

# **Grad Class Constitution & Bylaws**

**Amended February 9, 2007**

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## **CONSTITUTION**

### **1. NAME OF THE ORGANIZATION**

The name of the organization is the Graduating Class of the University of Victoria, which is a subsidiary organization of the UVSS, hereinafter referred to as the “Graduating Class”.

### **2. PURPOSE OF THE GRADUATING CLASS**

The purpose of the Graduating Class is to promote and direct Graduating Class activities and funds within the University of Victoria.

### **3. DISSOLUTION OF THE GRADUATING CLASS**

Upon the dissolution of the Graduating Class, any assets remaining after the satisfaction of its debts shall be given or transferred to the University of Victoria Students’ Society to be kept in trust until bodies similar to the Graduating Class constitute.

## **BYLAW 1 – MEMBERSHIP**

- 1.1 The Graduating Class shall be composed of active and honorary members.
  - a. The active members shall be comprised of all registered undergraduate students who have applied to graduate in the year of the Graduating Class
  - b. Honorary membership may be conferred annually by the Graduating Class Executive Council to any two members they deem deserving of this award at the Semi-Annual General Meeting.
- 1.2 The rights and obligations of the members of the Graduating Class shall be as provided in the Bylaws of the Graduating Class.
- 1.3 Active membership in the Graduating Class will cease:
  - a. when a member ceases to be a registered undergraduate student of the University of Victoria, unless excepted by Bylaw 1.1.b;
  - b. by a resolution, two-thirds majority of the Graduating Class;
  - c. by withdrawing application to graduate.

**Note:** Hereinafter, unless otherwise specified, the word “member” shall mean “active member”.

## **BYLAW 2 – GOVERNING BODY OF THE GRADUATING CLASS**

- 2.1 The name of the Governing Body of the Graduating Class shall be the Executive Council of the Graduating Class of the University of Victoria, hereinafter referred to as the “Executive Council”.
- 2.2 The members of the Executive Council shall be:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
  - e. Communications Director
  - f. Social Coordinator
  - g. Chair of the University of Victoria Students’ Society (hereinafter UVSS) [ex officio]
- 2.3 Any member of the Graduating Class shall be eligible for an elected position on the Executive Council.

## **BYLAW 3 – ELECTIONS TO THE EXECUTIVE COUNCIL**

- 3.1 The members of the Executive Council shall be elected for terms beginning in September and ending in June, during the Annual General Meeting.
- 3.2 The elections at the Annual General Meeting shall be the responsibility of and administered by the Chair of the UVSS.
- 3.3 The members of the Executive Council shall be elected by secret ballot at a properly constituted Special General Meeting of the Graduating Class.
- 3.4 Nominations for positions on the Executive Council shall be open for not less than ten consecutive days and shall close no less than three days prior to the election day.
- 3.5 The Executive Council shall appoint a returning officer for any and all elections and referenda held.

- 3.6 A recount of any election or referendum shall be automatically held if the difference between a successful and unsuccessful candidate or choice after the first ballot count is less than or equal to five (5) votes. The Executive Council may request a recount at its discretion.
- 3.7 Ballots of the Graduating Class elections and referenda shall be kept for a period of fifteen days, after which, if no recount has been called, they shall be destroyed. If a recount has been conducted, ballots shall be destroyed fifteen days following the recount.
- 3.8 In the event of a recount, the candidates involved or their scrutineers shall be present for the entire duration of the recount if they so desire.

#### **BYLAW 4 – VACANCIES**

- 4.1 Should a vacancy occur on the Executive Council, the vacancy shall be filled by General Meeting of the Graduating Class.

#### **BYLAW 5 – DUTIES OF THE EXECUTIVE COUNCIL**

##### **5.1 The President shall:**

- a. Chair all meetings of the Executive Council and of the Graduating Class;
- b. Be official spokesperson for the Graduating Class;
- c. Act, in the absence of a specifically designated person, as the official liaison person between the Executive Council and any other organizations;
- d. Be responsible for recommending to the Executive Council the establishment or amendment of committees or advisory boards; and
- e. Perform other duties as directed by the Executive Council.

