

# School of Information Management Student Association (SIMSA) Constitution

Updated September 13, 2022, by SIMSA Constitution Editing Committee

---



**SIMSA**

SCHOOL OF INFORMATION  
MANAGEMENT STUDENT  
ASSOCIATION

DALHOUSIE UNIVERSITY

---

## **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:
  - 2.1.1. To provide a forum for the opinion of the student body;
  - 2.1.2. To promote communication and cooperation among students and between students and faculty, and students and alumni;
  - 2.1.3. 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;
  - 2.1.4. To promote academic and social activities connected with the School;
  - 2.1.5. 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;
  - 2.1.6. To foster relationships with, and encourage cooperation between, other student organizations within the Faculty of Management.
  - 2.1.7. To ensure matters of equity, diversity, accessibility, anti-racism, and decolonization are prioritized and addressed within the student body, the School and the University, as well as in the professional field of Information 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, identity, race, sexuality, ethnicity, or religion. Master of Information Management students are ex-officio members.

## **4. Executive**

- 4.1. Will see that SIMSA's objectives are fulfilled;
- 4.2. Will consist of nine to fifteen members:
  - 4.2.1. Chair or Co-chairs: (1 year position)
    - 4.2.1.1. 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.
  - 4.2.2. Financial Chair (2-year term)
  - 4.2.3. Communications Chair (1 year term)
  - 4.2.4. First year/returning Non-Academic Co-Chairs (2-year term)

- 4.2.5. First year/returning Academic Co-Chairs (2-year term)
- 4.2.6. First year/returning Digital Publications Chair (2-year term)
- 4.2.7. EDIA & Special Projects (2-year term)
- 4.3. Will (*try to ensure*), if meeting with anyone outside of SIMSA on behalf of the association, 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;
- 4.4. Will appoint from among themselves the representatives to sit *ex-officio* on internal SIMSA committees;
- 4.5. Will liaise with and allot funds to student groups in the School upon request, as well as internal SIMSA committees;
- 4.6. Will coordinate student applications for School Standing Committees;
- 4.7. Will represent SIMSA at meetings of relevant University, Faculty, and School committees;

## **5. Executive Officers Responsibilities**

### **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 in conjunction with the Communications chair
- 5.1.3. Oversee the general administration of the Executive Transitional Program (see Section 13)
- 5.1.4. Partner with the Financial Chair 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, and act as a liaison between the IWB Conference Committee and the rest of SIMSA;
- 5.1.7. Attend meetings in the Faculty of Management on behalf of SIMSA, as necessary.
- 5.1.8. Attend regular CISSA meetings as they occur during their occupation of the Chair position
- 5.1.9. If offered, must attend the DSU Treasurer & PEO training session in the first semester
- 5.1.10. Schedule and facilitate meetings with the SIM director
- 5.1.11. This is a one-year position; new chairs will be elected in winter semester elections.

### **5.2. The Communications Chair 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 in conjunction with the Digital Publications Chair;
- 5.2.3. Be responsible for ratifying SIMSA with the Dalhousie Student Union every year;
- 5.2.4. Manage SIMSA's email account and ListServ
- 5.2.5. Act as election official for the Fall and Winter term elections during the duration of their term as Communications Chair.

5.2.6. This is a one-year position; new chairs will be elected in winter semester elections.

5.3. The first year/returning Financial Co-Chairs 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 before September of the new year after their election
- 5.3.3. Give a financial update at every bi-weekly Meeting of the executive officers and at the Annual General Meeting;
- 5.3.4. 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;
- 5.3.5. Act as co-signer for the SIMSA chequing account;
- 5.3.6. If offered, must attend the DSU Treasure training session in the first semester
- 5.3.7. Manage and Update policies regarding reimbursement and cheque procedures
- 5.3.8. This is a two-year position; if they are unable to become the returning Financial chair, the position will be filled as normal in winter semester elections.

