



Students' Association of  
**KEYANO COLLEGE**

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**OFFICIAL BYLAWS**  
**Student's Association of Keyano**  
**College (SAKC) 2021**

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## **1.0 Preamble**

### **1.1 Name**

The name of the organization is The Students' Association of Keyano College, also referred to as SAKC or "the Association".

### **1.2 Incorporated**

The Students' Association of Keyano College shall be incorporated under the Post-Secondary Learning Act Section 93(1) and its Bylaws shall be registered in accordance with the legislation.

### **1.3 Purpose of the SAKC**

The mandate of The Students' Association of Keyano College is to provide for the administration of the student affairs at Keyano College, including the development and management of student committees and clubs, the development and management of rules relating to student affairs and the promotion of the general welfare of the student body consistent with the purpose of the public post-secondary institution.

### **1.4 Mission**

SAKC represents students to help them succeed by providing leadership, advocacy, support and wellness.

### **1.5 Vision**

The Vision of SAKC is for all Keyano students to receive high quality education in a healthy and balanced community environment.

### **1.6 Definitions**

**(The) Act** means the *Post-Secondary Learning Act, S.A. 2003, c.P-19.5* as amended, or any statute substituted for it.

**Active Member** means students who have paid their academic and student association fees and are in 'good standing' within the current academic year.

**Ad Hoc Committee** means a temporary committee that is created for a specific purpose and dissolved upon achievement of that purpose or completion of specific tasks.

**Annual General Meeting** means the annual general meeting of the Association.

**Association** means the Students' Association of Keyano College ("SAKC").

**Board** means the Student Association Board of Directors as the body which governs the business and affairs of the Student's Association and oversees the Executive Council.

**Board of Governors** means the Board of Governors of Keyano College.

**Bylaw** means a standing rule approved by the SAKC for the governance and management of the Association.

**Capital Asset** means an item will be classified as capital if it exceeds \$1000 and has a useful life longer than one year and is not intended for sale during the normal course of business.

**Chair or Designated Chair** means a person appointed to prepare for, facilitate and manage the proceedings of a meeting.

**Chief Electoral Officer (CEO)** means the person designated by the SAKC to oversee compliance with bylaws and established election and referendum procedures for an election or by-election held by the Association.

**Conflict of Interest** means a situation in which a person has a public or private interest (or a perceived interest) which may influence their ability to exercise their official duties in an objective manner.

**Debenture** means a medium to long term instrument used by SAKC to approve and document a decision by the membership to borrow money.

**Directors** means the student representatives who are elected or appointed to sit on the Student Association Board of Directors.

**Executive Council** means the executive officers of the SAKC Board of Directors; consisting of the elected President, and Vice presidents. The Executive Council is chaired by the President.

**Executive Director** means the most senior employee of the SAKC, and is paid by the SAKC, with funding coming from the SAKC revenues. The individual in this position is responsible for the directing and managing of the day to day affairs of the association and other duties as defined in the Executive Director Job Description as revised from time to time.

**Ex-Officio** means a non-voting member of the Student Association Board of Directors, or a committee, who is a member by virtue of their office and position. Ex-officio members have a voice, but no vote.

**Fiduciary Duty** means the legal duty to act in the best interest of the organization based on a relationship of trust.

**Good Standing** means the fees due by the member, to the Association for the current year have been paid in full.

**Operations and Finance Manager** means a position with funding coming from the SAKC. The person in this position is responsible for carrying out the duties as defined in the Operations & Finance Manager Job Description as revised from time to time.

**Member** means a Member of the Association in “good standing”.

**Membership Year** means the beginning of the Fall Semester (September 1) and continuing for 365 days, ending on August 30th, the following year.

**Moral Turpitude** means an act or behaviour that gravely violates the sentiment or standard of behaviour expected of a Board Member or employee of the SAKC.

**Motion** means a written proposal requesting a Board decision, at a Board meeting by a voting Board member for a specific action.

**Officer** means any elected member of the Executive Council; the President and Vice Presidents.

**Petition** means a request by a group of individuals for the SAKC to take action on a particular issue.

**Program** means a for-credit program as defined in the *Keyano College Credit Calendar*.

**(The) Post-Secondary Learning Act** means the Alberta legislation which governs post-secondary colleges, universities and technical institutes.

