



University of Saskatchewan- Graduate Students' Association

Annual General Meeting

Tuesday, April 19th, 2022

Zoom Meeting

AGENDA

The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
 - 3.1 GSA Annual General Meeting 2021 – April 13th, 2021**
- 4. Motion**
 - 4.1 Motion to receive GSA Standing Committee Reports and Executive Minutes**
 - 4.1.1 Executive Meeting Minutes – March 30, 2022**
 - 4.1.2 Governance Committee Meeting Minutes**
 - 4.1.2.1 Governance Committee Meeting Minutes - January 21, 2022
 - 4.1.2.2 Governance Committee Meeting Minutes - February 1, 2022
 - 4.1.2.3 Governance Committee Meeting Minutes - February 9, 2022
 - 4.1.2.4 Governance Committee Meeting Minutes - February 16, 2022
 - 4.1.2.5 Governance Committee Meeting Minutes - February 23, 2022
 - 4.1.2.6 Governance Committee Meeting Minutes - March 2, 2022
 - 4.1.3 Bursary Selection Committee Meeting Minutes**
 - 4.1.3.1 Bursary Selection Committee Meeting Minutes – July 21, 2021
 - 4.1.3.2 Bursary Selection Committee Meeting Minutes – July 27, 2021
 - 4.1.3.3 Bursary Selection Committee Meeting Minutes – November 22, 2021
 - 4.1.3.4 Bursary Selection Committee Meeting Minutes – November 28, 2021
 - 4.1.4 Sustainability Committee Meeting Minutes**
 - 4.1.4.1 Sustainability Committee Meeting Minutes – February 2, 2022
 - 4.1.5 Awards Committee Meeting Minutes**
 - 4.1.5.1 Awards Committee Meeting Minutes – March 8, 2022
 - 4.1.5.2 Awards Committee Meeting Minutes – March 28, 2022

4.2 Motion: Honorary Lifetime Membership

WHEREAS Section 5.1.4 of the GSA Constitution permits the naming of an Honorary Lifetime Member which is purely symbolic. Such a position shall be awarded by a majority vote at a General Meeting.

BE IT RESOLVED THAT Reggie Nyamekye be made an honorary lifetime member in recognition of her diligence, dedication, and years of service to the GSA that served to enhance the image, reputation, and standing of the Association.

Moved: Rifat Zahan

Seconded: Mostofa Kamal

4.3 Motion: Governance Documents

WHEREAS Section 8.6 of the Constitution of the University of Saskatchewan Graduate Student Association Inc. (GSA) allows a General Meeting of the membership to amend the GSA Constitution, Bylaws, and Policies.

BE IT RESOLVED that the Bylaws and Policies be so amended as recommended by the GSA Governance Committee, as set forth in the following supporting documents (Revised Bylaws, Revised Policies) and take effect May 1, 2022.

BE IT FURTHER RESOLVED that the membership consents to the correction of nonsubstantive corrections, such as numbering, section order and typographical errors, which may arise following these amendments.

Moved: Rifat Zahan

Seconded: Mostofa Kamal

4.4 Motion: Approval of the GSA Financial Statements

WHEREAS Section 8.1.2.1 of the GSA Constitution governs the presentation of Financial Statements to the Membership.

BE IT RESOLVED THAT the reviewed financial statements of the University of Saskatchewan Graduate Students' Association Inc. be accepted for the year ended April 30, 2021 and April 30, 2022.

Moved: Ehsan Moradi.

Seconded: Rifat Zahan.

4.5 Motion: Approval of the GSA Auditor for the 2022-2023 Financial Year

WHEREAS Section 8.1.2.2 of the GSA Constitution and Section 149(1) of the Saskatchewan Non-Profits Corporation Act governs the appointment of an auditor.

BE IT RESOLVED THAT Buckberger Baerg and Partners LLP be appointed as auditors for the 2022-2023 Financial Year.

Moved: Ehsan Moradi.

Seconded: Rifat Zahan.

5. GSA Executives' Annual Report

5.1 President's Report

5.2 Vice President Finance & Operations Report

5.3 Vice President Student Affairs Report

5.4 Vice President External Report

5.5 Questions & Answers

6. Election Results

7. Introduction of New Executive

8. Other Business

9. Adjournment



University of Saskatchewan - Graduate Students' Association
GSA Executive Meeting Minutes
March 30, 2022 – In Person
6:45 PM – 7:30 PM

The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

Present: Rifat Zahan (President), Ehsan Moradi (Vice-President Finance and Operations), Mostofa Kamal (Vice-President Academic and Student Affairs), Devin Cherneski (Vice-President External Affairs).

Regrets/Absent: None

Guests: N/A

1. Call to Order / Opening Remarks

The meeting was called to order at 7:00 PM by GSA *President Zahan*.

2. Approval of the Agenda

President Zahan asked whether there were any amendments to the agenda as circulated. There was no amendment.

Motion: To approve the current agenda

Moved: VP Academic and Student Affairs

Seconded: VP External Affairs

***Vote: All in Favour,
Motion Carried.***

3. Approval of the last Executive Meeting Minutes

President Zahan asked whether there were any amendments to the last executive meeting minutes as circulated. VP External Affairs indicated draft minutes were distributed to the executive for proofreading. Minutes were from March 1, 2022.

Motion: To approve executive meeting minutes from March 1, 2022.

Moved: VP Academic and Student Affairs

Seconded: VP External Affairs

***Vote: All in Favour,
Motion Carried.***

4. Items for decision

4.1 To approve the final date for the 2022 GSA Annual Awards Ceremony.

Motion: To approve the date for the 2022 GSA Annual Awards Ceremony at April 13, starting at 5:00 pm.

Moved: VP External Affairs

Seconded: VP Academic and Student Affairs

***Vote: All in Favour,
Motion Carried.***

5. Items for Discussion

5.1 Monthly budget update – The VP of Finance and Operations forwarded an updated GSA budget forecast spreadsheet for the executive members to review.

5.2 GSA Annual Awards Ceremony 2022 – The VP of External Affairs and the President discussed the upcoming GSA annual awards ceremony that will be at the GSA Commons on Wednesday, April 13th, 2022. The executives plan to invite all winners from the annual awards, 3MT competition, and Sustainability Committee photo-voice competition. Plans are in place with

the evening schedule, Emcee, and speeches from winners and senior leaders. We discussed the number of invitees and will only invite up to 50 people as we gradually reopen from the pandemic. Our executive discussed our potential invitee list and will finalize plans when the next Awards Committee has meeting, including food and beverages. The VP of External Affairs discussed having an elderly person say a prayer and land acknowledgement at the event. President Zahan indicated she would contact Dr. Angela Jaime, Vice-Provost, Indigenous Engagement to discuss having a representative from one of the Elders attend the awards ceremony or someone they recommend.

5.3 3MT Thesis Competition – The VP of Academic and Student Affairs discussed the upcoming 3MT event held online this coming Friday, April 1, 2022. There are over 52 abstract submissions with everything ready to go on the agenda, including equipment and volunteers. The event will start at 10:00 a.m. with opening remarks and competition rules, including any questions. The Dean from the College of Graduate and Postdoctoral Studies (CGPS) will attend from noon until 2:00 pm and give a brief speech. The VP of Academic and Student Affairs indicated that the 3MT judges would come from diverse academic backgrounds, i.e., social sciences, law, computer science, etc. VP Kamal noted that he would continue to network to find more judges and backups. The deadline to decide winners was discussed for around Monday, April 11th.

5.5 GSA Contribution to the Need base bursary

The VP Finance and Operations suggested that GSA contribute to the GSA bursary by 40,000 CAD from reserve fund that is accumulated from past years remaining budget. He mentioned that now we are in the post-Covid recovery period, and it could help at least 40 students to keep their research advances. VP Moradi continued that this motion should go to the Budget Committee after executives' approval and then to the AGM, so that the next executive committee be able to use the extra money to support more graduate students.

Motion: To approve withdrawal of 40,000 CAD from reserve fund to contribute to the GSA Bursary

Moved: VP Finance and Operations

Seconded: VP Academic and Student Affairs

***Vote: All in Favour,
Motion Carried.***

5.7 GSA's Stand Against Tuition Hikes

When the university is reopening following the global pandemic, the graduate students at the University of Saskatchewan are seeing hikes in their tuition, even though not all the students have recovered from the financial, mental, and emotional stress of the pandemic yet. Specially, increasing standard thesis-based Masters tuition fees for international students is not really feasible at this post-pandemic time.

The tuition increase projection presented by College of Graduate and Postdoctoral Studies (CGPS) translates to a 21.55% more tuition fees for students to pay during 2023-2024 academic year compared to 2020-2021 academic year. On the other hand, international students enrolled in the standard priced Masters

program will see 8.6%, 26%, 48.83%, 56.27% more tuition fees during 2021-2022, 22-23, and 23-24 academic year compared to 2020-2021 academic year.

The university's decision to approach the U15 standard in terms of tuition fees is not realistic given the fact that there exists variation in terms of student experiences, funding packages, and financial support in other U15 universities. Canada's economy is heavily benefitted from the innovation of the research work conducted by international graduate students, as low tuition rate, and good funding package attracts more international students in this country. With the proposed tuition increase in the next few years, the GSA is afraid that the province of Saskatchewan will be behind other U15 universities in terms of innovation and socio-economic development.

The GSA strongly supports this freezing of tuition once a student starts their academic program when scholarship/stipend does not increase the same way tuition rate increases in the following years.

5.8 GSA Honorary Lifetime Membership to Reggie

GSA Constitution permits the naming of an Honorary Lifetime Member which is purely symbolic. Such a position shall be awarded by a majority vote at a General Meeting.

Reggie Nyamekye spent her valuable time to guide the transitioned GSA Chair and Vice-Chair. She also made her available for any volunteer opportunities at GSA, whenever needed.

Motion: Reggie be made an honorary lifetime member in recognition of her diligence, dedication, and years of service to the GSA

Moved: President

Seconded: VP Academic and Student Affairs

***Vote: All in Favour,
Motion Carried.***

6. Closed Session

7 Adjournment of Meeting – President Zahan motioned to adjourn the executive meeting in April 2022.

Motion: To adjourn the meeting at 7:30 PM

Moved: VP Academic and Student Affairs

Seconded: VP External Affairs

***Vote: All in Favour,
Motion Carried.***

The meeting was adjourned at 7:30 PM.



University of Saskatchewan – Graduate Students’ Association

Governance Committee Meeting

January 21, 2022 – Online Meeting via Zoom

Attendees: Rifat Zahan (President), Mostofa Kamal (VP Academic and Student Affairs), Hema Sandeep Narava (Council Chair), Elyse Proulx-Cullen (Councillor), Nabeela Kanwal (Regular/General Member), Ankita Srivastava (Regular/General Member)

Absentees: William Davis (Regular/General Member), Eronmwon Joyce Iroque (Regular/General Member)

Regrets: None

Guests: None.

Items for Action:

- **Selection of Committee Chair**

The President received a request from Eronmwon to serve as the committee Chair. However, they were not present in the meeting. Since the meeting needs to be carried forward and given Elyse’s experience with GSA governing committees for several years, her name was put forward to serve as the committee Chair.

Motion to approve Elyse Prolux-Cullen as the Governance Committee Chair for 2022.

Moved by Mostofa Kamal.

Seconded by Ankita Srivastava.

***5 in Favour,
Motion Carried.***

- **Circulate the terms of reference for the committee**
Update: emailed to members by President Zahan
- **Circulate the constitution**
Update: emailed to members by President Zahan

Proposed amendments to the GSA By-Laws:

Section of the By-Laws	Amendments
2 Executives	<p>Institute Bylaws to regulate workload within the Executive Committee when a Vice-President position remains vacant.</p> <p>Revisiting duties of each Executive was also proposed. It was proposed that revisiting the policies and by-laws adapted to extenuating circumstances, like, pandemic needs to be done, which has increased a significant amount of workload for GSA Executives.</p>
2.6 VP Indigenous Engagement	<p>Committee Chair Proulx-Cullen brought up the topic of VP Indigenous Engagement, as to what can be done to get Indigenous students interested to serve at GSA as Executive. The President and VP Academic & Student Affairs raised several challenges that GSA Executives faced while having the VP Indigenous Engagement position empty for over seven months. The President mentioned that when the Council Chair advised following a call for a by-election for VP Indigenous Engagement position, the President reached out to university leaders, who worked on Indigenous issues, for recommending students to serve at VP Indigenous Engagement position. There were no names coming forward. There was one interested candidate's name, who was selected in the January council meeting as VP Indigenous Engagement. Unfortunately, the person wants to leave because of workload.</p> <p>Therefore, the members of the Governance committee urged the need of having Indigenous students' voice to research how GSA can support the future VP Indigenous Engagement for the Indigenization of GSA.</p> <p>Committee Chair Proulx-Cullen mentioned that considering the outreach efforts in getting Indigenous Engagement interested and engaged in GSA have not resulted in filling this vacancy and considering recruitment is not</p>

	<p>in the scope of the current Governance Committee, this item will be revisited afterwards.</p>
<p>4 Elections and Referenda</p>	<p>Executives and the GSA Council Chair (i.e, Chief Electoral Officer) mentioned some practical challenges faced at GSA following the election season. Therefore, it was proposed that there should be a minimum-level background check of the candidates (i.e., at least a google search). Candidate's consent to conduct background check should be obtained during election season. The Election and Referendum Committee should have the option to reach out to the candidate's department, or academic council for reference check. The Committee should have the option to ask candidates if they have any investigation or legal process past or on-going. Such information will be safeguarded by the Election and Referendum Committee and will not be disclosed to Executives. If any concerns arise in future regarding an Executive, such information will be revisited by the Chief Electoral Officer, who is also serving in the Code of Ethics and Discipline Committee.</p> <p>Another proposal was brought forward by the existing Executives that to run for the President role, candidates must have prior experience in either their academic council, or GSA council, or standing committees. Prior committee and board experience was also brought forward for Executive positions.</p> <p>The GSA Council Chair proposed a review of the social media restriction for campaigns during the election season.</p>
<p>Other Items</p>	<p>The Governance Committee proposed to go through the governing documents, other items may come forward for revision.</p>

Other Items:

- Members agreed to have at least six meetings during this tenure (i.e., three meetings in February, three meetings in March).
- The proposed by-law changes should be presented for approval in April Annual General Meeting.

Conclusion:

- Governance Committee Chair to send a doodle poll for upcoming meetings.
- Meeting adjourned at 3:58 PM, moved by Kamal and seconded by Srivastava.



University of Saskatchewan – Graduate Students' Association

Governance Committee Meeting

February 1, 2022 – Online Meeting via Zoom

Attendees:

Rifat Zahan (President),
Mostofa Kamal (VP Academic and Student Affairs),
Hema Sandeep Narava (Council Chair),
Elyse Proulx-Cullen (Councillor),
Nabeela Kanwal (Regular/General Member),
Ankita Srivastava (Regular/General Member)

Absentees:

William Davis (Regular/General Member),

Regrets:

Eronmwon Joyce Iroquois (Regular/General Member)

Guests:

None.

Chair and Notetaker:

Elyse Proulx-Cullen (Councillor)

Meeting Minutes Compilation:

Rifat Zahan (President)

1. Call to Order/Opening Remarks

Chair calls the meeting to order at 5:35 PM and welcomes members of the Governance Committee.

2. Agenda for this meeting

Chair presents the order of business which is to review the GSA Bylaws (April 23rd 2021 Version). The Chair suggested going through those bylaws that were proposed to be amended in the previous committee meeting. Chair Proulx-Cullen also added that once time permits, the committee can go through the other part of the governing documents after the proposed amendments.

Moved by Rifat Zahan

Seconded by Hema Sandeep Navara

3. Proposed amendments to the GSA By-Laws:

Section of the By-Laws	Amendments
2.2 President	Added 2.2.1.11. The President shall assign responsibilities and workload to Executives as per position vacancies. The President shall assign workload through a process of a minimum of one consultation with all existing Executives.
2.3 Vice-President Finance and Operations	Removed 2.3.1.5. Act as recording secretary for the Executive Meetings. Added 2.3.1.14. Organize and coordinate assigned vacancy workload from President as per consultation with all existing Executives.
2.4 Vice-President Academic and Student Affairs	Removed 2.4.1.6. Responsible for the ratification of all Academic Councils and Social Groups. Added 2.4.1.9. Organize and coordinate assigned vacancy workload from President as per consultation with all existing Executives.
2.5. Vice-President External Affairs	Added 2.5.1.11. Act as recording secretary for the Executive Meetings. 2.5.1.12. Responsible for on-campus and off-campus housing issues of Graduate students.

	2.5.1.13. Organize and coordinate assigned vacancy workload from President as per consultation with all existing Executives.
2.6 Vice-President Indigenous Engagement	<p>Due to on-going vacancy and unsuccessful at fulfilling this position and retention, this position is being temporarily dissolved until interest is known from Indigenous Graduate Students to reinstate this position. As a result, a proposal was put forward to establish a GSA Standing Committee Indigenous Affairs/Engagement with a dedicated budget – to bring to the budget committee. The Chair of the committee must be a self-declared Indigenous graduate student. The members of the committee should be ratified by the GSA Council. The members are to define the strategies and orientations under the guidance of the Chair)</p> <p>Therefore, the bylaws under VP Indigenous Engagement would be removed from the VP position but may be put under the new standing committee Indigenous Affairs/Engagement Committee.</p>
2.8 Resignation of an Executive Member	<p>Changed</p> <p>2.8.1 An Executive member may resign from their position at any time during their term by submitting an electronic letter of resignation to either the President, Council Chair or Office Manager. Who receives the resignation is responsible to immediately communicate to the other two (President, Council Chair, Office Manager). The workload resulting from this resignation is to be reassigned by the President as per consultation with all existing Executives. The resignation of an Executive member will take effect immediately following the submission of the letter.</p>

4. Other Business

- Governance Committee Chair to send a doodle poll for upcoming meetings.
- President to share the changed bylaw documents with other members of the committee.
- Chair asks if there is any new order of business. There was none.

5. Adjournment of the Meeting

Meeting adjourned at 7:00 PM

Moved by Nabeela Kanwal

Seconded by Hema Sandeep Navara



University of Saskatchewan – Graduate Students’ Association

Governance Committee Meeting

February 9th, 2022 – Online Meeting via Zoom

Attendees:

Rifat Zahan (President),
Hema Sandeep Navara (Council Chair & Chief Electoral Officer)
Elyse Proulx-Cullen (Councillor),
Nabeela Kanwal (Regular/General Member),
Ankita Srivastava (Regular/General Member)
Eronmwon Joyce Iroque (Regular/General Member)

Absentees:

None.

Regrets:

Mostofa Kamal (VP Academic and Student Affairs),

Guests:

None.

Chair:

Elyse Proulx-Cullen (Councillor)

Recording Secretary:

Ankita Srivastava (Regular/General Member)

Meeting Minutes Compilation:

Rifat Zahan (President)

1. Call to Order/Opening Remarks

Chair calls the meeting to order at 5:35 PM and welcomes members of the Governance Committee.

2. Motion to nominate Ankita Srivastava as the Recording Secretary

*Moved by Rifat Zahan
Seconded by Nabeela Kanwal*

3. Approval of the February 1st meeting minutes

*Moved by Ankita Srivastava
Seconded by Nabeela Kanwal*

4. Approval of Agenda for this meeting

*Moved by Ankita Srivastava
Seconded by Hema Sandeep Navara*

5. Proposed amendments to the GSA By-Laws:

Section of the By-Laws	Amendments
Council Chair	<p>Added</p> <p>1.14 Suspension or Removal of the Chair</p> <p>1.14.1 A Chair may be suspended or removed from GSA, as the case may be, by a two-thirds (2/3, 67%) majority vote of Council or by a supermajority vote of Regular Members at a General Meeting, normally on a majority recommendation from the Executive or the Code of Ethics and Discipline Committee.</p> <p>1.14.2 The maximum time period of a suspension shall be one (1) month.</p> <p>1.14.3 A suspended Chair shall forfeit their fee for the term of the suspension.</p> <p>1.14.4 In the event of the removal of a Chair, the President will follow the Bylaw to fill the vacant Chair position, holding the selection process as soon as possible. A call for nominations for Council Chair must be sent to Regular Members at least fifteen (15) days prior to the Council Meeting in which the Council Chair will be elected.</p> <p>1.14.5 Following the removal of the Council Chair the Vice-Chair will act as the Council Chair until a new Chair has been selected by the Council.</p>
Vice-Chair	<p>Added</p> <p>1.15 Suspension or Removal of the Vice-Chair</p> <p>1.15.1 The Vice Chair may be suspended or removed from GSA, as the case may be, by a two-third (2/3, 67%) majority vote of Council or by a supermajority vote of Regular Members at a General meeting, normally on a majority recommendation from the Executive or the Code of Ethics and Discipline Committee.</p> <p>1.15.2 The maximum time period of a suspension shall be one (1) month.</p> <p>1.15.3 In the removal of a Vice-Chair, the President will follow the Bylaw to fill the vacant Vice-Chair</p>

	position, holding the selection process as soon as possible, but within no more than forty (40) days of the removal.
Elections and By-Elections	<p>Added</p> <p>4.13.2.4.5 President Nominee must have past professional experience as either GSA Council Chair, GSA Vice-Chair, GSA Executive, GSA Councillor, GSA Recording Secretary, member of GSA standing committee, member of University of Saskatchewan search committee, Executive member of Academic Council unit or GSA Ratified Social Group, executive experience at any University of Saskatchewan undergraduate student society or union.</p> <p>4.13.2.4.6 Executive nominee is preferred to have associative experience as described in the bylaw 4.13.3.4.5 or significant volunteer experience pertaining to the University of Saskatchewan community, or any other educational institute, or local/provincial/federal level experience.</p> <p>4.13.2.4.7 If the campus remains open and the GSA Commons is open, the Executive must be able to serve in GSA Commons in person following the discussion with the Executives.</p> <p>Added</p> <p>4.13.3.11 The Nominee must provide consent to conduct general background check by the Elections and Referenda Committee.</p> <p>Added</p> <p>4.13.6.1.2 The Nominee has met all the requirements to as outlined in the Bylaws 4.13.3.4.5 – 4.13.3.4.7</p> <p>4.13.6.1.3 The Nominee’s general background check did not exhibit any concerning matters that are objectionable to the Elections and Referenda</p>

	Committee.
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6. Other Business

- Suggestions were put forward to the GSA Chair to send follow-up emails to the members of Council who are not attending meetings regularly. Some discussions also took place on how to enforce attendance especially to critical meetings following the bylaws.
- Governance Committee members discussed on GSA Council meeting participation and meeting formats as sanitary measures change and the University of Saskatchewan in fully open. Discussion was surrounded around hybrid formatting (online and in-person) of the meeting, how to engage graduate students registered in online/remote/distance-based education program, etc.
- Add a similar point in the Councilor section -of what is on 3.15.3.
- If time permits during the tenure of this Committee: Refer policy documents, number of councilor
- Chair asks if there is any new order of business. There was none.

7. Adjournment of the Meeting

Meeting adjourned at 7:00 PM

Moved by Hema Sandeep Navara

Seconded by Ankita Srivastava



University of Saskatchewan – Graduate Students’ Association
Governance Committee Meeting
February 16th, 2022 – Online Meeting via Zoom

Attendees:

Rifat Zahan (President),
Mostofa Kamal (VP academic and Student affairs)
Elyse Proulx-Cullen (Councillor),
Nabeela Kanwal (Regular/General Member),
Ankita Srivastava (Regular/General Member)
Eronmwon Joyce Iroque (Regular/General Member)

Absentees:

None.

Regrets:

Nabeela Kanwal (Regular/General Member)

Guests:

None.

Chair:

Elyse Proulx-Cullen (Councillor)

Recording Secretary:

Ankita Srivastava (Regular/General Member)

Meeting Minutes Compilation:

Rifat Zahan (President)

1. Call to Order/Opening Remarks

Chair calls the meeting to order at 5:41 PM and welcomes members of the Governance Committee.

