

## **Vancouver School of Theology**

### *Student Association*

*We acknowledge that the land on which we physically gather, learn, and commune is the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam) People.*

## **Constitution**

### **Article I – Name**

1. The name of this society shall be known as the “Vancouver School of Theology Student Association.”

### **Article II – Aims & Purposes**

2. The aims and purposes of the Vancouver School of Theology Student Association are to:
  - 2.1. Foster and promote the full participation of students in the governance, community life and administration of the Vancouver School of Theology.
  - 2.2. Provide a forum in which concerns of students can be discussed and pursued.
  - 2.3. Arrange, promote and sponsor social, educational, and other activities for the membership of the Vancouver School of Theology Student Association,
  - 2.4. Foster and encourage ways in which students may support each other financially, spiritually, and academically.

## **Bylaws**

### **Bylaw I – Definitions**

1. The following terms will be defined as follows:
  - 1.1. “VST” shall hereafter refer to “the Vancouver School of Theology”
  - 1.2. “UBC” shall hereafter refer to “the University of British Columbia, Vancouver”
  - 1.3. “VSTSA” shall hereafter refer to “the Vancouver School of Theology Student Association”
  - 1.4. “Executive Team” or “Executive” shall hereafter refer to the governing body of the VSTSA comprised of voting and non-voting elected members.
  - 1.5. “AGM” shall hereafter refer to as “(the) All General Meeting”
  - 1.6. “AMS” shall hereafter refer to “the Alma Mater Society of UBC”
  - 1.7. “Constitution” shall hereafter refer to “Constitution of the VSTSA”
  - 1.8. “Quorum” shall hereafter refer to the minimum number of members required to be present at a meeting to be valid

## **Bylaw II – Membership**

2. The following terms shall apply to membership:
  - 2.1. The membership of the VSTSA shall consist of all persons actively registered as students at VST.
    - 2.1.1. All students pay fees as follows: On-campus students pay \$20 a semester, distance students pay \$10 a semester, and all other students may choose to opt in to receive VSTSA benefits at the distance student fee.
    - 2.1.2. Changes in the amount of fees paid to the VSTSA shall be voted upon a duly constituted meeting no later than December of the previous academic year, with immediate notice to the Office of the Dean, the Registrar, Accounting and the Principal.
  - 2.2. All members of the VSTSA shall enjoy equal rights, responsibilities, and privileges of membership.

## **Bylaw III – Organizational Structure**

3. The organizational structure of the VSTSA shall include:
  - 3.1. The Executive Team comprised of the President, Vice President, Secretary, Treasurer, and three (3) Faculty Council Representatives.
    - 3.1.1. Faculty Council Representatives are ex-officio members of the Executive and do not vote at Executive Meetings. They do vote as members of Faculty Council.
  - 3.2. One (1) election will be held each year at the AGM.
  - 3.3. The Executive of the VSTSA shall be:
    - 3.3.1. The Faculty Council Representatives should include an on-campus student, a distance student, and an indigenous/interreligious studies student when possible.
    - 3.3.2. Current members of the VSTSA, elected or ratified for a one-year term by VSTSA members; OR, due to lack of a quorum or any other valid reason that no election is held, serve until such time as successors may be elected or ratified.
    - 3.3.3. Elected by a two-thirds majority of VSTSA members present at the AGM.
    - 3.3.4. Regularly participating in all meetings; providing reports, feedback and input to the Executive or other boards and committees.

## **Bylaw IV – Meetings**

4. The following conditions shall apply to VSTSA meetings:
  - 4.1. Executive meetings will be called by the President on a regular basis with a minimum of two (2) meetings per academic term.

- 4.2. One (1) AGM will be held each academic year, in the late spring for the purposes of elections and for the reporting to the student body of any issues, changes or decisions of the Executive that require input, vote and ratification.
- 4.3. Special meetings can be held at any time by:
  - 4.3.1. Majority consent of the Executive.
  - 4.3.2. By petition of ten (10) or more members of the VSTSA, submitted to the Executive of the VSTSA.
    - 4.3.2.1. Such special meetings shall be held within two (2) weeks and a day after receipt of the petition, allowing a minimum of ten (10) days' notice to be given to the members of the VSTSA.
- 4.4. Notice of all meetings shall be announced through appropriate communication methods.
  - 4.4.1. Executive meetings shall be announced a minimum of one (1) week prior to said meeting with a proposed agenda.
  - 4.4.2. AGM and Special Meetings shall be announced a minimum of two (2) weeks prior to said meeting with a proposed agenda.
- 4.5. Meetings shall be chaired by the President or their designate, and may follow Robert's Rules of Order.
- 4.6. Decisions of the VSTSA Executive meetings shall be by consensus wherever possible. If a consensus cannot be reached in a reasonable period of time during a meeting, the chairperson may call a vote for majority of those present. A quorum for Executive Meetings shall be three (3) out of four (4) voting members or equivalent ratio.
- 4.7. Quorum at AGM and Special Meetings shall be fifteen (15) students of the VSTSA who are present at that meeting.
- 4.8. Voting may be conducted in person or via live teleconference (Zoom, Face-Time, etc) is allowed.

## **Bylaw V – Finances**

5. The following guidelines for finances are:
  - 5.1. The VSTSA shall have an annual budget prepared by the Treasure.
    - 5.1.1. The budget shall be posted prior to being ratified at the AGM at least two (2) weeks for input and feedback from the membership
  - 5.2. Signing authority for VSTSA banking shall require two authorized signatures, preferably from the President and the Treasurer.
    - 5.2.1. A third signing authority may be chosen by separate motion each year.

