



Students' Representative Council

Friday, July 10, 2026, 7:00 PM

McCain Centre 201B / Microsoft Teams

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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) Business and Tourism Society (D. Hazelton)
 - b) English Society (D. Hazelton)
 - c) Women & Gender Studies Society (D. Hazelton)
 6. **Old Business**
 7. **New Business**
 8. **Reports from Executives, Committees, Working Groups**
 9. **Date of Next Meeting - Friday, July 31, 2026, 7 PM**
 10. **Adjournment**



MSVU Business and Tourism Society

Official Constitution

Academic Year: 2026-2027

Last revised: May 2026
Official MSVU Business and Tourism Society Constitution

Article I: Name

1. The name of this organization shall be the Mount Saint Vincent University Business & Tourism Society and shall hereinafter be called the BTS.

Article II: Objectives

1. The purpose of the BTS shall be to host events that create meaningful opportunities for professional development, industry networking, and social engagement for Business and Tourism students at Mount Saint Vincent University.
 - Actively raise its own funds through student-led initiatives, sponsorships, and strategic partnerships to support the BTS.
 - Dedicate efforts to raising funds for a charity of choice, fostering a sense of social responsibility.
 - Ensure that all events organized by the BTS shall offer educational, social, and personal development value for its members.

Article III: Membership

1. As part of its commitment to EDIA, BTS recognizes the uniqueness of each individual in its member recruitment process, including race, ethnicity, sex, sexual orientation, gender identity and gender expression, age, socioeconomic status, religious and political beliefs, and other characteristics found in the Equity, Diversity, Inclusion, and Accessibility (EDIA) initiative.
 - The BTS is automatically open to all enrolled students in the Department of Business and Tourism and Hospitality Management.

Article IV: Membership Fees or Dues

1. There are no membership fees or dues.

Article V: Executive Committee

1. Management of the general membership and all standing committee executives shall be conducted by the Vice President.
2. The executive committee shall consist of the following positions:
 - President
 - Vice President
 - VP of Administration
 - VP of Finance
 - VP of Events
 - VP of Marketing
 - VP of Administration
 - VP of Management

Non-Executive Positions:

- Member at Large (General)
- Faculty Advisor (Non-elected position)

Article VI: Duties

President

- Serve as the society's primary representative at the university, other organizations, and in strategic alliances.
- Enforce and uphold the provisions of the Constitution.
- Provide leadership to the society and motivate its members.
- Call the Executive Committee and all general meetings to order.
- Serve as an authorized signatory for BTS financial transactions.
- Maintain custody of all BTS office keys and allocate them to executive members at their discretion.
- Assist in managing BTS's involvement in Department of Business and Tourism events.
- Provide regular updates to the BTS members and faculty advisor.

Vice President

- Support the President and assist in maintaining order.
- Take the lead in managing BTS's involvement in Department of Business and Tourism events.
- Sign BTS financial transactions when the President is unavailable.
- Make certain that every executive team stays involved in the society.
- Provide regular updates to the BTS members and faculty advisor.
- Schedule and oversee the BTS event deadlines.
- Perform any additional duties as directed by the faculty.

VP of Finance

- In charge of keeping track of all budgetary documents, such as receipts, expenses, and reimbursements.
- Ensure that society uses its funds sustainably and with financial responsibility.
- Oversee BTS's annual financial budget.
- In charge of managing the society's bank account, petty cash funds, and documentation.
- Provide the executive committee with updates on the budget.
- Serve as an authorized signatory to BTS funds alongside the President and faculty advisor.

VP of Marketing (Up to 3 positions)

- In charge of creating all promotional materials for BTS events.
- Actively communicate society events on BTS social media accounts (Instagram, Facebook, LinkedIn, etc.).
- Consistently maintain and grow BTS's social media presence while supporting strategic partnerships.
- Provide regular updates regarding the BTS society on all Business and Tourism department social media and the departmental website (Overview of BTS on msvu.ca).

- Lead all marketing and technical components of the Honouring Excellence yearly event.

VP of Events (Up to 3 positions)

- Manage the planning and implementation of all BTS events both on and off campus.
- Solicit feedback from members regarding their preferences for activities.
- Arrange events with outside speakers, organizations, or sponsors.
- Manage student outreach and promote involvement among students.
- Ensures effective documentation of communications that are essential to organizing all annual BTS events (timings, venues, logistics, etc.).
- Collaborate with marketing executives to promote events.
- Complete an event report and submit it to VP Administration after each planned activity.

VP of Administration

- Write the minutes and agendas for each meeting and forward them to the society's Microsoft Teams chat.
- Oversee the society's email account and forward correspondence to the relevant executives.
- Keep track of BTS records, such as attendance at all scheduled meetings and collecting event reports from the VP of Events.
- Compile all electronically generated documentation that the society uses as records throughout the year.
- Make certain all social media passwords are accessible and up-to-date and forward them to the incoming BTS executive by the end of the year.
- Make certain all BTS property (nametags, etc.) is returned to the BTS office by the end of the year.

VP of Management

- Oversee and coordinate all Member at Large positions, ensuring they are effectively contributing to BTS initiatives.
- Act as the primary point of contact for all Member at Large members and provide direction on assigned tasks.
- Assign Member at Large members to support various executive roles, events, and society initiatives as needed.
- Ensure all volunteer efforts are organized, tracked, and aligned with BTS goals and priorities.
- Monitor performance and engagement levels of Member at Large members and provide feedback or support when necessary.