2. Approval of the February 9th meeting minutes

Moved by Mostofa Kamal
Seconded by Eronmwon Joyce

3. Approval of Agenda for this meeting

Moved by Ankita Srivastava
Seconded by Rifat Zahan

4. Proposed amendments to the GSA By-Laws:

Section of the By-Laws	Amendments
Elections and By-Elections	Added 4.13.3.11 The Nominee must consent to conduct general background check by the Elections and Referenda Committee – If elected, electee must provide an affidavit of good conduct signed before a notary public.
Elections and By-Elections	Added 4.13.11.7 - Eight percent (8%) of the total graduate student body must vote in an Election/By-Election, for all the Executive, except for the Vice-President Indigenous Engagement position. Eight percent (8%) of the Indigenous graduate student body must vote in an Election/By-Election for the Vice-President Indigenous Engagement position. In cases where this does not occur, the Elections and Referenda Committee can, at their discretion, choose to move forward with the voting results without extending the voting period or holding a new election. (Need to refer to Election and referenda committee AGM)

Elections and By-Elections	<p>Added</p> <p>4.13.12.3 - As soon as all violations or complaints have been dealt with by the Elections and Referenda Committee, as per Bylaw 4.10, the Chief Electoral Officer shall ask for the results to be posted on the Association's website and social media platforms and shall notify all Candidates of the results.</p>
Referenda	<p>Modified-</p> <p>4.14.9.7.1.6 - May use their own websites, social media (such as Facebook, LinkedIn, Twitter, Instagram, WhatsApp, etc.) and may send mass emails for campaign purposes provided; 1- Each Campaign Committee is responsible for learning and following applicable University rules, regulations, and policies regarding electronic communication. 2- These websites, social media platforms and email lists must be the Campaign Committee's own and not provided or belonging to others. 3- All platforms, apps, and communication tools used must not share contact details, emails, information to others for e.g., Sending a group message in a BCC (blank carbon copy) to protect people's details and identities. 4- At the discretion of the Elections and Referenda Committee, other restrictions may apply.</p>
Referenda	<p>Modified-</p> <p>4.14.9.7.8 - Shall ensure their campaign materials are taken down 24 hrs after the last day of voting.</p>
Referenda	<p>Modified –</p> <p>4.14.12 - Campaigning shall be allowed during the voting period.</p>

Violations and complains	<p>Removed –</p> <p>4.15.4 – Removed the verbs and reads as follows: The Chief Electoral Officer, in consultation with the Elections and Referenda Committee, shall investigate and deal with those complaints received within twenty-four (24) hours after the complaint deadline.</p>
Signing Officers	<p>Added –</p> <p>5.7.5 - In the case where one of the signing officers is absent for an extended period of time, the Executives must appoint another Executive member, within five (5) business days, as a third co-signer by a majority vote of the Executives.</p>

5. Other Business

- The committee assignment will be made available in the policy documents.
- Chair asks if there is any new order of business. There was none.

6. Adjournment of the Meeting

Meeting adjourned at 7:00 PM

Moved by Rifat Zahan

Seconded by Mostofa Kamal



University of Saskatchewan – Graduate Students' Association
Governance Committee Meeting
February 23rd, 2022 – Online Meeting via Zoom

Attendees:

Rifat Zahan (President),
Mostofa Kamal (VP academic and Student affairs)
Elyse Proulx-Cullen (Councillor),
Nabeela Kanwal (Regular/General Member),
Ankita Srivastava (Regular/General Member)

Absentees:

None

Regrets:

Eronmwon Joyce Iroque (Regular/General Member)

Guests:

None.

Chair:

Elyse Proulx-Cullen (Councillor)

Recording Secretary:

Ankita Srivastava (Regular/General Member)

Meeting Minutes Compilation:

Rifat Zahan (President)

1. Call to Order/Opening Remarks

Chair calls the meeting to order at 5:34 PM and welcomes members of the Governance Committee.

2. Approval of the February 16th meeting minutes

Moved by Rifat Zahan
Seconded by Ankita Srivastava

3. Approval of Agenda for this meeting – Revision of item 4.13.7.5.3

Moved by Ankita Srivastava
Seconded by Nabeela Kanwal

4. Proposed amendments to the GSA Policy Manual:

Section of the By-Laws	Amendments
Copyright	Added 1.3.4 – Sharing of public content is allowed, sharing of non-original content must mention the owner of the content and/or receive approval.
Commons Policy	Added 5.1.1- In the case of governmental sanitary regulations capacity might be adjusted.
Health and Dental Insurance Policy	Changed to 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. 8.3 - The Executive shall discuss health and dental changes and make a recommendation(s) to the Board. The Board, via the Vice-President Finance and Operations, shall discuss any changes to the plan to Council.

5. Other Business

- **1.4.6** – Check the exact bylaw number as it changed after meeting and correct Section 6 in that.
- **7.6** – Send a reminder to the sustainability Committee to send inputs to Governance Committee.
- **13.3.8**- Research Excellence in Science, Technology, Engineering & Maths – to be revisited in next meeting on March 2nd.

6. Adjournment of the Meeting

Meeting adjourned at 7:00 PM

Moved by Rifat Zahan

Seconded by Nabeela Kanwal



University of Saskatchewan – Graduate Students' Association
Governance Committee Meeting
March 2nd, 2022 – Online Meeting via Zoom

Attendees:

Rifat Zahan (President),
Mostofa Kamal (VP academic and Student affairs)
Elyse Proulx-Cullen (Councillor),
Nabeela Kanwal (Regular/General Member),
Ankita Srivastava (Regular/General Member)
Eronmwon Joyce Iroque (Regular/General Member)

Absentees:

Jovita Dias (Council Chair)

Regrets:

None

Guests:

None.

Chair:

Elyse Proulx-Cullen (Councillor)

Recording Secretary:

Ankita Srivastava (Regular/General Member)

Meeting Minutes Compilation:

Rifat Zahan (President)

1. Call to Order/Opening Remarks

Chair calls the meeting to order at 5:31 PM and welcomes members of the Governance Committee.

2. Approval of the February 23rd meeting minutes

Moved by Rifat Zahan

Seconded by Nabeela Kanwal

3. Approval of Agenda for this meeting

Moved by Mostofa Kamal

Seconded by Ankita Srivastava

4. Proposed amendments to the GSA Policy Manual:

Section of the Policy Manual	Amendments
Research Excellence	<p>Added and divided 13.3. into</p> <p>13.3.8 Research Excellence in Science, Technology, Engineering or Math (STEM):</p> <p style="padding-left: 40px;">The following award categories will be considered for nomination-</p> <p style="padding-left: 40px;">(1) STEM Medical Science and Public Health (examples include but not limited to, Human Medicine, Nursing, Public Health, Dentistry, Veterinary Medicine, etc.),</p> <p style="padding-left: 40px;">(2) STEM Natural Sciences (examples include but not limited to, Chemistry, Biology, Math, Agriculture, Physics, Ecology, Geology, etc.),</p> <p style="padding-left: 40px;">(3) STEM Technology and Engineering (examples include but not limited to, Computer Science, Chemical Engineering, Mechanical Engineering, etc.).</p> <p>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.</p> <p>13.3.8.2 The awarded graduate students shall be a favorable member in the research community, shall exemplify scholarly</p>

	achievements and shall have contributed to positive collaborations amongst researchers and the community
Code of ethics and discipline committee	Added 15.1.5.1- Council chair, or as outlined in the terms of reference.
Award Selection Committee	Added 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.
Appendix	Scheduled Committee Assignments of GSA Executives

5. Proposed amendments to the GSA Bylaws:

Section of the By-Laws	Amendments
------------------------	------------

Executive	<p>Added</p> <p>2.1.3.18 The full list of scheduled meetings executives are supposed to attend are outlined in the Appendix of GSA Policy Manual. Executives should discuss among themselves to collectively identify and determine which individual will attend any unscheduled meeting(s).</p>
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6. Other Business

- **Award Selection Committee** – VP academic & Student Affairs will make recommendations for matrix evaluation to the President.
- Rifat to include Committee assignment in Policy document and make changes in Bylaws.
- Prepare documents for AGM.

7. Adjournment of the Meeting

Meeting adjourned at 6:48 PM

Moved by Rifat Jahan
Seconded by Eronmwon Joyce Iroque



University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
July 21th, 2021 – WebEx
6:30 PM – 7:30 PM
2021 – Spring/Summer Term

Members Present: Ehsan Moradi (VP Finance and Operations), Olusola Akintola (VP Academic and Student Affairs), Mostofa Kamal (Council Member), Iyanu Kumayon (Council Member), Khaled Zoroufchi Benis (Council Member).

Regrets: None

The VP Finance and Operations called the meeting to order at 6:32 PM and thanked all the committee members for being present on this selection process meeting despite their busy schedule. It was mentioned that a gift card will be provided for the committee members. All members present have signed confidentiality documents to ensure all bursary applicants' privacy rights are protected. We have received 150 respondents to the Bursary application on Survey Monkey however only 83 were completed. The committee has decided to eliminate candidates who have already received a GSA bursary in any of the previous three terms (**as per our bylaws students who have been awarded with GSA bursary in any of the previous three terms –from the date of the application, are automatically disqualified**). The committee found four (5) candidates who fit such criteria and one (1) candidate who has applied twice, therefore 5 names were removed from the pull of applicants ($83 - 6 = 77$ candidates to be evaluated). The 77 students with successful applications were equally divided between the members of the committee. Members of this committee confirmed their understanding of the bursary evaluation form that was used to evaluate all candidates. It was restated by all present that if anybody knows or has any type of relationship with an applicant, another committee member has to evaluate that application. The applicants were carefully distributed so that conflict of interest was avoided/minimized.

Each committee member had access to Survey Monkey extracted data on July 21st, 2021. Next committee meeting was scheduled **for Monday, July 27th at 6:30 PM** where recipients of the bursary will be selected during that meeting.

The Meeting was adjourned at 7:30 PM.



University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
July 27th, 2021 – WebEx
6:30 PM – 7:50 PM
2021 – Spring/Summer Term

Members Present: Ehsan Moradi (VP Finance and Operations), Olusola Akintola (VP Academic and Student Affairs), Mostofa Kamal (Council Member), Iyanu Kumayon (Council Member), Khaled Zoroufchi Benis (Council Member).

Regrets: None

The VP Finance and Operations called the meeting to order at 6:30 PM. Each member reviewed and ranked the package of applications according to the accepted criteria, then a second revision for high ranked applications was made by another member prior to this meeting. Following the review and cross-checking of all applications, they were sorted according to score. 12 bursaries were available and 2 additional students are in the waiting list in case something unexpected happens.

The Meeting was adjourned at 7:50 PM.



University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
Nov 22th, 2021 – WebEx
5:30 PM – 7:30 PM
2021 – Fall Term

Members Present: Ehsan Moradi (VP Finance and Operations), Mostofa Kamal (VP Academic and Student Affairs), Shahab Minaei (Council Member), Iyanu Kumayon (Council Member), Khaled Zoroufchi Benis (Council Member).

Regrets: None

The VP Finance and Operations called the meeting to order at 6:32 PM and thanked all the committee members for being present on this selection process meeting despite their busy schedule. It was mentioned that a gift card will be provided for the committee members. All members present have signed confidentiality documents to ensure all bursary applicants' privacy rights are protected. We have received 116 respondents to the Bursary application on Survey Monkey however only 93 were completed. The committee has decided to eliminate candidates who have already received a GSA bursary in any of the previous three terms (**as per our bylaws students who have been awarded with GSA bursary in any of the previous three terms –from the date of the application, are automatically disqualified**). The committee found (0) candidates who fit such criteria and one (0) candidate who has applied twice. The 93 students with successful applications were equally divided between the members of the committee. Members of this committee confirmed their understanding of the bursary evaluation form that was used to evaluate all candidates. It was restated by all present that if anybody knows or has any type of relationship with an applicant, another committee member has to evaluate that application. The applicants were carefully distributed so that conflict of interest was avoided/minimized.

Each committee member had access to Survey Monkey extracted data on Nov 22st, 2021. Next committee meeting was scheduled **for Monday, November 28th at 6:30 PM** where recipients of the bursary will be selected during that meeting.

The Meeting was adjourned at 7:30 PM.



University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
November 28th, 2021 – WebEx
6:30 PM – 7:50 PM
2021 – Spring/Summer Term

Members Present: Ehsan Moradi (VP Finance and Operations), Mostofa Kamal (VP Academic and Student Affairs), Shahab Minaei (Council Member), Iyanu Kumayon (Council Member), Khaled Zoroufchi Benis (Council Member).

Regrets: None

The VP Finance and Operations called the meeting to order at 6:30 PM. Each member reviewed and ranked the package of applications according to the accepted criteria, then a second revision for high ranked applications was made by another member prior to this meeting. Following the review and cross-checking of all applications, they were sorted according to score. 28 bursaries were available and 2 additional students are in the waiting list in case something unexpected happens.

The Meeting was adjourned at 7:50 PM.



**University of Saskatchewan - Graduate Students' Association
Sustainability Committee Meeting Minutes
February 2, 2022 – Zoom
5:00 PM – 7:00 PM**

Members Present: Sukhwinder Singh Dhol, Shahab Minaei, Ahmad Reza Salehi Kahrizsangi, Devin Cherneski, Khaled Zoroufchi Benis

Items/Discussions:

- Khaled was voted the chair with majority.
- It was decided that we would take turn being the secretary of the meeting.
- Ahmad was the secretary for this meeting.
- Discussions were had about an environment/sustainability awareness event.
- The event was decided to be a competition comprised of three categories: photo+50-10 words, caption (10-15 words), 2:00 min video or 200 word essay.
- The deadline for the competition was set March 21 (the vernal equinox/Noruz).
- The poster is to be designed by all the members.
- The deadline for composing the poster was set for Feb. 20.

Adjournment of Meeting: The meeting was adjourned at 7:00 p.m.



University of Saskatchewan - Graduate Students' Association

Awards Committee Meeting Minutes

March 8, 2022 (ZOOM)

6:00 PM to 7:00 PM

The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

Attendance: Devin Cherneski, Rifat Zahan, Ozra Mohammadi, Pezhman Zolfaghari, Didani, Leonie Bettin, Sristy Sumana Nath, and Khaled Zoroufchi Benis

Items for Action/Discussion:

- The Deadline for Submitting 2022 GSA Annual Awards Applications was extended to Saturday, March 19, 2022.
- 11 applications have been received so far in all categories except in the “Research Excellence in Indigenous Studies.” The President indicated that she would reach out to Indigenous graduate student committees and senior leaders to promote the Research Excellence in Indigenous Studies award to get some nominations.
- A guideline with an example of a winner’s application of a previous year would be helpful to attach for next year’s annual awards announcement.
- Award event in person, with less than 99 people, in GSA Commons, between April 9th and April 13th starting at 5 pm. Award committee discussed inviting 2022 annual awards winners, 3MT, and Sustainability contest winners. Need to finalize emcee, guests, license, meal, and other planning.
- It will be the responsibility of the awards committee for hosting and working the event. The GSA executive will be there also to help.
- Next meeting will be on March 22, from 6-7 pm.

Adjournment of Meeting: The meeting was adjourned at 7:06 pm.



University of Saskatchewan - Graduate Students' Association

Awards Committee Meeting Minutes

March 22, 2022 (ZOOM)

6:00 PM to 7:00 PM

The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

Attendance: Devin Cherneski, Rifat Zahan, Ozra Mohammadi, Pezhman Zolfaghari
Didani, Leonie Bettin, Sristy Sumana Nath, Khaled Zoroufchi Benis, Sourabh Kumar.

Items for Action/Discussion:

- We discussed our committee's Conflict of interest (COI) internal policy regarding each member's need to review all applications and send the categories with a COI to the chair VP External Affairs. We felt it was essential to recuse and not be in a vulnerable situation.
- The nominator for some categories is essential as it should be a faculty member, or it could be a graduate student.
- The judging process has been agreed to have an excel spreadsheet template while ranking the applications for each nomination category using a grading rubric.
- Our committee discussed that the related achievements and experience should be a factor for each category. For example, for "Research Excellence," the number of papers and quality, including conferences, should be weighed and considered.
- The 2022 Award event is tentatively on Saturday, April 9th 2022. This will include a multitude of other categories besides the annual awards.
- Committee results will be sent chair by Tuesday, March 29th at 9:00 a.m. The award chair will announce the winners on Wednesday, March 30th.
- Next meeting for Awards Committee meeting will be March 29th, from 6-7 p.m. via Zoom.

Adjournment of Meeting: The meeting was adjourned at 6:57 p.m.

GSA Annual Report

Report of the President

Rifat Zahan

April 19, 2022



Graduate Students' Association
University of Saskatchewan

The GSA Executives 2021-2022



Left to Right

Vice President External Affairs - Devin Cherneski

President - Rifat Zahan

Vice President Academic and Student Affairs - Mostofa Kamal

Vice President Finance and Operations - Ehsan Moradi

GSA Office Manager 2021-2022



Candace Suessmilch

The hard work and the continual support of the Office Manager on our day-to-day activities made sure the smooth operations of the GSA.

President's Message



It is my pleasure to bring this annual report to you on behalf of the Graduate Students' Association (GSA) to its council members, board of directors, general members, and our stakeholders at the University of Saskatchewan and beyond.

This has been one of the most challenging and productive years for the association in recent memory despite the effect of pandemic. The GSA Executives started their tenure with some clear visions, missions, along with GSA's existing mandates to support and advocate for over 4600 graduate students.

The Executives continued their advocacy for having graduate student representation at the Board of Governors throughout the year. By the end of our tenure, we requested that once the 'Saskatchewan Act' reopens, the university should reopen the 'University Act', which will open the avenue for GSA to represent graduate students at the Board of Governors. As of today, University of Saskatchewan is the only U15 university in Canada, which does not have graduate student representation at the Board of Governors.

We worked towards increasing awareness on Equity, Diversity, and Inclusion (EDI). GSA is now a part of the Anti-Racism and Anti-Oppression (ARAO) Committee. Throughout the year, GSA learned about this committee and provided feedback when needed. GSA also requested University Residence to provide EDI training to its employees to serve students from diversified backgrounds and provide them safe and secured space while living in the

university residence. The GSA released a statement on anti-racism following the tragedy that took place in London, Ontario.

GSA also worked for marginalized populations and therefore, was able to advocate and change policies with the University Residence to provide more flexibility towards students, who are parents, graduating students, international students, students in financial needs, etc. GSA also requested senior administration to provide affordable parking services to the student community.

We have provided more need-based bursaries than the past years and the Budget Committee made a recommendation to use more money from GSA to provide need-based bursaries to a wider number of marginalized students. Since the financial crisis has been identified as the one of the important reasons for deteriorating students' mental health, GSA constantly looked for ways to improve funding opportunities for students. For that, GSA has requested the College of Graduate and Postdoctoral Studies (CGPS) to provide paid parental leave to graduate students.

The GSA has made a significant contribution to the national student movement organized by Graduate Student Society of Canada, an Canadian Federation of Students (CFS) to advocate for financial support, mental health support, address housing crisis, catered support for Indigenous students and international students at the national-level.

One of the advocacies GSA did was removal of the international differential fee for graduate students, so that the international students pay the same tuition fees as the domestic students. As a result, the university decided to remove the international differential fees of the PhD students. GSA is still advocating for their international Masters students to pay the same tuition fees as the domestic students enrolled in the Masters program.

GSA organized workshops to enhance academic, professional, and leadership skills of the graduate students. We organized Yoga Philosophy sessions, workshops on Academic Integrity, Honesty, and Misconduct, information sessions on Scholarships, Tax, and so on.

We were able to organize both the Fall and Winter orientation virtually and distributed 1000 swag bags to both new and returning graduate students. We also organized the Holiday Hangout where we provided about 400 lunch and dinner boxes to our graduate students. After the long closure of GSA Commons due to the pandemic, we hosted the 3MT competition in person. We are also going to organize a semi-formal award ceremony at GSA Commons to celebrate the success of our outstanding graduate students and faculty members.

This report is a highlight of GSA activities and initiatives that took place in this past year. I am grateful to our graduate students, council members, standing committee members, volunteers, GSA executives, council chair, office manager, university senior leaders, and stakeholders for helping us with various initiatives and services.

As my tenure ends and I leave this position, I am feeling a bit emptiness in my heart, as the GSA role kept me tremendously busy with many non-academic works in the last one year. Nevertheless, I learned many important aspects about student needs, leadership, team management, and overcoming challenges against all odds. I also was able to make some very good friends while working at the GSA. I am leaving this position with the peace of mind that every day during my tenure, I thought about our students' needs, prioritized their well-being, maintained transparency of my work, and was happy to solve any challenging situation for the betterment of this organization. It was a true privilege and honour that the graduate students had trust in me and elected me during the election last year as their student leader and gave me the opportunity to serve them from my Presidential role. If there were any success or improvements at GSA, those were team efforts, and everyone associated with GSA helped to make our work successful. If there were any unintentional mistakes from any of the executives or staff members, I expect our student body and stakeholders to accept our sincere apology.

I truly believe that the next executive team will advance GSA's mandate, its goals, and mission with their dedicated hard work.

Signing Off,

Rifat Zahan

GSA Annual Report

Report of the President

Rifat Zahan

April 19, 2022



Graduate Students' Association

University of Saskatchewan

The GSA Executives 2021-2022



Left to Right

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President - Rifat Zahan

Vice President Academic and Student Affairs - Mostofa Kamal

Vice President Finance and Operations - Ehsan Moradi

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Signing Off,

Rifat Zahan

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GSA Governance

With the efforts of the GSA executives, with cooperation and feedback from the GSA Council, the GSA made sure to function as an internally strong organization that has made adequate room for consultation, reporting financial information, and encouraging more participation in decision making.

Governing Documents

Throughout the 2021-2022 fiscal year, GSA made sure to follow the governing documents (i.e., constitutions, bylaws, policies) to add transparency and accountability to all the responsible parties at GSA. The Governance Committee worked hard to revisit the governing documents to propose amendments based on the past years' experience of graduate students, council members, and executive members.

Meetings

Meetings at the GSA have ensured its smooth functioning and progress on its various internal processes. For GSA executive meetings, all minutes have been posted online in a timely manner. All substantive agreements have been documented in the minutes including but not limited to representation at various committees, approval for funding for all GSA events, conferences and initiatives for social clubs and items for information. GSA Council meeting minutes were uploaded and updated on the website in a timely fashion, as well. You may find these minutes on the GSA website.

GSA By-Elections

During the 2021-2022 fiscal year, many GSA executive positions, as well as, Chair, Vice-Chair positions remained empty at different intervals. The GSA Election and Referendum Committee members worked hard to fill-in the empty executive positions. Me, as being the President, made sure to call for nomination for the selection of Council Chair and Vice-Chair positions. Every effort was made to make sure that GSA is functioning from its various roles and transparency was given the utmost priority to the council members and graduate students following the GSA governing documents.

GSA Finances

With the hard work of our VP Finance and Operations, as well as the Office Manager, it was made sure that financial transparency and safety has been maintained. Regular accounting and bookkeeping have been taken care of.

2021-2022 Operating Budget 257,500.00 CAD		
Membership	Fundraising	Service Fees

236,500.00 CAD	40,870.00 CAD	114 M CAD
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The operating budget is dependent on three main sources of income:

- Membership fees,
- Commons rentals and
- Fundraising efforts.

The GSA also collects, on behalf of the membership, the Health and Dental fee and the UPASS fee (service fees) prior to remitting to Studentcare and Saskatoon Transit, respectively.

GSA Fees

Thanks to the efforts of the GSA VP Finance and Operations and the suggestions of the rest of the executives, the GSA Executive has transparently operated the GSA finances and looked for every opportunity to incur savings with student dollars in the operations of the GSA. The GSA is proud to announce as a result that the GSA fee shall not be increasing in the coming year, except for the Saskatoon Transit fee and the Canadian Federation of Students (CFS) fees. The fees currently will be as follows:

The 2021-2022 membership and services fees (in CAD)

Description	Fees
Full-time membership fee	37.06
Part-time membership fee	18.53
Full-time CFS fee	6.44
Part-time CFS fee	6.22
Saskatoon Transit fee	115.38
Health Plan fee	222.51
Dental Plan fee	236.52

The 2022-2023 membership and services fees (in CAD)

Description	Fees
Full-time membership fee	37.06
Part-time membership fee	18.53
Full-time CFS fee	6.61
Part-time CFS fee	3.30
Saskatoon Transit fee	119.65
Health Plan fee	222.51
Dental Plan fee	236.52

Fundraising Efforts

The Executives make every effort to fundraise so as to provide further support to the Needs-based bursaries, the Graduate Student Research Conference, the Three Minute Thesis Competition, the Annual Awards Gala, and Holiday Hangout. Because of the COVID-19 pandemic, the 2021-2022 Annual Awards Gala has been cancelled, but a small semi-formal Awards Ceremony has been organized.

