

DALHOUSIE ASSOCIATION OF GRADUATE STUDENTS

BYLAWS

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BYLAW I – Definitions

The ASSOCIATION - shall mean the Dalhousie Association of Graduate Students

AGM – see Annual General Meeting.

Annual General Meeting – shall mean the Annual General Meeting of DAGS.

The Board – shall mean the Board of Directors of DAGS.

The Board of Governors – shall mean the Board of Governors of Dalhousie University.
By-election – shall mean the election held to fill vacant positions between regularly scheduled elections.
Bylaw – shall mean the bylaws of DAGS.
CRO – see Chief Returning Officer.
Chief Returning Officer (CRO) – shall mean the individual responsible for handling the electoral process of DAGS.
Constitution – shall mean the constitution of DAGS.
The Council – shall mean the Council of DAGS.
DAGS – shall mean the Dalhousie Association of Graduate Students.
DSU – shall mean the Dalhousie Student Union.
FGS – see Faculty of Grad Studies.
Faculty of Graduate Studies – shall mean the Faculty of Graduate Studies of Dalhousie University.
Fiscal Year – shall mean the period used for calculating annual financial statements of DAGS.
Honorarium – shall mean an ex gratia payment made to a person for their services in a volunteer capacity.
Motion – shall mean a formal proposal presented by a member for consideration. See Robert’s Rules of Order.
Director - shall refer to the student designated to represent specific Faculties
Quorum – shall mean the number of people that must be present at a meeting (not the number voting) in order for business to be legally transacted. See Robert’s Rules of Order.
Recall – shall mean the procedure by which a Board Member of DAGS may be removed from office.
Robert’s Rules of Order – shall mean the rules of order written by Henry Martyn Robert.
The Senate – shall mean the Senate of Dalhousie University.
Signing Authority – shall mean an individual with legal authority to conduct financial business on behalf of DAGS.
Simple Majority – shall mean a voting requirement of more than half of all ballots cast.
Society – shall mean a DSU ratified organization representing DAGS members of an academic unit (program, department, school, or Faculty).
Society Ratification – shall mean the process by which a society seeks legal status by the Dalhousie Student Union.
Staff – shall mean any hired employees of DAGS.
Term – shall mean an academic term as defined by the University calendar.
Voting Proxy – shall mean the delegation of that member's power to vote to another member in their absence.

BYLAW II - Membership

1. MEMBERS

a. Membership of DAGS consists of:

- i. All full-time graduate students while they are registered with the Faculty of Graduate Studies at Dalhousie University;
- ii. All part-time graduate students while they are registered with the Faculty of Graduate Studies at Dalhousie University;
- iii. Graduate students registered in the Master of Journalism program at University of King’s College;

- iv. Any Honorary Members, as designated by the organization.
- v. All Masters in Business Administration (MBA) students are excluded from above as Members of DAGS at this time.
- b. DAGS not place any limits on members based on age, gender, race, religion, language, or disability.
- c. MEMBERSHIP FEES
 - i. A membership fee shall be paid by all Members of DAGS.

2. Purpose

- a. Serve as the Faculty Society for the Faculty of Graduate Studies, as defined by membership
- b. Represent and advocate for interests of membership within the Dalhousie and broader community
- c. Facilitate events and programming for members
- d. Support the operations and activities of constituent societies
- e. The Societies activities do not infringe on Federal, Provincial, or Municipal Laws
- f. Activities of the society do not infringe on the By-Laws of the DSU

3. RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

- a. All Member of DAGS, excluding honorary members, are eligible to vote in DAGS elections.
- b. All Members may attend, submit business, and vote at all General Meetings of DAGS.
- c. All Members of DAGS may attend any Council and Board Meetings as observers, subject to meeting regulations, and speak to any business or motion, as appropriate, upon sponsorship by a Member of the body conducting that meeting.

4. GENERAL MEETINGS

- a. DAGS's Annual General Meeting (AGM) shall be held each year during the Winter term, prior to the end of the fiscal year.
- b. An Extraordinary General Meeting may be called at any time by:
 - i. Motion of Council;
 - ii. Motion of the Board;
 - iii. A requisition in writing by petition of a minimum of 50 Members of the DAGS to the Board.
- c. General Meetings shall be advertised to the membership at least seven (7) days in advance.
- d. The General Meeting shall have the power to transact any business of the organization at its discretion. The General Meeting may also choose to fulfill any business normally falling to the Council or the Board, as may be required. Constitutional Amendments may also be considered at this time.
- e. Quorum of any General Meeting shall be fifteen (15) Members of DAGS.
- f. The process of voting on motions at general meetings is by default a show of hands. Secret ballot may be used if motion is put forth to use secret ballot and passed by a simple majority of members present.

