



Students' Representative Council

Friday, June 19, 2026, 7:00 PM

McCain Centre 201B / Microsoft Teams

1. **Call to Order**
2. **Land Recognition** (G. Yee)
The MSVUSU acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.
3. **Attendance Roll Call**
4. **Approval of the Agenda**
5. **Societies Ratifications**
 - a) Political, Economic, and Philosophical Society (D. Hazelton)
 - b) Child and Youth Studies Society (D. Hazelton)
 - c) Financial Management Society (D. Hazelton)
 - d) Sociology & Anthropology Student Society (D. Hazelton)
6. **Old Business**
 - a) Committee Appointments (M. Paul)
7. **New Business**
 - a) 2026/27 Fall By-Election and the General Election dates (D. Hazelton)

Fall By-Election	Dates (Inclusive)
Advertisement	Aug 24-Sept 13
Nomination	Sept 14-Sept 28
Campaigning	Sept 29-Oct 13
Voting	Oct 14, 15, 16
General Election	
Advertising	Jan 11-Feb 21
Nomination	Feb 22-Mar 8
Campaigning	Mar 9-Mar 29
Voting	Mar 30, 31, Apr 1

8. **Reports from Executives, Committees, Working Groups**

9. In-Camera

a) Student Representative Council Summer Appointments (M. Paul)

10. Date of Next Meeting - Friday, July 10, 2026, 7 PM

11. Adjournment

The PEPS Executive Council for the 2026/2027 Academic Year:

a) President: Grace Ferrall

Email: Grace.Ferrall@MSVU.ca

b) Vice President of Advocacy: Aerin Kennedy

Email: Aerin.Kennedy2@MSVU.ca

c) Vice President of Internal & External Affairs: Laura Dakin-Clarke

Email: Laura.Dakin-Clarke@MSVU.ca

d) Vice President of Finance: Molly McCoy

Email: Molly.McCoy@MSVU.ca

e) Vice President of Communications: Grace Ferrall (T)

Email: Grace.Ferrall@MSVU.ca

f) Secretary: Lauren Drake

Email: Lauren.Drake1@MSVU.ca

g) Vice President of Information Technology: James Van Bommel

Email: James.VanBommel@MSVU.ca



Constitution of the
Mount Saint Vincent University
Political, Economic, and Philosophical Society

Ratified October 29th, 2022
Amended November 13th, 2023
Amended August 9th, 2024
Ratified August , 2024

Article I: Name

1.01 The name of this organization shall be the Mount Saint Vincent University Political, Economic, and Philosophical Society and shall hereinafter be referred to as PEPS.

Article II: Objectives

2.01 PEPS shall maintain a non-partisan atmosphere in the operation of the society and in all PEPS projects or events.

2.02 The purpose of PEPS shall be to encourage Department engagement among students through political, economic, and philosophical activities.

2.03 PEPS seeks to engage with the various electoral processes of municipal, provincial, and national governments within Canada and internationally.

2.04 PEPS projects or events must not infringe upon the bylaws and policies of the Mount Saint Vincent University Student's Union (herein referred to as MSVUSU).

Article III: Membership

3.01 All Mount Saint Vincent University students are eligible to become active members of PEPS.

3.02 All Mount Saint Vincent University students are eligible to become members of the Executive Council.

3.03 Alumni, faculty members, and other non-students are welcome to participate in activities and meetings and are eligible to become non-voting honorary members of PEPS.

3.04 Membership in PEPS shall not be limited by age, gender, race, sexual orientation, or religion.

Article IV: Executive Council

4.01 The role of the Council shall include, but not be limited to, oversight of the operations of PEPS in a responsible manner in accordance with the principles set out in this Constitution and the MSVUSU Policies.

