

Constitution of the Dalhousie Public Administration Student Society (P.A.S.S.)

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Article 1: Name and Objectives

1.01 The society will be known as the Public Administration Student Society

1.02 The objectives of the Public Administration Student Society are:

- 1.02.1 To promote camaraderie among the School of Public Administration and other Dalhousie University graduate students.
- 1.02.2 To provide opportunities for students to interact with professors and public service professionals;
- 1.02.3 To promote and organize academic, professional development, social and athletic events;
- 1.02.4 To communicate student interests and concerns to faculty and the administration; and
- 1.02.5 To foster an inclusive environment that promotes team-building, a sense of community, and collegiality.

Article 2: Definitions

2.01 The definitions in this Article apply to this Constitution and Regulations:

- 2.01.1 “AMANS” is defined as the Association of Municipal Administrators Nova Scotia.
- 2.01.2 “DSU” is defined as the Dalhousie Student Union.
- 2.01.3 “Executive Officers” is defined as the President, Vice President (Finance), and Vice President (Events).
- 2.01.4 “Executive Committee” is defined as a body comprised of individuals listed in Article 4.06.
- 2.01.5 “GDPA” is defined as Graduate Diploma in Public Administration.
- 2.01.6 “Junior” is defined as a student with First Year standing in the MPA program.
- 2.01.7 “Senior” is defined as a student with Second Year or greater standing in the MPA program.
- 2.01.8 “IPAC” is defined as the Institute of Public Administration of Canada.
- 2.01.9 “Joint Degree Program” is defined as the combined MPA/JD program or the Combined MLIS/MPA program at Dalhousie University.
- 2.01.10 “MPA” is defined as the Master of Public Administration.
- 2.01.11 “Part-time Student” is defined as a student who is deemed part-time by the Registrar’s Office of Dalhousie University.
- 2.01.12 “PASS” is defined as the Public Administration Student Society.

- 2.01.13 “AGM” means Annual General Meeting, to be held in the second academic term annually.
- 2.01.14 “SGM” means Special General Meeting.
- 2.01.15 “Society” means Public Administration Student Society.

Article 3: Membership

- 3.01** The requirements for Membership within the Society shall be:
 - 3.01.1 Payment of a fee, at a time established at the discretion of the executive committee, by a full-time student in the Masters of Public Administration at Dalhousie University, eligible for renewal after every two years of study.
 - 3.01.1.1 Any non-full-time students who wish to become members of PASS may do so at any given time during their studies, provided that they fulfil all of the aforementioned requirements of membership, including the payment of the two-year renewable fee.
 - 3.01.1.2 The Executive Committee reserves the right to determine and amend the amount of this fee.
 - 3.01.1.3 The fee shall not increase more than 5% per academic year.
 - 3.01.2 Registration as a full-time or part-time graduate student in the MPA, MPA(M) or an MPA joint degree program is required for membership in the society.
- 3.02** Any member who meets the aforementioned requirements shall be considered a member in good standing, and will remain as such, unless relieved of that status by graduation, dismissal or withdrawal from the school.
- 3.03** The minimum rights and privileges shall be afforded to members of PASS:
 - 3.03.1 The right to vote on any issue brought forward to PASS membership through Special General Meetings (SGM);
 - 3.03.2 The right to vote in any elections or referenda, including the elections of the executive officers, which is brought before the PASS membership;
 - 3.03.3 The right to access all public minutes from meetings of the general membership, sub-committees, or the executive committee;
 - 3.03.4 The right to enjoy such other privileges as may be conferred by this Constitution.

- 3.04** The Society may, on occasion, charge a fee in relation to a specific event, as deemed necessary by the Executive Committee.