BYLAW III - Council

1. COUNCILLORS

- a. There shall be a Council that will exist as the governing body of DAGS, determining policy, regulations and other such matters relevant to DAGS.
- b. The Council shall be composed of the Councillors, all of who must be Members of DAGS at such time of their election and during their term in office:
 - i. President;
 - ii. Vice-President (Academic Affairs);
 - iii. Vice-President (External Advocacy);
 - iv. Vice President (Finance and Operations)
 - vi. Director (Architecture and Planning, Computer Science, Engineering);
 - vii. Director (Arts and Social Sciences, Journalism, Law, Management);
 - viii. Director (Health Professions);
 - ix. Director (Medicine, Science, Agriculture); and
 - x. One representative from each society to be selected by that society. These representatives do not count towards quorum
- c. Each Councillor shall receive one vote on each matter before the Council.
- d. Council will sit for a full fiscal year, beginning on May 1 and ending in the following year on April 30.
- e. Any Councillor who is or becomes an employee of DAGS, including the Grad House, shall cease their membership on Council.
- f. Upon the receipt of written resignation of any elected or appointed Board Members, or if they are recalled, or cease to be eligible to serve in their role, or have died, or an election fails to produce a candidate, a by-election shall be held.
 - i. Details of the by-election shall be set by the Board in accordance with normal election procedures.
 - ii. Council may vote by a 2/3 majority to waive the by-election and choose another method of filling the vacancy, including the option of appointing a person to fill the vacancy for the remainder of the term of the former Board Member.
- g. Upon receipt of written resignation of any Councillor, or if said member is removed or ceases eligibility to sit on Council, said vacancy shall be filled by the departmental society as soon as possible, and the name of the new representative shall be communicated by the departmental society to their Director.

2. DUTIES OF COUNCIL Council shall:

- a. Serve as the policy making body of DAGS;
- b. Review regulations set by the Board;
- c. Supervise the administration of policies and regulations;
- d. Approve the hiring of the Operations Officer;
- e. Approve the annual budget in accordance with appropriate bylaws;
- g. Amend DAGS Bylaws as so desired.

3. DUTIES OF COUNCILLORS Councillors shall:

- a. Carry out duties as determined by their respective departmental society;
- b. Relay departmental issues to their Director and/or to Council for general discussion and potential DAGS action;
- c. Convey information from their Director and DAGS to Members of their departmental

societies;

- d. Liaise with Members of their departmental societies;
- e. Sit on committees of DAGS as required and when possible; and
- f. Attend meetings of DAGS Council, or send a voting proxy in their stead.

4. MEETINGS

- a. The Council shall meet at least once per term (Summer, Fall, and Winter).
- b. All meetings of Council are open to all DAGS Members.
- c. Council Meetings shall be advertised to Councillors and the DAGS Membership at least seven (7) days in advance.
 - i. Notice shall include time, date, and place of the meeting; and
 - ii. Councillors shall be given all materials to be considered at the Council meeting no later than 48 hours in advance of the meeting.
- d. Quorum of Council shall consist of a 50%+1 of Councillors. In the event of resignation(s), the quorum will be automatically reduced.
- e. The process of voting on motions at Council Meeting is by default a show of hands. Secret ballot may be used if motion is put forth to use secret ballot and passed by a simple majority of councillors present.
- f. All meetings of the Council shall be run by the Chair, normally the President of DAGS.
 - i. In the absence of the President, the Vice-President Academic Affairs shall act as chairperson.
 - ii. In the absence of both the President and the Vice-President Academic Affairs, Council shall appoint an interim Chair.
- g. The Office Manager shall act as Secretary.
 - i. In the absence of the Office Manager, Council shall appoint an interim Secretary.

