

Bylaws

Nova Scotia Secondary School Students' Association

TABLE OF CONTENTS

Definitions	2
Article 1. Name	4
Article 2. Purpose.....	4
Article 3. Authority	4
Article 4. Membership	4
Article 5. Elections	5
Article 6. Provincial Cabinet / Board of Directors	7
Section 1 Governing Body	7
Section 2 Composition of Provincial Cabinet	7
Section 3 Appointed Directors.....	11
Section 4 Terms of Office	11
Section 5 Meetings of the Provincial Cabinet.....	12
Article 7. Meetings of the Association	13
Section 1 Members' Meetings	13
Section 2 Annual General Meeting.....	14
Section 3 Special General Meetings.....	15
Article 8. Finance	15
Article 9. Seal.....	16
Article 10. Bylaw Amendments.....	16
Article 11. Policies	17
Article 12. Dissolution.....	17
Version Control.....	18

DEFINITIONS

1. Preferential Balloting System

In the Preferential Balloting system, voters rank their choices in order of preference.

If a candidate receives more than fifty (50) percent of the first-choice votes, they will be declared the winner of the election.

If no candidate is declared a winner fifty (50) percent of first-choice votes, the second choices of the candidate with the least amount of first-choice votes are used to determine the winner. The Chief Electoral Officers use the second choices of the lowest candidate, assigning these to the appropriate candidates as first-choice votes. If a candidate receives more than fifty (50) percent with the included votes, then the Candidate is declared the winner of the election.

This process is continued if necessary, with each succeeding lowest candidate, until a candidate receives more than fifty (50) percent of the vote.

2. Preferential Vote

A preferential vote ranks all of the candidates in order of preference.

3. Act

(The "Act" shall refer to the Societies Act of the Province of Nova Scotia.

4. Region(s)

Region shall refer to a geographic area of Nova Scotia which may be amended from time to time at a General Meeting.

NSSSA recognizes five regions:

- **Cape Breton/Victoria:** which includes areas served by the Cape Breton Victoria Regional Centre for Education.
- **Chignecto:** which includes areas served by the Chignecto Central Regional Centre for Education.
- **Strait:** which includes areas served by the Strait Regional Centre for Education.
- **Metro:** which includes areas served by the Halifax Regional Centre for Education.
- **Sou'West/Valley:** which includes areas served by the Annapolis Valley, South Shore and Tri County Regional Centres for Education.

Each region is deemed to include private schools, local homeschooled students, and schools run by le Conseil scolaire acadien provincial within the boundaries of their regional centre(s) for education.

5. Director(s)

Director(s) shall refer to those holding roles on the Provincial Cabinet.

6. Supermajority

Supermajority shall refer to 2/3.

7. Alumni

Alumni shall refer to individual(s) who, through attending an NSSSA event, were previously a Member of the Association and whose membership has never been revoked pursuant to Article 4.1.2.

8. Presidential Trio

Presidential Trio shall refer to the President; Vice-President, Internal; and Vice-President, External.

9. In-Camera Session

In-Camera Session means a meeting or portion of a meeting held privately, with only Directors and invited individuals present, for the purpose of discussing confidential or sensitive matters.

DRAFT

ARTICLE 1. NAME

- 1.1. The name of the organization is the “Nova Scotia Secondary School Students’ Association” hereinafter known as NSSSA or the Association.

ARTICLE 2. PURPOSE

- 1.1. We believe youth are the future and have the potential to contribute positively to our world.

Through our connection-driven initiatives led by students, for students, we support high school students to develop skills, build confidence, and grow as leaders.

Our Members uphold a commitment to be of service to others and their community.

ARTICLE 3. AUTHORITY

- 1.1. The Association is incorporated under the Societies Act of the Province of Nova Scotia.
- 1.2. If any of these Bylaws conflict with the Act, the Act shall prevail.

ARTICLE 4. MEMBERSHIP

- 1.1. Membership is open to all students currently enrolled in grades 9-12 in the Province of Nova Scotia who have attended a NSSSA event.
 - (a) Members are deemed to represent the Region in which they attend school.
- 1.2. Given due consideration to the impacts on the organization and individuals involved, and with consultation of appropriate advisors, the Provincial Cabinet may, by Supermajority vote, revoke the membership of any Member acting in a manner deemed detrimental to the organization. The Provincial Cabinet shall create and publish policies regarding discipline and membership revocation pursuant to Article 11.
- 1.3. Honorary non-voting life membership may be conferred on individuals for outstanding contributions to the organization by a Supermajority majority vote of the Provincial Cabinet.

