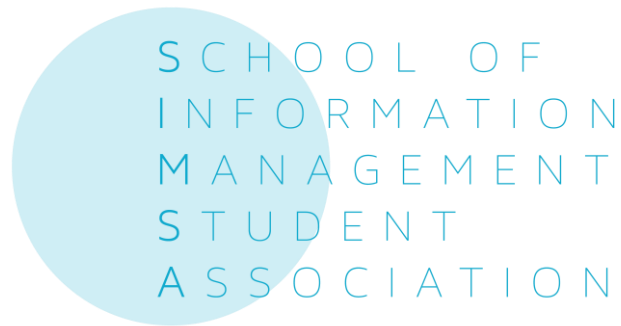


School of Information Management Student Association (SIMSA) Constitution

Updated June 30, 2015 by SIMSA Constitution Editing Committee



School of Information Management Student Association (SIMSA) Constitution

1. Organization Name

- 1.1 The name of the organization is the Dalhousie University School of Information Management Student Association (SIMSA), hereafter referred to as SIMSA.
- 1.2 The Dalhousie University School of Information Management Student Association name is registered with the Joint Stocks Companies.

2. Objectives of the Organization

- 2.1 The objectives of the organization are:
 - To provide a forum for the opinion of the student body;
 - To promote communication and cooperation among students and between students and faculty, and students and alumni;
 - To represent members of the student body within the Dalhousie University School of Information Management, hereafter referred to as the School, in aspects of the School such as development, curriculum, scholarships, work experience programs, and professional development;
 - To promote academic and social activities connected with the School;
 - To represent students in matters pertaining to the rest of Dalhousie University, hereafter referred to as the University, and the wider community, including representation on Dalhousie Association of Graduate Students;
 - To foster relationships with, and encourage cooperation between, other student organizations within the Faculty of Management.

3. Membership

3.1 Membership is automatically granted to full-time, part-time, and dual degree students currently registered in the School of Information Management. Members must be Dalhousie students in order to vote. SIMSA does not limit membership by age, gender, race, or religion. Master of Information Management students are ex-officio members.

4. Executive

- 4.1 The Executive:
 - 4.1.1 Will see that SIMSA's objectives are fulfilled;
 - 4.1.2 Will consist of nine to twelve members:
 - Chair (1) or Co-chairs (2) to be determined by the result of nominations and elections. Nominated students may run individually or may choose to run with one other nominated student. The Co-Chairs positions may only be filled if two students have chosen to run together and obtain the

majority of the vote. Otherwise the position is filled by an individual Chair who has obtained the majority of the vote.

- Financial Officer;
- Communications Officer;
- Vice-Chair, Non-academic;
- Vice-Chair, Academic;
- Digital Publications Coordinator;
- Digital Publications Assistant;
- Class Representatives (3, one incoming student who specifically assists the Vice-Chair Non-Academic and one incoming student who specifically assists the Vice-Chair Academic and one returning student who acts as Associations Liaison);
- Information Without Borders Conference Committee Chair

4.1.4 Will, if meeting with anyone outside of SIMSA on behalf of the association, ensure that two members of the Executive are present. If necessary, as deemed by the Executive, SIMSA will select these representatives by a vote at a monthly meeting;

4.1.5 Will appoint from among themselves the representatives to sit *ex-officio* on internal SIMSA committees;

4.1.6 Will liaise with and allot funds to student groups in the School upon request, as well as internal SIMSA committees;

4.1.7 Will coordinate student applications for School Standing Committees;

4.1.8 Will represent SIMSA at meetings of relevant University, Faculty, and School committees;

4.1.9 Will represent SIMSA within the Faculty of Management as needed, e.g. one executive officer shall represent SIMSA when the Faculty of Management holds a meeting, and four positions are open for representation in the Faculty of Graduate Studies Committee.

