

Students' Representative Council

September 11, 2026 @ 6:00 pm

McCain 201B & MS Teams



1 Land Recognition

The MSVUSU acknowledges that we are in Mi'kma'ki, the traditional territory of Mi'kmaq people.

2 Attendance Roll Call

3 Call to Order

4 Approval of the Agenda

09/11/2026:SRC01 Motion

Be it resolved that the meeting agenda be adopted as distributed.

5 Approval of Minutes

09/11/2026:SRC02

Motion

Be it resolved that the minutes for the SRC meeting on 08/21/2026 be adopted as distributed.

New Business

6 Committee Appointment

09/11/2026:SRC03

Motion

Be it resolved that Elections Coordinator, Juliana Fanning, be appointed to the Academic Appeals Committee, replacing Koen Schlieff.

7 Society Ratification

a.) Psychology Society

Supporting documents: Psychology Society Constitution and Financials (attached).

09/11/2026:SRC04

Motion

Be it resolved that the Psychology Society be ratified for the 2026-27 Academic Year.

b.) Best Buddies Society

Supporting documents: Best Buddies Society Constitution

09/11/2026:SRC04

Motion

Be it resolved that the Best Buddies Society be ratified for the 2026-27 Academic Year.

8 In -Camera

9 Adjournment

09/11/2026:SRC08 Motion

Be it resolved that the meeting be adjourned at ____pm.

Students' Representative Council Draft Minutes

August 21, 2026 @ 07:00 pm McCain
201B & MS Teams



1 Land Recognition

The MSVUSU acknowledges that we are in Mi'kma'ki, the traditional territory of Mi'kmaq people.

2 Attendance Roll Call

Attendees:

President, Mika Paul; VP Student Life, Tanner Saunders; VP Communications, Diana Hazelton; VP Advocacy and Undergrad Affairs, Leila Sobey-Skinner, VP Research and Graduate Affairs, Precious Otiora; Arts Representative, Molly McCoy; Indigenous representative, Lorraine Paul; Professional Studies representative, Koen Schlieff; Accessibility representative, Keivan Khollari; Science Representative, Noah Davila Mandoza; Transfer representative, Sophie Maunder.

3 Call to Order At 7:00pm

4 Approval of the Agenda

08/21/2026:SRC01 Motion

Be it resolved that the meeting agenda be adopted as distributed.
Unanimous consent

5 Faculty Association – C. Barker

- Bargaining agreement has now concluded
- Suggestion to have faculty x SU meetings more often
- A long-term shift away from public funding, so universities are finding other ways to be sustainable
- Concerns of tuitions/teaching resources due to cuts from provincial funding
- Belief in public universities' being publicly funded
- Review of Bill-12 (province house)
- Currently faculty is in a period of due diligence.
- Continuing to work together on academic appeals and academic integrity
- Questioning what we can say about academic integrity in 2026
- Questioning how AI is being adopted by the universities
- In the process of setting up meetings with MSVU Senate to go over these things.

6 Society ratification

Supporting documents: Financial spreadsheet (attached)

a.) Food and Nutrition Society – D. Hazelton

08/21/2026:SRC03 Motion

Be it resolved that the Food and Nutrition Society be conditionally ratified till April 2026.

Unanimous consent

New Business

7 Society ratification

Supporting documents: Ratification package (attached)

a.) Dance Society – *D. Hazelton*

08/21/2026:SRC04 Motion

Be it resolved that the Dance Society be ratified till April, 2026.

Unanimous consent

8 Committee Appointments

- a) Elections committee – *D. Hazelton*
- b) Senate Student Caucus – *M. Paul*
- c) Graduate Studies Program and Policy Committee – *P. Otiora*
- d) Committee on Academic Policy and Planning – *M. Paul*
- e) EDIA Committee
- f) Pay and Honoraria Committee
- g) Academic Appeals Committee

Results:

- The President, Mika Paul, was appointed to the Committee on Academic Policy and Planning.
- The VP Advocacy, Leila Sobey-Skinner, was appointed to the Elections Committee.
- The VP Student Life, Tanner Saunders, was appointed to the Elections Committee.
- The VP Research & Graduate Student Affairs, Precious Otiora, was appointed to the Graduate Studies Program & Policy Committee.
- The Professional Studies Representative, Koen Schlieff, was appointed to the Pay & Honoraria Committee.
- The Arts Representative, Molly McCoy, was appointed to the Senate, Senate Student Caucus, and the Pay & Honoraria Committee.
- The Science Representative, Noah Davila Mendoza, was appointed to the Writing Initiatives Committee.
- The Accessibility Representative, Keivan Krollari, was appointed to the Student Judicial Committee, and Student Discipline Appeals Committee.
- Tayvie Cunningham was appointed to the Academic Appeals Committee, in the seat formerly occupied by the International Representative, Jai Kaur.

