

**University of Saskatchewan**  
**Graduate Students' Association**



**Graduate Students' Association**  
**Bylaws**

Created: 19 May, 2015

Graduate Students' Association

Bylaws as of 19 May, 2015

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## **1. Council**

### **1.1. Terms of Reference of the Council**

- 1.1.1. Council shall aim to fulfil its mandate by debating and dealing with any Association business;
- 1.1.2. Motions may be submitted by the Executive, Councillors, or any Member;
- 1.1.3. Council has full power to create and redact Position Statements through majority vote.
- 1.1.4. Council shall be empowered to direct the Executive to represent the Association where it deems necessary, and to carry out various duties in the interest of the student body.
- 1.1.5. Only Council shall have the authority to appoint representatives to any Association committees.
- 1.1.6. Council cannot appoint representatives to the Executive, except in circumstances outlined in the bylaws governing Elections and Referenda.

### **1.2. Councillors**

- 1.2.1. A Councillor must be a Member of the Association.
- 1.2.2. Each academic unit may have only one Academic Council.
- 1.2.3. No Councillor shall represent both an Academic Council and the IGSC.
- 1.2.4. The number of Councillors for an Academic Council is determined by the Voting Councillor Allocation.

### **1.3. Alternate Councillors**

- 1.3.1. An Alternate Councillor must be a Member of the Association and a member of their respective Academic Council.
- 1.3.2. Each Academic Council may register Alternate Councillors.
- 1.3.3. If a Councillor is unable to attend a Council meeting their Academic Council may send an existing registered Alternate Councillor in their place.
- 1.3.4. Alternate Councillors shall be vested with the voting and speaking rights of the Councillor they are replacing.

### **1.4. Councillor Duties**

- 1.4.1. The duties of a Councillor shall include but are not limited to:
  - i. Representing their Academic Council;
  - ii. Attending all Council Meetings;
  - iii. Serving on Association Committees;
  - iv. Ensuring the well-being of the Association; and,
  - v. Being familiar with all governing documents including the *Non-Profit Corporation Act, 1995*, Roberts Rules of Order, the Constitution, By-laws, and Policies.

### **1.5. Voting Councillor Allocation**

- 1.5.1. The Voting Councillor Allocation determines the number of voting seats on Council that an Academic Council is allocated.
- 1.5.2. The Voting Councillor Allocation for an Academic Council will be based on the most recent University census.

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- 1.5.3. Voting Councillor Allocation for each Academic Council will be:
  - i. One (1) for an Academic Council containing less than one hundred (100) members; or
  - ii. Two (2) for an Academic Council containing one hundred (100) or more members.

**1.6. Reduction of Voting Councillor Allocation**

- 1.6.1. A Voting Councillor Allocation for an Academic Council will be suspended if the allocated voting seat is vacant for two (2) or more consecutive duly called Council meetings regardless of whether regrets were sent. The allocated voting seat shall be suspended for the next two (2) Council meetings.
  - i. If an allocated position is vacant for one (1) duly called Council meeting, the Council Chair shall warn that any further vacancy will result in suspension of the allocated position.
- 1.6.2. The Council Chair shall notify an Academic Council if their Council Allocation has been suspended.

**1.7. Removal of Councillors**

- 1.7.1. Any Councillor may be deemed ineligible to sit on Council by a two-thirds (2/3) vote of Council on recommendation from the Code of Ethics Committee.
- 1.7.2. Should a Councillor be removed, their Academic Council must be informed by the Chair.
- 1.7.3. Academic Councils are responsible for filling any vacancies in their Voting Councillor Allocation.
- 1.7.4. A Councillor's eligibility is removed when they are no longer a Member.
- 1.7.5. The Council Chair is charged with notifying both Council and the appropriate Academic Council when a Councillor is removed.

**1.8. Council Chair**

- 1.8.1. The Council Chair must be a Member of the Association.
- 1.8.2. The Council Chair cannot be a Councillor nor may they be a member of the Executive.
- 1.8.3. The Chair of Council shall:
  - i. Be familiar with all governing documents including, but not limited to, the *Non-Profit Corporation Act, 1995*, Robert's Rules of Order, the Constitution, By-laws, and Policies.
  - ii. Preside over all Council and General Meetings.
  - iii. Conduct an orientation for all Councillors including their responsibilities as a Director under the *Non-Profit Corporation Act, 1995* and the mechanics of Robert's Rules of Order.
  - iv. Maintain an updated list of Voting Councillor Allocation.
  - v. Serve as Chief Electoral Officer and perform all associated duties.

**1.9. Selection of Council Chair**

- 1.9.1. A call for nominations for Council Chair must be sent to the Membership.

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- 1.9.2. Nominations will be presented to Council at the first meeting of Council.
- 1.9.3. The first order of business shall be to elect a Council Chair. An Executive member shall act as Council Chair until the Council Chair is elected.
- 1.9.4. Nominees must be present at the meeting to stand for election.
- 1.9.5. The Council Chair will be elected by a majority vote of Council.
- 1.9.6. The Council Chair shall not vote or participate in debate unless there is a tie vote, where the Council Chair shall cast the deciding vote.
- 1.9.7. The Council Chair will receive an honorarium in the value of the graduate student hourly rate for each hour of meeting chaired, including a maximum of two hours total prep time for each Council meeting, and a maximum of three hours of total prep time for General meetings.
- 1.9.8. The Council Chair will receive this honorarium regardless if quorum is reached.
- 1.9.9. In the absence of the elected Council Chair, a temporary alternate Council Chair shall be nominated and elected from the floor of Council.

