University of Saskatchewan
Graduate Students' Association
Policy Manual

Created: April 13, 2010
Revised: May 19, 2015
Revised: February 14, 2016
Revised: April 24, 2018
Revised: April 16, 2019
Revised April 14, 2020
Revised April 23, 2021
Last Revised March 2, 2022

Table of Contents

1. Communications Policy

  1.1. Logo

  1.1.1. All advertisements pertaining to Association events shall include the Association logo, where feasible.

  1.1.2. Events sponsored by the Association must include the Association logo.

  1.1.3. The Association logo shall be made available on the Associations' website.

  1.1.4. Any other use of the Association logo requires a majority vote of the Executive.

  1.1.5. All email accounts, social media handles and pages of the Association shall have the Association logo as the display picture.

  1.2. Website

  1.2.1. Shall include, but is not limited to:

  1.2.1.1. Information about current GSA initiatives.

  1.2.1.2. Information pertaining to the GSA Commons.

  1.2.1.2.1. Events and programming at the GSA Commons.

  1.2.1.2.2. Information about booking and use of the GSA Commons.

  1.2.1.3. Governance information

  1.2.1.3.1. Up-to-date Association governance documents.

  1.2.1.3.2. Results of historical financial Audits.

  1.2.1.3.3. The approved budget for the Fiscal Year.

  1.2.1.3.4. Description of Executive positions.

  1.2.1.3.5. Listing of Executive meeting minutes.

  1.2.1.3.6. Listing of Association meeting (Council and General) schedules and minutes.

  1.2.1.3.7. Listing of ratified Academic Councils and Council representatives.

  1.2.1.3.8. Listing of ratified Social Groups and main representatives.

  1.2.1.3.9. Listing of Associations' Standing Committees and Committee members.

  1.2.1.4. Resources

  1.2.1.4.1. A listing of resources and services available to students through the Association and externally.

  1.2.1.4.2. Forms for all Association business.

  1.2.1.5. Contact information

  1.2.1.5.1. Name and Association email of the Executive.

  1.2.1.5.2. Location of the GSA Commons.

>> ***1.2.1.5.3.*** Association contact information.
>> ***1.2.1.5.4.*** Listing of all current Association office staff.

> ***1.3.*** Copyright
>> ***1.3.1.*** All Executives must review the University of Saskatchewan's rules and regulations on copyright, and the Government of Canada's guide to copyright, within the first two (2) months of their tenure.
>> ***1.3.2.*** Executives will ensure that any content (such as images, quotes, etc.) they use during their tenure as an Executive, have been checked for copyright prior to posting. This includes content posted to social media, content used when emailing, content used for posters, and any other content that may be subject to copyright infringements.
>> ***1.3.3.*** Any such content must be approved by the President prior to posting or use.
>> ***1.3.4.*** Sharing of a public content is allowed, sharing of non-original content must mention owner of content and/or receive approval.

> ***1.4.*** Association Emails
>> ***1.4.1.*** Executive members and current staff members shall have access to an email address associated with their position.
>> ***1.4.2.*** Email correspondence will be subject to the University policies and procedures on appropriate use.
>> ***1.4.3.*** The Executive retains the right to revoke the email privileges of any individual who has access to a GSA email address, who is using their email in contravention of the University policies and procedures on appropriate use.
>> ***1.4.4.*** All Association business shall be handled through Association emails.
>> ***1.4.5.*** Individuals with access to an Association email shall not forward Association emails to their own non-Association emails.
>> ***1.4.6.*** Emails to the entire student body shall follow Section 6 of the Association Bylaws.

> ***1.5.*** Transition Manuals
>> ***1.5.1.*** Incoming Executive members shall receive a transition manual from the outgoing Executive.
>> ***1.5.2.*** Each Executive member will maintain and update this transition manual throughout their term.
>> ***1.5.3.*** At a minimum, the transition manual shall include:
>>> ***1.5.3.1.*** A document highlighting all sections of the Associations' Constitution, Bylaws and Policy manuals, which directly apply to the position.
>>> ***1.5.3.2.*** Detailed description of how to carry out such obligations.

    1.5.3.3. Detailed information about the progress of current initiatives and promises made to GSA Committees, GSA Council and the graduate student body.

    1.5.3.4. Important resources and contact information for the Executive position.

    1.5.3.5. A list of recommended improvements for the role.

  1.5.4. The outgoing Executive shall make themselves available to aid the incoming Executive for at least the first month of the new term, and during a transition meeting. If an outgoing or an incoming Executive member is not available for at least one transition meeting, or if they do not provide satisfactory transition via their transition manual, the fee of that Executive member shall be waived for their last or first month, respectively.

  1.5.5. All Executive members shall ensure their incumbent has the tools they need to fulfill the mandate of the position. The outgoing Executive shall answer any questions the incoming Executive may have and will notify them of duties not outwardly obvious.

1.6. Confidentiality

  1.6.1. The Association often deals with topics that are not appropriate for publication. Confidential files will be clearly labeled as such and will be signed and dated by involved parties.

  1.6.2. The Association will uphold the confidentiality of individual students inquiring about academic or employment related grievances.

  1.6.3. Files kept on current advocacy cases will be available to the Executive dealing with the case and the student(s) they are advocating for, with the exception of third party information that is promised to remain confidential.

  1.6.4. All bursary applications and award applications will remain confidential and shall be filed till the end of the Fiscal Year.

1.7. Human Resources

  1.7.1. As an employer, the GSA will uphold the confidentiality of its interviewees and employees.

  1.7.2. Interview information, including resumes, interview process, selection criteria and interviewer notes will be kept on file for 6 months.

  1.7.3. Performance appraisals will be kept on file for 2 years.

  1.7.4. These files will be available to the President and Vice President Finance and Operations.

2. Association Student Handbook Policy

    2.1. The Association shall publish a handbook for graduate students containing:

        2.1.1. Information about the Association.

        2.1.2. A day planner.

        2.1.3. A directory of resources and services available to students through the Association and externally.

    2.2. The Handbook will be compiled by the Office Manager, under the guidance of the Vice-President External Affairs and President.