5. ELECTIONS AND APPOINTMENTS

- a. Nominations must be advertised at least two (2) weeks in advance of the meeting in which the appointment will take place.
- b. Any member of Council may nominate a candidate for a position;
- c. The Chair of Council shall confirm that the nomination is accepted by the candidate;
- d. The Chair of Council will ask three times if there are any further nominations, and will then declare the nominations closed;
- e. If the number of candidates nominated exceed the number of vacancies, the Chair shall conduct a vote; and
- f. The procedure for a contested nomination is as follows:
 - i. The Chair of Council shall conduct a vote by ballot;
 - ii. Each candidate will have equal time to speak to Council, not exceeding four minutes each;
 - iii. The candidates who are not speaking shall leave the meeting during Speeches;
 - iv. There will be a short question period after each speech;
 - v. There shall be an in camera debate;
 - vi. The Chair of Council shall conduct a vote;
 - vii. The Chair of Council shall count the votes with the assistance of the

Secretary and declare the winning candidate elected.

BYLAW IV – Board of Directors

1. BOARD MEMBERS

PRESIDENT

1. Subject to other provisions in the Bylaws, the President shall be responsible for the overall operation of the Association
2. Without restricting the generality of the foregoing, the President shall be responsible for:
 - a. acting as the main Association spokesperson on all student issues;
 - b. advocating the Association's interests in the, Faculty of Graduate Studies (FGS) Council, and any other committees of the DSU and University of which the President is a member or whom the President has an opportunity to address;
 - c. having account signing authority;
 - d. serving as chair of Council, Executive Committee, and interim chair of any THE ASSOCIATION committees until a replacement is found;
 - e. serving on the Administration Committee, Governance Committee, Academic and External Relations Committee, Student Life Committee;
 - f. serving as a liaison between the Association and both the senior administration of the University and executive of the DSU, developing and maintaining a working relationship, and when appropriate lobbying them on behalf of the Association;
 - g. providing input to all of THE ASSOCIATION businesses;
 - h. applying for society ratification to the Dalhousie Student Union alongside the Vice-President (Finance and Operations) and the Office Manager;
 - i. providing long term strategic direction for the Association;
 - j. developing and reviewing the strategic plan of THE ASSOCIATION in cooperation with the Executive Committee;
 - k. Maintain a minimum of two (2) office hours per week and normally perform at least ten (10) hours of THE ASSOCIATION business per week;
 - l. Be available to respond to and meet with THE ASSOCIATION constituents on issues involving the graduate student community.
 - m. preparing a written annual report for Council immediately prior to relinquishing office;
 - n. producing monthly reports of activities, available to all Council Members;
 - o. training and advising the incoming President; and
 - p. performing other duties as Council may time to time determine;
 - q. Act as Chair

VICE-PRESIDENT (ACADEMIC AFFAIRS)

3. Subject to any other provisions in the Bylaws, the Vice-President (Academic Affairs) shall be responsible for representing the Association on academic matters.
4. Without restricting the generality of the foregoing, the Vice-President (Academic Affairs) shall be responsible for:
 - a. Serve as deputy chair of the Executive Committee and Council;

- b. Serve as co-chair of the Academic and External Relations Committee;
- c. Develop and formulate policy on academic matters;
- d. Ensure that THE ASSOCIATION is represented at every Senate meeting, and DSU administration and Faculty committees, in cooperation with THE ASSOCIATION and /or DSU representatives serving on said boards and committees;
- e. Ensure Council is kept informed of and has opportunity to respond to initiatives of the Faculty that impact graduate students;
- f. Serve on the Faculty of Graduate Studies (FGS) Council;
- g. Serve on the Dalhousie University Senate;
- h. Serve on the FGS Academic Planning and Curriculum Committee;
- i. Serve on the FGS Academic Appeals Committee;
- j. fulfill the duties of the President in absence of the President;
- k. Immediately prior to relinquishing office, prepare a written annual report for THE ASSOCIATION Council;
- l. Produce monthly reports of activities, available to all Representatives;
- m. Maintain a minimum of two (2) office hours per week and normally perform at least ten (10) hours of THE ASSOCIATION business per week;
- n. Be available to respond to and meet with THE ASSOCIATION constituents on issues involving the graduate student community.
- o. preparing a written annual report for Council immediately prior to relinquishing office;
- p. producing monthly reports of activities, available to all Council Members;
- q. training and advising the incoming Vice-President (Academic Affairs); and
- r. performing other duties as Council, the Bylaws, or the President may time to time determine;

VICE-PRESIDENT (EXTERNAL RELATIONS)

