



CONSTITUTION OF THE  
ONTARIO TECH UNIVERSITY  
GRADUATE STUDENT SOCIETY  
  
(GRAD STUDENT SOCIETY)

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## **Mission Statement**

*“We, the Ontario Tech Graduate Student Society, shall represent the School of Graduate & Post-Doctoral Studies (SGPS) and its’ students in a positive manner. We will work to create memorable experiences for every graduate student through our academic, professional, and social initiatives each academic year. We will advocate to make a difference for our community, through respect and unity, and we will foster growth for our community through diverse and inclusive relationships.”*

## **Grad Student Society Vision**

- Our vision is to represent all graduate students across all Faculties, under the SGPS, providing the best experiences
  - Pertaining to Graduate and Post-Doctoral studies in the following Faculties: Business & IT, Health Sciences, Science, Engineering, Social Science & Humanities and Education

## **Grad Student Society Values**

- To work as student leaders for the student body within the School of Graduate and Post-Doctoral Studies (SGPS)
- To instill unity among all graduate programs, while building collaborative, diverse and inclusive relationships
- To advocate and make a difference within the School of Graduate & Post-Doctoral Studies
- To be the primary liaison to external organizations and members of external organizations for professional and collaborative networking
- To work collaboratively with the members of the OTSU and SGPS administration
- To plan, promote and implement social, professional, and academic initiatives throughout each academic year to support and cater the needs of students within the SGPS



## PART 1: DEFINITIONS

- **Society** – the Graduate Student Society (Graduate Student Society); the Society whose membership consists of the Society Executive Members
- **Constitution** – the Constitution of the Society which governs the affairs thereof
- **Executive** – pertaining to an Executive Member of the Society
- **Ordinary Member** – pertaining to a general member of the Graduate Student Society within the School of Graduate and Post-Doctoral Studies
- **University** – Ontario Tech University (Ontario Tech), formerly University of Ontario Institute of Technology
- **School of Graduate & Post-Doctoral Studies (SGPS)** – referring to the Ontario Tech University School of Graduate and Post-Doctoral Studies
- **OTSU** – referring to the Ontario Tech Student Union
- **Good Academic Standing** – indication that an elected member of the Society is not on academic probation, as determined by the School of Graduate and Post-Doctoral Studies
- **Term of Office** – pertaining to the term for which Executive Members of the Society begin (May 1<sup>st</sup>) and end (April 30<sup>th</sup>) their term as said Executive



## **PART 2: THE SOCIETY & EXECUTIVE MEMBERS OF THE SOCIETY**

**2.01:** The name of the Society shall be known as the Ontario Tech University Graduate Student Society, also abbreviated as Grad Student Soc.

**2.02:** The Executives of the Society will consist of 7 **Executive Members**

1. The President
2. The Vice President General
3. The Vice President of Internal Affairs
4. The Vice President of External Affairs
5. The Advocacy Coordinator
6. The Vice President of Finances
7. The Vice President of Marketing

**2.02.01** – The President, Vice President General, Vice President of Internal Affairs, Vice President of External Affairs, Advocacy Coordinator, Vice President of Finances and Vice President of Marketing shall be elected by graduate student members under SGPS at Ontario Tech separately, during the same election period. The campaign and election processes shall take place in accordance with the OTSU's guidelines regarding Society Elections.

**2.02.02** – All candidates for the above 7 Executive Member positions must be in good academic standing and must be enrolled in full-time studies, in a graduate or post-doctoral program, under SGPS.



**2.02.03** – Should any of the above 7 Executive Member positions be run by a single individual during the election period, of whom has obtained the necessary number of nominations, the individual would have acclaimed the position and is no longer required to run during the formal election period.

**2.02.04** – Should a position remain vacant upon completion of the election period; the Society will conduct a formal hiring process that will be open to all student members within SGPS

**2.02.05** – A vote of no confidence will be in place during the Society election period

**2.02.06** – Should the position of President become vacant, the Vice President shall fill this position immediately. Should both the President and Vice President positions become vacant, an OTSU by-election will be held to fill that position. No more than 20 days of class shall pass before the new President and Vice President begin their term of office.

**2.02.07** – Should all 7 of the Society Executive Member positions remain vacant, they shall be filled in accordance with the OTSU Nomination and Election Policy. All active General Members will be notified and will then have the opportunity to submit their name and other necessary documentation for consideration. No more than 20 days of class shall pass before at least 4 of the 7 Executive Member Positions are filled to meet quorum and to take office.