Member at Large (General) (Up to 8 Member at Large Positions)

- Assist both the Department of Business and Tourism and the Business & Tourism Society in the planning, execution, and support of events, initiatives, and activities.
- Serve as an executive volunteer, contributing to society operations and special projects as assigned.
- Report directly to the VP of Management and complete duties, tasks, and responsibilities as delegated.
- Support executive team members with event logistics, promotions, member engagement, and other society initiatives as needed.
- Represent the values and interests of the Business & Tourism Society while fostering a positive and professional environment.

Faculty Advisor (Non-elected position) (Up to 2 Faculty Advisors)

- Serve as counsel to the Executive Committee.
- Vote on Executive Committee issues only to break voting deadlocks and in BTS elections.
- Liaise between the BTS and the Department of Business and Tourism and Hospitality Management.
- Oversee and approve all BTS activity.

Article VII: Elections

1. The election call via MSVU email and social for Executive Committee members shall take place following the end of the exam period of the academic year (April) with the application deadline being May 31st of each year.
2. Any Executive Committee positions unfilled shall be filled following the start of the Fall semester in September.
3. All applications will be considered and voted upon in a closed-door meeting by an executive elections committee made up of the incoming President, Vice-President, and a minimum of one BTS faculty advisor. Each member of the executive elections committee shall cast one vote for each open position.
4. The election shall be determined by acclamation or majority vote. In the event of discordance, the faculty advisor will have final decision-making authority.
5. The selected candidates will be informed in writing after the election vote has taken place.
6. The newly elected Executive Committee will be publicly announced at the start of the academic year in September.

Executive Position eligibility:

- Executive positions require full availability from September to April. Students who previously served a full year in the same role and are graduating mid-year may be eligible to continue, as long as they can meet the responsibilities of the position.

- Students who take part in student exchange abroad are not eligible
- Eligibility for executive leadership positions is reserved 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

General Member Eligibility:

- Membership is open to all students currently enrolled at Mount Saint Vincent University.
- Preference may be given to students enrolled in Business and Tourism programs for certain society activities, events, or opportunities; however, all interested students are encouraged to participate.
- General Members are expected to uphold the values, policies, and objectives of the Business & Tourism Society.
- General Members are encouraged to actively participate in society meetings, events, workshops, and initiatives throughout the academic year.
- General Members in good standing may be eligible to vote in society elections and attend society meetings, in accordance with the Society Constitution and Bylaws.
- General Members may apply for Executive and Member at Large positions, provided they meet the eligibility requirements for those roles.

Process for candidates to take part in elections:

Students must submit a 200 word essay that includes the following:

- A notice of which position(s) for which they wish to be considered.
- Why they will be a good fit for the position as well as their relevant past experiences that make them suitable for the position.
- A list of activities/ideas they intend to pursue in the position that will benefit the society.
- 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).

Candidate Interview Process

- Following the submission and review of applications, eligible candidates may be invited to participate in an interview. Interviews will be conducted by the President and Vice President, and may additionally include the Faculty Advisor and/or other interested Executive Members.
- The purpose of the interview is to assess the candidate's suitability for the position, discuss their goals and ideas for the Society, and provide an opportunity for candidates to elaborate on their application materials.
- The interview panel shall make recommendations regarding appointments and election eligibility in accordance with the Society's Constitution and Bylaws.

Article VIII: Meetings

1. The BTS shall schedule a general meeting at least once per month.
2. The quorum of a general meeting of the BTS shall be two-thirds of all voting members.
3. Meetings of the BTS shall be communicated via e-mail and other communication tools.
4. Public meetings will be held for any student registered for a Business & Tourism degree once every two months, as well as Member-at-Large meetings every

Article IX: Events

1. The BTS 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.
2. After each completed event, an event report form will be completed and submitted to the VP of Administration.

Article X: Duration of Terms

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. With the exception is the Vice President role of one year, moving into the President role for one year, see succession planning in section XV below.
2. Executive Committee members may return to the same position or a different position the following academic year but must be re-elected.

Article XI: Disciplinary Procedure

1. Executive Committee members who fail to fulfill the responsibilities outlined in their individual job descriptions will first receive a verbal warning from the President. This will be followed by a formal written notice from the President detailing the specific deficiencies.
2. If no improvement is observed following the written notice, the remaining Executive Committee members are entitled to hold a vote of no confidence. Should the vote pass, the member in question will be required to step down from their position on the BTS Executive.

Article XII: Audit and Finance

1. Funds for the BTS shall come from fundraising efforts, as well as sponsorship from the Students' Union and sponsorship from other external organizations.
2. Signing officers of the BTS shall be the President or Vice President, VP of Finance, and one faculty advisor.
3. The fiscal period of the BTS shall be the academic year.

4. The BTS account balance (and other information relating to the account) shall be passed on from the BTS Executive Committee to the incoming BTS President.
5. All knowledge of BTS financials shall stay strictly within the executive members and faculty advisors of the BTS.
6. All purchases made on behalf of the BTS must receive prior approval from both the faculty advisors and the BTS president. Failure to obtain the necessary approvals in advance may result in the denial of reimbursement.

