



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

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## Table of Contents

<b>1. Communications Policy</b> .....	4
<b>1.1. Communication Standards</b> .....	4
<b>1.2. Logo</b> .....	4
<b>1.3. Communications with Graduate Students</b> .....	4
<b>1.4. Website</b> .....	4
<b>1.5. E-mail</b> .....	5
<b>1.6. Transition Manuals</b> .....	<del>65</del>
<b>1.7. Confidentiality Policy</b> .....	<del>76</del>
<b>1.8. Human Resources Information</b> .....	<del>76</del>
<b>2. Health and Dental Insurance</b> .....	7
<b>3. Social Groups Policy</b> .....	<del>87</del>
<b>4. Graduate Students' Association Commons</b> .....	<del>98</del>
<b>4.1. Vice-President Finance and Operations</b> .....	<del>98</del>
<b>4.2. Purpose</b> .....	<del>98</del>
<b>4.3. Rated Capacity</b> .....	<del>98</del>
<b>4.4. Commons Coordinators</b> .....	<del>98</del>
<b>4.5. Office Manager</b> .....	<del>109</del>
<b>4.6. Bookings</b> .....	<del>109</del>
<b>4.7. Art</b> .....	<del>1110</del>
<b>5. Student Advocacy</b> .....	<del>1210</del>
<b>6. Association Student Handbook</b> .....	<del>1211</del>
<b>7. Bursary Policy</b> .....	<del>1211</del>
<b>8. Affiliations Policy</b> .....	<del>1412</del>
<b>8.1. Canadian Federation of Students</b> .....	<del>1412</del>
<b>8.2. ThinkGRAD</b> .....	<del>1413</del>
<b>9. Academic Council Funding</b> .....	<del>1513</del>
<b>10. Social Group Funding</b> .....	<del>1514</del>
<b>11. Corporate VISA Policy</b> .....	<del>1614</del>
<b>11.1. GSA Credit card</b> .....	<del>1614</del>
<b>11.2. Usage</b> .....	<del>1614</del>
<b>11.3. Payment</b> .....	<del>1615</del>

<b>12. Committees of Council</b> .....	<b><u>1745</u></b>
<b>12.1. Membership</b> .....	<b><u>1745</u></b>
<b>12.2. Standing Committees of Council</b> .....	<b><u>1745</u></b>
<b>12.2.1. Budget and Finance Committee</b> .....	<b><u>1745</u></b>
<b>12.2.2. Bursary Selection Committee</b> .....	<b><u>1745</u></b>
<b>12.2.3. Elections and Referenda Committee</b> .....	<b><u>1745</u></b>
<b>12.2.4. Governance Committee</b> .....	<b><u>1745</u></b>
<b>12.2.5. Code of Ethics and Discipline Committee</b> .....	<b><u>1846</u></b>
<b>12.2.6. Health and Dental Committee</b> .....	<b><u>1846</u></b>
<b>12.2.7. Awards Selection Committee</b> .....	<b><u>1846</u></b>
<b>12.2.8. Sustainability Committee</b> .....	<b><u>1846</u></b>
<b>12.2.9. Diversity Committee</b> .....	<b><u>1846</u></b>
<b>13. Meeting Locations</b> .....	<b><u>1947</u></b>
<b>14. Meeting Minutes</b> .....	<b><u>1947</u></b>
<b>15. Executive Meetings</b> .....	<b><u>2048</u></b>
<b>16. Committee Meetings</b> .....	<b><u>2048</u></b>
<b>17. Town Halls</b> .....	<b><u>2048</u></b>
Terms of Reference: Budget and Finance Committee .....	<b><u>2149</u></b>
Terms of Reference: Bursary Selection Committee .....	<b><u>2220</u></b>
Terms of Reference: Elections and Referenda Committee .....	<b><u>2324</u></b>
Terms of Reference: Governance Committee .....	<b><u>2523</u></b>
Terms of Reference: Code of Ethics and Discipline Committee.....	<b><u>2624</u></b>
Terms of Reference: Health and Dental Committee.....	<b><u>2725</u></b>
Terms of Reference: Awards Selection Committee.....	<b><u>2826</u></b>
Terms of Reference: Sustainability Policy and Committee.....	<b><u>2927</u></b>
Terms of Reference: Diversity Committee .....	<b><u>3230</u></b>

# 1. ~~Communications Policy~~

## ~~1.1. Communication Standards~~

~~1.1.1. The Association will not publish or promote inappropriate or offensive materials, or materials that are threatening, discriminatory, harassing, or obscene.~~

## 1.2.1.1. Logo

~~1.2.1.1.1. All advertisements about pertaining to Association events ~~will~~ shall include the Association logo, where feasible.~~

~~1.2.2.1.1.2. Events sponsored by the Association must include the Association logo.~~

~~1.2.3.1.1.3. The Association logo ~~will~~ shall be made available on the Association website.~~

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

~~1.2.4.1.1.5. All email accounts, social media handles and pages of the Association shall have the Association logo as the display picture.~~

## ~~1.3. Communications with Graduate Students~~

~~1.3.1. All Members must be informed of all Association news and events on the Association website, social media, and through PAWS. Important news and events will be publicized through e-mails to Members through the College of Graduate and Postdoctoral Studies. Important news includes, but is not limited to:~~

~~1.3.1.1. Elections / By Elections.~~

~~1.3.1.2. Referenda.~~

~~1.3.1.3. Bursary deadlines.~~

~~1.3.1.4. Orientation.~~

~~1.3.1.5. Major workshops / events of importance to GSA Members.~~

~~1.3.1.6. Job Postings.~~

~~1.3.1.7. 3MT and Graduate Student Research Conference.~~

~~1.3.1.8. Special and Annual General Meetings.~~

## 1.4.1.2. Website

~~1.4.1.1.2.1. Will Shall include, but is not limited to;~~

~~1.4.1.1. News that is pertinent to graduate students.~~

~~1.4.1.2.1.2.1.1. Advocacy.~~

~~1.4.1.3.1.2.1.2. Information about current GSA initiatives ~~will be~~ described on the website.~~

~~1.4.1.4.1.2.1.3. Information pertaining to the GSA Commons~~

~~1.4.1.4.1.1.2.1.3.1.~~ Events and programming at the GSA Commons.

~~1.4.1.4.2.1.2.1.3.2.~~ Information about booking and use of the GSA Commons.

~~1.4.1.5.1.2.1.4.~~ Governance information

~~1.4.1.5.1.1.2.1.4.1.~~ Up to date Association governance documents.

