



University of Saskatchewan- Graduate Students' Association

Annual General Meeting

Tuesday, April 26th, 2023

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 Emergency Council Meeting February 15th, 2023**
 - 3.2 Annual General Meeting April 19th, 2022**
- 4. Motion**
 - 4.1 Motion to receive GSA Standing Committee Reports and Executive Minutes**
 - 4.1.1 Bursary Selection Committee Meeting Minutes**
 - 4.1.1.1 Bursary Selection Committee Meeting Minutes – July 4, 2022
 - 4.1.1.2 Bursary Selection Committee Meeting Minutes – July 17, 2022
 - 4.1.1.3 Bursary Selection Committee Meeting Minutes – December 03, 2022
 - 4.1.1.4 Bursary Selection Committee Meeting Minutes – December 06, 2022
 - 4.1.1.5 Bursary Selection Committee Meeting Minutes – February 08, 2023
 - 4.1.1.6 Bursary Selection Committee Meeting Minutes – February 19, 2023
 - 4.1.2 Budget and Finance Committee Meeting Minutes**
 - 4.1.2.1 Budget and Finance Committee Meeting Minutes – March 24, 2023
 - 4.1.2.2 Budget and Finance Committee Meeting Minutes – March 30, 2023
 - 4.1.3 Diversity Committee Meeting Minutes**
 - 4.1.3.1 Diversity Committee Meeting Minutes – January 16, 2023
 - 4.1.3.2 Diversity Committee Meeting Minutes – February 6, 2023
 - 4.1.3.3 Diversity Committee Meeting Minutes – March 13, 2023
 - 4.1.3.4 Diversity Committee Meeting Minutes – March 27, 2023
 - 4.1.4 Sustainability Committee Events**
 - 4.1.4.1 Events Organized by Sustainability Committee – 2022-2023

4.2 Motion: 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 Polices.

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 Polices) and take effect May 1, 2023.

Moved: Sristy Sumana Nath

Seconded: Mostofa Kamal

4.3 Motion: Upgrading GSA A/V system

PROPOSED MOTION/INFORMATION ITEM: We request that the council approve the upgrade of the GSA A/V system in order to enhance the services offered by the GSA Commons and generate additional income through rentals. The estimated cost for this upgrade is \$20,000.

Mover: Ehsan Moradi

Secunder: Mostofa Kamal

BACKGROUND/RATIONALE: The GSA commons rental has served as a vital source of income for the GSA in recent years. However, feedback from renters indicates that the current A/V systems are not meeting the demands of modern hybrid systems. A notable example is the cancellation of a contract by CGPS for their 3-Minute Compilation event due to the outdated A/V equipment. It is important to note that the last upgrade occurred five years ago, and during the COVID-19 campus closure, the A/V system went unused. As a result, the GSA commons' electronic equipment has begun to degrade in quality, necessitating costly temporary fixes. However, technical experts have advised against investing a significant amount in repairs, as the equipment's operational life has already reached its end.

4.4 Motion: Upgrading the GSA air conditioner system

PROPOSED MOTION/INFORMATION ITEM: We request that the council approve the upgrade of the GSA air conditioner system in order to enhance the services offered by the GSA commons and generate additional income through rentals. The estimated cost for this upgrade is \$20,000.

Mover: Ehsan Moradi

Secunder: Mostofa Kamal

BACKGROUND/RATIONALE: The GSA shared rental space has been a significant source of revenue for the organization in recent years. Lately, feedback from GSA tenants indicates that the current air conditioning systems are inadequate for today's hybrid system requirements. A recent cancellation by CGPS, who intended to use the space for their 3Minutes compilation event, was due to the outdated air conditioning systems. It's worth noting that there have been no upgrades since the facility's inception. During the spring and summer months, the building's design and materials cause the temperature to rise, leading to ongoing complaints received by GSA management.

4.5 Motion: GSA contribution to the USSU food bank

PROPOSED MOTION/INFORMATION ITEM: We kindly ask the council to authorize a \$6,000 increase in GSA's financial support for the USSU food bank.

Mover: Ehsan Moradi

Secunder: Mostofa Kamal

BACKGROUND/RATIONALE: USSU has expressed concerns about its food bank services, as over 85% of their resources have been allocated to graduate students, leading them to consider discontinuing service for this group. After discussing the issue, USSU agreed to maintain food bank services for graduate students on the condition that GSA provides financial support for the USSU Food Bank.

4.6 Motion: Increase the GSA chairperson fee

PROPOSED MOTION/INFORMATION ITEM: We kindly ask the council to authorize a \$300 increase on the GSA chairperson fee.

Mover: Ehsan Moradi

Secunder: Mostofa Kamal

BACKGROUND/RATIONALE: The responsibilities of the Chairperson get significantly expanded, requiring more than 50 hours of additional work during election periods and over 40 hours during the formation of GSA standing committees. As a result, we propose to increase the GSA Chairperson's stipend by \$150 for each of these two months. Consequently, the annual budget allocation for this position will be raised from \$1800 to \$2100.

4.7 Motion: Approval of the GSA Auditor for the 2023-2024 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 2023-2024 Financial Year.

Moved: Ehsan Moradi.