4.02 The Executive Council for the 2026/2027 academic school year shall consist of the following positions:

- a) President: Grace Ferrall
- b) Vice President of Advocacy: Aerin Kennedy
- c) Vice President of Internal & External Affairs: Laura Dakin-Clarke
- d) Vice President of Finance: Molly McCoy
- e) Vice President of Communications: Grace Ferrall (T)
- f) Secretary: Lauren Drake
- g) Vice President of Information Technology: James Van Bommel

4.03 The duties of the Executive Council are as follows:

a. President

- i) Shall be the chief presiding officer and chairperson for both the Executive Council and general meetings and shall be responsible for maintaining meeting agendas.
- ii) Shall provide leadership and motivation within PEPS and the PECS community.
- iii) Shall be responsible for renewing PEPS at the start of the new academic year after the Annual General Meeting in April.
- ii) Shall coordinate with PEPS membership to assign roles and tasks as appropriate to the project or event.
- iv) Shall be jointly responsible with the Vice President of Finance for maintaining budgetary records and be a signatory of the PEPS bank account.

b. Vice President of Advocacy

- i) Shall be responsible for managing and maintaining the PEPS Gazette in conjunction with other volunteering members.
- ii) Shall plan and coordinate, in collaboration with other executive members, events

dedicated to promoting political action and advocacy.

iii) Shall direct and organize society efforts for political organizing and outreach.

c. Vice President of Finance

i) Shall be responsible for creating a statement of financial position and presenting this to the Executive Council for approval.

ii) Shall work with the Executive Council to determine appropriate budgets and deadlines for projects undertaken by PEPS.

iii) Shall ensure all receipts for expenditures related to the operation of PEPS or expenditures related to projects and events are collected and accounted for and upon approval, shall reimburse the appropriate society member.

iv) Shall be jointly responsible with the President for maintaining budgetary records and be a signatory of the PEPS bank account.

d. Vice President of Internal & External Affairs

i) Shall act as liaison, between PEPS and the Mount Saint Vincent Politics, Economics and Canadian studies Department, including all faculty, administration, undergraduate students and graduate students.

ii) Shall attend all meetings of the faculty of the Politics, Economics and Canadian Studies Department, unless specified not to by the Department Chair.

iii) Shall be responsible for internal communication regarding projects and events undertaken by PEPS.

iv) Shall communicate with external actors and organizations of the Mount Saint Vincent community and act as a liaison between PEPS and these actors for the purpose of PEPS projects and events.

v) Shall be responsible for the external communication regarding projects and events undertaken by PEPS

e. Vice President of Communications

- i) Shall be responsible for the administration of PEPS website and social networking accounts.
- ii) Shall be responsible for the creation and distribution of content relating to PEPS projects and events and the distribution of content and information is to be done no later than one week prior to the project or event.

f. Secretary

- i) Shall be responsible for taking and maintaining minutes of any PEPS meeting.
- ii) Shall ensure the booking of rooms should they be required.

g. Vice President of Information Technology

- i) Shall be responsible for procuring the necessary technology for society operations, including the Gazette or society events.
- ii) Shall respond to technological needs and help resolve any tech issues that may arise.

4.04 Members of the Executive Council shall hold office for a period of one academic year, beginning May 1st and ending April 30th.

4.05 In an instance where a member of the Executive Council leaves their position during the academic year the remaining members of the Executive Council shall assume their duties until a by-election can be held, no later than three-weeks after a position becomes vacant.

Article V: Meetings

5.01 The Executive Council shall meet at least once a month.

- i) PEPS shall hold a Semi-Annual General Meeting to outline goals and expectations for the academic year.

ii) PEPS shall hold an Annual General Meeting during the month of April to elect members to the Executive Council, to discuss the budget for the coming year.

5.02 General meetings shall be called as needed throughout the academic year at the discretion of the Executive Council.

5.03 Quorum of a meeting shall be two-thirds of all active members.

5.04 All motions and resolutions shall require a majority vote to pass.

5.05 All meetings of PEPS shall be communicated via e-mail, PEPS Social Media accounts, and posters on Campus.

Article VI: Elections

6.01 The President shall chair the elections and shall only vote in the case of a tie.

6.02 Election of Executive Council members shall take place during the Annual General Meeting in-April.

6.03 Each member present at the Annual General Meeting shall be eligible to vote. The electorate will follow the terms of universal suffrage, according one vote per society member.

