



Bylaw 4 – Board of Directors & Speaker

1. Purpose

- 1.1. To introduce and outline the roles of the President, Vice-Presidents, and Speaker positions that serve the McMaster Students Union (MSU).

2. Board of Directors

- 2.1. The MSU Board of Directors shall consist of:

- 2.1.1. The President;
- 2.1.2. Vice-President (Administration);
- 2.1.3. Vice-President (Finance);
- 2.1.4. Vice-President (Education).

- 2.2. Each member of the Board of Directors shall hold an equal vote;

- 2.3. The MSU Incorporated (MSU Inc.) Board of Directors shall consist of:

- 2.3.1. The Chief Executive Officer (CEO; President);
- 2.3.2. The Chief Administrative Officer (CAO; Vice-President [Administration]);
- 2.3.3. The Chief Financial Officer (CFO; Vice-President [Finance]); and
- 2.3.4. Officer of the Corporation (Vice-President [Education]).

- 2.4. The Board of Directors of MSU Incorporated, shall:

- 2.4.1. Hold or delegate signing authority for the Corporation;
- 2.4.2. Negotiate and renew contracts of the Corporation;
- 2.4.3. Re-evaluate the auditing firm every three (3) years;

Approved 94Q

Revised 96F, 96Q, 97R, 98N, 98P, 99B, 99L, 99P, 99Q, 00O, 00Q, 01Q, 02Q, 03P, 04R, 07Q, 08D, 08R, 09R, 10P, 11F, 11O, 12P, 16P, 17J, 20Q

- 2.4.4. Share the responsibilities relating to Full-Time Staff in accordance with **Employment Policy – Full-Time Staff** and job descriptions in consultation with relevant bodies;
- 2.4.5. Report at least twice annually to the full members of the Corporation with respect to business according to the following parameters:
 - 2.4.5.1. The CEO 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;
 - 2.4.5.2. The CFO 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.
- 2.4.6. 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;
- 2.4.7. Consult the Corporate lawyer(s) and authorize them to be consulted;
- 2.4.8. Hold office from May 1 to April 30;
- 2.4.9. Provide an adequate transition report for their successors that shall consist of, but not be limited to:
 - 2.4.9.1. Year plan;
 - 2.4.9.2. Month-by-Month summary;
 - 2.4.9.3. Important dates, deadlines, and policy requirements;
 - 2.4.9.4. Portfolio specific items;
 - 2.4.9.5. Human Resources information;
 - 2.4.9.6. Project descriptions, evaluations, and status reports;
 - 2.4.9.7. Documents and items produced;
 - 2.4.9.8. Issue briefings;
 - 2.4.9.9. Event summaries and evaluations;
 - 2.4.9.10. Suggestions;
 - 2.4.9.11. Contacts;
 - 2.4.9.12. Other, as deemed appropriate.
- 2.4.10. Submit the transition report to the incoming Board of Directors members by May 1;
- 2.4.11. Submit the transition report, minus confidential information, to the Executive Board by May 1;

- 2.5. Receive remuneration equal to the current salary of two (2) weeks in office, minus benefits, upon confirmation by the incoming Executive Board that the report meets the requirements listed above;

3. President

3.1. The President shall:

- 3.1.1. Be elected annually by the MSU membership according to procedures set out in the **MSU Constitution** and **Bylaw 7 – Elections**;
- 3.1.2. Be accountable to the student body;
- 3.1.3. Sign an employment agreement;
- 3.1.4. Hold office from May 1 to April 30;
- 3.1.5. Receive remuneration according to Bylaw 4/A – Executive Remuneration;
- 3.1.6. Carry a course load of not more than three (3) units per academic term;
 - 3.1.6.1. Course load restrictions may be waived by a two-thirds majority vote of the SRA.
- 3.1.7. Serve as the CEO of MSU Inc. and Chief Spokesperson for the MSU;
- 3.1.8. Compile and deliver a State of the Union address to the membership of the MSU annually that may consist of, but is not limited to:
 - 3.1.8.1. Overview of the organization;
 - 3.1.8.2. Goals of the organization;
 - 3.1.8.3. Next steps for the organization;
 - 3.1.8.4. Breakdown of the MSU Operating Budget;
 - 3.1.8.5. New employees hired;
 - 3.1.8.6. List of all personnel.
- 3.1.9. 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 (FYC);
- 3.1.10. Chair the Executive Board in accordance with **Bylaw 5 – Executive Board**, and Board of Directors;
- 3.1.11. Chair the Presidents Council in accordance with **Operating Policy – Presidents Council**;
- 3.1.12. Issue notice of meetings, and accept items for the agenda for Boards and Committees that the President chairs;