**1.10. Resignation of Council Chair**

- 1.10.1. The Council Chair may resign from their position at any time during their term by handing in a letter of resignation to the Executive and Office Manager. The resignation of the Council Chair will take effect immediately following the submission of the letter.
- 1.10.2. Following the resignation of the Council Chair, a call for nominations to the Membership will be sent out and the Selection of a Council Chair Bylaw will be followed.

**1.11. Committees of Council**

- 1.11.1. Total membership of any of the following committees shall not exceed nine (9) total members.
- 1.11.2. The seven (7) standing committees of Council are as follows:
  - i. Finance and Audit Committee
    - a. VP Finance
    - b. VP External
    - c. At least three (3) Councillors or Alternate Councillors
  - ii. Bursary Selection Committee
    - a. VP Finance
    - b. VP Academic
    - c. At least three (3) Councillors or Alternate Councillors
  - iii. Elections and Referenda Committee
    - a. As per the Bylaw 2: Elections and Referenda
  - iv. Governance Committee
    - a. VP External
    - b. VP Finance
    - c. At least two (2) Councillors or Alternate Councillors
    - d. Council Chair as ex-officio

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- v. Code of Ethics and Discipline Committee
    - a. Council Chair
    - b. At least two (2) Academic Councillors or Alternate Councillors
    - c. At least two (2) Members who are not members of the Executive or Council
  - vi. Health and Dental Committee
    - a. VP External
    - b. At least one (1) other Executive Member
    - c. At least two (2) Councillors
  - vii. Gala Committee
    - a. VP Student Affairs
    - b. VP External
    - c. At least two (2) Councillors or Alternate Councillor
- 1.11.3. A call for nominations for the standing committees of Council shall be made to the Membership (2) weeks prior to the second meeting of Council.
- 1.11.4. Ad hoc committees may be established by Council for a specific period. Their membership and terms of reference shall be determined by a resolution of Council. An ad hoc committee shall be considered disbanded following the reception of its final report by Council.
- 1.11.5. The Chair of each committee shall be elected from and by the membership of the committee.
- 1.11.6. Committees shall present written progress reports to Council.
- 1.11.7. Should Council feel that a committee is neglecting its duties, it may add/remove members to/from that committee or provide further direction to the committee
- 1.11.8. A final committee report shall reflect the majority opinion of the committee.
- 1.11.9. Any accompanying recommendations may be received by a motion of Council.

## **2. Executive Duties**

### **2.1. All Executive Members**

- 2.1.1. All Executive members are accountable to the Executive, Council and the Membership. The President and Vice Presidents shall:
- i. Be voting members of Council;
  - ii. Collectively identify and determine which Executive member should sit on committees external to the Association that are relevant to their portfolio;
  - iii. Be familiar with and follow:
    - a. *Non-Profit Corporations Act, 1995*;
    - b. *University of Saskatchewan Act, 1995*;
    - c. The Association Constitution, Bylaws, and Policies;
    - d. Robert's Rules of Order; and,
    - e. Other relevant documents.
  - iv. Conduct themselves in a professional and constructive manner in representing the Association and the University of Saskatchewan;
  - v. Act as an ambassador of the Association and a role model for all students;
  - vi. To be responsible for the actions and the guidance of the Association;
  - vii. To be responsible for all duties of vacant Executive positions and carrying out Association duties in the absence of regularly salaried or contracted individuals;
  - viii. To consult and work with external partners on issues of common interest;
  - ix. Establish and maintain liaison with graduate students in each department via Council;
  - x. To act professionally and courteously in all activities related to position duties and in dealings with each other; and,
  - xi. To perform other duties as assigned by Council.

### **2.2. President**

- 2.2.1. The duties of the President shall include, but are not limited to:
- i. Ethical and responsible leadership of the Association;
  - ii. Official spokesperson of the Association;
  - iii. The execution of Executive and Council decisions;
  - iv. Identifying a process to determine who shall chair Executive committee meetings;
  - v. To help ensure that the responsibilities of each Executive position are being met;
  - vi. Sit on University Senate as a voting member for the Association.
  - vii. The President shall be responsible for articulation of position statements of the Association as determined by Council. Publications submitted to University or community newspapers

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must be written in consultation with the Executive and approved by a majority vote of the Executive.

- viii. The President will prepare an annual report that will be made available to the Membership and its stakeholders. The report will be presented to Council in March in draft form and then presented and shared with the entire Membership at the April AGM.

### **2.3. Vice President Operations**

2.3.1. The duties of the Vice President Operations shall include, but are not limited to:

- i. Assume the duties of the President in the President's absence;
- ii. To act as recording secretary for the Executive Committee, Council, and general meetings;
- iii. Overseeing the coordination and communication of Association meetings; and,
- iv. Ensuring the operation of the Association Commons building.

### **2.4. Vice President Student Affairs**

2.4.1. The duties of the Vice President Student Affairs shall include, but not limited to:

- i. Act as a liaison within the University community relating to non-academic issues;
- ii. To be responsible for the recruitment of all Council representatives;
- iii. To develop a program of social events for the enhancement of the graduate student experience;
- iv. The Vice President Student Affairs will coordinate with the University in its efforts to orient incoming graduate students; and,
- v. To be an advocate for graduate students in non-academic matters.

### **2.5. Vice President Academic**

2.5.1. The duties of the Vice President Academic shall include, but are not limited to:

- i. Act as a liaison within the University Community relating to academic issues;
- ii. To organize academic workshops and conferences;
- iii. To be an advocate for graduate students in academic matters;
- iv. Sit on University Council as the voting member for the Association.

### **2.6. Vice President Finance**

2.6.1. The duties of the Vice President Finance shall include, but are not limited to:

- i. To oversee the finances of the Association; and,
- ii. To ensure an annual audit is performed.

