



## Bylaw 5 – Executive Board

### 1. Purpose

- 1.1 To define the membership, duties, and procedures of the Executive Board.

### 2. Membership

- 2.1 Voting members shall be:

- 2.1.1 The President (Chair);
- 2.1.2 The Vice-President (Administration) (Vice-Chair);
- 2.1.3 The Vice-President (Finance);
- 2.1.4 The Vice-President (Education);
- 2.1.5 Five (5) SRA members.

- 2.2 Official observers shall be:

- 2.2.1 The General Manager;
- 2.2.2 The Administrative Services Coordinator;
- 2.2.3 Marketing & Communications Director;
- 2.2.4 Associate Vice-President (Services).

- 2.3 Quorum shall be five (5) voting members including either the Chair or Vice-Chair;

- 2.4 No member of the Executive Board may serve concurrently as a part-time staff member who is directly supervised by the Executive Board.

### 3. Board Duties

- 3.1 The Executive Board shall make management and strategic planning decisions on behalf of the SRA with respect to the MSU, including but not limited to part-time staff, services, and operations;

- 3.2 In addition to the duties set out in the Constitution, the administrative duties of the Executive Board shall be to:

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- 3.2.1 Act as the Executive Committee of the SRA and shall be responsible for the day to day operation of the MSU as administered by the General Manager;
  - 3.2.2 Be responsible for enforcing all operating policies;
  - 3.2.3 Advise the Assembly of the effects of the SRA policy decisions on the day to day operations of the MSU;
  - 3.2.4 Review MSU budgets and make recommendations to the SRA;
  - 3.2.5 Expend funds within any MSU operating budget exceeding \$2,000 but not greater than \$4,000;
  - 3.2.6 Reallocate funds within any MSU operating budget category over 20%, but not exceeding 40% of the budget;
  - 3.2.7 Allocate and expend funds from MSU capital budgets as outlined in Corporate Bylaw 3;
  - 3.2.8 Perform the functions of the SRA during the summer, subject to any restrictions placed on it by the SRA;
  - 3.2.9 In the case of an emergency situation where the SRA is unable to meet, make an interim decision; any policy decisions shall be subject to ratification at the next SRA meeting;
  - 3.2.10 Strike hiring committees when required for the purpose of hiring part-time managers and student contractual staff;
    - 3.2.10.1 Each Executive Board member shall be a member of a minimum number of hiring committees during each term, as outlined at the start of each term;
  - 3.2.11 Determine deserving recipients of the MSU Students of Distinction award;
  - 3.2.12 Periodically review the operations and financial position of MSU departments;
  - 3.2.13 Suspend the operation of MSU departments if their actions conflict with the bylaws or their operating policy, or are detrimental to the MSU, or if they exceed or appear close to exceeding their budgetary allotment;
  - 3.2.14 At the beginning of its term, set a guideline for individual and group allocations from the Donations budget;
  - 3.2.15 Report to the SRA at every SRA meeting.
- 3.3 In addition to the duties set out in the Constitution, the planning duties of the Executive Board shall be to:
- 3.3.1 Ensure the development and review of the long-term objectives of the MSU;
  - 3.3.2 In accordance with the long-term objectives of the MSU, establish by June 30, priorities for the year;
  - 3.3.3 Ensure the development of a strategic business plan and departmental year plan, that are in accordance with the long-term objectives of the MSU;
  - 3.3.4 Review the Vice-President (Administration)'s recommendations for departmental year plans and forward recommendations to the SRA;
  - 3.3.5 Advise the SRA on the implications for all proposals on the long-term objectives of the MSU;
  - 3.3.6 When requested, act in an advisory capacity to MSU committees;
  - 3.3.7 Make decisions regarding the allocation of MSU space.

## 4. Individual Board Members

- 4.1 The Board of Directors shall report at Executive Board meetings on actions taken;
- 4.2 The Chair shall coordinate the activities of the Executive Board;
- 4.3 The Vice-President (Administration) shall outline a minimum number of hiring committees for each Executive Board member to be a member of at the start of each term;
- 4.4 The General Manager shall represent all Full-Time department managers regarding relevant issues;
- 4.5 The Administrative Services Coordinator, or designate, shall attend meetings to keep minutes of business conducted; minutes shall be posted on the MSU Website and issued to SRA members upon request.

## 5. Attendance

- 5.1 Executive Board attendance records shall be kept by the Administrative Services Coordinator and monitored by the Chair; attendance records for the Executive Board shall be available to SRA members upon request;
- 5.2 An Executive Board member's seat shall be relinquished (except members of the Board of Directors to whom recall procedures shall apply), if they are either:
  - 5.2.1 Absent, late beyond the first ten minutes, or absent at the end of the meeting, for two (2) consecutive meetings of the Executive Board without written explanation to the Chair prior to the close of the second meeting;
  - 5.2.2 Absent, late beyond the first ten minutes, or absent at the end of the meeting for three (3) meetings per term;
    - 5.2.2.1 Terms are from: Election to August 31; September 1 to December 31; January 1 to March 31.
- 5.3 No one may be appointed to take the place of an Executive Board member at a meeting;
- 5.4 An Executive Board member representing the MSU at a conference shall be recorded as absent at Executive Board meetings, but shall be considered present for absenteeism calculation purposes;
- 5.5 Any Executive Board member forced to relinquish their seat for attendance purposes may seek re-election.