Article 4: Structure

- 4.01** The governance of the Society shall be undertaken by the Executives
- 4.02** Meetings will take one of two forms:
- 4.02.1 Executive Committee Meetings, held by the Executive Committee of the Society as they are defined in Article 4, and
 - 4.02.2 Special General Meetings or Annual General Meetings of the Membership, pursuant to Article 4.
- 4.03** The Signing Officers of the Society shall consist of:
- 4.03.1 The President,
 - 4.03.2 The Vice President (Finance), and
 - 4.03.3 Any other executive decided by the executives
- 4.04** The Signing Officers shall
- 4.04.1 Be responsible for attending bank meetings, signing cheques and other financial documents, and making other time sensitive monetary decisions.
- 4.05** The Executive Committee of the Society shall consist of:
- 4.05.1 The President
 - 4.05.2 The Vice President (Finance),
 - 4.05.3 The Vice President (Communications),
 - 4.05.4 The Vice President (Academic),
 - 4.05.5 The Vice President (Events),
 - 4.05.6 The Vice President (External Relations),
 - 4.05.7 The Vice President (Professional Development),
 - 4.05.8 The 1st Year Representative (Academic),
 - 4.05.9 The 1st Year Representative (Events), and
 - 4.05.10 The 1st Year Representative (Internal Affairs).
- 4.06** The Executive Committee shall:
- 4.06.1 Be responsible for the day-to-day operations of the Society in all things, including all affairs to be made for PASS, in its name, or any kind of contract which PASS may lawfully enter into and save has hereinafter provided, generally, may exercise all other

powers and do all such other acts and things as PASS is, by its constitution, authorized to exercise and do;

- 4.06.2 Act as the administrative body of PASS and carry out the policies of the Society;
 - 4.06.3 Hold regular meetings, as designated by the President;
 - 4.06.4 Have the power to manage the affairs of the Society, with the provision that in the case of conflict between the Executive and the General members, the general members will prevail;
 - 4.06.5 Be responsible for approving dates associated with the Special General Meeting (SGM), PASS Executive Elections, Executive Committee Meetings, and any occasions which will organize changes to the Executive Committee or Constitution;
 - 4.06.6 Have the authority to create and appoint sub-committees to serve the PASS membership, including the appointment of Chair or Co-Chairs, both standing and ad-hoc. Membership of committees must be approved by the Executive committee as soon as possible following its formation.
- 4.07** Election of the Officers of the Society shall adhere to the following regulations:
- 4.07.1 All positions designated for second year students of the Society, shall be elected by the membership at an AGM no later than March 18th;
 - 4.07.2 All positions designated for first year students shall be elected by the membership at the SGM;
 - 4.07.3 No member shall hold more than one position in the society;
 - 4.07.4 Members of the Executive Committee must be willing to connect in-person or virtually once per week for the full duration of the Fall and Winter semesters of their elected term;
 - 4.07.5 Members of the Executive Committee must be enrolled in full-time studies, joint degree program or part time studies in the School of Public Administration in the MPA program. Neither students enrolled in joint-degree programs, nor part-time students, may be elected as Signing Officers of the Society.
 - 4.07.6 Elected members may only hold office for one (1) year, from April 1st through March 31st of the following year, unless membership with other institutional requirements stipulates otherwise.
 - 4.07.7 Should members wish to serve on the Executive Committee for a second term, they must be re-elected.

Article 5: Duties of the Executive

5.01 The President shall

- 5.01.1 Be the official spokesperson and coordinator for the Society;
- 5.01.2 Be a student with a minimum of a second-year standing in the MPA program, who is not enrolled in a Joint Degree Program or an Exchange Program;
- 5.01.3 Be a member of the Executive Committee;
- 5.01.4 Call and Chair all meetings of the Executive Officers, Executive Committee and the General Membership;
- 5.01.5 Sit as student representative in the School of Public Administration Faculty Meetings and disclose content and decisions which were reached to Society Members;
- 5.01.6 Be responsible for maintaining order, recognizing speakers, and proceeding with the agenda at all meetings;
- 5.01.7 Ensure that a competent member of the society Chair is in position for all meetings;
- 5.01.8 Act as liaison between the student body and both the faculty and administration;
- 5.01.9 Conduct executive-level external correspondence on behalf of the Society;
- 5.01.10 Act as the Chief Electoral Officer of the Society, including being responsible for conducting Society elections;
- 5.01.11 Attend DSU Training Day at the date specified by the Vice President (Internal) of the DSU;
- 5.01.12 Be fully aware of DSU Society Policies;
- 5.01.13 Be responsible for establishing an annual vision for the Society in partnership with the Executive Committee;
- 5.01.14 Be responsible for ensuring his or her successor is properly transitioned into the role of President;
- 5.01.15 Apply for annual society ratification with the DSU in conjunction with the Vice President (Finance);
- 5.01.16 Act as a signing officer of the Society;
- 5.01.17 Acts as a co-signatory to the Society bank account;
- 5.01.18 Ensure that the constitution is reviewed on a bi-annual basis to identify any updates required;
- 5.01.19 Support the Vice President (Events) in organizing, communicating, and promoting Orientation Week activities;