9 Orientation Overview – *T. Saunders*

- General convo/update on Orientation schedule and achievements

10 QuickBooks – M. Paul

08/21/2026:SRC05 Motion

Whereas the Mount Saint Vincent University Students' Union Association ("MSVUSU") maintains its accounting records in QuickBooks Online;

Whereas Marc Braithwaite is currently listed as the Primary Administrator of the MSVUSU QuickBooks Online account;

Whereas Marc Braithwaite is no longer employed by or otherwise engaged with the MSVUSU;

Whereas Intuit requires a resolution of the governing body of a non-profit organization identifying the individual to be appointed as Primary Administrator;

Be it resolved that Carolyn Lewis, Strategic Operations Manager of the Mount Saint Vincent University Students' Union Association (su.strat.opps@msvu.ca), be appointed as the Primary Administrator of the MSVUSU QuickBooks Online account;

Be it further resolved that the access of Marc Braithwaite to the MSVUSU QuickBooks Online account be revoked;

Be it further resolved that the Strategic Operations Manager be authorized to submit a certified extract of these minutes, together with any supporting documentation required by Intuit, to give effect to this resolution.

11 In-Camera

12 Reports

Supporting documents: Reports

- **Executives**
- **Committees**
- **Working Groups**
 - a. **Strategic marketing plan – M. Paul**
 - b. **Website – M. Paul**
 - c. **Orientation – T. Saunders**
 - d. **Governance Review – M. Paul**
- **Q/A Session**

15 Scheduling Next Meeting

Proposed date & time: September 11, 2026, at 6:00 pm

16 Adjournment

08/21/2026:SRC08 Motion

Be it resolved that the meeting be adjourned at 9:00pm.

Constitution of the **Mount Saint Vincent University Psychology Society**
(*The MSVU PSYC-Society*)



Updated August 2026

MSVU PSYC-SOCIETY: CONSTITUTION

Mount Saint Vincent University Psychology Society Constitution

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Land Acknowledgement

The PSYC-Society acknowledges that MSVU is located in Kjiptuk (Halifax), part of Mi'kma'ki, the unceded ancestral territory which remains the homeland of the Mi'kmaq Nation. This territory is covered by the [Covenant Chain of Treaties of Peace and Friendship](#) signed between 1725 and 1779. These treaties are affirmed by the Supreme Court of Canada and recognize Aboriginal Title (which is embedded in both the 1763 Royal Proclamation and in section 35(1) of the 1982 Constitution Act). The treaties are living agreements that establish the rules for an ongoing Treaty relationship between nations. We pay respect to the knowledge embedded in the Mi'kmaw custodians of the lands and waters and to the Elders, past, present, and future.

Mount Saint Vincent University Psychology Society

Constitution

Article 1: Name

i. The name of this organization shall be the Mount Saint Vincent University Psychology Society and shall be known hereinafter as the PSYC-Society. Mount Saint Vincent University shall be known hereinafter as MSVU.

Article 2: Purpose

i. The PSYC-Society aims to build community among MSVU students who have an interest in psychology. This will be achieved by creating meaningful opportunities for peer-to-peer social connections and academic support in a positive, curious, inclusive, and collaborative environment.

ii. The PSYC-Society aims to be extensively involved in all psychology-related opportunities. Notably, the PSYC-Society maintains annual involvement with the Science Atlantic Psychology Conference, including helping to pay for presenters' fees, fundraising for travel fees, and promoting the conference to psychology students.