Seconded: Mostofa Kamal

5. Proposed GSA Budget for 2023-2024

6. GSA Executives' Annual Report

6.1 President's Report

6.2 Vice President Finance & Operations Report

6.3 Vice President Student Affairs Report

6.4 Vice President External Report

6.5 Vice President Indigenous Engagement Report

6.6 Questions & Answers

7. Election Results

8. Introduction of New Executive

9. Notice of Motions

10. Other Business

11. Adjournment



**University of Saskatchewan
Graduate Students' Association
Emergency Council Meeting Minutes
Thursday, February 15th, 2023. GSA Commons**

As Council gathers, we acknowledge that we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

Attendance: See appendix A

Chair: Sadia Afrin Lema

Recording Secretary: MD. Abrar Jahin

1. Call to Order/ Opening Remarks

All Council Members were emailed the agenda package and posted on the GSA website as well. The Chair of Council officially welcomed Members of Council to the meeting and called the meeting to order at 5:08 PM. After the quorum for the emergency meeting had been met, Ehsan Moradi added for everyone to co-operate as executive members in a whole as everyone shares the same goal. Keeping aside the criticisms and complaints, he urged everyone to be compassionate towards every board member.

MD. Abrar Jahin, the Recording Secretary compiled the meeting minutes.

2. Approval of Agenda

Motion to approve agenda without any amendment(s)

(Challen Gladman/Sarah Dalkilic)

All in favour - 9

Carried

Before approving the next agenda, GSA President Mostofa Kamal told everyone to take the golden opportunity to ask any question regarding health and dental plan fees increase to the Student care Manager who was also present in the emergency meeting. On that note, Challen Gladman asked, "The email said we're looking to expand health and dental stuff, what exactly are we expanding here?". To which Mostofa replied, "We wish we could start together in feeding both health and dental, but considering the complexity and the amount of key, we may not be able to provide too much subsidy. So this year we'd focus particularly to seek health coverage, as per our affordability." He also mentioned that one of two decisions can be partaken -

1. To increase the limit of visit fees for the students from 20\$ to 40\$ per visit. Or,

2. To internally cover 80% of the insurance and Students to pay the rest 20%.

Robin Paches stepped in to provide a small summary on what the GSA council is exploring at this moment. He mentioned 4 key points -

1. Increasing Paramedical practitioners from Ford, from 20\$ to 40\$.
2. Increasing from 20\$ to 80% coverage per visit.
3. Only Increasing Massage Therapy, Chiro, Physiotherapy and Athletic therapy from 20\$ to 40\$.
4. Increasing Massage Therapy, Chiro, Physiotherapy and Athletic therapy from 20\$ to 80% coverage.

Kyla questioned if the student care only goes to Sunlife or they have different healthcare providers to find the best insurance rates? To which Robyn replied, "Student care actually works with a number of insurance companies across Canada."

3.1 Motion to approve health plan Fees increase

Motion to approve agenda without any amendment(s)

(Challen Gladman/Rachel Harris)

All in favour - 16

Opposed - 1

Approved

3.2 Motion to approve the Dental plan Fees increase

Motion to approve agenda without any amendment(s)

(Sara Dalkilic/ Ehsan Moradi)

All in favour - 14

Opposed - 1

Approved

Robyn lets the Council know about the two types of Dental coverage -

1. Dental Preventive Care, with a maximum of 750\$ per pulse a year; which includes cleaning, exams, extractions and fillings.
2. Dental Accidents such as hitting the face or injuries, etc. can be claimed under a different category in health care; so if any situation is classified as an accident, there can be more coverage available.

3.3 Motion to approve the GSA Fees Increase

Motion to approve agenda without any amendment(s)

(Sara Dalkilic/ Challen Gladman)

All in favour - 11

Opposed - 3

Approved

Challen asked about the stats on the Bursaries, to which Ehsan Moradi replied with an example that small help handouts do bring big changes sometimes. Bursary is one of the things that are helping students directly, and he took pride in the quality of the distribution to help people have subsequently increased. Mostofa Kamal positively added to that saying we can have another motion to strengthen the policy for the fees in the near future as we executive cannot single-handedly do that. He also explained the significance of this motion as no GSA fees have increased since 2018, and the inflation rate on the other hand are consecutively increasing.

3.4 Motion to approve the GSA Budget Code 61001

Motion to approve agenda without any amendment(s)

(Sara Dalkilic/ Sristy Sumana)

All in favour - 5

Opposed - 4

Abstained - 4

Approved

Quinn Hlus asked, “As GSA did not have the funds to sponsor the event, was it logical to spend 3500\$ on it? If the Budget code is designated for Financial and legal Contingencies, it doesn't seem appropriate to use for covering events”, to which Ehsan Moradi replied the budget lines mentioned in the policies have been going for a few years without the event coverage, thus we need to depend on sponsorships. But the donations were not enough so an approval to console the use of budget codes was asked from GSA.

3.5 Motion to approve the GSA pays the University's Outstanding debts

Motion to approve agenda without any amendment(s)

(Sristy Sumana/ Sara Dalkilic)

Withdraw

The Executives wanted to withdraw the motion because this motion does not need to be approved or voted.

A follow up question was asked by Kayla Arisman, “How has the funds been sent into the RBC account if there are limited methods internally to have funds sent into a CFOPAL?”

To which Ehsan replied that this money is not transferred from CFOs to RBC; this is coming from other Revenues which are outside of the universities.

4. Other Business

Mostofa Kamal mentioned some few key points for the council members to remember -

1. Starting from next month, there will be no food served at the in-person meetings, and DMC will not organize any event during our time.
2. The platform meeting reduced some of the Budget port line, thus GSA will not be conducting some of the regular activity.
3. The GSA recording secretary has stepped down and we need a new recording secretary. So if anyone is interested in the position, it is open here forth.

He greeted everyone and proceeded to request to adjourn the emergency meeting.

5. Adjournment

Motion to adjourn at 6:36 pm.