Article XIII: Property

1. All profits and property purchased by the BTS shall be carried over to the incoming Executive Committee at the end of each year.
2. All property of the BTS (banners, nametags, etc.) shall be stored in the BTS office (Seton 338) when not in use. The BTS office must always be kept neat and orderly.
3. The key to the BTS office will remain with the President. If not, it has to be signed in and out of the office of the Business Department Co-op Student. A \$150 replacement fee will be charged to the keyholder if the key is lost.

Article XIV: Constitution Amendment

1. This constitution may be amended by the 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 annually at the end of each academic year, before BTS executive elections.

Article XV: 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. Executive Committee members may return to the same position or a different position the following academic year but must be re-elected.
3. Following the current President's departure from BTS, the Vice President will assume the presidency. A minimum of two years must pass before the Vice President can be elected President the following year.
4. All incoming Executive Committee members are required to read and sign the most recent version of the BTS Constitution, which will be collected and stored by the VP of Administration.

MSVU English Society Constitution 2026-2027

Article I: Name

The name of this organization shall be the MSVU English Society and shall hereinafter be referred to as the English Society.

Article II: Objective

The purpose of the English Society shall be to create, organize, and promote English literature and writing-based events and opportunities, as well as provide a safe, open space (SAC 526) for all MSVU students who wish to connect with other members of the program-centered community.

Article III: General Membership

1. All MSVU students are eligible and welcome to become members of the English Society, regardless of sex, age, ethnic origin, religion, physical and/or invisible disabilities, sexuality, and political affiliation.
2. A student shall be considered an active member once they have submitted their contact information to the Executive Council.
3. An active member shall be considered inactive following their absence from all events and meetings within one academic year or upon their request to be removed from the Society's list of contacts.
4. An inactive member shall be considered active again immediately upon their attendance of an English Society event, meeting, or upon their resubmission of contact information.
5. MSVU faculty, staff, alumni, and other non-students are welcome to participate in activities, including public meetings, social events, and any other event, as non-voting members of the English Society through the same process as MSVU students.
6. All MSVU faculty, staff, alumni, and other non-students are welcome to attend English society activities, regardless of sex, age, ethnic origin, religion, physical and/or invisible disabilities, sexuality, and political affiliation.
7. A member of MSVU's faculty of English may choose to become the English Society's faculty advisor and attend meetings of the Executive Council in an advisory role.

Article IV: Executive Council Membership

1. Management and authority of the general membership and standing committees shall be conducted by the Executive Council.
2. The Executive Council shall consist of the following core positions: President or two Co-presidents, Treasurer, Communications Coordinator, and 1st/2nd Year Representative(s).

3. If these positions become vacant, their duties will be assumed by the Executive Council indefinitely or until an election or appointment process is held.
4. The duties of the Executive Council are as follows:
 - a. President or Co-presidents
 - i. Shall be the chief presiding officer(s) and chairperson(s) for both the Executive Council and general meetings.
 - ii. Shall provide leadership and guidance within the Executive Council and among members, ensuring all MSVUSU rules and policies are followed.
 - iii. Shall be, if required, a signing authority for an English Society bank account.
 - iv. Shall be the liaison(s) with other societies, the MSVUSU, and the English Department, attending English Department meetings at the invitation of faculty and presenting reports about the English Society.
 - v. Shall be tasked with overseeing any training of Executive members if necessary and ensuring a smooth transition between the terms of Executive members.
 - vi. Shall be responsible for applying for society ratification and renewing constitutional documents as needed.
 - vii. Shall ensure that the English Society room (SAC 526) is open and accessible to all students as often as possible, while promoting a clean and accepting space for everyone.
 - b. Treasurer
 - i. Shall be the President's or Co-presidents' alternate in their absence.
 - ii. Shall be responsible for maintaining budgetary records and, if required, a bank account of the English Society.
 - iii. Shall be responsible for preparing budgets in cooperation with the President(s).
 - iv. Shall be responsible for fundraising and applying for society funding from the MSVUSU.
 - v. Shall be a signing authority of an English Society bank account.
 - vi. Shall book spaces, order catering, and purchase supplies for SAC 526 and events.
 - c. Communications Coordinator
 - i. Shall be responsible for managing the social media account(s) of the English Society and social media-based interactions between societies and other MSVU groups in coordination with the President(s).

- ii. Shall be responsible for maintaining a Teams chat of members and persons interested in the English Society in cooperation with the Executive Council.
 - iii. Shall ensure the English Society Teams chat remains a safe and supportive space that adheres to the values of the Executive Council and MSVUSU.
 - iv. Shall be responsible for managing online and virtual promotion of the English Society, while creating accessible and engaging media.
 - v. Shall be responsible for promoting materials on campus via posters and other forms of advertisements.
- d. 1st/2nd Year Representative(s)
 - i. Shall be responsible for maintaining agendas, minutes and attendance of Executive Council and general meetings.
 - ii. Shall be responsible for handling tasks at the discretion of the Executive Council when their workload demands.
 - iii. Shall be responsible for keeping the English Society room (SAC 526) and bulletin board clean, decorated, updated, and a safe, open space for all students.
 - iv. Shall, if appropriate, be the key spokesperson between the English Society and first and second year students, especially those in the English and Writing programs.
- 5. Members of the Executive Council shall hold office for a period of one academic year, beginning May 1st and ending April 30th.
- 6. If a member of the Executive Council leaves their position during the academic year, or in which a position is otherwise unable to be filled, the remaining members of the Executive Council shall assume the duties of that position until a by-election or appointment process can be held at the earliest convenience.