Article 3: Membership

i. All MSVU students who reside within reasonable proximity to campus, and who are able to regularly attend in-person events and meetings, are eligible to join the PSYC-Society, regardless of age, gender, creed, religion, origin, sexuality, or political affiliation.

ii. Only current MSVU students hold voting privileges; as such, while non-current MSVU students may not hold voting privileges, they are still able to hold non-voting positions within the PSYC-Society.

iii. The PSYC-Society does not require fees for membership.

iv. Any MSVU Student Union (MSVUSU) committee members who are also members of the PSYC-Society are not eligible to vote on PSYC-Society-related issues during MSVUSU meetings

Article 4: Executive Positions

- i. The Executive members are responsible for ensuring all societal operations occur in accordance with the principles outlined in this Constitution. Additionally, Executive members shall oversee the management and authority duties of General members.
- ii. An individual may serve as President or Co-President of only one society and may only hold an executive position on a maximum of two societies.
- iii. In the event that an Executive member leaves their position during the academic year (September – April), the vacancy and a call for nominations shall be communicated to all PSYC-Society members. This will occur with a minimum of seven days' notice before an election is held. While waiting for a new candidate to be elected, current Executives may absorb duties for the role, provided all Executives agree.
- iv. An Executive member may hold only 1 Executive position, with the exception for relief of the departure of an Executive member mid-term as stated in the statement above (Article 3, iii).
- v. Executive Committee members shall regularly attend Executive and General Member meetings.
- vi. The Executive Committee shall consist of the following positions and their duties shall be as follows:

Co-Presidents (2)

- i. The Co-Presidents serve as the primary leaders and representatives of the student society. They are jointly responsible for the overall direction, coordination, and management of the society's activities, events, and strategic goals. The role is shared equally, with a commitment to collaboration, communication, and mutual support. The Co-presidents are expected to communicate regularly and openly with each other to maintain unity in leadership. All decisions must be made jointly; if consensus cannot be reached, input from the Executive members should be considered.

Eligibility:

- a. Given that the Co-President(s) position serves a vital role in upholding the integrity and effective functioning of the PSYC-Society, candidates for this role

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must be in good standing and possess prior experience within the PSYC-Society.

The only exception to this requirement is as follows:

- i. If no candidates or only one candidate for Co-President have/has been previously involved with the PSYC-Society, this clause will be waived; however, preference will still be given to candidates who have prior experience in a society.
- b.** The selection of the incoming Co-Presidents will be chosen by the current PSYC-Society Executive members, rather than through a General member vote. A majority vote (over 50%) is required for a candidate to be selected, where all current Executive members are present for said vote.
 - i. If voting results in a tie, the Executive Committee may consider allowing General Members to vote between the candidates whose votes were tied.
- c.** Prior to voting, the current Executive Committee may choose to hold interviews with the Co-President candidates to further inform their decision.

Core Responsibilities - The Co-Presidents shall:

- a.** Be the chief and presiding officers and chairpersons for Executive and General meetings, including setting and maintaining the mission and goals of the society.
- b.** Provide leadership, delegation, direction, conflict resolution, ensure smooth teamwork, and provide motivation within the group, including overseeing and supporting the work of the Executive members.
- c.** Facilitate professional communications on behalf of the PSYC-Society via PSYC-Society email with MSVU Faculty and other internal systems.
- d.** Foster an inclusive, motivated, and engaging environment for members.
- e.** Collaborate to ensure balanced leadership and collective decision-making.
- f.** Act as spokespersons for the society in interactions with external bodies, including the university, sponsors, and other student organizations.
- g.** Attend and lead meetings with the MSVUSU and other boards, as needed.
- h.** Coordinate with the Treasurer to approve budgets and expenses.

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- i. Ensure timely organization of meetings, events, and activities in collaboration with the Secretary and Co-VPs Events & Fundraising.
- j. Hold a monthly peer review, where Executive members are encouraged to share their thoughts on how the workload is being shared, including any suggestions or grievances that they wish the Co-Presidents be made aware of. While members are always encouraged to discuss these thoughts with the Co-Presidents, this review will be held to allow for members' comments to be made anonymously.
- k Enforce the Constitution. Reviews should be made through a peer review rubric that is online and typable, and/or through an online, anonymous poll or form.

Vice President Secretary (I)

i. The VP Secretary serves as the keeper of meeting discussions and ensures that all necessary updates have been discussed, with enough detail to ensure cohesion in said notes. They are responsible for collecting the availability of each Executive member in order to know the best times for (i) Executive meetings, (ii) General meetings, and (iii) Drop-in hours.

