# **Bylaw 4 - Officers**

1. Board of Directors

* 1. The President, Vice-President (Administration), Vice-President (Education), and Vice-President (Finance) shall be equal voting members of, and collectively comprise, the Board of Directors for the McMaster Students Union Incorporated;
	2. The Incoming President shall:
		1. Begin job shadowing the outgoing President upon certification of the election results of the CRO;
		2. Receive remuneration equal to the current salary of one week in office, less benefits.
	3. The Incoming Vice-Presidents shall:
		1. Begin job shadowing the respective outgoing Vice-President effective immediately after successful election;
		2. Receive remuneration equal to the current salary of one week in office, less benefits.
	4. The President, Vice-President (Administration), Vice-President (Education), and Vice-President (Finance), as the Board of Directors of the Corporation, shall:
		1. Hold or delegate signing authority for the Corporation;
		2. Negotiate and renew contracts of the Corporation;
		3. Re-evaluate the auditing firm every three (3) years;
		4. Share the responsibilities for all matters relating to Full-Time Personnel in accordance with the MSU’s Regular Staff Member’s Employment Policy and job descriptions;
		5. Report at least twice annually to the full members of the Corporation with respect to business according to the following parameters:
			1. The Chief Executive Officer shall deliver a written report outlining Executive and Board decisions and activities including, but not limited to, signed contracts, new employees hired, and negotiations concluded and in progress;
			2. The Chief Financial Officer shall deliver a written report outlining the financial position of the Corporation including, but not limited to, the Operating Fund, the Capital Growth Fund, and the Health Plan Fund.
		6. Not enter into exclusivity contracts of a value greater than $25,000.00, or a duration exceeding two (2) years without the approval of the full members of the Corporation;
		7. Consult the Corporate lawyers and authorize them to be consulted;
		8. Hold office from May 1 to April 30;
		9. Provide an adequate transition report for their successors consisting of, but not limited to:
			1. Year Plan;
			2. Month-by-Month summary;
			3. Important dates, deadlines, and bylaw or operating policy requirements;
			4. Portfolio specific items;
			5. Human Resources information;
			6. Project descriptions, evaluations, and status reports;
			7. Documents and items produced;
			8. Issue briefings;
			9. Event summaries and evaluations;
			10. Suggestions;
			11. Contacts;
			12. Expenditure report;
			13. Other, as deemed appropriate.
		10. Submit the transition report to the incoming Board of Directors members by May 15;
		11. Submit the transition report, less confidential or Board of Directors information, to the Executive Board by May 15;
		12. Receive remuneration equal to the current salary of two weeks in office, less benefits, upon confirmation by the incoming Executive Board that the report meets the requirements listed in section 1.4.9.

# 2. President

* 1. The President shall:
		1. Be elected annually by the MSU membership according to procedures set out in the MSU Constitution and **Bylaw 7 – Elections;**
		2. Sign an employment agreement, deemed official when signed by the Speaker;
		3. Hold office from May 1 to April 30;
		4. Receive remuneration according to **Bylaw 4/A – Executive Remuneration;**
		5. Carry a course load of not more than three (3) units per academic term, course load restrictions may be waived by a two-thirds majority vote of the SRA;
		6. Serve as the Chief Executive Officer and Chief Spokesperson for the McMaster Students Union;
		7. Compile and deliver a State of the Union address to the membership of the MSU annually that consists of, but is not limited to:
			1. Overview of the organization;
			2. Goals of the organization;
			3. Next steps for the organization;
			4. Breakdown of the MSU Operating Budget;
			5. New employees hired;
			6. List of all personnel.
		8. Be a voting member of the SRA and the Executive Board, and an official observer of all other MSU committees including the First Year Council;
		9. Chair the Executive Board, and Board of Directors;
		10. Be Chair of the Presidents Council;
		11. Issue notice of meetings, and accept items for the agenda for Boards and Committees that the President chairs;
		12. Represent the MSU to the University Administration, Hamilton community and local, provincial, and national governments and organizations;
		13. Participate in their initial transition and prepare adequate transition for their successor as per section 1.4.9 of this bylaw.