~~1.2.1.4.2. Detailed financial records of the organization including results of professional audits~~Results of historical financial Audits;

~~1.4.1.5.2.1.2.1.4.3.~~ The approved budget for the fiscal year.

~~1.4.1.5.3.1.2.1.4.4.~~ Description of Executive positions, Association meeting schedules and minutes.

~~1.4.1.5.4.1.2.1.4.5.~~ Listing of Academic Councils and Council representatives.

~~1.4.1.5.5.1.2.1.4.6.~~ Listing of GSA ratified Social Clubs.

~~1.4.1.5.6.1.2.1.4.7.~~ Listing of Association Standing Committees and Committee members.

~~1.4.1.6.1.2.1.5.~~ Resources

~~1.4.1.6.1.1.2.1.5.1.~~ A ~~directory listing~~ of resources and services available to students through the GSA-Association and externally.

~~1.4.1.6.2. A list of all Association services.~~

~~1.4.1.6.3.1.2.1.5.2.~~ Forms for all Association business.

~~1.4.1.7.1.2.1.6.~~ Contact information

~~1.4.1.7.1.1.2.1.6.1.~~ ~~Contact-Email contact information~~ for the current Executive.

~~1.2.1.6.2.~~ Location of the GSA and

~~1.4.1.7.2.1.2.1.6.3.~~ Association contact information.

~~1.4.1.7.3. Links to all ratified Academic Council and Social Groups' websites, if available; and,~~

~~1.4.1.7.4.1.2.1.6.4.~~ Listing of all current Association office ~~Staff~~ staff ~~members.~~

~~1.5.1.3.~~ E-mail

~~1.5.1.1.3.1.~~ Executive members and Association office staff members ~~will~~ shall have access to an e-mail address that is ~~es~~ associated with their position.

~~1.5.2.1.3.2.~~ Email correspondence will be subject to the University ~~of Saskatchewan~~  
~~Electronic Mail Policy~~ policies and procedures on appropriate use.

~~1.3.3.~~ The Executive retains the right to revoke the e-mail privileges of any individual who has access to a GSA e-mail address who is using their e-mail in contravention of the University ~~of Saskatchewan Electronic Mail~~  
~~Policy~~ policies and procedures on appropriate use.

~~1.3.4.~~ Individuals with access to an Association email shall not forward Associations  
emails to non-Association emails;

~~1.5.3.1.3.5.~~ All Association business shall be handled through Association emails;

~~1.5.4.1.3.6.~~ An email to the entire student body must be sent through the College of Graduate and Postdoctoral Studies, as per agreed upon terms, and must adhere to the Association governing documents, or as otherwise indicated in the  
Bylaws.

#### ~~1.6.1.4.~~ Transition Manuals

~~1.6.1.1.4.1.~~ Incoming Executive members ~~will~~ shall receive a transition manual from  
the outgoing Executive.

~~1.6.2.1.4.2.~~ Each Executive member will maintain and update this transition manual throughout their term.

~~1.6.3.1.4.3.~~ At a minimum, the transition manual will include:

~~1.6.3.1.1.4.3.1.~~ A copy of the Association eConstitution, Bylaws and  
Policy manuals, highlighting all sections that directly apply to each individual position.

~~1.6.3.2.1.4.3.2.~~ Detailed description of how to carry out such obligations

~~1.6.3.3.1.4.3.3.~~ Detailed information about the progress of current initiatives and promises made to ~~committees~~ GSA Committees, ~~council~~  
GSA Council and the graduate student body.

~~1.6.3.4.1.4.3.4.~~ Contact information and resources available ~~to~~ for each  
~~executive~~ Executive position.

~~1.6.3.5.1.4.3.5.~~ Contact and scheduling information for ~~the external~~  
committees that the position has served on.

~~1.6.3.6.1.4.3.6.~~ A list of recommended improvements for the role.

~~1.6.4.1.4.4.~~ All Executive members shall ensure that their incumbent has the tools that they need to fulfill the mandate of the position. The outgoing Executive shall answer any questions that the incoming Executive may have and will notify them of duties that may not be outwardly obvious.

~~1.6.5.1.4.5.~~ Wherever possible, the incoming Executive shall shadow the outgoing Executive for a few weeks after election.

~~1.6.6.1.4.6.~~ The outgoing Executive shall make themselves available to aid the incoming Executive for the first month of the new term 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 honoraria of that Executive member shall be waived for their last or first month, respectively.

~~1.7.1.5.~~ Confidentiality Policy

~~1.7.1.5.1.~~ 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. Unless otherwise specified, confidential files will be kept for an indefinite period, unless they are deemed by the Executive to be no longer necessary.

~~1.7.2.1.5.2.~~ The Association will uphold the confidentiality of individual students inquiring about academic or employment related grievances.

~~1.7.3.1.5.3.~~ 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.

~~1.7.4.1.5.4.~~ All bursary applications will remain confidential, and will be filed for one (1) year.

~~1.8.1.6.~~ Human Resources Information

~~1.8.1.6.1.~~ As an employer, the GSA will uphold the confidentiality of its interviewees and employees.

~~1.8.2.1.6.2.~~ Interview information, including resumes, interview process, selection criteria and interviewer notes will be kept on file for 6 months.

~~1.8.3.1.6.3.~~ Performance appraisals will be kept on file for 2 years.

~~1.8.4.1.6.4.~~ These files will be available to the President and Vice President Finance and Operations, and other Executives only when appropriate.

**2. Health and Dental Insurance**

**2.1.** The Vice-President External will act as the liaison between the health and dental insurance provider and Council, and will report on information pertaining to the insurance plan.

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

**2.3.** The Health and Dental Committee shall discuss health and dental changes and make a recommendation to Council.

- 2.4. Council ~~will~~shall decide on the health and dental insurance provider and fees by a two thirds (2/3) majority vote.