GSA Council

Academic Councils act as mini associations within the GSA and are made up of students from one or more departments. Each Academic council elects representatives to attend GSA Council meetings and General meetings. GSA Council members are an essential part of GSA's decision-making process, and the council meetings act as a platform to communicate between graduate students, GSA executives, stakeholders, etc. We are grateful to the following council members from their respective council units:

Councilor	Department/College
Rachel Carey Megan Wasden	Animal & Poultry Science
Angela Burant Bailey Pelletier	Archeology & Anthropology
Amy Carruthers Michelle Ross	Agricultural & Resource Economics / College of Agriculture & Bioresources
Jory Litt-Jukes Mercy Harris	Biology / College of Arts & Science
Iyanu Kumayon Srikant Singh	Chemistry / College of Arts & Science
Kundanika Mukherjee Arshdeep Jagait	Anatomy, Physiology & Pharmacology
Maddie Stewart Rachel Harris	Biochemistry, Microbiology & Immunology
Amanda Gannon Emilia Gillies	Community Health & Epidemiology

Elyse Proulx-Cullen Fabrice N. Njotu	Health Sciences
Fidelia Orji Keyhan Najaflian Pujitha Macha	Computer Science
Justin Triesli Tonye Jack	Mechanical Engineering
Simin Keykhosravi Sandhya Chandran	Electrical & Computer Engineering
Shahab Minaei Khaled Zoroufchi benis	Chemical Engineering
Ninu Kallingal Mohandas	Biological Engineering
Abbas Fazal Tochukwu Ezechukwu	Biomedical Engineering
Fatima Abed Al Sater Behdad Saed	Civil, Geological and Environmental Engineering
Dara Gerbrandt Challen Gladman Amanda Burrows	English
Nichole-Lynn Stoll Irin Sourbry	Geography and Planning Graduate Council
Fati Zahra Mubarek Mubarak Shehreen Fatima	School of Public Policy

Natasha Boyes Mostat Kelly Corrine Hall	College of Kinesiology
Kimberlee Dube Nicholas Simonson	Physics & Engineering Physics
Jennifer Chami Asiyah Suchak	College of Pharmacy & Nutrition
Michael Tweten Devin Wittow	School of Rehabilitation Sciences
Sandesh Neupane Adam Carter	Plant Sciences
Tatiana Corello Jaclyn Porter Rory Wheat	School of Environment & Sustainability
Samin Shirzadi Richa Tikoo Barsa Saha Jasmin Ogren	School of Public Health
Kayla Arisman Ayla Zehtab-Jadid Shayla Batty Iyesogie Iyiewuare Grace Rath Kamal Abu-Hena	Sociology
Amy Jimmo	Soil Science

Eric Neil	
Jensen Cherewyk Hannah Mahoney	Toxicology
Jennifer Abi Younes Jade Sands Christopher Zinck	Western College of Veterinary Medicine

GSA Ratified Social Clubs

The GSA supports social and academic groups to improve graduate students' University experience and to allow them to meet new friends with similar interests. GSA was pleased to support many of the initiatives and events organized by the ratified social clubs. This year, the GSA would like to thank the following social groups and their executive members for their continual dedication to the graduate students:

Social Clubs	Executive Members
Bangladeshi Students' Association	Md Huzzatul Islam Khan Mustaq Ahmad Taymura Zulfikar Debasish Chakroborti Sahrima Jannat Ooishwee Mohammed Thamidur Rashid Ananya Kowshal
Let's Talk Science	Anne Brigitte Lim Alivia Mukherjee
Nepalese Students' Association	Binamra Adhikari Shandesh Bhattarai Abinash Subedi Nitesh Chhetri Subash Chapagain Prakhyat Khati Ayush Basnet
Tox on Tap	Jensen Cherewyk Hannah Mahoney Maira Peixoto Mendes Emily Kennedy

	Hamzat Fajana Bright Boamah
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Graduate Student Representation

The GSA made sure that graduate students are being represented and heard in different important committees within the university and outside of the university. Graduate student representatives and GSA Executives made sure to attend these meetings and bring forward the concerns and needs of the graduate students.

University Committees

Name of the Committee	Name of Representative(s)
President's Executive Committee	Rifat Zahan Ehsan Moradi Mostofa Kamal Devin Cherneski
University Senate	Rifat Zahan
University Council	Mostofa Kamal; (Rifat Zahan to send report and present report, cannot vote)
Academic Programs Committee	Mostofa Kamal
Teaching, Learning and Academic Resource Committee	Mostofa Kamal
Planning and Priorities Committee	Rifat Zahan
Research, Scholarly and Artistic Work Committee	Rifat Zahan
Scholarships and Awards Committee	Ehsan Moradi
Governance Committee	Devin Cherneski

Images of Research Judging Panel	Rifat Zahan Devin Cherneski
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College of Graduate and Postdoctoral Studies (CGPS) Committees

CGPS Faculty Council	Rifat Zahan Ehsan Moradi Mostofa Kamal Devin Cherneski Naz Zarreen Oishie Uliana Morozovskaia
CGPS Graduate and Postdoctoral Council	Rifat Zahan Ehsan Moradi Mostofa Kamal Devin Cherneski Naz Zarreen Oishie Uliana Morozovskaia
CGPS Executive Committee	Rifat Zahan
CGPS Awards Committee	Ehsan Moradi
CGPS Graduate Programs Committee	Rifat Zahan
CGPS Graduate Academic Affairs Committee	Mostofa Kamal
CGPS Equity and International Committee	Devin Cherneski
CGPS Interdisciplinary Committee	Devin Cherneski

CGPS Earned D. Litt / D. Sc. Committee	Ehsan Moradi
CGPS Distinguished Graduate Mentor Award Committee	Rifat Zahan

University and External Committees

Name of the Committee	Name of Representative(s)
Fee Review Committee	Rifat Zahan
University Relations Search committee	Adejumo Gbenga
BRT Nutana Stakeholder Committee (City of Saskatoon – Saskatoon Transit)	Ehsan Moradi
Copyright Advisory Committee	Mostofa Kamal
Co-Curricular Records Advisory Committee	Rifat Zahan
Recreation and Athletics Advisory Committee	Rifat Zahan
Faith Leadership Council	Devin Cherneski
Student Sustainability Coalition	Mostafa Kamal
Student Forum	Rifat Zahan Ehsan Moradi Mostofa Kamal Devin Cherneski
Financial Appeals Review Committee	Grad student appointed by the exec

Parking and Transportation Advisory Committee	Ehsan Moradi
Provost's Advisory Committee on Gender and Sexual Diversity	Mostofa Kamal
Canadian Federation of Students (CFS)	Devin Cherneski
U15 Graduate Students' Society	Devin Cherneski Rifat Zahan (Alternate)
Publicly Engaged Scholarship Team Award	Rifat Zahan
New and Distinguished Researcher Award Selection Committee	Rifat Zahan
Anti-Racism and Anti-Oppression	Rifat Zahan
Mistatimōk Committee	Rifat Zahan

GSA Standing Committees

Name of GSA Standing Committee	Name of Representative(s)
Budget and Finance Committee	Ehsan Moradi Rifat Zahan Zahra Mubarak Soheila Ahmadi Sristy Sumana Nath Ozra Mohammadi Sourabh Kumar

Bursary Selection Committee	Ehsan Moradi Mostofa Kamal Iyanu Kumayon Shahab Minaei Khaled B Zoroufchi Cody Malone Melissa Onwuliri Ozra Mohammadi Joshua Shitta
Governance Committee	Rifat Zahan Mostofa Kamal Sadia Afrin Lema Elyse Proulx-Cullen Eronmwon Joyce Irogue Nabeela Kanwal Ankita Srivastava
Awards Selection Committee	Devin Cherneski Rifat Zahan Khaled Zoroufchi Benis Sourabh Kumar Pezhman Zolfaghari Didani Sristy Sumana Nath Leonie Bettin Ozra Mohammadi
Sustainability Committee	Devin Cherneski Shahab Minaei

	Khaled B Zoroufchi Xingyu Zhou Ahmad Reza Salehi Sukhwinder Singh Anupriya Senthilkumaran
Diversity Committee	Devin Cherneski Richa Tikoo Rita Idowu Martyne Farris Anupriya Senthilkumaran Josie Conacher
Elections and Referenda Committee	Sadia Afrin Lema Khaled Zoroufchi Benis Shamse Tasnim Cynthia Fabrice Njotu John Malyk Rosemary Martinez Daniel Nyarko-Afriyie Nabeela Kanwal
Code of Ethics and Discipline Committee	Sadia Afrin Lema Keyhan Najafian Shamse Tasnim Cynthia Gurinder Dhanju Sourabh Kumar Nabeela Kanwal Sristy Sumana Nath

GSA Meetings

Name of the Meeting	Name of Representative(s)
GSA Council Meetings (Monthly)	Rifat Zahan Ehsan Moradi Mostofa Kamal Devin Cherneski
GSA Executive Meetings (Bi-Weekly)	Rifat Zahan Ehsan Moradi Mostofa Kamal Devin Cherneski
GSA Board of Directors' Meeting	Rifat Zahan Ehsan Moradi Mostofa Kamal Devin Cherneski
GSA Events	Rifat Zahan Ehsan Moradi Mostofa Kamal Devin Cherneski

GSA Services

U-Pass

Amidst the global pandemic of COVID-19, the GSA advocated for opt-out options from U-Pass service for remote, online and distance-based students. Since the reopening of the university from the Winter 2022 term, Saskatoon Transit did not provide flexible opt-out options for students who were registered in remote classes. Although many students use the benefits of discounted student bus pass services for their everyday commute to school, work, and getting around the city, concerns were received from general members and council members for the limited services provided by Saskatoon Transit. GSA made the effort to speak to the Saskatoon Transit to strongly advocate for the graduate students to have the flexible option of opt-out and improving the bus service. The Saskatoon Transit proposed some more meetings in the coming Spring/Summer term for the renegotiation of the contract that was signed in 2013. Recommendation to the incoming executives has been written down in internal policy documents for the renegotiation and improvement of the services provided by Saskatoon Transit.

International Student Identity Card (ISIC)

The GSA in collaboration with the Canadian Federation of Students provided the ISIC (International Student Identity Card) during the 2021-2022 fiscal year, even though campus and GSA Commons were closed due to the pandemic. Students had the option to obtain both virtual and plastic cards to enjoy discounted services all around the world.

Health and Dental Plan

The GSA has worked collaboratively with our health and dental insurance broker, Studentcare, to convey feedback on our membership needs for the plan. Studentcare has been very supportive of our concerns and have regularly made efforts to virtually meet the GSA executives to discuss the plan, its outcomes and report on claims made periodically. The GSA is in a good place with this partnership and is delighted to provide a very competitive health and dental plan for our members.

GSA Commons

The GSA takes pride in providing a welcoming space on campus for students to come and relax, study, attend and organize events. Due to the pandemic, the GSA Commons was closed, but the option was left open for event organizations as long as the health guidelines and building fire code permits. After the pandemic restrictions were lifted, the VP Academic and Student Affairs organized the 3MT competition at GSA Commons in April. This is the first in-person event that GSA organized since the start of the COVID-19 pandemic. GSA is also organizing a small award ceremony at GSA Commons. Recommendations will be provided to the next executive committee to reopen GSA Commons for regular business and day-to-day activities.

GSA Bursaries

The GSA successfully distributed need-based bursaries to eligible graduate students throughout the year. The GSA was able to obtain 32,000 CAD from CGPS to match funding with another 32,000 CAD from GSA to help support 64 graduate students in need of financial support during their studies.

GSA Handbook

Like other years, the GSA approached the Canadian Federation of Students (CFS) once again this year to publish the graduate student handbook given their convenience and cost. This year, the GSA managed some coupons from the sponsorships that would be helpful for students to claim discounts at various businesses in Saskatoon. The GSA contacted over 30 organizations for advertisements and were successful in bringing 12 advertisements with total profit of \$1995.00. The handbook has been proven to be very useful to our members and was a popular giveaway during the Fall Orientation 2021, where we distributed 500 handbooks. The GSA also gave away 100 generic handbooks provided by CFS to graduate students during the Winter Orientation 2022.

Communications

During the 2021-2022 fiscal year, the GSA operated its work and regular business online due to the pandemic. Therefore, GSA heavily relied on virtual communication platforms to make sure that students are staying connected with GSA and getting regular updates that they need.

Social Media

GSA Social media platforms have been regularly updated by the VP External Affairs, the President, and Office Manager with important updates relating to GSA services, events, deadlines, as well as, updates relevant to graduate students coming from other stakeholders or university community. For the first time, this fiscal year, the GSA opened a Linked In page and have been maintaining it to make sure that the members enjoy the updates of professional events and services along with other social media updates.

Newsletters

The GSA released newsletters every month to make sure that all graduate students receive important updates and deadlines in their inbox directly. The GSA was able to successfully organize events, called for elections, and delivered important updates because of the monthly newsletters.

PAWS Communications

Efforts were also made to publish important event details or updates to all university community members through the PAWS communications. The GSA hopes the PAWS communications will continue to benefit our members and involve more students in the activities of the GSA.

GSA Events

GSA Orientation (Fall 2021 and Winter 2022)

The GSA fall and winter orientation events were organized virtually, where students met their GSA executives, Office Manager, and Studentcare members. Graduate students were introduced with the GSA goals, missions, visions, governance, services, etc.

The GSA Executives also decided to provide swag bags to all incoming and returning graduate students in both the fall and winter terms. A total of 1000 swag bags were distributed in both the orientation events.



GSA Holiday Hangout

The GSA was able to successfully organize the holiday hangout during the holiday break amidst the pandemic and freezing cold nearing to -47 degree Celsius. GSA provided about 400 lunch and dinner boxes to graduate students as a small token of peer support and care. GSA is very grateful to the dedicated hard-working volunteers and the sponsors, who made

the event possible. This event was well-appreciated by the graduate students and university community.



Graduate Student Research Conference

The GSA was proud to present the Annual Graduate Student Research Conference (GSRC) in March 2022. The GSRC intends to bring together graduate students from a wide range of research fields to be part of this opportunity. Graduate students share their knowledge and expertise in different research topics. We encouraged all graduate students to submit an abstract and participate. We welcomed submissions from the Humanities, Environment, Health, and Technology this year.

3-Minute Thesis Competition

The Graduate Students' Association (GSA) of the University of Saskatchewan organized the three-minute thesis (3MT) competition 2022 on April 1, 2022. Since not all graduate students have returned to the university campus yet, the 2022 3MT event occurred in hybrid mode. Students presented their research either in person at the GSA commons or via zoom. The GSA video team recorded all presentations for evaluation and publication on its various social networking platforms.

Although 52 students had registered initially, 41 students finally presented their work on presentation day. Among the 41 presenters, 26 gave their talk at the GSA commons, while 15 students delivered via zoom.

The GSA is pleased to announce that the highest number of graduate students participated in the University of Saskatchewan's 3MT history this year. The GSA managed to recruit 18 volunteers, including professors, post-doctoral fellows, and science outreach experts, to evaluate the 3MT presentations from different universities across Canada and the US.



The winners of 3MT competition for the 2021-2022 year are:

- **First Prize:** Antonia Powell
- **Second Prize:** Gaurav Malik
- **Third Prize:** Tumpa Rani Sarker
- **Honourable Mention Prize:** Kaylie Kryss

The University of Saskatchewan 3MT competition winners will attend the western regional final competition at Winnipeg on May 5, 2022.

GSA Awards Ceremony

The GSA organized a semi-formal awards ceremony (unlike Annual Awards Gala) to celebrate the success of the graduate students and faculty members. Although there are many more well-deserving recipients of such awards, GSA is honoured to recognize the recipients of this year's award winners within our capacity. Such an opportunity inspires us and makes us proud of our university community.



GSA Awards were presented in the following categories:

- Advising Excellence Award - Dr. Jane Alcorn
- Excellence in Community Service Award - Mahesh Rachamalla
- Mark Kroecker Exceptional Student Leadership Award - Shahab Minaei
- Professional Excellence Award - Zoher Rafid-Hamed
- Research Excellence in Humanities, Arts, Social Sciences, Law, or Education Award - Emma Chen
- Research Excellence in STEM: Saikat Mondal



GSA Sustainability Photo-Voice Contest

The GSA sustainability committee organized a photo-voice competition to promote environmental, social, economic and well-being sustainability issues related to graduate students. The winners of 2021-2022 are:

- **Photo accompanied by 50-100 words story:** Andrea Gonzalez
- **Slogan (10-15 words):** Kacia Whilby
- **2-minute video or 200-word essay:** Bernd Steiger

The winners were awarded on the GSA Awards Ceremony.

GSA Tax Sessions

Before the pandemic, the GSA used to organize an in-person tax clinic for the graduate students of the University of Saskatchewan. Unfortunately, it was impossible to schedule an in-person tax clinic for graduate students to submit their 2019 and 2020 tax returns.

Considering the graduate students' difficulties in the last two years, the GSA organized two virtual tax clinics (March 18 and 22, 2022): one for graduate students with no dependents and another for graduate students with dependents.

During the virtual session, the VP of Academic and Student Affairs provided hands-on demonstrations of tax returns submission using the popular UFILE tax software that enabled students to submit their taxes free of cost.

The graduate students highly appreciated the two virtual tax clinics.

GSA Workshops

GSA organized workshops to enhance academic, professional, and leadership skills of the graduate students. We organized Yoga and Health (Yoga Philosophy) sessions, workshops on Academic Integrity, Honesty, and Misconduct, information sessions on Scholarships.



Black History Month

Along with the university, the GSA successfully celebrated the Black History Month by honouring the accomplishments made by the graduate students and faculty members coming from the Black Community. The GSA interviewed outstanding graduate students and published the interviews on the University Library website under the leadership of the VP External Affairs. The GSA is requesting the university to seek department-level percentage of graduate students from Black Community for future improvement in diversity.

International Mother Language Day

In 1999, the United Nations Educational, Scientific and Cultural Organization (UNESCO) declared February 21 as the International Mother Language Day. This day is observed to protect languages used by people around the world. There are a lot of endangered and extinct languages worldwide, including in Canada. Also, there are fewer Indigenous languages, and some are even at the risk of declining further. This year, GSA released a statement to honour this day and also was invited to give a speech at the event of

International Mother Language Day, organized by Bangladeshi Community Association of Saskatchewan. The GSA would like to request the University of Saskatchewan to consider this day to be celebrated from upcoming years for a practice of multilingualism, cultural diversity, and multiculturalism.

Advocacy, Campaign, and Initiatives

Celebrating the National Day of Truth and Reconciliation

September 30, 2021, was marked as the first National Day for Truth and Reconciliation to honour the lost children and Survivors of residential schools, their families and communities.

The GSA observed the day with the Nation and released statements on the discovery of burial sites of the lost children in Canada. The GSA worked with the Wanuskewin Community to provide volunteers to facilitate the celebration of the National Day of Truth and Reconciliation on September 30, 2021.

Solidarity for Ukrainian Students

GSA is aware of the ongoing invasion of Ukraine, and many Ukrainian international students studying on our campus are facing difficulties. With the Canadian Federation of Students, GSA requests that the University of Saskatchewan provide support and services to students who need to receive:

- Immediate access to mental health resources without any delay in wait times. GSA also requests that where possible, culturally sensitive and trauma-informed counselling should be provided in English, Ukrainian, Russian, and/or other Eastern and Central European languages.
- Access to proper culturally relevant spiritual counselling where desired.
- Academic accommodation on compassionate grounds for students impacted by the invasion of Ukraine.
- Assistance to those who need support for their immigration status and tuition.

Student-Supervisor Agreement

The Graduate Students' Association continued its effort to promote the student-supervisor agreement and encourage both new and continuing students to have a student-supervisor agreement in place at the beginning of their academic journey. The GSA also collaborated with the College of Graduate and Postdoctoral Studies and University of Saskatchewan Faculty Association to organize events dedicated to the improvement of the student-supervisor relationship during the fall 2021 term. GSA looks forward to working with graduate students and the university community to support a harmonious journey during their academic endeavour.

Fund Towards Travel Scholarships

During the pandemic, even though many conferences and scientific meetings were held online, some were in-person, GSA still made sure that its eligible graduate students are receiving travel awards to attend such scientific conferences and meetings. This fund was administered through the International Students and Study Abroad Centre (ISSAC).

Service Enhancement from Consumer Service Division

The Graduate Students' Association initiated regular conversations with the Consumer Service Division. Special attention was out on the University Residence and Parking Services.

Improvements in University Residence Services

The GSA Executives have strongly advocated for graduate students living in the university residence, as we were receiving many concerns and complaints from these student groups for many years. The GSA Executives had many interactions at different levels of the university leadership team to address such concerns and provided constructive criticism and feedback, so that the services are enhanced at university residences.

Following such level of advocacy and discussions, the GSA received some updates from the University Residence Office:

- Removal of early termination fee for graduate students, who finish their degree any time during their contract and the students will have the option to finish their contract by staying in the university residence even if the student graduated earlier than the contract finish date.
- To address more inclusiveness, students who become new parents will have the option to move to the kids-friendly residence without paying transfer fee and can continue to pay their rent according to the original contract until the end of the contract period. After the contract period ends, the students may choose to continue staying in the kids-friendly building with a new contract of that particular building or may choose to move out of the residence.
- Students will also receive double the amount of Residence Cash Card (RCC) credit they used to receive with the option to rollover of the unused amount until the end of their contract with the university residence.

Parking Services

The GSA initiated the conversation with the Parking Services to make sure that the graduate students parking on campus and around university residence has more affordable and secured parking services. After some constructive meetings, the GSA was able to have a positive communication with the Parking Services Office. From May 2022, the students living in university residence should be able to park their vehicles for free in the U-lot parking. This will free up space on Cumberland Ave, which will be a sustainable parking option for others on campus or in the city.

Tuition Consultation Working Group

During the 2021-2022 fiscal year, the GSA worked together with the tuition consultation working group which consisted of the university senior leaders, and student leaders. Based on the council members' and graduate students' concerns, and executive members' feedback, GSA provided constructive criticism and feedback for the tuition consultation

process. Along with other important suggestions, GSA suggested enhancement in the tuition predictability for all students.

Fight Against Tuition Hike

When the university is reopening following the global pandemic, the graduate students at the University of Saskatchewan are seeing hikes in their tuition, even though not all the students have recovered from the financial, mental, and emotional stress of the pandemic yet. Specially, increasing standard thesis-based Masters tuition fees for international students is not really feasible at this post-pandemic time.

The tuition increase projection presented by College of Graduate and Postdoctoral Studies (CGPS) translates to a 21.55% more tuition fees for students to pay during 2023-2024 academic year compared to 2020-2021 academic year. On the other hand, international students enrolled in the standard priced Masters program will see 8.6%, 26%, 48.83%, 56.27% more tuition fees during 2021-2022, 22-23, and 23-24 academic year compared to 2020-2021 academic year.

The university's decision to approach the U15 standard in terms of tuition fees is not realistic given the fact that there exists variation in terms of student experiences, funding packages, and financial support in other U15 universities. Canada's economy is heavily benefitted from the innovation of the research work conducted by international graduate students, as low tuition rate, and good funding package attracts more international students in this country. With the proposed tuition increase in the next few years, the GSA is afraid that the province of Saskatchewan will be behind other U15 universities in terms of innovation and socio-economic development.

The GSA strongly supports this freezing of tuition once a student starts their academic program when scholarship/stipend does not increase the same way tuition rate increases in the following years.

Inquiry on Degree Delay

The GSA Executives worked closely with the College of Graduate and Postdoctoral Studies to inquire into the delay in degree programs. The Executives brought forward this issue in many different standing committees of the university and senior leaders. Unlike, many other U15 universities in Canada, the graduate students at the University of Saskatchewan takes longer than usual to finish their degrees (median: over 6 years for PhD students and over 3 years for Masters students), which adds financial stress in students' lives, education becomes more expensive, and students are delaying in many important life-decisions, including, but not limited to, joining workforce to contribute to the economy, having children (who are the future of this country), buying houses, etc. GSA is advocating that the degree should be completed within a reasonable amount of time (4 years for PhD and 2 years for thesis-based Masters program), except for those students, who have academic accommodations.

Increase the Amount and Duration of the Minimum Guaranteed Funding

The minimum guaranteed funding that students receive in this university does not reflect the median time needed to finish their degrees. For example, doctoral students take over six years to finish a PhD. However, the minimum guaranteed funding that they receive in their first year is usually around for three years. There is no option for graduate students to study part-time and work full-time to support the skyrocketing education costs. Therefore, GSA is requesting minimum guaranteed funding for PhD students to be at least four years, for thesis-based Masters students to be at least three years (if the median time needed for Masters students is still 3 years).

The amount of minimum guaranteed funding that students receive is way below the minimum wage salary a person makes in the province of Saskatchewan. Since the students have to pay high tuition from this limited funding, the money left in their hand to live in Saskatchewan is not enough. Many graduate student supervisors do not prefer their students to work while studying as that significantly impacts students' quality of research. Therefore, the GSA requested the university to increase the amount of minimum guaranteed funding in a way that goes above the minimum wage salary a person can make in the province of Saskatchewan.

National Lobby Week (by Canadian Federation of Students)



The GSA was able to attend the National Lobby Week organized by Canadian Federation of Students (CFS) to address students' concerns and requests at the federal level. The GSA representatives met Members of Parliaments (MPs) from Saskatchewan, Manitoba, and British Columbia to speak about affordability of education (tuition, living cost, debts), mental health support, parental benefits, etc. Some MPs promised to investigate these matters and present the items to their caucus, parliament, standing committees, and in their many critic roles.

Parental Benefits

The GSA requested the Federal MPs and the University to consider providing parental benefits to graduate students while they are on parental leave during their study period. Some U15 universities provide such benefits to their graduate students. The examples of such U15 universities were brought forward both to the MPs, as well as university senior leaders to consider. Specially, since the University of Saskatchewan is among the U15 universities in Canada, therefore, efforts should be made to consider such benefits for graduate students, who contribute to the Canadian economy following their graduation.

Post-COVID Recovery Plans from GSA

GSA Membership Fees

Even though the GSA membership fees increase almost every year (with some exceptional year), which helps GSA to operate its functions, services to graduate students. The Executives this year decided not to increase the GSA membership fees to allow students to recover from the after-effect of COVID-19 pandemic, as the pandemic impacted financial situations negatively for many students.

GSA Health and Dental Plan Services and Fees

The Studentcare suggested a fee increase in the GSA Health and Dental Plan from the upcoming academic year of 2022-2023. The GSA Executives decided not to put extra burden on the graduate students, as they are still recovering from the pandemic effect. Therefore, the GSA Executives have decided to use GSA's own fund to cover this extra cost for the continuation of the services provided by the GSA Health and Dental Plan. The Executives are still having discussions about service enhancement with Studentcare, so that students receive more coverage and better services with extensive members in the Studentcare network. Because of the low intake of the 'Empower Me' program by the graduate students, the executives decided to discontinue this service from the 2022-2023 policy year.

