

# **LGSA Constitution Bylaws**

## **I. GENERAL**

### **1. NAME**

a. The name of the graduate student organization shall be the “Levene Graduate Student Association.” The association is comprised of graduate students within the Kenneth Levene Graduate School of Business at the University of Regina. The association is hereinafter referred to as LGSA.

### **2. GOALS**

- a. To coordinate and promote graduate student participation on both the academic and extra-curricular level.
- b. To enhance the University experience through endeavors undertaken in order to facilitate potential leadership qualities of members.
- c. To serve the total needs of the Faculty of Business Administration’s graduate student body, hoping to serve a variety of overarching interests.
- d. To serve as a channel of communication and cooperation between graduate students, faculty and staff.
- e. To promote a unifying spirit amongst graduate students in the Faculty of Business Administration.

### **3. COLOURS**

- a. The society colours shall be burgundy and white.
- b. The LGSA logo is a simple yet bold typographic treatment done in two the colours. The “ribbon” used in the logo represents a traditional sash one wears at the convocation ceremonies.

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## **II. MEMBERSHIP**

### **1. ACTIVE MEMBERS**

a. All graduate students registered in the Kenneth Levene Graduate School of Business, hereinafter referred to as LGSB, in the Faculty of Business Administration. In this constitution the word ‘members’ means ‘active members’ unless otherwise stated.

### **2. HONORARY PRESIDENT**

a. This is a gratuitous honour that may be bestowed upon an individual by the Executive for special services rendered to the LGSB.

## **III. RIGHTS OF MEMBERS**

### **1. RIGHTS**

- a. All active members of the LGSA are entitled to vote or cast a ballot in any or all referenda, elections, or general meetings of the LGSA to which they are entitled.
- b. All members shall have reasonable access and use of the facilities of the LGSA.

c. All members are entitled to participate in all events and programs offered by the LGSA.

#### **IV. GOVERNING BODY**

##### **1. EXECUTIVE**

a. The officers of the LGSA shall be known as the Executive

b. The Executive shall consist of the following elected and appointed positions:

##### **Elected Positions**

President

Vice-President

Treasurer

Secretary

Indigenous Students' Representative

Representative GBUS Programs (MAdmin and MHRM)

Representative MBA Program

Representative EMBA Program

##### **Appointed Positions**

Committee Chairs

Interim Officers (to fill in positions which become vacant between elections)

d. All active members and only active members of the LGSA are entitled to seek election as and be an officer of the LGBS.

e. No Executive member may hold more than one office at a time.

f. Appointed members shall be appointed or affirmed by the President with approval of members of the executive.

g. Any Executive position is vacant immediately upon the resignation of the incumbent, the removal of the incumbent from office by way of a recall vote, or when for any other reason, the graduate student ceases to be a member of the LGBS.

h. All members of the Executive must be active members of the LGSA throughout their term in office or they forfeit their position.

i. The Executive shall have the following "chain of command" policy to ensure the effective operation of the LGSA. In the absence or inability of the President to assume his or her duties the VP shall assume these duties until the President can re-assume his or her duties or he or she is replaced. If the VP declines to assume these duties, the duties pass on to the treasurer and then the secretary.

j. The term of office of any Executive member shall commence on May 1 of every year, and run through to April 30 of the next year.

k. All Executive members must remain registered graduate students within the LGSB for their full term in office.

l. All Executive members shall be elected under the guidelines defined in BYLAW I

m. Every member of the Executive may vote on all Executive proceedings.

#### **V. POWER AND DUTIES OF THE EXECUTIVE AND OTHER POSITIONS**

1. In addition to all duties included in the following sections, all members of the LGSA shall also be responsible for the following:

- a. Upholding the objectives and principles of the LGSA
- b. Ensuring the success of all events of the LGSA
- c. Shall be fiscally responsible and keep adequate and accurate financial records including recording all moneys received and paid
- d. Conducting all affairs in accordance with this Constitution
- e. To aid, where possible, events held by other University of Regina student societies.
- f. Shall conduct themselves in a manner that well represents the LGBS, the members of the LGSB, the Faculty of Business Administration, and the University of Regina.