5.01.20 Work in conjunction with the School of Public Administration to promote School functions;

5.01.21 Hold office for a term of one (1) year.

5.02 The Vice President (Finance) shall

5.02.1 Be a student with a minimum of a second year standing in the MPA program, who is not enrolled in a Joint Degree Program or an Exchange Program;

5.02.2 Be a member of the Executive Committee;

5.02.3 Perform all banking and accounting duties of the Society in conjunction with DSU and DAGS requirements;

5.02.4 Act as co-signatory to the Society bank account;

5.02.5 Act as a signing officer of the Society;

5.02.6 Present a proposed budget for the year to the Executive Committee;

5.02.7 Maintain and update the existing budget policy, as received from the previous Treasure;

5.02.8 Complete audits as required by the DSU and DAGS bi-annually in October and February, or as otherwise required by the DSU;

5.02.9 Attend DSU Vice President (Finance) Training at the date specified by the Vice President (Internal) of the DSU;

5.02.10 Manage applications for Society Grants to the DSU, and aid members in applying for individual Member Grants through the DSU;

5.02.11 Be fully aware of the DSU Grants Policy;

5.02.12 Be responsible for representing the Society, or finding an alternate to do so, at DAGS Council meetings;

5.02.13 Apply for annual society ratification with the DSU in conjunction with the President;

5.02.14 Hold office for a term of one (1) year.

5.03 The Vice President (Communications) shall:

5.03.1 Be a student with a minimum of a second-year standing in the MPA program;

5.03.2 Maintain all Society communication platforms;

5.03.3 Act as a point of contact for any internal communications or advertisement requests to the PASS membership;

5.03.4 Assist the School of Public Administration with the management of various social media platforms;

- 5.03.5 Work with the Vice President (Events) to create promotional materials for Society events;
- 5.03.6 Ensure that material publicly posted to the Society's social media platforms and website is updated regularly;
- 5.03.7 Hold office for a term of one (1) year.

5.04 The Vice President (Academic) shall:

- 5.04.1 Be a member of the Executive Committee;
- 5.04.2 Be a student registered in at least their second-year of classes of the MPA program;
- 5.04.3 Be responsible for representing first and second year student's academic interests to relevant stakeholders;
- 5.04.4 Sit on the School of Public Administration Curriculum Committee;
- 5.04.5 Sit on any special academic committees formed by the School of Public Administration or the Society;
- 5.04.6 Hold office for a term of one (1) year.

5.05 The Vice President (Events) shall:

- 5.05.1 Be a student registered in at least their second-year of classes of the MPA program who is not enrolled in a Joint Degree Program or an Exchange Program;
- 5.05.2 Be responsible for coordinating and planning the Society's athletic and social activities, including but not limited to, Orientation Week;
- 5.05.3 Be responsible for promoting internal events and activities in partnership with the Vice President (Communications);
- 5.05.4 Attend DSU Training Day on the date specified by the Vice President (Internal) of the DSU;
- 5.05.5 Attend DSU Event Risk Management training and collect and disseminate pertinent information to members of the Society;
- 5.05.6 Act as Chair of the Events Subcommittee;
- 5.05.7 Hold office for a term of one (1) year

5.06 The Vice President (External Relations) shall:

- 5.06.1 Be a student registered in at least the second-year classes of the MPA program.
- 5.06.2 Be a member of the Executive Committee.
- 5.06.3 Act as a liaison between the Society and IPAC, including sitting as a Board Member for IPAC;

- 5.06.4 Act as a liaison between the Society and the AMANS, including sitting as a Board Member for AMANS;
- 5.06.5 Be responsible for coordinating the MPA Mentorship Program in conjunction with faculty and administration;
- 5.06.6 Foster a positive relationship between PASS and the external organizations which it has established relationships with;
- 5.06.7 Hold office for a term of one (1) year;

