

---

# POLICY for the EXECUTIVE

---

As Compiled on March 22, 2022

By the Deputy Speaker

**Nicole Devos**

Under the Supervision of the Speaker

**Kesavi Kanagasabai**



THE SOCIETY OF GRADUATE STUDENTS

*The University Western Ontario*

LONDON ONTARIO CANADA

2022

## **5.5 Executive Committee**

### **5.5.1 Ratified**

August 22, 2019

### **5.5.2 Mandate**

As per Bylaw 1.6.2., the Executive or Executive Committee (EC) shall oversee the day-to-day operations of SOGS; represent and advocate for SOGS members to the best of their ability; liaise with the SOGS and Grad Club staff, committees, commissioners, councillors, and graduate associations; and work with Western campus partners to strengthen and secure SOGS' position at Western University in order to better the experience of Western graduate students.

### **5.5.3 Article 1: Membership**

5.5.3.1. Chairperson: The President, who is elected by the general SOGS membership.

5.5.3.2. Other voting members: Vice-President Academic, Vice-President Advocacy, Vice-President Finance, and Vice-President Student Services, who are elected by Council, or the acting Vice-President as per the list of succession as per bylaw 2.6.2.1.1 to 2.6.2.1.4

### **5.5.4 Article 2: Committee Management**

5.5.4.1. Committee Archiving: In accordance with Bylaw 2.15.4.4, the Communications Administrator will take Executive meeting minutes, and after approval from the Executive, will submit the minutes for ratification to SOGS Council. Once ratified by Council, the Communications Administrator will upload the ratified minutes to the SOGS Public Dropbox.

5.5.4.1.1. The President will archive Executive Committee (EC) agendas, minutes, and relevant documents in the SOGS Google Drive folder under "Executive". The EC minutes will be included (linked) in the Council Package and ratified by SOGS Council.

5.5.4.2. Voting

5.5.4.2.1. Vote in Meetings: The Executive must have a majority (3 out of 5) for a motion to pass.

5.5.4.2.2. Electronic Voting: Motions can be passed electronically with a majority vote.

5.5.4.2.2.1. If any voting member objects to business being voted on by email, email voting shall be prohibited for that particular piece of business.

5.5.4.3. The Roles of the Executive Committee

5.5.4.3.1. President

- 5.5.4.3.1.1. In accordance with 2.15.4.1 and 2.15.4.2, shall call and Chair monthly meetings and distribute meeting minutes with reminder action items to the EC after each EC meeting.
- 5.5.4.3.1.2. Shall endeavour to support the Vice-Presidents with their projects while ensuring their autonomy and fiscal responsibility.
- 5.5.4.3.1.3. Shall endeavour to regularly include the Accounting Manager, Communications Administrator, and Administrative Coordinator in Executive meetings and matters pertaining to the running of the Office and the Society.
- 5.5.4.3.1.4. Shall endeavour to inform and guide the EC on internal and external SOGS matters.
- 5.5.4.3.1.5. Shall endeavour to balance the short-term goals of the EC with long-term planning.
- 5.5.4.3.1.6. Shall endeavour to collaborate with the Vice-Presidents to address Western, municipal, provincial, or federal issues that directly impact graduate student members.
- 5.5.4.3.1.7. Shall remain bound by Bylaws 2.1 and 2.1.2.
- 5.5.4.3.2. Vice-Presidents
  - 5.5.4.3.2.1. Shall endeavour to attend EC meetings to the best of their ability and assign a proxy if they will be absent.
  - 5.5.4.3.2.2. Shall endeavour to inform/update the EC on their portfolio and initiatives.
  - 5.5.4.3.2.3. Shall report back to their respective committees with EC questions/feedback.
  - 5.5.4.3.2.4. Shall endeavour to maintain a balance between advocating on behalf of their committees and fiscal responsibility.
  - 5.5.4.3.2.5. Shall endeavour to regularly include the Accounting Manager, Communications Administrator, and Administrative Coordinator in matters pertaining to the running of the Office and the Society.
  - 5.5.4.3.2.6. Shall endeavour to form strong partnerships with their fellow Vice-Presidents through collaborating on events, initiatives, and long-term planning.
  - 5.5.4.3.2.7. Shall endeavour to collaborate with the President to address Western, municipal, provincial, or federal issues that directly impact graduate students.
  - 5.5.4.3.2.8. Shall remain bound by Bylaws 2.13, 2.14, 2.15, and 2.16 respectively.

## **5.5.5 Article 3: Human Resources**

- 5.5.5.1. Conflict: In the event of a conflict between individual members of the Executive during a meeting, all Executive members must act in accordance with Bylaws 3.2 and 3.2.5.
  - 5.5.5.1.1. If any member of the EC feels unsafe as a result of another EC member, that Executive may ask to be excused and the meeting will automatically be postponed.
  - 5.5.5.1.2. The SOGS Ombudsperson should then immediately be contacted to seek resolution.
    - 5.5.5.1.2.1. If the Ombudsperson has a prior relationship with any Executive member, the Ombudsperson should recuse themselves and the SOGS Speaker should step

in. If necessary, the EC should consult an external mediator, such as Western's Ombudsperson or Equity and Human Rights.

5.5.5.2. As defined by Bylaws 1.1.15 and 2.7.4, any Executive can be recalled by Council if they are found in dereliction of duty.

5.5.5.2.1. If any Executive member feels that another Executive is failing in their duty, the following procedure is recommended. The EC member may:

5.5.5.2.1.1. Bring forth their concern to the other members of the EC to seek feedback.

5.5.5.2.1.2. Bring forth their concerns to the SOGS Ombudsperson and/or SOGS Speaker for further action and feedback if necessary.

5.5.5.2.1.3. If this initial approach is unsuccessful, the Executive Committee member has the right to bring their concerns forward to Council.

DRAFT