Article V: Meetings

- 1. General Meetings
 - a. The English Society shall hold general meetings at minimum twice per academic year.
 - i. The English Society shall hold a Semi-Annual General Meeting in the fall semester to welcome members, fill vacant Executive positions by appointment or by-election if necessary, and outline goals and expectations for the academic year.
 - ii. The English Society shall hold an Annual General Meeting near the end of the winter semester to review the past year, to pass amendments to the constitution as needed, to open nominations to the Executive Council for the following year, and to discuss the upcoming year.

- b. General meetings shall be called as needed throughout the academic year at the discretion of the Executive Council on the advice of the active membership and English Department advisor.
 - c. Quorum of a Semi-Annual or Annual General Meeting of the English Society shall be 50%+1 of the Executive Council. There shall be no quorum of active membership required.
 - d. All motions and resolutions shall require a majority vote (50%+1) to pass.
 - e. All general meetings of the English Society shall be communicated to members by Teams and, if necessary, by posters across campus and social media.
 - f. General meetings shall occur in-person, if possible, but may occur virtually or in a hybrid setting in favor of gaining quorum.
2. Executive Meetings
- a. The Executive Council shall meet at minimum once every semester per academic year and meet at the discretion of the President(s).
 - b. The Executive Council shall be given at minimum four days' notice before Executive meetings.
 - c. The Executive Council shall meet to review finances, plan and schedule events, review membership, consider promotional strategies, organize student action, and delegate work to Executive members.
 - d. While Executives are expected to attend every meeting, quorum of an Executive meeting shall be 50%+1 of the Executive Council.
 - e. All motions and resolutions shall require a majority vote (50%+1) to pass.
 - f. Executive meetings shall occur either virtually or in-person.

Article VI: Elections, Acclamation, and Appointment

1. Nominations
- a. Nominations shall open no less than two weeks prior to the final day of classes in the Winter semester.
 - b. If nominations were unable to open during the previous spring, nominations may alternatively open at least one week after the beginning of the fall semester.
 - c. Nominees must be English majors, combined majors, minors, concentrations, honors students, Writing minors, and/or have a substantial interest in English.
 - d. All nominees are eligible to become members of the Executive Council, regardless of sex, age, ethnic origin, religion, physical and/or invisible disabilities, and political affiliation.
 - e. Nominees who fail to meet that criteria must have attended at least two English Society events in the past academic year to be granted the ability to become nominees.

- f. Permission to override the nomination criterion is the prerogative of the Executive.
 - g. The call for nominations shall be advertised through virtual promotion at minimum, and through in-person promotion if deemed necessary.
 - h. A student may nominate themselves by notifying the Executive Council of their official application to the English Society Executive Council in writing within a designated time frame, along with their availability for the upcoming year (Fall/Winter/Both) and the position(s) they are interested in filling.
2. Acclamation
- a. Should the nominees precisely meet or number less than the positions available, they are considered acclaimed.
 - i. The incumbent Executive shall then meet with the designates to determine roles in the event of acclamation.
 - b. Should the nominees exceed the number of positions available, the incumbent Executive Council shall meet with the nominees to determine whether an election shall be called or the number of roles within the Executive Council shall expand to accommodate student interest.
3. Election
- a. If an election is called by the Executive Council, the following shall be the process:
 - i. The student body shall be advised of an election through virtual promotion at minimum, and through in-person promotion if deemed necessary.
 - ii. Both active members of the English Society and Executive members may cast one vote for each position during the election of the Executive members.
 - iii. Current Executive members who are reapplying are not permitted to vote for themselves or barter votes. They may vote for nominees in other positions.
 - iv. Nominees shall become candidates and are permitted to access the list of eligible voters and advertise their candidacy virtually and across campus.
 - v. All advertisements for candidacy shall be respectful and adhere to all MSVUSU guidelines and policies.
 - vi. Online voting shall be the main method to cast votes, conducted through Microsoft forms.
 - vii. The election period shall not extend beyond the final day of classes to ensure all members have equal opportunity to vote.
 - viii. Votes shall be confirmed by Executives who are not candidates.

- ix. The results of the election shall be posted online and communicated to members and English Department Faculty through electronic communication.
- 4. Appointment
 - a. Should a position on the Executive Council become vacant at any time during the terms, the President(s) shall have the option to replace members through appointment.
 - i. Advertisement and outreach shall occur to determine if there is any interest in the vacant position from English Society members.
 - ii. Should the President or Co-presidents become vacant, the Executive Council shall appoint a new President or Co-presidents.

Article VII: Impeachment

- 1. Grounds for Impeachment
 - a. The following are grounds for impeachment of Executive members:
 - i. Repeated Failure to Attend Executive Meetings
 - ii. Repeated Failure to Attend English Society Events
 - iii. Failure to Adequately Perform Duties
 - iv. Breach of Trust, including the mishandling of confidential documents, funds, event spaces, or the Society Room (SAC 526).
 - v. Violation of MSVU's Harassment and Discrimination Policy
 - b. The President(s), in consultation with the English Department Faculty Advisor, shall determine if an Executive member should be proposed for impeachment. An Executive member(s) and the English Department Faculty Advisor shall determine if a President or Co-presidents should be proposed for impeachment.
 - c. A majority vote (50%+1) of the Executive Council, excluding the proposed Executive member, shall determine whether the impeachment will proceed.
 - d. At the English Department Faculty Advisor's discretion, the proposed Executive member may be given a chance to address the Executive Council before the vote but shall not be present for discussion and vote.
 - e. The impeachment shall take immediate effect.

