

Vancouver School of Theology

Student Association

We acknowledge that the land on which we physically gather, learn, and commune is the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam) People.

Constitution

Article I – Name

1. The name of this society shall be known as the “Vancouver School of Theology Student Association.”

Article II – Aims & Purposes

2. The aims and purposes of the Vancouver School of Theology Student Association are to:
 - 2.1. Foster and promote the full participation of students in the governance, community life and administration of the Vancouver School of Theology.
 - 2.2. Provide a forum in which concerns of students can be discussed and pursued.
 - 2.3. Arrange, promote and sponsor social, educational, and other activities for the membership of the Vancouver School of Theology Student Association,
 - 2.4. Foster and encourage ways in which students may support each other financially, spiritually, and academically.

Bylaws

Bylaw I – Definitions

1. The following terms will be defined as follows:
 - 1.1. “VST” shall hereafter refer to “the Vancouver School of Theology”
 - 1.2. “UBC” shall hereafter refer to “the University of British Columbia, Vancouver”
 - 1.3. “VSTSA” shall hereafter refer to “the Vancouver School of Theology Student Association”
 - 1.4. “Executive Team” or “Executive” shall hereafter refer to the governing body of the VSTSA comprised of voting and ex-officio elected members.
 - 1.5. “AGM” shall hereafter refer to as “(the) All General Meeting”
 - 1.6. “AMS” shall hereafter refer to “the Alma Mater Society of UBC”
 - 1.7. “Constitution” shall hereafter refer to “Constitution of the VSTSA”
 - 1.8. “Quorum” shall hereafter refer to the minimum number of members required to be present at a meeting to be valid.

Bylaw II – Membership

2. The following terms shall apply to membership:
 - 2.1. The membership of the VSTSA shall consist of all persons actively registered

as students at VST who have paid VSTSA fees.

- 2.1.1. Changes in the amount of fees paid to the VSTSA shall be voted upon a duly constituted meeting no later than December of the previous academic year, with immediate notice to the Office of the Dean, the Registrar, Accounting and the Principal.
- 2.2. All members of the VSTSA shall enjoy equal rights, responsibilities, and privileges of membership.

Bylaw III – Organizational Structure

3. The organizational structure of the VSTSA shall include:
 - 3.1. The Executive Team comprised of the President, VP Administration, VP Communications, VP Events, VP External Affairs, VP Finance, Distance Students Representative, Indigenous Students Representative, Indigenous/Interreligious Studies Students Representative, International Students Representative, MAPPL/Spiritual Care Students Representative, Queer & Trans Students Representative, Non-Denominational Students Representative, Non-Christian Students Representative, Research Students Representative and three (3) Faculty Council Representatives.
 - 3.1.1. Faculty Council Representatives are ex-officio members of the Executive and do not vote at Executive Meetings. They do vote as members of Faculty Council.
 - 3.2. One (1) election will be held each year at the AGM.
 - 3.3. The Executive of the VSTSA shall be:
 - 3.3.1. The Faculty Council Representatives should include an on-campus student, a distance student, and an Indigenous/interreligious studies student when possible.
 - 3.3.2. Current members of the VSTSA, elected or ratified for a one-year term by VSTSA members; OR, due to lack of a quorum or any other valid reason that no election is held, serve until such time as successors may be elected or ratified.
 - 3.3.3. Elected by a two-thirds majority of VSTSA members present at the AGM.
 - 3.3.4. Regularly participating in all meetings; providing reports, feedback and input to the Executive or other boards and committees.

Bylaw IV – Meetings

4. The following conditions shall apply to VSTSA meetings:
 - 4.1. Executive meetings will be called by the President on a regular basis with a minimum of two (2) meetings per academic term.
 - 4.2. One (1) AGM will be held each academic year, in the late spring for the purposes of elections and for the reporting to the student body of any

issues, changes or decisions of the Executive that require input, vote and ratification.