- 5. Subject to any other provisions in the Bylaws, the Vice-President (External Relations) shall be responsible for overseeing all programming activities of the Association, and overseeing all Association campaigns
- 6. Without restricting the generality of the foregoing, the Vice-President (External Relations) shall be responsible for:
 - a. Serve as co-chair of the Academic and External Relations Committee;
 - b. Serve as chair of the Governance Committee;
 - c. Develop and formulate policy on external matters;
 - d. Maintain a collaborative and working relationship with the DSU President and Vice Presidents, as well as the CFS Provincial Executive;
 - e. Ensure Council is kept informed of and has opportunity to respond to initiatives of the DSU, CFS, and external bodies that impact graduate students;
 - f. Act as a representative of graduate students to organizations of which THE ASSOCIATION, the DSU, the CFS, or Dalhousie University is a member;
 - g. Act as a delegate at conferences of external organization of interest to THE ASSOCIATION as directed by Council;
 - h. Immediately prior to relinquishing office, prepare a written annual report for Council;
 - i. Produce monthly reports of activities, available to all Council Members;
 - j. Maintain a minimum of two (2) office hours per week and normally perform at least ten (10) hours of THE ASSOCIATION business per week;

- k. Be available to respond to and meet with THE ASSOCIATION constituents on issues involving graduate student community.
- l. preparing a written annual report for Council immediately prior to relinquishing office;
- m. producing monthly reports of activities, available to all Council Members;
- n. training and advising the incoming Vice-President (External Advocacy); and
- o. performing other duties as Council, the Bylaws, or the President may time to time determine;

VICE-PRESIDENT (FINANCE AND OPERATIONS)

- 7. Subject to any other provisions in the Bylaws, the Vice-President (Finance and Operations) shall be responsible for the Association's internal operations, including the budget, overseeing the proper operation of Association services and businesses, and ensure proper operation of the Association bylaws and policies.
- 8. Without restricting the generality of the foregoing, the Vice-President (Finance and Operations) shall be responsible for:
 - a. oversee all financial management of the Association, including preparing and maintaining the budget, in conjunction with the President and Office Manager;
 - b. maintaining all THE ASSOCIATION bylaws, policies and standing procedures, including implementation of such rules with the President;
 - c. having account signing authority;
 - d. serving as chair of the Administration Committee, and Governance Committee
 - e. serve on the Executive Committee;
 - f. preparing quarterly financial reports for Council on the year to date figures with regards to the budget;
 - g. overseeing THE ASSOCIATION services and operations;
 - h. holding general financial oversight over THE ASSOCIATION;
 - i. applying for society ratification to the Dalhousie Student Union alongside the President and the Office Manager;
 - J. maintaining all THE ASSOCIATION bylaws, policies and standing procedures, including implementation of such rules with the President;
 - K. overseeing the operations of the Muse.
 - L. Maintain a minimum of two (2) office hours per week and normally perform at least ten (10) hours of THE ASSOCIATION business per week;
 - M. preparing a written annual report for Council immediately prior to relinquishing office;
 - N. producing monthly reports of activities, available to all Council Members;
 - O. training and advising the incoming Vice-President (Finance and Operations); and
 - P. performing other duties as Council, the Bylaws, or the President may time to time determine;

f. The Directors shall:

- i. Represent the interests of their respective faculties on the Board;
- ii. Communicate information from societies within their faculties to the DAGS Board and Council;
- iii. Communicate DAGS information to societies within their faculties;
- iv. Develop and implement methods to encourage DAGS Membership involvement in DAGS activities;

- v. Serve on the Student Life Committee;
- vi. Immediately prior to relinquishing office, prepare a written annual report for DAGS Council;
- vii. Produce monthly reports of activities, available to all Councillors;
- viii. Perform other duties as Council may time to time determine;
- ix. Normally perform at least five (5) hours of DAGS business per week;
- x. Serve as a voting member of the Board where there shall only be one vote per Director position if both Primary and Secondary Directors are present; and
- xi. Be available to respond to and meet with DAGS constituents on issues involving the graduate student community.

2. DUTIES OF THE BOARD The Board shall:

- a. Set regulations to help govern DAGS procedures;
- b. Present an annual budget to Council in accordance with appropriate bylaws;
- c. Be responsible for hiring staff and filling volunteer positions, as required;
- d. Appointing Members to committees;
- e. Apply for society ratification to the Dalhousie Student Union;
- i. Application shall be officially submitted by a Board Member who is also a member of the DSU.
- f. Communicate with the DSU for grants and other union services;
 - i. Applications and communication shall be officially submitted by a Board Member who is also a member of the DSU.
- g. Hold general financial oversight over DAGS;
- h. Govern the day-to-day operations of DAGS.