(Challen Gladman)

All in Favour - 12

Appendix A

Academic Council	Name of Councillors and (alternates)	Aug. 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Feb (emer) 2023	Mar 2023	Apr 2023
Agricultural and Resources Economics (ARE) Graduate Student Association	Oliver Xuan – Councilor Juan-Diego Paspuezan Chafuel – Alternate	P	N/A	N/A	A	P	P	P	P		
Animal and Poultry Science	Corissa Wilcox – Councilor Erika Cornand - Alternate	P	N/A	P	P	A	P	P	A		
ARCHAIA	Sarah Pocha-Tait – Councilor Angela Burant - Alternate	A	N/A	P	P	A	A	P	P		
Biology Graduate Student Association	Shuqi Ren – Councillor Kayla Caruso – Alternate	A	P	P	P	P	P	P	P		
Chemistry Course Council	Loza Taghavi – Councilor Srikant Singh - Alternate	P	N/A	N/A	P	P	A	P	A		
College of Medicine Graduate Students Society – Anatomy, Physiology & Pharmacology	Arshdeep Jagait – Councillor Kundanika Mukherjee (Alternate)	A	R	P	A	P	P	P	A		
College of Medicine Graduate Students Society –Biochemistry, Microbiology & Immunology	Rachel Harris - Councilor Maddie Stewart – Alternate	A	R	P	Reg	P	P	P	P		
College of Medicine Graduate Students Society – Community Health & Epidemiology	Amanda Gannon – Councillor Nahin Shakurum - Alternate	P	N/A	P	P	P	P	P	P		
College of Medicine Graduate Students Society – Health Sciences	Elyse Proulx-Cullen – Councillor Sara Dalkilic – Alternate	P	N/A	P	P	P	P	P	P		
Computer Science Graduate Council (CSGC)	Fidelia A. Orji - Councillor Subroto Nag Pinku - Councillor	A	N/A	N/A	P	P	P	P	A		

Academic Council	Name of Councillors and (alternates)	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Feb (emer) 2023	Mar 2023	Apr 2023
Engineering Graduate Community Council (EGCC) – Biological	Amin Babaeighazvini Divyapratim Das -Alternate	A	N/A	P	P	P	P	P	A		
Engineering Graduate Community Council (EGCC) – Biomedical	Abbas Fazel Anvari Yazdi Akinola Ogbeyemi -Alternate	A	N/A	P	A	P	A	P	A		
Engineering Graduate Community Council (EGCC) – Chemical	Zahra Teimouri Shahab Minaei (Alternate)	A	N/A	A	P	A	P	P	A		
Engineering Graduate Community Council (EGCC) – Civil, Geological & Environmental	Emily Cline	P	N/A	N/A	A	A	A	P	A		
Engineering Graduate Community Council (EGCC) – Electrical & Computer	Shahabodin Afrasiabi Sarah Allahmoradi (Alternate)	P	N/A	P	A	P	A	P	A		
Engineering Graduate Community Council (EGCC) – Mechanical	Vahid Hosseini Amirreza Mahmoudi- Alternate	A	N/A	P	A	A	P	P	A		
English Course Council	Gwen Rose – Councillor Challen Gladman - Councillor Miguel Dela Pena - Alternate	P	P	P	P	P	P	P	P		
Geography & Planning Graduate Council		A	N/A	N/A	A	A	A	A	P		
Johnson-Shoyama Graduate School of Public Policy Students' Association	Carlene Shaw Candice Minott (Alternate)	A	N/A	N/A	A	P	P	P	P		
Kinesiology Graduate Student Council	Danielle Cormier Kevin Mageto (Alternate)	A	N/A	P	P	P	P	P	P		

Academic Council	Name of Councillors and (alternates)	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Feb (emer) 2023	Mar 2023	Apr 2023
Physical and Engineering Physics - PEGASUS	Nicholas Simonson – Councillor Yasaman Yousefi - Alternate	P	P	P	P	P	P	P	P		
Pharmacy & Nutrition Graduate Students' Council	Sarah Crawford Ayat Zagzoog (Alternate)	P	N/A	P	P	A	A	P	A		
Plant Science	Brianna Senetza – Councillor Kaylie Krys - Alternate	A	P	P	Reg	P	P	P	P		
Physical Therapy Student Society (PTSS)	Joanna Lavoie - Councillor Henry Francisco – Alternate	A	P	P	A	A	P	P	P		
SENSSA		A	N/A	N/A	A	A	A	A	A		
School of Public Health (SPHSA)	Aashana Patel Somayeh Abdi Richa Tikoo (Alternate)	A	N/A	N/A	A	P	A	P	P		
Sociology GSA	Kayla Arisman - Councillor Grace Rath -Alternate Leah Houseman – Alternate Devin Prachler – Alternate Sara Leavin - Alternate	A	P	P	P	Reg	A	P	P		
Soil Science Graduate Student Association	Quinn Hlus Catherine Chavez (Alternate)	regrets	N/A	P	A	P	P	P	P		
Toxicology Graduate Students' Association	Hannah Mahoney – Councillor Emily Kennedy - Alternate	A	P	A	P	P	P	P	P		
Western College of Veterinary Medicine (WCVM) GSA	Jennifer Abi Younes - Councillor Jade Sands – Alternate Christopher Zinck - Alternate	P	N/A	N/A	A	A	A	P	A		

Academic Council	Name of Councillors and (alternates)	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Feb (emer) 2023	Mar 2023	Apr 2023
Exec. President	Mostafa Kamal	P	P	P	P	P	P	P	P		
Exec. VP Finance and Operations	Ehsan Moradi	P	P	P	P	P	P	P	P		
Exec. VP Academic and Student Affairs	Sristy Sumana Nath	P	P	P	P	P	P	P	P		
Exec. VP External Affairs	Ozra Mohammadi	P	P	P	P	P	P	P	P		
Exec. VP Indigenous Engagement	Vacant	N/A	N/A	N/A	N/A	N/A	N/A	P	A		



**University of Saskatchewan
Graduate Students' Association
Annual General Meeting Minutes
Tuesday April 19, 2022. Zoom Meeting***

