

## **By-Law #4 Duties Of The Executive**

### **Section 1: President**

- a) The President shall be the Chief Executive Officer of the GSA.
- b) The President shall represent the GSA at official university functions on the Carleton University campus.
- c) The President shall appoint, with the advice and consent of Council, a Council chairperson.
- d) The President shall act as one of the five signing officers for the GSA.
- e) The President may act on their own authority, after consulting and obtaining consent from at least two other Executive members, if the Executive or Council cannot be called together in time for needed action, provided the president reports to Council at the next meeting for ratification of any action taken.
- f) The President shall serve as ex-officio member of all standing committees and ad hoc committees established by Council.
  - i. The President shall serve as an ex-officio representative of the GSA on the Senate of Carleton University.
  - ii. The President holds an ex-officio seat on the Graduate Faculty Board.
- g) The President shall share with the Vice-President External the responsibility of overseeing the production of all publications, including, but not limited to, the GSA web site, Student Handbook and Agenda.

### **Section 2: Vice-President Finance**

- a) The Vice-President Finance shall be responsible for all monies of the GSA and shall be immediately responsible to the Board of Directors.
- b) The Vice-President Finance shall be responsible for receiving all monies payable to the GSA and for ensuring that such monies are deposited with the financial institution(s) named by the Board of Directors for this purpose.
- c) The Vice-President Finance shall oversee the maintenance of complete records of the financial transactions of the GSA and shall report at Council and Executive meetings, upon request, the financial position of the GSA.
- d) The Vice-President Finance shall prepare a budget as outlined in Article 7.2.2 of the Constitution, and shall normally prepare, prior to the last meeting of the retiring Council, a report on the financial status of the GSA.
- e) The Vice-President Finance shall act as one of the five signing officers of the GSA.
- f) The Vice-President Finance shall oversee the administration of all programmes which directly distribute monies allocated by Council, and shall oversee all business operations conducted by GSA Carleton Inc. including, but not limited to, those mentioned in Bylaw #9.
- g) The Vice-President Finance shall act as the financial advisor for the GSA.
- h) The Vice-President Finance shall become familiar with the university's budget and fiscal policy so as to be able to advise the Executive and Council on issues related to the topic. The Vice-President Finance shall provide a critique of the budget to the Executive and the graduate student representative on the Board of Governors of Carleton University so that policies affecting graduate students can be altered.
- i) The Vice-President Finance shall normally have primary responsibility for Staff Relations.
- j) The Vice-President Finance shall have primary responsibility for hiring of Mike's Place staff.
- k) The Vice-President Finance shall have primary responsibility for administering grant applications.

### **Section 3: Vice-President Operations**

- a) The Vice-President Operations shall administer, in an efficient manner, the operations of the GSA and its corporate existence as GSA Carleton Inc.
- b) The Vice-President Operations shall ensure the efficient operation, in accordance with the Constitution and these By-laws, of Council in consultation with the other members of the Executive.
- c) The Vice-President Operations shall ensure that the necessary resources are available to the Chief Electoral Officer(s).
- d) The Vice-President Operations shall be responsible for ensuring that minutes of all Council meetings are prepared, distributed and filed in a timely fashion.
- e) The Vice-President Operations shall be responsible for the duties of the President in the absence of the President, including succeeding to the presidency should the President be unable to complete their term of office.
- f) The Vice-President Operations shall ensure proper records are kept of the information reported to the GSA from committees external to the GSA.
- g) The Vice-President Operations shall, with the Vice President External, coordinate Grad Welcome Weeks.
- h) The Vice-President Operations shall be responsible for matters concerning graduate student housing.
- i) The Vice-President Operations shall act as one of the five signing officers of the GSA.
- j) The Vice-President Operations shall have primary responsibility for the hiring of staff except for Mike's Place.

### **Section 4: Vice-President External**

- a) The Vice-President External generally shall be responsible for matters external to the GSA.
- b) The Vice-President External shall be responsible for maintaining communication with groups external to Carleton University, including local governmental bodies, local resident associations and national/provincial student associations of which the GSA is a member.
- c) The Vice-President External shall maintain a liaison with student associations and other organizations on campus, including Service Centres.
- d) The Vice-President External shall normally be responsible for coordinating the representation of International graduate students.
- e) The Vice-President External shall be responsible for the GSA's media relations.
- f) The Vice-President External shall, with the Vice President Operations, coordinate Grad Welcome Weeks.
- g) The Vice-President External shall act as one of the five signing officers of the GSA.
- h) The Vice-President External shall share with the President the responsibility of overseeing the production of all publications, including, but not limited to, the GSA web site, Student Handbook and Agenda.

### **Section 5: Vice-President Academic**

- a) The Vice-President Academic shall ensure that departmental representatives on the Graduate Academic Caucus are duly elected in each department.
- b) The Vice-President Academic shall supervise the coordination of the activities of the Graduate Academic Caucus representatives, linking them to the GSA Executive and Council, and the Graduate Faculty Board of Carleton University.
- c) The Vice-President Academic shall chair the Graduate Academic Caucus.
- d) The Vice-President Academic shall provide reasonable aid within the ability of the

Association, at minimum referring students to services on campus, for individual graduate students who have problems with the university or departmental administrations.

e) The Vice-President Academic holds an ex-officio seat on the Graduate Faculty Board.

f) The Vice-President Academic holds an ex-officio seat on the Senate of Carleton University.

g) The Vice-President Academic shall act as one of the five signing authorities of the GSA.