    2.3. The Handbook shall be made available and distributed at the annual September orientation and throughout the Fiscal Year as availabilities last.

3. **Affiliations Policy**
   3.1. Canadian Federation of Students
   3.1.1. The Association shall budget for and send at least one Executive member to all CFS national and provincial meetings. This includes the Semi-Annual National General Meeting, the Annual General Meeting, the National Graduate Caucus Stand-Alone, the Racialized and Indigenous Students' Experience Summit and any provincial meetings held by the Saskatchewan component. The Vice-President Indigenous Engagement, or designate, shall attend the Circle of First Nations, Metis and Inuit Students Stand-Alone meeting. The decision of whom to send shall happen through a discussion and Executive vote in an Executive meeting. Council approval is required if more than one (1) individual is to be sent to any one of those meetings.
   3.1.2. There may be opportunities to attend other conferences advertised by the Canadian Federation of Students; however, this will be contingent on fundraising and budgetary constraints.
   3.2. ThinkGRAD
   3.2.1. The Association shall attempt to budget for and send at least one Executive member to the ThinkGRAD meetings. This shall happen through a discussion and Executive vote in an Executive meeting. Council approval is required if more than one (1) individual is to be sent to any one of those meetings.
   3.2.2. If there are budgetary constraints, the Executive shall attend the meeting via teleconference.
   3.2.3. The Vice-President External Affairs and President shall be the liaison between members of ThinkGRAD and the Association.

4. Student Advocacy Policy

   4.1. Members will be able to approach any Association Staff or Executive member with a sensitive question without fear of judgment, harassment, or discrimination.

   4.2. With the exception of imminent danger to the individual or individuals in their surroundings, student inquiries will remain confidential at the request of the student.

   4.3. The Association will not assume the role of a counselling service, social services or disciplinarian, but will work with students to overcome academic and non-academic issues that they are facing.

   4.4. The Executive and Staff will have knowledge of the resources available to graduate students and will refer students when necessary.

5. Commons Policy

    5.1. The GSA Commons

        5.1.1. The rated capacity of the Commons is 99 persons at any one time and must be posted in the Commons. In the case of governmental sanitary regulations, capacity might be adjusted.

        5.1.2. The Vice-President Finance and Operations oversees the daily operations of the GSA Commons.

    5.2. Coordinators

        5.2.1. Shall be employed in accordance with Association Bylaws and Policies, the University Policies, and Saskatchewan Labor laws.

        5.2.2. The duties of the Coordinators include, but are not limited to:

            5.2.2.1. Administrative tasks.

            5.2.2.2. Act as a receptionist during daily operations.

            5.2.2.3. Coordinate bookings of the GSA Commons.

            5.2.2.4. All other duties, as outlined in the Employment contract.

    5.3. Office Manager

        5.3.1. Shall be employed in accordance with Association Bylaws and Policies, the University Policies and Saskatchewan Labor laws.

        5.3.2. The duties of the GSA Office Manager include, but are not limited to:

            5.3.2.1. Administrative tasks.

            5.3.2.2. Act as a receptionist during daily operations.

            5.3.2.3. Refer students to the Executive and appropriate University services when required.

            5.3.2.4. Understand the duties of the Executives.

            5.3.2.5. Commit to maintaining sustainability with changing Executives.

            5.3.2.6. All other duties, as outlined in the Employment contract.

    5.4. Bookings

        5.4.1. The Association reserves the right to deny use of the Commons.

        5.4.2. Groups or individuals using the GSA Commons will be required to sign a booking agreement in order to use the space and its equipment.

        5.4.3. The Executives shall endeavor to make this space available to its Members.

        5.4.4. The GSA Commons will be booked for activities in the following order of priority:

            5.4.4.1. Association meetings (e.g. Council, General, Standing Committee).

            5.4.4.2. Association special events (e.g. social events, orientation, Town Halls, Graduate Student Research Conference, 3MT® Competition).

> **5.4.4.3.** Academic Council public events (e.g. lectures organized by Councilors).
>
> **5.4.4.4.** Academic Council private events (e.g. social events).
>
> **5.4.4.5.** Social Group events.
>
> **5.4.4.6.** Graduate student events.
>
> **5.4.4.7.** Other events.

5.4.5. Ratified Academic Councils and Social Groups can book the GSA Commons at no charge during regular hours. Bookings outside of regular hours will be charged at an hourly rate, as indicated on the Association website.

5.4.6. Non-ratified groups or individuals can book the GSA Commons at an hourly rate, as indicated on the Association website.

5.4.7. The Executives shall not personally volunteer time for groups or individuals to host their events.

5.4.8. Anyone booking the GSA Commons:

> **5.4.8.1.** Will provide a damage deposit at least one week in advance of the booking.
>
> **5.4.8.2.** Must return the Commons in the same physical state it was found. Additional charges will result if the cleanup checklist of the GSA Commons Rental Agreement is not completed and initialed by a GSA Staff or Executive.
>
> **5.4.8.3.** May be levied additional charges for special requests.

5.4.9. Bookings serving alcohol are responsible for:

> **5.4.9.1.** Obtaining a liquor permit.
>
> **5.4.9.2.** Ensuring that all University and provincial liquor regulations are followed.
>
> **5.4.9.3.** Providing any necessary staff.

5.4.10. The Association owns two BBQs that can be:

> **5.4.10.1.** Used on the premises by Association ratified Academic Councils and Social Groups at a flat rate, and propane will be billed.
>
> **5.4.10.2.** Used on the premises by non-ratified groups or individuals at an hourly rate, and propane will be billed.
>
> **5.4.10.3.** BBQs are to be left as they were found.
>
> **5.4.10.4.** Additional charges will apply if the BBQ is found inoperable or dirty.