3. ELECTIONS

- a. The Board shall set the timeline for elections to be held between February 1 and March 31 of each year, normally running in conjunction with DSU elections. Nominations must be open for at least 2 weeks.
- b. Elections shall be held for the following Board Members:
 - i. The President;
 - ii. The Vice-President External Advocacy;
 - iii. The Vice-President Academic Affairs;
 - iv. Vice President Finance and Operations
 - v. All Directors.
- c. All Members of DAGS are eligible to stand for election if they will continue to be Members of DAGS for the duration of the term of office for which they are running.
 - i. DAGS Members not registered as a member of the Dalhousie Student Union shall not be eligible to run for or hold the offices of the President or Vice-President External Advocacy.
- d. Council shall appoint a CRO
- e. The Board shall be empowered to hear any appeals from decisions of the Chief Returning Officer; Board members with a conflict of interest shall excuse themselves from any appeals.
- f. Voting shall be done by secret ballot, either in person or by online submission, with all

- candidates' names listed on the ballot in alphabetical order by last name.
- i. In the case of only one candidate for a given position, a Yes/No ballot will be used.
 - ii. In the case of a by-election under bylaw III – 1.f.i., elections may be conducted in accordance with 3-5.
- g. All those who are Members of DAGS on Election Day, except honorary members, shall be eligible to cast one vote.
- i. Only Members belonging to programs within the relevant Faculty shall be eligible to vote for the Director representing that faculty.
 - ii. CRO(s) shall not be permitted to vote.
 - iii. Voting by proxy is prohibited. The vote of a Secondary director is not considered a Proxy vote
- h. The first candidate to receive a majority of votes by preferential ballot shall be elected to the position.
- i. In the case of a Yes/No ballot, the candidate must receive more yes than no votes to be declared a winning candidate.
- j. Quorum shall be 5% of eligible DAGS Members.
- k. Each member can only hold one Board position.

4. Impeachment

- a. All Board Members elected or appointed by DAGS shall be eligible for recall Impeachment under this bylaw.
- b. Grounds for recall-Impeachment shall be dereliction of duty or failure to uphold the responsibilities as set out by these bylaws and associated regulations. No member of the executive may be impeached without just cause, or in any manner not specified in this policy. Just cause is defined by these By-Laws as:
 - i. Failing to attend four consecutive executive or general meetings.
 - ii. Failing to fulfill their duties without reasonable excuse, as determined by the membership.
 - iii. Conduct likely to result de-ratification of the Society, or conduct likely to bring the Society into disrepute.
 - iv. Other gross misconduct.
 - v. A vote to impeach an executive member can only be brought forth at a general meeting.
- c. All Board Members may be recalled Impeached and removed from office by:
 - i. A motion initiated and passed at General Meeting to hold a recall vote. The recall votes will be conducted in the same manner as an election, and require two-thirds majority of membership.
 - ii. Voting will be conducted by secret ballot
- e. Motions regarding recall shall be properly noticed to Members of the relevant voting body at least seven days prior to any vote.
- f. The member(s) facing recall must be given the opportunity to speak in their own defense to the relevant voting body prior to any vote.

g. Upon successful recall, council shall follow the prescribed procedures to fill the vacancy.

5. BOARD MEETINGS

- a. The Board shall meet normally every two weeks, but no less than once every month, as set by the President.
- b. The schedule of regular Board meetings shall be set at the beginning of each term.
- c. Notice of Board meetings shall be 48 hours in advance of the meeting:
 - i. Notice shall include time, date, and place of the Board meeting; and
 - ii. Board Members shall be given all materials to be considered at the Board meeting no later than 48 hours in advance of the meeting.
- d. Emergency Board meetings shall be held as needed, by petition of no less than three Board Members. The petition shall set a location, date, and time for the Board to meet, with the meeting date being not less than three days from the date of the petition being signed and circulated to Board Members.
- e. Quorum at Board meetings shall be no less than 50% of Board Members.