Core Responsibilities - The VP Secretary shall:

- a. Be responsible for maintaining meeting agendas and minutes.
- b. Be responsible for the general administration of meetings.
- c. Ensure proper scheduling of future meetings, achieved by obtaining the availability of all Executive members at the start of each semester.
- d. Aid in communicating with MSVU Psychology faculty, as needed at the discretion of the Co-Presidents.
- e. Prepare two documents following all meetings, where documents are uploaded to the shared Executive Committee OneDrive as a Word doc:
 - i. A detailed notes document, discussing in detail everything that was discussed. This document would be the working document completed at the end of each meeting.
 - ii. A summary notes document, summarizing the key points discussed during meetings, keeping a record of the most vital points from said meetings.

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- f. Prepare emails as needed to be sent out to students and/or faculty, such as discussing upcoming events or opportunities.
- g. Create bi-annual reports of the highlights and key points of each semester, at the end of each semester, to present at the Annual General Meetings that take place at the end of each semester.
- h. Support other Executive members by documenting communications and planning discussions, including those that occur outside of full Executive member meetings (e.g., a meeting between the Co-Presidents and Treasurer). The notes from these meetings should be prepared in accordance with the standards outlined in *Article 4: Section v: Secretary, Subsections e (i) and (ii)*.

Vice President Treasurer (I)

i. The VP Treasurer is responsible for overseeing all financial matters of the PSYC-Society. They shall work collaboratively with the Executive members to both establish and enforce budgetary guidelines. This VP must also maintain accurate records of all financial transactions, including withdrawals and deposits. The treasurer is responsible for updating and organizing financial records on the PSYC-Society Executive OneDrive and maintaining physical records as necessary. Additionally, they will manage the society's bank account, hold the physical banking card and maintain access to the online banking platform. One Co-President will jointly have their name listed on the account; however, it is the VP Treasurer's sole responsibility to oversee all financial operations and day-to-day financial management.

Core Responsibilities - The VP Treasurer shall:

- a. Be responsible for financial matters pertaining to the PSYC-Society.
- b. Be responsible for all financial records.
- c. Be responsible for the maintenance of the PSYC-Society bank account.
- i. Login credentials for the bank account shall be reset at the beginning of each academic year, where said credentials are transferred to the newly elected VP Treasurer and/or one of the newly elected Co-Presidents.
- d. Be responsible for collecting fundraising money after events.

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- e. Be responsible for running the PSYC-Society Treasurer email address (PsycSoc.Treasurer@MSVU.ca) for correspondence regarding financial matters.
- f. Manage the approval or rejection of financial requests from society members, notably VPs Events & Fundraising.
- g. Ensure adequate communication with the Executive Committee.
- h. Present a detailed update on the current financial situation of the PSYC-Society at every Executive meeting and General meeting (including both societal finances and Science Atlantic finances), in addition to facilitating discussions regarding the need for fundraising or financial support from the MSVUSU.
- i. Be responsible for purchasing all supplies needed for the PSYC-Society, notably those required for events. If the Treasurer is unable to purchase supplies when needed, the Treasurer will be responsible for:
 - i. Ensuring that another Executive member can purchase the supplies;
 - ii. Ensuring that said Executive member is aware of the budget allowance for the supplies;
 - iii. Ensuring that said Executive member does not spend beyond said allowance;
 - iv. Collecting receipts for all purchases made by said Executive member; and
 - v. Reimbursing said Executive member only after receiving receipts, where reimbursement must occur within 48 hours of receiving receipts.
- j. Post all financial documents to the shared Executive Committee's OneDrive.

Vice President Events & Fundraising (2)

- i. The Co-VPs of Events & Fundraising will jointly and equally share the responsibilities for this role; together, the two VPs will plan, organize, and execute society events. The Co-VPs will ensure consistent and effective communication with all Executive members, especially the Treasurer, who must approve budget requests prior to any purchases. Together, the Co-VPs are responsible for ensuring and maintaining a reasonable timeline for the promotion and planning of events; they are responsible for alerting necessary executive members of financial and advertising deadlines to ensure the smooth and timely execution of all events.