6.04 Active members may nominate themselves or another active member to be a candidate for the Executive Council (those nominated must accept).

6.05 The President will then close nominations once it is evident there will be no more nominations.

6.06 Each candidate will be given two minutes in which to make a speech in the presence of all members present, other than those candidates running for the same position.

6.07 Each candidate may then select a scrutineer to ensure the votes are counted fairly.

6.08 Voting shall be conducted by secret ballot.

6.09 The winner of the election shall be determined by a majority vote.

6.10 In an instance where a position remains vacant after the elections, the elected members of the Executive Council shall assume the duties of that position until a by-election can be held at a later date.

Article VII: Impeachment

7.01 A member of the Executive Council will be removed from their position if one or more of the following occur:

- i) Three executive council meetings are missed without reasonable justification.
- ii) A misallocation of PEPS resources.
- iii) A refusal or a failure to perform the duties under position responsibilities.

7.02 Allegations made by an Executive or society member shall be presented to the Executive Council and shall include: the name of the individual in question and a brief statement as to why that individual should be removed from the position.

7.03 The Executive Council member must be notified of the reasons for impeachment at least one week before a motion to impeach is discussed by the society.

7.04 The Executive shall call a special General Meeting and ensure that the individual named for removal is notified of the meeting.

7.05 The Executive Council member named in the removal has the right to speak on their behalf before the vote is taken.

7.06 After the individual has spoken, the Executive Council and General Membership present shall enter an in-camera session without the presence of the Councillor named in the removal.

7.07 There shall be a secret ballot vote taken of the Council members present at the meeting.

7.08 If a two-thirds majority vote for the removal is obtained, the individual is immediately removed from their position.

Article VIII: Finances

8.01 Funds of PEPS shall come from sponsorship from MSVUSU and fundraising.

8.02 PEPS budget shall be passed by a majority vote of the Executive Council after consultation with the active membership.

8.03 All surplus monies and all property purchased by PEPS shall be carried over to the next academic year.

Article IX: The Gazette

9.01 The Gazette is the newsletter for PEPS.

9.02 The Gazette shall be posted monthly no later than one week from the 1st day of the month.

9.03 Any Executive Council member of PEPS may take responsibility for The Gazette.

9.04 All students at Mount Saint Vincent University may submit writings to The Gazette, insofar the written material pertains to politics, economics, or philosophy.

Article X: Constitutional Amendments

10.01 This Constitution shall become effective upon unanimous approval by the Executive Council.

10.02 Hereinafter, the Constitution may be amended at a meeting of the active membership by a majority vote.

10.03 The effectiveness of this Constitution shall be reviewed and evaluated twice annually, at the Annual General Meeting in April and the Semi-Annual General Meeting in October.

Who		Amount	Reason	Paid	Notes
Grace	\$	25.00	Snacks for Movie Night	Yes	
Grace	\$	30.00	Drinks for Letter Event	Yes	
Molly	\$	76.00	Crow Café	Yes	

Starting Sum (Insert in C2)								
Expense Amount	Reason	Total Expenses	Income Amount	Source	Total Income	Total Savings		
\$ 648.85								
\$ 25.00	Gift Card for Logo Contest	\$ 156.00	\$ 400.00	SU - Winter Funding	\$ 400.00	\$892.85		
\$ 25.00	Snacks for Movie Night							
\$ 30.00	Drinks for Letter Writing Event							
\$ 76.00	Captain Crow Café Catering							

Notes

Italics = Pending

Starting Sum (Insert in C2)	Expense Amount	Reason	Total Expenses	Income Amount	Source	Total Income	Total Savings
			\$ -			\$ -	\$0.00

Notes

Mount Saint Vincent University Child and Youth Study Student Society Constitution

Article I: Name

The name of this organization shall be the Mount Saint Vincent University Child and Youth Study Student Society (CYSS) and shall hereinafter as the CYSS.

Article II: Objectives

The purpose of the CYSS shall be to enable MSVU students to enrich their education experience, connect and support students in Child and Youth Study, support evolution of our program and the field and be actively involved in community service.