##### **5.2 The Vice President shall:**

- a. Assume all responsibilities of the President in the absence of the President; and
- b. Perform other duties as directed by the Executive Council.

##### **5.3 The Treasurer shall:**

- a. Prepare and present to the Executive Council a statement of the financial affairs of the Graduating Class as soon as such information is available from the UVSS;
- b. Be responsible to the Executive Council for all vouchers, requisitions, cheques, petty cash payments and purchase orders issued in the name of the Graduating Class;
- c. Prepare a budget and submit a copy to the Semi-Annual General Meeting for approval; and
- d. Perform other duties as directed by the Executive Council.

##### **5.4 The Secretary shall:**

- a. Record the minutes of all General, Special and Executive Council meetings;
- b. Present two copies of the minutes of all meetings to the Chair of the UVSS, one of which shall be forwarded for future Executive Councils; and
- c. Perform other duties as directed by the Executive Council.

##### **5.5 The Communications Director shall:**

- a. Be responsible for ensuring that all General and Special Meetings and social events of the Graduating Class are advertised adequately according to Bylaw XIV; and
- b. Perform other duties as directed by the Executive Council.

##### **5.6 The Social Coordinator shall:**

- a. Coordinate all social events as deemed desirable by the Executive Council for the benefit of the Graduating Class; and
- b. Perform other duties as directed by the Executive Council.

**5.7 The Chair of the UVSS shall:**

- a. Assist the Executive Council where she/he is able, and particularly in directing the Executive to individuals and groups within the University which are already familiar to her/him by the nature of the Chair position;
- b. Be responsible for and administer the elections at the Annual General Meeting; and
- c. Perform other duties as directed by the Executive Council.

**BYLAW 6 – LEGISLATIVE POWERS**

6.1 The affairs of the Graduating Class shall be managed by the Executive Council who may act on behalf of the Graduating Class within the constraints of this document.

6.2 Decisions of the Executive Council shall be made by majority vote.

6.3 The Executive Council shall:

- a. Be the only recognized medium between the Graduating Class and other organizations;
- b. Meet during the regular winter session;
- c. Meet quorum through the presence of four (4) members of the Executive Council;
- d. Conduct its meetings according to the procedures set down in Robert's Rules of Order, or other rules agreed to by the Executive Council;
- e. Be ultimately responsible for the day-to-day administration of the affairs of the Graduating Class and for the implementation of the policies of the Graduating Class; and
- f. Prepare and provide a written report upon the completion of the Graduating Class activities to the UVSS Chair to be read at the Graduating Class Annual General Meeting.

**BYLAW 7 – SIGNING OFFICERS**

7.1 All cheque requisitions of the Graduating Class must be signed by two (2) members of the Executive Council to be submitted to UVSS Accounting Services.

**BYLAW 8 – MEETINGS OF THE GRADUATING CLASS**

8.1 The Graduating Class shall hold two general meetings which shall be known as the Annual General Meeting and the Semi-Annual General Meeting.

- a. Annual General Meeting
  - i. The Annual General Meeting of the Graduating Class shall be held in the first fifteen (15) days of November.
  - ii. The Chair of the UVSS shall chair the meeting.
- b. Semi-Annual General Meeting
  - i. The Semi-Annual General Meeting shall be held in the first fifteen (15) days of February.
  - ii. The Chair of the UVSS shall chair the meeting.
- c. Special General Meetings
  - i. Special General Meetings may be called at anytime between the months of October and May inclusive by:
    - a majority vote of a quorate meeting of the Executive Council, or
    - a written request signed, with corresponding student numbers, by one percent (1%) of the members of the Graduating Class.