5. Executive Officers

Chair/Co-Chairs

5.1 The Chair/Co-Chairs shall:

5.1.1 Coordinate activities of SIMSA and its executive;

5.1.2 Schedule and facilitate regular meetings;

5.1.3 Oversee the general administration of the Executive Transitional Program;

5.1.4 Partner with the Financial Officer to produce an Annual Report on SIMSA's activities and expenditures, to be presented at the Annual General Meeting;

5.1.5 Act as signing authorities for the SIMSA chequing account;

5.1.6 Book, upon request, the IWB conference venue;

- 5.1.7 Attend meetings in the Faculty of Management on behalf of SIMSA, as necessary.

Communications Officer

5.2 The Communications Officer shall:

- 5.2.1 Be responsible for the meeting minutes and correspondence of SIMSA;
- 5.2.2 Make meeting minutes and correspondence available to the student body;
- 5.2.3 Be responsible for ratifying SIMSA with the Dalhousie Student Union every year;
- 5.2.4 Oversee the organization and administration of the Records Management Policy following the Records Management Guidelines (see appendix);
- 5.2.5 Manage SIMSA's email account, listserv, and online storage (i.e., OneDrive);
- 5.2.6 Act as Chief Retuning Officer for the Fall and Spring elections during the duration of their term as Communications Officer.

Financial Officer

5.3 The Financial Officer shall:

- 5.3.1 Be responsible for the care and custody of funds belonging to SIMSA and shall deposit these funds on SIMSA's behalf at such institutions as directed;
- 5.3.2 Prepare a budget for the term to be presented for approval as soon as possible after her/his appointment;
- 5.3.3 Give a financial update at every Monthly Meeting of the executive officers and the Annual General Meeting;
- 5.3.4 Work with the SIMSA Fundraising Committee responsible for all fundraising and social events (see appendix);
- 5.3.5 Work with the Chair/Co-Chairs to produce an Annual Report on SIMSA's activities and expenditures, to be presented at the Annual General Meeting;
- 5.3.6 Act as co-signer for the SIMSA chequing account;
- 5.3.7 Have custody of the key to SIMSA's locked filing cabinet. Storage space may be provided to other student associations in the School of Information Management, if approved by the executive.

Vice-Chair, Academic

5.4 The Vice-Chair Academic shall:

- 5.4.1 Assist the Chair/Co-Chairs when deemed necessary;
- 5.4.2 Plan, organize, and execute SIMSA Associations Display for Orientation Week;
- 5.4.3 Plan and chair all Brown Bag Lunch events;
- 5.4.4 Assist with the Public Lecture Series, which is hosted by the School.

Vice-Chair, Non-Academic

5.5 The Vice-chair Non-Academic shall:

- 5.5.1 Coordinate, oversee, and delegate, where appropriate, all non-academic orientation activities;
- 5.5.3 Chair SIMSA events committees responsible for fundraising and social events;
- 5.5.4 Serve as interim or tertiary signing officer in absence of one of the official signing officers, if needed.
- 5.5.5 Assist the Chair/Co-Chairs when deemed necessary;

Digital Publications Coordinator

5.6 The Digital Publications Coordinator shall:

- 5.6.1 Be responsible for updating and administering the SIMSA website on behalf of the Executive;
- 5.6.2 Work with the webmasters of other related student groups as needed;
- 5.6.3 Work with the editors of special SIMSA projects as needed;
- 5.6.4 Assist the Chair/Co-chairs when deemed necessary;
- 5.6.5 Obtain signed release forms for media published on the SIMSA website that contains School of Information Management students, faculty, or guests, including but not limited to photographs and video.
- 5.6.6 Assist the Digital Publication Assistant with maintaining SIMSA records in accordance with the Records Management Policy.

Digital Publications Assistant

5.7 The Digital Publications Assistant shall:

- 5.7.1 Shadow the Digital Publications Coordinator in order to understand the duties required of the position;
- 5.7.2 Assist the Digital Publications Coordinator as needed;
- 5.7.3 Assist the Chair/Co-chairs when deemed necessary;
- 5.7.4 Take primary responsibility for maintenance of SIMSA records in accordance with the Records Management Policy.