Core Responsibilities - The co-VPs Events & Fundraising shall:

- a. Be responsible for planning fundraising and social events and incorporating profitable activities into PSYC-Society events.
- b. Organize a fundraising event and/or incorporate a fundraising aspect into an event at least once a semester.
- c. Maintain communication with MSVUSU or other organizations, as necessary, regarding PSYC-Society events.
- d. Plan and host a minimum of four social events per semester.
- e. Alert necessary executives of deadlines, such as:
 - i. Alerting the VPs Social Media & Communications when the deadline for advertising for an event must be;
 - ii. Providing the VPs Social Media & Communications sufficient details for said advertising;
 - iii. Providing the Co-Presidents with the deadline for submitting the event information to Captain's Calendar;
 - iv. Supplying adequate event details to the Co-Presidents and/or VP Secretary for drafting an email advertising the event for students and faculty, with a reasonable timeline for when said email must be sent out;
 - v. Attending and setting up for events, (vi) Booking rooms for said events; and
 - vi. Allowing the Treasurer adequate time for purchasing supplies for events.

Vice President Social Media & Communications (2)

- i. The Co-VPs Social Media & Communications are jointly and equally responsible for creating advertisements for events and opportunities, with deadlines for such advertisements provided by the Co-VPs Events & Fundraising. These Co-VPs are responsible for promoting materials on the PSYC-Society's Instagram (@MSVUPsyc.Society_Official). Additionally, these Co-VPs must monitor the Instagram's DMs and comments, replying to questions in a timely manner, and

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ensuring online discussions are appropriate. They are responsible for reposting promotional material as needed, as well as advertising Drop-In hours on Instagram's story feature.

Core Responsibilities - The co-VPs Social Media & Communications shall:

- a. Communicate all relevant activities of the Executive Committee to the General Membership.
- b. Be responsible for advertising events and communicating with the public.
- c. Update the PSYC-Society social media pages following PSYC-Society meetings and events.
- d. Ensure that the reasonable advertising deadlines set out by the Co-Presidents and the Co-VPs Events & Fundraising are met.
- e. Obtain approval from the Executive Members on advertisements made for events, prior to posting or sharing said advertisements.

Second-Year Representative

i. The VP Second-Year Representative helps to foster an inclusive peer environment by encouraging psychology students to participate in the PSYC-Society. This role advocates for lower-year psychology students, including discussing event-related ideas that are wanted by the students. This VP will help assist the other executive roles, notably the co-VPs Social Media & Communications, and the co-VPs Events & Fundraising. The election for this executive position takes place between September and October during the academic year that the VP will be an Executive member of. This position is optional year-to year (i.e., it is the current PSYC-Society's decision on whether or not this position is required for a given year).

Core Responsibilities - The Second-Year Representative shall:

- a. Be the voice of lower-year psychology students.
- b. Gather feedback and suggestions from lower-year psychology students and relay them to the Executive committee.
- c. Assist with planning and running society events (socials, workshops, guest lectures, etc.).

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- d.** Help with the setup, logistics, and promotion of events, particularly those aimed at lower-year students.
- e.** Keep lower-year psychology students informed about PSYC-Society events, promotions, meetings, and opportunities.
- f.** Answer questions and be a point of contact for lower-year students, and raise questions from lower-level students to the Executive committee.
- g.** Help with promoting the PSYC-Society to lower-year students, including encouraging participation and involvement.

Article 5: Meetings

- i.** A meeting may be called to deliberate an event, plan event topics, amend the constitution, hold an election, or advertise/organize community participation.
- ii.** To call a meeting, one must:
 - a.** Consult the Executive Committee about the necessity of the meeting;
 - b.** Book a room or ensure availability in EVR433; and
 - c.** Consult with the Co-VPs of Social Media and Communications, advertise the meeting's time, location, and purpose via relevant social media at least 4 days before the intended meeting time (if applicable).
- iii.** The quorum for Executive Meetings shall be 5 of 8 Executive members, unless necessary. The quorum for General Meetings shall be one half of Executive members plus four General Members. For a motion to pass, that motion shall require a majority vote (over 50%) of all voting members present.
- iv.** The PSYC-Society shall hold regular meetings, as follows:
 - a.** At least one Executive Meeting shall be held per month per term (Fall to Winter). The first meeting of the year shall be held during the summer term to prepare for the new year ahead.
 - b.** One General Meeting shall be held in the Fall Semester and Winter Semester.
 - c.** In addition to the above meetings, the PSYC-Society shall host 2 weekly Student Drop-in sessions to facilitate peer-to-peer social connections and academic support.