GSA Need-Based Bursaries for Marginalized Population

The VP Finance and operations suggested that GSA contribute to the GSA bursary by 40,000 CAD from the reserve fund that is accumulated from past years' remaining budget. He mentioned that now that we are in the post COVID recovery it could help at least 40 students to keep their research advances. He continued that this motion should go to the budget committee after the executives' recommendation and then to the AGM, so the next executive team will be able to use the extra money to support more students in a financial crisis, and special consideration should be given to the marginalized population.

Challenges Faced and Further Recommendations

The GSA Executives, Chair, and Vice-Chair are the key people of the daily operations and management of the GSA and receive honoraria for their dedicated hard work out of students' fees, still consider this job as voluntary. While the membership is generally sympathetic to the fact that the Executives, Chair, and Vice-Chair are also graduate students like the general members managing between their studies, research, teaching, personal and professional lives, etc. it is also reasonable for general graduate students to have very high expectations from their Executives, Chair, and Vice-Chair. Regrettably, issues surrounding missed meetings and deadlines, lack of engagement and commitment, misunderstandings did arise from time to time during this fiscal year.

Some recommendations and amendments were made by the Governance Committee to make sure that GSA has clear guidelines on member expectations, specially from Executives, Chair, and Vice-Chair. Efforts were also made by the Governance Committee to make available more detailed information on member expectations so that only dedicated volunteers come forward to serve as GSA Executives, Chair, and Vice-Chair knowing about the possible time commitment. Executive, Chair, and Vice-Chair training and expectations must be enhanced going forward to better serve the membership.



**University of Saskatchewan - Graduate Students' Association
Report VP Finance and Operations
Annual General Meeting - April, 2022**

GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

Dear GSA Members,

First of all, I want to express my gratitude towards the Academic Councilors for put their trust on me to serve and represent you as the VP Finance and Operations of the University of Saskatchewan Graduate Students' Association Inc. Secondly, I am very humbled to have had this opportunity to have joined the GSA team and I would like to thank the GSA Office Manager (Candace Suessmilch) and our GSA executives (Rifat Zahan, Mostofa Kamal, Devin Cherneski) for their commitment and dedication throughout the academic year. I also want to thank the GSA Chair, the GSA recording secretary, all GSA councilors, GSA volunteers, and all members for participating in the different activities, committees, meetings, and others throughout the year. This year we continue providing support to our students, creating new ways to help them. In this report, I want to provide you the main tasks that I have worked since I joined the GSA team:

1. GSA Financial Information

The financial folders are updated daily and a report is provided monthly to all executives as well as to any member that request this information. My role is to keep track of the everyday activities and there is a very detailed ledger that is updated with the books that includes receipts and descriptions of each expense and revenue of GSA. All transactions are assigned to one of the existing budget lines. The finances are very transparent as any GSA member have right to request and review the original receipt, expense form, as well as invoice and the updated ledger.

I also encourage the next VP Finance and Operations to continue with this tradition as this ensures transparency and accountability on how the membership dues are being used. I also encourage the GSA members to demand openness and transparency of the work done by the GSA executives.

The GSA Finance and Budget Committee met several times to draft and review the next year 2022-2023 Fiscal Year Operating Budget which was presented to the Council for revision and approval. The minutes of those meetings were provided to the GSA chair for inclusion in the agenda of our April GSA Council meeting. As with other years, there is a requirement for GSA executives to

work on the fundraising of the events such as the 3MT, Annual Gala, Orientation, Graduate Research Conference. The Approved Operating Budget for next fiscal year along with descriptive line notes is provided to this report (annex 01).

2. GSA Need-based Bursary

The College of Graduate and Postdoctoral Studies supported with a monetary value of \$32,000 for the 2021-2022 fiscal year, and the GSA budgeted 30,000 for need-based bursaries during 2020-2021 fiscal year, bringing the total amount to 62,000 directed for need-based bursary. The Association recognizes the importance of these bursaries to our members which is also reflected by the number of applications received. During the Summer/Spring 2021, we have had over 112 applications with only 12 successful recipients, each bursary awardee received \$750. This results in a total bursary disbursement in the amount of \$12,000. Moreover, the GSA provided a total of \$28,000 in bursaries during the Fall 2021 and \$25000 for Winter 2022. My experiences reviewing the applications (along with committee members) made me realize that there were far more deserving applicants than the number of bursaries we could award. The Selection process has been updated including all recommendation of members of the Bursary committee and it is reflected on the GSA website. Going forward, the GSA executives recommended an increase in the number of bursaries it disburses (pending approval from council), and the GSA President has been lobbying extremely hard with CGPS to increase the number of bursaries it makes available via this process. Therefore, executives proposed to withdraw \$40,000 from GSA chequing account which contain unused budgets from previous years to contribute through GSA bursary as a one-time Post Covid GSA bursary. The Finance and budget committee approved the proposal and now we need submit it as a motion to this year AGM.

3. Student Support through Social Clubs and Council Funding

The GSA constantly support student events and initiatives from our different social clubs including the Multicultural Student Association and Engineering graduate Community Council. There were many more interesting events that were planned this year which the executives came to know, and GSA was willing to support, however, due to COVID-19, those events were cancelled. Moreover, GSA Council funding is calculated based on a formula that states: Academic Councils may receive up to \$3.00 per full time student or \$1.50 per part time students according to the following formula: $c = [x (3 .00) + y (1 .50)][a / b]$ Where c is the funding received by the Academic Council, x is the number of full time students, y is the number of part time students, a is the number of meetings attended by Academic Councillors and b is the possible attendance rate by the number of registered Academic Councillors (this is also indicated in the GSA bylaws). We release those cheques at the beginning of the new academic year (early September). We encourage all academic councilors to re-ratify again at the beginning of the new academic year to continue accessing the benefits from the GSA.

Additionally, the GSA raised funds and successfully hosted the Holiday Hangout this year and delivered meals to graduate students.

4. Committee Appointments and Meetings

A major part of the VP Finance and Operations as an elected Executive member is to attend various meetings representing the GSA and ensuring graduate students have a strong voice on every committee that I sit on. I am a member of different university scholarship, award committees and GSA committees, city of Saskatoon committees, etc. and bring the voice of our graduate students to the best of my abilities.

Below, I present table 01 with the list of committees I am part of:

Table 01: List of committees I have participated during my tenure as VP Finance and Operations

CGPS Scholarship and Awards Committees	Member
City of Saskatoon: BRT Nutana Stakeholder Committee	Member
President Executive Committee	Member
Planning Response Team	member
GSA Bursary Selection Committee	Chair
GSA Budget and Finance Committee	Chair
Deputy provost search committee	Student Rep.

I am honored to represent the GSA and Graduate Students on those various committees. Additionally, I have attended all the GSA Election orientation/information session to answer any questions of interested candidates. I attended our monthly GSA Council Meetings and provided the verbal report to our councilors. I was also fortunate to attend other meetings with the University senior leadership where we raise and advocate on graduate student issues. I was strongly involved in the development of the package for the Board of Directors advocating against tuition hikes and engaging in conversations with our senior leaders.

5. Tax Sessions

Due to COVID-19, the in-person tax clinic got cancelled this year, we had to look at alternative way to help graduate students who needed information filing their taxes. Free tax sessions were hosted. We have partner with the Canada Agency Revenue Outreach Program to host the tax session information for our graduate students and information on GST/HST credits, Climate Action Incentive, and other benefits were discussed.

6. GSA Commons, Safety and Security Procedures

The office Manager's has been working remotely with some days in person, going physically to the GSA to keep things running. The office Manager's contract has been renewed for another year. Worker's Compensation Board, Insurance and ISC Registration and Returns an accurate assessment of the Graduate Students' Association's eligible payroll was provided to the WCB in order to properly protect the Association and its staff.

The GSA maintains commercial liability insurance as well as non-profit Directors and Officers Liability coverage for the Association. The GSA is also mandated to file year-end financial returns and maintain up-to-date registry information with the Information Services Corporation (a government-approved body that manages all business and non-profits registered in Saskatchewan). The deadline for submitting this information every year is August 31st.

Future Directions

It is important for the continued success of the GSA that we always strive to be better and continue to grow the organization in ways to better serve our members. As such, I would suggest the incoming Executive members and all interested parties thoroughly examine the following thoughts and suggestions.

The GSA Commons

This is a space of our graduate students. We provide with free coffee, tea, chocolate and invite our graduate students to visit this place. When the pandemic is over, we encourage incoming executives to continue inviting our members to this space and engage our members in social media like the GSA Website, GSA Facebook page and Instagram, they will get to know more about the events and benefits of the GSA Commons.

GSA Finances

The financial folders of the GSA is very strong and transparent. It is pivotal to member confidence in the GSA that this continue. Despite all the positive outcomes, there is always room to improve things, which can be done through constant communication with the office Manager, the GSA president and our Bookkeeping.

Executive performance and Training

The Executive Committee of the GSA is at the core of the daily operations and management of the GSA and receives important honoraria for their work. While the membership is generally sympathetic to the fact that the Executive are also graduate students engaged in research, teaching, working, family, etc. it is not unreasonable for them to also have very high standards for their Executive. Regrettably, issues surrounding missed meetings, unwise use of discretionary funds, lack of engagement, and poor communications did arise from time to time. Executive training should be done from time to time and expectations must be enhanced going forward to better serve the membership.

Thanks once again for choosing me to represent you and I wish you a wonderful year ahead.

Ehsan Moradi

VP Finance and Operations

Graduate Students' Association

University of Saskatchewan Graduate Students' Association Inc.

2021-2022 Operating Budget Notes

ACCRUED REVENUE

12225 UPASS.

This budget line refers to the amount of UPASS fees collected by the University from graduate students, and those collected from non-grad members (i.e Post-doctoral fellows). The amount remitted to Saskatoon Transit is deducted from this amount. Any remaining amount is transferred to the UPASS Administration Fee (Revenue line 41301) so that this budget line remains at zero (0) at the end of the fiscal year.

12226 Health and Dental.

This budget line refers to the amount of Health and Dental fees collected by the University from graduate students. The amount remitted to StudentCare is deducted from this amount. Any remaining amount is transferred to the Health and Dental Reserve fund so that this budget line remains at zero (0) at the end of the fiscal year.

12227 CFS.

This budget line refers to the amount of CFS fees collected by the University from graduate students. The amount collected by the University is remitted to CFS by the GSA and therefore this budget line returns to zero (0) at the end of the fiscal year.

FEE-BASED REVENUE

41200 GSA Membership Fees (grad).

This budget line represents the totality of membership fees collected from graduate students. This value is based on a 1.5 % increase in graduate student fees collected (keeping in line with typical average increases to the number of students).

Note: Potential alteration to budgeted amount may become necessary if a separate Indigenous Students' Union becomes operational and some GSA members wish to leave the GSA to join this new Union.

46500 GSA Membership Fees (non-grad).

This budget line represents the totality of membership fees collected from non -graduate students (usually Postdoctoral Fellows) who join the GSA. PDF's now have a collective bargaining agreement with the University; therefore, there is expected to be a decrease in the

number of PDF's that purchase membership. Based on historical averages, membership purchases are expected to be approximately 50.

41301 UPASS Administration Fees.

This budget line represents the administration fee of \$3.00 that the GSA collects per UPASS fee assessed, based on the agreement with Saskatoon Transit. The value in this budget line is what remains after deducting the 1% University administration charge from each UPASS fee collected from graduate students. The GSA receives an administration fee of approximately \$1.8 per UPASS fee collected, which goes to covering USSU-UPASS administration costs (Expense line 51301). This line is based on having approximately 2700 UPASS fees collected. In addition, 40 PDF's purchase the UPASS per term (numbers are based on historical averages).

FUNDRAISING / SALES BASED REVENUE

46100 GSA Commons Booking.

This budget line represents the revenues from bookings of the Commons to internal and external groups and represents an important revenue source for the GSA. Increased rental of Commons to outside events / groups after hours and on weekends will boost revenue.

46200 GSA/CFS Handbook Advertisement Sales.

This budget line represents the sales of advertising space in the CFS/GSA Handbooks that are made available to members.

43801 Orientation Fundraising/Support.

This budget line represents fundraising contributions and donations for the GSA's Orientation (fall and winter) events. This is a flow-through (FT) budget line. Any and all money raised will be used to supplement funding for the events. Fundraising will be required if it is suspected that the cost of the events will be greater than what is already budgeted in Expense line 53302 and 53303. Expense line 53302 also includes the September social costs and Expense line 53303 also includes the January social costs.

43802 3MT and Conference Fundraising/Support.

This is a flow-through (FT) budget line. Any and all money raised for this is utilized for the 3MT and Conference (Expense Line 53301).

48303 Sustainability/Diversity Fundraising/Support.

This budget line represents fundraising contributions and donations for any GSA Sustainability or Diversity Initiatives. This is a flow-through (FT) budget line. Any and all money raised will

be used to supplement funding for any Sustainability / Diversity Initiative. These initiatives are organized by the GSA Sustainability and / or GSA Diversity Committees. Fundraising will be required if it is suspected that the cost of the events will be greater than what is already budgeted in Expense line 53307

43804 Awards Gala Fundraising/Support.

This is a flow-through (FT) budget line. Any and all money raised for this is utilized for the Awards Gala to supplement Expenditure Line 53300.

43805 Health Chats Fundraising/Support.

This budget line represents fundraising contributions and donations for GSA Health Chat events. This is a flow-through (FT) budget line. Any and all money raised will be used to supplement funding for these Health Chats. The GSA Health Chats are events / initiatives geared towards activities that improve the mental, physical and emotional well-being of graduate students. Fundraising will be required if it is suspected that the cost of the events will be greater than which is already budgeted in Expense line 53305.

43806 Social Event Revenues.

This is a flow-through budget line. Any and all money raised from alcohol sales, during socials, will be used to support subsequent social events (Expense line 53306) in perpetuity throughout the fiscal year.

44104 Awards Gala Ticket Sales.

This budget line represents revenue raised solely through ticket sales for the GSA's Annual Awards Gala. Any and all money raised for this is utilized for the GSA Annual Awards Gala (Expense Line 53300).

OTHER REVENUES

46900 Miscellaneous Revenues.

This budget line is to be used very rarely to report revenues from any occasional or non-material activities which do not fit other budget lines. There are no anticipated revenues budgeted for this line.

46901 Notary Services.

This budget line represents revenues from GSA notary services to non-members. This service is offered by the Office Manager throughout the year.

46902 U of S Cold Beverage Agreement.

This budget line represents revenues received by the GSA from University of Saskatchewan - Consumer Services based on an agreement with the campus-wide beverage provider (Pepsi-Cola) to support students. This last payment is anticipated for the 2021-2022 fiscal year.

46903 Health and Dental Continuum Revenues.

This line represents revenues the GSA receives from Health and Dental Provider sales of continuing Health and Dental Insurance plans to students who are graduating. The GSA receives 5% share of sales to support the activities of the GSA.

43800 Cash Donations/Contributions

This line represents the total value of cash/monetary contributions and donations from any University or external group that does not fit into any other revenue line. This is a flow through (FT) item.

GSA STUDENT SUPPORT

51500 GSA Bursary Expenses.

This budget line refers to the GSA's financial contribution to the GSA Need-based Bursary and excludes CGPS's contributions. There is an increase in this amount in order to ensure that more students receive bursary support, based on the trend of more and more deserving applicants. CGPS has historically contributed an equal amount to what the GSA budgets. Beginning in the 2018-2019 fiscal year, the GSA is responsible for issuing all cheques and CGPS will remit its contributions directly to the GSA (which is to be deposited in Revenue line 43800).

51551 U of S Travel Award Contribution.

This budget line refers to the GSA's contribution to the University's Travel Award which is administered by ISSAC. This amount is reserved for and accessible only to GSA members but is administered via ISSAC.

51552 U of S Crisis Aid Program Contribution.

This budget line represents the GSA's contribution to the University's Crisis Loan/Grant Program administered via the U of S Financial Services Division. This amount is set aside and accessible only to GSA members.

51610 Ratified Student Club/Group Funding.

This budget line is used to fund ratified graduate student social groups / academic council events as per the GSA Policies.

BANKING, DEBIT, AND CREDIT FEES AND CHARGES

52200 Banking and Credit Fees and Charges.

This budget line accounts for monthly fees, service fees, debit/credit transaction charges, miscellaneous bank fees, and the printing of cheques.

GSA OFFICE OPERATIONS AND EXPENSES

52300 Office Stationary and Supplies.

This budget line refers to the office supplies (non-electronic) and stationary for the GSA.

52301 Office Electronic Equipment, Software, and Batteries.

This budget line is designated for the purchase of any office electronic equipment, software, and batteries.

52303 Printer Toner/Cartridges.

This budget line refers to the costs of printer toner cartridges. The GSA has two printers including one that prints in colour. Suggest carefully monitoring printing and using it only when necessary (for both environmental and budgetary reasons).

52310 Postage, Courier, and Freight.

This budget line refers to the costs and charges related to postage, couriers, and messengers.

GSA COMMONS OPERATIONS AND EXPENSES

52320 Commons Supplies.

This budget line refers to non-capital equipment and consumable non-food supply purchases for the GSA (i.e. tea lights, plates, cups).

52321 Coffee/Tea Bar Supplies and Expenses.

This budget line refers to the consumable coffee, hot chocolate and tea plus sugar, creamer, etc. purchased by the GSA.

52322 Commons Renewal, Repair and Maintenance.

This budget line is designated for any uncovered repairs, cleaning/maintenance or renewal to the GSA Commons and includes replacing any damaged furniture, etc.

52325 Commons Special Upgrades (A/V System).

This budget line was created for the upgrades to the GSA A/V system. This budget line will now accommodate upgrades to the system, as they are now reaching ten (10) years of age as well as new office computers. This is for a five (5) year commitment and will be budgeted for the 2019/2020 (\$4,000), 2020/2021 (\$3,500), 2021/2022 (\$3,500), 2022/2023 (\$3,500) and 2023/2024 (\$3,500) fiscal years.

GSA ADVERTISING AND COMMUNICATIONS

52330 Expenses for Digital and Print Ads/Communication.

This is a budget line to cover the costs of electronic advertising for GSA and GSA events.

INSURANCE

52400 GSA Liability Insurance.

This budget line refers to the GSA's Commons Liability Insurance.

52401 GSA D&O Insurance.

This budget lines refers to the GSA's Directors and Officers Insurance coverage.

TELEPHONE, FAX, AND INTERNET/ICT COSTS

52500 Telephone, Facsimile, Telecommunications Costs.

This budget line represents the GSA's telephone, voicemail, directory advertising, facsimile, and long distance costs.

52550 IT/ICT Technical Support.

This budget line refers to the billed costs of the GSA accessing ICT Tech Support including call-outs and hourly rates.

PROFESSIONAL FEES AND EXPENSES

52601 Legal Expenses.

This budget line is designated to pay for any needed GSA legal expenses. Suggested amount based on expected lack of use. Ideally the full budgeted amount will not be spent but it is good to have.

52603 Internal Auditing/Consulting.

This budget line is designated to pay for any needed GSA professional consulting or internal reviews from auditing firms. Ideally none of the budgeted amount will be spent but it is good to have available.

52604 Financial Auditing.

This budget line is designated to pay for any needed annual audits and tax return related expenses. Suggested amount based on market rates, on completion of historical audits and to provide extra leeway in case of extra work completed by the auditors.

52650 Bookkeeping.

This budget line refers to the costs of the GSA bookkeeping services. Suggested amount is based on the current monthly rate of the Bookkeeper and also because the Bookkeeper takes on the task of preparing T4's, T4A's and the working papers for the audits.

STAFF SALARIES AND EXECUTIVE FEE

52701 President Fee.

This budget line represents the fee received by the President for their duties. The President shall receive this fee on a monthly basis during their time in this position. There is a suggested increase of no more than 1 %, however there is no need for an increase if there is no changes to the role and responsibilities.

52702 VP External Fee; 52703 VP Operations and Finance Fee; 52704 VP Student Affairs Fee; 52705 Vice-President Indigenous Engagement Fee.

These budget lines represent the fees received by the Executive members (other than the President) for their duties. The Vice-Presidents shall receive this fee on a monthly basis during their time in this position. There is a suggested increase of increase of no more than 1 %, however there is no need for an increase if there is no changes to the role and responsibilities.

52707 Chairperson / CEO Fee.

This budget line refers to the yearly fee received by the GSA's Council Chairperson/CEO. The Chairperson shall receive this fee on a monthly basis during their time in this position, only in the months of September – April, inclusive, with no fee paid out in the months of May – August, inclusive.

52708 Election and Referenda Expenses.

This budget line has now changed to Election and Referenda Expenses. It is reserved for the costs of Executive Elections and any referenda costs (poster printing, election forum, forum food, etc...). Budgeted amount allows for some leeway in the case of many By-elections, large number of candidates, or electoral disputes that take time to investigate and resolve.

52709 Recording Secretary Fee.

This budget line refers to the fee received by the GSA's Council Recording Secretary, based on the number of hours worked and the hourly graduate student rate. Suggested amount calculated based on twelve meetings per year at four hours total time per meeting. The large number of hours allows for leeway in case of emergency or extra meetings.

21501 CPP and EI Employer Contribution.

This amount refers to the CPP and EI employer contribution that would take effect after \$3500 is earned (per calendar year) for each of the Executives.

52800 Office Staff and Coordinator Salaries.

This budget line presents the totality of salaries paid to GSA Staff and Commons Coordinators and includes the incentives the Office Manager receives as per the contract (Health and Dental and parking).

GSA EXECUTIVE OPERATIONS

52900 Executive Meeting and Retreat Expenses.

This line is used to provide for the GSA Executive Committee to have an annual retreat, in which the plans for the year are discussed. To maximize GSA funds it is suggested that the retreat be held in town (i.e. the GSA Commons) to avoid excessive costs to the GSA. This budget line can also be used for Executive meetings, should it be required.

52901 Executive Meetings with External Delegates/Guests.

This budget line allows for the GSA to receive or host visiting guests, delegates, and external stakeholders. This budget line allows the GSA to host meeting with external delegates representing different organizations (other student unions, partner groups, experts, etc.).

52333 Executive Business Cards, Pictures, Plaque Updates and Name Tags.

This budget line is used to provide professional name tags and business cards for each GSA Executive. This budget line shall also be used to update the plaques.

52920 Executive Travel

This budget line is used to provide for GSA Executives to attend conferences and meetings related to the development and governance of the Association, such as those hosted by CFS and ThinkGrad. This budget line can also be used to hold a GSA conference in which Office staff and Executives may wish to come together and discuss the development, governance and sustainability of the Association for future years.

52930 Executive Training and Professional Development.

This new budget line allows for Executive necessary training and professional development courses related to each Executive portfolio. Example includes Mental Health First Aid.

62701 President's Discretionary Fund; **62702** VP External Discretionary Fund; **62703** VP Operations and Finance Discretionary Fund; **62704** VP Student Affairs Discretionary Fund; **62705** VP Indigenous Engagement Discretionary Fund.

These lines are used to provide for Executive discretionary purchases in order to benefit the Association (i.e. hosting/supporting an event, travelling to a conference, or some other GSA initiative). Absolutely not to be used for any personal purchases such as clothing.

GSA ACADEMIC COUNCIL OPERATIONS

52903 Academic Council Foods and Beverage.

This budget line refers to the costs of food and beverage supplied for Council Meetings and General Meetings.

52904 GSA Committees Food and Beverage.

This budget line refers to the costs of food and beverage supplied for Standing Committees.

52905 Town Hall Food and Beverage

This budget line funds any necessary food and beverages from GSA town hall events. Suggested amount will allow for two town halls per year if necessary.

51600 Academic Council Funding

This budget line refers to funding reserved for Academic Councils of the GSA, attendance and participation in meetings of the academic year. These funds shall be determined after the August Council meeting and shall be made available prior to the September Council meeting.

GSA EVENTS

53300 GSA Awards Gala.

This budget line represents the expenditures and costs related to the GSA's Annual Awards Gala and flows directly from revenue lines: 43804 and 44104. The suggested amount provides a cushion based on the trend of difficulty in obtaining funding.

53301 GSA 3MT and Conference.

This budget line represents the expenditures and costs related to the GSA's 3MT and Graduate Student Research Conference and flows directly from revenue line: 43802.

53302 GSA Fall Orientation.

This budget line represents the costs and expenditures related to the GSA Fall Orientation and September social events. Any revenue raised from budget line 43801 can be used to supplement any extra costs associated with these two events. Suggested total expenditure based on previous years. Budget line 53302 and 53303 can collectively be used to cover the costs associated with the Fall and Winter Orientations, but expenses for these two events shall not exceed the combined value of these two budget lines.

53303 GSA Winter Orientation.

This budget line represents the expenses related to GSA's Winter Orientation and January social events. Any revenue raised from budget line 43801 can be used to supplement any extra costs associated with these two events. Suggested total expenditure based on previous years. Budget line 53302 and 53303 can collectively be used to cover the costs associated with the Fall and Winter Orientations, but expenses for these two events shall not exceed the combined value of these two budget lines.

53304 GSA Campus Rec./Intramural Sports.

This budget line is designated for the registration of various GSA Guppies campus rec./intramural sports teams over the three terms.

53305 GSA Health Chats.

This budget line represents the costs and expenditures related to the GSA Health Chats series of events. All revenue raised from budget line 43805 will be used to supplement any extra costs associated with these events.