- 4.3. Special meetings can be held at any time by:
 - 4.3.1. Majority consent of the Executive.
 - 4.3.2. By petition of ten (10) or more members of the VSTSA, submitted to the Executive of the VSTSA.
 - 4.3.2.1. Such special meetings shall be held within two (2) weeks and a day after receipt of the petition, allowing a minimum of ten (10) days' notice to be given to the members of the VSTSA.
- 4.4. Notice of all meetings shall be announced through appropriate communication methods.
 - 4.4.1. Executive meetings shall be announced a minimum of one (1) week prior to said meeting with a proposed agenda.
 - 4.4.2. AGM and Special Meetings shall be announced a minimum of two (2) weeks prior to said meeting with a proposed agenda.
- 4.5. Meetings shall be chaired by the President or their designate, and may follow Robert's Rules of Order.
- 4.6. Decisions of the VSTSA Executive meetings shall be by consensus wherever possible. If a consensus cannot be reached in a reasonable period of time during a meeting, the chairperson may call a vote for majority of those present. A quorum for Executive Meetings shall be 60% of voting members. If the Executive is comprised of 3 or less voting members, then all voting members need to be present.
- 4.7. Quorum at AGM and Special Meetings shall be fifteen (15) students of the VSTSA who are present at that meeting.
- 4.8. Voting may be conducted in person or via live video/teleconference (Zoom, FaceTime, phone call etc. is allowed).

Bylaw V – Finances

5. The following guidelines for finances are:
 - 5.1. The VSTSA shall have an annual budget prepared by the VP Finance.
 - 5.1.1. The budget shall be posted prior to being ratified at the AGM at least two (2) weeks for input and feedback from the membership.
 - 5.2. Signing authority for VSTSA banking shall require two authorized signatures, preferably from the President and the VP Finance.
 - 5.2.1. A third signing authority may be chosen by separate motion each year.
 - 5.3. Signing authorities have the ability to spend up to \$150 (one hundred fifty dollars). Any expenditures above that amount require approval by the

Executive.

- 5.4. A record of the accounting of the VSTSA shall be maintained by the VP Finance and kept in a secure location. Records shall be available to all students upon request to the VP Finance.
- 5.5. An independent VSTSA member shall review the annual financial reports of the VSTSA to ensure accuracy and accountability. A report of this review will be given at the AGM.
- 5.6. Should the VSTSA choose to use AMS Finance, the above guidelines are invalid. The VSTSA will refer to AMS procedure for finance policy.

Bylaw VI—Executive Job Roles

6. Executive job roles and expectations are as follows:
 - 6.1. Voting members of the Executive Team must be enrolled in a VST degree, diploma, or certificate program. Voting members need to be taking 3 credits during the academic year but do not need to be enrolled in a course every term to serve on the Executive Team. Executive Team members who are voting at AMS meetings need to be fee-paying AMS members. The roles of the Executive Team are as follows:
 - 6.1.1. President;
 - 6.1.1.1. Attends AMS meetings as the AMS Representative for VSTSA and VST.
 - 6.1.1.2. Chairs all meetings.
 - 6.1.1.3. Facilitates communication between VST, VSTSA, UBC, and AMS.
 - 6.1.1.4. Coordinates VSTSA section of New Student Orientation.
 - 6.1.1.5. Attends all meetings of the VSTSA whenever possible.
 - 6.1.1.6. Reports to the student body all decisions of the VSTSA.
 - 6.1.1.7. Ensures smooth transfer of responsibilities to new Executive Team.
 - 6.1.1.8. Completes other duties as needed.
 - 6.1.2. VP Administration;
 - 6.1.2.1. Attends AMS meetings as the proxy AMS Representative when the President or VP External Affairs cannot.
 - 6.1.2.2. Supports the President with compilation and distribution of agendas for all meetings.
 - 6.1.2.3. Takes minutes for all meetings of the VSTSA, distributes it as necessary, and archives all documents at the AMS.
 - 6.1.2.4. Working with the President and VP Communications, maintains and responds to any correspondence or inquires.
 - 6.1.2.5. Attends all meetings of the VSTSA whenever possible.