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## **2.7. Vice President External**

- 2.7.1. The duties of the Vice President External shall include, but are not limited to:
- i. To be responsible for external affairs of the Association;
  - ii. To work with lobbying organizations the Association has an affiliation with;
  - iii. To be the official liaison with government;
  - iv. To coordinate fundraising efforts;
  - v. To conduct campaigns graduate students have an interest in on a provincial, national, and international level; and,
  - vi. To be responsible for initiating and maintaining liaison activities with local, provincial, and national organizations both on and off campus.
  - vii. To be responsible for communication with national and international student unions.

## **2.8. Aboriginal Liaison**

- 2.8.1. The duties of the Aboriginal Liaison shall include, but are not limited to:
- i. To act as a liaison officer between the Executive and the Indigenous Graduate Students' Council;
  - ii. To create and maintain the Indigenous Graduate Students' Council;
  - iii. To communicate with the Canadian Federation of Students - Saskatchewan Aboriginal Liaison, the Chair of the Aboriginal Caucus of the Canadian Federation of Students and the Aboriginal National Executive Representative of the Canadian Federation of Students;
  - iv. Work with the Vice President Student Affairs on the annual orientation event;
  - v. Assist the Vice President Student Affairs, and Academic on issues involving Aboriginal and Indigenous students; and,
  - vi. Recruit new Council Representatives from the Indigenous community.
  - vii. Contribute to the orientation of indigenous graduate students.

## **2.9. Overruling**

- 2.9.1. A majority vote of all members of the Executive shall have the power to overrule the action or decision of any one executive.

## **2.10. Resignation of an Executive Member**

- 2.10.1. Any Executive member may resign from their position at any time during their term by handing in a letter of resignation to the Executive, Council Chair, and Office Manager. The resignation of an Executive member will take effect immediately following the submission of the letter.
- 2.10.2. Following the resignation of an Executive member, the Chair will follow the Election and By-Election Bylaw in filling the vacant Executive member position.

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### **3. Meetings**

#### **3.1. Types of Meetings and Definitions**

- 3.1.1. This bylaw governs and defines the following types of meetings within the Association:
- i. Council Meeting - a meeting of Council. There are two types of Council Meetings: Regular and Special.
  - ii. Meeting of the Membership - a meeting of the Members of the Association, also called a General Meeting. There are two types of General Meetings: Annual and Special.
  - iii. Executive Meeting - a meeting of the Executive Committee of the Association.
  - iv. Committee Meeting - the meeting of a Committee of the Association that is not a meeting of Council or the Executive. An example is a meeting of the "Constitution, Bylaws, and Policy" Committee.
  - v. Town Hall - an information and/or questions and answers meeting hosted by the Association.

#### **3.2. Rules of Order**

- 3.2.1. All business of the Association shall be conducted using Robert's Rules of Order unless a motion has been approved by a majority of voting members to move into informality.

#### **3.3. Quorum**

- 3.3.1. Quorum for Meetings other than meetings of the membership shall be fifty percent plus one (50% + 1) of voting members present.

#### **3.4. Meeting Locations**

- 3.4.1. The location for all Council and General meetings shall be the Commons, unless a larger space is required; and,
- 3.4.2. The location and time of a meeting must be included in the communication announcing the meeting.

#### **3.5. Regular Council Meetings**

- 3.5.1. Council will meet regularly as follows:
- i. Once in the spring term (May – June);
  - ii. Once in the summer term (July – August);
  - iii. Monthly over the fall and winter terms (September – April).
- 3.5.2. Regular Council meetings must occur on a business day. Regular Council meetings shall occur at 5:00 pm, with a suggested duration of two (2) hours, subject to change by a majority vote of the Executive;
- 3.5.3. The meeting schedule will be posted on the Association website. Notification of changes to the meeting schedule will be given by email a minimum of two weeks in advance for Council Meetings; and,
- 3.5.4. Council Meetings shall be open to the public, unless a motion to go in camera is approved by a majority of the members present.

### **3.6. Regular Council Meeting Agenda**

- 3.6.1. The agenda will be set by the Chair according to this subsection.
- 3.6.2. A call for agenda items shall be made to Council no less than five (5) business days before a Regular Council Meeting.
  - i. Agenda items shall be submitted to the Chair.
  - ii. Policy amendments cannot be added during a Council Meeting.
- 3.6.3. The agenda and final attachments shall be sent to Council via email and posted on the Association website no less than three (3) business days before the Regular Council Meeting.
- 3.6.4. The agenda will be informed by the following outline:

- 
- i. Call to order**
  - ii. Announcements**
    - a. Quorum shall be announced.
    - b. Announcement of newly registered Academic Councils.
  - iii. Approval of the Agenda**
  - iv. Approval of the Minutes**
  - v. Invited Presentations**
    - a. This section shall be limited to thirty (30) minutes in total.
  - vi. Executive Reports**
    - a. Each Executive member must submit a written report to be distributed to Council with the agenda.
    - b. Each Executive member will present a two (2) minute summary to Council.
    - c. Councillors may ask questions for ten (10) minutes on matters that arise from these reports after the summaries have been presented.
  - vii. Committee Minutes**
    - a. All committees, including Executive, standing and ad hoc committees, shall submit all meeting minutes since the previous Council Meeting to Council for review.
  - viii. Old Business**
    - a. Unfinished business, including motions that have not been voted on, from previous Council meetings must be included.
  - ix. New Business**
  - x. Question & Answer Period**
    - a. General questions may be asked at this time, including questions from any person attending the Council meeting.
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### **3.7. Special Council Meetings**

- 3.7.1. Notice of a Special Council Meeting shall be at least forty-eight (48) hours.
- 3.7.2. A Special Council Meeting may be called by a majority vote of the Executive.
- 3.7.3. A Special Council Meeting shall be called upon receipt of a petition to the Association Office, signed by ten (10) voting members of Council.