### 3. Social Groups Policy

- 3.1. The purpose of a Social Groups Policy is to provide for the social needs of GSA Members.
- 3.2. The Vice-President Academics and Student Affairs will be responsible for overseeing the ratification of Social Groups.
- 3.3. To be ratified, Social groups must:
  - 3.3.1. Have a majority of its total membership be GSA Members.
  - 3.3.2. Have members from more than one Academic Council.
  - 3.3.3. Have completed and submitted an application for ratification including:
    - 3.3.3.1. The official name of the Social Group.
    - 3.3.3.2. The names and NSIDs of the Social Group's executive.
    - 3.3.3.3. The number of Social Group ~~Executives~~executives who are GSA Members.
    - 3.3.3.4. The number of Social Group members who are GSA Members.
  - 3.3.4. Have submitted an up-to-date copy of their constitution which includes:
    - 3.3.4.1. An outline of the Social Group's mission, purpose, structure, and regulations.
    - 3.3.4.2. The official name of the Social Group.
    - 3.3.4.3. The policies and procedures for democratic elections of Social Group executives.
    - 3.3.4.4. The financial procedures and policies of the Social Group.
- 3.3.5. Have submitted a void-cheque.
- 3.4. Social Group status will be effective ~~until~~from the time of ratification by Council until August 31.
- 3.5. Social Groups must reapply for Social Group status each academic year.
- 3.6. Social Groups will be ratified by a two thirds (2/3) majority vote of Council.
- 3.7. A Social Group must:
  - 3.7.1. Exist for the betterment of its members.
  - 3.7.2. Use any membership fees and money for the objectives outlined in the constitution of the Social Group.
  - 3.7.3. Elect its executive in a democratic fashion following the procedure in its constitution.
  - 3.7.4. Hold elections at least once per year.
  - 3.7.5. Hold public meetings.



- 3.7.6. Make its governing documents public to its membership and the Association.
  - 3.7.7. Not exist for the purpose of discrimination or harassment of any group.
  - 3.7.8. Not exist for the financial betterment of its members.
  - 3.7.9. Not be named in a manner that violates any obscenity or copyright legislation.
  - 3.7.10. ~~Be open~~Inclusive to any GSA Member.
- 3.8. A Social Group not operating in accordance with the Social Groups Policy may have its ratified Social Group status revoked by a majority vote of Council.
- 3.9. In the event the application for ratification is rejected, the Social Group may launch an appeal to Council by notifying the Vice-President Academics and Student Affairs in writing.
- 3.10. Ratified Social Groups may have the privilege of:
- 3.10.1. Booking the Commons.
  - 3.10.2. Applying to the Association for funding, as per the Bylaws and Policies of the Association ~~10~~.
  - 3.10.3. Advertising news and events through the Association, with the approval of the Executive.
  - 3.10.4. Being indemnified by the GSA Commons liability insurance for certain events and activities.

#### 4. Graduate Students' Association Commons

4.1.1. ~~The GSA Commons will serve the needs of all graduate students and can be used for academic, professional, and social activities.~~

4.1.2. ~~The Vice-President Finance and Operations Oversees the daily operations of the GSA Commons.~~

4.1.3. ~~The rated capacity of the Commons is 99 persons at any one time, and must be posted in the Commons.~~

4.1.4.

4.1.4.2.

~~4.1.1.1.1. Oversees the daily operations of the GSA Commons.~~

~~4.2. Purpose~~

~~4.2.1.1.1.1. The GSA Commons will serve the needs of all graduate students and can be used for academic, professional, and social activities.~~

~~4.3. Rated Capacity~~

~~4.3.1. The rated capacity of the Commons is 99 persons at any one time, and must be posted in the Commons.~~

4.4.4.3. Commons Coordinators

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

4.4.2.4.3.2. The duties of GSA Commons Coordinators shall include, but are not limited to:

4.4.2.1.4.3.2.1. ~~Be responsible for administrative details of the GSA Commons~~ Administrative tasks.

4.4.2.2.4.3.2.2. Act as a receptionist during daily operations.

4.3.2.3. Coordinate bookings of the GSA Commons.

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

4.5.4.4. Office Manager:

4.5.1.4.4.1. Shall be employed in accordance with Association Bylaws and Policies, as well as the University ~~of Saskatchewan~~ Policies and Saskatchewan Labor laws.

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

4.5.2.1.4.4.2.1. ~~Be responsible for administrative details of the Executive~~ Administrative tasks.

4.5.2.2.4.4.2.2. Act as a receptionist during daily operations.

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

4.5.2.4.4.4.2.4. Understand the duties of the Executives.

4.4.2.5. Commit to maintaining sustainability with changing Executives.

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

~~4.5.2.6.1.1.1.1. Commit to maintaining sustainability with changing Executives.~~

4.6.4.5. Bookings

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

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

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

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

4.6.4.1.4.5.4.1. Association meetings (e.g. Council, ~~and~~ General ~~meetings~~ Meetings, Committee Meetings).

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

~~4.6.4.3.4.5.4.3.~~ Academic Council public events (e.g. lectures invited and organized by Councilors).

~~4.6.4.4.4.5.4.4.~~ Academic Council private events (e.g. social events).

~~4.6.4.5.4.5.4.5.~~ Graduate student events.

~~4.6.4.6.4.5.4.6.~~ Social Group events; and,

~~4.6.4.7.4.5.4.7.~~ Other events.

~~4.6.5.~~ Ratified Academic Councils and Social Groups may book the GSA Commons at no charge during regular Commons hours. Bookings outside of regular Commons hours will be charged at an hourly rate, as indicated on the website;

~~4.6.6.4.5.5.~~

~~4.6.7.4.5.6.~~ Non-ratified groups ~~and non-members~~ may book the GSA Commons at an hourly rate, as indicated on the website.

~~4.6.8.4.5.7.~~ The Executives shall not, unless agreed upon by the Executive, personally volunteer time for groups to host their events.

~~4.6.9.4.5.8.~~ Anyone booking the GSA Commons:

~~4.6.9.1.4.5.8.1.~~ Will provide a damage deposit.

~~4.6.9.2.4.5.8.2.~~ Must return the Commons in the same physical state it was found. Additional charges will result if the cleanup checklist ~~in~~ of the GSA Commons Rental Agreement is not completed and initialed by a GSA Commons Coordinator.

~~4.6.9.3.4.5.8.3.~~ May be levied additional charges for special requests.

~~4.6.10.4.5.9.~~ Groups serving alcohol are responsible for:

~~4.6.10.1.4.5.9.1.~~ Obtaining a liquor permit.

~~4.6.10.2.4.5.9.2.~~ Ensuring that all ~~university~~ University and provincial liquor regulations are followed; and,

~~4.6.10.3.4.5.9.3.~~ Providing any necessary staff.

~~4.6.11.4.5.10.~~ The Association owns two BBQs that may be:

~~4.6.11.1.4.5.10.1.~~ Used on the premises by Association ratified Academic Councils and Social Groups at a flat rate ~~with propane costs and propane will be billed~~ included; and,

~~4.6.11.2.4.5.10.2.~~ Used on the premises by non-ratified groups ~~and non-members~~ at an hourly rate and propane will be billed.