## 2. President

- a. Shall be a member of the Executive.
- b. Shall chair all Executive meetings.
- c. Shall sit on the Conference Selection Committee.
- d. To co-ordinate the functions of all members of the Executive.
- e. To ensure the strategies and goals of the Executive are being met.
- f. To have authority to countersign cheques drawn on the LGSA account which shall be signed by the Treasurer.
- g. To play a guidance role to Executive.
- h. Shall represent the Executive at all meetings and functions of the LGSA
- i. Shall act as liaison between the LGSA and the Dean/Associate Dean/Manager of the Faculty of Business (and/or the Dean's/Associate Dean's/Manager's representative).
- j. Shall represent the executive council at all Faculty Council Meetings in the Faculty of Business Administration.
- k. To facilitate all aspects of the LGSA elections.
- l. Shall take responsibility for, or shall delegate in and all, duties not otherwise noted elsewhere. This shall be interpreted that the President shall retain all residual power.
- m. Shall have veto power. This veto may be overturned by a two-thirds (2/3) majority of Executive or Council members present. Presidential veto power may not be used more than once on any motion.
- n. Shall be responsible for acting as the spokesperson for the LGSA and all graduate students of the Faculty of Business, with the exception of dealings with the University of Regina Students Union, at which time the Board Director shall act as representative.
- o. The President shall have the overriding authority to be the sole representative regarding an issue as it pertains to the LGSA should it be appropriate.
- p. Must reside in the City of Regina for the duration of his/her term.

## 3. Vice-President

- a. Shall be directly responsible to the President
- b. Shall be a member of the Executive.
- c. Shall sit on the Conference Selection Committee.
- d. Shall chair the organizing committee of Welcome Week.
- e. Is responsible for all the duties of the President when he/she is absent, except that he/she shall not have veto power nor shall he/she have the residual power.
- f. To have authority to countersign cheques drawn on the LGSA account in the absence of the President which shall be signed by the Treasurer.
- g. To be generally responsible for all matters pertaining to Student-Faculty relations and

- communication, and, where possible, shall regularly attend faculty meetings.
- h. Shall be responsible for the organization of classroom talks.
  - i. Shall be responsible, in conjunction with other Council members, for coordinating guest speakers at the Faculty of Business Administration (Speakers Series).

#### 4. Treasurer

- a. Shall be directly responsible to the President
- b. Shall be a member of the Executive.
- c. Shall have knowledge, and application, of best practices within the field of accounting.
- d. To issue and sign all cheques which shall be countersigned by the President or in his/her absence the VP.
- e. To be accountable for all monies received and spent by the LGSA
- f. Shall be responsible for the preparation of a detailed annual budget in July.
- g. Shall maintain the file of monthly financial statements.
- h. Maintain an adequate system of internal control. Shall have the power to take away the power of any member of the Executive or Council to receive or disburse funds if proper cause is shown, provided that the majority of the Executive at its next meeting upholds such decision.
- i. Shall submit monthly financial updates to the Executive, as well, shall submit periodic financial statements to the Executive whenever deemed necessary by the Executive.
- j. Shall submit financial statements for inspection to the Faculty advisor.

#### 5. Secretary

- a. Obtains appropriate facilities for organization activities
- b. Keeps a record of all members of the organization
- c. Keeps a record of all activities of the organization
- d. Prepares an agenda with the President for all meetings
- e. Notifies all members of meetings
- f. Prepares organization's calendar of events
- g. Keeps the organization informed of both organizational and university business
- h. Keeps and distributes minutes of each meeting of the organization
- i. Creates and distributes agendas for each meeting of the organization
- j. Maintains attendance at all meetings
- k. Serve as the organization's recognition and appreciation coordinator
- l. Maintains organizational records, storage, and office
- m. Prepares and files any report required
- n. Handles all official correspondence of the organization
- o. Represents organization at official functions
- p. Remains fair and impartial during organization decision making process
- q. Performs other duties as directed by the President

#### 6. Indigenous Students' Representative

- a. Shall act as a liaison and ensure that Indigenous perspectives, voice and dialogue are included in all aspects of the Levene Graduate Students Association (LGSA).
- b. Shall foster healthy relationships between Indigenous students and other students in the Levene GSB.

