

## **BY-LAW 4 – EXECUTIVE TRANSITION**

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### **PREAMBLE**

**BE IT ENACTED** by and with the consent of the Society Council the following by-law of the Society:

### **PART I – Electronic Records of Work**

#### **Article 1 - Email Server**

- 1.1 All email accounts associated with an executive position will be released to the executives-elect one day after the end of the fiscal year;
  - (a) The President will act as the webmaster to reset passwords; and
  - (b) Inform the executives of their default password to then be changed by the individual.
- 1.2 Emails are to be archived within a folder of the fiscal year before transitioning to the new executives for reference.
- 1.3 Should an executive no longer hold office prior to the full term their email shall be locked until the by-election determines the next student to hold the office.
- 1.4 No emails are to be deleted from the server aside from drafts.

#### **Article 2 - Group Chats**

- 2.1 Executives may from time to time utilize third party software to facilitate constant communication without needing to form agendas or taking minutes.
- 2.2 If a standard account has been made for each position these accounts will be transferred at the same time as the email accounts.
- 2.3 The *Ontario Science Student Association* has from time to time used *Google Hangouts* and *Slack* to communicate and the executives-elect may expect to have accounts set up.

### **PART II – Physical Items**

#### **Article 1 - Key Access**

- 1.1 The society will maintain a list of executives with access to an office space and to any locked storage.
- 1.2 The President will collect all previous executives' keys and deliver to the incumbent for distribution.

#### **Article 2 - Assets**

- 2.1 Anything that has been purchased with the society's funds will remain in the office and all personal assets must be removed before leaving their position.

#### **Article 3 - Banking**

- 3.1 The debit card associated with the society shall be given to the newly elected Vice President Operations once they have assumed office.

- 3.2 A letter authored by the President, co-signed by the Dean of Science, will inform the society's bank of the new officers along with their student numbers and individual signatures.
- (a) Two pieces of government issued photo ID which may include their student card must be provided in person.

### **PART III Information Transfer**

#### **Article 1 - Previous Executives**

- 1.1 A senior advisor shall be defined as any previous executive of the society.
- 1.2 They may communicate with the executives upon request via email to advise upon topics covered by the society.
- 1.3 Once the elections have concluded they may advise the executive-elect in their respective office the summation of their term and the current standing of their portfolio.
- 1.4 At no time may a senior advisor be paid for services given to the current executives or reimbursement for expenses incurred to advise.

#### **Article 2 - Documents**

- 2.1 Lists containing the contact information of volunteers will be made available to the incumbents.
- 2.2 *Google Drive* documents held on individual users within the society's domain shall be kept intact and shared between executives.
- 2.3 All banking receipts are to be held within a lock box or a locked cabinet.
- 2.4 The society will not have paper bank statements mailed and will instead have an electronic record of transactions.

#### **Article 3 - Website**

- 3.1 The society domain's account information shall be transferred to the President once they have assumed office.
- 3.2 The President shall ensure the constant renewal of the domain and shall be promptly reimbursed if the charge was sent to a personal account once a receipt is produced.
- 3.3 The President may from time to time assign a Webmaster to maintain and update the webpage.
- (a) The society may allot an honorarium from time to time for the services provided by a 3<sup>rd</sup> party.