As Council gathers, we acknowledge that we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

**Zoom Meeting: The April 19, 2022, Annual General Meeting took place via Zoom due to the global health pandemic of COVID-19, where the Government of Saskatchewan along with University Administration has put social guidelines in place to curb the spread of the virus.*

Chair: Sadia Afrin Lema

Recording Secretary: Nicole Pasloski

Participants: Jory Litt-Jukes, Amy Jimmo, Kimberlee Dubé, Devin Wittow, Kayla Arisman, , John Malyk, Jensen Cherewyk, Rachel Harris, Natasha Boyes, Maddie Stewart, Abbas Fazel, Nichole Stoll, Michelle Ross, Ozra Mohammadi, Elysa Proulx-Cullen, Behdad Saed, Luis Alejandro Recalde Rosero, Fidelia A. Orji, Amanda Gannon, Kamiar Ghoseiri, Sristy Sumana Nath, Ayla Zehtab-Jadid, Amirsaeed Hosseini Jey, KC Hall, Rosmary Martinez, Rodeen Omar, Irini Soubry, Shamse Tasnim Cynthia, Grace Rath, Olsa Griebel, Ninu Kallingal, Shuqi Ren, Richa Tikoo, Riel Castro-Zunti, Jennifer Le, Pezhman, Iyanu Kumayon, Natasha Mostat

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

1. Call to Order/Opening remarks

The agenda package was emailed with the Zoom meeting link for online participation. The Chair welcomed members of council and called the meeting to order at 5:06 PM. Ms. Nicole Pasloski, the Recording Secretary of Council compiled the meeting minutes.

2. Approval of the Agenda

The Chair asked for amendments to the agenda as circulated via email.

There was an amendment from the VP Finance and Operations via the President that was added as item **4.6**.

Motion to approve the amendments and agenda. (Proulx-Cullen/Dubé)

Carried

3. Approval of GSA Annual General Meeting 2021 – April 13th, 2021

The Chair asked if there were any changes before the minutes were called for approval.

Motion to approve the April 13th, 2021, AGM minutes. (Proulx-Cullen/Cherneski)

Carried

4. Motions to receive GSA Standing Committee Reports and Executive Minutes

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

Motion to receive the GSA Standing Committee Reports and Executive Minutes. (Zahan/Dubé)

Carried

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.

Welcome and congratulations were offered by Mostafa Kamal. Kamal spoke of Nyamekye's dedication and abilities, her knowledge and what an asset she is to the GSA.

Motion to bestow an honorary lifetime Membership on Reggie Nyamekye. (Zahan/Kamal).

Carried. 1 opposed.

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 Polices.

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 Polices) and take effect May 1, 2022.

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

The Chair asked for any questions on motion 4.3 at this time. There were none.

Motion to amend governance documents. (Zahan/Kamal).

Carried

Proulx-Cullen abstained as she was the Chair (of Governance Committee) of that meeting.

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, 2022, and April 30, 2023.

Motion to approve the GSA 2021-2022 Financial Statements. (Moradi/Zahan).

Carried

The VP Finance and Operations was indisposed at this point of the meeting (because of emergency health issue) and unable to answer questions. Questions may be sent to his email.

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.

As the Finance and Operations was indisposed at this point in the meeting, the President, spoke in his stead. This company has been used as auditors for the GSA for many years.

Motion to approve Buckberger Baerg and Partners LLP as auditors for the 2022-2023 Financial year. (Moradi/Zahan)

Carried

4.6 Motion: Approval of withdrawal of \$40,000 from the GSA account

WHEREAS GSA executives proposed the withdrawal of \$40,000 from the GSA account to distribute a special GSA bursary due to a significant number of increases of need-based bursary applications from the graduate students financially hit heard by since the start of the COVID crisis which was approved by the GSA Finance and Budget Committee.

BE IT RESOLVED THAT The request for withdrawal of \$40,000 be accepted for the year ended April 30, 2022, and April 30, 2023.

The President, the VP Finance and Operations, and the VP Academic and Student Affairs spoke on the motion and explained the increased need for financial support since the beginning of COVID. This was requested by the Budget and Finance Committee to give more money in the form of needs-based bursaries. The College of Graduate and Postdoctoral Studies (CGPS) will match the funding. This money previously has not been earmarked for anything.

Question: The wording of the motion needed clarification: is the money for students who applied for bursaries in the 2021-2022 academic year but previously did not receive anything?

Answer: That is correct. The additional money is going to students who applied to the GSA in the 2021-2022 Academic year and because of the demand, not all students were able to be approved. This withdrawal is going toward current Graduate students who have already applied but did not receive any financial aid from the GSA.

Motion to approve the withdrawal of \$40,000/year for the year ended April 30, 2022, and April 30, 2023, from the GSA account for Graduate student bursaries due to excessive demand. (Moradi/Kamal)

Carried

5. GSA Executives' Annual Report

5.1 President's Report

Highlights of the report were conveyed to graduate students and was available in the agenda package, as well as posted on the GSA website for review. The President spoke about how much they learned and how much they enjoyed their position, as well as how challenging it was personally and academically. The President also spoke about the importance of the position as a representative of the 4400 Graduate students. The full report is online and is roughly 40 pages. The President thanked all present including council members, executives, office staff, and other administrative roles.

5.2 VP Finance and Operations Report

The VP Finance and Operations spoke highly of the outgoing President as well as the other executives, thanking all of them and speaking highly of the experience as an executive as well as the difficulties that arose. They emphasized their motivation of always trying to consider what was best for Graduate students and trying to improve student life for them. The goal was always to successfully manage the finances and to financially support students where possible. The full report, including meeting attendance, is available online to view.