5.07 The Vice President (Professional Development) shall:

- 5.07.1 Be a member of the Executive Committee;
- 5.07.2 Be a student registered in at least their second-year of classes of the MPA program;
- 5.07.3 Act as a liaison between first and second year students and faculty or administration on matters of student professional development;
- 5.07.4 Coordinate with and provide support to the School of Public Administration to provide extra-curricular professional development opportunities for students;
- 5.07.5 Work with the Junior and Vice President (Academic)s to ensure continuity and consistency between professional development and academic programming;
- 5.07.6 Be responsible for the organization and administration of the Buddy Program;
- 5.07.7 Seek external opportunities for professional development for students with the Vice President (External Relations); and
- 5.07.8 Hold office for a term of one (1) year.

5.08 The 1st Year Representative (Academic) shall:

- 5.08.1 Be a member of the Executive Committee;
- 5.08.2 Be a student registered full-time in the first-year of the MPA program;
- 5.08.3 Be responsible for representing first year student's academic interests to relevant stakeholders;
- 5.08.4 Sit as a representative at School of Public Administration Faculty meetings if the Vice President (Academic) is unable to attend;
- 5.08.5 Sit as a representative at the School of Public Administration Curriculum Committee if the Vice President (Academic) is unable to attend;
- 5.08.6 Take, store, and disseminate minutes of Executive Committee meetings when required;
- 5.08.7 Hold office for a term of one (1) year.

5.09 The 1st Year Representative (Events) shall:

- 5.09.1 Be a member of the Executive Committee;

- 5.09.2 Be registered in the first-year of the MPA program as a full-time student;
- 5.09.3 Be responsible for assisting the Vice President (Events) with the coordination and planning of the Society's athletic and social activities;
- 5.09.4 Be responsible for promoting and communicating internal events and activities;
- 5.09.5 Sit on the Events subcommittee and in the absence of the Vice President (Events), shall act as Chair of subcommittee meetings;
- 5.09.6 Hold office for a term of one (1) year.

5.10 The 1st Year Representative (Internal Affairs) shall:

- 5.10.1 Be a member of the Executive Committee;
- 5.10.2 Be registered in their first-year of the MPA program as a full-time student;
- 5.10.3 Act as a liaison between Society and IPAC and AMANS, including attending meetings in the place of the Vice President (External Relations) is unable to attend;
- 5.10.4 Conduct formal evaluations of various initiatives in conjunction with project leads;
- 5.10.5 Assist the Executive Committee in any additional duties deemed necessary on an ad-hoc basis;
- 5.10.6 Chair the Volunteering Sub-Committee;
- 5.10.7 Seek out and facilitate local volunteering opportunities for MPA students;
- 5.10.8 Hold office for a term of one (1) year.

Article 6: Meetings

6.01 There will be three types of meetings: **Executive Committee Meetings, Special General Meetings (SGMs) and the Annual General Meeting (AGM)**. The regulations regarding each type of meeting are as follows:

6.01.1 Executive Committee meetings:

- 6.01.1.1 Quorum for executive meetings shall be 2/3 of the Executives.
- 6.01.1.2 Meetings shall be held regularly on a weekly basis at the discretion of the President.
- 6.01.1.3 All general members of the Society are permitted to attend Executive Committee meetings.
- 6.01.1.4 Notice of the meeting need not be given to general membership, unless it is requested.