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- i. The petition must include the time, date, suggested venue, and agenda of the Special Council Meeting.
- 3.8. Special Council Meeting Agenda**
  - 3.8.1. The agenda for a Special Council Meeting will be informed by the same outline as for Regular Council Meetings.
- 3.9. Meetings of the Membership**
  - 3.9.1. General Meetings must occur on a business day at 5:00 pm, subject to change by a majority vote of Council;
  - 3.9.2. Notice of this meeting, including the agenda and any attachments, shall be made via email to the Membership and posted on the Association website and social media accounts.
  - 3.9.3. General Meetings shall be open to the public, unless a motion to go in camera is approved by a majority of the Members present.
- 3.10. Annual General Meeting (AGM)**
  - 3.10.1. The call for agenda items shall be made via email to the Membership, posted on the Association website and social media accounts.
- 3.11. Special General Meeting (SGM)**
  - 3.11.1. Special General Meetings will be held only under circumstances outlined in Section 6 of the Constitution.
  - 3.11.2. Special General Meetings shall be open to the public, unless a motion to go in camera is approved by a majority of the members present.
- 3.12. Minutes**
  - 3.12.1. Draft minutes will be posted on the Association website within one (1) week of a Council, General, or Executive committee meeting.
  - 3.12.2. Approved minutes will be posted on the Association website within forty-eight (48) hours.
  - 3.12.3. The Voting Councillor Allocation and Council Attendance Record shall be included in the minutes of a Council meeting.
  - 3.12.4. Minutes shall be kept during all Committee meetings and shall be forwarded to the VP Operations for publication on the Association website no later than five (5) days after the meeting.
  - 3.12.5. At the beginning of each meeting, a primary minute taker and designated alternate minute taker shall be identified and their names shall be recorded in the minutes.
    - i. For Executive, Council, and General meetings, VP Operations or a delegate shall be the primary minute taker.
- 3.13. Executive Meetings**
  - 3.13.1. The Executive must meet once per month through the months of May to August and twice per month through the months of September to April.
  - 3.13.2. Each executive member must not miss more than three (3) consecutive Executive meetings or five (5) Executive meetings in total.
  - 3.13.3. Executive members may attend Executive meetings via electronic means.

**3.14. Committee Meetings**

- 3.14.1. A member of the committee shall be designated as minute taker by a majority vote of committee members.
- 3.14.2. The committee minute taker will be responsible for forwarding committee minutes to Vice President Operations.

**3.15. Town Halls**

- 3.15.1. The purpose of a Town Hall is to communicate information and/or host a questions and answers session. A Town Hall may also be used for the Association to consult with the Membership or host invited guests of the Association.
- 3.15.2. Town Hall meetings are open to the public.
- 3.15.3. A Town Hall meeting is called by a majority vote of Executive, a majority vote of Council, or a majority vote in a General Meeting.
- 3.15.4. A Town Hall has no decision making authority and no minutes are recorded.

## **4. Elections and Referenda**

### **4.1. Definitions**

- 4.1.1. In this bylaw,
- i. “by-election” means a by-election for one or more positions on the Executive;
  - ii. “campaign material” means material whose purpose is to advertise a campaign and includes electronic materials;
  - iii. “candidate” means a nominee whose nomination has been ratified by the Elections Committee;
  - iv. “election or by-election” means a free, fair and open election for the Executive;
  - v. “election official” means voting members of the Elections Committee;
  - vi. “Election Schedule” means the election schedule prepared by the CEO;
  - vii. “gift” includes any product whose dominant purpose is to buy votes rather than provide information about a candidate or stimulate legitimate political debate;
  - viii. “nominee” means a member who has submitted a nomination form;
  - ix. “Referenda” means a direct vote by which a specific proposal is accepted or rejected by the Members;
  - x. “representative” means a representative of a candidate in an election or are representative of a campaign committee in a referendum; and
  - xi. “voter” means a Member and includes those Members who are also Elections Committee members.

### **4.2. Scope**

- 4.2.1. This bylaw applies to all members, employees, and appointees of the Association.

### **4.3. Elections Committee**

- 4.3.1. The Elections Committee is composed of:
- i. the CEO, as chair;
  - ii. three (3) Councillors appointed by the Council; and
  - iii. three (3) Members who are not members of Council appointed by Council.
- 4.3.2. The Elections Committee shall:
- i. conduct elections and referenda in accordance with the Articles and this bylaw;
  - ii. conduct elections in accordance with the Election Schedule;
  - iii. conduct referenda in accordance with the Referendum Schedule;
  - iv. be knowledgeable about other procedures and policies necessary for a proper election;

