

1. Committees of Council

- 1.1.1 Total membership of any of the following committees shall not exceed nine (9) total members.
- 1.1.2 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
 - 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
- 1.1.3 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.
- 1.1.4 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.
- 1.1.5 The Chair of each committee shall be elected from and by the membership of the committee.
- 1.1.6 Committees shall present written progress reports to Council.
- 1.1.7 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

- 1.1.8 A final committee report shall reflect the majority opinion of the committee.
- 1.1.9 Any accompanying recommendations may be received by a motion of Council.

1.2. Meeting Locations

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

1.3. Minutes

- 1.3.1 Draft minutes will be posted on the Association website within one (1) week of a Council, General, Board, or Executive committee meeting.
- 1.3.2 Approved minutes will be posted on the Association website within forty-eight (48) hours.
- 1.3.3 The Voting Councillor Allocation and Council Attendance Record shall be included in the minutes of a Council meeting.
- 1.3.4 Minutes shall be kept during all Committee meetings and shall be forwarded to the Vice President Operations & Finance for publication on the Association website no later than five (5) days after the meeting.
- 1.3.5 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, Vice President Operations & Finance or a delegate shall be the primary minute taker.

1.4. Executive Meetings

- 1.4.1 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.
- 1.4.2 Each executive member must not miss more than three (3) consecutive Executive meetings or five (5) Executive meetings in total.
- 1.4.3
- 1.4.4 Executive members may attend Executive meetings via electronic means.

1.5. Committee Meetings

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

1.6. Town Halls

- 1.6.1 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.
- 1.6.2 Town Hall meetings are open to the public.

- 1.6.3 A Town Hall meeting may be called by any Executive member, or by a majority vote of Council, A Town Hall has no decision making authority and no minutes are recorded.

2. Academic Council Funding

- 2.1.1 The purpose of Academic Council funding shall be to support graduate student projects and activities in their academic unit.
- 2.1.2 Academic Councils must have a bank account to receive funding.
- 2.1.3 Academic Council funding monies unclaimed will be entrusted to the Operating Account.
- 2.1.4 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.
- 2.1.5 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.
- 2.1.6 Academic Councils shall be considered Ratified Social Groups for the purposes of applying for additional funding under this by-law.

3. Social Group Funding

- 3.1.1 Ratified Social Groups may apply for Social Group Funding.
- 3.1.2 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.
- 3.1.3 Applications for Social Group Funding shall be made to the Executive.
- 3.1.4 Funds shall be awarded by a majority vote of the Executive.
- 3.1.5 Social Groups can receive up to \$500 in funding per academic year.
- 3.1.6 Social Group applications for funding shall be evaluated by the following criteria:
- i. The availability of funds;
 - ii. If the intent of the funding request fits within the mandate of the Social Group;
 - iii. Whether the funds will contribute to the success of the Social Group's event;
 - iv. Whether the Social Group, the Association, and the general graduate student body will benefit from the event; and,
 - v. The extent of effort made to secure external funding.

- 3.1.7 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.