- 6.01.1.5 Motions relating to the operations of the Society may be put forward and voted on by the Executive Committee.
 - 6.01.1.6 Any motions not directly relating to operations must be voted on by the general membership, and as such cannot be passed during Executive Committee meetings.
 - 6.01.1.7 The President shall conduct the proceeding in conformity with the by-laws of PASS, henceforth known as the “Chair”. If the President is absent the Vice President (Finance) and Vice President (Events) shall Co-Chair the meeting in the above stated manner.
 - 6.01.1.8 The Chair shall be responsible for the calling of all meetings to order, conducting votes on all motions, facilitating discussion of motions, and adjourning.
- 6.01.2 **Special General Meetings (SGM’s) and Annual General Meeting (AGM):**
- 6.01.2.1 Quorum for an SGM and the AGM shall consist of two thirds of Executive Committee members along with at least five non-Executive Committee members.
 - 6.01.2.2 An AGM must be called at least once per academic year by the President.
 - 6.01.2.3 Notice of an SGM or AGM must be given to all members not less than one week before the SGM or AGM, and the Executive Committee is responsible for delivering this notice.
 - 6.01.2.4 The AGM must take place during the months of February or March, during which elections for Senior Executive Officers and Senior Student Representatives of the Society will take place, but held no later than March 18.
 - 6.01.2.5 The first Special General Meeting (SGM) should be held no later than October 15, during which elections for Junior Representatives will take place.
 - 6.01.2.6 Any additional SGMs may be called by the President, or at the request of a member of the general membership with a petition for an SGM signed by half of general members.
 - 6.01.2.7 The business conducted at the SGM shall be, but not limited to:
 - 6.01.2.7.1 Presentation on society activities for the year;
 - 6.01.2.7.2 Presentation on society financial position; and
 - 6.01.2.7.3 Election of Executive Committee Members

- 6.01.2.8 Constitutional amendments can only be presented at an SGM (see Article 9).
 - 6.01.2.9 Voting on motions must go before the general membership.
 - 6.01.2.10A majority vote is needed to pass a motion.
 - 6.01.2.11 Voting will be conducted via a show of hands, although any member may request that the motion be voted on by secret ballot or through an online voting system. If any one member requests this for any motion, voting must be done by secret ballot or through an online voting system.
 - 6.01.2.12 The President shall conduct the proceeding in conformity with the by-laws of PASS, henceforth known as the “Chair”. If the President is absent the Vice President (Finance) and Senior Representative: Events Coordinator shall Co-Chair the meeting in the above stated manner.
 - 6.01.2.13 The Chair shall be responsible for the calling of all meetings to order, conducting votes on all motions, facilitating discussion of motions, and adjourning.
 - 6.01.2.14 In the case of a dispute regarding any rule of order, Roberts Rules of Order shall be followed.
 - 6.01.2.15 The Executive Committee of the Society will be responsible for giving advance notice of all motions to be voted on at any meeting not less than 48 hours before the meeting, and this notice must be given to all members of the society.
- 6.01.3 The regulations regarding the keeping of minutes are as follows:
- 6.01.3.1.1 A record of the proceedings of all meetings shall be kept by the President.
 - 6.01.3.1.2 Given sufficient notice, the public minutes of meetings of the Executive Committee shall be open to inspection by any member of PASS.
 - 6.01.3.1.3 All minutes should be circulated to the Executive Committee in a timely manner, allowing for review of the document before the next meeting.
- 6.01.4 General regulations regarding conduct to be used by those who are in attendance at any PASS meeting are as follows:
- 6.01.4.1.1 At any meeting where matters of a confidential or personal nature are being discussed, an “in camera” session may be initiated, with the approval of a simple majority of voting members and publicly approved by the Chair.

- 6.01.5 At least three (3) days prior to the scheduled date of a meeting, any member may bring an action item to the attention of the Chair for discussion. Any member bringing business to a meeting will be allocated a time restriction by the Chair.

Article 7: Elections

- 7.01** An election should be called bi-annually, once in the Fall semester and once in the Winter semester.
- 7.01.1 The Fall election shall be held no later than October 15th and shall elect or appoint the following Society Positions:
- 7.01.1.1 1st Year Representative (Academic),
 - 7.01.1.2 1st Year Representative (Events),
 - 7.01.1.3 1st Year Representative (Internal Affairs), and
 - 7.01.1.4 Any positions not filled in the previous Spring semester election.
- 7.01.2 The Spring election shall be held no later than March 18th and shall elect the following Society Positions:
- 7.01.2.1 President,
 - 7.01.2.2 Vice President (Finance),
 - 7.01.2.3 Vice President (Events),
 - 7.01.2.4 Vice President (Academic),
 - 7.01.2.5 Vice President (Communications),
 - 7.01.2.6 Vice President (External Relations), and
 - 7.01.2.7 Vice President (Professional Development).
- 7.02** Vacancies on the Executive Committee which have arisen during the academic year shall be elected either during the Fall election or through a by-election.
- 7.03** The President shall be responsible for Chairing elections.
- 7.04** If the President wishes to re-run for any position, then the Vice President (Finance) and Vice President (Events) shall act as Co-Chairs of the election.
- 7.05** In the event that the President, Vice President (Finance) and Vice President (Events) run for re-election, the Senior Vice President (External Relations) will act as Chair of the election.
- 7.06** Candidates must address the student body at a General Meeting scheduled prior to the elections.