ARTICLE 5. ELECTIONS

- 1.1. All Members shall be able to seek candidacy for elected positions of the Provincial Cabinet.
- 1.2. The elections for Provincial Cabinet positions shall take place at the Annual General Meeting and will occur in the following order: President, Vice Presidents and Regional Co-Premiers.
- 1.3. The Past President shall serve as the Chief Electoral Officer of elections. Should there be a conflict of interest, the most recent agreeable previous President shall be the Chief Electoral Officer. If the Past President and no other previous President are available without conflict of interest, the Members shall elect a Chief Electoral Officer from among the alumni as the first resolution of the Annual General Meeting.
- 1.4. Candidates for all positions shall be elected by a Preferential Balloting system by all Members in attendance at the Annual General Meeting.
 - (a) The Chief Electoral Officer shall ensure Members can participate in elections without requiring a physical presence during election proceedings.
 - (b) If quorum is not met at the Annual General Meeting, the Provincial Cabinet shall call a Special Meeting of the Association per Article 7. Section 3 no later than the last day of June for the purpose of running Elections.
- 1.5. If digital voting is used, the Chief Electoral Officer shall ensure the software provides for restricting voting to Members of the Association, ensures anonymity of voters, and prevents a Member from voting multiple times.
- 1.6. Preceding each election, the Chief Electoral Officer shall cast a sealed preferential vote. This preferential vote shall only be used in the event of breaking a tie.
- 1.7. Candidates are required to submit a nomination form at least 12 hours before the scheduled start of voting for a position.
 - (a) The nomination form shall contain the candidate's full name, address, email address, phone number, school, and the name of an NSSSA event attended within 12 months.
 - (b) Candidates are required to obtain signatures from Members on the nomination form:
 - i) President; Vice-President, External; and Vice-President, Internal: 25 signatures
 - ii) Regional Co-Premier(s): the lesser of 10 signatures from Members representing the region in which the candidate is seeking election, or a majority of Members representing that Region at the Annual General Meeting.

- 1.8. Before voting, Candidates shall have the opportunity to address the Members voting in their election in the form of a speech up to four (4) minutes in length. Following speeches, there shall be a Question Period of up to ten (10) minutes moderated by the Chief Electoral Officer wherein the Members may ask questions of all candidates. Each candidate shall have 30 seconds to respond to a question. The Chief Electoral Officer may not unreasonably shorten the Question Period.
- 1.9. Members shall be given a minimum of ten (10) minutes to deliberate and discuss following the Question Period, which may be concurrent with time allotted for voting. In any vote or election, the Chief Electoral Officer shall ensure sufficient time for all eligible Members to vote.
- 1.10. A meeting of all candidates and the current Provincial Cabinet shall be held at the Annual General Meeting, prior to voting.
- 1.11. Defeated candidates for President may submit their names for one of the Vice-President, or Regional Co-Premier positions without a new nomination form should they meet the criteria for the position. This must be submitted to the Chief Electoral Officer, immediately after the Presidential election results are released. This same process will hold for defeated Vice President Candidates who wish to submit their names for Regional Co-Premier Positions.
- 1.12. Any member of the organization who wishes to appeal an electoral procedure or contest an electoral decision must submit the appeal, in writing, to the Chief Electoral Officer within three (3) hours of the contested vote.
 - (a) The Chief Electoral Officer will have twelve (12) hours following the contested vote to investigate the appeal and make a decision.
 - (b) If there is an available Governance Advisor or Governance Committee, they shall adjudicate any protest or appeal of elections.
 - (c) If an appeal is founded, there shall be a runoff election before the end of the Annual General Meeting.

ARTICLE 6. PROVINCIAL CABINET / BOARD OF DIRECTORS

Section 1 Governing Body

- 1.1. There shall be a Provincial Cabinet that shall be the governing body of the Association.
- 1.2. The Provincial Cabinet shall have full authority to execute contracts and instruments of the Association, including delegating such powers as it deems reasonable and necessary for the operations of the Association.