5.4. The First year/returning Academic Co-Chairs shall:

- 5.4.1. Assist the Chair/Co-Chairs when deemed necessary;
- 5.4.2. Plan and chair a series of information sessions
- 5.4.3. Represent and voice the issues and concerns of the students to SIMSA's Executive;
- 5.4.4. The Returning Academic Chair shall:
  - 5.4.4.1. Sit on the curriculum committee as SIMSA's representative
  - 5.4.4.2. Plan, organize, and execute SIMSA Associations Display for Orientation Week;
- 5.4.5. The First year/returning Academic Chair) shall:
  - 5.4.5.1. Assume the position of returning Academic chair at the end of the school year they first held the position.
  - 5.4.5.2. If they are unable to become the returning Academic chair, the position will be filled as normal in winter semester elections.

5.5. The First year/returning Non-Academic Co-Chairs shall:

- 5.5.1. Coordinate, oversee, and delegate, where appropriate, all non-academic orientation activities;
- 5.5.2. Coordinate, oversee, and delegate, where appropriate, non-academic social events throughout the school year;
  - 5.5.2.1. Ensure there is at least one sober event per semester;
  - 5.5.2.2. Work in conjunction with the EDIA & Special Projects and Financial chairs to ensure events are accessible for students and equitably priced for students
- 5.5.3. Assist the Chair/Co-Chairs when deemed necessary;
- 5.5.4. If offered, must attend the DSU PEO training session in the first semester
- 5.5.5. The Returning Non-Academic Chair shall:

- 5.5.5.1. Serve as interim or tertiary signing officer in absence of one of the official signing officers, if needed.
- 5.5.5.2. Responsible for helping the School to organize orientation events
- 5.5.6. The First year Non-Academic Chair shall:
  - 5.5.6.1. Become the returning Non-Academic chair at the end of the school year they first held the position.
  - 5.5.6.2. If they are unable to become the returning Non-Academic chair, the position will be filled as normal in winter semester elections.
  - 5.5.6.3. Coordinate, oversee, and delegate, where appropriate, the graduation lunch/brunch the day of the graduation ceremony
- 5.6. The First year/returning Digital Publications Co-Chairs shall:
  - 5.6.1. Be responsible for updating and administering the SIMSA website on behalf of the Executive;
  - 5.6.2. Help with creating content and visuals for SIMSA events and programming as needed;
  - 5.6.3. Work with the webmasters of other related student groups 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. Take primary responsibility for respecting copyright policies and briefing SIMSA on these policies.
  - 5.6.7. Take primary responsibility for maintenance of SIMSA records in accordance with the Records Management Policy, and update the policy as necessary
  - 5.6.8. The First year Digital Publications Chair
    - 5.6.8.1. Shall become the returning Digital Publications Coordinator at the end of the school year they first held the position.
    - 5.6.8.2. If they are unable to become the Digital Publications Coordinator the position will be filled as normal in winter semester elections.
- 5.7. The first year/returning EDIA & Special Projects Chair shall:
  - 5.7.1. Work to actively promote and advance the success of equity, diversity, inclusion, accessibility, anti-racism, and decolonization initiatives in SIMSA and at SIM, and facilitate further dialogue around SIM's diversity goals, in conjunction with SIMSA's EDIA consultant (see Section 5.8)
  - 5.7.2. Coordinate, oversee, and delegate all fundraising events, as well as actively work to supplement and maintain the SIMSA EDIA fund in conjunction with the Financial chair
  - 5.7.3. If offered, must attend the DSU PEO and Anti-Oppression training session in the first semester
  - 5.7.4. Coordinate, oversee, and delegate, where appropriate, all "special" projects for SIMSA (that is, projects that SIMSA would like completed that do not fall within other positions responsibilities)
  - 5.7.5. If offered, attend other Faculty of Management student meetings (e.g. FoM EDIA student representatives or student leaders meetings)

- 5.7.6. If offered, sit on the Faculty of Management EDIR committee as a student representative
- 5.7.7. Assist other executive members when necessary
- 5.7.8. This is a two-year position; if they are unable to become the returning EDIA & Special Projects chair, the position will be filled as normal in winter semester elections.