Article III: Membership

1. All Mount Saint Vincent University students, regardless of sex, gender, age, ethnic origin, religion, disabilities, sexuality or political affiliation are eligible to become members of the MSVU CYSS.

Article IV: Membership Fees or Dues

The MSVU CYSS will not be seeking membership dues or fees.

Article V: Executive Officers

1. Management and authority of the general membership and all standing committees shall be conducted by the Executive Committee.
2. The Executive committee shall consist of the following positions: President, Vice-President, Secretary, Treasurer.

Article VI: Duties

President

- 1 Coordinates and oversees the CYSS goals, aims and initiatives.
- 2 Calls and chairs meetings.
- 3 Delegates tasks.
- 4 Organizes events in consultation with other executives.
- 5 Acts a spokesperson/ represent the CYSS.
- 6 Communicates regularly with CYSS executives, members, and faculty advisors.
- 7 Acts as signing authority.
- 8 Acts as CYSS communications officer via social media, emails, posters, etc.
- 9 Manages CYSS Facebook and Instagram.

Vice-President

- 1 Consults on budget and reviews budget with treasurer.
- 2 Supports the planning and implementation of events.
- 3 Documents events via photos for the website.
- 4 Acts as CYSS communications officer via social media, emails, posters, etc.
- 5 Manages CYSS Facebook and Instagram.
- 6 Uses union digital screens and notice boards.
- 7 Advertises meetings and events.

Mount Saint Vincent University Child and Youth Study Student Society Constitution

Treasurer

- 1 Keeps track of all income/expenditure.
- 2 Maintains CYSS budget.
- 3 Keeps the committee and members informed of the society's financial situation.
- 4 Supports the planning and implementation of events.

Secretary

1. Keeps minutes of the meetings as necessary.
2. Circulates agenda prior to meeting.
3. Supports the planning and implementation of events.
4. Maintains up to date membership records.

Named above are all of the officially voted on executive positions. We also have students' leaders within the society less official responsibility. These roles include representatives from each year, communications and events. On our social medias these are referred to as executive members.

Article VII: Elections

1. Election of Executive committee members shall take place the end of the academic year.
2. All active members of the CYSS shall be informed of the date for the election of Executive Committee members.
3. Each active member of the CYSS shall cast one nomination for each position during the election of Executive Committee members.

Mount Saint Vincent University Child and Youth Study Student Society Constitution

4. The winner of the election shall be determined by a majority vote.

Article VIII: Meetings

1. The CYSS shall meet a maximum of three times per month.
2. Meetings of the CYSS shall be communicated via e-mail, posters, social media.

Article IX: Impeachment of Officers

1. Executive Committee members shall hold office for a period of one academic year, beginning and ending the day after Executive Committee elections have been completed.
2. If Executive committee members are not fulfilling requirements stipulated in their respective job descriptions, a majority vote of the active members shall constitute impeachment.

Article X: Finance and Audit

1. Funds of the CYSS shall come from fundraising efforts, as well as sponsorship from the Students' Union.
2. and one faculty advisor.
3. The fiscal period of the CYSS shall be the academic year.
4. The CYSS budget shall be passed by a majority vote of the CYSS Executive Committee in consultation with one faculty advisor.

Mount Saint Vincent University Child and Youth Study Student Society Constitution

Article XI: Property

All surplus monies and all property purchased by the CYSS shall be carried over to the incoming Executive Committee at the end of each year in consultation with one faculty advisor.

Article XII: Constitutional Amendment

1. This constitution shall become effective upon approval by a majority (fifty percent plus one) of the Executive Committee.
2. Hereinafter, this Constitution may be amended at a meeting of the general membership by majority vote of the Executive Committee.
3. Proposed amendments must be submitted in writing.
4. The effectiveness of this constitution shall be reviewed and evaluated at the end of each academic year.