Class Representatives

5.8 The Class Representatives shall:

- 5.8.1 Represent and voice the issues and concerns of the students to SIMSA's Executive;
- 5.8.2 Represent the SIM student body on the School Council;
- 5.8.3 Assist the Chair/Co-Chairs when deemed necessary;

5.8.4 The incoming class representative shall also chair the Graduation Committee (see appendix).

Incoming Year Representative (Vice-Chair Academic)

5.8.5 The Incoming Year Representative who is assisting the Vice-Chair Academic will:

- 5.8.5.1 Assist in planning and promoting the Brown Bag Lunch Series;
- 5.8.5.2 Share responsibility of recording the Public Lecture Series.

Incoming Year Representative (Vice-Chair Non-Academic)

5.8.6 The Incoming Year Representative who is assisting the Vice-Chair Non-Academic will:

- 5.8.6.1 Assist in planning and promoting SIMSA social events.

Outgoing Year Representative (Associations Chair)

5.8.7 The Outgoing Year Representative will act as a liaison for the student chapters of SIMSA (i.e., SLA, CLA, LWB), and will:

- 5.8.7.1 Be responsible for facilitating cohesion between the various student chapters of SIMSA;
- 5.8.7.2 Organize the Associations Colloquium at the beginning of the school year;
- 5.8.7.3 Create and monitor a shared calendar for associations to use to collaborate regarding meetings and events (i.e. tours, workshops, or information sessions);
- 5.8.7.4 Attend at least one meeting of each association per semester;
- 5.8.7.5 Report to the SIMSA executive on student chapter activities.

Information Without Borders Conference Chair

5.9 The Information Without Borders Conference Chair shall:

- 5.9.1 Be responsible for the planning, scheduling, and organizing of activities related to the Information Without Borders (IWB) Conference;
- 5.9.2 Be responsible for the records management of the IWB Executive Committee;
- 5.9.3 Assist the Chair/Co-chairs when deemed necessary.

6. Nomination and Election of Officers and Executive

6.1 The end of year election of incoming executive members includes six positions:

- Chair/Co-Chairs
- Vice-Chair Academic
- Vice-Chair Non-Academic
- Communications Officer

- Financial Officer
- Associations Chair

7. Procedure for End of Year (Spring) Elections

7.1 Eligibility

Any returning student is eligible for election to the offices listed in 6.1.

7.2 Procedure for Nomination of positions stated in 6.1.

7.2.1 Nomination shall be opened for two weeks preceding the election and shall close no more than three days prior to the day of the election;

7.2.2 All nominations shall be submitted to the Chief Returning Officer (Communications Officer) who shall post them within twenty-four hours after nominations close;

7.2.3 In the event that the Communications Officer is a part-time, returning student who wishes to run for a position, Executive will meet to appoint a suitable replacement as Chief Returning Officer.

7.3 Procedure for end of year elections:

7.3.1 All members of SIMSA are eligible to vote;

7.3.2 Voting shall be conducted by secret ballot;

7.3.3 A candidate for office must obtain a 50% + 1 majority of the votes in order to be elected to office;

7.3.4 If a 50% + 1 majority cannot be obtained, a second vote will be held in which members must vote for one of the top two candidates;

7.3.5 A minimum of 30% of the voting population must be present at the meeting in order to hold an election;

7.3.6 Proxy votes and voting in absentia may be arranged with the Chief Returning Officer in the event that a SIMSA member is unable to attend the meeting.

7.4 Term of Office

The Executive officers elected at the Annual General Meeting at the end of the winter term will serve until the Annual General Meeting of the following year. No member will hold more than one elected position on the SIMSA Executive during the school term.

Procedure for Beginning of Year (Fall) Elections

8. Digital Publications Coordinator and Digital Publications Assistant

8.1 Eligibility

8.1.1 Digital Publications Coordinator

8.1.1.1 The Digital Publications Coordinator position is handed down to the previous year's Digital Publications Assistant.

8.1.1.2 If the Digital Publications Assistant is not returning to the School or resigns from the position, an election will be held to fill this position following the same procedures as the election of the Digital Publications Assistant.