- 3.1.13. Represent the MSU to the University Administration, Hamilton community and local, provincial, and national governments and organizations;
- 3.1.14. Participate in their initial transition and prepare adequate transition for their successor as per **Bylaw 4 – Board of Directors & Speaker, Section 2.4.9.**

3.2. The Incoming President-elect shall:

- 3.2.1. Begin job shadowing the outgoing President upon certification of the election results of the Chief Returning Officer (CRO);
- 3.2.2. Receive remuneration equal to the current salary of one (1) week in office, minus benefits.

4. Vice-President (Administration)

4.1. The Vice-President (Administration) shall:

- 4.1.1. Be elected by the SRA from the membership of the MSU;
 - 4.1.1.1. 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.**
- 4.1.2. Be accountable to the SRA;
- 4.1.3. Sign an employment agreement;
- 4.1.4. Hold office from May 1 to April 30;
- 4.1.5. Receive remuneration according to **Bylaw 4/A– Executive Remuneration**;
- 4.1.6. Carry a course load of not more than three (3) units per academic term;
 - 4.1.6.1. Course load restrictions may be waived by a two-thirds majority vote of the SRA.
- 4.1.7. Be a voting member of the SRA and the Executive Board, and an official observer of all other MSU committees;
- 4.1.8. Direct the administration of MSU Services as outlined in **Operating Policy - Services**;
- 4.1.9. Act as a liaison between the SRA, the Executive Board, and Part-Time Managers (PTMs);
- 4.1.10. Ensure that PTM positions are advertised as required throughout the academic year;

- 4.1.11. Ensure adequate training for PTM and Associate Vice-Presidents;
- 4.1.12. Participate in their initial transition and prepare an adequate transition for their successor as per **Section 2.4.9** of this bylaw.

4.2. The Incoming Vice-President (Administration) shall:

- 4.2.1. Begin job shadowing the respective outgoing Vice-President effective immediately after successful election;
- 4.2.2. Receive remuneration equal to the current salary of one week in office, minus benefits.

4.3. The Vice-President (Administration) shall serve as the First Vice-President of the MSU, and, to that end shall:

- 4.3.1. In the absence of the President, fulfill the duties of the President;
- 4.3.2. In the event of the resignation of the President, fulfill succession responsibilities as described in the MSU Constitution;
- 4.3.3. Hold the office of Corporate Vice-President;
- 4.3.4. Be Vice-Chair of the Executive Board and Board of Directors;
- 4.3.5. Be Deputy Speaker of the SRA.

5. Vice-President (Finance)

5.1. The Vice-President (Finance) shall:

- 5.1.1. Be elected by the SRA from the membership of the MSU;
 - 5.1.1.1. 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**
- 5.1.2. Be accountable to the SRA;
- 5.1.3. Sign an employment agreement;
- 5.1.4. Hold office from May 1 to April 30;
- 5.1.5. Receive remuneration according to Bylaw 4/A – Executive Remuneration;
- 5.1.6. Carry a course load of not more than three (3) units per academic term;
 - 5.1.6.1. Course load restrictions may be waived by a two-thirds majority vote of the SRA.

- 5.1.7. Serve as the CFO of the MSU and MSU Inc.;
 - 5.1.8. Be a voting member of the SRA and the Executive Board, and an official observer of all other MSU committees;
 - 5.1.9. Chair the Silhouette Board of Publication;
 - 5.1.10. Under the direction of the SRA, maintain the books of account of the MSU;
 - 5.1.11. 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;
 - 5.1.12. Prepare for approval and administer the preliminary and annual budgets and the budget review of the MSU;
 - 5.1.13. Have the financial records of the clubs audited;
 - 5.1.14. Act as the custodian of MSU funds;
 - 5.1.14.1. Have the right to suspend budgets (except those of the President and Vice-Presidents) until the next SRA meeting;
 - 5.1.14.2. Have the right to suspend signing authority (except those of the President and Vice-Presidents) until:
 - 5.1.14.2.1. The next Executive Board meeting for Part-Time Staff; or
 - 5.1.14.2.2. The next Board of Directors meeting for Full-Time staff;
 - 5.1.14.2.3. Such meetings are to be held within three (3) business days of suspension.
 - 5.1.15. Establish, with the aid of the Clubs Administrator and Clubs Accounting Clerk, criteria for clubs grants based on the constitutional goals of the clubs and the MSU;
 - 5.1.16. Participate in their initial transition and prepare an adequate transition for their successor as per section **Bylaw 4 – Board of Directors & Speaker, Section 2.4.9.**
- 5.2. The Incoming Vice-President (Finance) shall:
- 5.2.1. Begin job shadowing the respective outgoing Vice-President effective immediately after successful election;
 - 5.2.2. Receive remuneration equal to the current salary of one (1) week in office, minus benefits.