- 7.07** Nominations for elections must be submitted to the President a minimum of one (1) week preceding the AGM or SGM.
- 7.08** The election shall be announced three (3) weeks prior to an election date.
- 7.09** Returns shall be accepted until 9:00 p.m. on the closing date of nominations. In the case of any vacant office receiving no nominations by the closing date and time, the officer overseeing the election may extend the deadline for that position by no greater than three (3) days.
- 7.10** If any positions remain vacant on the date of the SGM, nominations will be taken from the floor during the SGM at which the elections are taking place.
- 7.11** Voting will be conducted using an online voting system. Any member may request that any motion or election be voted on by secret ballot.
- 7.12** If a secret ballot is requested, the President will select an alternative venue to execute the election.
- 7.13** A majority vote is required to elect all positions (50% + 1).
- 7.14** Each member can hold only one Executive Committee office at a time.
- 7.15** The terms of office shall be between April 1st through March 31st of the following year for the following positions:
 - 7.15.1 President,
 - 7.15.2 Vice President (Finance),
 - 7.15.3 Vice President (Events),
 - 7.15.4 Vice President (Academic),
 - 7.15.5 Vice President (Communications),
 - 7.15.6 Vice President (External Relations), and
 - 7.15.7 Vice President (Professional Development).
- 7.16** The terms of office shall be between the date of the Fall Election and March 31st of the following year for the following positions:
 - 7.16.1 1st Year Representative (Academic),
 - 7.16.2 1st Year Representative (Events),
 - 7.16.3 1st Year Representative (Internal Affairs), and
 - 7.16.4 Any position not filled in the Spring Semester Election.

Article 8: Impeachment

- 8.01** No member of the Executive Committee may be recalled without just cause, or in any manner not specified in this constitution.

- 8.02** Just cause is defined by this constitution as:
- 8.02.1 Failing to attend 3 consecutive Executive Committee or general meetings.
 - 8.02.2 Failing to fulfill the majority of their mandates as dictated by this constitution, within reasonable limits and without reasonable excuse.
 - 8.02.3 Conduct likely to result in de-ratification of the Society or conduct likely to bring the Society into disrepute.
 - 8.02.4 In the case of the President, failing to submit a request for Ratification before June 1st of the year of their Presidency without reasonable excuse.
 - 8.02.5 Other gross misconduct.
- 8.03** Any member may put forth a motion to impeach provided they have a petition signed by 75% of current members, and this petition can also serve to request an SGM as directed by Article 5(iii)(d).
- 8.04** A vote to impeach an executive member can only be brought forth at an SGM.
- 8.05** Advance notice of a motion to impeach must be given to the member up for impeachment, and that member must have the ability to speak in their defence before the vote is taken.
- 8.06** A vote of 75% +1 of the general membership is required to impeach an Executive member. Voting will be conducted by secret ballot.

Article 9: Constitutional Amendments

- 9.01** In the event that the Society cannot be ratified as a result of the content of this constitution, the current Executive Committee have the ability to make such changes as are deemed necessary by the Vice President (Internal) of the DSU. These changes become official upon ratification.
- 9.01.1 If any member of the Society wishes to contest the changes, they may do so at the next SGM, or petition the President to call one as per Article 5(iii)(d).
- 9.02** With the exception of circumstances in Article 9.01, amendments to this constitution are subject to the following regulations:
- 9.02.1 Amendments to the constitution must be presented to the Society members at an SGM.
 - 9.02.2 Amendments to the constitution must be approved at an SGM or via an online voting system.

