

BYLAW I: GSA EXECUTIVE Article I: Individual Duties and Responsibilities of the GSA Executive (Hereafter, the Executive)

Section 1: President

The President shall:

- a) Act as Chief Executive Officer (CEO) of the legal entity "Graduate` Student Association of the University of New Brunswick, Inc.";
- b) Act as official representative to the University administration;
- c) Chair the Executive;
- d) Represent the GSA on the University Budget Advisory Committee (UBAC);
- e) Provide leadership and overall guidance of the Executive and membership.

Section 2: Vice-President Finance

The Vice-President Finance shall:

- a) Act as Chief Financial Officer (CFO) of the GSA and fulfil the role of the President on a short-term basis as needed;
- b) Chair the Standing Committee on Finance;
- c) Oversee all accounting, and treasury functions with assistance of Standing Committee on Finance;
- d) Produce monthly financial reports for Council;
- e) Produce and administer the annual budget with the assistance of the Standing Committee on Finance;
- f) Liaise with Financial Services where necessary.
- g) Represent the GSA on the UNB Fredericton Budget Advisory Committee (FBAC);

Section 3: Vice-President Administration

The Vice-President Administration shall:

- a) In cooperation with the Saint John GSA Executive liaise with necessary and relevant media organizations, with assistance of other relevant Executive members, staff, or representatives;
- b) Coordinate preparation of news releases when needed;
- c) The Vice President Administration will be responsible for the general organization of the GSA's day-to-day operations and services, not limited to but including maintenance and operation of the GSA website and online presence.
- d) Chair the Constitution and Bylaws Standing Committee;
- e) Update, assemble, and upload the Council Handbook onto the website.

Section 4: Vice-President Academic

The Vice-President Academic shall:

- a) Will act as the Graduate Student Senator;
- b) Liaise with Student Advocate and Human Rights Officer when academic complaints arise requiring the expertise of these offices;
- c) Ensure that positions for UNB graduate students on academic committees are filled, including all Senate Committee and Search Committee positions;
- d) Coordinate with SGS and liaise with the Saint John Graduate Student Representative on the SGS Executive.
- e) Represent the GSA on the SGS Executive;
- f) Coordinate any other necessary academic related issues requiring the attention of the GSA.

Section 5: Vice-President External

The Vice-President External shall:

- a) Liaise with external bodies, including but not limited to:
 - i) Municipal, Provincial, and Federal government officials;
 - ii) The Maritime Provinces Higher Education Commission (MPHEC);
 - iii) Campus unions (e.g. AUNBT, UGSW, UNIFOR, etc) and associations (e.g. Student Union, ALPS,) and the CFS;
- b) Ensure that all external advisory positions for UNB graduate students are filled;
- c) Chair the Services Committee;
- d) Act as GSA liaison with GSA Saint John Chapter and ensure all current chapter documents and meeting minutes be collected and submitted to the Executive Director.

Section 6: Vice-President Societies and Events

The Vice-President Societies and Events shall:

- a) Consult with the Vice-President Finance on budgeting for societies;
- b) Liaise with societies to:
 - i) Maintain current copies of all Society Constitutions and Bylaws at the GSA Office with assistance of GSA Administrator;
 - ii) Assist societies with the preparation of society constitutions and bylaws when necessary;
 - iii) Ensure society needs are represented to the Executive;
 - iv) Upon request, assist societies resolve any other issues they face.
- c) Maintain current lists of Society Executives and Councillors with the GSA Administrator;
- d) Chair the Events Committee.

Article II: Collective Duties and Responsibilities of the Executive

Section 1: Meetings

- a) The Executive shall meet at least once per month during the fall and winter terms and at least once every two months during the summer term.
- b) Each Executive member will regularly attend Executive and Council meetings. Regrets may be accepted for academic, health, or other reasons as deemed appropriate by the Executive and Council. In case of prolonged absence, a GSA Executive position will be considered vacant and subject to by election in accordance with Bylaw III.
- c) When required and possible, executives may attend via tele-presence.

Section 2: Reporting

Each Executive member will:

- a) Produce monthly written work summaries during Fall and Winter terms, which are to be submitted by the tenth day of the next month;
- b) Produce bi-monthly written work summaries during Summer term, which are to be submitted by the tenth day of July and September respectively;
- c) Produce written term reports for each of the Fall, Winter, and Summer terms, which are to be presented at the first Council meeting of the following term
- d) The reports shall be circulated to the council along with agenda for the council meeting.

Section 3: Office Hours

Each Executive Member will be available to address the concerns of students both via an active email account provided for their position and be able to meet with students in person anywhere on campus, if needed.

Section 4: Committee Appointments and Delegated Responsibilities

The Executive shall:

- a) Ensure that all positions held by the GSA on University, student organizations, GSA and standing committees are filled;
- b) Delegate the duties of unfilled executive positions among filled executive positions to ensure all requirements are completed;
- c) Executive members may delegate tasks within their portfolios to other Executive members, provided the Executive member consents to the delegation and Council is notified that such delegation has taken place.

Section 5: Signing Authorities

- a) The President and Vice-President Finance shall act as primary signing authorities;
- b) In the absence of a President, the Acting or Interim President shall act as a signing authority;
- c) In the absence of the Vice President Finance, another Executive member will be appointed by the Executive;
- d) The Executive shall name a third Executive member as a signing officer if deemed necessary;

Section 6: Directors

The Executive shall act as the legal Board of Directors in accordance with all relevant provincial and federal legislation and obligations.