53306 GSA Social Events.

This budget line represents the expenditures and costs related to GSA social events, other than the September and January social. All sales raised (Revenue line 43805) will be used to support expenses.

53307 GSA Sustainability/Diversity Initiative

This budget line represents the costs and expenditures related to any GSA Sustainability/Diversity events and initiatives. All revenue raised from budget line 43803 will be used to supplement any extra costs associated with these events.

53308 GSA Workshops/Initiatives

This budget line represents the expenditures and costs related to any GSA workshops or other initiatives, such as the Tax Clinic. There is a hope that many more initiatives/workshops are held as well as any support directed to the Breakfast Initiative and the Holiday Hangout. Should the Sustainability/Diversity Committees require a budget more than what was allocated in 53307, due to the organization of multiple events/initiatives, this budget line can be used to accommodate for this.

53309 New Initiative: Conflict Management

In the fall 2019, a Conflict Engagement and Management: Advocacy and Problem-Solving Skills for Student Leaders workshop was held. This was available for the Executives; however, there was space available for interested Councilors. The total cost of the session was covered between the GSA, USSU, Office of the University Secretary and Office of the Vice-Provost Teaching Learning and Student Experience. The Executive deem this to be a valuable experience and wish to continue offering this in coming years.

GSA OPERATING COSTS

51301 UPASS Administration Fees

This budget line represents the administration costs that the GSA pays out per UPASS sold and activated per agreement with USSU.

52000 ThinkGRAD Membership Fees

This line accounts for the GSA's membership affiliation with ThinkGRAD.

52810 WCB Expenses

This budget line refers to the amounts paid to the Workers Compensation Board as required by law.

52811 ISC and Incorporation Costs

This budget line refers to the amounts paid to the Information Services Corporation as required per law for corporate registration and renewal.

52340 GSA Handbook Expenses

This budget line refers to the expenses of printing/distributing of the GSA handbook.

55130 Leasehold Annual Charges

This line refers to the licensing cost for the GSA to occupy the Emmanuel and St. Chad. Based on actual costs this amount can be kept as it. Actual values of building are to be reported to auditor.

61000 Miscellaneous Expenses

This budget line represents miscellaneous small, non-recurring expenses where there is no other appropriate budget line. There are currently no budgeted expenses for this line.

61001 Financial and Legal Contingency Fund Contribution

This budget line has been used to park money for any anticipated and/or unanticipated legal and financial contingencies.

Revenues

REVENUE			(YTD to February 21st, 2022)	PROPOSAL
	ACCRUED REVENUE	2021-2022 Budgeted	2021-2022 Actual	2022-2023 Fiscal Year
12225	UPASS	0.00	-12,611.31	0.00
12226	HEALTH AND DENTAL	0.00	406 377.01	0.00
12227	CFS Membership	0.00	0.00	0.00
	FEE-BASED REVENUE			
41200	GSA Membership Fees (grad)	235,000.00	117,312.96	236,500.00
46500	GSA Membership Fees (non-grad)	1,500.00	1,414.85	1,500.00
41301	UPASS Administration Fees	10,000.00	66.00	10,000.00
	FUNDRAISING/SALES BASED			
46100	GSA Commons Rental	5,000.00	0.00	5,000.00
46200	GSA/CFS Handbook Advertisement Sales	1,250.00	1,330.00	1,250.00
43801	Orientation Fundraising/Support	**FT	0.00	**FT

43802	3MT and Conference Fundraising/Support	**FT	0.00	**FT
43803	Sustainability/Diversity Fundraising/Support	**FT	0.00	**FT
43804	Awards Gala Fundraising/Support	**FT	0.00	**FT
43805	Health Chats Fundraising/Support	**FT	0.00	**FT
43806	Social Event Revenues	**FT	0.00	**FT
44104	Awards Gala Ticket Sales	**FT	0.00	**FT
	OTHER REVENUES			
46900	Miscellaneous Revenues	0.00	2,615.37	0.00
46901	Notary Services	500.00	0.00	500.00
46902	U of S Cold Beverage Agreement	4,000.00	0.00	4,000.00
46903	Health and Dental Continuum Revenues	250.00	0.00	250.00
43800	Cash Donations/Contributions	**FT	32,000.00	**FT
	Total	257,500.00	142,127.87	259,000.00

Expenses

EXPENSES			Actual expenses 2021-2022	PROPOSAL
	GSA STUDENT SUPPORT	2021-2022 Budgeted	(YTD to February 21, 2022)	2022-2023 Fiscal Year
51500	<i>GSA Bursary Expenses</i>	30,000.00	62,000.00	35,000.00
51551	<i>U of S Travel Award Contribution</i>	8,500.00	8,500.00	8,500.00
51552	<i>U of S Crisis Aid Program Contribution</i>	7,500.00	7,500.00	7,500.00
51610	<i>Ratified Student Club/Group Funding</i>	5,000.00	1,000.00	5,000.00
	BANKING, DEBIT, AND CREDIT FEES AND CHARGES			

52200	<i>Banking and Credit Fees and Charges</i>	2,400.00	652.67	2,400.00
	GSA OFFICE OPERATIONS AND EXPENSES			
52300	<i>Office Stationary and Supplies</i>	500.00	28.07	500.00
52301	<i>Office Electronic Equipment, Software, and Batteries</i>	250.00	0.00	250.00
52303	<i>Printer Toner/Cartridges</i>	800.00	153.16	800.00
52310	<i>Postage, Courier, and Freight</i>	200.00	106.26	200.00
	GSA COMMONS OPERATIONS AND EXPENSES			
52320	<i>Commons Supplies</i>	500.00	204.27	500.00
52321	<i>Coffee/Tea Bar Supplies and Expenses</i>	1,500.00	965.19	1,500.00
52322	<i>Commons Renewal, Repair and Maintenance</i>	1,500.00	372.96	1,500.00
52325	<i>Commons Special Upgrades (A/V System) - (a 5 year commitment till 2023/2024)</i>	3,500.00	3,500.00	3,500.00
	GSA ADVERTISING AND COMMUNICATIONS			
52330	<i>Expenses for Digital and Print Ads/Communication</i>	100.00	0.00	100.00
	INSURANCE			
52400	<i>GSA Liability Insurance</i>	4,600.00	4,777.00	5,100.00
52401	<i>GSA D&O Insurance</i>	1,200.00	1,156.00	1,200.00
	TELEPHONE, FAX, AND INTERNET/ICT COSTS			
52500	<i>Telephone, Facsimile, Telecommunications Costs</i>	2,000.00	1,317.16	2,000.00
52550	<i>IT/ICT Technical Support</i>	235.00	0.00	235.00

	PROFESSIONAL FEES AND EXPENSES			
52601	Legal Expenses	5,000.00	0.00	5,000.00
52603	Internal Auditing/Consulting	1,000.00	0.00	1,000.00
52604	Financial Auditing and taxes	11,000.00	11,155.50	12,000.00
52650	Bookkeeping	10,000.00	7,955.48	10,000.00
	STAFF SALARIES AND EXECUTIVE FEE			
52701	President Fee	7,200.00	5,400.00	7,200.00
52702	VP External Fee	6,700.00	4,592.04	6,700.00
52703	VP Operations and Finance Fee	6,700.00	5,010.44	6,700.00
52704	VP Student Affairs Fee	6,700.00	4,350.92	6,700.00
52705	VP Indigenous Engagement Fee	6,700.00	2,791.65	6,700.00
52707	Chairperson / CEO Fee	1,800.00	1,380.00	1,800.00
52708	Election and Referenda Expenses	500.00	0.00	500.00
52709	Recording Secretary Fee	1,000.00	458.99	1,000.00
21501	CPP and EI Employer Contribution	600.00	528.86	600.00
52800	Office Staff and Coordinator Salaries	70,000.00	40,794.23	70,000.00
	GSA EXECUTIVE OPERATIONS			
52900	Executive Meeting and Retreat Expenses	250.00	0.00	250.00
52910	Executive Meetings with External Delegates/Guests	250.00	0.00	250.00
52333	Executive Business Cards, Pictures, Plaque Updates and Name Tags	300.00	70.51	300.00
52920	Executive Travel	2,000.00	0.00	2,000.00
52930	Executive Training and Professional Development	500.00	0.00	500.00
62701	President's Discretionary Fund	500.00	110.00	500.00

62702	<i>VP External Discretionary Fund</i>	400.00	50.00	400.00
62703	<i>VP Operations and Finance Discretionary Fund</i>	400.00	105.00	400.00
62704	<i>VP Student Affairs Discretionary Fund</i>	400.00	50.00	400.00
62705	<i>Indigenous Engagement Discretionary Fund</i>	400.00	0.00	400.00
	<i>GSA ACADEMIC COUNCIL OPERATIONS</i>			
52903	<i>Academic Council Foods and Beverage</i>	3,000.00	3,000.00	3,000.00
52904	<i>GSA Committees Food and Beverage</i>	1,000.00	1,000.00	1,000.00
52905	<i>Town Hall Food and Beverage</i>	500.00	0.00	500.00
51600	<i>Academic Council Funding</i>	5,500.00	4,085.00	5,500.00
	<i>GSA EVENTS</i>			
53300	<i>GSA Awards Gala</i>	3,000.00	430.15	3,000.00
53301	<i>GSA 3MT and Conference</i>	**FT	0.00	**FT
53302	<i>GSA Fall Orientation</i>	6,200.00	5,507.73	6,200.00
53303	<i>GSA Winter Orientation</i>	950.00	800.00	950.00
53304	<i>GSA Campus Rec./Intramural Sports</i>	300.00	0.00	300.00
53305	<i>GSA Health Chats</i>	500.00	0.00	500.00
53306	<i>GSA Social Events</i>	500.00	0.00	500.00
53307	<i>GSA Sustainability/Diversity Initiative</i>	500.00	300.00	500.00
53308	<i>GSA Workshops/Initiatives</i>	1,200.00	1,000.00	1,200.00
53309	<i>GSA New Initiatives</i>	0.00	0.00	0.00
	<i>GSA OPERATING COSTS</i>			
51301	<i>UPASS USSU Administration Fees</i>	10,000.00	3,624.08	10,000.00
52000	<i>ThinkGRAD Membership Fees</i>	0.00	0.00	0.00
52810	<i>WCB Expenses</i>	200.00	0.00	200.00
52811	<i>ISC and Incorporation Costs</i>	50.00	30.00	50.00

52340	<i>GSA Handbook Expenses</i>	3,500.00	1,212.75	3,500.00
55130	<i>Leasehold Annual Charges</i>	15.00	12.60	15.00
61000	<i>Miscellaneous Expenses</i>	0.00	0.00	0.00
61001	<i>Financial and Legal Contingency Fund Contribution</i>	10,000.00	0.00	5,000.00
	Total	257,500.00	198,038.67	259,000.00

VP Academic and Student Affairs Annual Report October 2021-April 2022



Graduate Students' Association

University of Saskatchewan

April 11, 2022

1. Introduction

According to the GSA bylaws, the duties of the Vice-President of Academic and Student Affairs shall

include, but are not limited to:

2.4.1.1. Shall sit on University Council;

2.4.1.2. Act as a liaison within the University community relating to graduate student issues;

2.4.1.3. Organize a program of social events for the enhancement of the graduate student experience;

- 2.4.1.4. Organize the Three Minute Thesis Competition and the Graduate Student Research Conference;
- 2.4.1.5. *Organize academic workshops of interest to graduate students;*
- 2.4.1.6. Coordinate with the University in its efforts to orient incoming graduate students;
- 2.4.1.7. Advocate for resources that would improve the academic experience of graduate students at the University; and,
- 2.4.1.8. Advocate for graduate students in all matters relating to their University experience, as applicable.

1. Organizing GSA's regular annual events
a. Three-minute thesis (3MT) competition 2022

The VP of Academic and Student Affairs is responsible for organizing the Three Minutes Thesis Competition (3MT). The Graduate Students' Association (GSA) of the University of Saskatchewan organized the three-minute thesis (3MT) competition 2022 on April 1, 2022. Since not all graduate students have returned to the university campus yet, the 2022 3MT event occurred in hybrid mode. Students presented their research either in person at the GSA commons or via zoom. The GSA video recorded all presentations for evaluation and publication on its various social networking mediums. Although 52 students had registered initially, 41 students finally presented their work on presentation day. Among the 42 presenters, 26 gave their talk at the GSA commons, while 15 students delivered via zoom. In 2022, 52 students registered to participate but on the day of the event, 41 student's presented their thesis work. It is to be noted that the number of graduate students who participated in 2022 is the highest in the University of Saskatchewan's 3MT history. The GSA also recruits the highest number of judges in the University of Saskatchewan's 3MT history, including professors, post-doctoral fellows, and science outreach experts, to evaluate the 3MT presentations from different universities across Canada and US. The judges are as follows:

Table: List of 3MT Judges for 2022

Index	First Name	Last Name	Position	University
1	Mark	Ferguson	Communication Specialist	GIWS, University of Saskatchewan

2	Julie	Petrin	Post. Doc	University of Saskatchewan
3	Linzi	Williamson	Post. Doc	University of Saskatchewan
4	Antonio	Facciuolo	Post. Doc	University of Saskatchewan
5	Sarah	Krasniuk	Post. Doc	University of Saskatchewan
6	Pooja	Choudhary	Post. Doc	University of Saskatchewan
7	Katie	Ovens	Post. Doc	McGill University
8	Mahfuzer	Rahman	Assistant Professor	University of Montevallo in Alabama, USA
9	Mostafizur	Rahman	Assistant Professor	The University of Texas Rio Grande Valley (UTRGV), USA
10	Farhad	Maleki	Post. Doc	McGill University
11	Andrea	Kraj	Assistant Professor	University of Saskatchewan
12	Mohammad	Alam	Post. Doc	University of Victoria
13	Abdus	Sabur	Post. Doc	University of Waterloo
14	Megan	Evans	Communication Specialist	SENS, University of Saskatchewan
15	Yunus	Babuni	Post. Doc	Dalhousie University
16	Hasan	Ahmed	Research Scientist	GIFS, University of Saskatchewan
17	Ceren	Eyiguler	Post. Doc	University of Saskatchewan
18	Lenaic	Couedel	Professor of Physics and Engineering Physics	University of Saskatchewan
19	Palash	Sanyal	Communication Specialist	GIWS, University of Saskatchewan

The GSA hopes to announce the winners' names by 3rd week of April. The University of Saskatchewan 3MT competition winners will attend the western region final at Winnipeg on May 5, 2022.

b. The hand-on virtual tax clinic

Before the pandemic, the GSA used to organize an in-person tax clinic for the graduate students of the University of Saskatchewan. Unfortunately, it was impossible to schedule an in-person tax

clinic for graduate students to submit their 2019 and 2020 tax returns. Considering the graduate students' difficulties in the last two years, the GSA organized two virtual tax clinics (March 18 and 22, 2022): one for graduate students with no dependents and another for dependents. During the virtual session, the VP of academic and student affairs provided hands-on demonstrations of tax returns submission using the popular UFILE tax software that enables students to submit their taxes free of cost. The graduate students highly appreciated the two virtual tax clinics.

c. Winter Orientation Event

The VP of Academic and Student Affairs is responsible for organizing the Fall and Winter orientation. Because of the COVID crisis, the GSA organized the winter orientation virtually. When the University finally started in-person class, the GSA organized a Swag Bags distribution event, and approximately 400 swag bags were distributed among graduate students. The GSA executives also delivered Swag Bags to all McEwan Park residence buildings following the Curbside Pickup events at the GSA commons.

d. Holiday Hangout 2021

The VP of Academic and Student Affairs coordinated the GSA organized Holiday Hangout event on December 27 and 28, 2021, where 400 graduates were served lunch and dinner mills along with other GSA executives and volunteers.

2. List of Advocacy Activities

a. Increased minimum guaranteed funding for increased academic years

Unfortunately, at the University of Saskatchewan, on average, a Ph.D. student requires close to 7 years. A master's degree requires close 4 years degree to complete the degree, which is significantly higher than the U15 average degree completion timeline. In the year 2020, only three students completed their Ph.D. degrees in three years. Even though less than 1% of students completed their Ph.D. degree in three years, most of the departments at the University of Saskatchewan offer 3-year guaranteed funding for Ph.D. students. In 2020, only three students completed their Ph.D. within three years (approximately 1% of the total completed Ph.D. students). The same is true for MSc students. Despite the three and half years of completion time, MSc students are funded for two years. Thus, since joining the GSA in October 2021, I have constantly

advocated for increasing the duration of thesis-based program students' guaranteed funding and increasing the value of the minimum guaranteed funding. Further, I advocated for taking necessary steps to decrease degree completion time for the University of Saskatchewan graduate students.

b. Opposing Tuition fees increase and International Tuition Differential Increase

During my whole tenure, I strongly opposed the University of Saskatchewan's decision to increase tuition fees significantly for the next four years and increase the tuition fees for international students by approximately 40% over four years.

c. Implementing Student-friendly Parking Policies

The VP of Academic and Student Affairs has accompanied the GSA president at all meetings with the Parking manager since November 2021 and strongly advocated for student-friendly parking policies. I am pleased to inform the council members that the GSA has convinced the parking authority to implement parking policies that will benefit the graduate students enormously, including free-of-cost parking opportunities for graduate students living in the McEown Park residence building.

d. Service Improvement and Increase at Graduate Residence Facilities

The VP of Academic and Student Affairs has accompanied the GSA president at all meetings with the residence manager since November 2021 and strongly advocated for service increase and service improvement, and proposed existing housing policy changes to better serve graduate students. The advocacy works include but are not limited to the followings:

1. Multiple rental payment notifications to avoid penalties due to missed rental payment
2. Allowing students to complete their rental agreement after completing their degree
3. Introducing an auto-withdrawal option for the tenant
4. Removing Rom Offer Acceptance Fees (ROAF) every year for the existing tenant
5. Free of cost transfer of new parents from residence with no kids to residence with kids.

e. Health and Dental Coverage Extension

The GSA executives advocated bringing more service providers under the student care networks. Other GSA executives and I consulted with the student care representative to discuss the possibility of increasing the existing health and dental coverage. Unfortunately, our committee could not increase existing ranges because of a sudden increase in the health and dental coverage premium.

3. The VP of Academic and Student Affairs attended the following list of monthly and event-based meetings.

- I. President's Executive Council (PEC)/ with Student Leaders
- II. CGPS Council Meeting
- III. University Council Meeting
- IV. Graduate Program Committee
- V. Academic Program Committee
- VI. Graduate Academic Affairs Committee
- VII. Teaching, Learning, and Academic Resources Committee
- VIII. Meeting with CGPS Associate Dean Ryan Walker
- IX. Covid Management (PRT) Committee
- X. Academic & Student Life Technology Committee
- XI. GSA Executives Meeting
- XII. University of Saskatchewan Faculty Association
- XIII. GSA Bursary Committee
- XIV. Monthly meeting: GSA Executives/Vice-Provost, TLSE
- XV. Graduate Students of Canada Monthly Meeting
- XVI. GSA-USSU Executive Committee
- XVII. GSA Governance Committee
- XVIII. Arts and Science Dean Search Committee Meeting
- XIX. Vice-Provost Teaching, Learning, Student Experience Search Committee
- XX. RTD Appeal Hearing Board Meeting
- XXI. CGPS Annual Awards Committee



Graduate Students' Association University of Saskatchewan

GSA Annual Report 2021-2022

Devin Cherneski

Vice President External Affairs

April 19th, 2022

It was a privilege to work for the GSA, and I am proud that I have completed my tenure as VP of External Affairs; starting back in October of 2021, I won a close race by-election. It was also a great pleasure and honour to represent our GSA locally and nationally (local 101-Usask). I started my term during another wave of the pandemic, as duties were challenged by not being able to have in-person meetings, but technology helped along the way. No doubt, there were enormous responsibilities, but with the experience and leadership of our executive team, I felt comfortable the job would be accomplished 100% satisfactorily. Our team worked in solidarity toward the goals of our graduate students and the GSA mandate. Although we had some different views on specific policies, all in all, everything was done in coordination with our GSA Usask values. The GSA Executive team (2021-22) made my experience worthwhile and rewarding. Here are some brief achievements and highlights up to April 2022. I hope you enjoy reading them.

1. GSA Executive meetings

The meetings I attended with the executive were usually virtually, although we had a couple of personal sessions at the end of the term. Throughout the year, we discussed different initiatives, policies, the impact of hybrid graduate students, innovation, and special events, to name a few. Meetings were always engaging and lengthy, with many innovative ideas from our executive team. I also teamed up with the GSA President and GSA Office Manager to approve and post social media requests throughout the university and other stakeholders.

2. University Committees

I was representing our graduate students in several committees. I had the opportunity to advocate for our graduate students on each committee. I ensured that the new policies and bylaws were not affecting students. We worked for all graduate students' interests and brought their concerns and perspectives forward. Most of the committee work was completed virtually online.

3. Fall & Winter Orientations

The GSA executives and I collaborated to organize the fall 2021 and Winter 2022 orientations through online and in-person events. We hosted incoming graduate students and successfully conducted curbside pickup of swag bags for postgraduate students. We had a thriving Holiday Hangout in which we got to see many smiling graduate students attend the GSA Building to pick up hot food and say hello to our volunteers (during frigid cold weather, I might add). This type of commitment from the GSA and volunteers is priceless, and that is why I committed my time as an executive.

4. Canadian Federation of Students (CFS)

The Canadian Federation of Students is a bilingual national union of over a half-million students. It provides students with a practical and united voice at the provincial and federal levels. I kept

myself engaged with all the CFS activities (late October onward) during my term with the overall goal of working in solidarity for every graduate student at the University of Saskatchewan.

I also focused on CFS's activities and initiatives for all graduate students and their concerns during the school year and pandemic. I discussed the concerns expressed by students regarding irregularities with fees, tuition, and other vital costs and problems. I attended the annual general meeting of CFS, representing local 101 Usask GSA and its sub-body National Graduate Caucus (NGC). There were a lot of issues and discussions with delegates from the U-15 universities throughout Canada. Things discussed included challenges faced during the school year, the covid-19 pandemic, and different strategies to improve graduate student concerns. Other events I attended had the Lobby week (February 22-25) while meeting with one of our Saskatchewan Members of Parliament to discuss various graduate topics. I wish you all the best in continuing these important initiatives for the next VP External.

5. Health Chats events

Yoga and Health Online (Yoga Philosophy - Fall-term)

We offered Yoga through zoom. This meditation class was shown in the fall and ended in December 2021. Through our social media, we encouraged graduate students to participate in this guided meditation exercise to relax and de-stress each week. Approximately five or six participants were attending the sessions.

6. Black History Month

The Usask Black History Month (BHM) was a huge success overall. In February, interviews and video profiles were developed with engaged graduate students telling their incredible stories to the university during February. Thank you to all the volunteers, GSA, executive, and graduate students who committed time and effort. The GSA is looking forward to bigger things in 2023, collaborating with the Usask library and other university leaders and stakeholders.

BHM website: can be found at [Black History Month - University Library | University of Saskatchewan \(usask.ca\)](https://blackhistorymonth.usask.ca).

7. 2022 GSA Annual Awards

The GSA Annual Awards are intended to celebrate graduate students and honour faculty that have generously supported postgraduate students in research and scholarly and artistic pursuits. The awarded graduate students will motivate and serve as valuable role models for the entire graduate student community on campus. The Annual Awards ceremony has replaced the GALA for 2021 as we will be having a small gathering on Wednesday, April 13th. The following candidates were recipients of the awards:

1. Advising Excellence: **Dr. Jane Alcorn**
2. Excellence in Community Service: **Mahesh Rachamalla**
3. Mark Kroeker Exceptional Student Leadership Award: **Shahab Minaei**

4. Professional Excellence: **Zoher Rafid-Hamed**
5. Research Excellence in Humanities, Arts, Social Sciences, Law or Education: **Emma Chen**
6. Research Excellence in Indigenous Studies: **N/A**
7. Research Excellence in Interdisciplinary Studies: **N/A**
8. Research Excellence in STEM: **Saikat Mondal**

Closing remarks:

During my term as VP of External Affairs, I had the opportunity to meet great people at the GSA, take on leadership, and work with our graduate students. All in all, it was a very positive experience. I want to thank the following GSA executive members who made things happen during my term President Zahan, VP of Finance and Operations Moradi, and VP of Academic and Student Affairs Kamal. A special thanks to our GSA office manager Candace, present Council Chair Sadia, past executive member Naheada, volunteer Reggie, and others who helped me during my successful term with the GSA.



University of Saskatchewan
Graduate Students' Association
Bylaws

Created: April 13, 2010

Revised: March 13, 2017

Revised: April 24, 2018

Revised: April 16, 2019

Revised: April 14, 2020

Revised: April 23, 2021

Last Revised: February 16, 2022

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1. Council

1.1. Terms of Reference

- 1.1.1.* Council shall aim to fulfil its mandate by debating and dealing with Association business in accordance with the Constitution.
- 1.1.2.* Motions to Council Meetings may be submitted to the Council Chair by the Executive, Councillors, and any Regular Member.
- 1.1.3.* Council has the full power to create and redact Position Statements through a majority vote.
- 1.1.4.* Subject to the Constitution, Council shall be empowered to direct the Executive to represent the Association where it deems necessary, and to carry out various duties in the interest of the graduate student body.
- 1.1.5.* Council cannot appoint representatives to the Executive, except in circumstances outlined in the Bylaws governing Elections and Referenda.