- c. Shall be an approachable and visible Indigenous point of contact in the Faculty of Business Administration
- d. Shall actively talk with peers and work proactively to seek their views, concerns, suggestions and feedback in relation to issues affecting those students
- e. Shall represent the interests and concerns of Indigenous students in the Levene GSB to the LGSA.
- f. Shall relay LGSA meeting outcomes to peers
- g. Shall assist with the distribution of information about opportunities available to Indigenous students at the Levene GSB, in addition to the opportunities already advertised by the Levene GSB.
- h. Shall assist with the incorporation of Indigenous perspectives into LGSA meetings, publications and events;
- i. Shall assist with the coordination of Indigenous-focused events in the Levene GSB.
- j. Shall encourage Indigenous students to actively participate in the LGSA, its activities and other Levene GSB activities;
- k. Shall assist other Committee members as required;
- l. Shall report regularly to the President – LGSA.

#### 7. GBUS Programs Representative

- a. Shall be responsible to the VP
- b. Shall be a member of Council.
- c. Shall be responsible for representing the opinions of GBUS classes.
- d. Shall be responsible for the promotion of LGSA events to GBUS classes.
- e. Shall be responsible for classroom talks.

#### 8. MBA Specialty Programs Representative

- a. Shall be responsible to the VP
- b. Shall be a member of Council.
- c. Shall be responsible for representing the opinions of the MBA classes.
- d. Shall be responsible for the promotion of LGSA events to MBA classes.
- e. Shall be responsible for classroom talks.

#### 9. EMBA Program Representative

- a. Shall be responsible to the VP
- b. Shall be a member of Council.
- c. Shall be responsible for representing the opinions of the EMBA class.
- d. Shall be responsible for the promotion of LGSA events to the EMBA class.
- e. Shall be responsible for classroom talks.

## **VI. RECALL OF EXECUTIVE MEMBERS**

### 1. GENERAL

- a. All members of the Executive are subject to recall or removal from office. b. Any executive or council member who receives faculty action while holding office will be

automatically recalled.

c. A recall may be initiated by a request from at least twenty (20%) percent of the active members of the LGSB or by eighty percent (80%) of the Executive

## 2. GROUNDS

a. Grounds for recall may be “not fulfilling his/her specific duties as designated in the Constitution” or “gross misconduct of an individual in carrying out his/her duties” or “abuse of power”.

## 3. PROCEDURES

a. In the event of a recall initiated by 20% of the active members of the LGSB, a referendum will be held with a yes or no vote in favor of or against the recalled party.

b. In the event of a recall initiated by 80% of the Executive, a yes or no vote will be held.

i. Voting of a recall shall be by secret ballot;

ii. All members of the Society Executive are entitled to one vote;

iii. At least eight-five (85%) percent of the Executive must be present at the recall proceedings;

iv. Recall shall be carried out if three quarters of the majority of the Executive members present vote against the recalled party.

## VII. MEETINGS

### 1. GENERAL MEETINGS

a. The society shall hold a minimum of one general meeting each year. It will be held in the winter semester of the University of Regina and will be concurrent with the General Election.

b. Twenty (20) active members shall constitute a quorum at any general meeting

c. Other meetings may be slated at the discretion of the Executive

d. A minimum of three (3) school days prior to any general meeting a notice must be posted informing graduate students that such a meeting is about to take place.

e. All meetings shall be open but only active LGSA members may make motions.

Motions may be accepted from the floor at the time of the general meeting.

### 2. EXECUTIVE MEETINGS

a. Executive meetings shall be held once a month to carry out the business of the LGSA.

b. A majority of the Executive excluding the Chairperson shall constitute a quorum at any Executive meeting.

c. All Executive members shall be informed of any Executive meetings.

d. Executive meetings shall be closed to members of the LGSA unless otherwise determined by the Executive.

e. Any individual may request permission to address an Executive meeting. A verbal request must be made at least one day prior to the meeting to the President.