8.1.2 Digital Publications Assistant

8.1.2.1 Any incoming or returning student who wishes to serve as Digital Publications Coordinator in the following year is eligible for this position

8.2 Procedure for Appointment of the Digital Publications Assistant

8.2.1 The Digital Publications Assistant shall be appointed from the incoming members who are present and nominated at the first General Meeting of the academic year;

8.2.2 If more than one member of SIMSA is interested in the position, a final decision will be reached by a majority vote;

8.2.3. In the case of a vote, if a 50% + 1 majority cannot be obtained, a second vote will be held in which members must vote for one of the top two candidates;

8.2.4 A minimum of 30% of the voting population must be present at the meeting in order to hold an election;

8.2.5 Proxy votes and voting *in absentia* may be arranged with the Chief Returning Officer in the event that a SIMSA member is unable to attend the meeting.

8.3 Term of Office

8.3.1 The Digital Publications Assistant shall be appointed at the First General Meeting of the academic year (no later than the third week of September of each school year) and shall serve until the Annual General Meeting of the same school year, at which time the Digital Publications Assistant assumes the role of Digital Publications Coordinator;

8.3.2 The Digital Publications Coordinator shall assume web responsibility at the Annual General Meeting at the end of the School term and will serve until the Annual General Meeting of the following year, at which time the position shall be filled by the Digital Publications Assistant;

- 8.3.3 No member will hold more than one elected position on the SIMSA executive during the school term.
- 8.3.4 Records Management must be maintained in order to ensure efficient knowledge transfer, timely access to relevant documents and appropriate retention.

9. Class Representatives

9.1 Eligibility

- 9.1.1 Any part-time or full-time incoming or returning student member of SIMSA is eligible to hold the office of Class Representative.
- 9.1.2 A returning student does not need to have been an executive officer in his/her previous year(s) to run for this position.

9.2 Appointments of Class Representatives

- 9.2.1 Nominations for Incoming Class Representatives will be collected up until the Fall AGM and shall be appointed from the members who are present. Nominations will begin no later than one week prior to the AGM;
- 9.2.2 If more than one member of SIMSA is interested in each position, a decision will be reached by majority vote. In the case of a vote, a 50% + 1 majority must be obtained to be elected to office.

9.3 Term of Office

- 9.3.1 Class Representatives shall be appointed at the First General Meeting of the academic year (held no later than the third week of September). Class Representatives will serve a full academic year (September to April).
- 9.3.2 No member will hold more than one elected position on the SIMSA Executive during the school term.

10. Substitutes, Resignations, and Impeachment of Executive

10.1 Appointment of Substitutes for the Executive

Short term substitutes for the Offices of Chair/Co-Chair, Class Representatives, Vice-Chair Academic, Vice-Chair Non-Academic, Communications Officer and Financial Officer during the summer months and for short periods shall be appointed by the remaining Executive when deemed necessary.

10.2 Resignations

In the event that a member of the Executive resigns during her/his term of office, a replacement will be determined in a manner deemed suitable by the Executive.

10.3 Impeachment

Executive Officers may be impeached using the following procedure:

- 10.3.1 Notice of a special General Meeting must be communicated by a member of the Executive (this general meeting may be requested by a General member or a member of the Executive);
- 10.3.2 A petition shall be presented at this meeting and an *ad hoc* committee (at least one general member and one executive member must sit on the committee) formed to investigate the circumstances of the alleged offence;
 - 10.3.2.1 A petition for impeachment must have signatures from 30% of the voting membership,
- 10.3.3 Offences that are grounds for impeachment:
 - a) Missed two consecutive meetings without excuse;
 - b) Failed to perform to a reasonable degree the duties entailed by his/her position as outlined by this constitution;
 - c) Involved in inappropriate or unacceptable behavior while acting under or as a SIMSA authority.
- 10.3.4 The reasons for the proposed impeachment are to be communicated by the committee seven days before a vote by the members of SIMSA;
- 10.3.5 The accused officer must be permitted to make a defence against the charge should he/she desire prior to the vote;
- 10.3.6 All SIMSA members are eligible to vote on this matter;
- 10.3.7 Voting will be conducted by secret ballot, as referred to in 7.3;
- 10.3.8 Thirty percent of SIMSA members must cast a vote for the decision to be valid;
- 10.3.9 An officer may be removed by a two-thirds (66%) majority of votes cast.