Article 6: Elections

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- i. Any Executive or General Member may nominate themselves, or stand in as a proxy for another, for election to an Executive Position, in accordance with the term limit described below.
- ii. Executive candidates are able to run for up to two positions, and they must receive the highest number of votes among all nominees for their position in order to be elected.
- iii. If a candidate receives the highest number of votes for more than one position, they will be notified and required to select which position they wish to accept. The position they do not choose will then be offered to the candidate with the second highest number of votes for that position that candidate will be informed, where they must decide which one (A) of the two (B) positions they would like to hold. In this case, the candidate who received the second highest vote for the position (B) not chosen by the other candidate will be given that (B) position.
- iv. Elections must be held by the end of each academic year, with the exception of the VP Second-Year Representative, which is held at the beginning of each academic year.
- v. Any position remaining unfilled after the elections shall be advertised at the beginning of the following Fall semester, following procedures outlined in *Article 4 (iv)* above. The Executive shall make a reasonable effort to communicate the vacancy and call for nominations to all students registered as PSYC majors. A minimum of seven days' notice is required before holding an election, and the election shall be held within thirty days from the beginning of the Fall semester.

Article 7: Impeachment

- i. An Executive member may be subject to impeachment for failure to fulfill their duties, repeated unexcused absences, misuse of funds or authority, or conduct unbecoming of their position and/or in violation of this Constitution.
- ii. Any Executive member is able to request the impeachment of another Executive member. To do this, the requesting Executive member must submit a written allegation to the Executive Committee. This must include the name of the individual and a brief explanation of the grounds for removal. To impeach any member from the PSYC-Society, one must:
 - a. Call a vote for the impeachment of said individual;
 - b. Announce imperative reasons for their impeachment (e.g., frequent disengagement with the society, repeated lack of communication, failure to follow all requirements of their role, etc.); and

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- c. Organize a Special Meeting with all executive members to discuss the motion.
- iii. The member in question must be notified in writing at least seven days prior to a meeting where the motion will be discussed.
- iv. The Executive member named for removal shall be given the opportunity to speak on their own behalf before any vote regarding the impeachment is taken.
- v. After the Executive member named for removal has been given the chance to address the Executive Committee, the Executive Committee shall deliberate in closed session, excluding the individual under review. This deliberation will include an anonymous ballot, where the vote must pass a majority vote (over 50%) for the impeachment to pass, where all Executive members (not including the impeached member) are present for said vote.
- vi. If impeached, the member may submit a written appeal to the Executive Committee within seven days following the impeachment. The Committee may review the appeal and make a final decision by a majority vote (over 50%), where all Executive members (not including the impeached member) are present for said vote. An impeached member may only submit up to one appeal.

Article 8: Finances

- i. The PSYC-Society VP Treasurer is responsible for managing all financial matters. All PSYC-Society funds must be securely stored and managed through the official PSYC-Society bank account via e-transfer. Personal accounts may not be used for collecting, storing, or transferring Society funds under any circumstance.
- ii. Funds shall come from MSVUSU, fundraising events, sale of merchandise, and sponsorship.
- iii. The signing officers for the PSYC-Society shall be the VP Treasurer and/or the Co-President who is listed and has access to the PSYC-Society's banking information.
- iv. All signing officers must agree before making any changes to the financial account.
- v. The fiscal period shall be that of the academic year.
- vi. Budget discussions must occur before any purchases are approved or made.
- vii. Any surplus monies at the end of the academic year must be carried forward to the following year, along with a brief financial summary created by the VP Treasurer.