~~4.6.11.3.4.5.10.3.~~ BBQs are to be left as they were found.

~~4.6.11.4.4.5.10.4.~~ Additional charges will apply if the BBQ is found inoperable or dirty.

4.7.4.6. Art

4.7.1.4.6.1. The Association will display artwork by Members in the Commons.

4.7.2.4.6.2. Diversity and variety in make, medium and subject matter are the priorities when selecting artwork for the GSA Commons.

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

## 5. Student Advocacy

- 5.1. Members will be able to approach any Association staff or Executive members with a sensitive question without fear of judgment, harassment or discrimination.
- 5.2. With the exception of imminent danger to the individual or individuals in their surrounding or abuse, student inquiries will remain confidential at the request of the student in accordance with the Confidentiality Policy.
- 5.3. 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.
- 5.4. The Executive and Staff will have knowledge of the resources available to graduate students and to the Association in its role as a student advocate and will refer students when necessary.

## 6. Association Student Handbook

- 6.1. The Association shall publish a handbook for graduate students containing:
  - 6.1.1. Information about the Association and how to get involved.
  - 6.1.2. A day planner.
  - 6.1.3. A directory of resources and services available to students through the Association and externally; ~~and,~~
  - ~~6.1.4. A list of all Association services.~~
- 6.2. The Handbook will be compiled by the Office Manager, under the guidance of the Vice-President External and President.
- 6.3. The Handbook shall be made available and distributed at the annual September orientation events, and throughout the fiscal year as availabilities last.

## 7. Bursary Policy

- 7.1. The Needs-Based Bursary fund will provide assistance to those graduate students who are ineligible for other awards; ~~and~~ who demonstrate:
  - 7.1.1. Difficulties in acquiring funding.
  - 7.1.2. Community involvement; and,
  - 7.1.3. Good academic standing.
- 7.2. Bursary documents, including applications will be kept confidential.

- 7.3. Allocation of bursary funds shall be determined by the Bursary Selection Committee.
- 7.3.1. All Regular Members who are graduate students enrolled with the College of Graduate and Postdoctoral Studies are eligible to apply.
- ~~7.3.2. Applicants must be registered as a graduate student at the University of Saskatchewan in the term of award.~~
- ~~7.3.3. Applicants must not have been awarded a GSA bursary in any of the previous three (3) terms. Students are only eligible to receive this bursary once a year.~~
- ~~7.3.4.7.3.2. Current and previous Executive members are not eligible for Association Bursaries.~~
- ~~7.3.5.7.3.3. Current and previous Members of the Bursary Selection Committee are not eligible for Association Bursaries.~~
- 7.4. Bursary Fund Amount and Distribution
- 7.4.1. The ~~bursary fund~~ allocated budget for the Needs-Based Bursary shall be no less than ~~\$3000-5000~~ for each term.
- 7.4.2. The bursary fund will be distributed evenly between recipients.
- 7.4.3. The ~~bursary-Bursary selection-Selection committee-Committee~~ may choose to re-distribute the allocation of the ~~bursary~~ fund in special circumstances.
- 7.5. Applications will require the submission of:
- 7.5.1. A one page cover letter written by the applicant, outlining their situation and why they are deserving of the bursary.
- 7.5.2. A completed bursary application form (available ~~at the Association office and~~ on the Association website).
- 7.5.3. One letter of recommendation from their supervisor or a faculty member in their department.
- 7.6. Applications will be accepted only ~~in~~ as a hard copy, and under the discretion of the Vice-President Finance and Operations, for extenuating circumstances may be accepted in electronic ~~copy~~ form.
- 7.7. Application deadlines are as follows:
- 7.7.1. Fall term: Mid-October.
- 7.7.2. Winter term: Mid-February.
- 7.7.3. Summer term: Mid-June.
- 7.8. A Bursary Selection Committee will be convened each ~~academic-fiscal~~ year. ~~There can be only up to two (2) Bursary Selection Committee members from any given department.~~
- 7.9. The Bursary Selection Committee shall select recipients using an established rubric that is based on the following criteria:
- 7.9.1. Students who are ineligible for major scholarships.

- 7.9.2. Students who have exhausted the funding for their program.
- 7.9.3. Students in need of child care services.
- 7.9.4. Students who have demonstrated financial need
- 7.9.5. Students with good community involvement
- 7.9.6. Students with strong academic performance.

**7.10. Awarding Bursaries**

- 7.10.1. Bursary recipients will be notified within two (2) weeks of the deadline.
- 7.10.2. The Association shall announce that bursaries have been awarded, but will not release the names of the recipients.

**8. Affiliations Policy**

**8.1. Canadian Federation of Students**

- 8.1.1. The Association shall budget for and send at least one Executive member, usually the Vice-President External, or ~~delegate~~designate, 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 Indigenous Liaison, or ~~delegate~~designate, will 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 two (2) Executives, or their delegates, are to be sent to any of these meetings.
- 8.1.2. There may be opportunities to attend other conferences advertised by the Canadian Federation of Students; however, this will be contingent ~~of~~on fundraising ~~efforts~~and budgetary constraints.

**8.2. ThinkGRAD**

- 8.2.1. The Association shall budget for annual membership fees to ThinkGRAD, unless Council decides by two-thirds (2/3) majority vote to remove affiliation.
- 8.2.2. The Association shall attempt to budget for and send at least one Executive member, usually the Vice-President External, or ~~delegate~~designate, to the August ~~meeting~~ and ~~to the~~ April meetings. This shall happen through a discussion and Executive vote in an Executive meeting. Council approval is required if more than two (2) Executives, or their delegates, are to be sent to any of these meetings.
- 8.2.3. The Vice-President External, and President, shall be the liaison between members of ThinkGRAD and the Association.

## 9. Academic Council Funding

- 9.1. The purpose of Academic Council funding shall be to support graduate student projects and activities in the ~~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 ~~and part time~~ students.
  - 9.4.2. The attendance rate of the Academic Council Representatives to ~~regular~~ Regular Council meetings.
  - 9.4.3. 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 Councilors and b is the ~~maximum attendance rate for the academic year for that Academic Council~~ the number of 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 Group Funding

- 10.1. Ratified Social Groups and ratified Academic Councils may apply for Social Group Funding.
- 10.2. To qualify for funding, a ratified Social Group or Academic Council ~~may~~ must not use the funds for the private use of a few individuals but for use towards serving the membership of the Social Group or Academic Council and the graduate student community in general.
- 10.3. Applications for Social Group Funding shall be made to the President and Vice-President Finance and Operations.
- 10.4. Funds shall be awarded by a majority vote of the Executive.
- 10.5. Social Groups can receive up to a maximum of \$500 in funding per ~~academic fiscal~~ year.
- 10.6. Social Group applications for funding shall be evaluated by the following criteria:
  - 10.6.1. The availability of funds.