6. COMMITTEES

- a. Administration Committee
 - i. The Administration Committee shall:
 1. Prepare an annual budget for presentation to the Board;
 2. Recommend any budget changes to the Board;
 3. Advise the Board on the hiring of applicants for the Office Manager position;
 5. Set standard operating procedures for human resources and administration; and
 6. Review applications, develop interview protocol, interview applicants, and nominate an applicant to the position for approval by the Board.
 - ii. Membership of the Administration Committee shall include:
 1. The President (Chair);
 2. Vice President Finance and Operations
 3. 2 DAGS Members at least one of whom must not be on the Board;
 4. Office Manager (non-voting)
- b. Student Life Committee
 - i. The Student Life Committee shall:
 1. Advise the Board on programming, society events, and graduate student issues related to student life;
 2. In collaboration with Board Members, plan and coordinate graduate student events including but not limited to social and professional development events;
 3. Produce an annual report containing graduate student statistics (ie. stipends, scholarships, etc.).
 - ii. Membership of the Student Life Committee shall include:
 1. All Directors;
 2. Vice President Finance and Operations; and
 3. No less than three other Members of DAGS.
 - iii. The selection of the Chair shall be decided by the membership of the

Student Life Committee at the first meeting.

c. Academic and External Relations Committee

i. The Academic and External Relations Committee shall advise the Board on graduate student issues related to FGS, Dalhousie University, DSU, and external policy.

ii. Membership of the Academic and External Relations Committee shall include:

1. The Vice-President Academic Affairs (Co-Chair);
2. The Vice-President External (Co-Chair);
4. No less than five other Members of DAGS.
5. Any representatives on Faculty Councils
6. Any representatives on departmental committees

d. Governance Committee

i. The Governance Committee shall:

1. Review the governing documents annually; and
2. Recommend any changes to the governing documents to the appropriate body.
3. Implement an Executive Review Process

ii. Membership of the Governance Committee shall include:

1. The Vice-President External Advocacy (Chair);
2. The President; and
3. No less than two other Members of DAGS one of whom must not be a Board Member.

e. Ad-hoc Committees

i. Ad-hoc committees may be formed from time to time by motion of Council or the Board.

ii. The mandate of the ad-hoc committee shall be set at the time of its formation.

iii. Ad-hoc committees shall submit a report to the appropriate body and dissolve its membership prior to the end of fiscal year, unless otherwise determined by motion of the Council or the Board.

iv. Unless otherwise mandated, the President shall serve as or appoint a Chair for the committee.

f. All Committees are open to DAGS members

7. HONORARIUMS

a. An honorarium in the amount of \$3000 per annum shall be paid to each of the following:

- i. the President;
- ii. Vice President Finance and Operations;
- iii. the Vice-President Academic Affairs; and
- iv. the Vice-President External Advocacy.

b. An honorarium in the amount of \$1000 per annum shall be paid to each of the following:

- i. The Chair of the Student Life Committee.

c. An honorarium in the amount of \$1000 per annum shall be paid to each Director.

d. All honorariums of Board Members shall be paid in four installments.

- i. 25% on August 1;

- ii. 25% on November 1;
- iii. 25% on February 1; and
- iv. The final 25% shall only be paid once a satisfactory year-end report has been submitted to the Board and no earlier than April 15.
- e. In order to receive honoraria, all Board Members must have submitted their monthly Board reports for that quarter.
- f. By decision of the Board, an honorarium installment may be temporarily withheld for no longer than 21 days.
- g. By decision of Council, an honorarium installment may be permanently withheld or reduced.
- h. In the case of a term shorter than the normal full fiscal year, the Board may pro-rate the relevant honorarium as appropriate.
- i. In the case of a vacant position, the Board may choose to assign a prorated portion of that honorarium to another Board Member(s) temporarily managing the responsibilities of that portfolio.
- j. Council may award a financial bonus, not to exceed \$1000, to Board Members for exemplary performance during their term in office.
- k. Council may award a special financial honorarium to an individual as they see fit.

BYLAW V – Hired Staff

1. OFFICE MANAGER

- a. The Office Manager shall:
 - i. Administer and maintain operations for the DAGS office, including phone, e-mail, and social media Communications;
 - ii. Maintain up-to-date records of DAGS finances, with support from the President and Vice President Finance and Operations
 - iii. Work with the Board and Administration Committee to develop a draft budget;
 - iv. Support the needs of Members' societies;
 - v. Aid societies in ratification and audit processes;
 - vi. Maintain and make public up-to-date copies of all governing documents of DAGS;
 - vii. Advertise and administer the DAGS Travel Grants program in cooperation with the Vice President Finance and Operations
 - viii. Solicit content from Board Members for submission to the Grad Times;
 - ix. Update and manage content of the DAGS website;
 - x. Advertise and administer any other programs, campaigns, or initiatives of DAGS as requested by the Board; and
 - xi. Support requests and needs of the Board and its Members.
 - xii. Act as Secretary to record and distribute meeting Notices, Agendas, and Minutes .
- b. The Board shall install the Office Manager upon recommendation of the Administration Committee.
- c. The Office Manager shall report to the President.

