

# MISC-MSGSA Tech Fund By-Law

Last updated: August 10, 2011

## Student Technology Fund Mandate:

To directly enhance ICT (information, communication and technology) based learning, research, exhibiting, collecting and administrative services for Masters of Information (MI), Master of Museum Studies (MS), and PhD students.

### Article I: Supremacy

**Section 1** The by-laws of the Master of Information Student Council and Master of Museum Studies Graduate Student Association Technology Fund (hereinafter referred to as "by-laws") shall be enacted and enforced in accordance with the guidelines set forth in both Student Union Constitutions and these by-laws.

**Section 2** Amendments to the by-laws shall be conducted as follows: the executives of each council and association will agree to the amendments, the amended by-laws must then be approved by a 2/3 vote by both the Master of Information Student Council (MISC) and the Museum Studies Graduate Student Association (MSGSA). The Graduate Students' Union (GSU) will be notified of any changes of the by-law. This by-law must be reviewed every two years, after tech-fund referenda.

### Article II: Duties of Student Tech Fund Representative

**Section 1** All Student Technology Fund representatives shall be considered "Student Technology Fund Committee Representatives."

**Section 2** Student Technology Fund Representatives shall assume the responsibility of soliciting, proposing, and tracking purchases as well as administering and funding training and work programs to be paid for with Student Technology Funds.

**Section 3** Student Technology Fund Representatives shall periodically report before their respective councils: the MISC and the MSGSA. MISC or MSGSA may, by majority vote, mandate that a particular Student Technology Fund Representative report before the Student Councils.

**Section 4** Representatives:

1. Student Technology Fund Representatives shall be elected to the Student Technology Fund Committee by popular vote (50% + 1) of their respective MI or MS student body in annual elections.

2. Two (2) Student Technology Fund Representatives entering into their second year in the MI program at the Faculty of Information Studies shall be elected at the completion of Spring Semester. One first (1) year MI student shall be elected to the position at the beginning of the Fall Semester.

3. One (1) Student Technology Fund Representative entering their second year in the MS program at the Faculty of Information Studies shall be elected at the completion of Spring Semester. One (1) first year MS student shall be elected to the position at the beginning of the Fall Semester.

**Section 5** Student Technology Fund Representatives shall assign amongst themselves the following roles and responsibilities:

1. The Finance Liaison:

a. Shall obtain an updated statement of student technology funds each month from the Finance and Personnel Officer in charge of maintaining the Student Technology Fund Finances

b. Shall present this information publicly at MISC, MSGSA, and Student Tech Fund Committee meetings.

c. Shall also have the responsibility for mandating final purchases to the Finance and Personnel Officer.

2. The IT Liaison:

a. Shall be responsible for organizing Student Tech Fund meetings with Faculty of Information (FI) faculty, IT personnel, and MI and MS students for the solicitation of ideas and discussion of purchases. These meetings will take place at least once per semester.

3. The Student Liaison:

a. Shall be responsible for reporting on the proceedings of Student Tech Fund committee meetings online and in classes before the next Student Tech Fund Committee meeting.

b. Shall act as the MI and MS student bodies' public contact. The Student Liaison will handle incoming emails to the Student Tech Fund Committee's email address, which will be publicized on the MISC and MSGSA websites.

c. Shall work in conjunction with the IT Liaison to organize the Student Tech Fund Meetings.

d. The student liaison will be responsible for relaying student comments and suggestions to the committee.

4. Chairperson:

a. Shall be responsible for organizing and convening committee meetings, writing meeting agendas, and ensuring proper Robert's Rules of Order.

b. Shall obtain updated enrollment information as per Article III, Section 1, 7.ii.

5. Secretary:

a. Shall be responsible for writing and publicizing meeting minutes. These minutes will be posted no later than 72 hours after a meeting on the Student Tech Fund Wiki [or blog] and on the MISC and MSGSA websites.

**Section 6** All Student Technology Fund Representatives shall take part in drafting written reports and purchase proposals to be presented before the MISC and MSGSA after each Student Tech Fund Committee meeting.

**Section 7** Meetings of the Student Tech Fund Committee shall be held at least three times each semester.

**Section 8** Student Tech Fund representatives shall attend all meetings of the Student Tech Fund Committee on the days on which they are assigned, except in extenuating circumstances. If a Student Tech Fund Representative must miss a meeting, s/he must notify the other Student Tech Fund representatives in advance of the meeting.