- 10.6.2.* If the intent of the funding request fits within the mandate of the Social Group or Academic Council.
- 10.6.3.* Whether the funds will contribute to the- success of the Social Group's or Academic Council's event.
- 10.6.4.* Whether the Social Group, the Academic Council, the Association, and the general graduate student body will benefit from the event; and,
- 10.6.5.* The extent of effort made to secure external funding.
- 10.7.** The Association will not disburse funds to Social Groups or Academic Councils for:
  - 10.7.1.* Direct donation to charity ~~;- either for the Social Group or for other causes-~~.
  - 10.7.2.* The cost of alcohol served at any event.
  - 10.7.3.* The day-to-day administrative costs ~~of the Social Group~~.
  - 10.7.4.* Year-end banquets.
  - 10.7.5.* Graduation banquets; and,
  - 10.7.6.* Travel or travel expenses.

## **11. Corporate VISA Policy**

### **11.1. GSA Credit card**

- 11.1.1.* The Association credit card is to be used for approved GSA purchases only.
- 11.1.2.* Both the Office Manager and the Vice-President Finance and Operations, or if unavailable another member of the Executive team, are required to be together for an approved GSA purchase that is outside the University premises.

### **11.2. Usage**

- 11.2.1.* The GSA 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.
- 11.2.2.* 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.
- 11.2.3.* 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.

### **11.3. Payment**

- 11.3.1.* 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.



11.3.2. The Office Manager and/or Vice-President Finance and Operations must keep track of visa transactions, splitting the payment into the appropriate budget lines.

## 12. Committees of Council

### ~~12.1. Membership~~

~~12.1.1. Total membership of any of the following committees shall not exceed nine (9) total members.~~

### ~~12.2.12.1. Standing Committees of Council~~

#### ~~12.2.1.12.1.1. Budget and Finance Committee~~

~~12.2.1.1.12.1.1.1. Vice-President Finance and Operations, as chair~~

~~12.2.1.2.12.1.1.2. President~~

~~12.2.1.3.12.1.1.3. At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council~~

~~12.2.1.4.12.1.1.4. At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council~~

#### ~~12.2.2.12.1.2. Bursary Selection Committee~~

~~12.2.2.1.12.1.2.1. Vice-President Finance and Operations, as chair~~

~~12.2.2.2.12.1.2.2. Vice-President Academics and Student Affairs~~

~~12.2.2.3.12.1.2.3. At least two (2) Councilors or Alternate Councilors (who must not be from the same department), who are not a member of the Executive, appointed by Council~~

#### ~~12.2.3.12.1.3. Elections and Referenda Committee~~

~~12.2.3.1.12.1.3.1. Council Chair, who shall act as the Chief Electoral Officer and as chair~~

~~12.2.3.2.12.1.3.2. Three (3) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council~~

~~12.2.3.3.12.1.3.3. Three (3) Regular Members, who are not members of Council or the Executive, appointed by Council~~

#### ~~12.2.4.12.1.4. Governance Committee~~

~~12.2.4.1. Vice President External~~

~~12.2.4.2.12.1.4.1. Vice President Finance and Operations Two members of the Executive.~~

~~12.2.4.3.12.1.4.2. Council Chair, as *ex-officio*~~

~~12.1.4.3. At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council~~

~~12.2.4.4~~12.1.4.4. At least one (1) Regular Member, who is not a member of the Executive or Council, appointed by Council.

~~12.2.5~~12.1.5. Code of Ethics and Discipline Committee

~~12.2.5.1~~12.1.5.1. Council Chair, as chair

~~12.2.5.2~~12.1.5.2. At least two (2) Councilors or Alternate Councilors, appointed by Council

~~12.2.5.3~~12.1.5.3. At least two (2) Regular Members, who are not members of ~~Council~~ or the Executive or Council, appointed by Council

~~12.2.6~~12.1.6. Health and Dental Committee

~~12.2.6.1~~12.1.6.1. Vice-President External, as chair

~~12.2.6.2~~12.1.6.2. Vice-President Finance and Operations

~~12.2.6.3~~12.1.6.3. Two (2) Councilors, who are not a member of the Executive, appointed by Council

~~12.2.7~~12.1.7. Awards Selection Committee

~~12.2.7.1~~12.1.7.1. Vice-President External, as chair

~~12.2.7.2~~12.1.7.2. President

~~12.2.7.3~~12.1.7.3. At least two (2) Councilors or Alternate Councilors, who is not a member of the Executive, appointed by Council

~~12.2.7.4~~12.1.7.4. At least two (2) Regular Members, who are not members of Council or the Executive, appointed by Council

~~12.2.8~~12.1.8. Sustainability Committee

~~12.2.8.1~~12.1.8.1. Indigenous Liaison

~~12.2.8.2~~12.1.8.2. Vice-President External

~~12.2.8.3~~12.1.8.3. At least two (2) Councilors or Alternate Councilors, appointed by Council

~~12.2.8.4~~12.1.8.4. At least one (1) Regular Member, who is not a member of ~~Council~~ or the Executive or Council, appointed by Council

~~12.2.9~~12.1.9. Diversity Committee

~~12.2.9.1~~12.1.9.1. Vice-President External

~~12.2.9.2~~12.1.9.2. Indigenous Liaison

~~12.2.9.3~~12.1.9.3. At least one (1) Councilor or Alternate Councilor, appointed by Council, who belongs to the groups outlined in the Terms of Reference

~~12.1.9.4~~12.1.9.4. At least two (2) Regular Members, who are not a member of ~~Council~~ or the Executive or Council, appointed by Council, who belong to the groups outlined in the Terms of Reference

12.1.10. Event Organizing Committee

~~12.1.10.1. Vice-President Academics and Student Affairs, who shall act as chair and oversee the work of the committee;~~

~~12.2.9.4.12.1.10.2. Three (3) graduate students, either Councillors, Alternate Councillors or Regular Members.~~