5.3 VP Academic and Student Affairs

The VP Academic and Student Affairs thanked everyone including all the Councillors, committee volunteers, and all of the current, and outgoing executives for their dedication and commitment to the GSA. The VP Academic and Student Affairs finds himself incredibly lucky to have worked with such a great group of people and is moving into the position of the GSA President for the coming academic year (2022-2023). He spoke of some highlights included in his report as well as his goals for the coming year in his new position and thanked everyone for their hard work.

5.4 VP External Affairs

The VP External Affairs thanked everyone and shared that he really enjoyed his tenure as a part of the GSA. Enormous responsibilities with all of the VP positions, and he is confident that his tenure was handled and was managed to the absolute best of his abilities. The VP External Affairs shared some highlights from the report that is also available to read online. He was particularly proud of their interactions with MPs and interactions with policy-makers. He thanked everyone for the opportunity and for the year.

5.5 Q&A

Question: For all executives: do you think the upcoming challenges are a continuation of current challenges, or what do you think is on the horizon, and what new issues will the incoming GSA Executives face?

President: It was difficult when Grad students are working entirely from home, they don't understand what goes into running the Association, there is miscommunication, and Graduate students are disconnected from the campus community.

Question: Commendation and congratulations to the outgoing executives. We observed members (Chairs and VP Indigenous Engagement) resign and there is concerns about it. Why did this happen? Is it based on the workload? If so, is workload something that should be reassessed?

President: We do not want to comment since they all resigned for very specific and different reasons. It could be workload and spreading duties over more positions could be a possibility, but this is a complex issue with many individual opinions involved.

Question: Is there anything else in the works to assist students as inflation continues to affect graduate students?

President: There will be crisis financial aid available to students as specified by senior leadership at the university. They are pursuing policies with graduate students to ensure a minimum amount of years of funding. This is an ongoing and pressing issue.

The executives have been advocating for graduate students to at least make what someone working at minimum wage would make and four years guaranteed funding for PhD students.

Question: What is the plan for the VP Indigenous Engagement position?

President: The Elections Committee often receives zero nominations and it is difficult to get people to put their names forward. It is important that we are aware and look to engage, but people are not putting their names forward. At this point, we are not sure what the plan is.

Question: Is there a plan regarding unconditional opt-outs for the Saskatoon Transit Fee?

President: This will be a question for the incoming executives, this is an ongoing conversation.

6. Election Results

The Chair acknowledged the work of Candace the Office Manager and the Elections and Referenda Committee. She also acknowledges all those who voted.

7. Introduction of new Executives

President: Mostofa Kamal

VP Finance and Operations: Ehsan Moradi

VP Academic and Student Affairs: Sristy Sumana Nath

VP External Affairs: Ozra Mohammadi

VP Indigenous Engagement: *Vacant*

8. Other Business

There was no other business put forward at this time.

9. Adjournment

The Chair moved to adjourn at 5:51 PM. (*Dube/Cherneski*)

Carried

Academic Council	Name of Councillors and (alternates)	Sep. 2021	Oct.26 2021	Nov.23 2021	Dec.14 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	Jun. 2022	Aug. 2022
Physical and Engineering Physics - PEGASUS	Kimberlee Dube – Councillor Nicholas Simonson - Alternate	N/A	P	P	P	P	P	P	P		
Pharmacy & Nutrition Graduate Students' Council	Jennifer Chami - Councillor Asiyah Suchak - Alternate	N/A	A	A	P	A	P	P	A		
Plant Science	Sandesh Neupane – Councillor Adam Carter - Alternate	N/A		P	P	P	A	A	A		
Physical Therapy Student Society (PTSS)	Michael Tweten - Councillor Devin Wittow – Alternate	N/A	P	P	P	P	P	P	P		
SENSA	Tatiana Corello - Councillor Jaclyn Porter - Councillor Rory Wheat - Alternate	N/A	P	A	A	A	P	P	A		
SPHSA		N/A	N/A	N/A	N/A	N/A	N/A	N/A			
Sociology GSA	Kayla Arisman – Councillor Ayla Zehtab-Jadid – Councillor Shayla Batty – Councillor Iyesogie Iyiewuare – Alternate Grace Rath -Alternate Kamal Abu-Hena – Alternate	N/A	P	P	A	A	P	P	P		
Soil Science Graduate Student Association	Amy Jimmo Councillor Eric Neil – Alternate	N/A	P	A	P	P	P	P	P		
Toxicology Graduate Students' Association	Jensen Cherewyk – Councillor Hannah Mahoney - Alternate	N/A	P	P	P	P	P	P	P		
Western College of Veterinary Medicine (WCVM) GSA	Jennifer Abi Younes - Councillor Jade Sands – Alternate Christopher Zinck - Alternate	N/A	A	A	P	A	P	P	A		



University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
July 4th, 2022 – Zoom
5:30 PM – 7:30 PM
2022 – Spring/Summer Term

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

Regrets: None

The Vice President of Finance and Operations initiated the selection process meeting at 5:30 PM, expressing gratitude to the committee members for attending despite their demanding schedules. Committee members were informed that they would receive gift cards as a token of appreciation. All attendees had signed confidentiality agreements to safeguard the privacy of bursary applicants.

Out of the 85 responses to the bursary application on Survey Monkey, 85 were completed. The committee agreed to disqualify candidates who had been awarded a GSA bursary in any of the previous three terms, per the bylaws. No candidates fitting this description were found, but one candidate had submitted two applications. The 85 successful applications were evenly distributed among committee members.

Committee members confirmed their understanding of the bursary evaluation form used to assess candidates. All members agreed that if they had any personal connection with an applicant, another committee member would evaluate that application. This approach ensured conflicts of interest were minimized.