# 3. Vice-President (Administration)

* 1. The Vice-President (Administration) shall:
		1. Be elected by the SRA from the membership of the MSU;
			1. Individuals who are not MSU members at the time of election will be eligible to run for this position in accordance with **Bylaw 7 – Elections**, section 4.1.2.
		2. Sign an employment agreement, deemed official when signed by the Speaker;
		3. Hold office from May 1 to April 30;
		4. Receive remuneration according to **Bylaw 4/A– Executive Remuneration;**
		5. Carry a course load of not more than three (3) units per academic term, course load restrictions may be waived by a two-thirds majority vote of the SRA;
		6. Be a voting member of the SRA and the Executive Board, and an official observer of all other MSU committees;
		7. Direct the administration of MSU services;
		8. Coordinate and chair meetings of MSU Part-Time Managers;
		9. Act as a liaison between the SRA, the Executive Board, and Part-Time Managers;
		10. Ensure that part-time manager positions are advertised by January 15, and as required throughout the academic year;
		11. Ensure adequate training for Part-Time Managers and Associate Vice-Presidents;
		12. Participate in their initial transition and prepare an adequate transition for their successor as per section 1.4.9 of this bylaw.
	2. The Vice-President (Administration) shall serve as the First Vice-President of the MSU, and to that end shall:
		1. In the absence of the President, fulfill the duties of the President;
		2. In the event of the resignation of the President, fulfill succession responsibilities as described in the MSU Constitution;
		3. Hold the office of Corporate Vice-President;
		4. Be Vice-Chair of the Executive Board and Board of Directors;
		5. Be Deputy Speaker of the SRA.

# 4. Vice-President (Education)

* 1. The Vice-President (Education) shall:
		1. Be elected by the SRA from the membership of the MSU;
			1. Individuals who are not MSU members at the time of election will be eligible to run for this position in accordance with **Bylaw 7 – Elections**, section 4.1.2.
		2. Sign an employment agreement, deemed official when signed by Speaker;
		3. Hold office from May 1 to April 30;
		4. Receive remuneration according to **Bylaw 4/A – Executive Remuneration;**
		5. Carry a course load of not more than three (3) units per academic term, course load restrictions may be waived by a two-thirds majority vote of the SRA;
		6. Be a voting member of the SRA and the Executive Board, and an official observer of all other MSU committees;
		7. Chair the Academic Affairs Council;
		8. Oversee MSU relations with the Ontario Undergraduate Student Alliance (OUSA), the Canadian Alliance of Student Associations (CASA), and other external organizations that the Assembly deems appropriate;
		9. Be responsible for the development of political policies;
		10. Be responsible for the creation and implementation of academic and external lobbying strategies;
		11. Participate in their initial transition and prepare an adequate transition for their successor as per section 1.4.9 of this bylaw.

# 5. Vice-President (Finance)

* 1. The Vice-President (Finance) shall:
		1. Be elected by the SRA from the membership of the MSU;
			1. Individuals who are not MSU members at the time of election will be eligible to run for this position in accordance with Bylaw 10 – Elections, section 4.1.2.
		2. Sign an employment agreement, deemed official when signed by the Speaker;
		3. Hold office from May 1 to April 30;
		4. Receive remuneration according to **Bylaw 4/A – Executive Remuneration;**
		5. Carry a course load of not more than three (3) units per academic term, course load restrictions may be waived by a two-thirds majority vote of the SRA;
		6. Serve as the Chief Financial Officer of the MSU and hold the office of the Corporate Treasurer;
		7. Be a voting member of the SRA and the Executive Board, and an official observer of all other MSU committees;
		8. Chair the Silhouette Board of Publication;
		9. Under the direction of the SRA, maintain the books of account of the MSU;
		10. Present financial statements for all MSU organizations as requested by the Executive Board and supply actual account balances or budget balances to the SRA, given five (5) business days notice and the availability of the information;
		11. Prepare for approval and administer the preliminary and annual budgets and the budget review of the MSU;
		12. Have the financial records of the clubs audited;
		13. Be responsible for reviewing the work of the Accounting Department;
		14. Update the Accounting Procedures Manual and ensure that it is being followed;
		15. Act as the custodian of MSU funds, have the right to suspend budgets (except those of the President and Vice-Presidents) until the next SRA meeting, have the right to suspend signing authority (except those of the President and Vice-Presidents) until the next Executive Board meeting for Part-Time Staff or the next Board of Directors meeting for Full-Time staff; such meetings are to be held within three (3) business days of suspension;
		16. Establish, with the aid of the Clubs Administrator, criteria for clubs grants based on the constitutional goals of the clubs and the MSU;
		17. Participate in their initial transition and prepare an adequate transition for their successor as per section 1.4.9 of this bylaw.