~~12.3. A call for nominations for the standing committees of Council shall be made to Regular Members two (2) weeks prior to the second, usually in October, meeting of Council.~~

~~12.4. 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, unless the committee is voted by Council to become a Standing Committee.~~

~~12.5. The Chair of each committee shall be elected from and by the membership of the committee, unless otherwise stated.~~

~~12.6. Committees shall present written progress reports to Council.~~

~~12.7. 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.~~

~~12.8. A final committee report shall reflect the majority opinion of the committee. A minority report may also be submitted to Council.~~

~~12.9. Any accompanying recommendations may be received by a motion of Council.~~

### ~~13. Meeting Locations~~

~~13.1. The location for all Council and General Meetings shall be the Commons, unless a larger space is required; and,~~

~~13.2. The location and time of a meeting must be included in the communication announcing the meeting.~~

### ~~14. Meeting Minutes~~

~~14.1. Draft minutes will be posted on the Association website within one (1) week of a Council, General or Executive committee meeting.~~

~~14.2. Approved minutes will be posted on the Association website within forty eight (48) hours of approval.~~

~~14.3. The Council Attendance Record shall be included in the minutes of a Council meeting.~~

~~14.4. Minutes shall be kept during all Committee meetings and shall be forwarded to the Chair for inclusion into Council meeting packages.~~

~~14.5. 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.~~

## **15. ~~Executive Meetings~~**

~~15.1. 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.~~

~~15.2. Each Executive must not miss more than two (2) consecutive Executive meetings or three (3) Executive meetings in total.~~

~~15.3. Executive members may attend Executive meetings via electronic means.~~

## **Committee Meetings**

~~15.4. A member of the committee shall be designated as minute taker by a majority vote of committee members.~~

~~15.5. The committee minute taker or chair will be responsible for forwarding committee minutes to the Chair of Council, if applicable.~~

## **16. ~~Town Halls~~**

~~16.1. 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.~~

~~16.2. Town Hall meetings are open to the public.~~

~~16.3. A Town Hall meeting may be called by any Executive member, or by a majority vote of Council,~~

~~16.4. A Town Hall has no decision making authority and no minutes are recorded.~~

## Terms of Reference: Budget and Finance Committee

### Membership

- Vice-President Finance and Operations, as chair
- President
- At least two (2) Councilors or Alternate Councilors, who are 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 and Rationale:

This Committee shall be convened and be responsible for the drafting of the Operating Budget for the proceeding Financial Year to be approved by the membership 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 Academics and Student Affairs
- Three (3) Councilors or Alternate Councilors (who must not be from the same ~~Academic Council or Department~~department), who is not a member of the Executive, appointed by Council

### Purpose and Rationale:

This Committee shall be convened to administer the collection, evaluation and disbursement of GSA Bursaries in accordance with ~~Policy 7: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

### General

The Elections Committee is a committee of the GSA Council which is responsible for overseeing and managing Elections and Referenda as required by the GSA.

These terms of reference are intended to reflect and interpret relevant Bylaws of the GSA pertaining to elections and referenda and is subordinate to the Bylaws as they may be amended from time to time.

### Membership

- ~~GSA~~Council Chair, who shall act as the Chief Electoral Officer (CEO), and chair
- Three (3) Councilors or Alternate Councilors, who is not a member of the Executive, appointed by Council
- Three (3) Regular members who are not members ~~of Council or of~~ the Executive or Council, appointed by Council

### Meetings

- Quorum shall be defined as a simple majority of voting members.
- Meetings shall be held at the call of the chair, normally during the winter term of each ~~academic~~fiscal year for elections and as necessary for By-elections and Referenda.

### Roles and Responsibilities

- Conduct elections and referenda in accordance with the Articles and Bylaws.
- Conduct elections in accordance with the Election Schedule.
- Conduct referenda in accordance with the Referendum Schedule.
- Be knowledgeable about other procedures and policies necessary for a proper election.
- Interpret and enforce applicable Bylaws.
- Preside over the vote-counting mechanism and election data.
- Remain explicitly and implicitly impartial by not supporting any candidate or registered campaign committee during an election or referendum.
- Develop policies as required; and,
- Perform other tasks as delegated by Council.
- Specific duties as outlined in the Bylaws.

## Other

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:

- a. Seek a position or be a representative in an Election or By-election;
- b. Nominate any person for an Election or By-Election; or
- c. Participate in a campaign committee for a referendum.



## Terms of Reference: Governance Committee

### Membership:

- Two members of the Executive
- Council Chair, as *ex-officio*
- At least two (2) Councillors or Alternate Councillors, who are not a member of the Executive, appointed by Council
- At least one (1) Regular Member, who is not a member of the Executive or Council, appointed by Council.

### Purpose and Rationale:

The Governance committee is required to ensure the Graduate Student Association (GSA) retains the correct documentation (Policies, Bylaws, and Constitution) to fulfill the mandate of the GSA. 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 to Council for policy documents; and (iv) authoring recommendations and bringing forth motions to General Meetings for bylaw documents and constitutional matters.

## Terms of Reference: Code of Ethics and Discipline Committee

### Membership

- Council Chair, as chair
- At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council
- At least two (2) Regular Members, who are not members of ~~Council or the Executive~~ Council, appointed by Council

### Meetings

- Quorum shall be defined as a simple majority of voting members.
- Meetings shall be held at the call of the chair as required throughout the year.

### Roles and Responsibilities

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 Elections 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 to any other person who is not a member of committee, with the exception of the committee chair in his or her formal recommendations to Council, or as required by law or University policy

## Terms of Reference: Health and Dental Committee

### Purpose:

The Health and Dental Committee (herein referred to as H&D committee) exists to serve the insurance needs of graduate students by ensuring that there is appropriate coverage, as determined by the Committee, while containing costs to students at an appropriate level. The Board of Directors ensures that the fee charged to students covers both the insurance premiums as well as an administrative component that covers reasonable expenses and risk associated with administering the plan. This ultimately will require Council input and approval.

### Membership:

- Vice-President External, as chair
- Vice-President Finance and Operations
- Two (2) Councilors, who is not a member of the Executive, appointed by ~~council~~Council,

### Meetings:

- The Committee shall normally meet 3 times per year; additional meetings may be scheduled as necessary during financial review or budgeting periods.
- Committee members will be expected to attend all meetings.
- The H&D committee shall report directly to Council to ensure that all requested coverage is aligned with the fees charged and financial health of the GSA.
- The committee shall consider yearly reports of H&D plan activity, monitor its effectiveness, and recommend any yearly benefit changes to Council.