Committee members received access to the extracted Survey Monkey data on July 4th, 2022. The next meeting was scheduled for Monday, July 17th at 7:00 PM, during which the bursary recipients would be selected. The meeting concluded at 7:30 PM.



**University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
July 17th, 2021 – WebEx
7:00 PM – 8:10 PM
2022 – 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 Vice President of Finance and Operations commenced the meeting at 7:00 PM. Committee members had previously evaluated and ranked application packages based on established criteria, with high-ranked applications undergoing a second review by another member before the meeting. After reviewing and cross-verifying all applications, they were organized by score.

With 20 bursaries available, the committee also identified two additional students for a waiting list, should any unforeseen circumstances arise.

The Meeting was adjourned at 8:10 PM.



University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
Dec 03th, 2022 – Zoom
4:30 PM – 5:30 PM
2022 – Fall Term

Members Present: Ehsan Moradi (VP Finance and Operations), Sristy Sumana (VP Academic and Student Affairs), Abbas Fazel Anvari Yazdi (Council Member), Lecia Ellis (Council Member).

Regrets: None

The Vice President of Finance and Operations opened the meeting at 4:30 PM and expressed gratitude to all committee members for their attendance at this important selection process. As a token of appreciation, a gift card will be given to each member. To ensure the confidentiality of the bursary applicants, all participants signed non-disclosure agreements. Out of the 75 responses received through Survey Monkey, 70 were completed applications. The committee decided to exclude candidates who have received a GSA bursary in any of the last three terms, as per the bylaws. No candidates were found to fit this criteria, and only one applicant submitted a duplicate application. The 70 valid applicants were divided among the committee members for evaluation. The members confirmed their understanding of the bursary evaluation form and agreed that if they have a relationship with an applicant, another committee member will assess that application. The applicants were distributed among members to minimize conflicts of interest. On December 3rd, 2022, each committee member had access to the data collected through Survey Monkey. The next meeting was scheduled for December 6th at 2:30 PM to determine the bursary recipients. The meeting was adjourned at 5:30 PM.



**University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
December 06th, 2022 – Zoom
2:30 PM – 3:05 PM
2022 – Fall Term**

Members Present: Ehsan Moradi (VP Finance and Operations), Sristy Sumana (VP Academic and Student Affairs), Abbas Fazel Anvari Yazdi (Council Member), Lecia Ellis (Council Member).

Regrets: None

The Vice President of Finance and Operations convened the meeting at 2:30 PM. The committee members individually evaluated and ranked the set of bursary applications based on established criteria. A secondary review of the top-ranked applications was then conducted by another committee member. After reviewing and cross-checking all applications, they were arranged based on their scores. 20 bursaries were awarded and 2 additional students were placed on a waiting list as a contingency. The meeting was adjourned at 7:50 PM.



University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
Feb 08th, 2023 – Zoom
10:30 AM – 11:40 AM
2023 – Winter Term

Members Present: Ehsan Moradi (VP Finance and Operations), Sristy Sumana (VP Academic and Student Affairs), Abbas Fazel Anvari Yazdi (Council Member), Lecia Ellis (Council Member).

Regrets: None

The Vice President of Finance and Operations initiated the meeting at 10:30 AM and welcomed all committee members who were present, despite their hectic schedules. The Vice President expressed appreciation by mentioning that a gift card would be given to each member. To uphold the privacy rights of the bursary applicants, all members signed non-disclosure agreements. 95 applications were received through Survey Monkey, and 93 were considered complete. The committee decided to eliminate candidates who have received a GSA bursary in the past three terms, as per the bylaws. No candidates were found to fit this criteria, and one applicant submitted a duplicate application. The 93 successful applicants were divided equally among the committee members for evaluation. The members confirmed their understanding of the bursary evaluation form and agreed that if they have a relationship with an applicant, another committee member will assess that application. The applicants were distributed among members to minimize conflicts of interest. On February 8th, 2023, each committee member had access to the data collected through Survey Monkey. The next meeting was scheduled for Monday, February 19th at 6:00 PM to determine the bursary recipients. The meeting was adjourned at 11:40 AM.



University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
Feb 19th, 2023 – Zoom
6:00 PM – 6:50 PM
2023 – Winter Term

Members Present: Ehsan Moradi (VP Finance and Operations), Sristy Sumana (VP Academic and Student Affairs), Abbas Fazel Anvari Yazdi (Council Member), Lecia Ellis (Council Member).

Regrets: None

At 6:00 PM, the Vice President of Finance and Operations initiated the meeting. Committee members had previously assessed and ranked the application packages based on the approved criteria. High-ranked applications underwent a second evaluation by a different member before this meeting. After thoroughly reviewing and cross-referencing all applications, they were arranged in order of score.

A total of 35 bursaries were available, with an additional two students placed on a waiting list to account for any unforeseen situations.

The meeting concluded at 6:50 PM.



University of Saskatchewan – Graduate Students' Association

Budget and Finance Committee

March 24, 2023 – via Zoom

Attendees: Ehsan Moradi (VP Finance and Operations, and Committee Chair), Mostofa Kamal (President), Loza Taghavi (Councillor), Mahzad Pourmand (Councillor).

Regrets: None

Meeting start: 10:00 AM

The Chair initiated the meeting at 10:00 AM, noting that it would be brief due to the primary focus being the 2023-2024 academic year's new budget. The Chair acknowledged that communication with some committee members had been difficult, but a quorum was present.

Information/Discussion Items:

The Chair distributed the new budget to committee members and ensured that everyone had received explanations for each budget line from previous emails.