Article VIII: Finances

- 1. The fiscal period of the English Society shall be the academic year (September-April).
- 2. Funds of the English Society shall come from fundraising efforts, sponsorship from the MSVUSU, and any additional funding received from the English Department and/or the University.

3. The Treasurer shall be the main signing authority and designated person to apply for funding from the MSVUSU.
4. All surplus monies and property purchased by the English Society shall be stored with the MSVU English Department if necessary and carried over to the next academic year.
5. As stipulated by the societies policy of the MSVUSU, if the English Society formally dissolves, any surplus funds shall be remitted to the MSVUSU.
6. If required, an English Society budget shall be passed by a majority vote of the Executive Council after consultation with the active membership and can be amended throughout the fiscal year by another majority vote of the Executive Council.
7. Dues
 - a. The English Society shall not charge dues to members.
 - b. The Executive Council shall choose whether to charge fees for attendance at events.
 - c. The Executive Council reserves the right to waive or reduce fees on a case-by-case basis for certain attendants, such as volunteers, MSVU staff, faculty, or those who struggle financially.
8. Expenses
 - a. Expenses shall be approved by the Treasurer and President(s).
 - b. Any member (Executive or otherwise) seeking reimbursement from the English Society must receive approval from the Treasurer and President(s) prior to using their own money.
 - c. Failure to receive prior approval will result in the expense being subject to a vote of approval from the Executive Council. Receipts must be provided for expenses incurred in these scenarios.
 - d. The Treasurer and President(s) shall consent in advance to major purchases or in advance of expensive events and conferences.
 - e. Receipts of purchases shall be kept and submitted to the Treasurer.
9. Executive members shall be required, when appropriate, to attend all fundraising events and may be subject to the same penalties for repeated absences during regular events.
10. Reports on the results of fundraising efforts shall be provided to the Executive Council at the earliest possible opportunity.
11. The Treasurer shall report on the financial status of the English Society at every Executive meeting, Annual General Meeting, and Semi-Annual General Meeting.
12. The MSVUSU and English Department reserves the right to request financial information from the English Society.
13. English Society funds shall be safely stored either with the Administrative Assistant of the English Department or, if the Executive Council deems necessary, in a bank account managed by the Treasurer and President(s).

14. Access to the funds is restricted to the Treasurer and the President(s).

Article IX: Constitutional Amendments

1. This constitution shall become effective upon a majority vote (50% + 1), by the Executive Council of the English Society.
2. Hereinafter, this Constitution may be amended by a majority vote by the active membership at any general meeting.
3. Further proposed amendments to this Constitution shall be submitted in writing at least one week (7 days) in advance of a general meeting.
4. The effectiveness of this Constitution shall be reviewed and evaluated twice annually at the Annual General Meeting and the Semi-Annual General Meeting.

Article X: Events and Attendance Policy

1. Events shall be held at least twice a semester.
2. All Executive members must attend every event and assist in the production of the event as designated by the President(s). Executive members who cannot attend the event must give notice in advance to the President(s). An Executive member's repeated failure to attend events shall constitute grounds for impeachment or disciplinary action at the discretion of the President(s).

Article XI: The Society Room

1. Keys
 - a. Possession of keys for the Society Room (SAC 526) is restricted to the Executive Council.
 - b. The English Department Administrative Assistant and English Department Faculty Advisor shall each hold one key for all students and other Executive members to access the room, should they require entrance during the hours of the school day. Students may borrow this key to access the room and promptly return it upon leaving and locking the room again. Failure to return the key is grounds for discipline.
 - c. There is to be no replication of the keys under any circumstances, unless approved by the President(s) in consultation with the English Department Faculty Advisor. Replication of the keys without consent from the President(s) shall result in the offender's loss of access to keys and potentially to the Society Room itself.
2. Standards of Behavior Within the Society Room
 - a. MSVU's Harassment and Discrimination Policy shall always be followed within the Society Room.
 - b. The Executive Council reserves the right to deny access of the room to any person(s) who has violated MSVU's Harassment and Discrimination Policy through demonstration of inappropriate behavior including, but not

limited to, harassment, violence, threat of harassment or violence, misconduct of a sexual nature, or misuse of English Society property or the Society Room.