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- v. interpret and enforce this bylaw;
  - vi. preside over the vote-counting mechanism and election data;
  - vii. remain explicitly and implicitly impartial by not supporting any candidate or registered campaign committee during an election or referendum;
  - viii. develop policies as required; and
  - ix. perform other tasks as delegated by Council.
- 4.3.3. Before attending a meeting of the Elections Committee or taking part in any business thereof, every member of the Elections Committee who is a Member shall make a written declaration that, during his or her membership on the Elections Committee, he or she shall not:
- i. seek a position or be a representative in an election or by-election;
  - ii. nominate any person for an election or by-election; or
  - iii. participate in a campaign committee for a referendum.
- 4.3.4. A quorum is a majority of voting members.
- 4.4. Chief Electoral Officer**
- 4.4.1. The Chair of Council shall be the Chief Electoral Officer;
- 4.4.2. The Chief Electoral Officer shall be responsible for administering and enforcing this Part and shall:
- i. cultivate an atmosphere of commitment to the election and referendum process;
  - ii. not endorse any candidate and must remain neutral;
  - iii. address issues raised by members of the Elections Committee in a timely manner;
  - iv. organize and Chair a Candidates Forum to be held during the campaign period;
  - v. during elections, by-elections, and referenda, hold regular meetings with the Elections Committee, which may include meetings by telephone or email or other electronic means;
  - vi. secure the voters' registry;
  - vii. make all of the physical arrangements for elections, by-elections; referenda;
  - viii. not vote in the regular election or referendum period; and,
  - ix. provide a sealed envelope containing a ranked ballot of all candidates or options for the election, by-election, or referendum that will only be opened and counted in the case of a tie.
- 4.4.3. The CEO shall receive an honorarium in the value of the graduate student hourly rate for each hour of work committed to the election process.
- 4.5. Where substantial violation**
- 4.5.1. Notwithstanding any other section in this bylaw, in the case of substantial violation of this bylaw, the Elections Committee is authorized to ratify or refuse to ratify any person's candidacy, ratify or refuse to ratify, the results

for any position, or declare an election invalid.

**4.6. Third parties**

4.6.1. No third party shall participate in elections or by-elections.

4.6.2. No third party shall participate in a referendum unless the third party submits to the Elections Committee's jurisdiction in writing and obtains the permission of the Elections Committee.

**4.7. Association staff**

4.7.1. Association staff shall provide information to Members about elections, by-elections, and referenda in an unbiased manner and shall remain neutral throughout.

**4.8. General Elections and By-elections**

**4.8.1. Election or By-Election Schedule**

- i. The CEO shall prepare the Election or By-Election Schedule, subject to Elections Committee approval, and shall include:
  - a. the dates for the call for nominations, the orientation meeting, the nomination period, the procedures meeting, the campaign period, the voting period, and the complaints period; and
  - b. the place and time of the release of results of the election or by-election.

**4.8.2. Call for nominations**

- i. The CEO shall make the call for nominations and shall publicize it by all reasonable means, including posters, mass e-mail, and the Association website.
- ii. The call for nominations shall be at least seven calendar days in an election or by-election.

**4.8.3. Orientation Meeting**

- i. After the call for nominations, the CEO shall chair an Orientation Meeting for nominees for the Executive and may in his or her discretion hold subsequent Orientation Meetings during the nomination period.
- ii. A member must attend an Orientation Meeting to be eligible for ratification as a candidate for the Executive.

**4.8.4. Nominations and nomination period**

- i. Nomination forms shall be released only after the end of the first Orientation Meeting.
- ii. In an election or by-election, the nomination period shall follow the release of the nomination forms, shall be at least three working days, and shall begin and end at the times specified in the Election or By-Election Schedule.
- iii. A nomination form for an Executive position must:

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- a. include the full name, signature, and student number of the nominee; and,
  - b. include the full name, signature, and student number of ten (10) nominators.
  - c. The University confirmation of enrollment of the nominee.
- iv. A nominee:
  - a. must be a member;
  - b. must not be an election official; and,
  - c. must not nominate another person for the same position that he or she is seeking.
- v. A nominator:
  - a. must be a member;
  - b. must not be an election official; and
  - c. must not be a nominee for the same position for which he or she has nominated another person.
- vi. The names of nominees are confidential.
- vii. The names of nominators are confidential unless the nominee chooses to release them.
- viii. No person may seek more than one position on the Executive.
- ix. If, after the regular nomination period has ended, there are no nominees for a position on the Executive, the Elections Committee may extend the nomination period for one week for that position.
  - a. If no nomination is received after the extension of the nomination period, the CEO shall refer the vacant position(s) to the next General Meeting or Council Meeting, whichever comes first, to fill the position(s) through nomination and election at the meeting. Voting shall be by secret ballot.
- x. A nominee must provide a \$50 deposit that is refundable at the discretion of the Elections Committee.

#### **4.9. Procedures Meeting**

- 4.9.1. After the end of the nomination period, the CEO shall chair the Procedures Meeting and shall ensure that nominees and Elections Committee members attending the meeting have received the necessary sections of this bylaw, rules, and information.
- 4.9.2. A nominee for an Executive or Council position must attend the Procedures Meeting to be eligible for ratification as a candidate. If a nominee is unable to attend a scheduled Procedures Meeting and provides sufficient reason to the Election Committee in advance of the meeting, the Election Committee may hold an alternate Procedures Meeting in advance of the campaign period to ensure the nominee(s) has received the necessary sections of the bylaw, rules, and information.

#### **4.10. Ratification**

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- 4.10.1. The Elections Committee shall ratify a nominee as a candidate where:
  - i. the nominee has submitted a valid nomination form; and,
  - ii. the nominee has attended the Orientation Meeting, submitted the deposit, and attended the Procedures Meeting.