1.2. Councillors

- 1.2.1.* A Councillor must be a Regular Member of the Association, and a member of their respective Academic Council.
- 1.2.2.* A Councillor cannot be a member of the Association's Staff or Executive.
- 1.2.3.* A Councillor shall not represent two different Academic Councils.
- 1.2.4.* The number of Councillors, with voting rights, for an Academic Council is determined by the Voting Councillor Allocation, as defined in Bylaw 1.5.

1.3. Alternate Councillors

- 1.3.1.* An Alternate Councillor must be a Regular Member of the Association, and a member of their respective Academic Council.
- 1.3.2.* An Alternate Councillor cannot be a member of the Association's Staff or Executive.
- 1.3.3.* An Alternate Councillor shall not represent two different Academic Councils.
- 1.3.4.* If a Councillor is unable to attend a Council Meeting, their Academic Council may send an existing registered Alternate Councillor in their place. In the event that a registered Alternate Councillor is also unavailable, a designated representative of the Academic Council may attend the meeting as long as the Council Chair is notified ahead of time.
- 1.3.5.* The Alternate Councillor, or the designated representative of the Academic Council, shall be given the voting rights of the Councillor they are replacing.

1.4. Councillor Duties

- 1.4.1.* The duties of a Councillor shall include, but are not limited to:
 - 1.4.1.1.* Representing their Academic Council.
 - 1.4.1.2.* Attending all Council Meetings.
 - 1.4.1.3.* Participating on Association Standing Committees, if desired.

1.4.1.4. Ensuring the well-being of the Association.

1.4.1.5. Being familiar with all governing documents, including the Saskatchewan Non-Profit Corporation Act, 1995, Robert's Rules of Order, and the Association's Constitution, Bylaws, and Policies.

1.5. Voting Councillor Allocation

1.5.1. The Voting Councillor Allocation for an Academic Council will be based on the most recent University census, which can be found within the Information and Communications Technology - Reporting and Data Systems.

1.5.2. Voting Councillor Allocation for each Academic Council will be:

1.5.2.1. One (1) Council member for an Academic Council containing less than one-hundred (100) Regular Members.

1.5.2.2. Two (2) Council members for an Academic Council containing one-hundred (100) or more Regular Members.

1.6. Removal of a Councillor

1.6.1. A Councillor shall, at the discretion of Council Chair, be suspended if the allocated voting seat for their Academic Council is vacant for two (2) consecutive, or three (3) per academic year, duly called Council Meetings, if regrets were not sent. The Councillor shall be suspended for the next one (1) Council Meeting, or at the discretion of Council Chair.

1.6.2. If a Councillor is absent for one (1) duly called Council Meeting, the Council Chair shall warn that any further vacancy will result in their suspension.

1.6.3. Any Councillor may be deemed ineligible to sit on Council by a two-thirds (2/3, 67%) vote of Council, usually on recommendation from the Code of Ethics and Discipline Committee.

1.6.4. Should a Councillor be removed, the Chair shall inform their Academic Council as the Academic Council is responsible for filling any vacancies.

1.7. Council Chair

1.7.1. Must be a Regular Member of the Association.

1.7.2. Cannot be a member of Council, Executive or the Association's Staff.

1.7.3. The Council Chair shall:

1.7.3.1. Be familiar with all governing documents, including, but not limited to, the Saskatchewan Non-Profit Corporation Act, 1995, Robert's Rules of Order, and the Association's Constitution, Bylaws, and Policies.

1.7.3.2. Preside over all Council and General Meetings.

1.7.3.3. Conduct an orientation for all Councillors, which shall include a description of their responsibilities as Councillors and the mechanics of Robert's Rules of Order.

1.7.3.4. Maintain an updated list of Voting Councillor Allocation.

1.7.3.5. Serve as Chief Electoral Officer and perform all associated duties

1.8. Vice-Chair

1.8.1. Shall be a voluntary position.

1.8.2. Must be a Regular Member of the Association

1.8.3. Cannot be a member of Council, Executive, or the Association's Staff.

1.8.4. The Vice-Chair shall:

1.8.4.1. Be familiar with all governing documents, including, but not limited to, the Saskatchewan Non-Profit Corporation Act, 1995, Robert's Rules of Order, and the Association's Constitution, Bylaws, and Policies.

1.8.4.2. Preside over all Council and General Meetings, and perform the duties of the Council Chair, in the absence of the Council Chair.

1.8.4.3. Be encouraged **to** attend at least one (1) Council meeting and General meetings, even when the Council Chair is present.

1.9. Selection of Council Chair

1.9.1. A call for nominations must occur at the start of each academic year, prior to the September Council Meeting.

1.9.2. A call for nominations for Council Chair must be sent to Regular Members at least fifteen (15) days prior to the Council Meeting in which the Council Chair will be elected.

1.9.3. Nominations will be presented to Council at the Council Meeting in which the Council Chair will be elected. The President, or their designate, shall act as Council Chair until the Council Chair is elected.

1.9.4. Nominees must be present at the meeting to stand for election.

1.9.5. The Council Chair shall be elected by a majority vote of Council.

1.9.6. The Council Chair shall not vote or participate in debate unless there is a tie vote, where the Council Chair shall cast the deciding vote.

1.9.7. The term for Council Chair will be from when Council Chair is elected until election of a new Council Chair occurs at the September Council Meeting.

1.9.8. A Council Chair is eligible to stand for re-election at the September Council Meeting if it is their desire to do so, and in accordance with the above Bylaws.

1.9.9. In the absence of the elected Council Chair and Vice-Chair, a temporary alternate Council Chair shall be nominated and elected from the floor of Council by a majority vote of Council. The President, or their designate, shall act as Council Chair until the temporary Council Chair is elected.

1.10. Selection of Vice-Chair

1.10.1. A call for nominations must occur at the start of each academic year, prior to

the September Council Meeting.

- 1.10.2.* A call for nominations for Vice-Chair must be sent to Regular members at least fifteen (15) days prior to the Council meeting in which the Vice-Chair will be elected.
- 1.10.3.* Nominations will be presented to Council at the Council Meeting in which the Vice-Chair will be elected. If a Council Chair has not been elected, the President, or their designate, shall act as Council Chair.
- 1.10.4.* Nominees must be present at the meeting to stand for election.
- 1.10.5.* The Vice-Chair shall be elected by a majority vote of Council.
- 1.10.6.* The Vice-Chair shall not vote or participate in debate unless there is a tie vote, in which case the Vice-Chair shall cast the deciding vote.
- 1.10.7.* The term for Vice-Chair will be from when the Vice-Chair is elected until election of a new Vice-Chair occurs at the September Council Meeting.
- 1.10.8.* The Vice-Chair is eligible to stand for re-election at the September Council Meeting if it is their desire to do so, and in accordance with the above Bylaws.
- 1.10.9.* In the absence of the elected Council Chair and Vice-Chair, a temporary alternate Council Chair shall be nominated and elected from the floor of Council by a majority vote of Council. The President, or their designate, shall act as Council Chair until the temporary Council Chair is elected.

1.11. Council Chair Remuneration

- 1.11.1.* The Council Chair shall receive a fee, to be paid monthly in equal amounts by cheque, during their time in this position.
- 1.11.2.* This fee is not representative of the number of hours that the Council Chair may work.
- 1.11.3.* The Association shall not pay the Council Chair above their predetermined monthly fee.
- 1.11.4.* The fee rate will be specified in the approved budget and cannot be changed during the fiscal year.
- 1.11.5.* In the absence of Council Chair, the monthly fee shall be paid to the Vice-Chair instead, if and only if they performed the duties of Council Chair and chaired the Council meeting for that month.

1.12. Resignation of Council Chair

- 1.12.1.* The Council Chair may resign from their position at any time during their term by submitting an electronic letter of resignation to Council and the Office Manager. The resignation of Council Chair will take effect immediately following the submission of the letter.
- 1.12.2.* Following the resignation of Council Chair, the Vice-Chair shall act as Council Chair and perform the necessary duties to ensure a smooth transition until a

new Council Chair is elected. A call for nominations will be sent to the Regular Membership and the Selection of Council Chair Bylaw will be followed.

- 1.12.3.** Following their resignation, the previous Council Chair will make themselves available to assist and guide the newly elected Council Chair, and will answer questions to ensure the sustainability of this position.

1.13. Resignation of Vice-Chair

- 1.13.1.** The Vice Chair may resign from their position at any time during their term by submitting an electronic letter of resignation to the Council Chair and the Office Manager. The resignation of Vice-Chair will take effect immediately following the submission of the letter.
- 1.13.2.** Following the resignation of Vice-Chair, a call for nominations will be sent to the Regular Membership and the Selection of Vice Chair Bylaw will be followed.

1.14. Suspension or Removal of the Chair

- 1.14.1.** A Chair may be suspended or removed from GSA, as the case may be, by a two-thirds (2/3, 67%) majority vote of Council or by a supermajority vote of Regular Members at a General Meeting, normally on a majority recommendation from the Executive or the Code of Ethics and Discipline Committee.
- 1.14.2.** The maximum time period of a suspension shall be one (1) month.
- 1.14.3.** A suspended Chair shall forfeit their fee for the term of the suspension.
- 1.14.4.** In the event of the removal of a Chair, the President will follow the Bylaw to fill the vacant Chair position, holding the selection process as soon as possible. A call for nominations for Council Chair must be sent to Regular Members at least fifteen (15) days prior to the Council Meeting in which the Council Chair will be elected.
- 1.14.5.** Following the removal of the Council Chair the Vice-Chair will act as the Council Chair until a new Chair has been selected by the Council.

1.15. Suspension or Removal of the Vice-Chair

- 1.15.1.** The Vice Chair may be suspended or removed from GSA, as the case may be, by a two-third (2/3, 67%) majority vote of Council or by a supermajority vote of Regular Members at a General meeting, normally on a majority recommendation from the Executive or the Code of Ethics and Discipline Committee.
- 1.15.2.** The maximum time period of a suspension shall be one (1) month.
- 1.15.3.** In the removal of a Vice-Chair, the President will follow the Bylaw to fill the vacant Vice-Chair position, holding the selection process as

soon as possible, but within no more than forty (40) days of the removal.

1.16. Recording Secretary

- 1.16.1.** Must be a Regular Member of the Association.
- 1.16.2.** Cannot be the Council Chair, Vice-Chair, a member of Council, Executive or the Association's Staff.
- 1.16.3.** The Recording Secretary shall:
 - 1.16.3.1.** Work closely with the Council Chair, or in their absence, the Vice-Chair.
 - 1.16.3.2.** Record and prepare minutes for Council and General Meetings, upon the request of Council Chair, or in their absence the Vice-Chair.
 - 1.16.3.3.** Receive a fee in the value of the graduate student hourly rate for each hour of work. The Secretary may claim no more than four (4) hours of work per meeting. This fee is not representative of the number of hours that the Recording Secretary may work.

2. Executive

2.1. Executive Members

- 2.1.1.** Must act in a fiduciary capacity towards the Association.
- 2.1.2.** Are accountable to Council and the Regular Membership.
- 2.1.3.** Shall:
 - 2.1.3.1.** Be voting members of Council.
 - 2.1.3.2.** Be familiar with and follow:
 - 2.1.3.2.1.** Saskatchewan Non-Profit Corporations Act, 1995.
 - 2.1.3.2.2.** University of Saskatchewan Act, 1995.
 - 2.1.3.2.3.** The Association's Constitution, Bylaws, and Policies.
 - 2.1.3.2.4.** Robert's Rules of Order.
 - 2.1.3.2.5.** Other relevant documents.
 - 2.1.3.3.** Conduct themselves in a professional and constructive manner when representing the Association and the University.
 - 2.1.3.4.** Act as an ambassador of the Association and a role model for all graduate students.
 - 2.1.3.5.** Work together in the organisation and execution of all GSA events/initiatives.
 - 2.1.3.6.** Be responsible for the actions and guidance of the Association.
 - 2.1.3.7.** Be responsible for all of the duties of vacant Executive positions.
 - 2.1.3.8.** Be responsible for carrying out Association duties in the absence of regularly salaried or contracted individuals.
 - 2.1.3.9.** Consult and work with external partners on issues of common interest.
 - 2.1.3.10.** Establish and maintain relationships with graduate students in each department via Council.
 - 2.1.3.11.** Act professionally and courteously in all activities related to position duties and in dealing with each other.
 - 2.1.3.12.** Sign the Association's non-disclosure agreement in the first month of office.
 - 2.1.3.13.** Attend Mental Health First Aid Training in the first eight months of their term in office, provided the training is available and there is no scheduling conflict.
 - 2.1.3.14.** Collectively identify and determine who should sit on committees external to the Association, including University Council committees, College of Graduate and Postdoctoral Studies committees and University governing bodies and their committees. Only an Executive member shall sit on University Council and Senate.
 - 2.1.3.15.** Collectively identify and determine which individual will attend

conferences on behalf of the Association.

2.1.3.16. Ensure continuity of their role by notifying the Executive of any extended absence and arranging for their regular duties to be filled in their absence.

2.1.3.17. Perform other duties as assigned by Council.

2.2. President

2.2.1. The duties of the President shall include, but are not limited to:

2.2.1.1. Ethical and responsible leadership of the Association.

2.2.1.2. Official spokesperson of the Association.

2.2.1.3. The execution of Executive and Council decisions.

2.2.1.4. Chair Executive Meetings.

2.2.1.5. Ensure the responsibilities of each Executive position are being met.

2.2.1.6. Responsible for articulation of Position Statements of the Association, as determined by Council. Publications submitted to University or community newspapers must be written in consultation with the Executive and approved by a majority vote of the Executive.

2.2.1.7. Work towards establishing a graduate student seat on the University Board of Governors.

2.2.1.8. Be the official liaison with government, in consultation with the Vice-President External Affairs.

2.2.1.9. Shall serve as the graduate student representative on University Senate.

2.2.1.10. Prepare an annual report that will be made available to the Regular Membership. The report shall be presented to the Regular Membership at the AGM, provided this meeting is held in April. If the AGM is held before April, this report shall be made available on the website prior to the end of the fiscal year.

2.2.1.11. The President shall assign responsibilities and workload to Executives as per position vacancies. The President shall assign workload through a process of a minimum of one consultation with all existing Executives.

2.3. Vice-President Finance and Operations

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

2.3.1.1. Assume the duties of the President in the President's extended absence.

2.3.1.2. Oversight of Association's Staff and Coordinators.

2.3.1.3. Ensure the operation of the Association's Commons building.

- 2.3.1.4. Oversee the coordination and communication of Executive Meetings.
- ~~2.3.1.5. Act as recording secretary for the Executive Meetings. ***Should go to VP External Affairs~~
- 2.3.1.6. Organize and coordinate the distribution of the GSA Need-Based Bursaries.
- 2.3.1.7. Organize and coordinate the Graduate Student Research Conference.
- 2.3.1.8. Organize and coordinate the free GSA Tax Clinic.
- 2.3.1.9. Serve as the Corporate Treasurer for the Association, oversee the finances of the Association, and keep the Association budget up-to-date.
- 2.3.1.10. Send a monthly updated budget to the Executives, or as required.
- 2.3.1.11. Liaise with the Association's auditor and ensure an annual audit of the Association is performed.
- 2.3.1.12. Liaise with the Association's auditor and ensure the yearly tax filing is completed.
- 2.3.1.13. Liaise with the Association's bookkeeper to ensure all bookkeeping is conducted.
- 2.3.1.14. Organize and coordinate assigned vacancy workload from President as per consultation with all existing Executives.

2.4. Vice-President Academic and Student Affairs

- 2.4.1. The duties of the Vice-President Academic and Student Affairs shall include, but are not limited to:
 - 2.4.1.1. Shall serve as the graduate student representative on University Council.
 - 2.4.1.2. Act as a liaison within the University community relating to graduate student issues.
 - 2.4.1.3. Organize a program of social events, including the fall and winter Orientations, for the enhancement of the graduate student experience.
 - 2.4.1.4. Organize and coordinate the Three Minute Thesis (3MT) Competition.
 - 2.4.1.5. Organize and coordinate academic workshops of interest to graduate students.
 - ~~2.4.1.6. Responsible for the ratification of all Academic Councils and Social Groups. ***Should go to GSA Office Manager and Council Chair~~
 - 2.4.1.7. Advocate for resources that would improve the academic experience of graduate students at the University.
 - 2.4.1.8. Advocate for graduate students in all matters relating to their University experience, as applicable.

2.4.1.9. Organize and coordinate assigned vacancy workload from President as per consultation with all existing Executives.

2.4.1.10.

2.5. Vice-President External Affairs

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

2.5.1.1. Be responsible for all of the Association's social media communication, in consultation with the Executive.

2.5.1.2. Be responsible for the organization of activities targeted at promoting mental, physical and emotional well-being (Health Chats) for graduate students.

2.5.1.3. Organize and coordinate the Annual GSA Awards Gala in its entirety, and in consultation with the Executive.

2.5.1.4. Coordinate fundraising efforts, under the oversight of the President, for the Three Minute Thesis Competition, Graduate Student Research Conference and the Annual GSA Awards Gala, as well as other events organized by the Association, as needed.

2.5.1.5. Be responsible for the external affairs of the Association, under the oversight of the President.

2.5.1.6. Work with lobbying organizations' the Association has an affiliation with, under the oversight of the President.

2.5.1.7. Conduct campaigns graduate students have an interest in on a provincial, national, and international level, in consultation with the Executive, and under the oversight of the President.

2.5.1.8. Be responsible for initiating and maintaining liaison activities with local, provincial, and national organizations both on and off campus, under the oversight of the President.

2.5.1.9. Be responsible for communicating with provincial, **national**, and international student associations, in consultation with the Executive and under the oversight of the President.

2.5.1.10. Look for ways to promote graduate studies as an option for secondary and undergraduate students to consider.

2.5.1.11. Act as recording secretary for the Executive Meetings.

2.5.1.12. Responsible for on-campus and off-campus housing issues of Graduate students.

2.5.1.13. Organize and coordinate assigned vacancy workload from President as per consultation with all existing Executives.

2.6 Vice-President Indigenous Engagement

- 2.6.1** The duties of the Vice-President Indigenous Engagement shall include, but are not limited to:
- 2.6.2** Provide inspirational, transformational, and visionary leadership towards the Indigenization of the Association.
- 2.6.3** Create experiential and educational opportunities for graduate students to learn about and understand Indigenous cultures and ways of knowing.
- 2.6.4** Work alongside the Executive to ensure Indigenous graduate student participation in Association events/initiatives.
- 2.6.5** Work alongside the Executive to enhance the availability and accessibility of services and resources for Indigenous graduate students.
- 2.6.6** Work alongside the Executive to bring awareness to the community of Indigenous research, scholarly, and artistic pursuits at the University.
- 2.6.7** Provide guidance and leadership so that graduate students see opportunities for themselves to participate in working towards and contributing to Indigenization and Reconciliation initiatives.
- 2.6.8** Engage in Indigenous engagement activities and initiatives across campus, and in the community, and identify opportunities for graduate student participation.
- 2.6.9** In fulfilling the responsibilities of this role, be informed by the Association's mission and strategic direction, as well as the Truth and Reconciliation Commission of Canada: Principles of Reconciliation and Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples.
- 2.6.10** Communicate with Indigenous organizations, at the University, in Saskatoon or across Canada, that support current and future Indigenous graduate students.
- 2.6.11** Engage with Indigenous peoples from around the world, in addition to the First Nations, Métis, and Inuit people of Canada.

2.7 Overruling

- 2.7.1** A two-thirds (2/3, 67%) majority vote of all members of the Executive shall have the power to overrule the action or decision of any one Executive. Such a decision may not result in violation of the Constitution, Bylaws, or Policies of the Association.

2.8 Resignation of an Executive Member

- 2.8.1** An Executive member may resign from their position at any time during their term by submitting an electronic letter of resignation to **either the President,**

Council Chair or Office Manager. Whoever receives the resignation letter is responsible to immediately communicate to the other two (President, Council Chair, Office Manager). The workload resulting from this resignation is to be reassigned by the President as per consultation with all existing Executives.

The resignation of an Executive member will take effect immediately following the submission of the letter.

2.8.2 The resigning Executive shall submit a final report to the Council Chair, which shall be shared at the next Council Meeting, indicating the activities they have completed and the tasks that remain. The resigning Executive's final fee for their term shall be withheld until the submission of this report.

2.8.3 Following the resignation of an Executive member, the Chief Electoral Officer shall follow the By-Election Bylaw to fill the vacant Executive member position, holding a By-Election as soon as possible, but within no more than forty (40) days of the resignation.

2.8.3.1 By a majority vote, Council may appoint an individual, on recommendation from the Executive, to fill the vacant position as an interim Executive until this By-Election is complete.

2.8.3.2 A By-Election shall not be necessary if the remaining term of office of the resigned Executive member is four (4) months or less. By a majority vote, Council may appoint an individual, on recommendation from the Executive, to fill the vacant Executive position for the remainder of the term.

2.9 Suspension or Removal of an Executive Member

2.9.1 An Executive Member may be suspended or removed from office, as the case may be, by a two-thirds (2/3, 67%) majority vote of Council or by a supermajority vote of Regular Members at a General Meeting, normally on a majority recommendation from the Executive or the Code of Ethics and Discipline Committee.

2.9.2 The maximum time period of a suspension shall be one (1) month.

2.9.3 A suspended Executive Member shall forfeit their fee for the term of the suspension.

2.9.4 In the event of the removal of an Executive member, the Chief Electoral Officer will follow the By-Election Bylaw to fill the vacant Executive member position, holding a By-Election as soon as possible, but within no more than forty (40) days of the removal.

2.9.4.1 By a majority vote, Council may appoint an individual, on recommendation from the Executive, to fill the vacant position as an interim Executive until this By-Election is complete.

2.9.4.2 A By-Election shall not be necessary if the remaining term of office of the removed Executive member is four (4) months or less. By a majority vote, Council may appoint an individual, on recommendation from the Executive, to fill the vacant Executive position for the remainder of the term.

3 Meetings

3.6 Types of Meetings and Definitions

- 3.6.1 This Bylaw governs and defines the following types of meetings within the Association:
 - 3.6.1.1 Council Meeting - a meeting of Council. There are two (2) types of Council Meetings: Regular and Special.
 - 3.6.1.2 General Meeting - a meeting of the Regular Membership. There are two (2) types of General Meetings: Annual and Special.
 - 3.6.1.3 Executive Meeting - a meeting of the Executive.
 - 3.6.1.4 Committee Meeting - a meeting of a Standing Committee of Council that is not a meeting of Council or the Executive.
 - 3.6.1.5 Town Hall - an information and/or question and answer session hosted by the Association.

3.7 Rules of Order

- 3.7.1 All business of the Association shall be conducted using Robert's Rules of Order, unless a motion has been approved by a majority of voting members required to attend the meeting.

3.8 Quorum

- 3.8.1 Quorum for meetings, other than General Meetings, shall be a simple majority of voting members.

3.9 Meeting Time and Location

- 3.9.1 The location of all meetings shall be the GSA Commons, unless otherwise indicated.
- 3.9.2 All meetings shall be held on a business day, unless otherwise agreed upon by a two-thirds (2/3, 67%) vote of the members of the meeting.
- 3.9.3 All meetings shall be made considering accessibility needs of members and general scheduling, to ensure maximum attendance.
- 3.9.4 The location and time of a meeting must be included in the communication announcing the meeting.

3.10 Minutes of General, Council or Executive Meetings

- 3.10.1 Draft minutes will be posted on the Association's website within one (1) week of a meeting.
- 3.10.2 Approved minutes will be posted on the Association's website within forty-eight (48) hours of approval.
- 3.10.3 The Council Meeting attendance record shall be included in the minutes of the Council Meeting.
- 3.10.4 The General Meeting attendance record shall be included in the minutes of the General Meeting.

- 3.10.5 At the beginning of each of the minutes, the chair and primary minute taker shall be identified and their names recorded in the minutes.

3.11 Regular Council Meetings

- 3.11.1 Council will meet regularly as follows:
 - 3.11.1.1 Once (1) in the spring term (May – June).
 - 3.11.1.2 Once (1) in the summer term (July – August).
 - 3.11.1.3 Monthly over the fall term (September - November).
 - 3.11.1.4 Monthly over the winter term (January – March).
 - 3.11.1.5 The Council Chair, in consultation with the Executives, may decide to hold a Council Meeting in the month of December and/or April.
- 3.11.2 Regular Council Meetings must occur on a business day.
- 3.11.3 The meeting schedule will be posted on the Association's website.
- 3.11.4 A call for Academic Council ratifications will be made at the beginning of September, at least fifteen (15) days prior to the September Council Meeting.
- 3.11.5 Notification of changes to the meeting schedule will be circulated by email to all Councillors.
- 3.11.6 Council Meetings shall be open to the public, except for designated confidential or in-camera sessions.

3.12 Special Council Meetings

- 3.12.1 Notice of a Special Council Meeting shall be at least forty-eight (48) hours.
- 3.12.2 A Special Council Meeting may be called by a majority vote of the Executive or upon receipt of a petition to the Association's Office, with names and signatures of at least ten (10) voting members of Council, from different Academic Councils.
- 3.12.3 The call for a Special Council Meeting must include the time, date, suggested venue, and agenda.

