

Students' Representative Council

November 21, 2025 @ 6:00 pm

McCain 201B & MS Teams



1 Call to Order

2 Land Recognition

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

3 Attendance Roll Call

4 Approval of the Agenda

11/21/2025:SRC01 Motion

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

5 Society Ratification (D. Hazelton)

Supporting Document: Ratification Packages (attached)

11/21/2025:SRC04 Motion

Be it resolved that the MSVU Alpha Society be ratified till April 30, 2026.

11/21/2025:SRC05 Motion

Be it resolved that the Business and Tourism Society be ratified till April 30, 2026.

New Business

6 Fall By-Elections 2025 Report (J. Taylor)

7 SRC Appointments

Supporting Document: Applications (To be provided during the meeting)

8 Scheduling Next Meeting

9 Reports

9.1 Executives

9.2 Committees

9.3 Caucuses

10 Adjournment

11/21/2025:SRC0_ Motion

Be it resolved that the meeting be adjourned at ____ pm.

Constitution of the MSVU Alpha Society

Article I: Name of the Society

The official name of this society shall be the **MSVU Alpha Society** (hereinafter referred to as “Alpha”).

Article II: Purpose of the Society

The purpose of Alpha is to create a safe, judgment-free space where students can explore life, purpose, and faith through open conversation and community.

Alpha runs as a 16-week video and discussion series introducing and exploring the Christian faith.

Our objectives are:

1. To provide a welcoming environment where students from all backgrounds can engage in meaningful discussions about life and faith.
2. To encourage curiosity, empathy, and understanding between students of all beliefs.
3. To foster a supportive campus community built on friendship and respect.
4. To develop leadership opportunities for students interested in organizing, hosting, and facilitating discussions.

Alpha’s purpose and activities will not conflict with the MSVUSU’s mission and vision statements, and will not engage in negative or harmful conversion-focused activities.

Article III: Membership

3.1 Eligibility

Membership is open to all Mount Saint Vincent University students. Faculty, staff, and community members are welcome to participate as non-voting members.

3.2 Classification of Members

- **Regular Members** – current MSVU students who participate in Alpha meetings and events.
- **Non-Student Members** – faculty or community members who support Alpha’s mission but hold no voting privileges.

3.3 Membership Procedure

Interested students may join by attending any Alpha meeting or by expressing interest through email or social media. There are no membership fees or dues.

3.4 Rights of Members

- To attend and participate in all meetings and discussions.
 - To vote during elections (if a student member).
 - To be eligible for executive positions.
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Article IV: Executive Positions

4.1 Executive Officers

The Executive Team shall consist of:

- **President**
- **Vice President**
- **Secretary / Communications Officer**
- **Treasurer / Event Coordinator**

4.2 Duties of the Executive

- **President:** Oversees all operations, chairs meetings, acts as primary contact with the MSVUSU, and ensures activities align with the constitution.
- **Vice President:** Assists the President, coordinates volunteers, and assumes duties of the President when necessary.
- **Secretary / Communications Officer:** Manages correspondence and oversees promotional materials and social media.
- **Treasurer / Event Coordinator:** Oversees budgeting, event logistics, and ensures financial accountability.

4.3 Vacancy Procedure

If an executive member resigns or leaves during the year, a special meeting shall be held within two weeks to elect a replacement by majority vote.

4.4 Limitations

An individual may only serve as president of one (1) society and as an executive on a maximum of two (2) societies, as per MSVUSU policy.

Article V: Meetings

5.1 Regular Meetings

Alpha will meet weekly during the academic year (typically Mondays from 6:00–7:30 p.m.). Meetings include a shared meal, short video, discussion, and prayer.

5.2 General Meetings

Alpha will host a **Semi-Annual General Meeting (SAGM)** each Fall and an **Annual General Meeting (AGM)** each Winter.

- The SAGM shall review goals and plans for the year.
- The AGM shall review progress and elect new executives for the following year.

5.3 Special Meetings

May be called by the President or a majority of the executive team as needed.

5.4 Quorum and Voting

Quorum shall consist of 50% plus one of the executive team and at least three regular members.

A simple majority vote (50% + 1) is required to pass motions.

Article VI: Elections

6.1 Nomination Procedure

Nominations for executive positions will open at least two weeks prior to elections. Members may nominate themselves or others (with consent).

6.2 Election Process

Elections will be held at the Annual General Meeting (Winter semester). A simple majority vote of members present determines the winning candidate.

6.3 Vacant Positions

If a position remains unfilled after elections, it may be filled by appointment of the executive with majority approval of members.