**Quorum** means the minimum number of members required at a meeting in order to conduct business.

**Referendum** means an issue that is submitted to the general membership for a vote.

**Registered Office** means the registered office of the Association.

**Resolution** means a decision passed at a meeting of the membership.

**Signing Officer** means persons who are authorized by the Board to sign cheques, official letters and legal documents for the Association.

**Simple Majority** means fifty percent (50%) of voting members plus one.

**Special Resolution** means a resolution passed:

1. at an annual general meeting or special meeting of which not less than 21 days notice specifying the intention to propose the resolution has been duly given, and
2. by a majority vote of not less than 75% of the votes cast at the meeting.

A Resolution proposed and passed, as a special resolution, at a general meeting or a special meeting of which not **less than 21 days notice has been given**, if all members entitled to attend and vote at the general meeting or special meeting so agree, or

A resolution consented to in writing by all the members who would have been entitled at a general meeting or special meeting to vote on the resolution in person

Decisions requiring a **Special Resolution** include:

1. Changing the Objects of the Association
2. Amending the bylaws of the Association
3. Issuing a Debenture
4. Surrendering the certificate of incorporation

**Standing Committee** means a permanent committee created to consider all matters pertaining to a particular subject and in compliance with the Committee Terms of Reference, as amended from time to time.

**Student Association Board of Directors (“Directors”)** The Student Association Board of Directors (the Board) is established within the *Post-Secondary Learning Act* of Alberta and within these bylaws as the legislative authority which governs the business and affairs of the Student’s Association.

**Vacate (Vacant)** means to resign, be disqualified, or removed from a position. A position is also deemed vacant upon the death of the person in that position.

## 1.7 Interpretations

In the interpretation of these Bylaws, except where excluded by context:

- a. Words indicating a singular number shall also the plural, and vice-versa
- b. Words indicating gender shall inclusive of all gender identities
- c. Words indicating persons shall include corporations
- d. Headings used throughout these Bylaws are for reference purposes only and do not affect the interpretation of the Bylaws.

## 2.0 Membership

### 2.1 General

All students of Keyano College, other than those enrolled in non-credit courses, shall be members of the SAKC. This includes in person and online delivery. It will also include those students who participate at Keyano regional learning centers and collaborative programs.

Every member shall pay membership fees, collected by the Office of the Registrar, for the maintenance of the students’ association as prescribed herein.

All students who observe designated course activities, but whose work is not



evaluated and grades are not awarded, shall not be members of the SAKC and shall not be required to pay membership fees.

The membership year shall be a full calendar year beginning once SAKC fees are paid in full or on September 1st, and ending on August 30th.

Membership in the SAKC is not transferable.

Other types of membership include:

Associate Members

Individuals who have purchased admission to a SAKC hosted event and granted membership for the day of the event only. Associate members do not have any other rights of SAKC members.

Honorary Members

Individuals who have demonstrated outstanding commitment to the SAKC Mission and Vision may be awarded Honorary Membership, as determined by the Board from time to time. Honorary members may attend SAKC hosted events at no charge, but not have any other rights of the SAKC members.

## **2.2 Rights of Membership**

The—SAKC Members (in good standing) have the following rights and privileges:

- a. To vote in any election or referendum held by the Association;
- b. To serve on the Student Association Board of Directors and have voting rights on the Board if nominated and elected by the membership.
- c. To make use of the facilities, utilize services, and participate in the activities and programs of the Association within the limits set out by the Board of Directors and outlined in the SAKC policies and procedures;
- d. To serve on any SAKC committee or to be appointed as a SAKC representative on a college committee;
- e. To participate in Students' Association programs and services, such as health and dental insurance, scholarships and bursaries, student advocacy and support and student aid;
- f. To appear and speak before the Board in respect to any matter within the mandate of SAKC and in compliance with the bylaws, policies and procedures of the Association;
- g. To attend the public section of the Student Association Board of Directors meetings;
- h. To establish and join organizations, clubs or societies under jurisdiction of SAKC;
- i. To request access to any records and books of SAKC in accordance with these Bylaws;

- j. Exercise any other right pursuant to these Bylaws.

### **2.3 Responsibilities of Members**

Members of the SAKC have the responsibility to:

- a. Pay annual SAKC Fees, pursuant to these Bylaws; and
- b. Comply with the SAKC Bylaws, Policies and Procedures and Code of Conduct and Ethics.