5.5. Art

5.5.1. The Association may display artwork by Members in the Commons.

5.5.2. Diversity is the priority when selecting artwork for the GSA Commons.

5.5.3. Art selection and installation will be coordinated by the Office Manager and the Executive.

6. **Corporate VISA Policy**
    6.1. GSA Credit card
        6.1.1. The Association credit card is to be used for approved GSA purchases only.
    6.2. Usage
        6.2.1. The Office Manager and the Vice-President Finance and Operations are the only individuals who can use and have the number and pin number of the GSA credit card.
        6.2.2. The Office Manager shall be the primary user of the credit card for approved GSA purchases, under the approval and supervision of the Vice-President Finance and Operations.
        6.2.3. In the event the Office Manager is absent, absence defined by the Office Manager being unavailable for an extended period of time (i.e., 72 hours), or after business hours, the Vice-President Finance and Operations will be able to use the credit card for approved GSA purchases.
        6.2.4. The Office Manager and Vice-President Finance and Operations, and if one of the mentioned is unavailable another member of the Executive, are required to be together for an approved GSA purchase outside the GSA Commons premises.
    6.3. Payment
        6.3.1. Receipts of purchases made using the GSA Credit Card must be given to the Office Manager and/or Vice-President Finance and Operations for every transaction completed on the credit card.
        6.3.2. The Office Manager and/or Vice-President Finance and Operations must keep track of visa transactions, allocating the payment into the appropriate budget lines.

7. Sustainability Policy

    7.1. This policy is a set of rules and guidelines to ensure the Association is sustainable and can lead its community by example.

    7.2. This policy should be a living document, used in tandem with the University sustainability policies. Sustainability is a mindset intertwining the interdisciplinary actions that sustain environmental resources as well as the social and economic well-being of its community.

    7.3. The GSA commits to incorporate sustainability in all its activities, including external advocacy and internal organization and events. The Sustainability Committee will be responsible for;

        7.3.1. Promoting environmental, social, economic and well-being sustainability issues related to graduate students.

        7.3.2. Assuming responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA.

        7.3.3. Collaborating and building partnerships with other units to address sustainability.

        7.3.4. Advising Council on matters related to sustainability.

    7.4. External Commitments:

        7.4.1. The Association will advocate for sustainable practices through its University external representation.

        7.4.2. The Association will actively collaborate with other student groups and associations to promote sustainability best practices.

        7.4.3. Sustainability practices of external entities (companies, associations, firms) should be taken into consideration by the Association before engaging with them.

    7.5. Internal Commitments:

        7.5.1. The GSA Commons must have at all times at least one (1) bin for single stream recycling, one (1) bin for returnable bottles, and one (1) bin for garbage.

        7.5.2. The Association will endeavor to buy recycled printing paper and source all other office consumable, where feasible.

        7.5.3. Event, food etc. should be reasonably supplied from local, fair-trade, and environmentally responsible sources.

        7.5.4. The Association will adhere to the EH&S (Environment Health and Safety) guidelines for sustainable events:

            7.5.4.1. Ensure food is locally sourced when possible.

            7.5.4.2. Proper waste triaging for paper, plastic and metal, and compost.

7.5.4.3. Minimize plastic use in favor of more recyclable or compostable materials.

7.5.5. The Association will not use any Styrofoam products for any Association events or initiatives, as Styrofoam cannot be recycled in Saskatoon.

7.6. This policy shall be reviewed by the Sustainability Committee every Fiscal Year. It should be updated to ensure the adoption of best practices and inclusion of new sustainability related initiatives at the University.

8. Health and Dental Insurance Policy

    8.1. The Vice-President Finance and Operations shall act as the liaison between the health and dental insurance provider, Executive and Council, and will report on information pertaining to the insurance plan.

    8.2. All Members will have access to health and dental insurance, through the Association, under terms outlined by the insurance provider.

    8.3. The Executive shall discuss health and dental changes and make recommendation(s) to the Board. The Board, via the Vice-President Finance and Operations shall discuss any changes to the plan to Council.

    8.4. The Executive, Board and Council shall decide on the health and dental insurance provider and fees by a two thirds (2/3, 67%) majority vote before the end of each Fiscal Year.

9. Academic Council Funding Policy

9.1. The purpose of Academic Council funding shall be to support graduate student projects and activities in the Academic Unit.

9.2. Academic Councils must have a bank account to receive funding.

9.3. Academic Council funding monies unclaimed or not deposited, after 6 months from the date of issue, will be considered forfeited pursuant to the club and/or Council ratification agreement. Stale dated cheques will not be replaced.

9.4. Academic Council funding will be distributed proportionally based on:

    9.4.1. The number of full-time students.

    9.4.2. The attendance rate of the Academic Council representatives to Regular Council meetings.

    9.4.3. Academic Councils may receive $3.00 per full time student according to the following formula: $c = [x\,(3.00)][a/b]$, where c is the funding received by the Academic Council, x is the number of full time students, a is the number of meetings attended by Academic Councilors and b is the number of Regular Council meetings for the academic year, up to a maximum of $500.

9.5. Academic Councils shall be considered ratified Social Groups for the purposes of applying for additional funding, following the Social Group Funding Policy.