- c. Those using the Society Room shall be respectful of others' use of surrounding spaces, such as classrooms, offices, halls, and so on.
 - d. Those using the Society Room are required to leave the window uncovered and adhere to all other fire safety protocols while inside the room.
 - e. Those using the Society Room shall refrain from spraying or wearing strong scents.
 - f. Those using the Society Room shall clean up after themselves. Repeated misuse of the Society Room is grounds for removal from or limited access to the Society Room as determined by the President(s).
 - g. Those using the Society Room may report uncomfortable conducts to the Executive Council and/or English Department at any time.
3. Offensive Materials
- a. Offensive materials are not permitted within the Society Room, on the English Society bulletin boards outside of the room, or at any English Society event.
 - b. Offensive materials include, but are not limited to, any language or imagery that is racist, sexist, homophobic, ableist, sexually inappropriate, violent, and/or graphic.
 - c. The Executive Council reserves the right to deny access to the Society Room to any person(s) for displaying any such material and shall immediately remove and discard any offensive materials.
4. Standards of Maintenance
- a. The Society Room shall be equipped with cleaning supplies and functioning appliances, such as a refrigerator, coffee maker, and kettle.
 - b. Should funding be available, the equipment shall be upgraded and replaced when necessary.
 - c. Should funding be available, snacks and beverages may be provided in the Society Room
 - d. The Society Room shall remain presentable. Maintenance staff employed by the University will access the space when necessary to ensure fire codes and policies are followed. Any directions received by maintenance staff are to be followed expediently.



**Mount Saint Vincent University
Women & Gender Studies Society
Constitution
June 2026**

Article I:

Name The name of this organization shall be the MSVU Women and Gender Studies Society (WGSS).

Article II: Objective

The purpose of the Women & Gender Studies Society shall be to curate and foster a welcoming, supportive, and inclusive environment for all, especially female- and nonbinary-identifying students at MSVU through peer supports and student-led advocacy initiatives. The WGSS shall be guided by the principals of intersectional and transnational feminism.

Article III: Membership

1. All MSVU students, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexual or political affiliation, are eligible to become members of the Women and Gender Studies Society.
2. A student shall be considered an active member once they have submitted their contact information to the Executive Council.
3. A member shall be considered active unless they request to be removed, they graduate or otherwise leave Mount Saint Vincent University.
4. MSVU faculty, staff, alumni, and other non-students are welcome to participate in activities, including public meetings and social events as non-voting members.
5. Member of MSVU's faculty of Women's Studies may choose, in agreeance with WGSS Executive members, to be the faculty advisor and attend meetings of the Executive Council in an advisory role

Article IV: Executive Council

1. Management and authority of the general membership and standing committees shall be conducted by the Executive Council.
2. The Executive Council must maintain a composition of majority female-identifying and/or non-binary members.
3. The Executive Council shall consist of the following positions: President, Treasurer, Secretary, Communications Coordinator, and Events Coordinator.
4. Additional Executive positions may be created or dissolved at the discretion of the Executive Council in consultation with the Women's Studies Department's Faculty Advisor. In the event that any position becomes vacant, their duties will be assumed by the Executive Council indefinitely or until an election or appointment process is held.
5. The duties of the Executive Council are as follows:
 - a. *President / Co-Presidents*
 - i. Shall be the chief presiding officer(s) and chairperson(s) for both the Executive Council and general meetings.
 - ii. Shall provide leadership and guidance within the Executive Council and among members, ensuring all MSVUSU rules and policies are followed.
 - iii. Shall be, if required, a signing authority for a Women & Gender Studies Society bank account.
 - iv. Shall be the liaison with other societies, the MSVUSU, and the Women's Studies Department.
 - v. Shall be tasked with overseeing any training of Executive members if necessary and ensuring a smooth transition between the terms of Executive members.
 - vi. Shall be responsible for applying for society ratification and renewing constitutional documents as needed.
 - b. *Treasurer*
 - i. Shall be responsible for maintaining budgetary records and, if required, a bank account of the Women & Gender Studies Society.
 - ii. Shall be responsible for preparing budgets in cooperation with the President(s).
 - iii. Shall be responsible for fundraising and applying for society funding from the MSVUSU.

- iv. Shall be a signing authority of a Women & Gender Studies Society bank account.
- v. Shall be responsible for providing funding and budgetary updates at WGSS general and executive meetings.

c. *Secretary*

- i. Shall be the President's alternate in their absence.
- ii. Shall be responsible for maintaining agendas and minutes of Executive Council and general meetings.
- iii. Shall be responsible for maintaining and updating membership lists, including contact information.
- iv. Shall be responsible for handling tasks at the discretion of the President(s) when their workload demands.
- v. Shall be responsible for keeping the designated Women & Gender Studies Society room (TBD) and bulletin board clean, decorated, updated, and a safe, open space for all students.

d. *Communications Coordinator*

- i. Shall be responsible for managing the social media account(s) of the WGSS and social media-based interactions between societies and other MSVU groups in coordination with the President(s), including taking photos at events.
- ii. Shall be jointly responsible with the Secretary for maintaining an email list of members and persons interested in the WGSS.
- iii. Shall be responsible for managing virtual and on-campus promotion of the Women & Gender Studies Society.
- iv. In the event of the Executive Council's desire for more promotional material, duties will include photographing pictures and videos at WGSS events, socials, and meetings with the purpose of sharing them on social media and/or storing them within a Women & Gender Studies Society archive.
- v. Shall be responsible for gaining the appropriate consent of those photographed who are under the age of 19 and/or have not signed the appropriate consent forms.
- vi. Shall be responsible for ensuring all pictures and videos are deleted from personal devices and stored, if required, on a collaborative Women & Gender Studies Society archive at the end of each year.