#### 5.8. SIMSA EDIA Consultant

- 5.8.1. SIMSA will use its EDIA fund to appoint an EDIA consultant on an annual basis (the position will be appointed in the fall and conclude at the end of the winter term each year;
- 5.8.2. This consultant must be a BIPOC member of the student body and will be paid \$600 for the fall and winter semesters cumulatively (\$300 will be provided by SIMSA and the other \$300 matched by SIM);
- 5.8.3. The consultant will work in conjunction with the EDIA & Special Projects chair to advance EDIA initiatives and goals within SIMSA/SIM;

#### 5.9. Appointment

- 5.9.1. The consultant will be selected through a scholarship committee consisting of at least one member of the SIMSA executive (preferably the Co-Chairs and EDIA & Special Projects Chair), at least one faculty member, and at least two members of the student body;
- 5.9.2. The consultant position is dedicated for BIPOC SIM or combined-degree students. Candidates may self-identify on the application form;
- 5.9.3. The candidate will submit an application for the scholarship and indicate that they understand the role's responsibilities outlined in Section 5 of the SIMSA constitution;
- 5.9.4. This scholarship will be paid on an annual basis; if no applications are received in the fall semester the application process will continue to hire a student for the winter term, and half of the funds will be allocated for the winter term;
- 5.9.5. Appointed consultants are allowed to reapply for consecutive reappointment for as long as they remain a student at SIM;

#### 5.10. Role and Responsibilities

- 5.10.1. The student sitting in this position will act as a consultant regarding issues of EDIA relating to SIMSA events, programming, and other arising initiatives/matters relating to the student body, curriculum, and external Faculty of Management;
- 5.10.2. The person sitting in this position is welcome to audit SIMSA programming and records as they find necessary/within their capacity. They will have an entrance meeting with the SIMSA executive to establish clear, feasible EDIA goals for the year\*;
- 5.10.3. The consultant sitting in this position is encouraged to develop actions items for SIMSA in accordance with the Truth and Reconciliation Commission of Canada Calls to Action (<https://www2.gov.bc.ca/assets/gov/british-columbians-our->

[governments/indigenous-people/aboriginal-peoples-documents/calls\\_to\\_action\\_english2.pdf](#))

- 5.10.4. The consultant is required to attend one SIMSA executive meeting per month but is welcome to attend all executive meetings;
- 5.10.5. The consultant is requested to keep any records they produce throughout their term and provide transition documents for SIMSA to pass on to the next consultant;
- 5.10.6. The consultant is required to give SIMSA one written debrief report and engage in an exit meeting with the Consultant Application Committee annually.

\* Goals may look different on a year-to-year basis as projects are continued or new initiatives are developed. The SIMSA executive will work with the EDIA consultant to establish priority goals. These can look like:

- Auditing our constitution to incorporate EDIA language and define further the EDIA & Special Projects Chair role and EDIA consultant role and other initiatives
- Establishing working groups within the student body to advance specific EDIA goals
- Developing recommendations for integrating EDIA into SIM curriculum
- Developing programming or other initiatives to engage SIM students in EDIA discourse

## **6. Procedure for End of Year (Winter) Elections**

### **6.1. Positions for up for election**

6.1.1. The end of year election of incoming executive members includes up to seven positions:

- 6.1.1.1. Chair/Co-Chairs
- 6.1.1.2. Communications Chair
- 6.1.1.3. Returning Academic Chair\*\*
- 6.1.1.4. Returning Non-Academic Chair \*\*
- 6.1.1.5. Returning Digital Publications Chair \*\*
- 6.1.1.6. Returning Financial Chair Officer\*\*
- 6.1.1.7. Returning EDIA & Special Projects Chair\*\*

6.1.2. \*\*These positions only need to be filled through election in the winter semester if the incoming position holders do not wish to carry over these positions, or become ineligible to hold the position.