**2.03: Duties of the Society Executive Members:** It is the responsibility of **ALL** Executive Members to adhere to the following values:

1. To give the utmost respect to all executive members as well as general members
2. To take initiative by giving your time and energy into making this society a success
3. To commit and dedicate yourself to being an active participant and co-executive at all events/meetings hosted by the society
4. To communicate consistently and regularly with the executive team and be up to date with all projects and events
5. To be creative and innovative as the society is looking for more unique ways to engage with the students under SGPS
6. To represent the society in a positive manner both in-person and on social media platforms
7. To fulfill the tasks and responsibilities specific to the executive role
8. To adhere to deadlines and if not able to, must notify the team well in advance

The following subsections define all Executive Member duties in detail:

**2.03.01 – President:** The duties of the President include but are not limited to the following:

- To be the spokesperson for the Society and serve as the official and primary liaison with all members within SPGS (i.e., professors, staff, and students), the OTSU, other University Faculties, and other internal and external members
- To supervise and lead other Society Executive Members
- To be the primary liaison with the Member Engagement Coordinator in the OTSU



- To schedule, plan and provide notice for all Executive Member Assembly meetings
- To host all Executive Assembly meetings
- To attend any SGPS meetings
- To attend monthly meetings (as needed) with each Faculty graduate program coordinator to bring student advocacy concerns to their attention
- To attend all OTSU Society Presidents' Council meetings as hosted by the OTSU VP Student Life
- Maintain contact with the OTSU Grad Studies Director monthly

**2.03.02 - Vice President General:** The duties of the Vice President include but are not limited to the following:

- To act in position as President if the current one is absent
- To assist the President in their role as stipulated above when required
- To establish and maintain consistent and professional communication with all executives and general members outside of meetings and provide necessary support
- To record attendance and notes of all Executive Members at Assembly meetings and events
- To comply with the Student Union policies and bylaws
- To commit and dedicate themselves to being an active participant and co-host alongside the President
- To attend any SGPS meetings
- To attend monthly meetings (as needed) with each Faculty graduate program coordinator to bring student advocacy concerns to their attention





**2.03.03 – The Vice President of Internal Affairs:** The duties of the Vice President of Internal Affairs include but are not limited to the following:

- To act as a member of whom students may address regarding previous, current, or upcoming Society events
- To oversee the organization of all internal Grad Student Society professional, and social activities and initiatives (i.e., initiatives including any members of Ontario Tech)
- To initiate new professional and social events that are held by the Society
- To promote all professional and social events held by the Society
- To assist in organizing the Society's displays during all events
- Be a signing officer

**2.03.03 – The Vice President of External Affairs:** The duties of the Vice President of External Affairs include but are not limited to the following:

- To act as a member of whom students may address regarding previous, current, or upcoming Society events
- To oversee the organization of all external Grad Student Society professional, and social activities and initiatives (i.e., events related to external guests, sponsors or external institutions)
- To initiate new professional and social events that are held by the Society
- To promote all professional and social events held by the Society
- To assist in organizing the Society's displays during all events
- Be a signing officer



**2.03.04 – The Advocacy Coordinator:** The duties of the Advocacy Coordinator include but are not limited to the following:

- To maintain an on-going collaboration with each Faculty graduate program coordinator, staff, and students
- To collaborate and initiate academic-related events that cater to students
- To be aware of and discuss accreditation and tuition issues, course, and program changes
- To act as a spokesperson for Graduate students to address their academically related issues (i.e., academic appeals); with the intent of communicating this with the President
- To establish external connections with professionals that can be beneficial for current graduate and post-doctoral students
- To work collaboratively with the Internal and External Vice Presidents
- Be a signing officer

**2.03.05 – The Vice President of Marketing:** The duties of the Vice President of Marketing include but are not limited to the following:

- To obtain a strong social media presence of the Society through Instagram and any other form of media by posting regularly
- To maintain the Society's social media by responding to messages and forwarding urgent ones to the President
- To prepare posters, information cards and other advertising material to publicize and advertise events and/or initiatives of the Ontario Tech Grad Student Society
- To adhere to all marketing and print communication standards outlined by the Student Union
- To check for posters that need to be taken down or put up
- Be a signing officer



**2.03.06 – The Vice President of Finance:** The duties of the Vice President of Finance include but are not limited to the following:

- To maintain accounts of all expenditures, revenue and other transactions incurred within the Society
- To be responsible for preparing and operating the budget for each event
- To coordinate the completion of any forms for financial transactions
- To ensure all financial documentation and forms are submitted to the Student Union in a timely fashion with approval from the President or their assigned designate
- To assist the President and Vice President to ensure the financial success of the Society while remaining fiscally responsible
- To share a joint responsibility with the VPs of Internal and External Affairs in successfully planning and executing all fundraising initiatives (when incurred)

#### **2.04: Grad Student Society Directors**

Directors of the Graduate Student Society will be members of the society who are not known as Executives but rather as a non-voting, non-signing Ordinary Member. Directors are not mandatory positions that must be filled but rather open positions if Ordinary Members are looking to get involved within the Society or shadow current Executives.