CHYSS 2025 - 2026 FINANCIAL STATEMENT

Money Recieved from Students Union

Trivia Night (For gift cards as Prizes)	\$200
	\$0
	\$0

Money Spent

Revenue	Amount
Trivia Night (Gift Cards)	\$120
Snacks for end of year party	\$57
Decorations for start of year events (Society Fair)	\$25
	\$0

Total Money Saved for 2026-2027

Donations from previous year and from department. Varies each year.

Notes:

We only at the end of the year began requesting money from the students union as it took us some time to come up with events that would require this. Next year we intend to be more involved earlier in the year. We do have some saved money that gets donated from the department but this varies year to year.

Cards); \$12

year party;

part of year

Trivia Night (Gift C

Snacks for end of

Decorations for st

; \$0



Excellence • Innovation • Discovery



FINANCIAL MANAGEMENT SOCIETY (MSVU-FMS)

OFFICIAL CONSTITUTION & CONTRACTS

ACADEMIC YEAR: 2026-2027

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Official Financial Management Society Constitution

Article I: Name

1.0 The name of this organization shall be the Mount Saint Vincent University Financial Management Society and shall hereinafter be called the FMS.

Article II: Objectives

2.0 The purpose of the Financial Management Society shall be to provide opportunities and plan events for students to learn and engage in the field of finance management and finance.

2.1 The events and opportunities planned by the Mount Saint Vincent University Financial Management Society shall have educational value, social value, and a personal development component.

2.2 The society will provide a collaborative environment for students to develop financial and analytical skills.

2.3 The society aims to promote responsible and ethical investment practices.

Article III: Membership

3.0 All Mount Saint Vincent University students, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexual or political affiliation are eligible to become members of the FMS.

3.1 All registered students in the Department of Business and Tourism and Hospitality Management are given preference when applying to Financial Management Society.

Article IV: Membership Fees or Dues

1.0 There are no membership fees or dues

Article V: Executive Officers

1.0 Management of the general membership and all standing committees shall be conducted by the executive committee.

2.0 The Executive committee shall consist of the following positions:

- President (CEO)
- Treasurer (CFO)
- Vice President of Operations (COO)
- Vice President of Education (CIO)
- Vice President of Administration (CAO)
- Vice President of Marketing (CMO)

Non-Executive Positions:

- Faculty Advisor (non-elected person)

- Members at Large (General)

Article VI: Duties of the Members

President (CEO)

- To create a path and lead the society and its members towards success, in all senses of the word, by promoting a culture of competence and care.
- Serve as chief executive officer of the MSVU Financial Management Society.
- Chair both the Executive Committee and all general meetings.
- Oversee planning of events to align.
- Provide leadership and motivation within the group.
- Enforce and uphold the constitution.

Treasurer (CFO)

- Responsible for recording all revenues collected and expenses incurred.
- Responsible for accurately representing the financial position of the FMS.
- Act as a signing officer for the FMS funds.
- Keep track of the investments the society has and account for them at the beginning and end of the two academic periods utilizing an unrealized gains and losses system.
- Not limited to other responsibilities in order to fulfill the society's objectives.

Vice President of Operations (COO)

- Manage the planning and implementation of all FMS events on and off campus.
- Schedule meetings for the society as per request.
- Ensure the effective record of all events that took place throughout the academic year, such as networking events, guest speakers, etc.
- Work closely with the VP of Education to retain and maximize the influence of the FMS.
- Not limited to other responsibilities in order to fulfill the society's objectives.

Vice President of Education (CIO)

- Stay up to date with the latest market trends and be financially literate to where they can serve as a vessel to our following, conveying accurate and truthful information through our social media platforms.
- Work closely with the VP of Operations and VP of Marketing.
- Not limited to other responsibilities in order to fulfill the society's objectives.

Vice President of Administration (CAO)

- To record all relevant information related to the society throughout the academic year, such as meeting minutes, events hosted, impeachment of officers, partnerships with other societies or professional centers, etc.
- Not limited to other responsibilities in order to fulfill the society's objectives.

Vice President of Marketing (CMO)

- Responsible for designing and distributing any marketing material.
- Manage all social media platforms on behalf of the FMS.
- Not limited to other responsibilities in order to fulfill the society's objectives.