### **2.4 Withdrawal of Membership**

Any member who desires to voluntarily withdraw from membership with SAKC may do so by giving notice in writing including an effective date of withdrawal from membership, addressed to the Executive Director of SAKC indicating the intention to withdraw as a member. After which that person shall cease to be a member upon the date specified in such notice. The SAKC fees shall be forfeited to SAKC and no refunds are to be issued under any circumstances. Any member who fails to remain an active student shall be deemed to have withdrawn from membership in SAKC.

### **2.5 Termination of Membership**

The Board of Directors may, at a Special meeting, called for that purpose, suspend for a period of not greater than 3 months, the membership of an active member for one of the following reasons:

- a. If a member has failed to comply with these bylaws in a way that is damaging to the SAKC or to its reputation, (breach of these bylaws will be communicated via a three stage warning process: 1 verbal warning, and 2 written warnings)
- b. If a member is default in paying membership fees,
- c. If a member has disrupted meetings or events of the SAKC, or
- d. If a member has done, or failed to do anything that would be considered harmful to the SAKC and/or it's members.

Termination of membership will be communicated to the student by way of a written letter outlining the reasons and terms of the termination.

### **2.6 Membership Fees**

The Students` Association of Keyano College levies a membership fee for all active students. Membership fees will be assessed and set annually by motion of the Board of Directors. SAKC membership fees are non-refundable for students who withdraw from Keyano College after the thirtieth calendar day of the academic term.

The membership fee may include, but is not limited to:

- a. Students' Association of Keyano College Membership Fee;
- b. SAKC Building Fee

Health and Dental Fee is not included in Membership Fees and is paid by the members. The extended health and dental insurance plan is mandatory for students who are enrolled full-time at Keyano College. The fee shall be determined by the insurance company each year. In some circumstances, the fee may be waived but only students who have alternate extended health and dental coverage may opt out of the SAKC plan by providing proof of alternate, comparable coverage.

## **2.7 Membership Year**

The membership year shall be the beginning of the Fall semester, September 1st, and once SAKC fees are paid in full and will remain active for a full calendar year, ending August 30th.

## **3.0 Meetings**

### **3.1 Annual General Meetings**

SAKC holds an Annual General Meeting (AGM) once every 12 months. The Board sets the date, time and location.

The Board shall provide formal notice of an Annual General Meeting to be delivered to each member at least 21 days in advance of the Annual General Meeting. Notice shall be provided by email or such other means as determined appropriate by the Board.

Notice of an Annual General Meeting must include the date, time and location of the meeting, the proposed agenda for the meeting, a brief summary of business to be transacted and any business requiring a Special Resolution. Example of a Special Resolution is attached as Appendix A.

No business at the AGM shall be conducted unless a quorum of no less than full attendance of all SAKC Board and Executive Members. If the quorum is not established within thirty (30) minutes after the set time for the AGM, the meeting shall be cancelled and rescheduled for one (1) week later at the same time and place. If the second AGM meeting quorum is not met within thirty (30) minutes of the set time, the meeting shall proceed with the members in attendance. All active members who are present at the AGM will be entitled to vote on motions put forward for the membership.

AGM minutes shall be taken by the Operations Manager and will be signed by the person who was responsible as Chair of the meeting.

### **3.2 Regular Meetings**

Regular Meetings of the Student Association Board of Directors shall be determined by the Board with no less than one meeting per month;

Regular meetings may be suspended in the months of May, June and July, at the discretion of the Board of Directors;

No business shall be conducted at a meeting of the Board unless a quorum of fifty percent (50%) plus one (1) of the total Board members is present. If the quorum is not satisfied within twenty (20) minutes of the scheduled start time of the Regular Meeting, the meeting shall be cancelled and rescheduled for a later date or time.

Minutes of all Board meetings shall be prepared by the designated senior SAKC employee, generally either the Operations Manager or Executive Director and will be signed by the person who was responsible as Chair of the meeting.

### **3.3 Special Meetings**

The Board may call a Special Meeting of members anytime between September 1st and April 30th, as follows:

A Special Meeting shall be convened by the Board upon receipt of a written request, outlining the reason for the special meeting and which includes the names and signature of no less than five percent (5%) of active members in good standing.

Notice of a Special Meeting must include the date, time and location of the Special Meeting, proposed agenda, a brief summary of business to be transacted, and any business requiring a Special Resolution.