11. Finance

11.1 Purpose

Expenditures of SIMSA shall be incurred only for the purposes of the SIMSA, and in all cases, shall be paid with a cheque signed by the Financial Officer and co-signed by Chair or one of the Co-Chairs.

11.2 Responsibility

- 11.2.1 SIMSA's finances are under the purview of the Financial Officer with Chair/Co-Chairs to act as second and third signing authorities. In the absence of a second Co-Chair to act as signing officer, the VP-Non Academic may assume this roll.
- 11.2.2 According to DAGS and DSU policy there must be three signing authorities, however only two must sign a cheque.
- 11.2.3 It is imperative that the intended receiver not be one of the two executive signatures on the cheque.

11.3 Budget

11.3.1 The Financial Officer is responsible for the creation of SIMSA's annual budget.

11.3.2 The budget shall be presented to the Executive prior to the fall term for discussion and approval. There will be opportunity for the Executive to discuss and amend the budget as needed. A motion will be made by the Financial Officer or by other member of the Executive for its acceptance. The budget will then be accepted or denied by the Executive with a majority vote. The vote will be by a show of hands.

11.4 Petty Cash

Within the scope of article 11.1, a petty cash fund not to exceed \$50.00 can be established at the beginning of the academic year and will be administered by the Financial Officer.

11.5 Funding

The Executive will endeavour to generate revenue for the purpose of carrying out the SIMSA activities. The Executive will also apply for external funding from other organizations, (e.g. DAGS and the DSU) and will govern themselves in accordance with the stipulations of those organizations.

11.6 Audit

SIMSA's financial records will be submitted to and audited by the Dalhousie Association of Graduate Students (DAGS) twice each year or as requested.

12. Meetings

12.1 Regular meetings

12.1.1 Regular meetings shall be held at least once a month during school term, or as needed, on a day to be determined by the consensus of the Executive;

12.1.2 Notifications of meetings will be sent out at least one week in advance by email via the SIMSA-L listserv to both the Executive and the student body;

12.1.3 The Chair/Co-Chairs, or other Executive member chosen in the absence of the Chair/Co-Chairs, shall preside over the meetings;

12.1.4 Meetings shall be conducted according to *Robert's Rules of Order*;

12.1.5 Quorum for monthly meetings shall be 50% + 1 of Executive membership;

12.1.6 Voting on motions shall be by a show of hands;

12.1.7 A vote must be a majority 50% + 1 to pass.

12.2 General Meetings

- 12.2.1 General Meetings are meetings of the entire SIMSA voting membership to hold elections for incoming students and address any issues which require the attendance of the general student population;
- 12.2.2 General Meetings shall be held at least once per term, including the Annual General Meeting in March, or as needed as determined by the Executive;
- 12.2.3 Notifications of meetings will be sent out at least one week in advance by email through SIMSA-L listserv;
- 12.2.4 The Chair/Co-Chairs, or another member of the Executive chosen in the stead of the Chair/Co-Chairs, shall preside over general meetings;
- 12.2.5 Meetings shall be conducted according to *Robert's Rules of Order*;
- 12.2.6 Quorum shall be 30% of the membership;
- 12.2.7 Voting motions will go before the membership;
 - 12.2.7.1 Voting on motions, excluding election of executive officers and impeachment, will be carried out by show of hands;
 - 12.2.7.2 A winning vote is 50% + 1.

