

Education Graduate Student Association Constitution

I. Name

The name of the organization shall be the Education Graduate Student Association (EGSA). It is constituted as a caucus of the Graduate Student Society (GSS), as defined in the Bylaws and Administrative Policies of the Simon Fraser Graduate Student Society.

II. Objectives

The objectives of the Education Graduate Student Association are to promote and represent graduate student interests within the Faculty of Education.

1. To identify and promote the academic, intellectual and career concerns of the membership.
2. To provide social and recreational activities for the membership.
3. To undertake projects and activities to benefit the members.
4. To undertake such other activities as the members may from time to time decide.

III. Membership

Automatic membership in the Education Graduate Student Association shall be extended to all graduate students in the Faculty of Education.

IV. Executive Committee

This committee shall consist of:

1. The President;
2. The Vice-President;
3. The Treasurer;
4. The Communications Officer;
5. The Media Officer;
6. Up to two (2) Surrey Liaisons;
7. Up to two (2) Social Directors;
8. Two (2) Graduate Programs Council (GPC) Representatives;
9. Up to three (3) Graduate Student Society (GSS) Representatives and up to three (3) GSS rep. alternates;
10. A Faculty Council Representative
11. Members-At-Large, who sit on current and future committees as the need arises

The powers and duties of the Executive Committee shall be limited to the following:

1. Convening all general meetings, having ensured that an agenda has been prepared and that due notice has been given;
2. Ensuring that the directives of this Constitution and decisions made during the general meetings are carried out;

3. Maintaining liaison between the Education Graduate Student Association, the Education Student Union, and other student unions, the GSS, the Teaching Support Staff Union (TSSU), the Faculty, and other University organizations as needed.

V. Meetings

1. There shall be a minimum of one regular general meeting per semester. Notice of meetings shall consist of at least one announcement by public email no less than one week in advance.
2. In keeping with the function of the GSS, the EGSA will use Robert's Rules of Order in conducting and minuting meetings. While the intricacies and formalities of Robert's Rules are not generally necessary for the functioning of the EGSA, these standard procedures will be used in the making and passing of motions. If, at any time, a conflict arises within the EGSA, Robert's Rules of Order will be evoked more fully in order to ensure that meetings are conducted in a civil and efficient manner.
3. The EGSA minutes shall be kept in accordance with the standards and formats outlined by the GSS. This shall be done in order to ease GSS processing of cheque requisitions and also in recognition that the GSS undergoes yearly audits, which include all caucus minutes.
4. A Meeting shall be called by the Executive Committee, or by any member of the Executive Committee, upon receipt of a petition containing the names of 5 members of the Education Graduate Students Association. In this circumstance, the meeting shall be called within two weeks.
5. Meetings will normally be chaired by a member of the executive committee of the EGSA. The members present at a quorate meeting can nominate any EGSA member in good standing to chair a meeting.
6. Quorum for a general meeting shall be 5 members of the Education Graduate Students Association. Proxy votes are not allowed, but members can attend meetings via video or tele-conferencing. Normally, a quorate meeting will consist of at least three EGSA executive members (to include the EGSA President or Vice-President). In the event that EGSA executive members are unwilling or unable to call a general meeting, see point 7. It is only in such cases that meetings will be considered quorate without the presence of at least three executive committee members.
7. There shall be a minimum of one executive meeting per semester. Quorum shall be a majority of the seats filled.
8. A Meeting shall be called by the Executive Committee, or by any member of the Executive Committee, upon receipt of a petition containing the names of 5 members of the EGSA. In the latter case, the meeting shall be called within two weeks.
9. If, at any time, no member of the Executive Committee is able or willing to call a general meeting at the request of the membership, any member may do so providing:
 1. Proper notice is given;
 2. The Graduate Student Society (GSS) is informed of the particulars.

The EGSA Executive Committee will be considered “unwilling or unable to call a general meeting” in the event that at least three members of the Executive Committee (including the President and Vice-President) are contacted by a member and a satisfactory response to the request is not provided within two weeks time. A satisfactory response will be considered to constitute a solution to the member’s concern, an alternative avenue through which to raise the concern, or the calling of a general meeting at which to discuss the member’s concern publicly.

VI. Officers

There shall be the following officers:

1. President.
2. Vice-President;
3. Treasurer;
4. Communications Officer;
5. Media Officer;
6. Surrey Liaison(s);
7. Social Directors;
8. Committee Representatives and Members-At-Large

The powers and duties of the officers shall be:

1. President and Vice-President
 1. To prepare agendas, chair meetings, and co-ordinate activities of the EGSA;
 2. To ensure that the requirements of the Constitution and the decisions of the EGSA are carried out;
 3. To represent the EGSA to the Faculty in general, or on any university committee where a representative has not been elected, or cannot attend.
 4. It is expected that the EGSA President and Vice-President will work together to share these duties equitably. Normally, the central responsibility for these tasks will be on the President. When the President is unable to fulfill their responsibilities, the Vice-President will take over responsibility.
 5. In the event that the EGSA President is unable or unwilling to perform their duties, the EGSA Vice-President will become the interim President and take over any additional duties of the President until such a time as the President returns to their position or an regularly scheduled election is held. If the Vice-President is expected to act as interim President for a period of time greater than one month, the EGSA will circulate a call for an interim Vice-President to be fulfilled by any EGSA member in good standing.
2. Treasurer
 1. To maintain all financial records of the EGSA, including an accounting of all funds received and spent;
 2. To prepare and maintain an up-to-date and balanced budget;
 3. To make regular reports to the membership;
 4. To provide liaison between the EGSA and all sources of funding, including the ~~Simon Fraser~~ Graduate Student Society.

3. Communications Officer

1. To circulate agendas, record minutes of meetings, and circulate minutes and communications to the membership.
2. In collaboration with the media officer, ensure that meeting agendas, minutes and other pertinent information is posted to the EGSA website in a timely manner.
3. Ensure that minutes are provided to the GSS in a timely manner.

4. Media Officer

- a. To maintain the EGSA web page (ensure that it is updated regularly)
- b. To take responsibility for the public relations of the EGSA.

To work with the social directors to make and post advertisements for EGSA events, as needed.

5. Surrey Liaisons

- a. To communicate EGSA events, meetings, opportunities, etc. to education graduate students at the Surrey campus.
- b. To communicate the unique challenges and needs of Surrey education graduate students to the EGSA executive.
- c. To encourage participation of Surrey education graduate students in EGSA events and in EGSA meetings/discussions. This might include envisioning improved means of communication between the EGSA and Surrey education graduate students.

6. Social Directors

- a. To plan and execute (a minimum of) one social event per semester for education graduate students (in addition to the seminar series).
- b. To work with the media and communications officers to advertise EGSA events and meetings effectively.
- c. To plan the EGSA Annual General Meeting (AGM).

5. Signing Officers

The President, Vice-President and Treasurer shall be signing officers, with the power to sign cheques for authorized expenditures.

EGSA Representation will also be provided by the following positions:

1. The Faculty Graduate Program Committee (GPC) Representatives;
2. Up to three GSS Representatives;
3. TSSU Representative;
4. At-Large Members, who represent EGSA on current and future committees

Any one of the above positions may also act as an ad-hoc Executive Committee member at the request of the Executive.

VII. Elections

1. Terms of office for officers shall be for three consecutive semesters.
2. Elections shall take place at the Annual general meeting of each academic year. The notice of meeting shall contain notice of elections. Nominations are open until the election is conducted.
3. Any member of the EGSA is eligible for any position.

4. Voting shall be by secret or an open ballot, with the person receiving a majority vote being elected. If there is no majority, the person receiving the fewest votes shall be eliminated, and a new vote shall be held.
5. In the event that a vacancy occurs on the Executive Committee, an election shall take place at the next general meeting. Notice of this meeting shall include notice of the election.
6. In the event that a vacancy occurs in any EGSA Representative positions, the Executive Committee shall appoint a replacement until the next general meeting of the Association, at which point a replacement shall be elected. The replacement will usually be the President or Vice-President of the EGSA.
7. The members may recall any person elected to represent them by a two-thirds vote of the members present at a quorate meeting called for this purpose. Notice of the meeting must contain the purpose.
 1. In the event that an elected representative is not fulfilling the duties outlined in this constitution and/or is not meeting the expectations set out for them by the EGSA executive and the general membership, the EGSA executive will be responsible for contacting the representative to discuss their continued commitment to the EGSA. At this point, the elected representative will be given the option of resigning from the executive or renewing their investment in the role to which they were elected. If the person does not respond when contact (for a period of two weeks or longer), a meeting will be held at which a vote will be called to recall the elected representative.

VIII. Amendments

1. This Constitution may be amended by the membership of the Education Graduate Student Association by a two-thirds majority of those present and voting at a quorate general meeting called for the purpose;
2. Except that the substance of Section IX, Dissolution, shall not be amended.
3. The proposed amendment must be posted prominently near the ~~Faculty Office and Common Room~~ for a minimum of two weeks prior to the meeting, and all notices of meetings must indicate where copies of the amendment can be readily obtained.
4. Such amendment shall not be effective unless ratified by the GSS Executive.

IX. Dissolution

In the event that members decide to dissolve the EGSA, or in the event that the EGSA becomes inactive, all assets of the EGSA become property of the GSS, to be held in trust for a minimum period of two years.

1. If, during this period, the EGSA becomes active again, the trust shall be dissolved and all assets shall become property of the EGSA.
2. After two years, if the trust has not been dissolved, the GSS may dispose of the assets as it sees fit.

For the purpose of this article, the EGSA shall have become inactive if, for three consecutive semesters, the membership does not hold the minimum number of quorate general meetings as required by this constitution.

This article shall not be altered except with the prior written consent of the GSS Executive.