10.   Social Groups Policy
   10.1. The purpose of a Social Groups Policy is to provide for the social needs of Members, whilst upholding the purpose of the Association.
   10.2. The Vice-President Academic and Student Affairs will be responsible for overseeing the ratification of Social Groups.
   10.3. To be ratified, Social Groups must;
      10.3.1. Have more than 50 % of its total membership be GSA Members.
      10.3.2. Have more than 50 % of its executive be GSA Members.
      10.3.3. Have members from more than one Academic Council.
      10.3.4. Have completed and submitted an application for ratification, which identifies:
         10.3.4.1. The official name of the Social Group.
         10.3.4.2. The names and NSIDs of the Social Group's executive.
         10.3.4.3. The Social Group executive who are GSA Members.
         10.3.4.4. The percentage of Social Group members who are GSA Members.
      10.3.5. Have submitted an up-to-date copy of their constitution, which includes:
         10.3.5.1. An outline of the Social Group's mission, purpose, structure, and regulations.
         10.3.5.2. The official name of the Social Group.
         10.3.5.3. The policies and procedures for democratic elections of Social Group executive.
         10.3.5.4. The financial procedures and policies of the Social Group.
      10.3.6. Have submitted a void-cheque.
   10.4. Social Group status will be effective from the time of ratification by Council until August 31.
   10.5. Social Groups must reapply for Social Group status each academic year.
   10.6. Social Groups will be ratified by a two thirds (2/3, 67%) majority vote of Council.
   10.7. A Social Group must:
      10.7.1. Exist for the betterment of its members.
      10.7.2. Use any membership fees and money for the objectives outlined in the constitution of the Social Group.
      10.7.3. Elect its executive in a democratic fashion following the procedure in its constitution.
      10.7.4. Hold elections at least once per year.
      10.7.5. Hold public meetings.
      10.7.6. Make its governing documents public to its membership and the Association.
      10.7.7. Not exist for the financial betterment of its members.

10.7.8. Not be named in a manner that violates any obscenity or copyright legislation.

10.7.9. Not exist for the purpose of discrimination or harassment of any group.

10.7.10. Be inclusive to any GSA Member.

10.8. In the event application for ratification is rejected, the Social Group may launch an appeal to Council by notifying the Vice-President Academic and Student Affairs in writing.

10.9. A Social Group not operating in accordance with the Social Groups Policy may have its Social Group status revoked by a majority vote of Council.

10.10. Ratified Social Groups may have the privilege of:

10.10.1. Booking the GSA Commons, as per the Association booking procedures.

10.10.2. Applying to the Association for funding, following the Social Group Funding Policy, and in accordance with the Bylaws and Policies of the Association.

10.10.3. Advertising news and events through the Association, with the approval of the Executive.

10.10.4. Being indemnified by the GSA Commons liability insurance for certain events and activities.

11.   Social Group Funding Policy

11.1. Ratified Social Groups can apply for Social Group Funding for a future event their Social Group will be organizing.

11.2. Ratified Social Groups shall only use the funds towards serving the membership of the Social Group and the graduate student community in general.

11.3. Applications for Social Group Funding shall be made to the President and Vice-President Finance and Operations.

   11.3.1. Applicants will be invited to present to the Executive at one of the Executive meetings.

   11.3.2. Applicants will be informed of the decision no later than seven (7) days after the meeting they presented at.

11.4. Funds shall be approved by a majority vote of the Executive.

   11.4.1. In order to receive approved funding, Social Groups are responsible for submitting expense receipts to the Office Manager within fourteen (14) days of the event.

   11.4.2. Social Groups will only be reimbursed up to the total of the expense receipts received, and up to the maximum of approved funding. A cheque will be remitted no later than seven (7) days of receiving the expense receipts.

11.5. Social Groups can receive up to a maximum of $500 in funding per Fiscal Year.

11.6. Social Group applications for funding shall be evaluated by the Executive with respect to the following criteria:

   11.6.1. The availability of funds.

   11.6.2. If the intent of the funding request fits within the mandate of the Social Group.

   11.6.3. Whether the funds will contribute to the success of the Social Group's event.

   11.6.4. Whether the general graduate student body will benefit from the event.

   11.6.5. The extent of effort made to secure external funding.

11.7. The Association will not disburse funds to Social Groups for:

   11.7.1. Direct donation to charity.

   11.7.2. The cost of alcohol served at any event.

   11.7.3. The day-to-day administrative costs.

   11.7.4. Year-end banquets.

   11.7.5. Graduation banquets.

   11.7.6. Travel or Travel associated expenses.

11.8. Events sponsored by the Association must include the Association logo.

12. Bursary Policy

12.1. The GSA Need-Based Bursary fund will provide assistance to those graduate students who are ineligible for other awards and who demonstrate:

12.1.1. Difficulties in acquiring funding.

12.1.2. Community involvement.

12.1.3. Good academic standing.

12.2. Bursary documents, including applications, will be kept confidential and shall be destroyed beyond retrieval by the end of the Fiscal Year.

12.3. Allocation of bursaries shall be determined by the Bursary Selection Committee.

12.3.1. Regular Members who are in thesis-based Masters or PhD, or in course-based/project-based Masters programs are eligible to apply. Those who are in graduate certificate, or post-graduate diploma or certificate programs are not eligible to apply.

12.3.2. Applicants must be registered as a graduate student at the University in the term of award.

12.3.3. Applicants must not have been awarded a GSA Need-Based Bursary in any of the previous three (3) terms.

12.3.4. Current and previous Executive members are not eligible to apply.

12.3.5. Current and previous members of the Bursary Selection Committee are not eligible to apply.

12.4. Bursary Fund Amount and Distribution;

12.4.1. The allocated budget for the GSA Need-Based Bursary shall be no less than $5000 for each term.

12.4.2. The bursary fund will be distributed evenly between recipients; the amount will be determined by the Vice-President Finance and Operations in consultation with the Executive.

12.5. Applicants will be required to submit:

12.5.1. A one-page cover letter written by the applicant, describing their community involvement, financial situation and reasons why they are deserving/in need of a GSA Bursary.

12.5.2. A completed bursary application form, which shall be made available on the Association website.

12.5.3. One letter of support from the applicant's supervisor, or a faculty member in the applicant's department, who is able to attest to the academic, financial, and extracurricular involves of the applicant

12.5.4. A confirmation of enrollment for the applicable term.

12.5.5. Copy of tuition for the applicable term.

12.6. Applications will be accepted only as a hard copy, and under the discretion of the Vice-President Finance and Operations, for extenuating circumstances may be accepted in electronic form.