Faculty Advisor (Non-elected person)

- Service as council to the executive committee.
- Vote on Executive Committee issues only to break voting deadlocks and in FMS elections.
- Liaise between the FMS and the Department of Business and Tourism and Hospitality Management.

Members at Large (General)

- Aid in the completion of tasks as directed by the executive committee. To help the society with non-executive activities, but not limited to them.

Article VII: Elections

1. An election for Executive Committee members shall take place before the last day of the academic year (April)
2. The majority of all Executive Committee positions shall be filled at this time.
3. Any Executive Committee positions unfilled shall be filled in the first meeting after the September FMS meeting
4. All members of the FMS shall be informed of the date for the election of the Executive Committee members
5. Executive Position eligibility:
 - Candidates **MUST** be available for the position for the full academic year (September to April).
 - Students who are on co-operative work term off MSVU campus are not eligible, with the exception that two co-operative students who are on co-operative work term on opposite terms can share one position, with a clear succession plan mapped out in their respective applications.
 - Students who take part in student exchange abroad are not eligible.
 - Students who are graduating in the fall semester (December) are not eligible.
 - Preference for executive positions is given for full-time Business and Tourism students. In filling executive positions, preference will be given to candidates pursuing a BBA Major, Concentration or Minor in Business & Tourism
6. Successful candidates will be notified in writing as early as possible.
7. Unsuccessful candidates will be notified in writing as early as possible.

8. Process for candidates to take part in elections:, all applicants must submit a compelling essay which includes:
 - A notice of which position for which they wish to be interested.
 - Why they will be a good fit for their position, mention any relevant past experiences, interests, etc. that could back up that claim.
 - A written confirmation that they will be at MSVU enrolled as a full-time student for the entire academic year (no study abroad, no mid-year graduation date expected).
 - A written confirmation that they plan to physically attend at least 85% of the meetings.

Article VIII: Meetings

1. The FMS shall schedule a general meeting at the beginning of the academic year to discuss various topics such as goals, responsibilities, etc.
2. The President of the Society shall, in the best interest of its executives, schedule routine meetings based on his judgement to update the team, brainstorm an event, among others.
3. Meetings of the FMS shall be communicated via e-mail and other communication tools.

Article IX: Events

1. The FMS is committed to planning and hosting a series of events. Types of events include, but are not limited to:
 - Social: Events that are intended to bring students and faculty together in an informal setting that allows the opportunity for leisure.
 - Educational: Events that are intended to provide learning opportunities to students in a way that provides support for the knowledge acquired in the classroom.
 - Professional development: Events that create networking opportunities for students with business and tourism professionals.

Article X: Duration of Terms and Impeachment of Officers

1. Executive Committee members shall hold office for a period of one academic year, beginning and ending the day after Executive Committee elections have been completed
2. If Executive Committee members are not fulfilling requirements stipulated in their respective job descriptions and do not change their ways after one confrontation, a majority vote of the active members shall constitute impeachment

Article XI: Finance and Audit

1. Funds of the FMS shall come from fundraising efforts, as well as sponsorship from the Students' Union

2. Signing officers of the FMS shall be the President and the Treasurer
3. The fiscal period of the FMS shall be the academic year (September to April).
4. The FMS account balance (and other information relating to the account) shall be passed on from the FMS Executive Committee to the incoming FMS Executive.

Article XII: Property

1. All surplus monies and all property purchased by the FMS shall be carried over to the incoming Executive Committee at the end of each fiscal year.

Article XIII: Constitution Amendment

1. This constitution may be amended by a majority (fifty percent plus one) vote of the Executive Committee
2. Proposed amendments must be submitted in writing
3. The effectiveness of this constitution shall be reviewed and evaluated at the end of each academic year, before FMS executive elections

Article XIV: Succession Planning

1. With the leadership and guidance of the President, all executive members shall take part in active recruiting to fill vacant or soon to be vacant positions.
2. Existing executive members shall be given preference over new applicants when applying for the president position.

