statement for the past fiscal year at the Changeover meeting.

10.2.1.4 Report any discrepancies in budget to actual amounts at the next Council meeting after such discrepancies are noted.

## **10.3 Signing Authorities**

10.3.1 All CAUS cheques must have two signatures. The signing authorities for CAUS shall be the Executive Director, the Chair of CAUS, and another elected student executive of a member students' union or students' association appointed by CAUS.

## **10.4 Budget**

10.4.1 The budget shall be adopted prior to the beginning of the next fiscal year.

10.4.2 Any expenditure in excess of 10 percent of the budget shall require prior approval of Council by simple majority vote.

10.4.3 Once approved, any budgeted expenditures are authorized.

## **10.5 Borrowing Powers**

10.5.1 CAUS may enter into an agreement to borrow funds, which may be done by special resolution of the Council.

## **10.6 Audit**

10.6.1 CAUS shall be audited by two members appointed by CAUS who are not the Chair, the Vice-Chair, or a signing authority or alternatively select an accredited external auditing firm on an annual basis.

## **ARTICLE 11 – RECORDS OF CAUS**

### **11.1 Records**

11.1.1 The books and records of CAUS shall be kept at the registered office of CAUS.

11.1.2 Every member of Council shall have access to books and records at all times.

## **ARTICLE 12 – AMENDMENTS**

12.1 The articles and bylaws may be amended, rescinded or rewritten at any meeting of CAUS by special resolution.

12.2 The legislative bodies of all CAUS members must ratify any amendments to the objects of CAUS adopted by Council.

12.3 All bylaw changes require twenty-one (21) days notice to the members.

## **ARTICLE 13 – DISSOLUTION AND DISPERSAL**

13.1 In the event of dissolution of the assets of CAUS shall be used to repay all liabilities and the remainder shall be disbursed to member organizations proportionate to annual fees paid for that fiscal year.