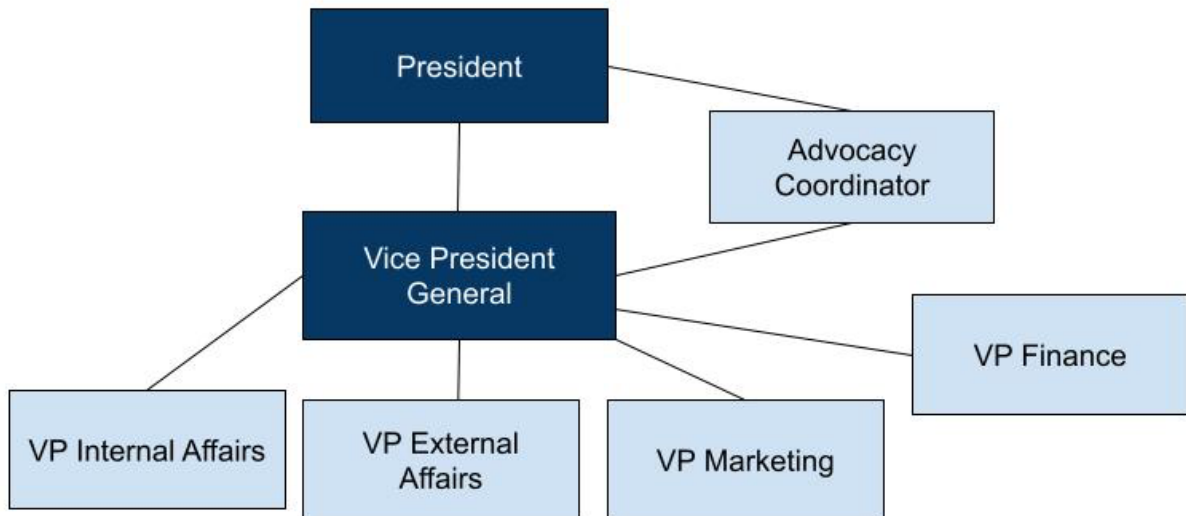
The responsibilities of any Grad Student Society Directors include but are not limited to the following:

- Maintaining contact with the Society Vice President General throughout their term in Office
- Represent the Grad Student Society in a positive manner
- Assist with all Grad Student Society social, professional, and academic events



- Foster an ongoing relationship with all students, Faculty and Staff in the SGPS
- Uphold their title of Director to assist any or all Executive Members throughout their Terms in Office

## 2.05: Graduate Student Society Organizational Chart



**2.06: Becoming an Executive:** In order for an Ordinary Member to become an Executive Member, they must first be considered a General Member of the Society.

- General Members must attend a list of events. Such list of events is amended annually.

## PART 3: MEMBERSHIP REQUIREMENTS

**3.01:** The Members of the Society shall be classified as ordinary members

- Ordinary members of the Society shall be known as students who are enrolled in at least 1 course to be considered part time status and at least 3 courses to be considered full time status.



**3.02:** The rights and privileges of Ordinary Members of the Society shall include the following:

- To vote in all Society elections and referenda
- To attend meetings of the Society
- To attend and actively participate in any Grad Student Society events or programming, subject to restrictions of the particular event or programming

**3.02.01** – Members shall have the right to resign by submitting written resignation to the Executives for approval. In the case of resignation, the member shall be held liable for any amount payable by them to the Society prior to their acceptance of resignation.

#### **PART 4: GENERAL ELECTIONS & PROCEDURES**

**4.01:** A two-day election for the following positions shall be held by ballot at the midpoint of the Winter Semester, to correspond with the Ontario Tech Student Union Election & Nomination Policy when possible:

- The President
- The Vice President General
- The Vice President of Internal Affairs
- The Vice President of External Affairs
- The Advocacy Coordinator
- The Vice President of Marketing
- The Vice President of Finance

**4.01.01** – Each Ordinary Member may cast **one** vote for **one** candidate in each of the positions contested



**4.01.02** – No person shall run for a position that prolongs the duration of their graduate studies

**4.01.03** – All campaigns for general elections shall occur in accordance with the Nomination & Election Policy outlined by the OTSU

**4.01.04** – Should a person running for a position already be in office, they must adhere to taking a leave of absence from their current Executive Membership to run for another position.