12.7. Application deadlines are as follows:

    12.7.1. Fall term: Mid-October.

    12.7.2. Winter term: Mid-February.

    12.7.3. Spring/Summer term: Mid-June.

12.8. A Bursary Selection Committee shall be convened each Fiscal Year.

12.9. The Bursary Selection Committee shall select recipients using an established rubric based on the following criteria:

    12.9.1. Students who are ineligible for major scholarships.

    12.9.2. Students who have exhausted the funding for their program.

    12.9.3. Students in need of childcare services.

    12.9.4. Students who have demonstrated financial need.

    12.9.5. Students with good community involvement.

    12.9.6. Students with strong academic performance.

12.10. Awarding Bursaries

    12.10.1. Bursary recipients will be notified within two (2) weeks of the deadline.

    12.10.2. Those applicants who were not successful in receiving a bursary will be notified within two (2) weeks of the deadline, and will be encouraged to apply again.

    12.10.3. The Association shall announce bursaries have been awarded, but will not release the names of the successful recipients.

13.   Annual Awards Policy

13.1. Purpose

13.1.1. The Awards Gala shall be held towards the end of the Fiscal Year and is intended to celebrate graduate students, as well as honor faculty that have generously supported graduate students in research, scholarly and artistic pursuits.

13.2. Nomination Process

13.2.1. Those awarded at a previous GSA Awards Gala, for one of the GSA Annual Awards as described below, are ineligible to be nominated. A list of previous Award winners shall be maintained on the Association website.

13.2.2. Candidates cannot nominate themselves for an award.

13.2.3. Award documents, including applications, shall be kept confidential, and shall be destroyed beyond retrieval by the end of the Fiscal Year.

13.2.4. The nomination period shall be open for a minimum of forty (40) days, and shall end no later than the first week of March, or as determined by the Vice-President External Affairs.

13.2.5. Applications shall be accepted only in hard copy, and under the discretion of the Vice-President External Affairs, for extenuating circumstances may be accepted in electronic form.

13.2.6. Applications must include;

13.2.6.1. A cover page with the name of the award and contact information (email addresses) for nominee, nominator(s) and all referees.

13.2.6.2. A nomination letter (maximum two (2) pages).

13.2.6.3. Two (2) reference letters (maximum two (2) pages each).

13.2.6.4. Optional: a maximum of three (3) pages supporting documents, to provide further evidence of why the candidate is deserving of the award. Supporting documents cannot include further letters of reference. Examples include a CV, a teaching philosophy statement etc.

13.3. GSA Annual Awards Award Categories and Terms of Reference

13.3.1. Advising Excellence

13.3.1.1. This award shall honor a graduate student advisor who has shown excellent supervisory and mentoring skills as well as exceptional support for their advisees' ideas, scholarly work, and financial needs. The honored advisor shall embody the capacity to stimulate graduate

students to think critically and creatively, while enhancing their graduate student learning experience.

13.3.1.2. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan or an alumni graduate student of the University of Saskatchewan.

13.3.1.3. Eligibility: A current University of Saskatchewan faculty member that is advising a graduate student enrolled in a graduate program at the University of Saskatchewan during the Fiscal Year of the Awards Gala to which they would be honored at.

13.3.2. Excellence in Community Service

13.3.2.1. This award shall honor a graduate student who has made significant impacts and positive contributions to the local community in Saskatoon and beyond. This shall be awarded to a student who has shown extensive initiative and significant achievements in serving the community in addition to excelling in their academic studies. This shall be awarded to a student who has contributed a minimum of seventy-five (75) hours of volunteer work during the Fiscal Year of the Awards Gala to which they would be honored at.

13.3.2.2. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty or staff member at the University of Saskatchewan or alumni of the University of Saskatchewan.

13.3.2.3. We encourage letters of reference for this category from community organizations in which the nominee has volunteered with.

13.3.2.4. Eligibility: Any graduate student enrolled, during the Fiscal Year of the Awards Gala, in a graduate program at the University of Saskatchewan.

13.3.3. Mark Kroeker Exceptional Student Leadership

13.3.3.1. This award honors a graduate student who has shown strong leadership and exceptional initiatives at the University of Saskatchewan, going above and beyond their call of duty, whilst carrying out the mission of the GSA. This student shall have shown outstanding involvement and collaboration with graduate students in their unit of study, as part of an Academic Council, or the GSA Council.

13.3.3.2. This award does not involve community service in the local community and places greater emphasis on leadership within the

University campus. Candidates should show readiness to take charge, an apt for creating new initiatives, and opportunities for their graduate student peers.

    13.3.3.3. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty or staff member at the University of Saskatchewan or alumni of the University of Saskatchewan.

    13.3.3.4. Eligibility: Any graduate student, enrolled during the Fiscal Year of the Awards Gala, in a graduate program at the University of Saskatchewan.

13.3.4. Professional Excellence

    13.3.4.1. This award shall honor a non-thesis based graduate student who has made significant academic achievements in their field of study and who has made outstanding non-academic contributions to their department of studies. The awarded graduate student shall be a favorable member exemplifying scholarly achievements and community involvement.

    13.3.4.2. Nominations shall be accepted from any current University of Saskatchewan faculty member.

    13.3.4.3. Eligibility: Any graduate student enrolled, during the Fiscal Year of the Awards Gala, in a course-based/project-based graduate program at the University of Saskatchewan.

13.3.5. Research Excellence in Humanities, Arts, Social Science, Law or Education

    13.3.5.1. This award shall honor a graduate student who has made significant impacts in the field of humanities, arts, social sciences, law or education and who has produced outstanding research results throughout their course of study. The awarded graduate student shall be a favorable member in the research community, shall exemplify scholarly achievements and shall have contributed to positive collaborations amongst researchers and the community.

    13.3.5.2. Nominations shall be accepted from any current University of Saskatchewan faculty member.

    13.3.5.3. Eligibility: Any graduate student enrolled, during the Fiscal Year of the Awards Gala, in a thesis-based graduate program at the University of Saskatchewan.