12.3 Annual General Meeting

- 12.3.1 An Annual General Meeting (AGM) is a general meeting held annually in March. This is the meeting at which elections for executive officers will take place, with the exception of the Class Representatives and Digital Publications Assistant, which are elected in the fall general meeting;
- 12.3.2 Notification of the Annual General Meeting will be sent out at least one week in advance by email through SIMSA-L listserv;
- 12.3.3 Elections for the next year's Executive positions will be held at the AGM. Elections will follow the procedures outlined in Section 8;
- 12.3.4 The quorum for the AGM is 30% of SIMSA's voting membership; voting membership being all SIMSA members
- 12.3.5 Voting motions will go before membership;
 - 12.3.5.1 Voting on motions, excluding election of executive positions, will be carried out by a show of hands;
 - 12.3.5.2 A winning vote is 50% + 1.

13. Student Representation on SIM Committees and Internal SIMSA Committees

13.1 Student Eligibility

Individual may serve as Student Representative on no more than one of SIM Committees, with the exception of the members of the Executive who sit *ex-officio* on several Committees as previously specified. Involvement of the Internal SIMSA Committees is up to the discretion of committee members. Internal

SIMSA committee members are made up of the SIM student body and are not limited to SIMSA Executive members.

13.2 Executive Responsibility

13.2.1 It is the responsibility of the Executive to ensure that there is adequate representation on the following SIM committees:

- School standing committees:
- Admissions and Scholarships Committee Appointments;
- Promotions and Tenure Committee;
- Curriculum Committee;
- Petitions and Grievances Committee;
- School Council

13.2.2 It is up to the discretion of the executive to form the following Internal SIMSA committees:

- Events Committee;
- Orientation Committee;
- Fundraising Committee;
- Common Room Committee;
- Graduation Committee - this committee is the responsibility of the Incoming Year representatives;
- *Ad hoc* committees;

13.2.3 *Ad hoc* committees shall be formed by SIMSA as necessary. Eligible representatives, their number, duties, etc. are listed in the appendix of this document.

13.3 Responsibilities of SIM Committee Student Representatives:

13.3.1 Student representatives shall maintain professional conduct while representing the student body and adhere to the individual SIM Committee procedures and processes.

14. Records Management Program

14.1 The SIMSA Executive is responsible for ensuring the accurate and timely administration of SIMSA's records. The Records Management Program shall be adhered to by the Executive in order to ensure effective administration. Each executive member is responsible for maintaining appropriate records throughout the year and for transferring these documents in the appropriate format to the Digital Publications Office. Transfer of records must occur once for the fall semester, once for the winter semester and once for the summer semester.

14.2 Scope

14.2.1 The SIMSA Records Management Program Policy addresses all records created and maintained by SIMSA which account for the execution of:

- SIMSA 's objectives;
- Mandates of the Executive officers and SIMSA Committees;
- SIMSA's finances.

14.2.2 These records include but are not limited to:

- Financial records accumulated and secured by the Treasurer;
- Administrative records arising from monthly meetings and activities, General Meetings, committee meetings and activities, and any other forum related to SIMSA's organizational mandate;
- Additional records, such as the Constitution, Annual Reports, Transitional Reports, and other such documentation vital to the administration of SIMSA.

14.3 Amendments to the Records Management Policy

14.3.1 Amendments to the Policy are to be made by consensus at the Executive level, followed by a motion to pass the amendments at the earliest SIMSA General Meeting.

14.3.2 If a proposed amendment requires altering the constitutional mandate of the Policy, the motion to pass the amendments via a SIMSA General Meeting shall be substituted with a quorum vote to amend the Constitution, in accordance with the associated rules and procedures.

14.3.2 The Records Management Policy must be reviewed annually by the Digital Publications Officer and Assistant to ensure the continued relevance of the policy to SIMSA's operations and any necessary revisions put forth as so outlined in section 14.3 of the SIMSA Constitution.

15. Executive Transitional Program

15.1 The SIMSA Executive is responsible for meeting with the newly elected officers no more than one week after the Annual General Meeting election in order to officially transfer all documentation and authority related to the mandates of the SIMSA Executive and the Executive Officers. Executive officers elected at the first General Meeting of the academic year will receive their documentation and authority at the first monthly meeting following their election.

(See Appendix B for the full Executive Transitional Program policy.)