Section 2 Composition of Provincial Cabinet

2.1. President

- (a) The President must be enrolled in a secondary school in Nova Scotia at the time they are elected.
- (b) The President must be living within a 500 km radius of Halifax, Nova Scotia during their term in office.
- (c) Nominees for the President must have served a term as a member of a Regional Cabinet or any NSSSA Provincial Committee.
- (d) Responsibilities of the President:
 - i) To establish and maintain the Provincial Cabinet to carry out the objectives of the NSSSA.
 - ii) To Chair all meetings of the Provincial Cabinet.
 - iii) To oversee the Members of the Provincial Cabinet.
 - iv) To serve as the official spokesperson of the NSSSA.
 - v) To oversee the search for qualified potential candidates for all elected positions prior to the Annual General Meeting.
 - vi) To organize and chair the Annual General Meeting.
 - vii) To deal with matters concerning revision, interpretation and enforcement of the Bylaws.
 - viii) To perform any other duties as assigned by the Provincial Cabinet.

2.2. Vice-President, Internal

- (a) The Vice-President, Internal must be enrolled in a secondary school in Nova Scotia at the time they are elected.
- (b) The Vice-President, Internal must be living within a 500 km radius of Halifax, Nova Scotia during their term in office.
- (c) Nominees for the Vice-President, Internal must have served a term as a member of a Regional Cabinet or any NSSSA Provincial Committee.
- (d) Responsibilities of the Vice-President, Internal:
 - i) To assist the President in establishing the Provincial Cabinet.

- ii) To assist all Members of the Provincial Cabinet with the internal aspects of their positional duties.
- iii) To attend all Provincial Cabinet meetings.
- iv) To maintain an accurate register of current Members containing each Member's first and last name, grade, Region, and email address.
- v) To perform any other duties assigned by the Provincial Cabinet.

2.3. Vice President, External

- (a) The Vice President, External must be enrolled in a secondary school in Nova Scotia at the time they are elected.
- (b) The Vice President, External must be living within a 500 km radius of Halifax, Nova Scotia during their term in office.
- (c) Nominees for the Vice-President, External must have served a term as a member of a Regional Cabinet or any NSSSA Provincial Committee.
- (d) Responsibilities of the Vice-President, External:
 - i) To assist the President in establishing the Provincial Cabinet.
 - ii) To assist all Members of the Provincial Cabinet with the external aspects of their positional duties.
 - iii) To attend all Provincial Cabinet meetings.
 - iv) To perform any other duties assigned by the Provincial Cabinet.

2.4. The Past President

- (a) The Past President shall be non-voting.
- (b) Should the President be unavailable to serve as Past President the following year, the incoming President Presidential Trio may appoint a previous member of Presidential Trio to the position.
- (c) Responsibilities of the Past President:
 - i) To advise the Provincial Cabinet.
 - ii) To attend all Provincial Cabinet meetings
 - iii) To perform any other duties as assigned by the Provincial Cabinet.

2.5. Provincial Advisor

- (a) The Provincial Advisor shall be non-voting.
- (b) The Provincial Advisor shall be appointed by the incoming President and Vice Presidents.
- (c) Responsibilities of the Provincial Advisor:
 - i) Will function as an advisor to the Provincial Cabinet.

- ii) To attend all Provincial Cabinet meetings
- iii) To be responsible for the Provincial Cabinet.

2.6. Treasurer(s)

(a) There may be up to two appointed (2) treasurers:

i) One (1) Junior Treasurer.

- ***The Junior Treasurer must be enrolled in grade 9-12 secondary education during their term in office.***

ii) One (1) Senior Treasurer.

- ***The Senior Treasurer shall ordinarily be the outgoing Junior Treasurer. If the outgoing Junior Treasurer is unavailable, another Alumnus may be appointed.***
- ***The Senior Treasurer shall be non-voting if they are not otherwise a Member of the Association per Article 4.***

(b) Notwithstanding Article 6.4.1, the Junior Treasurer and Senior Treasurer may be appointed for a term of up to two (2) years in each position, ending on the last day of June closest to their two year appointment anniversary.