Article VII: Impeachment

An executive member may be removed from their position if:

1. They fail to fulfill their duties or violate MSVUSU or MSVU policies.
2. A motion for impeachment is submitted and seconded by at least two members.
3. Two-thirds (2/3) of voting members present at a meeting vote in favor of removal.

Article VIII: Finances

8.1 Source of Funds

Funds may come from MSVUSU society grants, donations, or fundraising activities. No mandatory membership fees will be collected.

8.2 Signing Officers

Two signing officers shall be required for all financial transactions: the President and the Treasurer.

8.3 Fiscal Period

Alpha's fiscal year shall align with the MSVUSU's fiscal year (May 1 – April 30).

8.4 Financial Accountability

A financial report will be submitted at the end of each academic term if funds are received.

Any surplus funds will carry over to the next year; upon dissolution, all remaining funds will be properly distributed.

Article IX: Amendments

9.1 Amendment Procedure

Proposed amendments must be submitted in writing and discussed at a general meeting.

9.2 Voting Requirement

Amendments shall be adopted by a two-thirds (2/3) majority vote of present members.

A revised version will then be submitted to the MSVUSU Vice President Communications.

Article X: Miscellaneous

1. Alpha will comply with all MSVUSU constitutions, by-laws, and policies.
 2. The society's activities will not infringe on the rights or privileges of others.
 3. All executives must read and abide by the MSVU Harassment and Discrimination Policy and the MSVUSU Society Policy.
 4. At least one executive must attend Society 101 training.
 5. The names and contact information of all executives will be reported to the MSVUSU, with updates as needed.
 6. Alpha will maintain open communication with the MSVUSU Vice President Communications and comply with all event approval processes.
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Article XI: Dissolution

In the event of dissolution, all remaining funds shall be transferred to the MSVUSU Society Grants line. Any outstanding debts shall be paid before dissolution.

Signatures:

Rowyn MacLean, Co-Founder

Zoey Berry, Co-Founder



Business and Tourism Society

Official Constitution & Contracts

Academic Year: 2025-2026

Last revised: September 2025



Official 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.
 - All students shall be considered **voting members at large** once they attend a minimum of two meetings and contribute to a minimum of one scheduled event per semester, adhering to our objectives. Records of attendance are to be maintained by the VP of Administration.

Article IV: Membership Fees or Dues

1. There are no membership fees or dues.



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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

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.



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- 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 2 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 2 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.



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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.

Member at Large (General) (Up to 2 Member at Large Positions)

Students are eligible to be a members at Large if they are enrolled in A business or tourism program

- Serve as a member of the BTS executive on ad hoc initiatives as directed by the BTS Executive Committee.
- Each Member at Large will report to an Executive Member to aid the completion of tasks as directed.

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. An election for Executive Committee members shall take place during the week following the end of the examination session of the academic year (April).
2. The majority of all Executive Committee positions should be filled at this time.
3. Any Executive Committee positions unfilled shall be filled following the first September BTS meeting.



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4. All members of the BTS shall be informed of the date for the election of the Executive Committee members.
5. Executive Position eligibility:
 - Candidates MUST be available for the position for the full September to April academic year
 - Students who are on co-operative work terms off MSVU campus are not eligible to hold a position, unless special provision are approved by the Society. However, two co-operative students on co-operative work terms on opposite terms can share one position, provided that a clear succession plan is mapped out in their respective applications.
 - Students who take part in student exchange abroad are not eligible
 - Students who are graduating in the fall semester (December) are not eligible for executive positions
 - Eligibility for executive 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
6. Process for candidates to take part in elections: Students must submit a 500–750-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)
 - A written confirmation that they plan to physically attend at least 85% of the meetings
7. All applications will be considered and voted upon in a closed-door meeting by a committee made up of the incoming President, Vice-President, and a minimum of one BTS faculty advisor.
8. Each executive member and BTS faculty member shall cast one vote for each position during the elections.
9. The winner of the election shall be determined by acclamation or majority vote.
 - In the event of discordance, the faculty advisor will have final decision-making authority.
10. The selected candidates will be informed in writing before the start of the academic year, during the last week of August.
11. The newly elected Executive Committee will be publicly announced at the start of the academic year in September.



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Article VIII: Meetings

1. The BTS shall schedule a general meeting a minimum of 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.

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.



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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 a majority (fifty percent plus one) vote of the Executive Committee.
2. Proposed amendments must be submitted in writing.
3. The effectiveness of this constitution shall be reviewed and evaluated 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. Ideally, following the current President's departure from BTS, the Vice President shall assume the presidency.
3. Ideally, to assume the Vice President position, a student must have served in an executive role within the society for a minimum of one (1) year.
4. Ideally, to assume the President position, a student must have served as Vice President for at least one (1) year and have a minimum of two (2) years of total experience in an executive role within the society.