GSA Fees:

The Chair informed the committee that the GSA operates with five fees: UPASS, health, dental, CFS, and GSA membership. For UPASS, students pay a specific fee, with \$3 going towards administration. The USSU handles UPASS distribution, and the GSA pays both the university and the USSU. Budget numbers come from students who opted for UPASS from September to December. The Chair clarified that while students can opt for UPASS in October, they are not considered in the fall term budget. The GSA usually pays more, but the balance is zero by summer after paying remaining fees. The GSA adheres to a contract with UPASS for payment schedules.

GSA Membership Fee:

The Chair stated that GSA membership fees have not increased, with the intention to fund bursaries and events through these fees. There was no plan to increase membership fees next year to avoid financial strain on members. The Chair also noted a decline in postdocs purchasing GSA memberships.

GSA Commons:

The Chair mentioned that the GSA Commons generate around \$7000 in revenue .

Student Handbook:

The Chair discussed the student handbook and GSA-organized orientation events, stating that they expect to receive a similar amount of revenue from advertisement sales for the student handbook this year.

The Chair clarified that the term "FT" means that the GSA Executive needs to fundraise for a particular event, addressing a question from a previous meeting.

Notary Services:

The Chair explained that Candace, the GSA Office Manager, offers notary services on behalf of the GSA, which are free for graduate students but generate revenue from non-member fees.

The Chair mentioned the UofS Cold Beverage Agreement, which involved a vending machine that never generated revenue. The GSA still receives a \$4,000 amount based on the contract, but the agreement is ending this year.

Every year, the GSA Executives request funding from the College of Graduate and Postdoctoral Studies for initiatives such as the 3MT, Graduate Research Conference, and the Annual Awards Gala.

Committee member Joyce inquired about information on the university's plans for the 2022-2023 academic year. The Chair responded that confidential internal information had been provided to Executives but could not be shared at this time.

The Chair explained the roles of SaskTransit, USSU, and Student Central in the UPASS process. Student Central collects the fees, the USSU distributes them, and SaskTransit provides the UPASS. The negative amount is due to the funds being collected based on September to December registrations, while some students purchase UPASS in the middle of the term. The city requests money for the entire term, and the balance goes back to SaskTransit in May. The Chair also mentioned that the university administration increases the fees charged to the GSA each year, and a discussion about this increase will take place in the future.

Expenses:

The Chair identified four fees under the expenses category in the budget: bursaries, travel contributions, crisis financial aid, and social club funding.

The Chair encouraged all Councillors to review the provided budget notes and the proposed budget, and to prepare concerns and questions for the next meeting.

The meeting was adjourned at 11:30 am.



University of Saskatchewan – Graduate Students' Association

Budget and Finance Committee

March 30, 2023 – via Zoom

Attendees: Ehsan Moradi (VP Finance and Operations, and Committee Chair), Mostofa Kamal (President), Loza Taghavi (Councillor) , Mahzad Pourmand (Councillor).

Regrets: None

Meeting start: 10:00 AM

The Chair commenced the meeting at 10:00 AM. Ehsan reminded the attendees that the proposed budget had been shared during the previous meeting and inquired if anyone had concerns regarding the budget lines or their respective amounts. Committee members agreed that the proposed budget was in the best interest of the GSA.

The Chair then introduced a motion to approve the proposed 2023-2024 budget:

Mover: Loza Taghavo

Secunder: Mahzad Pourmand

No opposition was voiced, and all members expressed their support for the budget.

The meeting was adjourned at 11:30 AM.

EDI Committee Meeting Minutes

Monday, January 16th 3:00 – 4:00 p.m.

Virtual

Danielle calls meeting to order at 3:02 p.m.

1. Roll Call

Members absent: Chinenye N.

2. Old business

a. Position elections

Chair – Danielle Cormier

Secretary – Josephine Rybchuk

b. Strategic initiative planning

Danielle moves to approve the old minutes, Jo seconds.

3. New business

a. New initiatives

- Ozra will look into old records and forward the information to the committee.
- Budget for committee operations. Could clarify budget/expected spendings.
- Event planning to highlight multiculturalism on campus – bring in speakers from different cultures to discuss the significance of their culture on campus and their experiences. Avery asking for volunteers/speakers from any background or ideas.
 - Ozra suggests social media posts for advertising/announcements.
 - Open event – anyone welcome to attend.
- Biweekly meetings when organizing events or new initiatives. Otherwise, monthly meetings required at minimum.

- Establish a social media platform to communicate within group (Slack, Whatsapp, etc.).
 - Avery creating the Whatsapp group
- Creating a digital collection of resources for students
 - Sharing on GSA website
 - OneDrive with meeting minutes and other important documents. Share meeting minutes on GSA website – email minutes to GSA chair or to Ozra.
 - Jo creating google document to share with group, each member can contribute resources to document. Deadline of a month to fill in document before it can be edited and released to the public.
- Brainstorm for an event for university population. Seminar, workshop, social, etc.
 - Plan event to be held in winter semester. Aim for March.
 - Create event closer to finals season for help with accommodations or final exams prep.
 - Reach out to people on campus in graduate studies to speak on their experiences. Start a conversation, address any common issues on campus that we can tackle.
 - Use social media to advertise an anonymous form for students to fill out, and to advertise the event. Can also distribute the link through email service to student body.
 - Create google form for students with anonymity, leave link in bio on social media platforms. Meaghan has also suggested creating a link-tree to gather responses with social media. Meaghan can create a common tree for the group to use.
 - Avery will create shared google document and OneDrive with group. Looking into school account to host account.
 - Creating a committee specific email with common access for members to create shared documents or communicate externally.

Ozra will contact GSA to set up or gain access to any previous emails.

- Scheduling meetings for Mondays at 4:00 p.m.
 - Virtual meeting for February 6th to discuss ethics.
 - Schedule in-person meetings in GSA commons (event planning).
Prefer virtual meeting format moving forward.
- Reach out to EDI manager to discuss current work and any future planning.
 - Danielle will touch base with existing EDI initiative people and offer our support or an opportunity to collaborate.