13.3.6. Research Excellence in Indigenous Studies

13.3.6.1. This award shall honor an Indigenous graduate student who has made significant impacts in Indigenous study and research while positively contributing to the Indigenous community. The awarded graduate student shall be held in high regard by the Indigenous and research community, shall exemplify scholarly achievements, and shall have participated in positive collaboration between researchers and the Indigenous community.

13.3.6.2. Nominations shall be accepted from any current University of Saskatchewan faculty member.

13.3.6.3. Eligibility: An Indigenous graduate student enrolled, during the Fiscal Year of the Awards Gala, in a thesis-based graduate program at the University of Saskatchewan.

13.3.7. Research Excellence in Interdisciplinary Studies

13.3.7.1. This award shall honor a graduate student who has made significant impacts in two or more separate, but related, fields of study and who has produced outstanding research results throughout their course of study. The awarded graduate student shall be a favorable member in the research community, shall exemplify scholarly achievements and shall have contributed to positive collaborations amongst researchers and the community.

13.3.7.2. Nominations shall be accepted from any current University of Saskatchewan faculty member.

13.3.7.3. Eligibility: Any graduate student enrolled, during the Fiscal Year of the Awards Gala, in a thesis-based graduate program at the University of Saskatchewan.

13.3.7.4. Please note the graduate student does not have to be enrolled in Interdisciplinary Studies to be considered for this award.

13.3.8. Research Excellence in Science, Technology, Engineering or Math (STEM):

The following award categories will be considered for nomination-
(1) STEM Medical Science and Public Health (examples include but not limited to, Human Medicine, Nursing, Public Health, Dentistry, Veterinary Medicine, etc.),
(2) STEM Natural Sciences (examples include but not limited to, Chemistry, Biology, Math, Agriculture, Physics, Ecology, Geology, etc.), (3) STEM Technology and Engineering (examples include but not limited to, Computer Science, Chemical Engineering, Mechanical Engineering, etc.).

- ***13.3.8.1.*** These awards shall honor graduate students who have made significant impacts in the field of science, technology, engineering or math and who has produced outstanding research results throughout their course of study.
- ***13.3.8.2.*** The awarded graduate students shall be a favorable member in the research community, shall exemplify scholarly achievements and shall have contributed to positive collaborations amongst researchers and the community
- ***13.3.8.3.*** Nominations shall be accepted from any current University of Saskatchewan faculty member.
- ***13.3.8.4.*** Eligibility: Any graduate student enrolled, during the Fiscal Year of the Awards Gala, in a thesis-based graduate program at the University of Saskatchewan.
- ***13.4.*** Awards Selection Committee
    - ***13.4.1.*** An Awards Selection Committee shall be convened each Fiscal Year.
    - ***13.4.2.*** The Awards Selection Committee shall select recipients using an established rubric based on the following criteria:
        - ***13.4.2.1.*** Eligibility.
        - ***13.4.2.2.*** Academic Performance.
        - ***13.4.2.3.*** Commitment to the award criteria.
        - ***13.4.2.4.*** Excellence in field of study.
        - ***13.4.2.5.*** Evidence of professional development.
        - ***13.4.2.6.*** Evidence of Reciprocity.
        - ***13.4.2.7.*** Evidence outlined in nomination and reference letters.
    - ***13.4.3.*** Award recipients, along with their nominators, shall be notified within two (2) weeks after the nomination deadline.
    - ***13.4.4.*** Those who were not a recipient of an award shall be notified as well, along with their nominators, within two (2) weeks after the nomination deadline.
    - ***13.4.5.*** The Vice-President External Affairs shall extend an invitation for each Award Winner, and a guest, to the Awards Gala.
    - ***13.4.6.*** The Award Selection Committee should follow GSA Governing Documents for the award selection process. All evaluations must be done within committee discussions.

14.   Procedures for Major Meetings

14.1. Council Meetings

    14.1.1. Two (2) to four (4) weeks in advance of meeting:

        14.1.1.1. Chair emails Council members and Executive to request agenda items, and to announce meeting date, time and place.

        14.1.1.2. Deadline for items and supporting information is generally seven (7) days in advance of the meeting date.

        14.1.1.3. Chair advises the Office Manager to book the GSA Commons, or if a special room booking is required.

        14.1.1.4. Agenda items are due to the Chair in Microsoft Word format. Items for information or decision shall be clearly described with appropriate background, and motions shall be written along with a rationale.

    14.1.2. At least four (4) days in advance of meeting:

        14.1.2.1. Chair constructs the agenda and compiles the supporting information into one document.

        14.1.2.2. Chair creates an "open" version of the agenda package which is to include only non-confidential agenda items and supporting information. This PDF is to be sent to the Office Manager for posting to the Associations' website.

        14.1.2.3. Chair emails the completed agenda package, in PDF format, to all Council members, and reminds Councilors of the meeting details.

        14.1.2.4. Chair advises the Office Manager if catering is required.

    14.1.3. At the meeting:

        14.1.3.1. The Recording Secretary shall record the minutes of the meeting and shall include the attendance.

    14.1.4. Within five (5) days following the meeting:

        14.1.4.1. Secretary sends a Microsoft Word copy of the minutes to the Chair for approval. Upon approval, the Chair sends an "open" version PDF of the minutes (with confidential sections removed) to the Office Manager for posting on the Associations' website.

        14.1.4.2. Draft minutes shall be posted within seven (7) days of the meeting,

        14.1.4.3. The Chair retains a Word file copy of the minutes for approval at the next meeting.

14.2. General Meetings

    14.2.1. At least twenty (20) days in advance of meeting:

14.2.1.1. Chair arranges, with assistance from the Office Manager, an email to all graduate students to announce the meeting date, time, and place, and to request items for the agenda.

14.2.1.2. Chair advises the Office Manager to book the GSA Commons, or if a special room booking is required.

14.2.1.3. Chair advises the Office Manager to post the meeting information on the Associations' social media outlets and Associations' website.