#### **4.11. Campaigning**

- 4.11.1. Prior to the campaign period, no one shall:
  - i. publicly advertise the intent of any person to seek election; or
  - ii. campaign on behalf of any candidate.
- 4.11.2. The campaign period shall be no less than seven (7) calendar days for an election or three (3) business days for a by-election and shall not take place during any period of time when a substantial portion of the student body is likely to be absent from campus.
- 4.11.3. The CEO, with advice from the Elections Committee, shall organize voluntary election forums for Executive candidates that will take place in the Commons.
- 4.11.4. Candidates or their representatives shall not misrepresent the character or policies of other candidates, nor shall they interfere in any manner with the campaign materials of other candidates.
- 4.11.5. No candidate or representative shall deliver campaign speeches or information about a slate in regularly scheduled classes, labs, computer labs, the Commons, or University Culinary Services locations, except during scheduled election forums.
- 4.11.6. No candidate or representative shall engage in door-to-door soliciting within University residence buildings.
- 4.11.7. All campaigning is subject to the approval of the CEO.
- 4.11.8. Candidates and representatives shall adhere to the poster restrictions for each building on campus.
- 4.11.9. Any poster on which a candidate's name appears shall count towards the candidate's poster limit.
- 4.11.10. Candidates and representatives may use websites and may send mass email for campaign purposes and are responsible for learning and following applicable University rules, regulations, and policies regarding electronic communication.
- 4.11.11. No candidate or representative shall offer gifts to voters.
- 4.11.12. No candidate or representative shall distribute products to voters unless the products have been approved by the Elections Committee.
- 4.11.13. No candidate or their representative(s) shall use personal funds to acquire campaign materials. Any such material to promote a candidate will be considered unauthorized and any such incident shall be remedied at the discretion of the CEO.
- 4.11.14. The Association will cover costs for printing up to fifty (50) posters with dimensions no larger than 11 inches by 17 inches.

- 4.11.15. Candidates shall ensure that their campaign materials are taken down by 11:59 p.m. on the last day of voting.
- 4.11.16. Council shall be a neutral forum. No promotional materials shall be displayed or distributed to Council.

**4.12. Ballots**

- 4.12.1. Position titles shall be listed on the ballot in the order in which they appear in this bylaw.
- 4.12.2. Full names of the candidates shall be listed on the ballot in random order, with the option to “abstain” listed first.
- 4.12.3. Upon the candidate’s request, the candidate’s name on the ballot may differ from the candidate’s given name, provided that the Elections Committee approves the alternate name and the random order of candidates’ names does not change.
- 4.12.4. Slate names shall not appear on the ballot.

**4.13. Withdrawal**

- 4.13.1. A candidate seeking to withdraw from an election must provide written notice of withdrawal to the CEO at least 24 hours prior to the beginning of voting.

**4.14. Acclamations**

- 4.14.1. If there is only one candidate for one position on the Executive the acclamation must be affirmed in a vote of confidence in which the candidate receives a majority of ‘yes’ votes.
- 4.14.2. If the candidate does not receive a majority of ‘yes’ votes, the process detailed in section 8.4.9.1 of this bylaw shall be followed.

**4.15. Voting**

- 4.15.1. For an election or by-election, the voting period shall be two days, during which campaigning is permitted, and shall begin and end at the times specified in the Election or By-Election Schedule.
- 4.15.2. Voting shall be publicized by all reasonable means.
- 4.15.3. Voting shall be by secret and secure electronic ballot, using Personalized Access to Web Services (PAWS), or its equivalent.
- 4.15.4. A minor technological failure shall not invalidate an election and election officials shall work to minimize the impact of any disruption in voting.
- 4.15.5. At the end of the voting period, the results shall be immediately sent to the CEO by email.
- 4.15.6. After the Elections Committee has reached quorum and has dealt with outstanding complaints, the CEO shall communicate the results to the Elections Committee for ratification.
- 4.15.7. Eight percent (8) of the total student graduate body must vote in a general or by-election. In cases where this does not occur a new vote must be held.
- 4.15.8. The Elections Committee shall ratify results where there is no significant violation of this bylaw.

**4.16. Method of voting**

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4.16.1. All positions are to be elected by single member plurality.

**4.17. Results**

4.17.1. The CEO shall release results to candidates, students, and media at a place and time as set out in the Election or By-Election Schedule, and shall cause the results to be posted on the Association website immediately.

**4.18. Referenda**

**4.18.1. Referenda**

- i. A referendum shall be held:
  - a. where the referendum is proposed by Council, if at least two-thirds of the Councilors present at the Council meeting where the referendum is proposed approve of the referendum; or
  - b. where the referendum is proposed by a Member, if a petition containing the names, student numbers, and signatures of at least fifty (50) Members is presented to the Council.
- ii. A referendum shall be held if Council seeks to
  - a. establish or eliminate a dedicated student fee; or
  - b. increase a dedicated student fee, other than the Health and Dental Plan fee, by more than five percent (5%).
- iii. Council will remain a neutral body with respect to all referendum issues.

**4.18.2. Call for Referendum Questions**

- i. Once per year, the CEO shall make the call for campaigns in which referendum questions may be submitted.
- ii. The CEO shall publicize the call for referendum questions by all reasonable means, including mass e-mail, the Association website and Association social media accounts.
- iii. The call for referendum questions shall be at least seven (7) calendar days inclusive of three (3) working days.
- iv. The call for referendum questions should occur in October.
- v. A secondary call for referendum questions may occur if:
  - a. Extenuating circumstances justify it as determined by the CEO, and
  - b. a secondary call has been approved by a two-thirds (2/3) vote by Council.

**4.18.3. Referendum Schedule**

- i. The CEO shall prepare the Referendum Schedule, subject to Elections Committee approval, and shall include:
  - a. the dates for Campaign Registration, the Procedures Meeting, the Campaign Period, the Voting Period, and the Complaints Period; and

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- b. the place and time of the release of results of the referendum.
- c. the Referendum Schedule must be ratified at least a month before a referendum vote is held.

**4.18.4. Notice**

- i. The date for the vote on a referendum question must be at least 28 days after the question is initiated.

