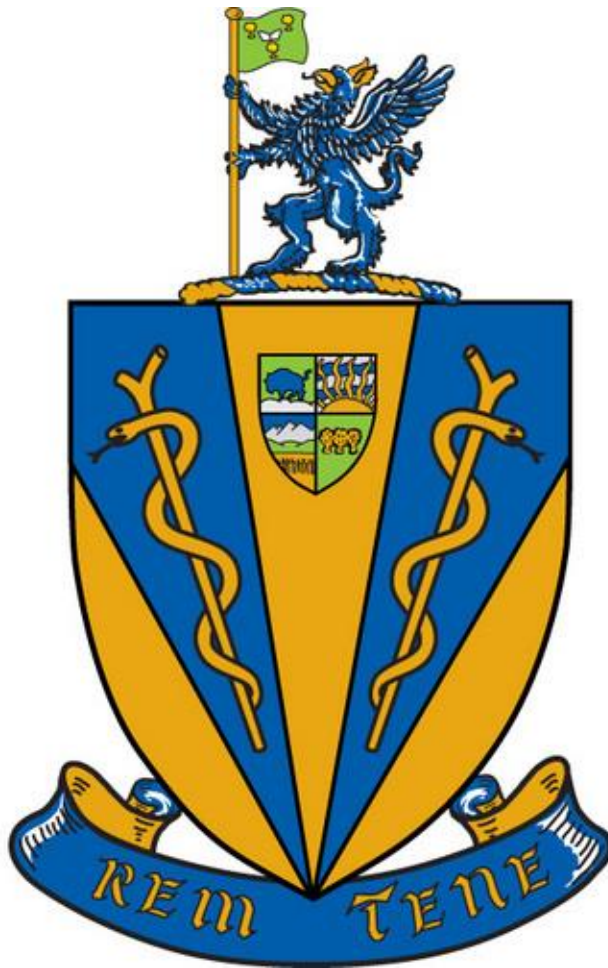


Western College of Veterinary Medicine Graduate Students' Association



Graduate Students' Association
Constitution
Created July 11, 2012

WCVM GSA Constitution

1. Definitions

WCVM- Western College of Veterinary Medicine

WCVM GSA- Western College of Veterinary Medicine Graduate Students Association

U of S GSA or GSA- University of Saskatchewan Graduate Students Association

2. General Purpose of the WCVM GSA

The purpose of the committee shall be to:

(1) Provide the administration of the activities of graduate students within the Western College of Veterinary Medicine;

(2) Represent the interests of graduate students of the WCVM;

(3) Promote the unity and well being of graduate students within the WCVM;

(4) Encourage and aid the extracurricular and social activities of graduate students within the WCVM;

(5) Promote and maintain communications with the WCVM, WCVM faculty, the University of Saskatchewan GSA, and other bodies.

3. Eligibility

To be eligible to hold an elected WCVM GSA position the candidate must be:

(1) An incoming or continuing MSc or Ph.D. student, clinical intern or clinical resident

(2) The position of Vice President must be filled by a graduate student whose tentative graduation date is later than one full term (one year) from the date of appointment

(3) Be registered and is in good paid standing with the College of Graduate and Post-doctoral Studies for the given terms of their position;

(4) Reside in Saskatchewan for the fall and winter semesters.

4. Annual Elections

(1) Elections for all WCVM GSA positions (except for President) are to be held every September.

(2) All positions (except for the President) are to be filled by nomination, either self-nomination or sponsor nomination, pending acceptance of the nomination.

(3) The general membership will be notified two weeks prior to the election.

(4) Elections are organized and chaired by the President, with assistance from the Secretary-Treasurer.

5. Electoral Process

(1) Two weeks prior to the election date, the outgoing president shall contact the department secretary for an updated email list of all registered graduate students

- (a) A call for nominations
- (b) A general description of the WCVM GSA, its purpose and duties
- (c) The conditions for election eligibility
- (d) A complete list of executive positions
- (e) A request for nominees to submit their names and positions sought
- (f) A brief description of the election process

and send out an email notice to all new and existing students, which includes the following information:

(2) One or two days prior to the elections, the outgoing president shall email students a reminder notifying the general membership of the upcoming elections.

(3) On the day of elections: (a) Elections for positions are to be completed one at a time and in the following order: Vice-President, Secretary-Treasurer, Communications Officer, Event Coordinators (two positions), Sports Representative, and Clinical Representative.

