

Constitution

ARTICLE 1: Name

1.01 The name of the Association shall be the Association of Student Awards Personnel, B.C. also known as “the Association”.

ARTICLE 2: Purposes

2.01 The purposes of the Association are:

1. to encourage and facilitate the professional development of its members.
2. to provide a forum for the discussion of matters relating to student awards and financial assistance programs.
3. to make recommendations to the appropriate department(s) of government and others regarding student financial awards and assistance programs in British Columbia and Canada.
4. to encourage and conduct studies on matters relating to student awards and financial assistance programs.

BYLAWS

SECTION 1: Membership Eligibility, Rights and Obligations

1.01 Regular Members shall:

1. be limited to individuals who are employed in the pursuit of student awards and financial assistance at public post-secondary institutions and private not for profit post-secondary institutions in B.C., and
2. be entitled to vote and hold office, and
3. be considered in good standing when current annual memberships fees have been paid by the deadline set by the Directors, and
4. uphold the constitution and comply with these bylaws, and
5. cease to be a member of the Association:
 1. by delivering his or her resignation electronically or in writing to the Treasurer of the Association or
 2. when he or she is no longer in good standing

1.02 Honorary Members shall:

1. be persons of special distinction as may seem desirable to the Directors of the Association, and
2. be elected for the current year only by the Association’s Directors

1.03 Members may have their membership revoked for the current fiscal year by a unanimous motion of the Directors, if the Directors have evidence leading them to believe the member is consistently in breach of the ASAP Code of Ethics.

1.04 Members may not act or speak on behalf of the Association, or otherwise purport to represent the Association, except when so empowered by a motion of the Directors.

SECTION 2: Directors of the Association

2.01 The Association shall be governed by a Board of Directors consisting of:

1. these elected officers:

1. Chairperson
2. Vice Chair – Conferences

iii. Vice Chair – Administration

1. Secretary
2. Treasurer

1. two elected Members at Large, and
2. immediate past Chairperson.

2.02 With the exception of the immediate past Chairperson, no Director shall serve more than two consecutive terms of office in any one position. If the Nominating Committee is unable to find a regular member to fill any given position and the current incumbent is willing to continue serving in the position, an exception to length of term can be made.

2.03 The Directors shall assume office immediately following the Annual General Meeting, and shall hold office until the conclusion of the next Annual General Meeting.

2.04 In the event that the Nominating Committee is unable to fill the position of Chairperson with a single individual, they may present for election 2 Co-Chairpersons.

SECTION 3: Nominations

3.01 The Directors shall strike a Nominating Committee prior to March 1st which shall submit, prior to the Annual General Meeting, a list of nominations for election of Directors for the forthcoming term

3.02 Nominations for Directors, with the exception of the immediate past Chairperson, shall be in writing, signed by the Nominating Committee and filed with the Secretary at the Annual General Meeting.

3.03 In the event that the slate of nominees is incomplete, nominations for the vacant position(s) will be accepted from the floor at the Annual General Meeting.

SECTION 4: Election and Removal of Directors

4.01 The election of Directors shall take place by secret ballot at the Annual General Meeting. In the event that there is only one nominee for any given position, the nominee will be elected by acclamation.

4.02 A Director may be removed from office by secret ballot at a General Meeting of the Association, by at least a two thirds majority of the members present at the General Meeting.

SECTION 5: Powers and Duties of the Directors

5.01 The powers and Duties of the Directors shall be as follows:

1. to act on behalf of the Association,
2. to establish committees, to prepare reports, and to make recommendations for the consideration of the Association,
3. to report decisions and recommendations of the Association to the appropriate bodies,
4. to be responsible for the Annual General Meeting,
5. to call General Meetings of the Association as circumstances require, and
6. to recommend members of the Association to serve on councils, commissions, committees, or other groups as appropriate.

SECTION 6: Duties of Officers

6.01 The following shall be the responsibility of the Chairperson:

1. to call regular meetings of the Directors,
2. to chair meetings of the Directors,
3. to act as the official spokesperson for the Association, except as otherwise determined,
4. to assume responsibility for internal and external communications, and
5. to ensure that duties of other officers are fulfilled.

6.02 The following shall be the responsibility of the Vice Chair – Conferences:

1. organize the Annual Conference, and Annual General Meeting, and
2. organize a Fall conference, if held, and other special functions as required.

6.03 The following shall be the responsibility of the Vice Chair – Administration:

1. in the absence of the Chairperson, discharge the duties outlined in 6.01 a) b) c) d) and

2. In the event of Co-Chairpersons, the Vice Chair – Administration will only assume the duties of

Chairperson, outlined in 6.01, in the absence of both Co-Chairpersons.