1. Quorum is 100% attendance and applies to both meetings as well as emailing voting.

2. Proxy voting can be arranged among the committee members. Members who require a proxy must inform the Chairperson at least two (2) hours in advance of the scheduled meeting. This arrangement will be announced once the meeting is called to order by the Chairperson.

## Article III: Financing

**Section 1** The Student Technology Funds shall be dispensed in accordance with the following guidelines:

1. All monies spent from the Student Tech Fund must go towards the purchase of items that fulfill the mandate of the Student Technology Fund.
2. All purchases must be discussed amongst committee members and the IT liaison before approval.
3. A single "purchase" is a single receipt or invoice, previously approved by the committee or MISC and MSGSA.
4. Purchases of \$3,000.00 or less may be approved through a vote of the Student Tech Fund Committee without a general MISC and MSGSA vote for a total of no more than \$30,000.00 per academic school year.
5. Purchases that exceed \$3,000.00 must be brought before MISC and MSGSA and voted upon in order to receive approval for purchase.
6. Each member of the Student Tech Fund Committee shall have one vote. Approval of any allocation requires a majority vote.
7. A list of all purchases approved by the Student Tech Fund Committee must be presented to MISC and MSGSA members for each council meeting in writing or by email.
8. A percentage of the Student Technology Fund budget purchases, defined as the percentage of MS students of the total combined population of MI and MS students, rounded to the nearest whole number, will be allotted to benefit the interests of collecting and exhibiting within Museum Studies technology. These purchases will require only the approval of the two (2) Student Technology Fund Committee members whom are Museum Studies students.
  - i. At the time of this by-law revision (August 10, 2011), the total MI and MS student population was approximately 480, where 80 of those students were in the Museum Studies program. As such, the allotment of funds would be 17%.
  - ii. This percentage must reflect the current population of MI and MS students at the start of the previous September and must be updated yearly. The Chairperson will be responsible for obtaining these numbers.
  - iii. Changes to the percentage used by the Committee must be approved by MISC and MSGSA student councils by a simple majority vote.

9. The Student Technology Fund Committee will strive to spend at least 60% by the end of December and 90% by the end of March of the total Student Technology Fund budget.

**Section 2** The Student Tech Fund Committee may purchase equipment for the use of the MISC or MSGSA. Such purchases may not exceed 3% for MISC and 2% for MSGSA of the Student Technology Fund's budget.

## **Article IV: Standard of Care and Fiduciary Duty**

### **Section 1** Standard of Care and Diligence

1. Members are subject to a common law duty of care and diligence
2. A member must exercise both skill and diligence.
3. The standard of care is that which could reasonably be expected having regard to the member's knowledge and experience.
4. The standard of care is subjective as it varies with the skill of the individual member.
5. Members are not bound to give continuous attention to the affairs of the Student Technology Fund Committee.
6. Failure to give reasonable attention to the Student Technology Fund Committee affairs and/or attend meetings on a regular basis may be evidence of a lack of diligence.
7. To fulfill their duty of care, members should:
  - i. Participate actively and fully in the activities of the Committee.
  - ii. Scrutinize member's conduct, and
  - iii. Keep informed as to the business and affairs of the Committee.

### **Section 2** Fiduciary Duty

1. In addition to the standard of care and diligence, members owe a fiduciary duty to the Student Technology Fund and FI student body.
2. This means that members must act honestly and in good faith with a view to the best interests of the Student Technology Fund and FI student body.
3. The fiduciary duty also includes loyalty to the Student Technology Fund Committee.

4. Members of the Student Technology Fund Committee must avoid putting themselves in a position where their duty to act in the best interests of the Committee would conflict with their self-interest.

5. Members have a duty to act with a view to the best interests of the Student Technology Fund Committee in circumstances where other interests of the member conflict with those of the Committee.

6. In those circumstances, a member must *not* prefer his or her own interest over those of the Committee.

**Section 3** Issues within the Student Tech Fund Committee must be presented to the MISC and MSGSA Presidents, as soon as possible, whom will investigate issues in a timely manner. These issues may include:

1. Inability of the Committee to come to a decision.
2. Failure of representative(s) to act in conjunction with these by-laws.
3. Representative(s) lack of fiduciary duty, including theft, fraud or failure to announce conflicts of interest.

**Section 4** Failure to uphold the Standard of Care and Fiduciary Duty will result in:

1. First offense: Meeting with the MISC and MSGSA presidents.
2. Second offense: Immediate removal from office in accordance with the requirements of the representative's respective student council constitution.