### **6.2. Eligibility**

6.2.1. Any returning student is eligible for election to the offices listed in 6.1.1.

### **6.3. Nominations**

- 6.3.1. 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;
- 6.3.2. All nominations shall be submitted to the Communications Chair who shall post them within twenty-four hours after nominations close;

6.3.3. In the event that the Communications Chair is a part-time, returning student who wishes to run for a position, Chair/co-chairs will assume this responsibility

#### 6.4. Voting

6.4.1. All members of SIMSA are eligible to vote;

6.4.2. Voting shall be conducted through an anonymous online poll

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

6.4.4. 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;

6.4.5. A minimum of 30% of the voting population must vote for the election to be valid;

#### 6.5. Term of Office

6.5.1. The Executive officers elected after 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.

### **7. Procedure for Beginning of Year (Fall) Elections**

#### 7.1. Positions for up for election

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

7.1.1.1. First Year Academic chair

7.1.1.2. First Year Non-Academic chair

7.1.1.3. First Year Digital Publications Chair

7.1.1.4. First Year EDIA & Special Projects Chair

7.1.1.5. First Year Financial Chair

#### 7.2. Eligibility

7.2.1. Any part-time or full-time incoming or returning student

#### 7.3. Nominations

7.3.1. 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;

7.3.2. All nominations shall be submitted to the Communications Chair who shall post them within twenty-four hours after nominations close;

#### 7.4. Voting

7.4.1. Voting shall be conducted through an anonymous online poll

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

7.4.3. 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;

7.4.4. A minimum of 30% of the voting population must vote for the election to be valid;

#### 7.5. Term of Office

7.5.1. The Executive officers elected after the First General Meeting of the academic year (held no later than the third week of September) will serve until the Annual General Meeting in the winter term. No member will hold more than one elected position on the SIMSA Executive during the school term.



## 8. Substitutes, Resignations, and Impeachment of Executive

### 8.1. Appointment of Substitutes for the Executive

8.1.1. Short term substitutes (less than a month) for the Offices of Chair/Co-Chair, Class Representatives, Academic chair, Non-Academic chair, Communications Chair and Financial Chair during the summer months and for short periods shall be appointed by the remaining Executive when deemed necessary.

### 8.2. Resignations

8.2.1. If a member of the executive needs to resign they must email the chair and cc the SIMSA email account stating their reason for resigning. Except for unexpected circumstances no executive member may resign their position until a replacement is found.

### 8.3. Procedures for elections during the school term (September to March)

#### 8.3.1. Positions

8.3.1.1. **Chair/co-chair:** Must be replaced from one of the current second year executive students. The position that becomes vacant because of this change will be replaced by the election procedures outlined under Section 8.3.3.

8.3.1.2. **Communications Chair** need to leave their position on SIMSA they will be replaced through the election procedures outlined under Section 8.3.3.

8.3.1.3. **If any other executive member** needs to leave the incoming executive member will assume full responsibility for the position.

#### 8.3.2. Nomination Procedures

8.3.2.1. A special meeting will be held no more than a week after the resignation email has been received.

8.3.2.2. At the meeting at least three names will be proposed by the executive, the students will be emailed to asked if they wish to take on the position.

#### 8.3.3. Voting Procedures

8.3.3.1. All members of SIMSA are eligible to vote;

8.3.3.2. Voting shall be conducted through an anonymous online poll and be open for no more than one week

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

8.3.3.4. 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;

8.3.3.5. A minimum of 30% of the voting population must vote for the election to be valid;

### 8.4. Procedures for elections during summer (March to September)

8.4.1. The current executive will hold a special meeting ASAP during which several scenarios could occur:

8.4.1.1. If less than three weeks is left until fall semester, one executive member will take responsibility for positions responsibilities without replacing the executive member, (exceptions Chair and Non-Academic chair), until September when a first year will be elected to the position in the fall election.

8.4.1.2. Another executive member completely switches to a new position, (chair and Non-Academic chair are not allowed to switch their positions), then option 8.4.1.1. or 8.4.1.3. could occur

- 8.4.1.3. A student from the previous class is nominated and agreed upon by the executive members, they are then emailed to asked if they wish to take on the position \* Must occur if chair or Non-Academic chair leaves

## 8.5. Impeachment

### **8.5.1. Offences that are grounds for impeachment:**

- 8.5.1.1. Missed two consecutive meetings without prior notification or excuse;
- 8.5.1.2. Failed to perform to a reasonable degree the duties entailed by their position as outlined by this constitution;
- 8.5.1.3. Involved in inappropriate or unacceptable behavior while acting under or as a SIMSA authority.