16. Amendments to the Constitution

16.1 Procedure

Proposals for amendments to the Constitution can be made by members in writing to Executive. A proposal should come in the form of a petition with an explanation of the reason for the amendment and signatures from 30% of the voting membership to support the amendment. If a proposal is received, a general meeting will be called to vote on the amendment.

16.1 Quorum

Amendments to the Constitution may be made by a two-thirds majority (66%) vote obtained at a general meeting of SIMSA members, attended by at least thirty percent of the membership;

16.2 Notice of Proposed Amendment

Such notice must be communicated at least one week in advance of a meeting at which time amendments will be presented;

16.3 Voting

Amendments to the Constitution must be voted on by the general membership. A motion shall be made to accept all changes. If the motion does not carry, a second motion shall be called to accept with changes, the changes to be outlined. Voting shall be by show of hands.

16.4 Updating

The Communications Officer should, as soon as possible, update the Constitution to reflect any amendments passed by SIMSA. A copy of the revised Constitution must be communicated to the Digital Publications Officer and should then be posted on the SIMSA webpage.

Appendices

Appendix A: SIM Committees

There are five SIM Committees:

- Admissions and Scholarships Committee
- Appointments, Promotions and Tenure Committee
- Curriculum Committee
- Petitions and Grievances Committee
- School Council

SIMSA coordinates student applications for these committees at the Annual General Meeting, by collecting the names of interested students and directing them to submit an application to the School of Information Management.

A member of the SIMSA Executive may serve as an *ex-officio* member of the Curriculum Committee, and attend meetings of the Curriculum Committee and School Council.

Descriptions for the eligibility and responsibilities of committee members can be found from the School of Information Management's web page <http://simsa.dsu.dal.ca/standing-committees/>

Appendix B: SIMSA Internal Committees

- **Student Representation**

There shall be no less than one incoming student and two returning students appointed to these committees, with a member of the SIMSA Executive as an *ex-officio* member.

- **Chair/Co-Chair(s)**

The Chair/Co-Chair(s) will be responsible for clarifying the duties of the committees for new students and assist in setting up the committees as requested by the Executive.

Association Standing Committees

Events Committee

- Responsible for SIMSA activities and events;
- Plans and coordinates social activities of SIMSA, including a party at the end of each academic term.

Common Room Committee

- Under the jurisdiction of the Vice-Chair Non-Academic, and formed as needed;
- Shelves new serials;
- Re-shelves serials and books that have been left on tables;
- Posts signage concerning kitchen conduct;

- Keeps the kitchen and common areas tidy.

Orientation Committee

- Under the jurisdiction of the Vice-Chair Non-Academic and the Chair/Co-Chairs, and formed at the discretion of the Vice-Chair Non-Academic;
- Arranges the social events for the incoming students during orientation week;
- A faculty representative will serve on this committee.

Graduation Committee

- Under the jurisdiction of the Incoming Year Class Chair Representatives, and formed as needed;
- Arranges the Graduation luncheon for all graduating SIM students.

Ad hoc Committees

- Formed by SIMSA as necessary;
- Student representation may be requested for committees created by faculty or other university organizations.

Appendix C: Executive Transitional Program

3.1 Transitional Report

- 3.1.1 The SIMSA Executive is responsible for maintaining a Transitional Report of the Executive members' activities and mandates. The Transitional Report is to be updated annually as needed to reflect any developments the sitting Executive deems vital to enabling the incoming Executive to carry out its mandate.
- 3.1.2 The Transitional Report is to be given to the newly elected executive at the first monthly meeting following the Annual General Meeting (for those elected at the AGM) or following the first General Meeting (for those elected at the FGM).

3.2 Execution of the Executive Transitional Program

The Chair/Co-Chairs are responsible for ensuring that all Executive members follow the above-listed policy in order to ensure the effective execution of the Executive Transitional Program.

3.3 Amendments to the Executive Transitional Policy

Amendments to the Policy are to be made by consensus at the Executive level. If a proposed amendment requires altering the constitutional mandate of the Policy, a quorum vote to amend the Constitution shall take place, in accordance with the rules and procedures described in the constitution.