- 9.02.3 Motions to amend the Constitution must be presented to the President of the Society no less than one week before the SGM or online vote during in which the constitution will be amended.
- 9.02.4 All members are entitled to vote on amendments to the constitution.
- 9.02.5 Voting will be conducted through an online voting system, though any member may request that the motion be voted on by secret ballot. If any one member requests this for any motion, voting must be done by secret ballot.
- 9.02.6 A 2/3 vote from all members attending Special General Meetings is required to pass a motion to amend the constitution.

Article 10: Finances

- 10.01** As stated in Article 5, the President, Vice President (Finance) and the Vice President (Communications) will be the Signing Officers of the Society.
- 10.02** The fiscal year of the Society will be May 1 to April 30.
- 10.03** At least two signing officers must sign every cheque from the bank account of the Society.
- 10.04** A Signing Officer cannot sign a cheque made out to themselves.
- 10.05** The budget will be created each year by the Vice President (Finance), and will be passed by the Executive at an Executive Committee meeting.
- 10.06** The Executive will prepare an annual Fiscal Report and present it at the Spring Special General Meeting.
- 10.07** Any member of the Society may examine the Society's financial records.
- 10.08** Any expense greater than \$100 must be approved by President, Vice President (Finance) and at least one other Executive Committee member.
- 10.09** The Society shall not carry over any debts year over year. All outstanding debts must be paid in full before the end of the fiscal year or before the new Executive assumes office on April 1.
- 10.10** The Society funds must be no less than \$1,000 at the time when the new Executive assumes office on April 1.

Article 11: Committees

- 11.01** The **Events Sub-Committee** shall:
 - 11.01.1 Assist the Vice President (Events) and 1st Year Representative (Events) in planning and coordinating PASS events;
 - 11.01.2 Promote safe, inclusive, and diverse PASS events on and off campus;

- 11.01.3 Work in conjunction with the Vice President (Communications) to advertise PASS events to both cohorts, and;
- 11.01.4 Consist of the following members:
 - 11.01.4.1 The Vice President (Events), as Committee Chair;
 - 11.01.4.2 The 1st Year Representative (Events);
 - 11.01.4.3 No less than three full-time/part-time students in Dalhousie's MPA program, appointed at the discretion of the Committee Chair, and;
 - 11.01.4.4 The PASS President, ex-officio.

11.02 The Volunteering Sub-Committee shall:

- 11.02.1 Seek out external and internal group volunteering opportunities for MPA students to participate in;
- 11.02.2 Create and maintain a database of local charitable organizations should MPA students want to volunteer on their own time;
- 11.02.3 Organize at least one (1) large volunteering excursion per semester;
- 11.02.4 Work in conjunction with the Vice President (Communications) to advertise volunteering opportunities to both cohorts, and;
- 11.02.5 Consist of the following members:
 - 11.02.5.1 The 1st Year Representative(Internal Affairs) , as Committee Chair;
 - 11.02.5.2 No less than three full-time/part-time students in Dalhousie's MPA program, appointed at the discretion of the Committee Chair, and;
 - 11.02.5.3 The PASS President, ex-officio.

11.03 The general membership or the Executive may create committees as are deemed necessary and establish their powers and duties.

11.04 From time to time, the Executive may establish a committee to conduct a review of the MPA curriculum.

11.05 The Executive shall appoint an orientation committee to work with the School of Public Administration if they choose.

Article 12: By-laws

By-law 1: Operations of the Society

Operations of the Society include all matters of budgeting, external communications, relations with the Dalhousie faculty, and coordination and planning of events and meetings.

By-law 2: Filling Vacant Society Positions

If, for any reason, a vacancy occurs within the Executive Committee during the time period October to March, the President may call a by-election to fill that position. A by-election will follow the same process as a regular election, and candidates will have a chance to speak at a General Meeting to be called by the President. If the Presidency should become vacant during the time period October to March, the Vice President (Finance) and Vice President (Events) shall take on the role of Acting Co-Presidents until a by-election can be called. A by-election must be called within 10 academic/business days.

Suggested By-Laws

By-Law 3 – Powers of the Executive Committee

By-Law 4 – Impeachment Process

By-Law 5 – Cooperation with DAGS

By-Law 6 – Financial Processes

By-Law 7 – Complaint Mechanisms (ex. Harassment, conflict of interest etc.)