- (b) Elections shall comply with the following protocols, in order: (i) The names of submitted candidates will be declared;
- (ii) A call for additional nominations will be made;
- (iii) Candidates for uncontested positions are automatically elected;
- (iv) All candidates for contested positions will be permitted time to make brief statements to the general membership;
- (v) Contested positions are to be decided by secret ballot;
- (vi) If necessary, vacant positions may later be appointed by the executive in accordance with the provisions of section 7.
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- (c) The outgoing WCVM GSA secretary-treasurer, or acting officer, is responsible for administering, collection, and counting of ballots.
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(4) Elections are held during the first WCVM GSA meeting in September.

(5) Elections are organized and chaired by the President, with the assistance of the Secretary-Treasurer.

6. Term of Positions

WCVM GSA positions are to be held for one year, ending after the election process that year.

7. Re-Appointment of Positions

(1) Executive positions can be appointed or reappointed as necessary by consensus decision of no less than five sitting members of the executive except for the position of president, which shall be assumed by the vice president and followed by reappointment of the position of vice-president.

(2) Any executive member who resigns or does not fulfill their duties as stated in this constitution in a reasonable manner can be replaced by consensus decision of no less than five sitting members of the executive.

8. General Duties of Executive Members

- (1) Are obligated to understand and fulfill their general and specific duties as stated in this constitution;
- (2) Have full voting and motioning rights on WCVM GSA matters;
- (3) Are expected to attend, partake, and assist in WCVM GSA meetings, elections, activities, and sponsored events whenever possible (at least 50 % attendance to all meetings and activities)
- (4) Shall make themselves available to meet with the general membership as needed and be a representative for their department;
- (5) Shall provide information and assistance in the transition to a new WCVM GSA every year.

All members of the WCVM GSA executive:

9. Specific Duties of Executive Members

A. The duties of the President: (a) Call and chair executive meetings

(b) Set executive meeting agendas

(c) Delegate tasks to other executive members as they arise

(d) Have signing authority on the WCVM GSA bank account

(e) Ensure the WCVM GSA constitution is up to date, followed by the executives and amended as needed

(f) Organize elections every September

B. The duties of the Vice-President: (g) Assume presidential duties in their absence

(h) Have signing authority on the bank account

(i) Work along with the President whenever necessary

(j) Gain ratification from the U of S GSA and act as the WCVM GSA representative at the U of S GSA meetings if needed

C. The duties of the Secretary-Treasurer:

(a) Oversee the drafting and maintenance of WCVM GSA documents

(b) Record of minutes from executive meetings

(c) Have signing authority on the bank account

(d) Assist with elections in September

D. The duties of the Communications Officer: (a) Maintain communication between the WCVM GSA, the graduate students, faculty, and others as needed

(b) Inform and update the WCVM GSA executives on relevant announcements from the WCVM, the GSA, the U of S, and others

(c) Manage and distribute email and poster announcements of upcoming WCVM GSA activities

E. The duties of the Events Coordinators:

(a) Plan, organize and administer WCVM GSA social and academic events with assistance from the executives,

(b) Coordinate with the Communications officer to ensure WCVM GSA events and activities receive the maximum publicity and outreach

(c) Arrange suitable venues and necessary volunteers for events

- F. The duties of Sports Representative: (a) Conduct various indoor and outdoor sports activities to promote the importance of physical activity
(b) Ensure the registration deadlines for the sports events are met

G. The duties of the Clinical Representatives:

- (a) Report back to the WCVM GSA executive of relevant matters raised

amongst the residents in clinics.

- (b) Spread awareness of WCVM GSA activities and initiatives among the residents and interns.

10. Meetings

- (1) Meetings are to be held regularly to address WCVM GSA matters.
(2) Meetings are to be announced to all executives and graduate students at least one week prior to the meeting date, via email.
(3) Meetings are open to all graduate students and faculty.
(4) Meetings are to be chaired by the President (or Vice President in his/her absence)

11. Quorum and Voting

- (1) Three-fourth of the executive committee constitute the quorum of the meetings
(2) Voting matters: (a) Each executive member gets one vote
(b) Members must be in attendance to vote
(c) The President or acting officer has the deciding vote in the case of a tie

12. Constitutional Amendments

- (1) This constitution may be amended as deemed necessary in accordance with the following guidelines:
(a) Notice of a proposed constitutional amendment with supportive documentation shall be circulated to all executive members at least one week prior to the vote for validation;
(b) The general membership shall be notified and have at least one week to examine, consider, and discuss the proposed amended constitution, via email attachment;
(c) Amendments shall be approved at an executive meeting by unanimous agreement;
(d) Amendments come into force immediately unless otherwise specified at

the time of validation.

- (2) All constitutional amendment provisions must comply with the Course Council

Constitution requirements as stipulated in the GSA Constitution.

- (3) The amended Constitution must be submitted to the UofS GSA in compliance with Article V Section 4
(a) of the GSA Constitution