### **8.5.2. Impeachment procedure:**

- 8.5.2.1. The accused officer will be asked to step down from their position, in which case it will be filled through procedures outlined in Section 8.3.
- 8.5.2.2. If the accused officer refuses to step down, 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);
- 8.5.2.3. 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;
- 8.5.2.4. A petition for impeachment must have signatures from 30% of the voting membership,
- 8.5.2.5. The reasons for the proposed impeachment are to be communicated by the committee seven days before a vote by the members of SIMSA;
- 8.5.2.6. The accused officer must be permitted to make a defence against the charge should he/she desire prior to the vote;
- 8.5.2.7. All SIMSA members are eligible to vote on this matter;
- 8.5.2.8. Voting will be conducted by secret ballot, as referred to in 7.3;
- 8.5.2.9. Thirty percent of SIMSA members must cast a vote for the decision to be valid;
- 8.5.2.10. An officer may be removed by a two-thirds (66%) majority of votes cast.

## **9. Finance**

### 9.1. Purpose

- 9.1.1. 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 Co-Chairs and co-signed by Chair or one of the Co-Chairs.

### 9.2. Responsibility

- 9.2.1. According to DAGS and DSU policy there must be three signing authorities, however only two must sign a cheque.
  - 9.2.1.1. It is imperative that the intended receiver not be one of the two executive signatures on the cheque.
- 9.2.2. SIMSA's finances are under the purview of the Financial Co-Chairs with Chair/Co-Chairs to act as third/fourth signing authorities.

- 9.2.2.1. In the absence of the Financial Co-Chairs and Co-Chairs ability to act as signing officer, the returning Non-Academic chair may assume this role.
- 9.3. Budget
- 9.3.1. The Financial Chair is responsible for the creation of SIMSA's annual budget.
- 9.3.2. 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 Chair 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.
- 9.4. Funding
- 9.4.1. The Executive will endeavour to generate revenue for the purpose of carrying out 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.
- 9.5. Audit
- 9.5.1. SIMSA's financial records will be submitted to and audited by the Dalhousie Association of Graduate Students (DAGS) twice each year or as requested.

## **10. Meetings**

- 10.1. Regular meetings
- 10.1.1. Regular meetings shall be held bi-weekly during school term, or as needed, on a day to be determined by the consensus of the Executive;
- 10.1.2. Notifications of meetings will be sent out at least one week in advance by email via the SIMSA-L listserv to both the Executive;
- 10.1.3. The Chair/Co-Chairs, or other Executive member chosen in the absence of the Chair/Co-Chairs, shall preside over the meetings;
- 10.1.4. Meetings shall be conducted according to *Robert's Rules of Order*;
- 10.1.5. Quorum for monthly meetings shall be 50% + 1 of Executive membership; 12.1.6 Voting on motions shall be by a show of hands; a vote must be a majority 50% + 1 to pass.
- 10.2. General Meetings
- 10.2.1. 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;
- 10.2.2. 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;
- 10.2.3. Notifications of meetings will be sent out at least one week in advance by email through SIMSA-L listserv;
- 10.2.4. The Chair/Co-Chairs, or another member of the Executive chosen in the stead of the Chair/Co-Chairs, shall preside over general meetings;
- 10.2.5. Meetings shall be conducted according to *Robert's Rules of Order*;
- 10.2.6. Quorum shall be 30% of the membership;
- 10.2.7. Voting motions will go before the membership;
- 10.2.8. Voting on motions, excluding election of executive officers and impeachment, will be carried out by show of hands; a winning vote is 50% + 1.
- 10.3. Annual General Meeting

- 10.3.1. An Annual General Meeting (AGM) is a general meeting held annually in March. This is the meeting at which elections for executive officers can take place;
- 10.3.2. Notification of the Annual General Meeting will be sent out at least one week in advance by email through SIMSA-L listserv;
- 10.3.3. Next year's Executive positions terms will begin following the AGM;
- 10.3.4. The quorum for the AGM is 30% of SIMSA's voting membership; voting membership being all SIMSA members
- 10.3.5. Voting motions will go before membership;
- 10.3.6. Voting on motions, excluding election of executive positions, will be carried out by a show of hands; a winning vote is 50% + 1.

