

Students' Representative Council

July 4, 2025 @ 7:15 pm

McCain & 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

07/04/2025:SRC01 Motion

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

5 Approval of Minutes

Supporting Documents: Draft Minutes (attached)

07/04/2025:SRC02 Motion

Be it resolved that the minutes for the SRC meeting on 06/16/2025 be adopted as distributed/amended.

Old Business

6 Service Supervision (S. Zegarra)

New Business

7 Society Ratification (D. Hazelton)

Supporting Document: Ratification Packages (attached)

07/04/2025:SRC03 Motion

Be it resolved that the MSVU Women and Gender Studies Society be ratified till April 30, 2026.

07/04/2025:SRC04 Motion

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

8 Fall By-Elections 2025

07/04/2025:SRC05 Motion

Be it resolved that the schedule for Fall By-Elections 2025 shall be as outlined below:

August 18 to September 7 - Advertisement Period

September 8 to September 22 - Nomination Period

September 23 to October 7 - Campaign Period

October 8, 9, 10 - Voting Days

9 General Elections 2026

07/04/2025:SRC06 Motion

Be it resolved that the schedule for General Elections 2026 shall be as outlined below:

January 12 to February 22 - Advertisement Period

February 23 to March 9 - Nomination Period

March 10 to March 30 - Campaign Period

March 31, April 1 and 2 - Voting Days

10 Semi Annual General Meeting 2025 & Annual General Meeting 2026

Meeting	Proposed Dates	Proposed Times	Proposed Location
SAGM	Any day during last week of November and first week of December	Near 5:30 pm	Rosaria 401
AGM	April 7, 8 or 9	Near 5:30 pm	Rosaria 401

11 Reports

11.1 Executives

Supporting Document: Report from Vice President Communications (attached)

11.2 Committees

11.3 Caucuses

12 SRC Appointment

Supporting Documents: Application (to be provided during the meeting)

13 Adjournment

07/04/2025:SRC0_ Motion

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

Students' Representative Council

June 16, 2025 @ 7:15 pm
McCain 201B & MS Teams



1 Call to Order

At 7:16 pm.

2 Land Recognition

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

3 Attendance Roll Call

Attendees: Sara Zegarra, President; Orinari Francis Wokoma, Vice President Research and Graduate Affairs; Diana Hazelton, Vice President Communications; Grace MacInnis, Vice President Student Life; Devora Goldberg, Board of Governors Representative; Juliana Fanning, Gender Advocacy Representative; Nguyen Mai Thao Le, International Representative; Nguyen Mai Thanh Le, Residence Representative; Koen Schlieff, Professional Studies Representative; Mika Paul, Transfer Representative; Amanda Myers, Accessibility Representative; Breanne Phee, BIPOC Representative; Hanh Dinh, Mature Representative; Nola Sam, Chief Financial Officer; Carolyn Lewis, Strategic Operations Manager

Regrets: Meghna Minocha, Vice President Advocacy & Undergraduate Student Affairs

Absent: Armaan Kush, First Year Representative; Stacie Smith; Education Representative; Jessica Ryuzki, Science Representative

4 Approval of the Agenda

06/16/2025:SRC01 Motion

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

Professional Studies Representative/Vice President Communications

Carried Unanimously

5 Approval of Minutes

Supporting Documents: Draft Minutes (attached)

06/16/2025:SRC02 Motion

Be it resolved that the minutes for the SRC meeting on 05/30/2025 be adopted as distributed.

Vice President Student Life/Professional Studies Representative

Carried Unanimously

New Business

6 Society Ratification (D. Hazelton)

Supporting Document: Ratification Package (to be provided during the meeting)

06/16/2025:SRC03 Motion

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

Vice President Communications/Vice President Student Life

Carried Unanimously

7 Fall Orientation 2025 (G. MacInnis)

Item for discussion and feedback.

8 SRC Office Hours (S. Zegarra)

Item for discussion.

9 Service Supervision (S. Zegarra)

Item for discussion. Decision was deferred to the next meeting.

10 Rescheduling SRC on September 12 (G. MacInnis)

The SRC meeting scheduled for September 12, 2025, will be converted to a pro forma session. There will be a council meeting scheduled for September 19, 2025, at 6 pm.

11 Reports

11.1 Executives

Reports were presented by Vice President Communications, Vice President Student Life, Vice President Research and Graduate Affairs and the President.

11.2 Committees

The MSVU Committee on Academic and Policy Planning (CAPP) has accepted the recommendation for an earlier reading week.

12 Adjournment

06/16/2025:SRC04 Motion

Be it resolved that the meeting be adjourned at 9:03 pm.



**Mount Saint Vincent University
Women & Gender Studies Society
Constitution
April 2025**

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 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 are eligible to become active 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 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 by-election 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.

3. 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.