# 6. Speaker

* 1. The Speaker shall:
		1. Be elected annually from within the MSU membership by a two-thirds majority vote of the SRA present;
		2. Hold office from May 1 to April 30;
		3. Receive remuneration according to **Employment Policy – Employment Wages;**
		4. Chair the Electoral Appeal Board;
		5. Be a member of the Honour M Committee, the Rudy Heinzl Committee, and the MSU Merit Scholarship Committee, who calls the Committee’s first meeting and is responsible for advertising the opening of nominations;
		6. Educate and advise the SRA about Assembly Procedures;
		7. Preside over meetings of the SRA and meetings of the General Assembly, ensuring that the meetings run smoothly according to constitutional procedures in a fair and impartial manner;
		8. Review the agenda and motion sheet for Assembly meetings to ensure adherence to Assembly procedures;
		9. Be responsible for correspondence with SRA members relating to their attendance at Assembly meetings as it relates to absenteeism;
		10. Uphold and interpret the MSU Constitution, bylaws, and policies;
		11. Receive the constitutions of all clubs seeking MSU recognition and verify, in consultation with the Clubs Administrator, that all applications satisfy the MSU Constitution, bylaws, and policies;
		12. Notify all organizations and individuals of their observer status on the SRA and circulate a list of members and observer names to all SRA members and observers by September 30;
		13. Advise the SRA when a policy statement is up for review, prior to the expiry date;
		14. Sign employment contracts with each member of the Board of Directors;
		15. Participate in their initial transition and prepare an adequate transition for their successor.
		16. Without limiting the responsibilities of individual SRA members, review SRA minutes prior to their adoption to ensure accuracy and introduce appropriate amendments before the Assembly;

# 7. Recall

* 1. Grounds for recall shall be:
		1. Failure to make reasonable attempts to carry out the duties of office or obey the policies of the MSU as outlined in the Constitution, bylaws, or other official documents of the MSU;
		2. Using the position held in contravention of the legitimate rights and interests of constituents.
	2. Recall of the President shall follow the procedures set forth in the Constitution;
	3. Recall of a Vice-President shall follow the SRA recall procedures as set forth in clause 7.5 of this bylaw, with a two-thirds affirmative vote of the total membership of the SRA required at the preliminary and recall hearings;
	4. Recall of any other office appointed or ratified by the SRA shall follow the SRA recall proceedings as set forth in clause 7.5 of this bylaw, with a two-thirds affirmative vote of the Assembly present at the preliminary and recall hearings;
	5. SRA recall proceedings, in accordance with the Constitution, shall:
		1. Begin with a preliminary hearing held at an SRA meeting in closed session to determine the merits of the motion to recall;
		2. Proceed upon an open-session vote immediately following the preliminary hearing to continue with a recall hearing, which shall be automatically initiated at the next SRA meeting with at least 10 days notice;
		3. With respect to Vice Presidents, finish with a recall hearing held in open session, which must address all evidence relevant to the recall proceedings, and which shall conclude with a vote to recall the individual in question;
		4. With respect to any other office appointed or ratified by the SRA, finish with a recall hearing held in closed session, which must address all evidence relevant to the recall proceedings and which shall conclude with a summary and open session vote to recall the individual in question
		5. Not proceed unless reasonable attempts have been made to ensure the subject of the recall proceedings is present at the preliminary and recall hearings.
	6. Any person having been recalled may seek re-election.