The Student Association Board of Directors shall provide formal notice of a Special Meeting to be delivered to each member, in writing no less than 8 days in advance of the Special Meeting. Notice shall be provided by email or such other means as determined appropriate by the Student Association Board of Directors. If a Special Resolution will be discussed, please see rules for Special Resolution under definitions.

Minutes of all Special meetings shall be prepared by the designated senior SAKC employee, generally either the Operations Manager or Executive Director and will be signed by the person who was responsible as Chair of the meeting.

### **3.4 Meeting Proceedings and In camera Meetings**

Annual General Meetings and Special Meetings are open to all active members.

The meeting shall be governed by the Chair, or Designated Chair, in their absence, in accordance with the SAKC bylaws, policies and procedures.

On a majority vote of the Board of Directors, may close all or a portion of a meeting to the public or to anyone who is not a member of the Board of Directors. This means that the Board is holding its meeting *in camera*. *In*

*Camera* meetings can be used when the Board wishes to discuss personal or private matters such as an employee salary, disciplinary matters, expelling or suspending a member, or a Board member. Minutes of the meeting will only record decisions of the board, no in camera discussions will be included in the minutes.

### **3.5 Special & Annual General Meeting Voting Rights & Procedures**

- a. Each Active Member present is entitled to one (1) vote.
- b. A motion or resolution may pass by simple majority of the votes of the Active Members. A simple majority vote shall be fifty percent (50%) of active votes plus one active vote.
- c. The Chair shall only vote in the event of a tie.
- d. All voting ballots shall only be counted by the Chair.

## **4.0 Student Association Board of Directors**

### **4.1 General**

- a. The Student Board of Directors hereby referred to as “The Board” governs the affairs of SAKC and oversees the activities of the Executive Council. The Board has the powers necessary to administer SAKC and to make all strategic decisions regarding SAKC.
- b. The Executive Council is the executive authority of SAKC and acts as a liaison between the Board, the Membership, the administration of Keyano College and all external organizations;
- c. The SAKC shall have an Executive Director (employee) to oversee business and management structures to the benefit of the Association as a whole.

### **4.2 Composition of the Board**

The Student Board of Directors shall have the following members:

- a. President
- b. Vice President(s), no less than (1) no more than (3) and
- c. No less than five (5), and up to seven (7) student representatives (also referred to as Directors) elected by the membership or appointed by the Student Association Board of Directors.

Staff Positions:

- d. Executive Director (ex-officio)
- e. Operations Manager (ex-officio)

### **4.3 Eligibility**

The Student Board of Directors are elected by and from the Active members of the Students’ Association as outlined in these bylaws and following the SAKC policies and procedures.

Members of the SAKC who wish to be candidates for and serve on the Board shall:

- a. Be full time/part time credit students at Keyano College; and
- b. Be an active member in good standing of the SAKC;
- c. Obtain and Maintain an academic standard of a grade point average (GPA) of 2.0 or greater.
- d. Be elected by the student body.
- e. Be willing and able to fulfill the commitments and obligations of a member of the Board.

#### **4.4 Duties of the Board**

The SAKC Board of Directors is a policy governing Board and makes policy which sets the long term direction of the SAKC. The powers and duties of the Board of Directors include but are not limited to:

- a. Promoting and working to achieve the Mission and Vision of the SAKC
- b. Promoting the interest of the membership in SAKC
- c. Establishing standing committees or ad hoc committees or college committees as required.
- d. Approving an annual budget for the SAKC
- e. Approve all unbudgeted financial commitments and expenditures in excess of \$5000 through motion of the Board
- f. Approving bylaw amendments in preparation for Membership approval by Special Resolution
- g. Setting policies and approving policy amendments
- h. Approving, updating and implementing the SAKC strategic plan
- j. Overseeing the activity of the Executive Council, which manages day to day matters between Board meetings
- k. Reviewing and approving the Executive Monthly report
- l. Ensuring policies are in place and up to date for the safe and efficient operation and management of the SAKC
- m. Hiring the Executive Director, and through the President, manage the compensation, supervision, coaching & performance evaluation of the Executive Director;
- n. Delegating powers and duties to the Executive Council, Executive Director or other agents of the SAKC.

#### **4.5 Term of Office**

A single full term for the members of the Board shall commence May 1st and end on April 30th of each year.