4. Active members may nominate themselves or another active member to be a candidate for a position on the Executive Council.
5. The winner of the election shall be determined by a majority vote.
6. 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 by-election 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	

**2024-2025
Women & Gender Studies Society
Events Overview**

1. Movie Night
 - October 17, 2024
 - Roughly 15 attendees
 - Watched *Jennifer's Body*
2. USA Presidential Election Watch Party
 - November 5, 2024
 - Collaborative event with PEPS Society
 - Watched the election results unfold
3. Semi-Annual General Meeting
 - November 26, 2024
 - Discussed events from the Fall 2024 semester
 - Discussed projected events in the Winter 2025 semester
4. Take Back the Night March
 - November 27, 2024
 - The event was hosted by Dalhousie Students' Union; WSS execs helped promote and run the event
 - We conducted a marching protest of sexual and gender-based violence in downtown Halifax
5. Consciousness-raising
 - March 13, 2025
 - To raise awareness of and to provide a safe space for students to speak openly about women's issues
6. Consent Activism on Canadian University Campuses
 - March 26, 2025
 - Featured a panel discussion with the editors and contributors of the anthology *this Wasn't on the Syllabus*
 - Approx. 20 attendees
7. General Annual Meeting
 - April 1, 2025
 - Reviewed events from 2024-2025 academic year
 - Discussed financial standing
 - Executive nominees had an opportunity to express why they would like to be an executive member
 - Voting for new executive members took place

Agenda:

Date: April 1, 2025
Time: 5pm
Location: McCain 106

Items:

1. Welcome, Land Acknowledgement, Role Call
 - a. Present:
 2. Review of events from this year (2024-2025)
 3. Financial Review
 4. Updated Constitution
 5. Open Exec Positions & Voting
-

Minutes:

Date: April 1, 2025	Present: August Duquette, <i>Co-President</i> Sam le Nobel, <i>Co-President</i> Aerin Kennedy, <i>Member & Nominee</i> Olivia Brown, <i>Member & Nominee</i>
Time: 5pm	
Location: McCain 105	

Item	Topic & Discussion	Action by	Check-in Date / Date to Complete by
1	Welcome, Land Acknowledgement, Role Call August Duquette, Co-President, They/Them Sam le Nobel, Co-President, She/They Aerin Kennedy, Nominee for Communications Coordinator, Any Pronouns Olivia Brown, Nominee for Events Coordinator, She/Her		
2	Review of events from this year (2024-2025) • Thanks given for support from students • Halloween Movie Night (Oct 2024) ○ ~15 people showed up. • Presidential Election Watch Party ○ Collab with PEPS		

	• Take Back the Night March • SAGM ○ 1 attendee • Consciousness Raising Meeting ○ Decent turnout; successful event • Consent Activism AMI Event ○ Worked with AMI ○ “This Wasn’t on the Syllabus” authors panel • Questions on events? ○ None asked.		
3	• Financial Review ○ Societies need to apply to SU for funding. ▪ We did it as needed, resulting in lag time for processes. ▪ Going forward, we will be mindful. ○ Women’s Studies Department directly fund a majority (posters, food, marketing) ○ Private funding ▪ A member’s parent had bought snacks for the Halloween movie night.		

	○ \$250 money awarded from SU for the AMI event food. Due to lag time, the Women's Studies Department did pay \$250 as well. We have roughly \$190 at the moment. ▪ Bought Cashbox, snacks for consciousness raising event, promotional posters ▪ Money currently partially held up due to constraints with AMI due to event, resulting in us needing to pay for travel fees. ○ AGM Timbits not financed by the society. ▪ Sam purchased them		
4	● Updated Constitution ○ Went over changes to the constitution. ○ Shared with present members. ○ Not yet sent for ratification. ○ Left open for comments at any time.		

5	• Voting took place at 5:30 • Nominees were told that the position of Treasurer was still open. • Voting will <i>not</i> take place in person, by end of day. ○ August is being tasked to make a post. • Question from O. Brown regarding Treasurer capabilities. ○ Potential interest.	August	End of April 1st
6	Procedures (What to Expect) • Executives expected to build procedures to onboard.		



FINANCIAL MANAGEMENT SOCIETY (MSVU-FMS)

OFFICIAL CONSTITUTION & CONTRACTS

ACADEMIC YEAR: 2024-2025

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Official Financial Management Society Constitution

Article I: Name

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

Article II: Objectives

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

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

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

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

Article III: Membership

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

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

Article IV: Membership Fees or Dues

1.0 There are no membership fees or dues

Article V: Executive Officers

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

2.0 The Executive committee shall consist of the following positions:

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

Non-Executive Positions:

- Faculty Advisor (non-elected person)

- Member at Large (General)

Article VI: Duties of the Members

President (CEO)

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

Treasurer (CFO)

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

Vice President of Operations (COO)

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

Vice President of Education (CIO)

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

Vice President of Administration (CAO)

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

Vice President of Marketing (CMO)

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

Faculty Advisor (Non-elected person)

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

Member at Large (General)

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

Article VII: Elections

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

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

Article VIII: Meetings

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

Article IX: Events

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

Article X: Duration of Terms and Impeachment of Officers

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

Article XI: Finance and Audit

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

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

Article XII: Property

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

Article XIII: Constitution Amendment

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

Article XIV: Succession Planning

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

TO: MSVUSU SRC
FROM: VP of Communications
SUBJECT: Bi-Weekly Performance Report
DATE: June 26th, 2025

PLANNED PROGRAMS/PROJECTS FOR THE MONTH UNDER REVIEW

S/N	TASK	OUTCOME	UPDATE	WAY FORWARD
1.	Society Ratification	Four ratified societies, four more in-progress	Key highlights: Ongoing	
2.	A Taste of Home - comms	MSVU community outreach, social media promotion, newsletter promotion, etc.	Key highlights: Ongoing, but good reception thus far.	
3.	Society and Volunteer Fair	MSVUSU will be represented at the fair on Sept 4 th .		Reach out to managers/ reps/ staff to ask how they'd like to be represented at the fair
4.	Newsletter	Weekly newsletter		Always looking for submissions!
5.	Office of Student Experience collaboration	Meetings with Nhu, MSVUSU submissions for the OSE newsletter	Starting August, the MSVUSU will be highlighted in the OSE newsletter, detailing all of our services and resources!	