**8.2 General Meeting Rules**

- a. Elections shall occur as early as possible on the Agenda, where required, at General meetings.
- b. Members of the Graduating Class may vote at meetings and each member shall have one vote. Voting by proxy is not permitted.

- c. Robert's Rules of Order shall govern the conduct of all General Meetings of the Graduating Class.
- d. Meetings shall be advertised adequately according to Bylaw XIV.

### **8.3 Referenda**

- a. Referenda may be called at anytime between the months of October and May inclusively by:
  - i. a majority vote of a quorate meeting of the Executive Council; or
  - ii. a requisite of one percent (1%) of the membership.
- b. Referendum shall be advertised adequately according to Bylaw XIV.

### **8.4 Quorum**

- a. Twenty-five (25) members of the Graduating Class or one percent (1%) of the Graduating Class (whichever is lower), shall constitute a quorum.
- b. If a quorum is not present, the meeting shall be reconvened at a date set by the Chair of the UVSS (AGM) or the Executive Council (SAGM, SGM), not more than twenty-one (21) days and not less than seven (7) days following the date set for the original meeting.
- c. If quorum is not present at the second meeting, the meeting shall proceed regardless.

## **BYLAW 9 – ABANDONMENT OF OFFICE OR REMOVAL OF EXECUTIVE COUNCIL MEMBERS**

- 9.1 An Executive Council member who has missed three (3) regularly scheduled meetings without prior notification of the Executive Council shall be considered to have resigned.

### **9.2 Impeachment Proceedings**

- a. A member of the Executive Council may be removed from office at a General Meeting or by a referendum.
- b. Impeachment proceedings may be initiated by:
  - i. a two-thirds majority vote of the Executive Council, or
  - ii. a petition signed by not less than five percent (5%) of the members of the Graduating Class presented to the Executive Council.
- c. In the event that the General Meeting or referendum thus called fails to reach quorum, the proceeding shall cease.

## **BYLAW 10 – FEES**

- 10.1 An alteration in the amount of membership fees of the Graduating Class shall not be made until the request has been approved by a referendum, by secret ballot, of the members of the Graduating Class.
- 10.2 The Executive Council shall be empowered to establish the criteria and procedures to be used in the refund or partial refund of fees.

## **BYLAW 11 – FUNDS**

- 11.1 The Executive Council of the Graduating Class must prepare and present a budget for approval by the membership at the Semi-Annual General Meeting.
- 11.2 The Grad Class does not have the power to bind future graduating classes to the allocation of funds.

## **BYLAW 12 – AMENDMENTS**

- 12.1 Amendments to the Constitution and Bylaws of the Graduating Class may be initiated by:

- a. any member of the Graduating Class, provided that the proposed amendment is signed, with corresponding student numbers, by not less than one percent (1%) of the members of the Graduating Class; or
- b. the Executive Council, after a two-thirds majority vote.

12.2 The Constitution and Bylaws of the Graduating Class may be amended by:

- a. the passage of a special resolution at a properly constituted General Meeting of the Graduating Class by a simple majority; or
- b. referendum, by secret ballot, of the members of the Graduating Class.

### **BYLAW 13 – RECORDS**

13.1 The Executive Council shall see that all necessary books and records of the Graduating Class required by the Constitution and/or the Bylaws of the Graduating Class or by any applicable statute of law are regularly and properly kept and distributed.

13.2 All original records are to be kept by the UVSS and a copy must be submitted to the Office of Student and Ancillary Services, University of Victoria, upon completion of the Executive Council term in June.

### **BYLAW 14 – POSTERING**

14.1 All announcements/advertisements required to be made under the Graduating Class Constitution and Bylaws shall be considered to have been duly advertised by placing at least forty (40) 8½” x 11” posters on University bulletin boards, of which at least four posters must be in each building. No less than four banners must be placed to advertise events and general meetings.

14.2 In addition to the above postering, an advertisement shall be placed in the official student newspaper. In the case of general meetings and referenda, an advertisement shall be placed in the student newspaper.