6.04 The following shall be the responsibilities of the Secretary:

1. to take accurate and detailed minutes of meetings of the Association and of the Board of Directors, and
2. to distribute or make available the minutes of every Association and Directors' meeting to the membership in a timely fashion prior to the next meeting and
3. to ensure all minutes are properly housed at the address of the Association.

6.05 The following shall be the responsibilities of the Treasurer:

1. to maintain an accurate and detailed register of members, including the full name and resident address of each member, and the date on which the person was admitted to membership, and
2. to keep a detailed and orderly record of: all monies received and disbursed by the Association, and the manner in respect of which the receipt and disbursement took place, and every asset and liability of the Association, and every other transaction affecting the financial position of the Association, and
3. to present a financial statement to the Annual General Meeting, and
4. to ensure all financial records are housed at the address of the Association and
5. to maintain the address of the society and
6. to submit reports in compliance with the Society Act

SECTION 7: Vacancies

7.01 Should the position of Chairperson become vacant, the Vice Chair – Administration shall assume the duties of Chairperson for the balance of the term. In the event of Co-Chairpersons, the Vice Chair – Administration will only assume the duties of Chairperson in the absence of both Co-Chairpersons.

7.02 Should the position of any other director become vacant, the remaining Directors shall, endeavor to appoint a replacement who shall hold office for the balance of the term. The Secretary shall advise the membership of the name of the new Director within fourteen days.

SECTION 8: Meetings of the Association

8.01 Annual General Meeting

1. The Annual General Meeting of the Association will normally be held in April of each year.

2. The date and place of the Annual General Meeting shall be announced to all members as far in advance as possible. The agenda and report of the nominating committee shall be distributed in advance of the meeting.
3. The agenda of the Annual General Meeting shall provide for a business meeting which shall include:

Chairperson's Report

Treasurer's Report and Financial Statement

Reports of Committees

Election of Directors

Members will submit written reports to the Secretary.

8.02 General Meetings of the Association

1. In addition to the Annual General Meeting, General Meetings shall be held at the request of the Chairperson or at the written request of at least five Regular Members.
2. Except in cases of emergency, a minimum of six weeks clear notice of meeting together with an agenda shall be given to each member.

8.03 One third of the Regular Members shall constitute a quorum at an Annual or General Meeting of the Association.

SECTION 9: Conduct of Meetings of the Association

9.01 As one of the purposes of the Association is to provide a forum for the discussion of matters relating to student financial awards and assistance programs, debate should be as informal as possible within the following constraints:

1. Each member shall have a single vote on all motions, questions or other issues.
2. A simple majority vote shall suffice to pass motions and decide questions or other issues except as provided in Section 4, point 4.02, and Section 14.
3. Any member has the right to request a secret ballot on any issue.
4. Any member has the right to request that his/her vote be recorded in the minutes of the meeting.
5. In any circumstances where the foregoing proves inadequate, the Chairperson shall be guided by the Robert's Rule of Order.
6. Voting by proxy is not permitted.

SECTION 10: Director's Meetings

10.01 Meetings of the Board of Directors shall be held at the request of the Chairperson(s) or any two members of the Board. At least five meetings shall be held each year. A schedule of meetings will be established by the Board of Directors at its first meeting.

10.02 Five members of the Board shall form a quorum at any meeting of the Board of Directors, whether there are eight or nine members-

SECTION 11: Borrowing

11.01 The directors may not encumber the Association with any form of indebtedness, except as related to contracts for service which shall be fully completed, with all related debt repaid, within 12 months of the start of the contract.

SECTION 12: Membership Fees

12.01 An annual membership fee, as approved from time to time by the Board of Directors, shall be assessed for each Regular Member to cover the costs of operating the Association.

SECTION 13: Fiscal Year

13.01 The fiscal year of the Association shall commence on May 1st and end on April 30th.

SECTION 14: Constitution and By-Laws

14.01 The Constitution and By Laws may be amended from time to time by a two thirds majority of the Regular Members present at an Annual General Meeting or General Meeting of the Association or through an electronic ballot of the membership. An electronic vote will only be allowed if no member of the Association requests a secret ballot on the issue. The Board of Directors must ensure that at least two thirds of the regular members have voted on the amendment(s) in order for the vote results to be upheld. Members shall receive four weeks notice of any proposed amendments.

SECTION 15: Dissolution

15.01 If, for any reason, the Association finds it necessary to windup its affairs, it shall determine the disposition of its assets and files at the final meeting of the Association.

15.02 If it should not be known at the time that the last meeting of the Association was the final one, the Directors shall:

1. dispose of the files of the Association as it deems best, and
2. turn all assets of the Association into cash and distribute such assets evenly among the members.

Date: December 16, 2005

WITNESS

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