(c) Responsibilities of the Treasurer(s):

- i) To create an annual budget for PC based on available and projected revenues.
- ii) Is responsible for tracking all expenditures and revenues of the organization.
- iii) Must keep meticulous records of all financial transactions.
- iv) To present quarterly financial updates to the Provincial Cabinet.
- v) To file a financial statement at the end of the fiscal year to the Nova Scotia Registry of Joint Stock Companies, by August 1st. The financial statement must be signed by two Directors. This statement is to be in the form of a balance sheet and income statement.
- vi) To file a financial statement at the end of the fiscal year to the CRA, by August 1st. The financial statement must be signed by two Directors. This statement is to be in the form of a balance sheet and income statement.
- vii) To provide a year-to-date financial statement at the Annual General Meeting for examination by the Members.
- viii) To attend all Provincial Cabinet meetings.
- ix) To perform any other duties as assigned by the Provincial Cabinet.

2.7. Secretary

(a) The Secretary will be appointed by the incoming Presidential Trio.

(b) The Secretary must be enrolled in a secondary school in Nova Scotia during the time they are appointed, and during their term in office.

(c) Responsibilities of the Secretary:

- i) Is responsible for keeping accurate minutes of all Provincial Cabinet meetings in a manner that is consistent and clear.
- ii) Is responsible for distributing the minutes to all Provincial Cabinet Members for review prior to the proceeding meeting.
- iii) Is responsible for ensuring the approved minutes are posted on the official NSSSA website for all Members to view.
- iv) To communicate with all Provincial Cabinet Members and assist with other duties when necessary.
- v) To attend all Provincial Cabinet meetings.
- vi) To perform any other duties as assigned by the Provincial Cabinet.

2.8. Conference Committee Co-Chairs

- (a) There may be up to three (3) appointed Conference Committee Co-Chairs.
- (b) The Conference Committee Co-Chairs must be enrolled in a secondary school in Nova Scotia within one year of the time they are appointed.
- (c) The Conference Committee Co-Chairs must be living within a 500 km radius of Halifax, Nova Scotia during their term in office.
- (d) The Conference Committee Co-Chairs must have attended an NSSSA Provincial Conference.
- (e) Responsibilities of the Conference Committee Co-Chairs:
 - i) To establish a Provincial Conference Committee to organize the annual Provincial Student Leadership Conference.
 - ii) To co-chair and organize the agenda for all meetings of the Provincial Conference Committee.
 - iii) To attend all Provincial Cabinet meetings as a representative for Provincial Conference Committee.
 - iv) To appoint any new Members or create new positions to the Provincial Conference Committee
 - v) To perform any other duties as assigned by the Provincial Cabinet.

2.9. Alumni Association President

- (a) The Alumni Association President may be elected by the Members of the Alumni Association.
- (b) The Alumni Association President shall be non-voting.
- (c) Responsibilities of the Alumni Association President:
 - i) To attend all Provincial Cabinet meetings.

2.10. Up to two (2) Co-Premier(s) elected by and from students in each NSSSA Region.

- (a) The Co-Premier(s) shall be elected at the Annual General Meeting according to the voting procedures in Article 5.
- (b) The Co-Premier(s) must be enrolled in a secondary school in their region during the time they are elected, and during their term in office.
- (c) Responsibilities of Regional Co-Premiers:
 - i) To establish a Regional Cabinet to organize an annual Regional Leadership Conference.
 - ii) To chair regular meetings of the Regional Cabinet.
 - iii) To appoint a Regional Cabinet Advisor for their term in office.
 - iv) To host and organize other student leadership initiatives within their region.
 - v) To attend all Provincial Cabinet meetings.
 - vi) To perform any other duties as assigned by the Provincial Cabinet.

2.11. Accessibility Liaison

- (a) The President may appoint an Accessibility Liaison to the Provincial Cabinet.
- (b) The Accessibility Liaison shall be non-voting.

2.12. All Members of the Provincial Cabinet are considered Members of the NSSSA, as outlined in Article 4.

2.13. The President; Vice-President, Internal; Vice-President, External; the Conference Committee Co-Chairs; the Provincial Advisor; Treasurer(s); the Alumni Association President, Accessibility Liaison, and the Past President shall be considered non-voting Members of the Association throughout their term in office unless otherwise eligible for membership by attending grades 9-12 secondary education during their term in office. For clarity, Members of Provincial Cabinet not in grades 9-12 secondary education may not vote in elections or at Members' Meetings but retain voting rights in Provincial Cabinet meetings if their position isn't designated a non-voting Director role by these Bylaws.