- e. *Events Coordinator*
 - i. Shall be responsible for planning and executing events in coordination with the rest of the Executive Council, following processes such as brainstorming ideas, proposing events to the Executive Council, creating promotional material, distributing promotional material around campus, booking spaces, ordering catering, and purchasing supplies, etc.
 - ii. Shall collaborate with the Treasurer to ensure appropriate budgetary needs are met.
 - iii. Shall oversee all aspects of events.
- 6. Members of the Executive Council shall hold office for a period of one academic year beginning May 1st and ending April 30th. Members are eligible to be re-nominated for the same or different Executive Council positions in consecutive academic years.
- 7. In the event that a member of the Executive Council leaves their position during the academic year, or in which a position is otherwise unable to be filled, the remaining members of the Executive Council shall assume the duties of that position until a byelection or appointment process can be held at the earliest convenience.

Article V: Meetings

- 1. General Meetings
 - a. The Women & Gender Studies Society shall hold general meetings at minimum twice per academic year.
 - i. A Semi-Annual General Meeting shall be held in the fall semester to welcome members, fill vacant Executive positions by appointment or by election if necessary, and outline goals and expectations for the academic year.
 - ii. An Annual General Meeting shall be held near the end of the winter semester to review the past year, to pass amendments to the constitution as needed, to open nominations to the Executive Council for the following year, and to discuss the upcoming year.
 - b. General meetings shall be called as needed throughout the academic year at the discretion of the Executive Council on the advice of the active membership and Women's Studies Department advisor.
 - c. Quorum of a Semi-Annual or Annual General Meeting of the Women & Gender Studies Society shall be 50%+1 of the Executive Council. There shall be no quorum of active membership required.

- d. All motions and resolutions shall require a majority vote (50%+1) to pass. All general meetings of the Women & Gender Studies Society shall be communicated to members by email and, if necessary, by posters across campus and social media.
 - e. General meetings shall occur in-person, if possible but may occur virtually or in a hybrid setting.
2. Executive Meetings
- a. The Executive Council shall meet at minimum once every semester per academic year and meet at the discretion of the President(s).
 - b. The Executive Council shall be given at minimum one week notice before Executive meetings.
 - c. The Executive Council shall meet to review finances, plan and schedule events, review membership, consider promotional strategies, organize student action, and delegate work to Executive members.
 - d. While Executives are expected to attend every meeting, quorum of an Executive meeting shall be 50%+1 of the Executive Council.
 - e. All motions and resolutions shall require a majority vote (50%+1) to pass.
 - f. Executive meetings shall occur either virtually or in-person.

Article VI: Elections

1. Nominations
- a. Nominations shall open no later than two weeks before the last day of classes in the Winter semester.
 - b. In the event that nominations were unable to open during the previous spring, nominations may alternatively open within the first three weeks of the Fall semester.
 - c. The call for nominations shall be advertised through virtual (social media), on campus promotion, and an email shall be sent to all registered Women's Studies students to notify students of nominations and the upcoming election.

- d. A student may nominate themselves by notifying the Executive Council of their official application to the Women & Gender Studies Society Executive Council during the nomination period, including the position(s) they are interested in and detailing why they believe they are fit to fill the role.

2. Voting

- a. Both active members of the Women & Gender Studies Society and the Executive Council Members shall cast one vote for each position during the election of the new Executive members.
- b. Voting must be anonymous and can either be in person, or via a virtual platform.
- c. Election of Executive Council members shall take place during the Annual General Meeting.
- d. Each active member of the Women & Gender Studies Society shall cast up to one vote for each position during the election of Executive Council members.
- e. Active members may nominate themselves or another active member to be a candidate for a position on the Executive Council.
- f. The winner of the election shall be determined by a majority vote.
- g. In an instance in which a position remains unfilled after the elections, the elected members of the Executive Council shall assume the duties of that position until a byelection can be held at a later date.

Article VII: Impeachment

1. Grounds for Impeachment

- a. The following are grounds for impeachment of Executive members:
 - i. Repeated Failure to Attend Executive Meetings
 - ii. Repeated Failure to Attend Women & Gender Studies Society Events
 - iii. Failure to Adequately Perform Duties
 - iv. Breach of Trust, including the mishandling of confidential documents, funds, event spaces, or the Society Room.
 - v. Violation of MSVU's Harassment and Discrimination Policy

- b. The President(s), in consultation with the Women's Studies Department Faculty Advisor, shall determine if an Executive member should be proposed for impeachment. An Executive member(s) and the Women's Studies Department Faculty Advisor shall determine if a President or Co-presidents should be proposed for impeachment.
- c. A majority vote (50%+1) of the Executive Council, excluding the proposed Executive member, shall determine whether the impeachment will proceed.
- d. At the Women's Studies Department Faculty Advisor's discretion, the proposed Executive member may be given a chance to address the Executive Council before the vote but shall not be present for discussion and vote.
- e. The impeachment shall take immediate effect.