**4.18.5. Referendum Questions**

- i. Signature requirements for referenda questions shall be ratified by the Elections Committee prior to the commencement of the campaign period.
- ii. A referendum question pertaining to changes to the fees charged to Members shall state the previous fee amount (if it exists) and the amount of the proposed increase.

**4.18.6. Application Period and Campaigns**

- i. Any member wishing to run a campaign on either side of the issue may apply to register a campaign committee.
- ii. Application forms shall be released at the end of the call for campaigns.
- iii. The application period shall be at least five (5) working days.
- iv. An application form must include an outline of the campaign platform and contact information for each of its leaders.

**4.18.7. Procedures Meeting**

- i. After the Application Period ends, the CEO shall chair the Procedures Meeting for all campaign committees and shall ensure that campaign committee members have the necessary bylaws and information.
- ii. All members of a campaign committee must attend the Procedures Meeting in order for the campaign to be eligible for registration.

**4.18.8. Registration**

- i. The Elections Committee shall register a campaign where all the campaign committee members have attended the Procedures Meeting.

**4.18.9. Campaigning**

- i. No one shall campaign prior to the campaign period.
- ii. No one shall campaign during the campaign period unless he or she is a member of a registered campaign committee.
- iii. Subject to this bylaw, a third party may be a member of a registered campaign committee.
- iv. The campaign period shall begin after the Procedures Meeting according to the Referendum Schedule, and shall end on the final day of voting.

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- v. The CEO, with advice from the Elections Committee, shall organize voluntary referendum forums in accessible locations during the campaign period.
- vi. No one shall not misrepresent the character or policies of other campaigns, nor shall they interfere in any manner with the campaign materials of other campaigns.
- vii. No one shall affix anything to material that has been disseminated by the Association or the Elections Committee.
- viii. No registered campaign committee or member shall deliver campaign speeches or information in regularly scheduled classes, labs, computer labs, the Commons, or University Culinary Services locations, except during scheduled Association forums.
- ix. No campaign committee member shall use personal funds to acquire campaign materials.
- x. The Association will cover costs for printing up to fifty (50) posters with dimensions no larger than 11 inches by 17 inches.
- xi. No campaign committee or member shall engage in door-to-door soliciting within any University residence buildings.
- xii. No registered campaign committee or member shall release campaign materials, including electronic materials, unless the materials have been approved by the CEO.
- xiii. Registered campaign committees and members shall adhere to the poster restrictions for each building on campus.
- xiv. Registered campaign committees shall ensure that their campaign materials are removed by 11:59 p.m. on the last day of voting.

**4.18.10. Ballots**

- i. Referendum ballots must contain a neutrally worded question as approved by the CEO.

**4.18.11. Voting**

- i. The voting period shall be two days and shall begin and end at the times specified in the Referendum Schedule.
- ii. Voting shall be publicized by all reasonable means, including posters, mass email, and the Association website.
- iii. Voting shall be by secret and secure electronic ballot, using Personalized Access to Web Services (PAWS), or its equivalent.
- iv. Quorum for a referendum is ten percent (10%) of the Membership.
- v. A referendum question shall be decided by majority vote.
- vi. A minor technological failure shall not invalidate a referendum and election officials shall work to minimize the impact of any disruption in voting.
- vii. At the end of the voting period, the results shall be immediately sent to the CEO's designate by email.

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- viii. After the Elections Committee has reached quorum and has dealt with outstanding complaints, the CEO shall communicate the results to the Elections Committee for ratification.
- ix. The Elections Committee shall ratify results where there is no significant violation of the Articles or this bylaw.

**4.18.12. Results**

- i. The CEO shall release results to candidates, students and media at a place and time as set out in the Referendum Schedule, and shall cause the results to be posted on the Association website immediately.
- ii. The results of a referendum are binding on the Executive and Council

**4.19. Violations and Complaints**

- 4.19.1. Candidates are liable for violations by representatives.
- 4.19.2. Registered campaign committees are liable for violations during referenda, including the actions of any individual or group working on behalf of the campaign.
- 4.19.3. Complaints arising out of any election or referendum must be submitted in writing to the Association office within five working days after the final ballot count.
- 4.19.4. The CEO, in consultation with the Elections Committee, shall investigate and deal with alleged violations of this bylaw and the schedules arising from the beginning of the academic year to the deadline to file complaints.
- 4.19.5. Complaints concerning the CEO shall be reviewed during a meeting of the Elections Committee excluding the CEO, who shall forward complaints to Council if appropriate.
- 4.19.6. The CEO shall investigate all other complaints of violations of this bylaw and its schedules and provide advice to the Elections Committee at the earliest possible meeting.
- 4.19.7. The Elections Committee may take such steps as it deems necessary to fulfill its mandate.
- 4.19.8. The Elections Committee may disqualify a candidate where appropriate.

**4.20. Review**

- 4.20.1. Any person affected by a decision of the Elections Committee may make an application for review by submitting a complaint to the Office Manager.
- 4.20.2. The Office Manager shall forward the application to the Code of Ethics Committee.
- 4.20.3. Where the Code of Ethics Committee is of the opinion that the application is not frivolous or vexatious, he or she shall notify the Council of the complaint.

- 4.20.4. Where a hearing is required, the matter shall be referred to the Code of Ethics Committee, to hear the complaint. The CEO shall not participate in the hearing.
- 4.20.5. The review panel may overturn a decision of the Elections Committee if the Elections Committee:
  - i. acted without jurisdiction, acted beyond its jurisdiction, or refused to exercise its jurisdiction;
  - ii. failed to observe a principle of natural justice or procedural fairness;
  - iii. based its decision on an erroneous finding of fact that it made in a perverse or capricious manner or without regard for the material before it; or
  - iv. acted in any other way that was contrary to law.
- 4.20.6. A decision of the review panel is final.
- 4.20.7. All applications must be made within 14 days of the Elections Committee's final decision.