2.14. All Directors have voting rights at Provincial Cabinet meetings unless otherwise stated in these Bylaws.

Section 3 Appointed Directors

3.1. All non-elected Members of the Provincial Cabinet shall be appointed by the Presidential Trio and ratified by ordinary resolution of the Provincial Cabinet.

Section 4 Terms of Office

4.1. All Members of the Provincial Cabinet shall serve a term of office of one (1) fiscal year, commencing on the later of July 1st of the year of election or the date of appointment ratified by the Provincial Cabinet and ending June 30 of the current fiscal year.

- 4.2. Members of the Provincial Cabinet may be removed by a formal motion and a Supermajority vote of the Provincial Cabinet, pursuant to Robert's Rules of Order.
- (a) Removal of a member of the Provincial Cabinet may fall under the following grounds:
- i) Failure to attend three (3) meetings of the Provincial Cabinet during their term of office, without giving prior acceptable notice of absence in each instance.
 - ii) Failure to perform their responsibilities to the Provincial Cabinet.
 - iii) Loss of eligibility for their position.
 - iv) Any other behaviours deemed detrimental to the Association under the Provincial Cabinet's discretion.
- 4.3. If the President resigns or has been removed from office, the Vice-Presidents shall immediately take their place as the Co-Presidents of the NSSSA, as ratified by a Supermajority of Directors at the next meeting of the Provincial Cabinet.
- 4.4. Any other Provincial Cabinet member who resigns or has been removed from office may be replaced by the Provincial Cabinet with a Supermajority majority vote in support of the new candidate.
- 4.5. The Provincial Cabinet has the right to add or delete positions on the Provincial Cabinet on a one (1) year trial basis by a Supermajority majority vote. If the position is to be maintained or deleted beyond the year, it must follow proper By-Law amending procedure as outlined in Article 10.
- 4.6. The Secretary shall have responsibility for preparation and custody of minutes and agendas of meetings of the Provincial Cabinet.
- 4.7. The outgoing and incoming Presidents shall file a list of the incoming Directors and Officers and Annual Renewal documents to the Nova Scotia Registry of Joint Stock Companies within two weeks of July 1. The list of Directors and Officers must list all Directors' names, addresses, occupations and dates of appointment. A list should be also filed any time during the year in which a change of Directors has occurred, either through vacating of office, dismissal, etc.

Section 5 Meetings of the Provincial Cabinet

- 5.1. The Provincial Cabinet shall meet at least once every two calendar months.
- 5.2. Meetings of the Provincial Cabinet shall be open to any member of the Association.
- (a) The Provincial Cabinet shall uphold a commitment to transparency and accountability, and use In-Camera Sessions only sparingly.
- 5.3. Manner of calling Provincial Cabinet meetings:
- (a) The President; Vice-President, Internal; or Vice-President, External may call a Provincial Cabinet meeting.

- (b) Three (3) voting Directors may call a Special Meeting of the Provincial Cabinet following a vote of Directors on calling a special Provincial Cabinet meeting. Voting on this motion to hold a Special Meeting may be submitted by email, fax, telephone or in person. Special Meetings of the Provincial Cabinet shall additionally require a minimum of ten (10) days' notice to all Directors.
- 5.4. Notice is required for all Provincial Cabinet meetings and must include the date, time, location, and agenda. If a meeting is to be held online, the link shall be provided. Notice requirements of Provincial Cabinet meetings are as follows:
- (a) Four (4) days' notice via email to all Directors is required for all Provincial Cabinet meetings.
- (b) Four (4) days' notice to Members through two or more of the following methods: the prevailing social media channel(s) which may from time to time be determined by the Vice-President, External in consultation with the President and Provincial Advisor; the NSSSA website; and, if NSSSA maintains an email list, notice to all Members subscribed to the email list.
- 5.5. Provincial Cabinet meetings will be based on Robert's Rules of Order.
- 5.6. Quorum of all Provincial Cabinet meetings shall be two thirds of voting Directors.
- 5.7. Directors representing a Region or Conference Committee may send a designate from their Cabinet or Committee in their place to any meeting of the Provincial Cabinet by notifying the President and Vice-President, Internal in writing by email or letter mail.
- 5.8. In order to ratify a Motion at a Provincial Cabinet meeting, the motion requires a Supermajority vote.