Student Association Board Members can serve on the Board for the entire duration of their program at Keyano College but must be re-elected every academic year. Members of the Board who are elected will be required to participate in Board Orientation and transition activities.

#### **4.6 Election**

There shall be an annual election to elect each position of the Student Board of Directors. Each election will be managed by the Chief Electoral Officer in accordance with the SAKC Election Policies and Procedures.

#### **4.7 Vacancies**

In the event that a member of the Board vacates, resigns, is disqualified or removed:

- a. The Board will hold a by-election for the vacated position
- b. For a vacated Executive Council position if no successful candidates come forward the Board will have the option to appoint a replacement from the existing Board members.
- c. The position may be left vacant as determined by the Board

#### **4.8 Remuneration (Compensation)**

Members of the Board will be remunerated in compliance with the SAKC Board of Directors Compensation and Allowances Policy.

#### **4.9 Discipline & Termination**

Board members may be subject to disciplinary action, up to and including termination. Termination and formal disciplinary action requires that the Board pass a motion with a 2/3rds majority in favour of a specific action as outlined in the motion. Disciplinary action generally required as a result of a factual determination (investigation) that the Board member or Officer has committed any of the following:

- a. A material breach of these bylaws;
- b. A sustained failure to perform duties of their office as described in the job description;
- c. A material or repeated failure to comply with SAKC Policies and Procedures;
- d. Absence without notice and good reason for two (2) consecutive Student Association Board of Directors meetings;
- e. Absence without notice and good reason for three (3) consecutive Executive Committee meetings;
- f. A failure to meet or maintain the eligibility criteria for their position;
- g. Performed actions which are a serious breach or repeated breach of the code of conduct and ethics; or
- h. A conviction for a criminal offense that requires incarceration during their term of office, or that qualifies as moral turpitude.

In the case of an allegation of a breach of any policy or any serious misconduct, an investigation shall be conducted in compliance with investigative policy and procedures, to determine the facts prior to considering any disciplinary action.

## **5.0 Executive Council**

### **5.1 Mandate**

The purpose of the Executive Council is to act on behalf of, and within the powers granted to them by, the SAKC Board of Directors including things like: oversee the day to day management of the SAKC between meetings of the Board of Directors.

### **5.2 Composition**

The members of the Executive Council shall be:

- a. President
- b. Vice President(s) not less than (1), and not more than (3)

### **5.3 Eligibility**

The Executive Council (as a member of the Board) are elected by and from the Active members of the Students' Association as outlined in these bylaws and following the SAKC Election policies and procedures.

Members of the SAKC who wish to be candidates for and serve on the Executive shall:

- f. Be full time/part time credit students at Keyano College; and
- g. Be an active member in good standing of the SAKC;
- h. Obtain and Maintain an academic standard of a grade point average (GPA) of 2.0 or greater.
- i. Be elected by the student body.
- j. Be willing and able to fulfill the commitments and obligations of a member of the Board.

### **5.4 Duties of the Executive Council**

The Executive Council acts with the delegated authorization of the Board, with the focus on representation of student interests to external organizations, including Keyano College and various levels of government. Only the President, or their designate is authorized to speak officially on behalf of the Board. The elected Officers shall:

- a. Be the official voice (President) representing the students of Keyano College, in particular in communications with the College Board of Governors and community;
- b. Advocate, in consultation and cooperation with Alberta Students' Executive Council (ASEC) in which SAKC maintains membership, on behalf of Keyano College students, to the federal, provincial and municipal governments; Maintain full committee membership and participation, serving as representatives of the Keyano College students, on:



- I. The College Board of Governors;
  - II. Academic Council of Keyano College;
  - III. All Keyano College committees and boards where student representation is needed;
- c. Promote the organization's Mission, Vision and Purpose to its members, in the community, and to the media;
  - d. Through the President, oversee the job performance of the Executive Director, in line with the Executive Director job description.
  - e. Be accountable to the Student Association Board of Directors for the conduct of the affairs of the Executive Committee;
  - f. Hold regular Executive Council meetings during the academic year; When necessary, the Executive Council may conduct business via teleconference or videoconference or email. Records of this type of business (minutes) will be kept.
  - g. Keep a comprehensive record of official minutes of all Executive Council meetings, maintained in the SAKC office and made available to the membership;
  - h. Accept additional responsibilities as delegated by the Board.
  - i. Act as the signing authority for the Association.