3.13 Annual General Meeting

- 3.13.1 Annual General Meetings (AGM) will be held as outlined in the Constitution.
- 3.13.2 AGMs must occur on a business day.
- 3.13.3 Notice of the meeting, and a call for agenda items, shall be made at least twenty (20) days prior to the meeting.
- 3.13.4 Agenda, and any attachments, shall be made available at least five (5) days prior to the meeting and shall be posted on the Association's website.
- 3.13.5 Approval of the minutes of any previous General Meeting still pending approval shall be part of the agenda.
- 3.13.6 AGMs shall be open to the public, unless a motion to go to confidential or in-camera is approved by a majority of the Regular Members present.

3.14 Special General Meeting

- 3.14.1 Special General Meetings (SGM) will be held only under circumstances outlined in the Constitution.
- 3.14.2 SGMs must occur on a business day.
- 3.14.3 Notice of the meeting, and a call for agenda items, shall be made at least twenty (20) days prior to the meeting.
- 3.14.4 Agenda, and any attachments, shall be made available to Regular Members at least five (5) days prior to the meeting and shall be posted on the Association's website.
- 3.14.5 SGMs shall be open to the public, unless a motion to go to confidential or in-camera is approved by a majority of the Regular Members present.

3.15 Executive Meetings

- 3.15.1 The Executive must meet once (1) per month through the months of May to August, December and April, and twice (2) per month through the months of September to November, and January to March.
- 3.15.2 No Executive shall be absent from an Executive Meeting, except in extenuating circumstances.
- 3.15.3 Executive Members may attend Executive Meetings via electronic means.

3.16 Committees of Council

- 3.16.1 Total membership of any of the Committees of Council shall not exceed nine (9) members in total.
- 3.16.2 A call for nominations for the Committees of Council shall be made to Regular Members at least fifteen (15) days prior to the second meeting of Council, usually in October.
- 3.16.3 Ad-hoc committees may be established, during the academic year, 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 receipt of its final report by Council, unless the committee is voted by Council to become an official Standing Committee of Council.
- 3.16.4 The chair of each committee shall be elected from and by the membership of the committee, unless otherwise indicated in the Policies.
- 3.16.5 A member of the committee shall be designated as minute taker, by a majority vote of committee members.
- 3.16.6 The committee chair is responsible for communicating the name and nsid of the committee chair and minute taker to Council Chair.
- 3.16.7 Minutes shall be kept during all meetings and shall be forwarded to the Council Chair for inclusion into Council Meeting agenda packages, ensuring that no confidential or sensitive information is included.

- 3.16.8 It is the responsibility of the committee minute taker or chair to forward committee minutes to the Council Chair.
- 3.16.9 Should a committee determine that one of its members is neglecting their duties, the members of the committee, by majority vote, may remove said member from the committee. This information must be communicated to the Council Chair.
- 3.16.10 Should Council determine a committee is neglecting its duties, it may provide guidance to the committee.
- 3.16.11 Any recommendation(s) generated by a committee are to be communicated to Council, via a request to Council Chair.

3.17 Town Halls

- 3.17.1 The purpose of a Town Hall is to communicate information and/or host a question and answer session. A Town Hall may also be used for the Association to consult with the Regular Membership or host invited guests.
- 3.17.2 Town Hall meetings are open to the public.
- 3.17.3 Town Hall meetings may be called by a majority vote of Council.
- 3.17.4 Town Halls have no decision-making authority and minutes need not be recorded.

4 Elections and Referenda

4.6 Definitions for this Bylaw

- 4.6.1 Election - a free, fair and open election of the Executive.
- 4.6.2 By-Election - a by-election for one or more positions of the Executive.
- 4.6.3 Election Official - voting members of the Elections and Referenda Committee.
- 4.6.4 Election Schedule or Referendum Schedule - the election/referendum schedule prepared by the Election and Referenda Committee.
- 4.6.5 Nominee - a Regular Member who has submitted a nomination form.
- 4.6.6 Candidate - a Nominee whose nomination has been ratified by the Elections and Referenda Committee.
- 4.6.7 Third Party - a person or group besides those primarily involved.
- 4.6.8 Referendum - a direct vote by which a specific proposal is accepted or rejected by Regular Members.
- 4.6.9 Representative - a representative of a candidate in an Election/By-Election or representatives of a campaign committee in a Referendum. A Representative is someone acting on behalf of a candidate with the candidate's overt/written permission.
- 4.6.10 Campaign material - material, electronic or otherwise, whose purpose is to advertise a campaign.
- 4.6.11 Gift - includes any product whose dominant purpose is to buy votes rather than provide information or stimulate legitimate political debate.
- 4.6.12 Voter - a Regular Member, including those voting members of the Elections and Referenda Committee.

4.7 Scope

- 4.7.1 This Bylaw applies to all Members, employees, and appointees of the Association.

4.8 Elections and Referenda Committee

- 4.8.1 The Elections and Referenda Committee is composed of:
 - 4.8.1.1 The Chief Electoral Officer, as chair.
 - 4.8.1.2 At least two (2) Councillors or Alternate Councillors, who are not a member of the Executive, appointed by Council.
 - 4.8.1.3 At least two (2) Regular Members, who are not members of Council or the Executive, appointed by Council.
- 4.8.2 The Elections and Referenda Committee shall:
 - 4.8.2.1 Conduct elections and referenda in accordance with the Constitution, Bylaws and Policies of the Association.
 - 4.8.2.2 Conduct elections in accordance with the Election Schedule.
 - 4.8.2.3 Conduct referenda in accordance with the Referendum Schedule.

- 4.8.2.4 Be knowledgeable about other procedures and policies necessary for a proper election.
- 4.8.2.5 Interpret and enforce this Bylaw, and ensure procedures are fair and ethical.
- 4.8.2.6 Remain explicitly and implicitly impartial by not supporting any candidate or registered campaign committee during an election or referendum.
- 4.8.2.7 Develop policies as required.
- 4.8.2.8 Perform other tasks as delegated by Council.
- 4.8.3 Before attending a meeting of the Elections and Referenda Committee or taking part in any business thereof, every member of the Elections and Referenda Committee shall sign a written declaration that, during their membership on the Elections and Referenda Committee, they shall not:
 - 4.8.3.1 Seek a position.
 - 4.8.3.2 Nominate any person for an Election/By-Election.
 - 4.8.3.3 Act as a Representative in an Election/By-Election/Referendum.
- 4.8.4 Quorum is a majority of voting members.

4.9 Chief Electoral Officer

- 4.9.1 The Council Chair shall act as the Chief Electoral Officer.
- 4.9.2 The Chief Electoral Officer shall be responsible for administering and enforcing this Bylaw and shall:
 - 4.9.2.1 Cultivate an atmosphere of commitment to the election and referendum process.
 - 4.9.2.2 Not endorse any candidate or campaign and must remain neutral.
 - 4.9.2.3 Address issues raised by members of the Elections and Referenda Committee in a timely manner.
 - 4.9.2.4 During Elections, By-Elections, and Referenda; hold meetings, as required, with the Elections and Referenda Committee, which may include meetings by telephone or email or through other means.
 - 4.9.2.5 Organize, with help from the Elections and Referenda Committee, and chair an All-Candidates Forum, either in-person or through electronic means.
 - 4.9.2.6 Make all of the arrangements for Elections, By-Elections and Referenda, with consultation from the Elections and Referenda Committee.
 - 4.9.2.7 Not vote in the regular Election, By-election or Referendum period.
 - 4.9.2.8 Email the Office Manager confidentially through their personal email, before the voting period begins, containing a ranked ballot of all

candidates or options for the Election, By-Election, or Referenda, which will only be used and counted in the case of a tie. If it is their desire to do so, the Chief Electoral Officer may provide a sealed envelope to the Office Manager, before the voting period begins, instead of emailing the Office Manager confidentially through their personal email.

4.10 Substantial Violation

- 4.10.1 Notwithstanding any other section in this Bylaw; in the case of substantial violation of this Bylaw, the Elections and Referenda Committee is authorized to refuse to ratify any person's candidacy, the results for any Election or Referenda, or declare an Election or Referenda invalid. Substantial violation is defined at the discretion of the Elections and Referenda Committee.

4.11 Third Parties

- 4.11.1 No third party shall participate in Elections or By-Elections.
- 4.11.2 No third party shall participate in a Referendum unless the third party submits to the Elections and Referenda Committee's justification in writing and obtains written permission from the Elections and Referenda Committee.

4.12 Association Staff

- 4.12.1 Association Staff shall provide information to Regular Members about Elections, By- Elections, and Referenda in an unbiased manner and shall remain neutral throughout.

4.13 Elections and By-Elections

- 4.13.1 Election/By-Election Schedule
 - 4.13.1.1 The Chief Electoral Officer shall prepare the Election/By-Election Schedule, with assistance and approval of the Elections and Referenda Committee, and shall include:
 - 4.13.1.1.1 The dates and times for the Call for Nominations, the Nomination Period, the Orientation Meeting, the Procedures Meeting, the Campaign Period, the Voting Period, the Complaints Period, and the day and time the results will be released.
 - 4.13.1.2 Elections/By-Elections shall generally not take place during any period of time when a substantial portion of the Regular Membership is likely to be absent (weekends, statutory holidays, or during the spring/summer months).
 - 4.13.1.3 The Election Schedule must be ratified by the Election and Referenda Committee at least seven (7) days before the Call for Nominations.
 - 4.13.1.4 The Voting Period must be at least twenty (20) days after the Call for

Nominations for an Election, or at least fifteen (15) days for a By-Election.

4.13.2 Call for Nominations

4.13.2.1 The Call for Nominations shall last for at least seven (7) days.

4.13.2.2 The Chief Electoral Officer shall make the Call for Nominations and shall publicize it by mass email, with the assistance of the Office Manager, Association's social media and the Association's website.

4.13.3 Nominations and Nomination Period

4.13.3.1 The Nomination Period shall last for at least three (3) business days.

4.13.3.2 Nomination forms will be made available on the Association's website.

4.13.3.3 A nomination form for an executive position must include:

4.13.3.3.1 The full name, NSID, and student number of the Nominee.

4.13.3.3.2 The full name, NSID, and student number of at least one (1) Nominator who is a Regular Member.

4.13.3.3.3 A letter from the Nominee's department secretary or graduate chair confirming that the nominee will be registered in a graduate program for the following fiscal year (May 1 to April 30), or in the case of course-based/project-based students (September 1 to April 30).

4.13.3.4 A Nominee:

4.13.3.4.1 Must be a Regular Member.

4.13.3.4.2 Must not be an Election Official.

4.13.3.4.3 Must not nominate another person for the same position that they are seeking.

4.13.3.4.4 Must be registered in a graduate program at the University for the following fiscal year (May 1 to April 30).

4.13.3.4.5 President Nominee must have past professional experience as either GSA Council Chair, GSA Vice-Chair, GSA Executive, GSA Councillor, GSA Recording Secretary, member of GSA standing committee, member of University of Saskatchewan search committee, Executive member of Academic Council unit or GSA Ratified Social Group, executive experience at any University of Saskatchewan undergraduate student society or union.

4.13.3.4.6 Executive nominee is preferred to have associative experience as described in the bylaw 4.13.3.4.5 or significant volunteer experience pertaining to the

University of Saskatchewan community, or any other educational institute, or local/provincial/federal level experience.

4.13.3.4.7 If the campus remains open, and the GSA Commons is open, the Executive must be able to serve in GSA Commons in person following the discussion with the Executives.

4.13.3.5 A Nominator:

4.13.3.5.1 Must be a Regular Member.

4.13.3.5.2 Must not be an Election Official.

4.13.3.5.3 Must not be a nominee for the same position for which they have nominated another person.

4.13.3.6 The names of Nominees and Nominators are confidential.

4.13.3.7 No person may seek more than one position on the executive.

4.13.3.8 If after the regular nomination period has ended, there are no nominees for a position on the executive, the Elections and Referenda Committee may extend the nomination period for that position, for a period of time as determined by the Elections and Referenda Committee.

4.13.3.9 If no nomination is received after the extension of the nomination period, the Chief Electoral Officer shall refer the vacant position(s) to the next General Meeting or Council Meeting, whichever comes first, to appoint a graduate student to fill the position(s) until the By-Election Bylaw is followed for those vacant position(s).

4.13.3.10 A Nominee must provide a twenty-five (25) dollar cash deposit, upon submission of the nomination form, which is refundable unless the Nominee has violated procedures or caused damage to University property, as determined by the Elections and Referenda Committee. The Elections and Referenda Committee may choose to waive this deposit.

4.13.3.11 The Nominee must consent to conduct general background check by the Elections and Referenda Committee – If elected, electee must provide an affidavit of good conduct signed before a notary public,

4.13.4 Orientation Meeting

4.13.4.1 After the Call for Nominations, the Chief Electoral Officer shall chair a mandatory Orientation Meeting for potential Nominees to the executive and may at their discretion hold subsequent Orientation Meetings during the Nomination Period. A Nominee who wants to

become a Candidate must attend this meeting, or make alternate arrangements with the Chief Electoral Officer.

4.13.5 Procedures Meeting

4.13.5.1 The Chief Electoral Officer shall chair a mandatory Procedures Meeting for all Nominees and shall ensure that Nominees attending the meeting have received the necessary sections of this Bylaw, rules, and information.

4.13.5.2 A Nominee for an executive position must attend the Procedures Meeting to be eligible for ratification as a candidate, or must make alternate arrangements with the Chief Electoral Officer. If a Nominee is unable to attend a scheduled Procedures Meeting and provides sufficient reason to the Elections and Referenda Committee in advance of the meeting, the Elections and Referenda Committee may hold an alternate Procedures Meeting to ensure the Nominee has received the necessary sections of the Bylaw, rules, and information.

4.13.6 Ratification

4.13.6.1 The Elections and Referenda Committee shall ratify a Nominee as a Candidate where:

4.13.6.1.1 The Nominee has submitted a valid and complete nomination package.

4.13.6.1.2 The Nominee has met all the requirements, as outlined in the Bylaws 4.13.3.4.5 – 4.13.3.4.7.

4.13.6.1.3 The Nominee's general background check did not exhibit any concerning matters that are objectionable to the Elections and Referenda Committee.

4.13.6.1.4 The Nominee has submitted the deposit, if deemed necessary, and attended the mandatory Orientation and Procedures Meetings, or made alternate arrangements with the Chief Electoral Officer.

4.13.7 Campaign Period

4.13.7.1 Prior to the Campaign Period, no one shall:

4.13.7.1.1 Publicly advertise the intent of any person to seek election.

4.13.7.1.2 Campaign on behalf of any candidate.

4.13.7.2 The Campaign Period shall be no less than seven (7) days for an Election, or three (3) business days for a By-Election.

4.13.7.3 The Chief Electoral Officer, with advice from the Elections and Referenda Committee, shall organize an All-Candidates Forum for Candidates that will take place in the GSA Commons, unless

substantive reason is provided to hold it elsewhere or virtually.

4.13.7.3.1 In the case of not being able to attend, the Candidate is able to send a Representative to represent their platform.

4.13.7.4 Candidates/Representatives shall NOT:

4.13.7.4.1 Misrepresent the character or policies of other Candidates, nor shall they interfere in any manner with the campaign materials of other Candidates.

4.13.7.4.2 Deliver campaign speeches or information (i.e. in regularly scheduled classes, labs, computer labs, the GSA Commons, or University Culinary Services locations) unless it is at the scheduled All-Candidates Forum.

4.13.7.4.3 Engage in door-to-door soliciting within University residence buildings and on University property.

4.13.7.4.4 Campaign or display their posters within University residence buildings.

4.13.7.4.5 Release posters, unless the posters have been approved by the Elections and Referenda Committee.

4.13.7.4.6 Offer gifts to Voters.

4.13.7.4.7 Distribute products to Voters unless the products have been approved by the Elections and Referenda Committee.

4.13.7.4.8 Use personal funds to acquire campaign materials. Any such material to promote a Candidate will be considered unauthorized and any such incident shall be remedied at the discretion of the Elections and Referenda Committee.

4.13.7.5 Candidates/Representatives:

4.13.7.5.1 May print up to a maximum of fifty (50) posters with dimensions no larger than 11 inches by 17 inches. The Association will cover costs for printing up to a maximum of fifty (50) dollars.

4.13.7.5.1.1 Candidates must have their poster approved by the Election and Referenda Committee prior to printing or displaying.

4.13.7.5.1.2 Candidates will only be allowed to submit one (1) final poster for approval. The poster shall include the GSA logo as well reference the voting procedure and dates.

4.13.7.5.1.3 Any poster, related to their candidacy for GSA Elections/By-Elections, shall count towards the

Candidate's poster limit.

4.13.7.5.1.4 Each Candidate is responsible for learning and following applicable University rules, regulations, and policies regarding poster display and poster restrictions in campus buildings.

4.13.7.5.1.5 Candidates must inform the Elections and Referenda Committee of where, and how many, of their posters have been displayed and where.

4.13.7.5.2 Shall create a maximum five (5) minute video of their candidacy platform for posting to the GSA Website.

4.13.7.5.2.1 Candidates must have their video approved by the Election and Referenda Committee prior to its use.

4.13.7.5.2.2 Candidates will only be allowed to submit one (1) final video for approval.

4.13.7.5.3 May use their own websites, social media (such as Facebook, LinkedIn, Twitter, Snapchat, TikTok and Instagram) and may send mass emails for campaign purposes. Each Candidate is responsible for learning and following applicable University rules, regulations, and policies regarding electronic communication. These websites, social media platforms and email lists must be the Candidates own and not provided or belonging to others. WhatsApp and other phone-associated platforms (such as Telegram, Signal, Facebook Messenger, etc...) are strictly prohibited. At the discretion of the Elections and Referenda Committee, other restrictions may apply.

4.13.7.5.4 Shall ensure their campaign materials are taken down by 11:59 PM on the last day of voting.

4.13.7.6 The GSA Commons shall be a neutral forum. No promotional materials shall be displayed or distributed within the GSA Commons, save for only one poster from each Candidate shall be placed in the GSA Commons by the GSA Office Manager.

4.13.8 Ballots

4.13.8.1 Position titles shall be listed on the ballot in the order in which they appear in the Constitution.

4.13.8.2 Full names of the Candidates shall be listed on the ballot in alphabetical order (by first name), with the option to "abstain" listed last.

4.13.8.3 Upon the Candidate's request, the Candidate's name on the ballot may differ from the Candidate's given name, provided that the Elections and Referenda Committee approves the alternate name and the random order of the Candidates' names does not change.

4.13.8.4 Nicknames shall not appear on the ballot.

4.13.9 Acclamations

4.13.9.1 If there is only one (1) Candidate for one (1) position of the executive, the acclamation must be affirmed in a vote of confidence in which the Candidate receives a majority of 'yes' votes.

4.13.9.2 If the Candidate does not receive a majority of 'yes' votes, the process detailed in the By-Election Bylaw shall be followed.

4.13.10 Withdrawal

4.13.10.1 A Candidate seeking to withdraw must provide written notice of withdrawal to the Chief Electoral Officer at least 24 hours prior to the beginning of voting.

4.13.11 Voting Period

4.13.11.1 There shall be no campaigning during the Voting Period.

4.13.11.2 The Voting Period shall last for at least two (2) business days.

4.13.11.3 Voting shall be publicized by all reasonable means.

4.13.11.4 Voting shall be by secret and secure electronic ballot, using the Personalized Access to Web Services (PAWS), or its equivalent.

4.13.11.5 All positions are to be elected by single member plurality, in which each voter is allowed to vote for only one candidate, and the winner of the election is whoever receives the largest number of votes.

4.13.11.6 A minor technological failure shall not invalidate an Election/By-Election and the Election and Referenda Committee shall work to minimize the impact of any disruption in voting.

4.13.11.7 Eight percent (8%) of the total graduate student body must vote in an Election/By-Election, for all the Executive, except for the Vice-President Indigenous Engagement position. Eight percent (8%) of the Indigenous graduate student body must vote in an Election/By-Election for the Vice-President Indigenous Engagement position. In cases where this does not occur, the Elections and Referenda Committee can, at their discretion, choose to move forward with the voting results without extending the voting period or holding a new election. (need to refer to Election and referenda committee AGM)

4.13.11.8 At the end of the Voting Period, the results shall be accessed by the Chief Electoral Officer.

4.13.12 Results

4.13.12.1 After the Elections and Referenda Committee has reached quorum and has dealt with outstanding complaints, the Chief Electoral Officer shall communicate the results to the Elections and Referenda Committee for ratification.

4.13.12.2 The Elections and Referenda Committee shall ratify results when there is no significant violation of this Bylaw.

4.13.12.3 As soon as all violations or complaints have been dealt with by the Elections and Referenda Committee, as per Bylaw 4.10, the Chief Electoral Officer shall ask for the results to be posted on the Association's website and social media platforms and shall notify all Candidates of the results.

4.14 Referenda

4.14.1 A Referendum shall be held if it is sought to:

4.14.1.1 Establish or eliminate a dedicated student fee.

4.14.1.2 Increase a dedicated student fee, other than the Health and Dental fees, by more than five percent (5%).

4.14.2 A Referendum shall proceed when:

4.14.2.1 Referendum is proposed by Council: at least two-thirds (2/3, 67%) of the Councillors present at the Council Meeting, where the Referendum is proposed, approve of the Referendum; or,

4.14.2.2 Referendum is proposed by a Regular Member: a petition containing the full names, NSID, and student numbers of at least one-hundred (100) Regular Members is presented to the Council Chair, who shall present the information to Council.

4.14.2.3 Executives will remain a neutral body with respect to all Referendum issues.

4.14.2.4 Referendums shall generally not take place during any period of time when a substantial portion of the Regular Membership is likely to be absent (weekends, statutory holidays, or during the spring/summer months).

4.14.3 Call for Referendum Questions:

4.14.3.1 Once per year, the Chief Electoral Officer shall make the Call for Referendum questions. This shall occur prior to the September Council meeting.

4.14.3.2 The Chief Electoral Officer shall publicize the Call for Referendum questions by mass email, with the assistance of the Office Manager, Association's social media and the Association's website.

4.14.3.3 The Call for Referendum questions shall last for at least seven (7) days.

4.14.3.4 The Call for Referendum questions shall occur between September and April.

4.14.3.5 A secondary Call for Referendum questions may occur if:

4.14.3.5.1 Extenuating circumstances justify it as determined by the Elections and Referenda Committee.

4.14.3.5.2 A secondary call has been approved by a two-thirds (2/3, 67%) vote of Council.

4.14.4 Referendum Schedule

4.14.4.1 The Chief Electoral Officer shall prepare the Referendum Schedule, with assistance and approval of the Elections and Referenda Committee, and shall include:

4.14.4.1.1 The dates and times for the Call for Campaigns, the Procedures Meeting, the Campaign Period, the Voting Period, the Complaints Period, and the day and time the results of the Referendum will be released.

4.14.4.2 The Referendum Schedule must be ratified by the Elections and Referenda Committee at least seven (7) days before Campaign Registrations begins.

4.14.4.3 The Voting Period for a Referendum question must be at least thirty (30) days after the question is initiated.

4.14.5 Referendum Questions

4.14.5.1 Full name, NSID, and student numbers for Referenda questions shall be ratified by the Elections and Referenda Committee prior to the commencement of the Call for Campaigns.

4.14.5.2 A Referendum question pertaining to changes to the fees charged to Members shall state the previous fee amount (if it exists) and the amount of the proposed increase.

4.14.6 Call for Campaigns

4.14.6.1 The Call for Campaigns shall last for at least five (5) business days.

4.14.6.2 Application forms shall be released at the end of the Call for Campaigns and shall be made available on the Association's website.

4.14.6.3 Any Regular Member wishing to run a Campaign on either side of the issue may apply to register a Campaign Committee.

4.14.6.4 An application form must include an outline of the campaign platform and contact information for each of the Campaign leaders.

4.14.6.5 Campaign Committees must provide a fifty (50) dollar cash deposit,

upon submission of the application form, which is refundable unless the Campaign Committee has violated procedures or caused damage to University property, as determined by the Elections and Referenda Committee. The Elections and Referenda Committee may choose to waive this deposit.

4.14.7 Procedures Meeting

4.14.7.1 After the Call for Campaigns ends, the Chief Electoral Officer shall chair a mandatory Procedures Meeting for all Campaign Committees and shall ensure Campaign Committee members have the necessary sections of this Bylaw, rules, and information.

4.14.7.2 All members of a Campaign Committee must attend the Procedures Meeting in order for the Campaign to be eligible for registration, or must make alternate arrangements with the Chief Electoral Officer. If a Campaign Committee is unable to attend a scheduled Procedures Meeting and provides sufficient reason to the Elections and Referenda Committee in advance of the meeting, the Elections and Referenda Committee may hold an alternate Procedures Meeting to ensure all Campaign Committees have received the necessary sections of the Bylaw, rules, and information.