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viii. A small cash float may be maintained for day-to-day PSYC-Society operations (e.g., ticket or admission sales). All float transactions must be logged, and the float shall be reconciled and reported at the end of each semester.

ix. Designated funds received for the annual Science Atlantic Psychology Conference must be tracked separately from the general PSYC-Society funds and may not be used for any other purposes. Funds transferred to students presenting at Science Atlantic must be sent using the money from this fund, and this must be tracked separately from the PSYC-Society's funds. This tracking will be conducted by the VP Treasurer.

x. If any Executive member disputes a financial decision made by the VP Treasurer, the matter must be brought to the full Executive Committee for discussion via a Special Meeting. A vote may be held if at least one third of the Executive Committee requests it.

xi. If a former Executive member fails to transfer access to the PSYC-Society accounts or materials (e.g., banking, email, or physical financial documents) within 14 days of the end of their term, the remaining signing officers are authorized to take reasonable steps to regain control of these assets. This process must be carried out in consultation with the MSVUSU to ensure proper oversight and adherence to university policies.

xii. All receipts eligible for reimbursement must be sent to the VP Treasurer before the end of the fiscal year. Any receipts or reimbursement requests received after the fiscal year will not be approved.

Article 9: Ratification & Appeals

i. To maintain official status, the PSYC-Society must re-apply for ratification with the MSVUSU at the end of each academic year. The newly elected Co-Presidents shall be responsible for ensuring this re-ratification and any required correspondence.

ii. The PSYC-Society may appeal against the rejection of ratification or funding from the MSVUSU within 14 days of receiving the MSVUSU SRC or Society Affairs Committee's original decision.

iii. To appeal a decision, the PSYC-Society must provide reasons for reconsideration either in writing or via a formal presentation.

iv. If the PSYC-Society is rejected for ratification or funding after the appeal, the society may request an appeal to the MSVUSU Students Representative Council (SRC).

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Article 10: Amendments, Policies, & Regulations

- i. Proposed amendments to this Constitution must first be approved by majority vote (over 50%) of the Executive Committee, with all Executive members present for said vote.
- ii. Once approved by the Executive Committee, the proposed amendment shall be immediately enforced and integrated into the constitution and communicated to the General Members via the PSYC-Society email (PSYC.Society@MSVU.ca).
- iii. The PSYC-Society must operate in accordance with the Constitution, bylaws, and policies of the MSVUSU, except for when the MSVUSU policies do not apply (e.g., external or academic matters).
- iv. The PSYC-Society may not have any outstanding debts to the MSVUSU.
- v. The PSYC-Society must receive and maintain formal approval from a faculty member of the Psychology Department, notably the current Chair of the Psychology Department.
- vi. The PSYC-Society is contractually obligated to follow all MSVUSU policies and must submit a detailed financial report at the end of each academic year, created by the VP Treasurer with the assistance of the Co-Presidents, if necessary.
- vii. The PSYC-Society may not interfere with the regular operations of MSVU.
- viii. All PSYC-Society operations may not infringe on the rights or privileges of another.
- ix. The PSYC-Society Executive members must read the MSVU Harassment and Discrimination Policy.
- x. The PSYC-Society Executive members must read the MSVUSU Policy I: Societies.

Article 11: Disciplinary Measures

- i. The MSVUSU SRC reserves the right to impose disciplinary measures on the PSYC-Society, including a formal warning, loss of privileges, probation period, or removal of ratification. If ratification has been removed, the actions outlined in *Article 9: Subsections (i) through (iv)* of this Constitution may be followed.
- ii. The following actions by the PSYC-Society or its members are considered grounds for disciplinary measures:
 - a. Violation of the MSVUSU's constitution;

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- b.** Violation of the PSYC-Society's own Constitution, as ratified by the MSVUSU Society Affairs Committee;
 - c.** Abuse of any services, resources, or privileges of the MSVUSU;
 - d.** Engagement in any offence that breaks municipal, provincial, or federal laws;
 - e.** Violation of MSVU's Fair Treatment Policy.;
 - f.** Failure to notify the Vice President Student Life of any on-campus high-risk or alcohol-related events;
 - g.** Guilt of any other misconduct that the MSVUSU Society Affairs Committee deems as unbecoming of an MSVU Society; and
 - h.** Failure to attend and/or give written notice of regrets for two or more Society Representatives' Committee meetings.
- iii.** De-ratification of a society entails the loss of societal status and all privileges granted by the MSVUSU.
- iv.** If the Society Affairs Committee believes there is a cause for de-ratification, they must notify the PSYC-Society that notice for motion has been given.
- v.** A motion to de-ratify a society must receive a majority vote (over 50%).