ARTICLE 7. MEETINGS OF THE ASSOCIATION

Section 1 Members' Meetings

- 1.1. The President; or, in their absence, the Vice-President, External; or, in both of their absence, the Vice-President, Internal; or, in all three of their absence, any Member appointed from those present at the meeting shall preside as chair of Members meetings.
- 1.2. The Secretary will have responsibility for the preparation and custody of the minutes of Members' meetings.
- 1.3. If within 30 minutes from the time set for holding the meeting quorum is not present -or - if, at any time during a meeting, there ceases to be a quorum of voting Members present, business then in progress must be suspended.
- 1.4. Every Member may vote at a Members' meeting. Members may have one vote and no more and there shall be no proxy voting.
- 1.5. Where there is an equality of votes the motion shall be lost.

- 1.6. The Chair of the meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.
- 1.7. At any meeting a declaration by the Chair that a resolution has been carried is sufficient unless a poll is demanded by at least three Members. If a poll is demanded it shall be held by show of hands or by secret ballot as the Chair may decide.

Section 2 Annual General Meeting

- 2.1. The Provincial Cabinet shall call an Annual General Meeting at the annual Provincial Conference, or equivalent major gathering of Members. If there is no Provincial Conference, the Provincial Cabinet shall call an Annual General Meeting before May 31.
 - (a) Ordinary business at the Annual General Meeting shall include the following items. Any other business shall be considered special business.
 - i) approve the minutes of the previous Members' meeting;
 - ii) consideration of any annual report of the Directors which may from time to time be prepared;
 - iii) consideration of the annual financial report of the Association, if available;
 - iv) appoint an auditor, if any, for the ensuing year;
 - v) election of Directors; and
 - vi) a minimum of 15 minutes where Members in attendance may ask any question about the Association.
 - (b) If no agenda is provided during the notice period, the agenda of the Annual General Meeting is deemed to include the items described in Article 7.2.1(a).
- 2.2. The addition of special business items to the Annual General Meeting agenda may be approved at a meeting of the Provincial Cabinet at least ten (10) days prior to the Annual General Meeting. Special business items must be submitted to the Provincial Cabinet in writing at least fourteen (14) days prior to the Annual General Meeting.
 - (a) Article 7.2.2 shall not restrict Members' right to move amendments to the agenda at the Annual General Meeting.
- 2.3. Quorum for the transaction of business at the Annual General Meeting shall consist of the lesser of 40% or 150 voting Members. No business shall be conducted at any meeting unless a quorum is present to open the meeting and before any vote.
- 2.4. Notice to Members is required for the Annual General Meeting. The notice must:
 - (a) specify the date, place and time of the meeting;
 - (b) be given to the Members fourteen (14) days prior to the meeting;
 - (c) be given to the Members through prevailing social media channel(s) as may be determined from time to time by the Vice-President, External, the NSSSA website, and any subscribers if the Association maintains an email list;

- (d) specify the nature of business, such as the intention to propose a bylaw amendment or special resolution as defined by the Act; and,
- (e) the non-receipt of notice by any member shall not invalidate the proceedings.

Section 3 Special General Meetings

- 3.1. Special meetings of the Members may be held at any time and shall be called:
- (a) if requested by the President; Vice-President, Internal; or Vice-President, External, or
 - (b) if requested by a majority of the voting Directors, or
 - (c) if requested in writing by at least 50 Members or 20 percent of the Members of the Association whichever is the lesser number.
- 3.2. Notice to Members is required for special meetings. The notice must:
- (a) specify the date, place and time of the meeting;
 - (b) be given to the Members fourteen (14) days prior to the meeting;
 - (c) be given to the Members through prevailing social media channel(s) as may be determined from time to time by the Vice-President, External, the NSSSA website, and any subscribers if the Association maintains an email list;
 - (d) specify the nature of business, such as the intention to propose a bylaw amendment or special resolution as defined by the Act; and,
 - (e) the non-receipt of notice by any member shall not invalidate the proceedings.
- 3.3. Quorum for the transaction of business at a special meeting of the Association shall consist of 40 voting Members, including at least three Members from each Region and at least 15 Members not serving on any cabinet or committee of the Association. No business shall be conducted at any meeting unless a quorum is present to open the meeting and before any vote.