14.2.1.4. Deadline for items and supporting information is at least ten (10) days in advance of the meeting date.

14.2.1.5. Agenda items are due to the Chair, in Microsoft Word format. Items for information or decision shall be clearly described with appropriate background, and motions shall be written along with a rationale.

14.2.2. At least five (5) days in advance of meeting:

14.2.2.1. Chair constructs the agenda and compiles the supporting information into a meeting package.

14.2.2.2. Chair creates a PDF of the agenda package with supporting materials. This PDF(s) is to be sent to the Office Manager to post to the Associations' website.

14.2.2.3. Chair emails the completed agenda package, in PDF format, to all Regular Members, with the assistance of the Office Manager (may be included as a link to the website) and reminds Regular Members of the meeting details.

14.2.2.4. Chair advises the Office Manager if catering is required.

14.2.3. At the meeting:

14.2.3.1. The Recording Secretary shall record the minutes of the meeting and shall include the attendance.

14.2.4. Within five (5) days following the meeting:

14.2.4.1. Secretary sends a Microsoft Word copy of the minutes to the Chair for approval. Upon approval, the Chair sends an "open" version PDF of the minutes (with confidential sections removed) to the Office Manager for posting on the Associations' website.

14.2.4.2. Draft minutes shall be posted within seven (7) days of the meeting,

14.2.4.3. The Chair retains a Word file copy of the minutes for approval at the next meeting.

15. Committees of Council

    15.1. Standing Committees of Council

        15.1.1. Budget and Finance Committee

            15.1.1.1. Vice-President Finance and Operations, as chair.

            15.1.1.2. President.

            15.1.1.3. At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.

            15.1.1.4. At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

        15.1.2. Bursary Selection Committee

            15.1.2.1. Vice-President Finance and Operations, as chair.

            15.1.2.2. Vice-President Academic and Student Affairs.

            15.1.2.3. At least three (3) Councilors or Alternate Councilors (who must not be from the same department), who are not a member of the Executive, appointed by Council.

        15.1.3. Elections and Referenda Committee

            15.1.3.1. Council Chair, who shall act as the Chief Electoral Officer and as chair.

            15.1.3.2. At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.

            15.1.3.3. At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

        15.1.4. Governance Committee

            15.1.4.1. Two members of the Executive.

            15.1.4.2. Council Chair, as *ex-officio.*

            15.1.4.3. At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.

            15.1.4.4. At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

        15.1.5. Code of Ethics and Discipline Committee

            15.1.5.1. Council Chair, as chair or as outlined in the terms of reference.

            15.1.5.2. At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.

            15.1.5.3. At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

        15.1.6. Awards Selection Committee

15.1.6.1. Vice-President External Affairs, as chair.

15.1.6.2. President.

15.1.6.3. At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.

15.1.6.4. At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

15.1.7. Sustainability Committee

15.1.7.1. Vice-President External Affairs.

15.1.7.2. Vice-President Indigenous Engagement.

15.1.7.3. At least one (1) Councilor or Alternate Councilor, who is not members of the Executive, appointed by Council.

15.1.7.4. At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

15.1.8. Diversity Committee

15.1.8.1. Vice-President External Affairs.

15.1.8.2. Vice-President Indigenous Engagement.

15.1.8.3. At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive and who belongs to the groups outlined in the Terms of Reference, appointed by Council.

15.1.8.4. At least one (1) Regular Member, who is not a member of Council or the Executive and who belong to the groups outlined in the Terms of Reference, appointed by Council.

Terms of Reference: Budget and Finance Committee

Membership:
- Vice-President Finance and Operations, as chair.
- President.
- At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.
- At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

Purpose:

This Committee shall be convened and be responsible for the drafting of the Operating Budget for the preceding Fiscal Year, to be approved by Council subject to the requisite Bylaws and/or Constitutional regulations. This Committee shall also be charged with discussing broad financial policies and goals for the Association and may report them to the Council, the Membership, and/or any other Committees of Council that this committee sees fit. This Committee shall meet a minimum of bi-monthly with additional meetings scheduled as necessary during budgeting periods.

Terms of Reference: Bursary Selection Committee

Membership:
- Vice-President Finance and Operations, as chair.
- Vice-President Academic and Student Affairs.
- At least three (3) Councilors or Alternate Councilors (who must not be from the same department), who are not a member of the Executive, appointed by Council.

Purpose:
This Committee shall be convened to administer the collection, evaluation and disbursement of GSA Need-Based Bursaries in accordance with the Bursary Policy. This Committee shall meet three times per year to rank and evaluate all Bursary applications according to the established rubrics with any approved or necessary modifications to such a ranking system in accordance with the Bursary Policy.

Terms of Reference: Elections and Referenda Committee

Membership:
- Council Chair, who shall act as the Chief Electoral Officer and as chair.
- At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.
- At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

Purpose:
The Elections Committee is a committee of Council responsible for overseeing and managing Elections and Referenda as required by the GSA. The terms of reference of this committee are outlined in the relevant Bylaws section of the GSA pertaining to elections and referenda.

Terms of Reference: Governance Committee

Membership:
- Two members of the Executive.
- Council Chair, as *ex-officio.*
- At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.
- At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

Purpose:

The Governance committee is required to ensure the Association retains the correct documentation (Policies, Bylaws, and Constitution) to fulfill its mandate. The primary activities of this committee include: (i) revising existing documents; (ii) creating required policies and/or bylaws absent in the existing documents; (iii) authoring recommendations and bringing forth motions for Policy, Bylaw or Constitution amendments, accordingly.

Terms of Reference: Code of Ethics and Discipline Committee

Membership:
- Council Chair, as chair.
- At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.
- At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

Meetings:
- Meetings shall be held at the call of the chair as required throughout the year.

