



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

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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 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 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 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 will 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 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 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.** Selection of Council Chair

**1.8.1.** A call for nominations must occur at the start of each academic year, prior to the September Council meeting.

**1.8.2.** 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 Chair will be elected.

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

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

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

**1.8.6.** 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.

**1.8.7.** In the absence of the elected Council 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.

**1.8.8.** 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.

**1.8.9.** 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.** Council Chair Remuneration

**1.9.1.** The Council Chair shall receive a fee, to be paid monthly in equal amounts by cheque, during their time in this position;

**1.9.2.** The Association shall not pay the Council Chair above their predetermined monthly fee;

**1.9.3.** The fee rate will be specified in the approved budget and cannot be changed during the fiscal year.

**1.10.** Resignation of Council Chair

**1.10.1.** 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;

**1.10.2.** Following the resignation of Council Chair, a call for nominations will be sent to the Regular Membership and the selection of a Council Chair Bylaw will be followed.

**1.10.3.** 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.

**1.11. Recording Secretary**

**1.11.1.** Must be a Regular Member of the Association.

**1.11.2.** Cannot be the Council Chair or a member of Council, Executive or the Association Staff.

**1.11.3.** The Recording Secretary shall:

**1.11.3.1.** Work closely with the Council Chair.

**1.11.3.2.** Record and prepare minutes for Association Council and General meetings, upon the request of Council Chair.

**1.11.3.3.** Receive a fee in the value of the graduate student hourly rate for each hour of 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.** The Executive Committee 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 non-disclosure agreement in the first month of office.
  - 2.1.3.13.** Attend Mental Health First Aid Training in the first six months of their term in office, provided the training is available.
  - 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 committee 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.

## **2.3. 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 Staff and Coordinators.

**2.3.1.3.** Ensure the operation of the Association 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 Committee meetings.

**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.** Liaise with the Association auditor and ensure an annual audit of the Association is performed.
- 2.3.1.11.** Liaise with the Association bookkeeper to ensure all bookkeeping is conducted.

**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.
  - 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.

**2.5. 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 Associations' 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.
- 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.** Engage with Saskatoon School Divisions to support graduating high school students transition into post-secondary studies, and look for ways to promote graduate studies as an option for students to consider when moving into and through their studies at the University.

## **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 Associations' 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 the President, Council Chair and Office Manager. The resignation of an Executive member will take effect immediately following the submission of the letter;

**2.8.2.** 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.** By a majority vote, Council may appoint an interim Executive to hold office until this By-Election is complete.

**2.8.4.** A By-Election shall not be necessary if the remaining term of office of the resigned Executive member is four (4) months or less.

## **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.
- 2.9.5.** By a majority vote, Council may appoint an interim Executive to hold office until this By-Election is completed.
- 2.9.6.** A By-Election shall not be necessary if the remaining term of office of the removed Executive member is four (4) months or less.

### **3. Meetings**

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

**3.1.1.** This Bylaw governs and defines the following types of meetings within the Association:

**3.1.1.1.** Council Meeting - a meeting of Council. There are two (2) types of Council Meetings: Regular and Special.

**3.1.1.2.** General Meeting - a meeting of the Regular Membership. There are two (2) types of General Meetings: Annual and Special.

**3.1.1.3.** Executive Meeting - a meeting of the Executive Committee.

**3.1.1.4.** Committee Meeting - a meeting of a Standing Committee of Council that is not a meeting of Council or the Executive.

**3.1.1.5.** Town Hall - an information and/or question and answer session hosted by the Association.

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

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

#### **3.3. Quorum**

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

#### **3.4. Meeting Time and Location**

**3.4.1.** The location of all meetings shall be the GSA Commons, unless otherwise indicated;

**3.4.2.** 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;

**3.4.3.** All meetings shall be made considering accessibility needs of members and general scheduling, to ensure maximum attendance.

**3.4.4.** The location and time of a meeting must be included in the communication announcing the meeting.

#### **3.5. Minutes of General, Council or Executive Meetings**

**3.5.1.** Draft minutes will be posted on the Association website within one (1) week of a meeting.

**3.5.2.** Approved minutes will be posted on the Association website within forty-eight (48) hours of approval.

**3.5.3.** The Council Meeting attendance record shall be included in the minutes of the Council meeting.

**3.5.4.** The General Meeting attendance record shall be included in the minutes of the General Meeting.

- 3.5.5.** At the beginning of each of the minutes, the chair and primary minute taker shall be identified and their names recorded in the minutes.
- 3.6. Regular Council Meetings**
- 3.6.1.** Council will meet regularly as follows:
- 3.6.1.1.** Once (1) in the spring term (May – June).
- 3.6.1.2.** Once (1) in the summer term (July – August).
- 3.6.1.3.** Monthly over the fall and winter terms (September – April).
- 3.6.2.** Regular Council meetings must occur on a business day.
- 3.6.3.** The meeting schedule will be posted on the Association website.
- 3.6.4.** 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.
- 3.6.5.** Notification of changes to the meeting schedule will be circulated by email to all Councillors.
- 3.6.6.** Council Meetings shall be open to the public, except for designated confidential or in-camera sessions.
- 3.7. Special Council Meetings**
- 3.7.1.** Notice of a Special Council Meeting shall be at least forty-eight (48) hours.
- 3.7.2.** A Special Council Meeting may be called by a majority vote of the Executive or upon receipt of a petition to the Association Office, with names and signatures of at least ten (10) voting members of Council, from different Academic Councils.
- 3.7.3.** The call for a Special Council Meeting must include the time, date, suggested venue, and agenda.
- 3.8. Annual General Meeting**
- 3.8.1.** Annual General Meetings (AGM) will be held as outlined in the Constitution.
- 3.8.2.** AGMs must occur on a business day.
- 3.8.3.** Notice of the meeting, and a call for agenda items, shall be made at least thirty (30) days prior to the meeting.
- 3.8.4.** Agenda, and any attachments, shall be made available to Regular Members at least seven (7) days prior to the meeting and shall be posted on the Association website.
- 3.8.5.** Approval of the minutes of any previous General Meeting still pending approval shall be part of the agenda.
- 3.8.6.** 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.
- 3.9. Special General Meeting**
- 3.9.1.** Special General Meetings (SGM) will be held only under circumstances outlined in the Constitution.