Financial Management Society - Financial Statement 2026

SUMMARY

Date	Balance	Amount
Jan-25	Starting balance	\$375
Apr-25	Society name tags	(\$175)
Sep-25	Starting balance	\$200
Oct-25	MSVUSU Gift Cards - Prizes for Music Bingo Event	\$60
Oct-25	MSVUSU Gift Cards - Used Prizes for Music Bingo Event	(\$60)
Jan-26	MSVUSU Gift Cards - Prizes for RBC Session Door Prize	\$60
Apr-26	MSVUSU Gift Cards - Used Prizes for RBC Session Door Prize	(\$15)
Jun-26	Total	\$245
		Cash 200 Gift Cards 45



**Constitution of the Mount Saint Vincent
Sociology and Anthropology Student Society**

Article I: Name

1.01 The name of this organization shall be the Mount Saint Vincent University Sociology and Anthropology Society and shall hereinafter be referred to as SASS.

Article II: Objectives

2.01 SASS shall maintain a non-partisan atmosphere in the operation of the society and in all SASS projects or events.

2.02 The purpose of SASS shall be to encourage Department engagement among students through sociology and anthropology-based activities.

2.03 SASS seeks to engage with the various electoral processes of municipal, provincial, and national governments within Canada and internationally.

2.04 SASS projects or events must not infringe upon the bylaws and policies of the Mount Saint Vincent University Student's Union (herein referred to as MSVUSU).

Article III: Membership

3.01 All Mount Saint Vincent University students are eligible to become active members of SASS, and shall not be limited by sex, sexuality, gender, age, ethnic origin, religion, disabilities, or political affiliation.

3.02 All Mount Saint Vincent University students are eligible to become members of the Executive Council.

3.03 Alumni, faculty members, and other non-students are welcome to participate in activities and meetings and are eligible to become non-voting honorary members of SASS.

3.04 All members must agree to sign a code of conduct upon joining, committing to respectful engagement provided by the Office of Student Experience at the beginning of each academic school year.

Article IV: Executive Council

4.01 The role of the Council shall include, but not be limited to, oversight of the operations of SASS in a responsible manner in accordance with the principles set out in this Constitution and the MSVUSU Policies.

4.02 The Executive Council shall consist of the following positions:

- a) President,
- b) Vice President,
- c) Vice President Internal,
- d) Vice President External,
- e) Vice President of Finance,
- f) Vice President of Communications,
- i) Secretary

4.03 The duties of the Executive Council are as follows:

a. President

- i) Shall be the chief presiding officer and chairperson for both the Executive Council and general meetings and shall be responsible for maintaining meeting agendas.
- ii) Shall provide leadership and motivation within the SOAN society and community.
- iii) Shall be responsible for renewing SASS at the start of the new academic year after the Annual General Meeting in April.

ii) Shall coordinate with SASS membership to assign roles and tasks as appropriate to the project or event.

iv) Shall be jointly responsible with the Vice President and the Vice President of Finance for maintaining budgetary records and be a signatory of the SASS bank account.

b. Vice President

i) Shall be the President's alternate in their absence.

ii) Shall be responsible for maintaining communication between SASS and the public.

iii) Shall maintain the roll of members and;

iv) Shall be jointly responsible with the President and the Vice President of Finance for maintaining budgetary records and be a signatory of the SASS bank account.

c. Vice President of Finance

i) Shall be responsible for creating a statement of financial position and presenting this to the Executive Council for approval.

ii) Shall work with the Executive Council to determine appropriate budgets and deadlines for projects undertaken by SASS.

iii) Shall ensure all receipts for expenditures related to the operation of SASS or expenditures related to projects and events are collected and accounted for and upon approval, shall reimburse the appropriate society member.

iv) Shall be jointly responsible with the President and the Vice President for maintaining budgetary records and being a signatory of the SASS bank account.

d. Vice President Internal

- i) Shall act as liaison, between SASS and the Mount Saint Vincent Sociology and Anthropology Department, including all faculty, administration, undergraduate students and graduate students.
- ii) Shall attend all meetings of the faculty of the Sociology and Anthropology department, unless specified not to by the Department Chair.
- iii) Shall be responsible for internal communication regarding projects and events undertaken by SASS.

