



# 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), and Master of Museum Studies (MMSt).

## 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 the by-laws shall be approved through a  $\frac{2}{3}$  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. This by-law must be reviewed every two years, after tech-fund referenda.

## Article III: Duties of Student Tech Fund Representative

### Section 1

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

### Section 2

Student Tech Fund Representatives shall assume the responsibility of soliciting, proposing, and tracking purchases as well as administering and funding workshops to be paid for with the Student Tech Funds.

### Section 3

All Student Tech Fund Representatives shall be voting members.

### Section 4

Representatives:

1. Student Tech Fund Representatives shall be elected to the Student Tech Fund Committee by simple majority vote in annual 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 Spring 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 Spring 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 remain on for the remainder of the positions term.

### Section 5

All Student Tech Fund Representatives share the following responsibilities:

1. Reporting on the proceedings of Student Tech Fund committee meetings to respective student governments.
2. Acting as the MI and MMSt student bodies' public contacts.
3. Relaying student comments and suggestions to the committee
4. Attending monthly Tech Fund meetings
5. Attending events sponsored by Tech Fund
6. Upholding [Tech Fund Policies of Engagement](#)

### Section 6

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

1. Chairperson
  - a. Shall be responsible for organizing and convening committee meetings, and writing meeting agendas.
  - b. Shall obtain updated enrollment information as per Article III, Section 1, 7.ii.
2. The Finance Liaison
  - a. Shall obtain an updated statement of student tech funds at least once a semester from the Finance and Personnel Officer in charge of maintaining the Student Tech Fund Finances
  - b. Shall present this information at Student Tech Fund Committee meetings.
3. Secretary
  - a. Shall be responsible for writing and publicizing meeting minutes. These minutes will be posted 72 hours, or as soon as reasonable, after a meeting. The minutes will be posted on the Student Tech Fund Website.

### Section 7

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

### Section 8

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, s/he must notify the other Student Tech Fund representatives in advance of the meeting.

1. Quorum is simply 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 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 IV: Financing

### Section 1

The Student Tech 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 Tech 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 MUSSA.
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 MUSSA 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 MUSSA 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 MUSSA members for each council meeting in writing or by email.
8. 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 to benefit the interests of collecting and exhibiting within Museum Studies tech. These purchases will require only the approval of the two (2) Student Tech Fund Committee members whom are Museum Studies students.
  - i. 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.
  - ii. Changes to the percentage used by the Committee must be approved by MISC and MUSSA executive councils by a simple majority vote.
9. 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

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

1. Student Tech Fund representatives are subject to a common law duty of care and diligence

2. A Student Tech Fund representatives must exercise both skill and diligence.
3. The standard of care is that which could reasonably be expected having regard to the Student Tech Fund representatives' knowledge and experience.
4. The standard of care is subjective as it varies with the skill of the individual Student Tech Fund Representative.
5. Student Tech Fund Representatives are not bound to give continuous attention to the affairs of the Student Tech Fund Committee.
6. Failure to give reasonable attention to the Student Tech 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, Student Tech Fund Representatives should:
  - i. Participate actively and fully in the activities of the Committee, and
  - ii. 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 Tech Fund and Faculty of Information student body.
2. This means that 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.
3. The fiduciary duty also includes loyalty to the Student Tech Fund Committee.
3. Student Tech Fund representatives of the Student Tech 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.
4. 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.
5. In those circumstances, a Student Tech Fund Representative 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 MUSSA 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 MUSSA presidents.
2. Second offense: Immediate removal from office in accordance with the requirements of the representative's respective student council constitution.