- 3.9.2.** SGMs must occur on a business day.
- 3.9.3.** Notice of the meeting, and a call for agenda items, shall be made at least thirty (30) days prior to the meeting.
- 3.9.4.** Agenda, and any attachments, shall be made available to Regular Members at least seven (7) days prior to the meeting and shall be posted on the Association website;.
- 3.9.5.** 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.
- 3.10.** Executive Meetings
  - 3.10.1.** 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.
  - 3.10.2.** No Executive shall be absent from an Executive meeting, except in extenuating circumstances.
  - 3.10.3.** Executive Members may attend Executive Meetings via electronic means.
- 3.11.** Committees of Council
  - 3.11.1.** Total membership of any of the Committees of Council shall not exceed nine (9) members in total.
  - 3.11.2.** 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.
  - 3.11.3.** 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.
  - 3.11.4.** The chair of each committee shall be elected from and by the membership of the committee, unless otherwise indicated in the Policies.
  - 3.11.5.** A member of the committee shall be designated as minute taker, by a majority vote of committee members.
  - 3.11.6.** The committee chair is responsible of communicating the name and nsid of the committee chair and minute taker to Council Chair.
  - 3.11.7.** 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.
  - 3.11.8.** It is the responsibility of the committee minute taker or chair to forward committee minutes to the Council Chair.



- 3.11.9.** 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;
  - 3.11.10.** Should Council determine a committee is neglecting its duties, it may provide guidance to the committee.
  - 3.11.11.** Any recommendation(s) generated by a committee are to be communicated to Council, via a request to Council Chair.
- 3.12.** Town Halls
- 3.12.1.** 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.
  - 3.12.2.** Town Hall meetings are open to the public.
  - 3.12.3.** Town Hall meetings may be called by a majority vote of Council.
  - 3.12.4.** Town Halls have no decision-making authority and minutes need not be recorded.

#### **4. Elections and Referenda**

See other attachment.

#### **5. Finances**

**5.1.** Vice-President Finance and Operations, under the oversight of the Board of Directors,

**5.1.1.** Will oversee the finances of the Association.

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

**5.1.3.** Will ensure revenue of the Association will only be used to serve the mandate of the Association;

**5.1.4.** Will ensure fees are collected from all Members, as defined by the Constitution.

**5.2.** Signing Officers

**5.2.1.** The signing officers of the Association shall be the President, the Vice-President Finance and Operations, and the Office Manager.

**5.2.2.** At least two (2) signatures are required to approve financial expenditures.

**5.2.3.** No signing officer may be a signatory on expenditures where they are a recipient of funds.

**5.2.4.** 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.

**5.2.5.** In the case where one of the signing officer position is vacant, the Executive must appoint another Executive member, within five (5) business days, as a third co-signer by a majority vote of the Executive.

**5.3.** Financial Reports

**5.3.1.** 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.

**5.3.2.** 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.

**5.3.3.** Audited and approved financial statements shall be posted to the Association website, and shall be received by the Regular Membership at the AGM.

**5.4.** Budget

**5.4.1.** 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.

- 5.4.2. The new budget shall be approved by a majority vote of the Board, Executive and Council.
- 5.4.3. The approved new budget shall be posted to the Association website.
- 5.4.4. 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.
- 5.4.5. The Executive shall not authorize the expenditure of money not approved or accounted for in the budget.
- 5.4.6. Council can amend the budget by two-thirds (2/3, 67%) majority vote, with recommendation from the Executive and Board.

5.5. Executive Fee

- 5.5.1. The President shall receive a yearly fee to be paid monthly in equal amounts by cheque.
- 5.5.2. The Vice-Presidents shall receive the same yearly fee to be paid monthly in equal amounts by cheque.
- 5.5.3. The Association shall not pay an Executive above their predetermined fee.
- 5.5.4. The fee rate will be specified in the approved budget and cannot be changed during the fiscal year.
- 5.5.5. An Executive may lose their fee on the ruling of the Code of Ethics and Discipline Committee.
- 5.5.6. 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.
- 5.5.7. 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**

6.1. Association News

- 6.1.1. All Regular Members must be informed of all Associations news and events through the Association 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 Academic Council and Social Club Ratification
- GSA Referenda.

- 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.

## **6.2. Email Communications**

- 6.2.1.** 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.
- 6.2.2.** 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.
- 6.2.3.** 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.
- 6.2.4.** 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.
- 6.2.5.** 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.