e. Vice President External

- i) Shall communicate with external actors and organizations of the Mount Saint Vincent community and act as a liaison between SASS and these actors for the purpose of SASS projects and events.
- ii) Shall be responsible for the external communication regarding projects and events undertaken by SASS

Vice President Communications

- i) Shall be responsible for the administration of SASS website and social networking accounts.
- ii) Shall be responsible for the creation and distribution of content relating to SASS projects and events and the distribution of content and information is to be done no later than one week prior to the project or event.

f. Secretary

- i) Shall be responsible for taking and maintaining minutes of any SASS meeting.
- ii) Shall ensure the booking of rooms should they be required.

4.04 Members of the Executive Council shall hold office for a period of one academic year, beginning May 1st and ending April 30th.

4.05 In an instance where a member of the Executive Council leaves their position during the academic year the remaining members of the Executive Council shall assume their duties until a by-election can be held, no later than three-weeks after a position becomes vacant.

Article V: Meetings

5.01 The Executive Council shall meet at least once a month.

i) SASS shall hold a Semi-Annual General Meeting to outline goals and expectations for the academic year.

ii) SASS shall hold an Annual General Meeting during the month of April to elect members to the Executive Council, to discuss the budget for the coming year.

5.02 General meetings shall be called as needed throughout the academic year at the discretion of the Executive Council.

5.03 Quorum of a meeting shall be two-thirds of all active members.

5.04 All motions and resolutions shall require a majority vote to pass.

5.05 All meetings of SASS shall be communicated via e-mail, SASS Social Media accounts, and posters on campus.

Article VI: Elections

6.01 The President shall chair the elections and shall only vote in the case of a tie.

6.02 Election of Executive Council members shall take place during the Annual General Meeting in April.

6.03 Each member present at the Annual General Meeting shall be eligible to vote. The electorate will follow the terms of universal suffrage, according to one vote per society member.

6.04 Active members may nominate themselves or another active member to be a candidate for the Executive Council (those nominated must accept).

6.05 The President will then close nominations once it is evident there will be no more nominations.

6.06 Each candidate will be given two minutes in which to make a speech in the presence of all members present, other than those candidates running for the same position.

6.07 Each candidate may then select a scrutineer to ensure the votes are counted fairly.

6.08 Voting shall be conducted by secret ballot.

6.09 The winner of the election shall be determined by a majority vote.

6.10 In an instance where a position remains vacant after the elections, the elected members of the Executive Council shall assume the duties of that position until a by-election can be held at a later date.

Article VII: Impeachment

7.01 A member of the Executive Council will be removed from their position if one or more of the following occur:

- i) Three executive council meetings are missed without reasonable justification.
- ii) A misallocation of SASS resources.
- iii) A refusal or a failure to perform the duties under position responsibilities.
- iv) Inappropriate conduct, including but not limited to discrimination, demeaning comments, harassment, or bullying in either the society or the broader MSVU community.

7.02 Allegations made by an Executive or society member shall be presented to the Executive Council and shall include: the name of the individual in question and a brief statement as to why that individual should be removed from the position.

7.03 The Executive Council member must be notified of the reasons for impeachment at least one week before a motion to impeach is discussed by the society.

7.04 The Executive shall call a special General Meeting and ensure that the individual named for removal is notified of the meeting.

7.05 The Executive Council member named in the removal has the right to speak on their behalf before the vote is taken.

7.06 After the individual has spoken, the Executive Council and General Membership present shall enter an in-camera session without the presence of the Councillor named in the removal.

7.07 There shall be a secret ballot vote taken of the Council members present at the meeting.

7.08 If a two-thirds majority vote for the removal is obtained, the individual is immediately removed from their position.

Article VIII: Finances

8.01 Funds of SASS shall come from sponsorship from MSVUSU and fundraising.

8.02 SASS budget shall be passed by a majority vote of the Executive Council after consultation with the active membership.

8.03 All surplus monies and all property purchased by SASS shall be carried over to the next academic year.