ARTICLE 8. FINANCE

- 1.1. The Association shall have no power to borrow money on the credit of the organization, issue debt obligations, or secure payment of debt with the property of the Association.
- 1.2. The Members may appoint an auditor or reviewer by ordinary resolution at the annual general meeting.
- 1.3. No funds of the Association shall be paid to or be available for the personal benefit of any Member or Director.
- 1.4. The fiscal year end of the Association shall be the last day in June.

- 1.5. Any Member may make a written request to the President for a copy of the latest financial statements approved by the Provincial Cabinet. The President shall have responsibility for fulfilling the request within 21 days.
- 1.6. The Treasurers shall endeavour to recruit and nominate a Financial Advisor to be appointed per Article 6. Section 3.
- 1.7. Only the President, Jr. Treasurer, Sr. Treasurer, Financial Advisor and Provincial Advisor shall have signing rights to any bank account of the Association.
- 1.8. The Provincial Cabinet shall keep finances in good order and in accordance with legal requirements and shall hire professional assistance where necessary.
- 1.9. Any contract or agreement lasting longer than one fiscal year must be ratified by the Provincial Cabinet. No contract or agreement may last longer than four (4) years and may not be ratified longer than 18 months in advance of the start of the contracted term.
 - (a) Contracts longer than one (1) fiscal year shall be signed by the President, (Sr.) Treasurer, Provincial Advisor, and responsible Director following ratification by the Provincial Cabinet.
- 1.10. Any contract, agreement or purchase valued over one thousand dollars (\$1,000) must be approved by the Treasurer(s).
- 1.11. All contracts or agreements must be stored in a secure location accessible to the Presidential Trio, Treasurers, Financial Advisor and any Provincial Advisor(s) for not less than seven (7) years past the end date of the agreement.
- 1.12. The Provincial Cabinet shall not allow the Association to be without sufficient insurance coverage for its operations, including at a minimum:
 - (a) \$2 million in comprehensive general liability insurance, and,
 - (b) Directors' and Officers' insurance including coverage for errors and omissions.

ARTICLE 9. SEAL

- 1.1. If the Association has a seal, the seal shall be in the custody of the President and used only where approved by a resolution of the Provincial Cabinet.

ARTICLE 10. BYLAW AMENDMENTS

- 1.1. The Bylaws of the NSSSA may be amended only by Special Resolution passed by three-quarters of Members in attendance at the Annual General Meeting.
- 1.2. Proposed Amendments to the Bylaws must be submitted to the Provincial Cabinet, in writing, at least thirty (30) days prior to the Annual General Meeting.
- 1.3. Proposed Amendments to the Bylaws require the support of the Provincial Cabinet by a Supermajority vote at least fourteen (14) days prior to the Annual General Meeting.

- 1.4. Proposed Amendments to the Bylaws approved by the Provincial Cabinet, must be available to all secondary school students in Nova Scotia via the NSSSA website at least ten (10) days prior to the Annual General Meeting.

ARTICLE 11. POLICIES

- 1.1. The Provincial Cabinet shall have the authority to create, adopt, and amend official policies governing the operations of the NSSSA, provided that such policies do not conflict with these Bylaws.
- 1.2. Policies shall be binding on all Members and volunteers of the NSSSA.

ARTICLE 12. DISSOLUTION

- 1.1. The Members may, by Special Resolution at a Meeting of the Association vote to dissolve the Association.
- 1.2. Motions to pass a Special Resolution to dissolve the Association require endorsement from a Supermajority of the Directors at a duly called meeting not less than sixty (60) days prior to the date the motion is to be voted on.
- 1.3. A Special Resolution to dissolve the Association requires notice to Members. This notice must:
 - (a) specify the date, place and time of the meeting;
 - (b) be given to the Members thirty (30) days prior to the meeting;
 - (c) be given to the Members through prevailing social media channel(s) as may be determined from time to time by the Vice-President, External, the NSSSA website, and any subscribers if the Association maintains an email list;
 - (d) specify the intent to vote on a Special Resolution to dissolve the Association, and,
 - (e) the non-receipt of notice by any member shall not invalidate the proceedings.

VERSION CONTROL

Date	Version	Author	Description of / Reason for Changes
May 2, 2026	1.0	Caelin Lloyd	Initial version.

DRAFT