## **5.5 Term of Office**

Officers are elected for a term beginning May 1st until April 30th. In case of a by-election or appointment a partial year shall be considered a full term. The Officer may seek re-election and is eligible to serve for the full time that they are a student at Keyano College and meet eligibility criteria to serve on the Executive Council.

## **5.6 Vacancies**

In the event that a member of the Executive Council vacates, resigns, is disqualified or removed, the Board will follow direction for filling vacancies as defined in 4.7 of these bylaws.

## **5.7 Remuneration**

Members of the Executive Council will be compensated as outlined in 4.8 of these bylaws.

## **6.0 Elections**

There shall be an annual election or by-election for all Board members. Elections shall be held annually. The Election Schedule shall be set by the SAKC Board of Directors and implemented by the Chief Electoral Officer (CEO) as laid out in the SAKC Election Policies and Procedures.

### **6.1 Chief Electoral Officer**

The Chief Electoral Officer (CEO) shall be responsible for overseeing the election process in compliance with the schedule and election protocols as

laid out in the SAKC Election policies and procedures.

The Board shall appoint a Chief Electoral Officer by putting forward a motion no less than 60 days in advance of the proposed election (or by-election) date or any other date that facilitates adequate preparation time for an election.

The Chief Electoral Officer is an employee of the SAKC, reporting to the Executive Director and is compensated in compliance with the SAKC Operations Compensation Policy as amended from time to time.

## **7.0 Referendum**

The Board of Directors may call a referendum if:

- a. A motion is passed by the Board requesting the referendum; or
- b. A petition requesting a referendum, signed by at least 10% of the Active members is delivered to the Board. The signers must include their Keyano Student Number for verification of Students' Association membership.

The text of the referendum question should be clear and unambiguous and must be capable of being answered "yes" or "no". The results of the referendum will be acted upon if the total number of votes cast is at least ten percent (10%) of the total number of Active members of the SAKC at the time of the referendum and at least a simple majority (50% plus one) of those voting either support or reject the referendum.

Should less than 10% of active members vote, regardless of the result, the referendum will not be acted upon.

## **8.0 Committees of the Board**

The Board of Directors has the authority to establish committees to carry out on-going and project specific Board work. These committees are established in compliance with Committee Policy and Procedures.

### **8.1 Standing Committees**

Standing committees may be established by the Board of Directors as needed. Standing Committees are permanent committees that handle longer term and complex issues or matters of importance to the SAKC. Standing Committees will be established in compliance with the SAKC Committees Terms of Reference policy.

### **8.2 Ad Hoc Committees**

The Board may establish Ad Hoc committees to carry out specific functions and duties. Ad Hoc committees shall be composed of one Director who chairs the Committee and a minimum of two (2) SAKC members. The Board shall appoint the membership, including a Board or Executive Council member as Chair, and determine the committee's terms of

reference.

## **9.0 Student Groups**

Any student group may apply for official SAKC Student Group status as defined in these SAKC Policy and Procedure.

## **10.0 Finances**

### **10.1 Registered Office**

The Registered Office of SAKC is located in Keyano College on campus in Fort McMurray, Alberta.

### **10.2 Fiscal Year**

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

### **10.3 Budget**

The Executive Director shall prepare the annual SAKC budget for presentation to and review by the Executive Council in line with the budget year. The budget shall then be submitted to the full Board of Directors for final approval.

### **10.4 Financial Authority**

No student society, club or organization has the authority to financially represent the Students' Association or speak on behalf of SAKC regarding finances. The Board shall control the disbursement of funds of the Student's Association funds through approval of the annual budget. Any changes (+/-) to the original approved budget of more than \$5000, must be brought back to the Board for approval.

### **10.5 Signing Authority**

The Officers of the Executive Council shall have signing authority, and a Board member if required to achieve a minimum of 3 Officers or Directors with signing authority. Two (2) Executive Officers must sign every cheque issued by the SAKC.

### **10.6 Borrowing, Issuing a Debenture & Purchasing Powers**

The SAKC may borrow money required for the performance of its duties or to further its objects if it has the prior approval of the Board. The SAKC may acquire real property by purchase, lease or otherwise and dispense of real property with the approval of the Board. All Capital Asset purchases as defined in the Financial Policy, must be approved by the Board of Directors. All debentures must be approved by Special Resolution at a Special Meeting or at the AGM.