Purpose:

The Code of Ethics and Discipline Committee shall be convened to review any complaints received against any Executive member, Council member, or any other individual acting on behalf of the GSA. It shall also serve as an appeal committee for decisions of the Election and Referenda Committee, as described in the Association's Bylaws. The Council Chair shall serve as chair of the committee, except in cases where a real or perceived conflict of interest exists, in which case an acting chair shall be elected by and from the other members of the committee. In all of its deliberations, recommendations, and actions, the committee shall be bound by the Bylaws and Constitution of the Association. No member shall disclose any information, which comes to their knowledge as a result of their membership on the Committee, with the exception of the Committee chair in their formal recommendations to Council, or as required by law or University policy.

Terms of Reference: Awards Selection Committee

Membership:
- Vice-President External Affairs, as chair.
- President.
- At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.
- At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

Purpose:
The Awards Selection Committee is responsible for the selection of the Graduate Students' Association Annual Award Winners, under the guidance of the Vice-President External Affairs. Individuals selected for these awards will be honored at the Annual Awards Gala held at the end of each Fiscal Year. The committee is responsible for, in alignment with the Annual Awards Policy;
- Determining the criteria and guideline to award selection.
- Assessing each nomination package according to the selection criteria.
- By consensus, determining the recipient of each award.
- Serving as volunteers at the Awards Gala.

Terms of Reference: Sustainability Committee

Membership
- Vice-President External Affairs.
- Vice-President Indigenous Engagement.
- At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council.
- At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

Meetings:
- Meetings shall be held once a month, or more frequently as needed.

Purpose:
- Promote environmental, social, economic and well-being sustainability issues related to graduate students.
- Assume responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA.
- Collaborate and build partnerships with other units to address sustainability
- Advise Council on matters related to sustainability.
- Host at least one initiative or event, whether it be the Sustainability Slam or otherwise, during the Fiscal Year.

Terms of Reference: Diversity Committee

Membership
- Vice-President External Affairs.
- Vice-President Indigenous Engagement.
- At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive and who belongs to the groups outlined in the Terms of Reference, appointed by Council.
- At least one (1) Regular Member, who is not a member of Council or the Executive and who belong to the groups outlined in the Terms of Reference, appointed by Council.

Purpose:
The Diversity Committee will primarily focus on graduate students with disabilities, graduate students of diverse sexual orientations, and/or any minority group fostering inclusion, acceptance, understanding, support, and education. This committee will act as a body to:
- Make recommendations to the Executive to ensure the GSA is inclusive to all its members, so as to provide a better graduate student experience and create a welcoming environment and cohesive community for graduate students on campus.
- Liaise with Council to ensure the GSA services/initiatives are inclusive.
- Organize events/initiatives in collaboration with the Executive and other committees.

Appendix: Scheduled Committee Assignments of GSA Executives

1. **University**

Name of the Committee	Name of Representative(s)
Presidents Executive Committee	All GSA Executives
University Senate	President
University Council	VP Academic and Student Affairs; (President to send report and present report, cannot vote)
Academic Programs Committee	VP Academic and Student Affairs
Teaching, Learning and Academic Resource Committee	VP Academic and Student Affairs
Planning and Priorities Committee	President
Research, Scholarly and Artistic Work Committee	VP Indigenous Engagement
Scholarships and Awards Committee	VP Finance and Operations
Governance Committee	VP External Affairs
CGPS Faculty Council	All GSA Executives Two graduate students appointed by GSA
CGPS Graduate and Postdoctoral Council	All GSA Executives Two graduate students appointed by GSA
CGPS Executive Committee	President
CGPS Awards Committee	VP Finance and Operations
CGPS Graduate Programs Committee	President
CGPS Graduate Academic Affairs Committee	VP Academic and Student Affairs
CGPS Equity and International Committee	VP External Affairs
CGPS Interdisciplinary Committee	VP External Affairs VP Indigenous Engagement (Alternate)
CGPS Earned D. Litt / D. Sc. Committee	VP Finance and Operations
CGPS Distinguished Graduate Mentor Award Committee	President

Executives will receive a notification when the time comes for these committees or organizations to meet:

Name of the Committee	Name of Representative(s)
Fee Review Committee	President
BRT Nutana Stakeholder Committee (City of Saskatoon – Saskatoon Transit)	VP Finance & Operations
Copyright Advisory Committee	VP Academic and Student Affairs
Co-Curricular Records Advisory Committee	President
Recreation and Athletics Advisory Committee	President
Faith Leadership Council	VP Indigenous Engagement VP External Affairs (Alternate)
Student Sustainability Coalition	Mostafa Kamal, or any student from the SESS Association or SENS
Student Forum	All GSA Executives
Financial Appeals Review Committee	Grad student appointed by the exec
Parking and Transportation Advisory Committee	VP Finance & Operations
Provost's Advisory Committee on Gender and Sexual Diversity	VP Academic and Student Affairs
Canadian Federation of Students (CFS)	VP External Affairs
ThinkGrad	VP External Affairs President (Alternate)
U15 Graduate Students' Society	VP External Affairs President (Alternate)
Publicly Engaged Scholarship Team Award	President, or any grad student appointed by the exec
New and Distinguished Researcher Award Selection Committee	President, or any grad student appointed by the exec
Anti-Racism and Anti-Oppression	VP Indigenous Engagement President (Alternate)
Mistatimōk Committee	VP Indigenous Engagement President (Alternate)

2: GSA Standing Committee Assignments

Name of GSA Standing Committee	Name of Representative(s)
Budget and Finance Committee	VP Finance & Operations President
Bursary Selection Committee	VP Finance & Operations VP Academic and Student Affairs
Governance Committee	VP Academic and Student Affairs President
Awards Selection Committee	VP External Affairs President
Sustainability Committee	VP External Affairs VP Indigenous Engagement
Diversity Committee	VP External Affairs VP Indigenous Engagement
Elections and Referenda Committee	none
Code of Ethics and Discipline Committee	none

3: GSA Meetings

Name of the Meeting	Name of Representative(s)
GSA Council Meetings (Monthly)	All GSA Executives
GSA Executive Meetings (Bi-Weekly)	All GSA Executives
GSA Board of Directors' Meeting	All GSA Executives
GSA Events	All GSA Executives