## Terms of Reference: Awards Selection Committee

### Purpose:

The Awards Selection Committee is a Committee of Council that is responsible for the selection of the Graduate Students' Association Annual Award Winners, under the guidance of the Vice-President External. Individuals selected for these awards will be honoured at the Annual Awards Gala held at the end of each ~~academic~~-fiscal year.

### Membership:

- Vice-President External, ~~who shall chair the meetings~~as chair
- President
- at least (2) Councilors or Alternate Councilors, who is not a member of the Executive, appointed by Council
- at least (2) Regular Members, who are not members of ~~Council~~or the Executive or Council, appointed by Council

### Roles and Responsibilities:

- Determine the criteria and guideline to award selection.
- Assess each nomination package according to the selected criteria.
- By consensus, determine the recipient of each award.
- Serve as volunteers at the Awards Gala.

## Terms of Reference: Sustainability ~~Policy and~~ Committee

This terms of reference is the policy of the GSA Sustainability Committee

### Vision

The sustainability policy is a set of rules and guidelines that ensure that the Graduate Students' Association is a sustainable association that can lead its community by example.

### Scope & Definition

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

### Commitments

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;

1. Promoting awareness of and/solving environmental, social and economic sustainability issues related to graduate students.
2. Assuming responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA.
3. Collaborating and building partnerships with other units to address sustainability.
4. Advising Council on matters related to sustainability.

### External Commitments

1. GSA will advocate for sustainable practices through its university external representation.
2. The GSA will actively collaborate with other student groups and associations in promoting sustainability.
3. Sustainability practices of external entities (companies, associations, firms) should be taken into consideration by the GSA before engaging with them.

### Internal Commitments

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.
- ~~2.~~ The GSA will buy recycled printing paper and will endeavor to source all other office,

~~3.2.~~ event, food etc. supplies from local, fair-trade, and environmentally responsible sources.

~~4.~~ The GSA will adhere to the EH&S (Environment Health and Safety) guidelines for

~~5.3.~~ sustainable events:

- Ensure food is locally sourced when possible (Hive, City Farm, etc..).
- Proper waste triaging for paper, plastic and metal, and compost.
- Minimize plastic use in favor of more recyclable or compostable materials (Water jugs, Concordia dish project, compostable plates, minimal packaging, etc..)

~~6.4.~~ The GSA will not use any Styrofoam products for GSA events or initiatives, as Styrofoam cannot be recycled in Saskatoon.

## Sustainability Committee

### Purpose:

- Promote environmental, social and economic 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
- The committee will be responsible for hosting at least one initiative, whether it be the Sustainability Slam or otherwise, during the ~~academic~~-fiscal year.

### Membership

- Indigenous Liaison;
- Vice-President External;
- At least two (2) Councillors or Alternate Councillors, appointed by ~~council~~Council;
- At least one (1) Regular Members, who is not a member of ~~Council~~ or the Executive or Council, appointed by Council

### Meetings:

- Meetings will be held once a month, or more frequently as needed
- The committee meets once a month, and quorum is 50% of its members (rounded up).

### Roles and Responsibilities:

- The committee provides Council with an action plan for the year in the month of November.

- Every two months (2) the committee presents a status report to Council.
- Vice-President External will be responsible for the above mentioned external commitments.
- Indigenous Liaison will be responsible for the above mentioned internal commitments.

#### Policy Review

These terms of references also serve as the policy of the GSA on Sustainability. This policy should be reviewed by the committee twice a year – at the beginning and last meetings of the committee (in the fall/winter terms). It should be updated to ensure the adoption of best practices and inclusion of new sustainability-related initiatives at the University of Saskatchewan.~~This policy should be reviewed by the committee every year during the winter semester. It should be updated to ensure the adoption of best practices and inclusion of new sustainability related initiatives at the University of Saskatchewan.~~

## Terms of Reference: Diversity Committee

### Purpose

The Diversity Committee will be a standing Council committee and will include, and 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.

### Membership

- Vice-President External
- Indigenous Liaison
- At least one (1) Councilor or Alternate Councilor, appointed by Council, who belongs to the groups outlined in the Terms of Reference
- ~~At least one Council member who belongs to the aforementioned groups~~
- At least two (2) Regular Members, who are not a member of the Executive or Council, appointed by Council, who belong to the groups outlined in the Terms of Reference
- ~~At least (2) members at large (or from council if applicable) who belong to the aforementioned groups~~

This committee will act as a body to:

- make recommendations to the Executives to ensure that 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 that the GSA services/initiatives are inclusive,
- organize diversity events/initiatives in collaboration with the GSA executives and other committees,



Terms of Reference: Event Organizing Committee

Purpose:

The Event Organizing Committee is a Committee of Council responsible for organizing the Graduate Student Research Conference and the Three Minute Thesis Competition (3MT), as well as other events as needed, and functions under the guidance and supervision of the Vice-President Academics and Student Affairs.

Membership:

- The Vice-President Academics and Student Affairs, who will act as chair and oversee the work of the committee
- Three (3) graduate students, either Councilors or Alternate Councilors or Regular Members.

Responsibilities:

- To work collaboratively in the planning, organization, and execution of the Graduate Student Research Conference and the Three Minute Thesis Competition (3MT).
- To promote and encourage participation and attendance by GSA Members at these events.
- To assist in the organization of other events, under the direction of the Vice-President Academics and Student Affairs, as needed.

## PROCEDURES FOR MAJOR MEETINGS

### Council Meetings

Two to four weeks in advance of meeting:

- Chair emails Council members and Executive to request items to add to the agenda. Deadline for items and supporting information is generally eight (8) days in advance of the meeting date.
- Chair advises the Office Manager if a special room booking is required.
- 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.
- Chair begins to construct the list of items to appear on the agenda (first pages of the agenda packages).

At least a week, seven (7) days, in advance of meeting:

- Chair compiles the supporting information into one document and updates the agenda to include page numbers, etc.
- 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 Association website.
- Chair emails the completed agenda package, in PDF format, to all Council members, and reminds members of the meeting details.
- Chair advises the Office Manager if catering is required

At the meeting:

- A Secretary shall record the minutes of the meeting and shall include the attendance.

Within five business days following the meeting:

- 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 Association website. Draft minutes shall be posted within seven (7) days of the meeting, as outlined in the Bylaws.
- The Chair retains a Word file copy of the minutes for approval at the next meeting.