Article I: Name

The name of this organization shall be **Best Buddies MSVU**

Article II: Objectives

The purpose of Best Buddies MSVU is to bring together students who are passionate about volunteering with children with disabilities and who wish to create a safe, inclusive, and welcoming environment where youth with disabilities can thrive.

Article III: Membership

1. All students of Mount Saint Vincent University who are interested in building meaningful relationships with children with disabilities are eligible to become members of Best Buddies MSVU, regardless of sex, age, ethnic origin, religion, physical ability, sexual orientation, or political affiliation.
2. A student shall be considered an active member once they have completed the volunteer application form and attended at least two volunteer sessions during a single academic semester.

Article IV: Executive Officers

1. The management and authority of the organization, its membership, and all standing committees shall be vested in the Executive Committee.
2. The Executive Committee shall consist of the following positions:
 - a. President/ Chapter Lead
 - b. Vice President
 - c. Secretary
 - d. Treasurer

Article V: Duties

President

1. Shall serve as the chief presiding officer and chairperson of Executive Committee meetings and general meetings as outlined in Article VIII.
2. Shall provide leadership and motivation within the organization.
3. Shall enforce the Constitution and any By-Laws.
4. Shall share responsibility for the management of the organization's bank account with the Vice President.
5. Shall address concerns or issues involving volunteers, participants, or parents/guardians.
6. Shall manage external connections with the community through personal professional relationships.

Vice President

1. Shall act as the President's alternate in their absence.
2. Shall record and maintain minutes of Executive Committee meetings.
3. Shall provide leadership and motivation within the organization.
4. Shall be responsible for overseeing all financial matters associated with the club.

Secretary

1. Shall take meeting notes
2. Shall handle communication online

Treasurer

1. Shall collect dues
2. Shall manage all money

Article VI: Voting

1. Any active member of Best buddies MSVU may present a motion at a general meeting or Executive Committee meeting.
2. Votes may be cast as:
 - a. Yes
 - b. No
 - c. Abstain
3. The President must vote either "Yes" or "No" and may not abstain.
4. Unless otherwise specified, a majority shall consist of fifty percent (50%) plus one vote of those present and voting.
5. In the event of a tie, the President's vote shall count as two votes.

Article VII: Elections

1. Elections for Executive Committee positions shall take place at the end of each academic year.
2. A secondary election may be held at the beginning of the academic year to fill any vacant positions.
3. All active members of Best Buddies MSVU shall be informed of the date and time of Executive Committee elections.
4. Individuals seeking election to an Executive Committee position must submit a written statement outlining their intent to run and their qualifications for the position.
5. Each active member shall cast one vote for each Executive Committee position.

6. The successful candidate for each position shall be determined by a majority vote in accordance with Article VI.

Article VIII: Meetings

1. Executive Committee meetings shall be held at least once per month.
2. Quorum for Executive Committee meetings shall consist of two-thirds (2/3) of Executive Committee members.
3. Volunteer sessions involving participants are not considered official meetings.
4. Notice of meetings shall be provided at least one week in advance.
5. Meeting notifications shall be communicated through email and/or text message.

Article IX: Impeachment of Officers

1. Executive Committee members shall serve for one academic year, beginning the day following the completion of elections and ending upon the completion of the next election cycle.
2. If an Executive Committee member fails to fulfill the duties outlined in their position description, they may be removed from office through a majority vote of active members in accordance with Article VI.

Article X: Finance and Audit

1. Funds of Best Buddies MSVU shall be obtained through:
 - a. Fundraising initiatives
 - b. Sponsorship and grants from the Students' Union
 - c. Donations
 - d. Any remaining funds carried forward from previous years
2. All club funds shall be used solely for purposes that support the objectives of Best Buddies MSVU.
3. Financial records shall be maintained and made available for review by the Executive Committee upon request.

Article XI: Amendments

1. Proposed amendments to this Constitution may be submitted by any active member of Best Buddies MSVU.
2. Notice of a proposed amendment must be provided to all active members at least seven (7) days prior to the meeting at which the amendment will be considered.
3. Amendments to this Constitution shall require a two-thirds (2/3) majority vote of active members present and voting at a duly called meeting.
4. Once approved, an amendment shall take effect immediately unless otherwise specified in the motion.

5. The Executive Committee shall be responsible for updating and maintaining the official copy of the Constitution following the adoption of any amendment.