- 6.1.2.6. Completes other duties as needed.
- 6.1.3. VP Communications;
 - 6.1.3.1. Attends AMS meetings as the proxy AMS Representative when the President, VP External Affairs, or VP Administration cannot.
 - 6.1.3.2. Strategize with the Executive Team and create effective communication plan.
 - 6.1.3.3. Working with the President and VP Administration, maintains and responds to any correspondence or inquires.
 - 6.1.3.4. Maintains digital communication when required, including but not limited to maintenance of the VSTSA email list and CampusBase or similar AMS platform.
 - 6.1.3.5. Attends all meetings of the VSTSA whenever possible.
 - 6.1.3.6. Completes other duties as needed.
- 6.1.4. VP Events;
 - 6.1.4.1. Attends AMS meetings as the proxy AMS Representative when the President, VP External Affairs, VP Administration, or VP Communications cannot.
 - 6.1.4.2. Be the point person for organizing VSTSA events.
 - 6.1.4.3. Recruit and coordinate volunteers as needed for events
 - 6.1.4.4. Attends all meetings of the VSTSA whenever possible.
 - 6.1.4.5. Completes other duties as needed.
- 6.1.5. VP External Affairs;
 - 6.1.5.1. Attends AMS meetings as the proxy AMS Representative when the President cannot.
 - 6.1.5.2. Facilitates communication with parties outside of VST, VSTSA, UBC, and AMS.
 - 6.1.5.3. Attends all meetings of the VSTSA whenever possible.
 - 6.1.5.4. Communicates with appropriate staff and faculty as necessary to ensure students are given access to all available resources, when necessary.
 - 6.1.5.5. Communicates with the student body regarding AMS and VSTSA resources and support.
 - 6.1.5.6. Chairs meetings in the absence of the President, when necessary.
 - 6.1.5.7. Completes other duties as needed.
- 6.1.6. VP Finance;
 - 6.1.6.1. Attends AMS meetings as the proxy AMS Representative when the President, VP External Affairs, VP Administration, VP Communications, or VP Events

- cannot.
- 6.1.6.2. Maintains and keeps accurate records of all VSTSA financial activities and archives at the AMS.
- 6.1.6.3. Prepares regular financial reports to be presented at Executive Meetings and at the AGM.
- 6.1.6.4. Ensures and oversees an annual review of the financial records and annual budget.
- 6.1.6.5. Meets with the VST accountant(s) to coordinate the transfer of any student fees and ensures that the appropriate paperwork is completed with the bank or AMS Finance during transition.
- 6.1.6.6. Attends AMS VP Finance Training, if a part of AMS Finance.
- 6.1.6.7. Attends all meetings of the VSTSA whenever possible.
- 6.1.6.8. Completes other duties as needed.
- 6.1.7. Distance Students Representative;
 - 6.1.7.1. Brings distance students' concerns to Executive Meetings.
 - 6.1.7.2. Shares relevant resources/supports to distance students.
 - 6.1.7.3. Attends all meetings of the VSTSA whenever possible.
 - 6.1.7.4. Promotes and participates in VSTSA events as much as possible.
- 6.1.8. Indigenous Students Representative;
 - 6.1.8.1. Brings Indigenous students' concerns to Executive Meetings.
 - 6.1.8.2. Shares relevant resources/supports to Indigenous students.
 - 6.1.8.3. Attends all meetings of the VSTSA whenever possible.
 - 6.1.8.4. Promotes and participates in VSTSA events as much as possible.
- 6.1.9. Indigenous/Interreligious Studies Students Representative;
 - 6.1.9.1. Brings Indigenous/Interreligious Studies students' concerns to Executive Meetings.
 - 6.1.9.2. Shares relevant resources/supports to Indigenous/Interreligious Studies students.
 - 6.1.9.3. Attends all meetings of the VSTSA whenever possible.
 - 6.1.9.4. Promotes and participates in VSTSA events as much as possible.