## **10.7 Financial Statements & Audits**

A recognized accounting firm shall be appointed annually by the Board by motion at the AGM to audit the financial records of the SAKC.

- a. The Board may at its discretion contract to audit any accounts or records at any time.
- b. The SAKC shall change auditors at least once every ten (10) years.
- c. In accordance with section 97 (1) of the Act, the SAKC shall present audited financial statements to its members at the AGM.
- d. The SAKC investments shall be reviewed by the Board of Directors twice a year. SAKC investment shall be made to secured investment financial instruments only.
- e. The SAKC shall invest any unused secured funds by motion of the Board of Directors.

## **11.0 Indemnity & Protection of Directors & Officers**

SAKC will use best reasonable efforts to obtain Liability Insurance for Directors and Officers. The SAKC indemnifies each Director or Officer against all costs under the condition and limitations outlined in the Liability Insurance Policy and applicable Provincial or Federal Laws. The SAKC will consider proceedings on a case by case basis.

## **12.0 Access to Records**

The SAKC Bylaws, Policies and Procedures, and meeting minutes shall be kept in the SAKC Registered Office which will be kept up to date with any changes. It will be the responsibility of the Executive Director to prepare all SAKC books and records. The following documents are available to any active member for review upon written request:

- a. SAKC Bylaws, Policies & Procedures
- b. SAKC Meeting minutes
- c. All SAKC financial and corporate records with the exception of documents restricted by the Executive Council including but not limited to: Any information protected by privacy legislation, Human Resource files, performance evaluations, personnel communication, research and survey findings of a confidential nature, any litigation matters, legal opinions, legal privilege, and third party contracts et cetera.

## **13.0 Seal of Association**

### **13.1 Use of the Corporate Seal**

The Corporate Seal of the SAKC may only be used by the President, Vice Presidents or those designated by the President in writing.

### **13.2 Corporate Seal Location**

The Corporate Seal is to be stored in a secure location in the SAKC Office.

## **14.0 Amendments**

### **14.1 Bylaws**

These Bylaws may be rescinded, altered or added to by a special resolution at an AGM or special meeting.

- a. Members shall be notified not less than twenty-one (21) days in advance of the meeting by an appropriate method as determined by the Board of Directors;
- b. The amended Bylaw becomes effective after approval by the membership of the SAKC and filing with the Alberta Corporate Registry.

### **14.2 Policies & Procedures**

The SAKC Policies & Procedures may be rescinded, altered or added to from time to time at any regular meeting of the Board of Directors by approved motion.

## **15.0 Dissolution**

The Association may be dissolved according to the provisions of the *Post-Secondary Learning Act* of Alberta. Should the Students' Association of Keyano College dissolve, after paying debts and liabilities, any remaining assets (including gaming proceeds) will be distributed or disposed of to charities registered under the Income Tax Act (Canada) in Canada benefiting students and scholarships.



Students' Association of  
**KEYANO COLLEGE**

Location: 8115 Franklin Avenue, Fort  
McMurray, AB T9H 2H7  
Email: [admin@sakc.ca](mailto:admin@sakc.ca)  
Phone: (780) 791-8978

April 21<sup>st</sup>, 2021

Service Alberta Registries  
P.O. Box 1007 Stn. Main  
Edmonton AB  
T5J 4W6

To Whom It May Concern:

**Subject: Bylaw Amendments**

I hereby certify that the following special resolution was passed at a meeting of the members of the Students' Association of Keyano College on April 20th, 2021. The existing by-laws are considered repealed and they are to be replaced by the attached by-laws.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chioma Igbokei', is written over a faint, circular watermark or stamp.

Chioma Igbokei

President (2020/2021 Academic Term)  
Students' Association of Keyano College  
[president@sakc.ca](mailto:president@sakc.ca)  
(780) 715-3901  
[www.sakc.ca](http://www.sakc.ca)



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Location: 8115 Franklin Avenue, Fort  
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Phone: (780) 791-8978

**REPEAL OF OLD BYLAWS**

The Bylaws of SAKC presently in force will be revoked on April 20th, 2021.  
These Bylaws shall not come into force until that time.

DATED in the city of Fort McMurray in the province of Alberta this 20th day of  
April 2021.

A handwritten signature in black ink, appearing to read 'Chioma', is written over a horizontal line.

Chioma Igbokei  
President 2020-21 Academic Term  
Students' Association of Keyano College