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Article 1: Name

The course union shall be known as the University of Victoria []

Article 2: Mandate

[] seeks to promote and represent social and academic interests within the []. This is expressed by four key goals:

- a) To promote students' interests within the []
- b) To serve as a liaison and to promote contact between students and faculty in the []
- c) Organize activities for the benefit of [] students
- d) Provide representation on appropriate departmental committees

Article 3: Authority

Nothing in this Constitution and Bylaws shall be considered in variance with the Constitution and Bylaws of the University of Victoria Students Society Constitution and Bylaws.

Article 4: Dissolution

Underlings may be dissolved by a two-thirds (2/3) vote at a General Meeting, or by the Director of Academics after a period of inactivity according to Course Union Policy.

In the event of dissolution, or winding up of [], all funds and assets remaining after any debts and liabilities have been cleared shall be returned to the Students' Society Course Union Council Control account.

Article 5: Amendments

The Constitution and Bylaws of [] may be amended through consensus at a General Meeting. Amendments require a mover and a seconder from the executive, or three (3) voting members of Underlings may present an amendment of the constitution to the executive in writing for resolution at a General Meeting. At a General Meeting, a two-thirds (2/3) majority of all voting members present must be reached in order to pass an amendment. Amendments that pass will take effect immediately.

BYLAWS

Bylaw 1: Interpretations and Definitions

In the Constitution and Bylaws of

- a) shall refer to voting members and associate members
- b) "Voting member" shall refer to any person fulfilling the membership requirements as set out in Bylaw 2(a)
- c) "Associate member" shall refer to any person fulfilling the membership requirements as set out in Bylaw 2(b)
- d) The "Executive" of the Board shall refer to those listed in Bylaw 5
- e) "General Meeting" shall be either an Monthly General Meeting or a Bi-Annual Meeting, as defined by Bylaw 3

Bylaw 2: Membership

- a) **Voting Membership:** Only those who have been enrolled in at least one Undergraduate Course at the University of Victoria within the last 12 months or are currently pursuing an Undergraduate or Honours degree in
- b) **Associate Membership:** faculty, staff, and community members may be considered Associate Members, by approval of the Course Union
- c) **Rights of Members:**
 - i. All Voting Members, as defined in Bylaw 2(a), shall have speaking and voting rights at meetings
 - ii. All Associate Members, as defined in Bylaw 2(b), shall have speaking rights, but shall not have voting rights at meetings
 - iii. All Members, both Voting and Associate, shall be entitled to a copy of the Constitution and Bylaws upon request

Bylaw 3: General Meetings

There are two types of meetings: Monthly General Meetings and Bi-Annual Meetings.

Voting by proxy is not allowed at General Meetings.

Monthly General Meetings:

- a) Shall be held regularly to give the membership control of the direction and activities of the course union
- b) All voting and associate members are welcome to attend. These meetings are best held on a regular schedule (i.e., once a month) which will be decided upon by the general membership
- c) The chair, elected by , will be responsible for facilitating all meetings of Underlings and promises to be a neutral body in which all members can participate in decision making. The chair has no voting rights except in the situation of a tie vote.

- d) Quorum for Monthly General Meetings shall be a minimum of four (4) voting members and at least one (1) executive.

Bi-Annual Meetings:

- a) Shall occur every September (Fall Annual) and March (Spring Annual)
- b) Elections should occur at both annual meetings, with all executive members being elected in March. All vacant positions should also be open to nominations during the Fall Annual meeting
- c) There shall be at least seven (7) days notice of a Bi-Annual meeting. Notice shall be given through a minimum of two (2) e-mails sent through the electronic list serves.
- d) Quorum for Bi-Annual Meetings shall be no less than six (6) voting members.
- e) The meeting shall be chaired by one of the following: a chair, past-chair, faculty, or UVSS Director of Academics

Bylaw 4: Executive Positions

Underlings shall be governed by an executive comprised of:

- Chair
- Treasurer
- Secretary
- Social Coordinator

The positions of Chair, Treasurer, and Secretary must be filled. The Social Coordinator position is optional.

Bylaw 5: Qualifications

To be eligible for an executive position, candidates must be:

- a) Undergraduate student enrolled at UVic during their term in office

Bylaw 6: Election of Executive Members

To be eligible for an executive position, candidates must be:

- a) Elected at a Bi-Annual Meeting where quorum has been met
- b) A voting members of , as defined in Bylaw 2(a), during their term in office

Bylaw 7: Duties of Office

- a) Chair
 - i. Chair shall chair all meetings
 - ii. Chair shall act as Course Union Council Representative and be responsible for liaising with the Director of Academics

- iii. Chair shall be responsible for completing the paperwork to maintain Course Union status
- iv. Chair shall attend Department Meetings
- v. Chair shall assist in coordinating [] activities
- vi. Chair shall have signing authority for all financial transactions of []
- b) Treasurer
 - i. Treasurer shall have signing authority for all financial transactions of []
 - ii. Treasurer shall assist in coordinating [] activities
 - iii. Treasurer shall be responsible for the proper care of all [] accounts
- c) Secretary
 - i. Secretary shall assist in booking rooms, tables, and venues for [] activities
 - ii. Secretary shall ensure that the minutes of each meeting are recorded
 - iii. Secretary shall have signing authority for all financial transactions of []
- d) Social Coordinator
 - i. Social Coordinator shall assist in coordinating [] activities
 - ii. Social Coordinator shall act as a liaison with other course unions

Bylaw 8: Removal of Executive Members

If an executive member does not meet the duties as laid out in Bylaw 7, they may be removed by a two-thirds (2/3) vote of the executive or a two-thirds (2/3) vote as a General Meeting.

Bylaw 9: Vacant Positions

- a) Upon the resignation, removal, or untimely demise of any member of the Executive, the Executive shall decide by majority vote whether the vacant position should be filled by means of either 9(i) or 9(ii).
 - i. [] shall publicize a call for applications for the vacant position. These applications will be reviewed by the Executive, which shall choose a new officeholder by means of a majority vote
 - ii. Where possible, the Executive may choose to invite the second-place candidate for the office in question to fill the vacant position
- b) Where a member of the Executive absents themselves from UVic for a period of two or more months, the second-place candidate for the office in question will be invited to serve as an interim officeholder. In such case as the second-place candidate is either unavailable or disinclined to assume this position, a by-election shall be held for the purpose of appointing an interim officeholder. The duly appointed/elected interim

