



MISC-MUSSA Tech Fund By-Laws

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Student Tech 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 (MMSt), and Bachelors of Information (BI).

Article I: Supremacy

Section 1

The by-laws of the Master of Information Student Council (MISC) and Museum Studies Student Association (MUSSA) Tech Fund, hereinafter referred to as "by-laws," shall be enacted and enforced in accordance with the guidelines set forth in both Student Government Constitutions and these by-laws.

Article II: Amendments

Section 1

Amendments to these bylaws can be proposed at anytime. Amendments must be submitted at least a week before the monthly meeting at which they are voted on first by the Tech Fund representatives.

Amendments to the by-laws shall be approved through a two-thirds (2/3) majority vote by both the MISC and the MUSSA executive councils. The Graduate Students' Union (GSU) will be notified of any changes of the by-law. By-laws must be reviewed every two years, after tech-fund referenda, and any adjustments made within the same academic year.

Article III: Duties of Student Tech Fund Representative

Section 1 - Representatives

All Student Tech Fund Committee representatives shall be referred to as "Student Tech Fund Representatives."

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Section 2 - Elections

Representatives:

1. Student Tech Fund Representatives shall be elected to the Student Tech Fund Committee by simple majority vote during MISC and MUSSA elections.
2. Two (2) Student Tech Fund Representatives entering into their second year in the MI program at the Faculty of Information shall be elected during Winter Semester MISC elections. One first (1) year MI student shall be elected to the position during Fall Semester MISC elections.
3. One (1) Student Tech Fund Representative entering their second year in the MMSt program at the Faculty of Information shall be elected during Winter Semester MUSSA elections. One (1) first year MMSt student shall be elected to the position during Fall Semester MUSSA elections.
4. In extenuating circumstances where an elected representative must take a leave of absence, at such time that aforementioned representative is able to resume his/her duties, any interim representative may be appointed by the MISC or MUSSA councils, depending on which council the vacancy is representing. The representative may remain on for the remainder of the positions term.

Section 3 - Responsibilities

All student Tech Fund Representatives shall assume the following responsibilities:

1. Soliciting, proposing, and tracking purchases as well as administering and funding workshops to be paid for with the Student Tech Funds.
2. Reporting on Student Tech Fund committee meetings to MISC and MUSSA councils.
3. Acting as the MI and MMSt student bodies' public contacts.
4. Relaying student comments and suggestions to the committee.
5. Attending monthly Tech Fund meetings.
6. Attending events sponsored by Tech Fund.
7. Upholding the Tech Fund By-laws.

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Section 4 - Roles

Student Tech Fund Representatives shall assign amongst themselves the following roles and additional responsibilities:

1. Chairperson

- a. Shall organize and convene monthly committee meetings, including an annual transition meeting.
- b. Shall lead the preparation and delivery of the Annual and Exit Report.
- c. Shall obtain updated equipment circulation information from the Inforum Staff.
- d. Shall obtain updated enrollment information.

2. Treasurer

- a. Shall obtain an updated financial statement of Student Tech Fund monies at least once a semester from the Finance and Personnel Officer in charge of maintaining the Student Tech Fund Finances.
- b. Shall track and monitor ongoing approvals for Student Tech Fund purchasing.
- c. Shall present this information at Student Tech Fund Committee meetings.

3. Secretary

- a. Shall work with Chairperson to prepare meeting agendas.
- b. Shall write and publicize meeting minutes. These minutes will be reviewed and posted prior to the next meeting on both the MISC and MUSSA websites.

4. Workshops, Events, Communications Coordinator

- a. Shall liaise with Inforum staff in charge of iSkills workshops to identify and contact instructors for workshops.
- b. Shall plan and organize any events pertaining to the Student Tech Fund, including participation in Orientation.
- c. Shall organize and oversee the production of public relations communications (ex. posters, social media) between staff, students, and project groups.

5. Referendum Coordinator (Bi-annual)

- a. Shall liaise with Coordinator, Student Policy Initiatives from the Office of the Vice Provost, Students (OVPS), as well as MISC President and MUSSA President to lead the planning of biannual referendum.
- b. Shall lead the review and update of the by-laws based on the Referendum and projected results.

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Section 5 - Meetings

Meetings of the Student Tech Fund Committee shall be held monthly.

Section 6 - Voting

All Student Tech Fund Representatives shall be voting members:

1. Each Student Tech Fund Representative shall have one vote. Approval of any allocation or purchase requires a majority vote.
2. Voting may take place at meetings or by email.

Section 7 - Attendance and Quorum

Student Tech Fund Representatives shall attend all meetings of the Student Tech Fund Committee, except in extenuating circumstances. If a Student Tech Fund Representative must miss a meeting, they must notify the Chair in advance of the meeting.

1. Quorum is the majority of the Student Tech Fund Representatives, with the stipulation that at least one representative from both programs (MI and MMSt) must be present. This applies to meetings as well as emailing voting.
2. Proxy voting can be arranged among the committee members. Members who require a proxy must inform the Chair 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 Chair.