## VIII. ELECTIONS

### 1. PROCEDURE

- a. See appendix I for information regarding elections.
- b. A general election to elect members of the Executive shall be held annually with the general meeting in each winter semester of the University of Regina.

## **IX. AMENDING THE CONSTITUTION**

### **1. INITIATION**

- a. Amendments may be initiated by a request from at least twenty (20%) percent of the active members of the LSGA.
- b. Amendments may be initiated by a majority of the Executive.

### **2. PROCESS**

- a. Immediately after receipt of proposed amendments the Executive shall post at various locations, within the University accessible to all graduate students for 10 working days before presentation of the changes at a scheduled meeting.
- b. In the event of Article IX(1)(a), a two-thirds majority quorum vote shall be necessary to pass any amendments at an annual general meeting.
- c. In the event of Article IX(1)(b), an Executive vote shall take place
  - i. At least eighty-five (85%) percent of the Executive must be present and a three quarters majority shall pass the amendment.

## **APPENDIX I – ELECTIONS**

I. All members of the Executive shall be elected in a general election held in the winter semester of each year. They shall assume office on May 1 of that year, and hold office until April 30 of the following year.

II. All candidates for Executive positions must be active members of the LGSA.

III. At least three active LGSA members, as well as the candidate must sign nominations.

IV. Nominations open at least fourteen (14) days before elections; at 9:00 a.m. Forms are distributed via email to all LGSA members.

V. Campaigning may commence the day nominations open. a. Rules: i. No nominee may spend more than \$100 on his/her campaign. ii. No nominee shall use an e-mail list serve for the uses of campaigning.

VI. Posters: Candidates must follow the following guidelines regarding campaign posters.

- a. Posters may not be placed in any classrooms, on windows, in washrooms, or in the LGSA lounge. Posters must be removed by 4:30 p.m. one day before the elections or the candidate may be disqualified.

VII. Voting will take place at the LGSA AGM. Nominees must be present at the time of voting. All members of the LGSA are eligible to vote.

VIII. Voting shall normally be by secret ballot unless otherwise stated.

## **APPENDIX II – VOTING**

I. Voting may take place at the LGSA AGM, via electronically or both. Only active members, if present, shall vote at general elections.

II. A simple majority of votes shall carry all business, unless otherwise specified in these Bylaws.

III. Voting at all meetings shall be by a show of hands, unless voting for executive members, or unless otherwise specified in these Bylaws.

IV. The President shall vote only in the case of impeachment and/or to break a tie.

## **APPENDIX III – ELECTRONIC VOTING**

I. Voting may take place electronically

II. Students may only use the University of Regina emails or via dedicated portal like UofR

Self-Serve to send in votes.

## **APPENDIX IV – VOTING BY PROXY**

I. A member may appoint a proxy to vote or otherwise act for the member by signing an appointment form, either personally or by the member's attorney-in-fact. The appointment does not relieve the member of liability for acts or omissions imposed by law on members.

II. An appointment of a proxy is effective when received by the secretary. An appointment is valid for one month unless a different period is expressly provided in the appointment form.

III. An appointment of a proxy is revocable by the member.

IV. The death or incapacity of the member appointing a proxy does not affect the right of the LGSA to accept the proxy's authority unless written notice of the death or incapacity is received by the secretary before the proxy exercises its authority under the appointment.

5. Subject to any express limitation on the proxy's authority appearing on the face of the appointment form, LGSA is entitled to accept the proxy's vote or other action as of the member making the appointment.



## **CODE OF CONDUCT**

As part of the LGSA and LGSB, members have a level of professionalism to uphold.

Professional conduct during faculty / LGSB events refers to:

- I. Dressing appropriately at all events
- II. No swearing
- III. Respect to all parties involved
- IV. No intoxication

The executive will be in charge of laying out clear guidelines to this matter prior to each event

All events should be marketed as LGSA events for the purposes of:

- a. Networking
- b. Professional development
- c. Academic development

Every LGSA event that is held, has a history behind it and is put on by graduate students for graduate students, therefore if the above measures are not upheld, appropriate action will be taken by the executive.