6. Vice-President (Education)

6.1. The Vice-President (Education) shall:

6.1.1. Be elected by the SRA from the membership of the MSU;

6.1.1.1. 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.

6.1.2. Be accountable to the SRA;

6.1.3. Sign an employment agreement;

6.1.4. Hold office from May 1 to April 30;

6.1.5. Receive remuneration according to **Bylaw 4/A – Executive Remuneration**;

6.1.6. Carry a course load of not more than three (3) units per academic term;

6.1.6.1. Course load restrictions may be waived by a two-thirds majority vote of the SRA;

6.1.7. Be a voting member of the SRA and the Executive Board, and an official observer of all other MSU committees;

6.1.8. Oversee MSU relations with external organizations that the Assembly deems appropriate, as outlined in **Bylaw 10 – External Representation**;

6.1.9. Be responsible for the development of political policies;

6.1.10. Be responsible for the creation and implementation of academic and external lobbying strategies;

6.1.11. Participate in their initial transition and prepare an adequate transition for their successor as per **Section 2.4.9** of this bylaw.

6.2. The Incoming Vice-President (Education) shall:

6.2.1. Begin job shadowing the respective outgoing Vice-President effective immediately after successful election;

6.2.2. Receive remuneration equal to the current salary of one (1) week in office, minus benefits.

7. Speaker

7.1. The Speaker shall:

- 7.1.1. Be elected annually from within the MSU membership by a two-thirds majority vote of the SRA present;
- 7.1.2. Hold office from May 1 to April 30;
- 7.1.3. Receive remuneration according to Employment Policy – Employment Wages;
- 7.1.4. Chair the Electoral Appeal Board;
- 7.1.5. Educate and advise the SRA about Assembly Procedures;
- 7.1.6. 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;
- 7.1.7. Review the agenda and motion sheet for Assembly meetings to ensure adherence to Assembly procedures;
- 7.1.8. Be responsible for correspondence with SRA members relating to their attendance at Assembly meetings as it relates to absenteeism;
- 7.1.9. Uphold and interpret the MSU Constitution, Bylaws, and policies;
- 7.1.10. Remain impartial to external and internal pressures in their duties.
- 7.1.11. 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;
- 7.1.12. Advise the SRA when an advocacy policy is up for review, prior to the expiry date as outlined in **Bylaw 8**;
- 7.1.13. Participate in their initial transition and prepare an adequate transition for their successor;
- 7.1.14. Without limiting the responsibilities of individual SRA members:
 - 7.1.14.1. Review SRA minutes prior to their adoption to ensure accuracy; and
 - 7.1.14.2. Introduce appropriate amendments before the Assembly.

8. Recall

8.1. Grounds for recall shall be:

- 8.1.1. 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, Operating Policies, or other official documents of the MSU;

- 8.1.2. Using the position held in contravention of the legitimate rights and interests of constituents.
- 8.2. Recall proceedings, in accordance with the **MSU Constitution**, shall:
 - 8.2.1. Begin with a preliminary hearing held at an SRA meeting in closed session to determine the merits of the motion to recall;
 - 8.2.2. 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 ten (10) days notice;
 - 8.2.3. 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;
 - 8.2.4. 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
 - 8.2.5. Not proceed unless reasonable attempts have been made to ensure the subject of the recall proceedings is present at the preliminary and recall hearings.
- 8.3. Recall of any Officer, appointed or ratified by the SRA, excluding the President, shall follow recall proceedings as set forth in **Bylaw 4 – Board of Directors & Speaker, Section 8.2.**, with a two-thirds (2/3) affirmative vote of the SRA present at the preliminary and recall hearings;
- 8.4. Any person having been recalled may seek re-election.