Article IV: Financing

Section 1 - Finance Guidelines

Student Tech Funds shall be dispensed in accordance with the following guidelines:

1. All monies from the Student Tech Fund account must go toward purchases that fulfill the mandate of the Student Tech Fund.
2. Purchases must be discussed amongst committee members and the IT and Faculty advisor before being voted on for approval.
3. A single "purchase" is a single receipt or invoice, previously approved by the committee or MISC and MUSSA:
 - a. Purchases of \$3,000.00 or less may be approved through a vote of the Student

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- Tech Fund Committee without a general MISC and MUSSA vote for a total of no more than \$30,000.00 per academic school year.
- b. Purchases that exceed \$3,000.00 must be brought before MISC and MUSSA and voted upon in order to receive approval for purchase.
4. A list of all purchases approved by the Student Tech Fund Committee must be presented to MISC and MUSSA members for each council meeting in writing or by email.
5. A percentage of the Student Tech Fund budget purchases, defined as the percentage of MMSt students of the total combined population of MI and MMSt students, rounded to the nearest whole number, will be allotted at a minimum to benefit the interests of collecting and exhibiting within Museum Studies.
6. The Student Tech 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 Tech Fund budget.

Section 2 - Student Council and Association Purchases

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

Article V: Standard of Care and Fiduciary Duty

Section 1 - Standard of Care and Diligence

Student Tech Fund Representatives are subject to a common law duty of care and diligence:

1. Student Tech Fund Representatives must exercise both skill and diligence.
2. The standard of care is that which could reasonably be expected having regard to the Student Tech Fund Representatives' knowledge and experience.
3. The standard of care is subjective as it varies with the skill of the individual Student Tech Fund Representative.
4. Failure to give reasonable attention to the Student Tech Fund Committee affairs and/or attend meetings on a regular basis.
5. To fulfill their duty of care, Student Tech Fund Representatives should:
 - a. Participate actively and fully in the activities of the Committee, and b.

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Keep informed as to the business and affairs of the Committee.

Section 2 - Fiduciary Duty

In addition to the standard of care and diligence, members owe a fiduciary duty to the Student Tech Fund and Faculty of Information student body:

1. Members must act honestly and in good faith with a view to the best interests of the Student Tech Fund and Faculty of Information student body.
2. Student Tech Fund Representatives of the Student Tech Fund Committee must avoid putting themselves in a position where duty to act in the best interests of the Committee would conflict with their self-interests.
3. Student Tech Fund Representatives have a duty to act with a view to the best interests of the Student Tech Fund Committee in circumstances where other interests of the member conflict with those of the Committee.
4. In those circumstances, a Student Tech Fund Representative must not prefer his or her own interest over those of the Committee.

Section 3 - Conflict Resolution

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

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

Section 4 - Failure of Care

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

1. First offense: Meeting with the MISC and MUSSA presidents, to discuss the circumstances surrounding failure to uphold appropriate duties.
2. Second offense: Immediate removal from office in accordance with the requirements of the representative's respective student council constitution.

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Article VI: Policies of Engagement

Section 1 - Purpose

The following sections will outline policies of engagement with Student Tech Fund sponsored objects and events for the Master of Information and Master of Museum Studies student body of the Faculty of Information.

Section 2 - Borrowable Technology

All persons borrowing Student Tech Fund purchased objects must adhere to the borrowing policies of the Inforum.

Only MI and MUSSA students who have paid their Fall Semester Tech Fund Fee are eligible to access Tech Fund sponsored technology and workshops during that Fall Semester.

Only MI and MUSSA students who have paid their Winter Semester Tech Fund Fee are eligible to access Tech Fund sponsored technology and workshops during that Winter and subsequent Summer Semester.

Section 3 - Tech Fund Sponsored Workshops

In cases where Student Tech Fund sponsored workshops require registration prior to the event, Student Tech Fund reserves the right to ban students, who register but fail to attend the event, from the next Student Tech Fund-sponsored workshop. This right is void in cases where funding and coordination is not solely provided by the Student Tech Fund.

Student Tech Fund reserves the right to prioritize registration to workshops for certain segments of student body (e.g. upper year students, MMSt students). Ultimately, workshops will be open to all master's level members of the student body of the Faculty of Information.

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Appendix

Definitions

“Purchase” is a single receipt or invoice, previously approved by the committee or MISC and MUSSA

“Annual Report” is the public report summarizing all major events over the course of the academic year. This report is to provide transparency around the activities of the committee.

“Exit Report” is the report created at the end of the academic year to provide guidance to the next incoming committee. The report covers the same material as the Annual Report, but with more detail catered to helping the new committee members better understand what happened in the previous year and provides suggestions on activities and processes that could take place in the new academic year.

“Borrowable Technology” are the items purchased by the Tech Fund or jointly purchased with the Faculty. The items include laptops, cameras, tablets and other technologies that are provided to enhance student learning experiences. These items are in circulation in the Inforum.

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