- 5.3. Signing authorities have the ability to spend up to \$150 (one hundred fifty dollars). Any expenditures above that amount require approval by the Executive.
- 5.4. A record of the accounting of the VSTSA shall be maintained by the Treasurer and kept in a secure location. Records shall be available to all students upon request to the Treasurer.
- 5.5. An independent VSTSA member shall review the annual financial reports of the VSTSA to ensure accuracy and accountability. A report of this review will be given at the AGM.
- 5.6. Should the VSTSA choose to use AMS Finance, the above guidelines are invalid. The VSTSA will refer to AMS procedure for finance policy.

## **Bylaw VI—Executive Job Roles**

6. Executive job roles and expectations are as follows:
  - 6.1. Voting members of the Executive Team must be fee paying AMS members and their roles are as follows:
    - 6.1.1. President;
      - 6.1.1.1. Attends AMS meetings as the AMS Representative to VSTSA and VST.
      - 6.1.1.2. Chairs all meetings.
      - 6.1.1.3. Facilitates communication between VST, VSTSA, UBC, and AMS.
      - 6.1.1.4. Coordinates VSTSA section of New Student Orientation.
      - 6.1.1.5. Attends all meetings of the VSTSA whenever possible.
      - 6.1.1.6. Reports to the student body all decisions of the VSTSA.
      - 6.1.1.7. Ensures smooth transfer of responsibilities to new Executive Team.
      - 6.1.1.8. Completes other duties as needed.
    - 6.1.2. Vice-President;
      - 6.1.2.1. Attends AMS meetings as the proxy AMS Representative when the President cannot.
      - 6.1.2.2. Facilitates communication with parties outside of VST, VSTSA, UBC, and AMS.
      - 6.1.2.3. Attend all meetings of the VSTSA whenever possible.
      - 6.1.2.4. Communicates with appropriate staff and faculty as necessary to ensure students are given access to all available resources, when necessary.
      - 6.1.2.5. Communicates with the student body regarding AMS and VSTSA resources and support.

- 6.1.2.6. Chairs meetings in the absence of the President, when necessary.
- 6.1.2.7. Completes other duties as needed.
- 6.1.3. Secretary;
  - 6.1.3.1. Attends AMS meetings as the proxy AMS Representative when the President or Vice-President cannot.
  - 6.1.3.2. Supports the President with compilation and distribution of agendas for all meetings.
  - 6.1.3.3. Takes minutes for all meetings of the VSTSA, distributes it as necessary, and archives all documents at the AMS.
  - 6.1.3.4. In cooperation with Executive Team, maintains and responds to any correspondence or inquires.
  - 6.1.3.5. Maintains digital communication when required, including but not limited to maintenance of the VSTSA email list and CampusBase or similar AMS platform.
  - 6.1.3.6. Attends Executive Team meetings whenever possible.
  - 6.1.3.7. Completes other duties as needed.
- 6.1.4. Treasurer;
  - 6.1.4.1. Attends AMS meetings as the proxy AMS Representative when the President, Vice-President, or Secretary cannot.
  - 6.1.4.2. Maintains and keeps accurate records of all VSTSA financial activities and archives at the AMS.
  - 6.1.4.3. Prepares regular financial reports to be presented at Executive Meetings and at the AGM.
  - 6.1.4.4. Ensures and oversees an annual review of the financial records and annual budget.
  - 6.1.4.5. Meets with the VST accountant(s) to coordinate the transfer of any student fees and ensures that the appropriate paperwork is completed with the bank or AMS Finance during transition.
  - 6.1.4.6. Attends AMS Treasurer Training, if a part of AMS Finance.
  - 6.1.4.7. Attends all VSTSA meetings whenever possible.
  - 6.1.4.8. Completes other duties as needed.
- 6.2. Ex-officio members of the Executive Team may or may not be fee paying AMS members and are their roles are as follows:
  - 6.2.1. Faculty Representatives:
    - 6.2.1.1. Attends VST Faculty Council Meetings as set by the faculty/academic calendar.
    - 6.2.1.2. Provides a collaborative VSTSA report at the direction of the Executive Team to be shared at Faculty Council.

- 6.2.1.3. Votes at the Faculty Council.
- 6.2.1.4. Provides a collaborative Faculty Council report with pertinent and appropriate information to be shared at the VSTSA meetings.
- 6.2.1.5. Attends all VSTSA meetings whenever possible.
- 6.2.1.6. Completes other duties as needed.
- 6.3. All Executive shall invite, solicit, or request student representatives or committees as necessary, and these names shall be approved by a majority vote.
- 6.4. In the event a member of the Executive is unable to fulfil their duties, they may resign by communicating with the Executive. They may be requested by consensus decision of the VSTSA Executive to step down from that position in order for the Executive to find a suitable replacement at their earliest convenience.
- 6.5. If there is a vacancy on the Executive with greater than one month before the next AGM due to an elected member resigning or no member being elected during the previous AGM, the VSTSA Executive may appoint a member of the VSTSA to that position until the next AGM where it will be ratified by the membership of the VSTSA.

### **Bylaw VII – Amendments**

- 7. Amendments to the Constitution or Bylaws shall be proposed by a motion presented at an AGM or Special meeting.
  - 7.1. Proposed amendments shall be communicated at least two (2) weeks prior to the meeting of the VSTSA at which the proposed amendment(s) will be considered.
  - 7.2. Adoption of any amendment(s) shall be ratified by a two-thirds majority.

### **Bylaw VIII – Dissolution**

- 8. In the event that the VSTSA is required to dissolve, a motion to that effect will be required at an AGM or Special Meeting and will require a two-thirds majority vote. A second motion will be required to decide how to disburse any funds or assets that the VSTSA may have at the time of dissolution.