## **11. Student Representation on SIM Committees and Internal SIMSA Committees**

- 11.1. Student Eligibility
  - 11.1.1. 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.
- 11.2. Executive Responsibility
  - 11.2.1. It is the responsibility of the Executive to ensure that there is adequate representation on SIM standing committees, Chair/co-chair is responsible for contacting SIM staff in September for updated lists.
  - 11.2.2. *Ad hoc* committees shall be formed by SIMSA as necessary. Suggestions of some *ad hoc* committees, eligible representatives, their number, duties, etc. are listed in the appendix of this document.

## **12. Records Management Program**

- 12.1. 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 chair to be transferred to SIMSA's OneDrive and published to SIMSA's website as necessary.
- 12.2. Transfer of records must occur once for the fall semester, once for the winter semester and once for the summer semester.
- 12.3. **Scope**
  - 12.3.1. The SIMSA Records Management Program Policy addresses all records created and maintained by SIMSA which account for the execution of:
  - 12.3.2. SIMSA 's objectives;
  - 12.3.3. Mandates of the Executive officers and SIMSA Committees and SIMSA's finances.
  - 12.3.4. These records include but are not limited to:**
    - 12.3.4.1. Financial records accumulated and secured by the Co-Financial Chairs;
    - 12.3.4.2. Administrative records arising from monthly meetings and activities, General Meetings, committee meetings and activities, and any other forum related to SIMSA's organizational mandate;
    - 12.3.4.3. Additional records, such as the Constitution, Annual Reports, Transitional Reports, and other such documentation vital to the administration of SIMSA.

#### **12.4. Amendments to the Records Management Policy**

- 12.4.1. 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.
- 12.4.2. 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.
- 12.4.3. The Records Management Policy must be reviewed annually by the Digital Publications chair 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.

#### **13. Executive Transitional Program**

- 13.1. The SIMSA Executive is responsible for meeting with the newly elected officers no more than one week after the winter elections conclude in order to officially transfer all documentation and authority related to the mandates of the SIMSA Executive and the Executive Officers. Incoming 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.

#### **13.2. Transitional Report**

- 13.2.1. 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.
- 13.2.2. 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).

#### **13.3. Execution of the Executive Transitional Program**

- 13.3.1. 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.

#### **14. Amendments**

##### **14.1. the Executive Transitional Policy**

- 14.1.1. 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.

##### **14.2. to the Constitution**

###### **14.2.1. Procedure**

- 14.2.1.1. 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 two executives to support the amendment. If a proposal is received, a general meeting will be called to vote on the amendment(s) or a non-anonymous poll

will be sent out to all registered students to vote on the amendment(s). If a poll is used to vote on the changes, it will be open for no more than one week.

14.2.2. Notice of Proposed Amendment

14.2.2.1. Such notice must be communicated at least one week in advance of a meeting at which time amendments will be presented. The notification can be waived if amendments occur via a non-anonymous poll.

14.2.3. Voting

14.2.3.1. 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.

14.2.4. Updating

14.2.4.1. The Communications Chair 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 chair and should then be posted on the SIMSA webpage.

## **Appendices**

### **Appendix A: 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.

#### Common Room Committee

A representative from the SIMSA executive must sit on the committee.

This is a standing committee that;

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;

Restocks kitchen supplies using collected funds from the Common Room donation jar as needed, in conjunction with the Co-Financial Chairs;

Advances updates to the common room as needed and revitalizes resources/tech where appropriate

#### Orientation Committee

Under the jurisdiction of the Non-Academic Chair and the Chair/Co-Chairs, and formed at the discretion of the Non-Academic chair;

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 Non-Academic chair, 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.