## **4.02: Referenda**

**4.02.01** – A referendum to consult full membership of the Society with account to Society affairs must be called by the President of the Society and a one-third majority vote of the Assembly

- Upon receipt, by the President, of a petition in writing of not less than five percent of the full membership of the Society. The Vice President General shall verify the validity of the petition and of each signature and shall report to the Assembly members thereon.

**4.02.02** – A motion as stated in a referendum is passed with an affirmative vote of at least half plus one of the total ballots cast and subject to below:

- The results of the referendum shall be binding on the Society, provided that no less than five percent of the members of the Society cast ballots therein



## **PART 5: MEMBERSHIP TO THE ASSEMBLY**

**5.01** – All Executive Members of the Graduate Student Society shall be voting members of the Society.

### **5.02 – Terms of Reference of the Assembly**

**5.02.01** – The Assembly is responsible for the ultimate decision making of all policies and political affairs of the Society. As such, the Assembly holds the power to amend and/or terminate any policies and to handle any reports, recommendations and/or conclusions of any groups, committees, and organizations of the Society

**5.02.02** – The Assembly holds power to debate and discuss any reports or recommendations and conclusions, motions presented by the Assembly or the student body at large, policy decisions and approving budgets and duties outlined to be carried out in the interest of the student body and its best interest

**5.02.03** – The decisions of the Assembly shall be binding on the members of the Society

### **5.03 – Assembly Meetings & Quorum**

**5.03.01** – The Assembly shall meet on a bi-weekly basis during the course of the academic year, from September to April



**5.03.02** – Working groups of the Grad Student Society will consist of two groups:

- The President, Vice President General, VP Internal Affairs, VP External Affairs and Advocacy Coordinator
- The President, Vice President General, VP of Marketing and VP of Finance

**5.03.03** – Records of minutes of all meetings will be kept and maintained by the Vice President General

**5.03.04** – Quorum at an Assembly meeting is required to pass any motion brought forward to the Assembly. Quorum shall be half of all voting members plus one. If this value is not a whole number, the next highest whole number shall constitute quorum.

- For a complete Assembly of 7 Executive Members, quorum shall be maintained at 4 Members plus one for a total of **5 Members**.

**5.03.05** – If quorum is not maintained, the meeting shall be adjourned, attendance shall be taken and the date and time must be recorded in the meeting minutes.

**5.03.06** – Motions of the meetings of the Assembly shall be decided by a majority of votes, with each Member of the Assembly entitled to one vote.

## **PART 6: BUDGETS**

**6.01** – A Society budget shall be prepared by the VP of Finance, outlining the budget for the Society based on the fiscal year commencing May 1<sup>st</sup> to April 30<sup>th</sup> annually.





**6.02** – The Society budget shall include any fiscal matters as operated by the Executives and the Society

**6.03** – A financial statement shall be produced by the VP of Finance upon each transaction from the Society budget

#### **6.04 – Fiscal Accountability**

**6.04.01** – The VP of Finance shall prepare and present mid-year and end-of-year financial reports, to be reviewed by the President and Vice President General

**6.04.02** – Should a financial conflict arise, an internal Finance Committee consisting of the President, Vice President General and VP of Finance shall be created to review and examine all financial expenses recorded

**6.04.03** – All final financial statements shall be kept on file with the VP of Finance and transitioned

**6.04.04** – The VP of Finance **must** be a signing officer on **all** finance forms throughout the fiscal year, alongside one other Executive Member of the Grad Student Society, preferably the President or Vice President General.

#### **PART 7: OTHER POLICIES PREVAIL**

**7.1**– No part of this constitution shall contradict or replace any provision or policy established by the Campus Clubs and Society Policy, Campus Clubs and Society Procedure, Campus Club and Society Financial Procedure, or any other policy, procedure, or financial control of the OTSU. Any provision of this Constitution



that is found to contradict with such policies or provisions is invalid.

## **PART 8: AMMENDMENTS TO THIS CONSTITUTION**

**8.1** – The Executive Members may propose amendments

- Any amendments must be approved by the Board of Directors and then submitted for approval by the OTSU Member Engagement Coordinator, upon which they come into effect.
- Ordinary Members may propose amendments at the Annual General Meeting