



UNIVERSITY OF WATERLOO

BYLAWS OF THE UNIVERSITY OF WATERLOO DEPARTMENT OF MANAGEMENT SCIENCES FACULTY OF ENGINEERING MANAGEMENT SCIENCES STUDENT ASSOCIATION

Proposed: March 5, 2019

1.01 Establishment

There will be an association to represent and promote the interests of graduate students in the Department of Management Sciences at the University of Waterloo, hereafter “MSSA” or “the Association”.

1.02 Objectives

The MSSA will:

- a) Provide a forum for the voices of all graduate students in the Department of Management Sciences to be heard.
- b) Promote an interdisciplinary culture of social and intellectual interaction among students within the faculty.
- c) Represent the interests of graduate students to the broader university community.
- d) Promote, direct, and coordinate activities that will benefit the members.

1.03 Membership

- a) Every full- or part-time student enrolled in a graduate program in the Department of Management Sciences is a member of the MSSA.
- b) Membership is terminated when the individual ceases to be enrolled in a graduate program in the Department of Management Sciences.

1.04 Amendments

- a) Changes to these bylaws must be proposed through a referendum or at an Annual General Meeting
- b) An amendment will be considered to have passed if more votes were cast in favour of the amendment than against.

- c) If there are multiple amendments proposed, each amendment will be treated separately with regard to 1.04(b).

1.05 Fees

As of this time, there is no MSSA fee. A referendum would have to be called to create such a fee

2.01 Elections

- a) Members are eligible to vote for all positions of the MSSA
- b) The Chair/Associate Chair or any of the previous board can facilitate elections
- c) Candidates volunteer to campaign for each of the position in the board
- d) The results of the election are announced by the Chair after vote from all the members

2.02 Board

The Chair of the Board will:

- a) Be the official spokesperson of the Association.
- b) Preside at meetings of the Board
- c) Cast the deciding vote when the Board is tied
- d) Be a signing officer of the Association
- e) This will be the Chair/Associate Chair of the department

The President of the Board will:

- a) Take ultimate responsibility for the affairs of the MSSA
- b) In coordination with the executive team, ensure smooth functioning of the MSSA
- c) Plan and coordinate the MSSA's social and educational events throughout the academic year
- d) Lead and coordinate the following committed events:
 - a. The annual departmental photograph
 - b. Calling executive meetings to discuss various matters. These can include, but are not limited to, event planning, budgeting issues, and departmental issues.
- e) Represent Management Sciences students at the monthly departmental meetings. This includes participating in the meetings discussions as required, circulating the meeting minutes among the other executive members, and communicating relevant items from the meetings
- f) Interact with the Chair and develop a positive relationship with the faculty and staff of the Department
- g) Call general body meetings of students as required, in consultation with the executives, to discuss various issues raised by the students
- h) Arrange an election in September of the following academic year for the incoming executive members
- i) Ensure a smooth transition of roles to the incoming executive members in the following academic year

The Vice-President of the Board will:

- a) Assist the President in carrying out MSSA activities
- b) Attend departmental meetings in the absence of the President
- c) Take meeting minutes of executive meetings
- d) Track and maintain the MSSA spending within annual budget
- e) Coordinate the reimbursement of expenses with the department's executive assistant

The GSA Representative will:

- a) Represent the department and holds a seat on the GSA
- b) Attend regular monthly GSA meetings where issues pertaining to graduate students university-wide are discussed
- c) Vote and participate in committees that handle issues of political nature, academic issues and social events organized by the GSA
- d) Maintain and update the MSSA Facebook group

2.03 Term of Office

An officer's term will be for one year, ending with the end of the Spring Term of the year. If an officer is away from campus for an extended period of time and cannot perform their duties, the Board will appoint a temporary replacement for their position.

2.04 Members' Meetings

- a) Members of the MSSA have the right to attend at and vote at Members' Meetings
- b) The Meetings can be called by the Chair or the President of the Association
- c) Notice of a Members' Meeting will be given no fewer than fourteen (14) days prior to the meeting
- d) The Annual General Meeting will normally be held in the fall term of the academic year.

Notes (not officially part of the Bylaws)

The first draft of the bylaws is prepared by Ajitesh Singla the President of the board at the time, please refer and discuss before making changes in the Bylaws