- 6.1.10. International Students Representative;
 - 6.1.10.1. Brings international students' concerns to Executive Meetings.
 - 6.1.10.2. Shares relevant resources/supports to international students.
 - 6.1.10.3. Attends all meetings of the VSTSA whenever possible.
 - 6.1.10.4. Promotes and participates in VSTSA events as much as possible.
- 6.1.11. MAPPL/Spiritual Care Students Representative;
 - 6.1.11.1. Brings MAPPL/spiritual care students' concerns to Executive Meetings.
 - 6.1.11.2. Shares relevant resources/supports to MAPPL/spiritual care students.
 - 6.1.11.3. Attends all meetings of the VSTSA whenever possible.
 - 6.1.11.4. Promotes and participates in VSTSA events as much as possible.
- 6.1.12. Non-Christian Students Representative;
 - 6.1.12.1. Brings non-Christian students' concerns to Executive Meetings.
 - 6.1.12.2. Shares relevant resources/supports to non-Christian students.
 - 6.1.12.3. Attends all meetings of the VSTSA whenever possible.
 - 6.1.12.4. Promotes and participates in VSTSA events as much as possible.
- 6.1.13. Non-Denominational Students Representative;
 - 6.1.13.1. Brings non-denominational students' concerns to Executive Meetings.
 - 6.1.13.2. Shares relevant resources/supports to non-denominational students.
 - 6.1.13.3. Attends all meetings of the VSTSA whenever possible.
 - 6.1.13.4. Promotes and participates in VSTSA events as much as possible.
- 6.1.14. Queer & Trans Students Representative;
 - 6.1.14.1. Brings queer & trans students' concerns to Executive Meetings.
 - 6.1.14.2. Shares relevant resources/supports to queer & trans students.

- 6.1.14.3. Attends all meetings of the VSTSA whenever possible.
- 6.1.14.4. Promotes and participates in VSTSA events as much as possible.
- 6.1.15. Research Students Representative;
 - 6.1.15.1. Brings research students' concerns to Executive Meetings.
 - 6.1.15.2. Shares relevant resources/supports to research students.
 - 6.1.15.3. Attends all meetings of the VSTSA whenever possible.
 - 6.1.15.4. Promotes and participates in VSTSA events as much as possible.
- 6.2. Ex-officio members of the Executive Team may or may not be fee paying AMS members and their roles are as follows:
 - 6.2.1. Faculty Representatives:
 - 6.2.1.1. Attends VST Faculty Council Meetings as set by the faculty/ academic calendar.
 - 6.2.1.2. Provides a collaborative VSTSA report at the direction of the Executive Team to be shared at Faculty Council.
 - 6.2.1.3. Votes at the Faculty Council.
 - 6.2.1.4. Provides a collaborative Faculty Council report with pertinent and appropriate information to be shared at the VSTSA meetings.
 - 6.2.1.5. Attends all VSTSA meetings whenever possible.
 - 6.2.1.6. Completes other duties as needed.
- 6.3. All Executive shall invite, solicit, or request student representatives or committees as necessary, and these names shall be approved by a majority vote.
- 6.4. In the event a member of the Executive is unable to fulfil their duties, they may resign by communicating with the Executive. They may be requested by consensus decision of the VSTSA Executive to step down from that position in order for the Executive to find a suitable replacement at their earliest convenience.
- 6.5. If there is a vacancy on the Executive with greater than one month before the next AGM due to an elected member resigning or no member being elected during the previous AGM, the VSTSA Executive may appoint a member of the VSTSA to that position until the next AGM where it will be ratified by the membership of the VSTSA.

Bylaw VII – Amendments

7. Amendments to the Constitution or Bylaws shall be proposed by a motion presented at an AGM or Special meeting.
 - 7.1. Proposed amendments shall be communicated at least two (2) weeks prior to the meeting of the VSTSA at which the proposed amendment(s) will be considered.
 - 7.2. Adoption of any amendment(s) shall be ratified by a two-thirds majority.

Bylaw VIII – Dissolution

8. In the event that the VSTSA is required to dissolve, a motion to that effect will be required at an AGM or Special Meeting and will require a two-thirds majority vote. A second motion will be required to decide how to disburse any funds or assets that the VSTSA may have at the time of dissolution.