## **General Meetings**

At least 30 days in advance of meeting:

- Chair arranges, normally through PAWS notices, an email to all graduate students to announce the meeting date, time, and place, and also to request items for the agenda.
- Deadline for items and supporting information is at least eight (8) days in advance of the meeting date. 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.
- Chair advises the Office Manager to book the GSA Commons, or if a special room booking is required.
- Chair advises the Office Manager to post the meeting information on the Association's social media outlets and Association website.

At least a week, seven (7) days, in advance of meeting:

- Chair constructs the agenda and compiles the supporting information into a meeting package.
- Chair creates PDF of the agenda package with supporting materials. This PDF is to be sent to the Office Manager to post to the Association website.
- Chair emails the completed agenda package, in PDF format, to all Regular Members via PAWS and through email correspondance (may be included as a link to the website) and reminds Regular Members of the meeting details.
- Chair advises the Office Manager if catering is required.

At meeting:

- A Secretary shall record the minutes of the meeting and shall include the attendance.

Within five business days following the meeting:

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

## Awards Policy

### 1. Purpose of the GSA's Annual Awards Gala:

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

### 2. Nomination Process

- a. Those awarded at a previous GSA Awards Gala are ineligible to be nominated. A list of previous Award winners shall be maintained on the Association website.

- a. Candidates cannot nominate themselves for an award.

- b. Award documents, including applications, shall be kept confidential.

- c. The nomination period shall be open for a minimum of thirty (30) days, and shall end no later than the first week of March.

- d. Applications shall be accepted as dictated by the Vice-President External Affairs and shall include;

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

- ii. A nomination letter (maximum 2 pages).

- iii. 2 reference letters (maximum 2 pages each).

- iv. Optional: a maximum of 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.

### 3. Award Categories and Terms of Reference

#### a. Advising Excellence

- i. This award shall honour 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 honoured advisor shall embody the capacity to stimulate graduate students to think critically and creatively, while enhancing their graduate student learning experience.

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

- iii. Eligibility: Any current University of Saskatchewan faculty member that is/was advising a graduate student that is/was in a graduate program, during the fiscal year of the Awards Gala to which they would be honoured at, at the University of Saskatchewan.

#### b. Excellence in Community Service

- i. This award shall honour a graduate student who has made significant impacts and positive contributions to the local community in Saskatchewan 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 his/her 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 honoured at.

- ii. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty member at the University of Saskatchewan or an alumna of the University of Saskatchewan.
  - iii. We are encouraging letters of reference for this category from community organizations in which the nominee has volunteered with.
  - iv. Eligibility: Any graduate student enrolled during the fiscal year of the Awards Gala in a graduate program at the University of Saskatchewan.
- c. Mark Kroeker Exceptional Student Leadership
- i. This award honours a graduate student who has shown strong leadership and exceptional initiatives at the University of Saskatchewan, going above and beyond his/her call of duty, whilst carrying out the mission of the GSA. This student shall have shown outstanding involvement and collaboration with graduate students in his/her unit of study, as part of an Academic Council, the GSA council, and the GSA executive.
  - ii. 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.
  - iii. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty member at the University of Saskatchewan or an alumna of the University of Saskatchewan.
  - iv. Eligibility: Any graduate student enrolled during the fiscal year of the Awards Gala in a graduate program at the University of Saskatchewan.
- d. Professional Excellence
- i. This award shall honour a non-thesis based graduate student who has made significant academic achievements in his/her field of study and who has made outstanding non-academic contributions to his/her department of studies. The awarded graduate student shall be a favourable member that exemplifies scholarly achievements and community involvement.
  - ii. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty member at the University of Saskatchewan or an alumna of the University of Saskatchewan.
  - iii. Eligibility: Any graduate student enrolled during the fiscal year of the Awards Gala in a non-thesis based graduate program at the University of Saskatchewan
- e. Research Excellence in Humanities, Arts, Social Science, Law or Education
- i. This award shall honour 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 favourable member in the research community, shall exemplify scholarly achievements and shall have contributed to positive collaborations amongst researchers and the community.

- ii. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty member at the University of Saskatchewan or an alumna of the University of Saskatchewan.
    - iii. Eligibility: Any graduate student enrolled during the fiscal year of the Awards Gala in a thesis based graduate program at the University of Saskatchewan.
  - f. Research Excellence in Indigenous Studies
    - i. This award shall honour 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.
    - ii. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty member at the University of Saskatchewan or an alumna of the University of Saskatchewan.
    - iii. Eligibility: An Indigenous graduate student that was enrolled during the fiscal year of the Awards Gala in a thesis based graduate program at the University of Saskatchewan.
  - g. Research Excellence in Interdisciplinary Studies
    - i. This award shall honour 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 favourable member in the research community, shall exemplify scholarly achievements and shall have contributed to positive collaborations amongst researchers and the community.
    - ii. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty member at the University of Saskatchewan or an alumna of the University of Saskatchewan.
    - iii. Eligibility: Any graduate student enrolled during the fiscal year of the Awards Gala in a thesis based graduate program at the University of Saskatchewan.
    - iv. Please note that the graduate student does not have to be enrolled in Interdisciplinary Studies to be considered for this award.
  - h. Research Excellence in Science, Technology, Engineering and Math (STEM)
    - i. This award shall honour a graduate student who has made significant impacts in the field of science, technology, engineering or math and who has produced outstanding research results throughout their course of study. The awarded graduate student shall be a favourable member in the research community, shall exemplify scholarly achievements and shall have contributed to positive collaborations amongst researchers and the community.

- ii. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty member at the University of Saskatchewan or an alumna of the University of Saskatchewan.
- iii. Eligibility: Any graduate student enrolled during the fiscal year of the Awards Gala in a thesis based graduate program at the University of Saskatchewan.

4. Awards Selection Committee

- a. An Awards Selection Committee shall be convened each year.
- b. The Awards Selection Committee shall select recipients using an established rubric based on the following criteria:
  - i. Eligibility
  - ii. Academic Performance
  - iii. Commitment to the award criteria
  - iv. Excellence in field of study
  - v. Evidence of professional development
  - vi. Evidence of Reciprocity
  - vii. Evidence outlined in nomination and reference letters
- c. Award recipients, along with their nominators, shall be notified within three (3) weeks of the deadline.
- d. Those who were not a recipient of an award shall be notified as well, along with their nominators, within two (2) weeks of the deadline.
- e. The Vice-President External Affairs shall extend an invitation for each Award Winner, and a guest, to the Awards Gala.