4.14.8 Registration

4.14.8.1 The Elections and Referenda Committee shall register a Campaign where:

4.14.8.1.1 All Campaign Committee members have attended the Procedures Meeting.

4.14.8.1.2 The Campaign Committee has submitted a valid and complete application form and deposit, if deemed necessary.

4.14.9 Campaign Period

4.14.9.1 No one shall campaign prior to the campaign period.

4.14.9.2 No one shall campaign during the campaign period unless they are a member of a registered Campaign Committee.

4.14.9.3 Subject to this Bylaw, a third party may be a member of a registered Campaign Committee.

4.14.9.4 The Campaign Period shall begin after the Procedures Meeting, and shall end on the final day of voting. The Campaign Period shall last for at least seven (7) days.

4.14.9.5 The Chief Electoral Officer, with advice from the Elections and Referenda Committee, shall organize voluntary Referendum forums in

accessible locations during the Campaign Period, in-person or virtually.

4.14.9.6 Members of Campaign Committees shall NOT:

4.14.9.6.1 Misrepresent the character or policies of other campaigns, nor shall they interfere in any manner with the campaign materials of other campaigns.

4.14.9.6.2 Affix anything to material that has been disseminated by the Association or the Elections and Referenda Committee.

4.14.9.6.3 Deliver campaign speeches or information (i.e. in regularly scheduled classes, labs, computer labs, the GSA Commons, or University Culinary Services locations) unless it is during the scheduled forums.

4.14.9.6.4 Engage in door-to-door soliciting within University residence buildings or on University property.

4.14.9.6.5 Campaign of display posters within University residence buildings.

4.14.9.6.6 Release campaign materials unless the materials have been approved by the Elections and Referenda Committee.

4.14.9.6.7 Offer gifts to voters.

4.14.9.6.8 Distribute products to Voters unless the products have been approved by the Elections and Referenda Committee.

4.14.9.6.9 Use personal funds to acquire campaign material. Any such material to promote a Campaign will be considered unauthorized and any such incident shall be remedied at the discretion of the Elections and Referenda Committee.

4.14.9.7 Members of Campaign Committees:

4.14.9.7.1 May print up to a maximum of seventy-five (75) posters with dimensions no larger than eleven (11) inches by seventeen (17) inches. The Association will cover costs for printing up to a maximum of seventy-five (75) dollars.

4.14.9.7.2 Campaign Committees must have their poster approved by the Election and Referenda Committee prior to printing or displaying.

4.14.9.7.3 Campaign Committees will only be allowed to submit one (1) final poster for approval. The poster shall include the GSA logo as well as reference the voting procedure and dates.

4.14.9.7.4 Any poster, related to the Campaign, shall count towards

the Campaign Committee's poster limit.

4.14.9.7.5 Each Campaign Committee is responsible for learning and following applicable University rules, regulations, and policies regarding poster display and poster restrictions in campus buildings.

4.14.9.7.6 Candidates must inform the Elections and Referenda Committee of where, and how many, of their posters have been displayed and where.

4.14.9.7.7 May use their own websites, social media (such as Facebook, LinkedIn, Twitter, Instagram, WhatsApp, etc.) and may send mass emails for campaign purposes provided:
1- Each Campaign Committee is responsible for learning and following applicable University rules, regulations, and policies regarding electronic communication.
2- These websites, social media platforms and email lists must be the Campaign Committee's own and not provided or belonging to others.
3- All platforms, apps, and communication tools used must not share contact details, emails, information to others for e.g., Sending a group message in a BCC (blank carbon copy) to protect people's details and identities.
4- At the discretion of the Elections and Referenda Committee, other restrictions may apply.

4.14.9.7.8 Shall ensure their campaign materials are taken down 24 hrs after the last day of voting.

4.14.9.8 The GSA Commons shall be a neutral forum. No promotional materials shall be displayed or distributed within the GSA Commons, save for only one poster from each Campaign Committee shall be placed in the GSA Commons by the GSA Office Manager.

4.14.10 Ballots

4.14.10.1 Referendum ballots must contain a neutrally worded question as approved by a majority vote of the Election and Referenda Committee.

4.14.10.2 Ballots shall have an 'in favour', 'opposed' and 'abstain' options for the Referendum question.

4.14.11 Voting

4.14.12 Campaigning shall be allowed during the voting period.

4.14.13 The Voting Period shall last for at least two (2) business days.

4.14.14 Voting shall be publicized by all reasonable mean.

- 4.14.15** Voting shall be by secret and secure electronic ballot, using the Personalized Access to Web Services (PAWS), or equivalent.
- 4.14.16** A minor technological failure shall not invalidate a Referendum and the Election and Referenda Committee shall work to minimize the impact of any disruption in voting.
- 4.14.17** Fifteen percent (15%) of the total graduate student body must vote in a Referendum. In cases where this does not occur, a new vote must be held or the Voting Period can be extended, at the discretion of the Elections and Referenda Committee.
- 4.14.18** At the end of the voting period, the results shall be accessed by the Chief Electoral Officer.

4.14.19 Results

- 4.14.19.1** After the Elections and Referendum Committee has reached quorum and has dealt with outstanding complaints, the Chief Electoral Officer shall communicate the results to the Elections and Referenda Committee for ratification.
- 4.14.19.2** The Elections and Referenda Committee shall ratify results where there is no significant violation of the Constitution or this Bylaw.
- 4.14.19.3** As soon as all violations or complaints have been dealt with by the Elections and Referenda Committee, as per Bylaw 4.10, the Chief Electoral Officer shall ask for the results to be posted on the Association's website and social media platforms and shall notify the Campaign Representatives of the results.
- 4.14.19.4** The results of a Referendum are binding on the Executive and Council.

4.15 Violations and Complaints

- 4.15.1** Candidates are liable for violations by Representatives.
- 4.15.2** Registered Campaign Committees are liable for violations during Referenda; including the actions of any individual or group working on behalf of the Campaign.
- 4.15.3** Complaints arising out of Elections/By-Elections or Referenda must be submitted in writing to the Chief Electoral Officer and Association's Office Manager by six (6) PM on the last day of Voting. Complaints must not be hearsay and must be substantiated by proof and evidence, with as much detail as possible to help inform the Elections and Referenda Committee.
- 4.15.4** The Chief Electoral Officer, in consultation with the Elections and Referenda Committee, shall investigate and deal with those complaints received within twenty-four (24) hours after the complaint deadline.

4.15.5 Complaints concerning the Chief Electoral Officer shall be reviewed during a meeting of the Elections and Referenda Committee, excluding the Chief Electoral Officer.

4.15.6 The Elections and Referenda Committee may take such steps as it deems necessary to fulfill its mandate.

4.16 Review

4.16.1 Any person affected by a decision of the Elections and Referenda Committee may request a review by submitting a complaint to the Office Manager.

4.16.2 The Office Manager shall forward the complaint to the Code of Ethics and Discipline Committee. If the Chair of the Code of Ethics and Discipline Committee is also the Chief Electoral Officer, an interim chair shall be appointed by and from the members of the Code of Ethics and Discipline Committee to chair the meeting at which the complaint is considered.

4.16.3 Where the Code of Ethics and Discipline Committee is of the opinion that the application is not frivolous or vexatious, a hearing shall be convened.

4.16.4 Where a hearing is required, the Code of Ethics and Discipline Committee shall convene to hear the complaint. The Chief Electoral Officer shall not participate in the hearing.

4.16.5 The Code of Ethics and Discipline Committee may overturn a decision of the Elections and Referenda Committee if the Elections and Referenda Committee;

4.16.5.1 Acted without jurisdiction, acted beyond its jurisdiction, or refused to exercise its jurisdiction.

4.16.5.2 Failed to observe a principle of natural justice or procedural fairness.

4.16.5.3 Based its decision on an erroneous finding of fact that it made in a perverse or capricious manner or without regard for the material before it.

4.16.5.4 Acted in any other way that was contrary to law.

4.16.6 A decision of the Code of Ethics and Discipline Committee shall be made within fourteen (14) days of the hearing and is considered final.

5 Finances

5.6 Vice-President Finance and Operations

5.6.1 Under the oversight of the Board of Directors:

5.6.1.1 Will oversee the finances of the Association.

5.6.1.2 Will ensure the finances of the Association are in accordance with the Saskatchewan Non-Profit Corporations Act, 1995.

5.6.1.3 Will ensure revenue of the Association is only used to serve the mandate of the Association.

5.6.1.4 Will ensure fees are collected from all Members, as defined by the

Constitution.

5.7 Signing Officers

- 5.7.1** The signing officers of the Association shall be the President, the Vice-President Finance and Operations, and the Office Manager.
- 5.7.2** At least two (2) signatures are required to approve financial expenditures.
- 5.7.3** No signing officer may be a signatory on expenditures where they are a recipient of funds.
- 5.7.4** The Office Manager shall only sign cheques in the extended absence of the President or Vice-President Finance and Operations, and for cheques pertaining to an expenditure in which the President or Vice-President Finance and Operations are the recipients of funds.
- 5.7.5** In the case where one of the signing ~~officers~~ is absent for an extended period of time, the Executives must appoint another Executive member, within five (5) business days, as a third co-signer by a majority vote of the Executives.

5.8 Financial Reports

- 5.8.1** Every month, a financial report (operating statement, budget and ledger), including all expenditures and revenues for the month, shall be made available to the Executive.
- 5.8.2** Every month, a financial report (operating statement, budget and ledger), including all expenditures and revenues for the month, shall be made available to any Regular Member upon request.
- 5.8.3** Audited and approved financial statements shall be posted to the Association website, and shall be received by the Regular Membership at the AGM.

5.9 Budget

- 5.9.1** The new budget is to be prepared by the Budget and Finance Committee and presented to Council for approval by the Vice-President Finance and Operations prior to the end of the fiscal year.
- 5.9.2** The new budget shall be approved by a majority vote of the Board, Executive and Council.
- 5.9.3** The approved new budget shall be posted to the Association's website.
- 5.9.4** Executive members cannot spend more than five hundred (500) dollars, of any budget line, with the exception of salaries and Executive fees, without a majority vote of the Executive.
- 5.9.5** The Executive shall not authorize the expenditure of money not approved or accounted for in the budget.
- 5.9.6** Council can amend the budget by two-thirds (2/3, 67%) majority vote, with recommendation from the Executive and Board. Council cannot amend salaries, Executive or Council Chair fees.

5.10 Executive Fee

- 5.10.1** The President shall receive a yearly fee to be paid monthly in equal amounts by cheque.
- 5.10.2** The Vice-Presidents shall also receive a yearly fee to be paid monthly in equal amounts by cheque. The Vice-Presidents shall receive the same yearly fee as each other.
- 5.10.3** This fee is not representative of the number of hours that the President or Vice-Presidents may work.
- 5.10.4** The Association shall not pay an Executive above their predetermined fee.
- 5.10.5** The fee rate will be specified in the approved budget and cannot be changed during the fiscal year.
- 5.10.6** An Executive may lose their fee on the ruling of the Code of Ethics and Discipline Committee.
- 5.10.7** Any monetary compensation paid to members of the Executive for Association business, from a source other than the Association fee, must be reported on the Association website. Both the source and the amount of the compensation must be posted.
- 5.10.8** Any in-kind gift, or form of compensation to an Executive for Association business, valued at more than fifty (50) dollars, must be reported on the Association website. Both the source and the amount of the compensation must be posted.

6 Communications

6.6 Association News

6.6.1 All Regular Members must be informed of all Association news and events through the Association's website, social media, and through PAWS. Important news and events will also be publicized through emails to Regular Members. Important news includes, but is not limited to:

- GSA Elections / By-Elections.
- GSA Referenda.
- GSA Academic Council and Social Club Ratification procedure.
- GSA Standing Committee Membership request.
- GSA Job Postings and Council Chair Nominations.
- GSA Bursary / GSA Award deadlines.
- GSA Orientations.
- GSA workshops / initiatives.
- GSA social activities.
- GSA Guppies Intramurals team.
- GSA Services.
- Other events and services of importance to GSA Members.
- 3MT and Graduate Student Research Conference.
- Annual Award Gala.
- GSA Special and Annual General Meetings.
- GSA Town Halls.

6.7 Email Communications

6.7.1 All email communications shall adhere to the "PAWS Announcement System Access Agreement" and "PAWS Announcement System Access User Agreement" between the Association and the University.

6.7.2 The Office Manager is the only authorised individual with access to the email listserv. The Office Manager shall not use the listserv, without direction/instruction from the President or the Council Chair/Chief Electoral Officer.

6.7.3 Other than Elections/By-Elections, Referenda, Bursaries, Awards, General Meetings and major GSA Events (Orientation, the Graduate Student Research Conference, the 3MT Competition and the Awards Gala), and other important notices, email communications shall be limited to two (2) times per month if possible.

6.7.4 The email communication content shall be approved by a majority vote of the Executives. The President is responsible to pass the approved content to the Office Manager for distribution.

6.7.5 Communications pertaining to the Elections/By-Elections and Referenda and General Meetings are under the discretion of the Council Chair/Chief Electoral Officer and shall be distributed by the Office Manager upon direction from the Council Chair/Chief Electoral Officer.



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

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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.

- [illegible]

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-check.
- 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

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

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

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

2: GSA Standing Committee Assignments

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

3: GSA Meetings

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

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

FINANCIAL STATEMENTS

APRIL 30, 2021





BUCKBERGER BAERG
— & PARTNERS LLP —
CHARTERED PROFESSIONAL ACCOUNTANTS

Terry Baerg CPA CA
Kathryn Bankowski CPA CA
Ashley Buckberger CPA CA CFA
Jennifer Funk CPA CA
Tyler Kachur CPA CA
Alan Koop CPA CA
Paul Pastor CPA CA CBV

INDEPENDENT AUDITOR'S REPORT

To the Members of University of Saskatchewan Graduate Students' Association, Inc.

Opinion

We have audited the financial statements of University of Saskatchewan Graduate Students' Association, Inc., which comprise the statement of financial position as at April 30, 2021, and the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at April 30, 2021, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

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INDEPENDENT AUDITOR'S REPORT (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ♦ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ♦ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- ♦ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ♦ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- ♦ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

SASKATOON, SASKATCHEWAN

November 17, 2021

Buchberger Baerg & Partners LLP

Chartered Professional Accountants

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF FINANCIAL POSITION

APRIL 30, 2021

	General fund	Health and dental fund	Capital asset fund	2021	2020
ASSETS					
Current assets					
Cash	\$ 679,199	\$ 212,024	\$ -	\$ 891,223	\$ 597,769
Accounts receivable	21,289	-	-	21,289	79,468
Prepaid health and dental premiums	256,096	-	-	256,096	292,117
Interfund receivable (Note 3)	<u>-</u>	<u>245,807</u>	<u>-</u>	<u>-</u>	<u>-</u>
	956,584	457,831	-	1,168,608	969,354
Capital assets (Note 4)	<u>-</u>	<u>-</u>	<u>10,300</u>	<u>10,300</u>	<u>15,133</u>
	\$ 956,584	\$ 457,831	\$ 10,300	\$ 1,178,908	\$ 984,487

LIABILITIES

Current liabilities					
Accounts payable and accrued liabilities	\$ 112,068	\$ -	\$ -	\$ 112,068	\$ 92,525
Deferred revenue (Note 5)	295,159	-	-	295,159	328,028
Interfund payable (Note 3)	<u>245,807</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	653,034	-	-	407,227	420,553
FUND BALANCES					
Balance	<u>303,550</u>	<u>457,831</u>	<u>10,300</u>	<u>771,681</u>	<u>563,934</u>
	\$ 956,584	\$ 457,831	\$ 10,300	\$ 1,178,908	\$ 984,487

See accompanying notes

Approved on behalf of the board

Director _____

Director _____

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF OPERATIONS

YEAR ENDED APRIL 30, 2021

	General fund	Health and dental fund	Capital asset fund	2021	2020
Revenue					
Health and dental plan	\$ 900,614	\$ -	\$ -	\$ 900,614	\$ 973,261
Student fees	226,805	-	-	226,805	233,125
In-kind contributions (Note 7)	132,207	-	-	132,207	128,356
Other revenue	43,042	451	-	43,493	52,262
UPass administration fee	1,582	-	-	1,582	10,547
	<u>1,304,250</u>	<u>451</u>	<u>-</u>	<u>1,304,701</u>	<u>1,397,551</u>
Expenses					
Administration fees	788	-	-	788	9,379
Amortization	-	-	4,833	4,833	4,981
Bursaries and student fund	72,625	-	-	72,625	75,005
Conferences and events	9,191	-	-	9,191	14,013
Course council funding	4,556	-	-	4,556	4,328
Facilities and maintenance	-	-	-	-	942
Health and dental premiums	753,725	-	-	753,725	786,766
Insurance	5,400	-	-	5,400	5,346
Interest and bank charges	1,512	-	-	1,512	1,571
License fee, rental and occupancy (Note 7)	132,219	-	-	132,219	128,369
Meals and entertainment	149	-	-	149	2,981
Office	5,838	-	-	5,838	11,161
Professional fees	19,229	-	-	19,229	17,791
Salaries and related benefits	54,118	-	-	54,118	60,149
Stipends and honoraria (Note 6)	30,981	-	-	30,981	30,095
Telephone and utilities	1,790	-	-	1,790	4,039
Travel and accommodation	-	-	-	-	1,597
	<u>1,092,121</u>	<u>-</u>	<u>4,833</u>	<u>1,096,954</u>	<u>1,158,513</u>
Excess (deficiency) of revenues over expenditures	\$ 212,129	\$ 451	\$ (4,833)	\$ 207,747	\$ 239,038

See accompanying notes

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF CHANGES IN FUND BALANCES

YEAR ENDED APRIL 30, 2021

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2021</u>	<u>2020</u>
Balance, beginning of year	\$ 238,309	\$ 310,492	\$ 15,133	\$ 563,934	\$ 324,896
Excess (deficiency) of revenues over expenditures	212,129	451	(4,833)	207,747	239,038
Interfund transfer (Note 3)	<u>(146,888)</u>	<u>146,888</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 303,550</u>	<u>\$ 457,831</u>	<u>\$ 10,300</u>	<u>\$ 771,681</u>	<u>\$ 563,934</u>

See accompanying notes

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF CASH FLOWS

YEAR ENDED APRIL 30, 2021

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities		
Excess of revenues over expenditures	\$ 207,747	\$ 239,038
Adjustments for		
Amortization	4,833	4,981
Change in non-cash working capital items		
Accounts receivable	58,179	4,218
Prepaid health and dental premiums	36,021	(50,478)
Accounts payable and accrued liabilities	19,543	(84,039)
Deferred revenue	(32,869)	(1,115)
	<u>293,454</u>	<u>112,605</u>
 Cash flows used in from investing activities		
Loans receivable	-	4,000
Purchase of capital assets	-	(8,484)
	<u>-</u>	<u>(4,484)</u>
 Net increase in cash during the year	293,454	108,121
 Cash, beginning of year	<u>597,769</u>	<u>489,648</u>
Cash, end of year	<u>\$ 891,223</u>	<u>\$ 597,769</u>
 Cash consists of:		
Unrestricted cash	\$ 679,199	\$ 386,195
Restricted cash	<u>212,024</u>	<u>211,574</u>
	<u>\$ 891,223</u>	<u>\$ 597,769</u>

See accompanying notes

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2021

1. Nature of operations

The University of Saskatchewan Graduate Students' Association, Inc. (the "Association") is a non-profit organization incorporated on May 1, 1986 under the Non-profit Corporations Act of Saskatchewan. The Association exists to ensure graduate students have access to quality services and collects fees for the administration of such services. As a not-for-profit organization under the Income Tax Act, the Association is exempt from income taxes.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

Fund accounting

Revenues and expenditures relating to service delivery activities and administration, are recorded in the General fund.

The Health and Dental fund were established to ensure adequate amounts are available in the event the Health and Dental Plan costs exceed the amounts collected in premiums. Approval of the Association's council is required before these funds can be accessed for any other purpose.

The unamortized cost of capital assets, and the loans to finance the acquisition of capital assets, are reported in the Capital Asset fund.

Capital assets

Capital assets are recorded at cost, less accumulated amortization. The Association provides for amortization using the following methods at rates designed to amortize the cost of the capital assets over their estimated useful lives. The annual amortization rates and methods are as follows:

Computer software	Declining balance	100%
Equipment	Declining balance	20%
Leasehold improvements	Straight-line	10 years

Contributed materials, lease, and occupancy costs

Contributions of materials, lease, and occupancy costs are recognized in the financial statements at fair value at the date of contribution, but only when a fair value can be reasonably estimated and when the materials and services are used in the normal course of operations, and would otherwise have been purchased.

Revenue recognition

The Association follows the deferral method of accounting for contributions, which includes grants and donations. Contributions of capital assets are included as deferred contributions and are amortized to revenue at the same rate and on the same basis as amortization of the related capital assets.

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2021

2. Significant accounting policies (continued)

Revenue recognition (continued)

Restricted contributions are recognized as revenue in the year in which the related expenses are made. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Health and dental premiums are recognized in the benefit period to which they relate and are recognized on a gross basis.

Student fees and UPass revenues are recognized when fees are due in the academic year. All other sources of revenue are recognized when goods are transferred or services are performed.

Financial instruments

The Association initially records a financial instrument at its fair value, except for a related party transaction, which is recorded at the carrying or exchange amount depending on the circumstances.

Transaction costs are recognized in excess of revenues over expenditures in the period incurred. However, transaction costs associated with financial instruments carried at cost or amortized cost are recorded as adjustments to the initial fair value recognized and amortized over the expected life of the instrument.

Financial assets and financial liabilities subsequently measured at amortized cost include cash, accounts receivable, and accounts payable and accrued liabilities.

When there is an indication of impairment and such impairment is determined to have occurred, the carrying amount of financial assets measured at amortized cost is reduced to the greater of the discounted future cash flows expected, the proceeds that could be realized from the sale of the financial asset, or the amount that could be realized by exercising the right to any collateral held to secure repayment of the asset. Such impairments can be subsequently reversed to the extent that the improvement can be related to an event occurring after the impairment was recognized.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Areas of significant estimate include the useful lives of capital assets.

3. Interfund balances

The interfund receivable and payable represent amounts held in the general fund for restricted fund purposes. The interfund transfer each year represents the health and dental surplus for the year.

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2021

4. Capital assets

	<u>2021</u>		<u>2020</u>	
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>	<u>Net book value</u>
Computer software	\$ 13,095	\$ 13,095	\$ -	\$ 2,258
Equipment	61,359	51,059	10,300	12,875
Leasehold improvements	233,387	233,387	-	-
	<u>\$ 307,841</u>	<u>\$ 297,541</u>	<u>\$ 10,300</u>	<u>\$ 15,133</u>

5. Deferred revenue

Deferred revenue represents unearned revenues collected for the health and dental premiums that cover an annual period that falls outside of the Association's fiscal year.

6. Related party transactions

During the year, the Association paid \$28,517 (2020 - \$27,450) of payments to members of the executive committee, which is included in stipends and honoraria expense.

These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

7. License for premises

The Association has been granted a license to occupy space in a building owned by the University of Saskatchewan (known as St. Chad's Chapel Building) for an annual administration fee of \$12. The license expires April 30, 2024, with further extension options available at the discretion of the University of Saskatchewan.

For the duration of the term of the license, the University of Saskatchewan has established an in-kind fair value of the annual license fee, which includes occupational costs. This amount is reflected as both in-kind contribution revenue and license fee, rental and occupancy expense in the accompanying financial statements.

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2021

8. Economic dependence

The University of Saskatchewan provides an in-kind contribution of licensed space occupied by the Association. In addition, the Association's operations include collecting membership fees from the graduate students of the University of Saskatchewan. Without the above-noted funding, and the University of Saskatchewan continuing to allocate a portion of student fees to the Association, there would be doubt as to the continued viability of the Association.

9. Financial instruments

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from customers. The Association's main credit risk relates to its accounts receivable. Credit risk is minimized, as the University of Saskatchewan is the main counter party and carries low risk of default.

Liquidity risk

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities. The Association's main credit risk relates to its accounts payable and accrued liabilities. This is mitigated by having sufficient cash resources and cash budgeting.

10. Significant event

In the prior year, COVID-19 (coronavirus) was declared a pandemic by the World Health Organization. This has resulted in significant economic uncertainty and financial markets have experienced significant volatility in response to the developing COVID-19 pandemic.

The impact of the COVID-19 pandemic resulted in closure of the University of Saskatchewan affecting the Association through loss of UPass revenue, the use of the Commons area and office space rented by the Association. The revenue loss was minimal in the scope of the Association and they were also able to pivot employees to a work from home plan to deal with the closure of the office space. To date, the impact of COVID-19 on the Association has been minimal.



GSA 2022-2023 Executive Election Results

Total number of voters: (Election Quorum: 375)

President - Do you have confidence in (Mostofa Kamal) fulfilling the roles and responsibilities of the President?

- ☐ Yes
- ☐ No
- ☐ Abstain

Vice-President Finance and Operations - Do you have confidence in (Ehsan Moradi) fulfilling the roles and responsibilities of the Vice-President Finance and Operations?

- ☐ Yes
- ☐ No
- ☐ Abstain

Vice-President Academic and Student Affairs

- ☐ Fatemeh, Sedighipour Chafjiri
- ☐ Sristy, Sumana Nath
- ☐ Abstain

Vice-President External Affairs - Do you have confidence in (Ozra Mohammadi) fulfilling the roles and responsibilities of the Vice-President External Affairs?

- ☐ Yes
- ☐ No
- ☐ Abstain