Article VIII: Finances

- 1. The fiscal period of the Women & Gender Studies Society shall be the academic year (September-April).
- 2. Funds of the Women & Gender Studies Society shall come from fundraising efforts, sponsorship from the MSVUSU, any additional funding received from the Women's Studies Department and/or the University.
- 3. The Treasurer shall be the main signing authority and designated person to apply for funding from the MSVUSU, while the Co-president(s) may be secondary signing authorities
- 4. All surplus monies and property purchased by the Women & Gender Studies Society shall be stored with the MSVU Women's Studies Department if necessary and carried over to the next academic year.
- 5. As stipulated by the societies policy of the MSVUSU, if the Women & Gender Studies Society formally dissolves, any surplus funds shall be remitted to the MSVUSU.
- 6. If required, a Women & Gender Studies Society budget shall be passed by a majority vote of the Executive Council after consultation with the active membership and can be amended throughout the fiscal year by another majority vote of the Executive Council.
- 7. Society Dues

- a. The Women & Gender Studies Society shall not charge dues to members.
 - b. The Executive Council shall choose whether to charge fees for attendance at events (though this should be avoided as best as possible).
 - c. The Executive Council reserves the right to waive or reduce fees on a case-by-case basis for certain attendants, such as volunteers, MSVU staff, faculty, or those who struggle financially.
8. Expenses
 - a. Expenses shall be approved by the Treasurer and President(s).
 - b. Any member (Executive or otherwise) seeking reimbursement from the Women & Gender Studies Society must receive approval from the Treasurer and/or President(s) prior to using their own money.
 - c. Failure to receive prior approval will result in the expense being subject to a vote of approval from the Executive Council. Receipts must be provided for expenses incurred in these scenarios.
 - d. The Treasurer and President(s) shall consent in advance to major purchases or in advance of expensive events and conferences.
 - e. Receipts of purchases shall be kept and submitted to the Treasurer.
9. Reports on the results of fundraising efforts shall be provided to the Executive Council at the earliest possible opportunity.
10. The Treasurer shall report on the financial status of the Women & Gender Studies Society at every Executive meeting, Annual General Meeting, and Semi-Annual General Meeting.
11. Women & Gender Studies Society funds shall be safely stored either with the Women's Studies Department or, if the Executive Council deems necessary, in a bank account managed by the Treasurer and President(s)
12. Access to the funds is restricted to the Treasurer and the President(s).

Article IX: Constitutional Amendments

1. This constitution shall become effective upon a majority vote by the Executive Council of the Women & Gender Studies Society.
2. Hereinafter, this Constitution may be amended by a majority vote by the active membership at any general meeting.
3. Further proposed amendments to this Constitution shall be submitted in writing at least one week (7 days) in advance of a general meeting.
4. The effectiveness of this Constitution shall be reviewed and evaluated annually at the General Meeting.

Article XI: The Society Room

1. Keys
 - a. Possession of keys for the Society Room (TBD) are restricted to the Executive Council and the Woman's Studies Department Faculty Advisor.
 - b. The Women's Studies Department Faculty Advisor shall hold one key for all students. Executive members each may hold a key to access the room. Student members may borrow this key to access the room and promptly return it upon leaving and locking the room again. Failure to return the key is grounds for discipline.
 - c. There is to be no replication of the keys under any circumstances, unless approved by the President(s) in consultation with the Women's Studies Department Faculty Advisor. Replication of the keys without consent from the President(s) shall result in the offender's loss of access to keys and potentially to the Society Room itself.
2. Standards of Behaviour Within the Society Room
 - a. MSVU's Harassment and Discrimination Policy shall be followed at all times within the Society Room.
 - b. The Executive Council reserves the right to deny access of the room to any person(s) who has violated MSVU's Harassment and Discrimination Policy through demonstration of inappropriate behaviour including, but not limited to, harassment, violence, threat of harassment or violence, misconduct of a sexual nature, or misuse of Women & Gender Studies Society property or the Society Room.

- c. Those using the Society Room shall be respectful of others' use of surrounding spaces, such as classrooms, offices, halls, and so on.

3. Offensive Materials

- a. Offensive materials are not permitted within the Society Room, on the Women & Gender Studies Society bulletin boards outside of the room, or at any Women & Gender Studies Society event.
- b. Offensive materials include, but are not limited to, any language or imagery that is racist, sexist, homophobic, ableist, sexually inappropriate, and/or violent.
- c. The Executive Council reserves the right to deny access to the Society Room to any person(s) for displaying any such material and shall immediately remove and discard any offensive materials.

4. Standards of Maintenance

- a. The Society room shall be equipped with cleaning supplies.
- b. Should funding be available, the equipment shall be upgraded and replaced when necessary.
- c. The Society Room shall remain as presentable as possible. Maintenance staff employed by the University will access the space when necessary to ensure garbage and overall cleanliness is maintained. Any directions received by maintenance staff are to be followed expediently.

2024-2025
Women's Studies Society
Financial Report

Date	Description	Debit	Credit	Notes
October	Promotional Posters			Women's Studies Department paid for the posters directly to the print shop using their department code
February	Promotional Posters			Women's Studies Department paid for the posters directly to the print shop using their department code
7-Mar	Promotional Posters from SU Hub		\$ 6.90	Sam paid via her personal credit card
11-Mar	Student Union Funding	\$ 250.00		
13-Mar	Snacks for Consciousness-Raising Event		\$ 21.80	Sam paid via her personal credit card
18-Mar	Cashbox		\$ 32.19	
26-Mar	Chartwells Catering for the Activism Talk (A Herstory of Consent Activism Across Canadian Univeristy Campuses)	\$ 245.53	\$ 245.53	Order #5018421; Women's Studies Department paid for the posters directly to the print shop using their department code
		\$ 495.53	\$ 306.42	
Total		\$	189.11	