BYLAW VI - Finances and Funding

1. MEMBERSHIP FEES

- a. DAGS shall collect funds from its Members, through the Dalhousie Accounts system, as laid out by referendum.
 - i. \$60 per annum for every full-time student;
 - ii. \$30 per annum for every part-time student.
- b. Funds will be collected from DAGS Members in equal portions over the terms in which a Member's program pays tuition or continuing fees.
- c. Half of membership fees collected shall be distributed to the members' constituent societies after completion of the following:
 - i. A up-to-date successful audit of past financial transactions and documentation;
 - ii. Any other criteria described by regulation.
- c. DAGS will submit to the DSU for Audit at least twice a year

2. BUDGET

- a. The fiscal year shall run from May 1st until April 30th each year.
- b. The Administration Committee shall draft and present a proposed budget to the Board for approval.
- c. After approval by the Board, the budget shall be recommended to Council for approval prior to each fiscal year.
- d. Deficit budgets shall be ineligible for Council approval.
- e. Proposals for amendments to the budget shall be made to the Administration Committee. The Administration Committee shall present the proposal with their recommendations to the Board within two weeks. The Board will then forward their decision on to Council for approval to put forward at an AGM.
- f. Budgets will be presented to the membership at an Annual General Meeting for final approval

3. BOARD OF DIRECTORS

- a. The President, or a designee of the Board, shall have the authority to negotiate contracts on behalf of DAGS.
- b. The President and the Operations Officer, or a designee of the Board, shall have the authority to sign binding contracts on behalf of DAGS.
- c. All budgeted expenses not governed specifically and directly by regulation must be approved by the Board.
- d. The Board at any time may propose revisions to the Budget to be debated at the next meeting of Council.
- e. At least one signing officer of DAGS must be a member of the Dalhousie Student Union.
- f. All cheques must be signed by the at least one signing officer who is a member of the Dalhousie Student Union.
- g. DAGS will submit its financial records to the DSU VPFO twice a year.

4. AUTHORITY

- a. Signing authorities of all accounts belonging to DAGS shall be:
 - i. The President;
 - ii. The Vice-President External;
 - iii. The Vice-President Finance and Operations

- v. Any other person designated by Council.
- b. Two signing authorities shall be required on all contracts, agreements, cheques, and expenditures in order to bind DAGS.
- c. Any one of the signing authorities may make deposits and check account balances.
- d. No signing authority shall authorize a contract, agreement, cheque, or expenditure to which they are the direct beneficiary.

By-Law VII – Constituent Societies

- a. A student society representing a program within the Dalhousie Faculty of Graduate Studies may request to become a student society under DAGS
- b. Constituent Societies would be eligible to receive disbursement funding, but must represent a recognized program that does not have a corresponding student society
- c. Societies must submit their Constitution, membership, budget, proof of ratification, and a Faculty contact to the DAGS President.
 - i. Once verified, a motion will be presented at the next Council meeting where there can be adequate notice of the motion
 - ii. By ordinary motion of Council, a society can become a DAGS Constituent Society, and be eligible for representation and resources within DAGS.
 - iii. In order to receive a disbursement, there will have to be an arrangement made with the University. The disbursement will be granted the first academic term when approval from the university has been granted.
- d. Any Societies added to DAGS must be approved by Ordinary Resolution at a subsequent General Meeting.

By-Law VIII – By-Law Amendments

- a. Amendments to By-Laws can be brought forward at any regular Council meeting, provided there is adequate notice. By-law amendments presented to Council will be kept on record and brought to the subsequent General Meeting
- b. By-law amendments must be presented to membership at a General Meeting for approval.
 - i. By-law amendments may be accepted by Council on an interim basis until confirmation at a General Meeting.
- c. A Simple Majority is required to pass a motion to amend By-Laws at a General Meeting
 - ii. Interim confirmation by Council requires 2/3 majority to approve.