## **5. Financial**

### **5.1. Finances**

- 5.1.1. The Vice President Finance, under the guidance of Council and the Budget and Finances Committee, will oversee the finances of the Association.
- 5.1.2. The Vice President Finance will ensure that the finances of the Association are in accordance with the *Non-Profit Corporations Act, 1995*.
- 5.1.3. Revenue for the Association will be used only to serve the mandate of the Association as approved by Council in the Annual Budget.
- 5.1.4. Fees will be collected from all Members, as defined by the Constitution.
- 5.1.5. The expenditure of an amount that exceeds the current balance of the Association's accounts must be approved by a majority vote of the Membership in a referendum.
- 5.1.6. The signing officers of the Association are the President, the Vice President Finance, and the Vice President Operations.
  - i. At least two signatures are required to approve financial expenditures.
  - ii. The Vice President Finance must be one of the signatories for all expenditures, unless the position is vacant, or if they are the recipient of funds.
  - iii. No signing officer may be a signatory on expenditures where they are a recipient of funds.
  - iv. In the case where one of these positions is vacant, the Executive must appoint another Executive member, within five (5) business days, as a third co-signer by a majority vote of the Executive.
- 5.1.7. Every month, a financial report, including all expenditures and revenues for that month, shall be submitted to Council and posted to the Association website.
- 5.1.8. The annual financial report shall be written in conjunction with the consolidated financial statements from the last two (2) years, such that the annual financial statements can be compared to the previous two (2) years.

### **5.2. Budget**

- 5.2.1. The budget is to be prepared by the Budget and Finance Committee and presented to Council by the Vice President Finance prior to the end of the fiscal year.
- 5.2.2. The budget shall be presented to Council at least two (2) weeks prior to the Council meeting in which it is to be approved.

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- 5.2.3. The budget shall be approved by a majority vote of Council. An approved budget may only be modified subject to a two-thirds (2/3) vote of Council.
- 5.2.4. The updated and approved budget of Association must be published on the Association website within seven (7) days.
- 5.2.5. Executive members cannot spend more than ten percent (10%) or five hundred dollars (\$500), whichever amount is larger, of any budget line without a majority vote of the Executive.
- 5.2.6. The Executive shall not authorize the expenditure of money not approved or accounted for in the budget, subject to a two-thirds (2/3) vote of Council.
- 5.2.7. Additional sources of revenue not accounted for by the budget must be reported to Council by the Vice President Finance.

**5.3. Executive Honoraria**

- 5.3.1. The Executive shall receive a yearly honorarium to be paid monthly in equal amounts by cheque. All Executives shall receive the same honoraria.
- 5.3.2. The Association shall not pay an Executive above their determined honoraria.
- 5.3.3. The honoraria rate will be specified in the budget and cannot be changed during the term.
- 5.3.4. The honoraria rate must be publicized on the Association website.
- 5.3.5. An Executive may lose their honorarium on the ruling of the Code of Ethics Committee ratified by Council.
- 5.3.6. Any monetary compensation paid to members of the Executive for Association business from a source other than the Association honorarium must be reported on the Association website. Both the source and the amount of the compensation must be posted.

**5.4. Academic Council Funding**

- 5.4.1. The purpose of Academic Council funding shall be to support graduate student projects and activities in their academic unit.
- 5.4.2. Academic Councils must have a bank account to receive funding.
- 5.4.3. Academic Council funding monies unclaimed will be entrusted to the Operating Account.
- 5.4.4. Academic Council funding will be distributed proportionally based on:
  - i. The number of full time and part time students.
  - ii. The number of Council Representatives from the Academic Council.
  - iii. The attendance rate of the Academic Council Representatives to regular Council meetings.
- 5.4.5. Academic Councils may receive up to \$3.00 per full time student or \$1.50 per part time students according to the following formula:  $c = [x (3.00) + y (1.50)] [a / b]$  Where  $c$  is the funding received by the Academic Council,  $x$  is the number of full time students,  $y$  is the number of part time students,  $a$  is the number of meetings attended by Academic Councillors and  $b$  is the

possible attendance rate by the number of registered Academic Councillors.

- 5.4.6. Academic Councils shall be considered Ratified Social Groups for the purposes of applying for additional funding under this by-law.

## **5.5. Social Group Funding**

- 5.5.1. Ratified Social Groups may apply for Social Group Funding.
- 5.5.2. To qualify for funding, a ratified Social Group must not use the funds for the private use of a few individuals but for use towards serving the membership of the Social Group and the graduate student community in general.
- 5.5.3. Applications for Social Group Funding shall be made to the Executive.
- 5.5.4. Funds shall be awarded by a majority vote of the Executive.
- 5.5.5. Social Groups can receive up to \$500 in funding per academic year.
- 5.5.6. Social Group applications for funding shall be evaluated by the following criteria:
- i. If the intent of the funding request fits within the mandate of the Social Group;
  - ii. Whether the funds will contribute to the success of the Social Group's event;
  - iii. Whether the Social Group, the Association, and the general graduate student body will benefit from the event; and,
  - iv. The extent of effort made to secure external funding.
- 5.5.7. The Association will not disburse funds to Social Groups for:
- i. Direct donation to charity; either for the Social Group or for other causes;
  - ii. The cost of alcohol served at any event;
  - iii. The day-to-day administrative costs of the Social Group;
  - iv. Year-end banquets;
  - v. Graduation banquets; and,
  - vi. Travel or travel expenses.