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5. 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.

2025-26 Business and Tourism Society Executive Committee

President

Karla Nasralla

Vice-President

Keith Gallie

VP Administration

Sherry Qi

VP Finance

Aakriti Lamichhane

Co-VP Marketing

Kya Blanch

Co-VP Marketing

Nathalie Alders

Co-VP Events

Emina Becirevic

Co-VP Events

Simranjeet Kaur

Faculty Advisors

Deanna Struthers - Professor

Sheri Landry - Professor

Maria Matthews – Business Department Chair

Business & Tourism Society Annual Event Summary (2024–2025)

Event 1: Pizza Social

Date: September 26, 2024

Time & Location: 11:00AM-1:00PM @ The Rook, MSVU

Type of Event: Networking

Organized by: BTS and MSVU Business Dept

Purpose & Objectives

To connect students to the Business & Tourism department faculty and the new Exec Members of the BTS.

Attendance

Target Audience: Students and Department Faculty

Number of Attendees: 98

Event 2: 50th Annual Learners & Leaders Conference

Date: Wednesday, October 30, 2024

Time & Location: 8:00AM-7:30PM @ Rosaria Multi-Purpose Room

Type of Event: Networking Conference

Organized by: BTS and MSVU Business Dept

Purpose & Objectives

To connect students to industry professionals to give them career guidance.

Attendance

Target Audience: Students and Local Businesses

Number of Attendees: ~250-350

Event 3: TEAM Dinner Gala and Auction

Date: November 5th, 2024

Time & Location: Rosaria Multi-Purpose Room

Type of Event: Fundraiser

Organized by: BTS and MSVU Business Dept

Purpose

To raise funds for the Business and Tourism Department and BTS.

Attendance

Target Audience: Local Businesses

Number of Attendees: ~150-200

Event 4: Gingerbread House Contest

Date: Wednesday, November 27

Time & Location: 7pm @ The Rook, MSVU

Type of Event: Networking/Social

Organized by: BTS

Purpose

To gather business students together to network and make friends in their program.

Attendance

Target Audience: Students

Number of Attendees: 15

Event 5: Winter Pizza Social

Date: January 16th, 2025

Time & Location: 11:00AM-1:00PM @ The Rook, MSVU

Type of Event: Networking

Organized by: Chartered Professionals of Human Resources NS (CPHR) and BTS

Purpose

To connect students to other business students and to network with local HR industry professionals

Attendance

Target Audience: Students

Number of Attendees: ~75

Event 6: Caritas Day Volunteer Group

Time & Location: January 29th, 2025 @ Seton

Type of Event: Volunteering

Organized by: MSVU and BTS

Purpose

encourage students to volunteer with the BTS and support the local community and school.

Attendance

Target Audience: Students and BTS Executives

Number of Attendees: 15

Event 7: 1st BTS Faculty Awards

Date: April 3rd, 2025

Time & Location: 4:30pm in McCain Atrium

Type of Event: Awards Ceremony

Organized by: BTS

Purpose & Objectives

To celebrate the hard work and dedication of business department faculty.

Attendance

Target Audience: Business Students and Dept Professors

Number of Attendees: 20

Condensed Minutes – Sept 25th Teams Meeting

In attendance:

President – Stefan Michaelson Zegarra

VP Administration – Warren Marchant

Co VP Events – Faviola Castro Donate

Co VP Events – Simranjeet Kaur

Co VP Events – Karla Nasralla

VP Finance – Abdul Kfouzi

VP Management / Co VP Marketing – Keith Gallie

Co VP Marketing – Victoria Foster

Faculty Advisor: Maria Matthews

Faculty Advisor: Deanna Struthers

Meeting chaired by Stefan Zegarra, called to order at 0800 on Sept 25th over Teams. Transcript and recording started.

Society and Advisor introductions; members made introductory remarks.

Major Points

1- Planning for Pizza Social.

Required attendance for B&TS photo, support positions to facilitate the event, and attendance sheets to verify attendees are B&T students and for follow on event notifications.

Actions: Photo time set for 1145. B&TS banner to be set up at 1030. B&TS members confirmed attendance.

2- Key to B&TS room missing; B&TS nametags to be located.

The key to S338 is missing. Replacing the key on short notice would be expensive and involve multiple parties' actions.

Action: Key located post-meeting. Sign out sheet to be instituted for tracking.

Name tags located, to be handed out at or around 1145 photo time.

3- Upcoming events

Staffing and planning requirements briefing touched on for upcoming Learners and Leaders on 30 Oct and TEAMS.

Action: To be finalized through upcoming official meeting within the next week.

Conference details posted to business and tourism department webpage.

No further points

Meeting adjourned.