Danielle motions to adjourn the meeting at 3:46 p.m., Avery seconds.

EDI Committee Meeting Minutes

Monday, February 6th 4:00 – 5:00 p.m.

Virtual

Danielle calls the meeting to order at 4:04 p.m.

4. Roll Call

Members absent: Monidipia, Meaghan

Extra guests: Mostofa K.

Avery moves to approve previous meeting minutes, Rosemary seconds.

5. Old business

a. Old records of group activity (Ozra)

Ozra did not find any previous records.

b. Clarifying expenditures for previous activities, outlining expenditures for this year

Maximum of \$500 for spending

c. Multiculturalism event on campus (Avery)

d. Established bi-weekly meetings around event planning, monthly meetings for regular business

e. Establish communications for group (Avery created Whatsapp)

f. Creation of digital collection of resources for students across campus (Jo)

Jo will re-send the form to committee members to fill out any missing resources.

g. Contacting people on campus to share experiences, link-tree creation (Meaghan)

Creation of anonymous google form for students to respond to. Use event as an opportunity to raise any issues on campus for students.

h. Creation of shared google drive for committee members (Avery)

i. Common email creation (Ozra)

Once email is created, move to create link tree and google forms/shared google document.

- j. Contact campus EDI manager for supports/collaboration moving forward (Danielle)

Danielle contacted two VPs, will update when information is given.

6. New business

- a. Winter event planning
- ~~b. Exams season workshops~~
- c. Black history gala event – by Pan-African Students Society. Call for volunteers/assistance if possible from committee, potential to share some Diversity committee funding with them for event.

February 17th, evening gala event celebrating African students on campus and African culture. Various duties potentially needing to be filled.

Location and time will be confirmed at a later date. Avery will update the group on any new developments.

- ~~d. Event ideas for future committee years~~
 - e. February 21st event, 5-7p.m. (tentative):
 - i. 1 hour and 20 minutes event, 20 minutes each to speak on their language and the integration into Canadian culture. Evening event, catering options for students at the event (try on campus catering options first) (Avery).
 - ii. Potential student group participants
 1. Bengali
 2. Indigenous elders (Avery)
 3. Metis community (Avery)
 4. Pan-African students society (Avery)
 5. French (Le Cercle francais) (Jo)
 6. Chinese students' society/Confucius Institute Student Club (Jo)
 7. Brazilian students' society (Jo)
 8. Filipino students' society
 9. Iran students' group (Rosemary)
- ➔ Reach out to student groups on campus to see who is interested in speaking at/participating in event (GENERAL – open to all).

Have student groups/participants present a song in their native language.
Aim for six people to perform and present minimum.
Advertise event to all communities to draw in any additional participants
(Ozra advertising).

Deadline of February 15th to confirm participants in event.

- iii. Organize roles and responsibilities for event:
 - a. Avery will emcee event and run tech/sound set-up.
 - b. Jo will cover communication and details for event. Will correspond with event participants and coordinate volunteers and participants.
 - c. Danielle creating advertising materials and sharing event information to public.
 - d. Meaghan (tentative) to create an anonymous google forms and Link tree set-up for students to respond to and follow committee links.
 - e. Rosemary will coordinate with catering options to produce quotes for food options, and to work with catering staff to direct them for event work the day of. Quote food options for **75** people – aim to eat at 6:00 p.m. (plan for a mid-event break).
 - f. **NEEDED** – someone to greet and organize participants the day of, and event attendees
 - g. **NEEDED** – Volunteers to set-up event ahead of time and ensure all equipment is working and any event materials required are available
 - h. **NEEDED** – someone to create registry form for event attendees to ensure catering options are sufficient, and we place the correct number of chairs

Danielle moves to adjourn meeting at 4:57 p.m., Avery seconds.

EDI Committee Meeting Minutes

Monday, March 13th 5:00 – 6:00 p.m.

Virtual

7. Roll Call

Members absent: Chinenye, Monidipa, Sandhya.

Extra guests:

8. Old business

a. Black history gala event (PASS)

Event went well! Something for the committee to continue to support in the coming years.

NOTE: if booking spaces for events, make sure timing is accounted for and if there are talks to host in public campus spaces that committees add a placeholder to prevent double booking on a preferred time.

b. February 21st event – ended up being cancelled and postponed to a later date. Push for better planning and event establishment with longer time frames for planning.

- i. Contacting student groups
- ii. Catering
- iii. Event planning and advertisement
- iv. Roles and responsibilities
 1. Emcee (Avery)
 2. Communication and detail logging (Jo)
 3. Advertising materials (Danielle)
 4. Google forms and link-tree (Meaghan)
 5. Catering (Rosemary)
 6. Greeting attendees and organizing participants (Needed)
 7. Event set-up (All members)
 8. Registry form for all event attendees

New Agenda Items:

a. Survey Monkey creation (Danielle)

Shared NSID doesn't give us access to Survey Monkey with our diversity committee.

One member potentially creates Survey Monkey link to be shared to a wider audience by the rest of Diversity Committee. IT is looking into a special access option for multiple people to oversee one Survey Monkey account/survey. Option to share survey monkey results with other people – unsure of result presentation though. Danielle will investigate this option for the group.

Another option is a second google email to create Google forms with, that can be included in the committee materials for future members.

Avery will provide an update on options from IT.

b. Committee Event Writeup (Jo)

Jo will do event writeups for future events, collaborating with group members. Final event writeups will be distributed to committee members in a shareable format to be forwarded to anyone interested in or involved in the event.

c. EDI workshop for Grad Students Association

Potential guest hosting a workshop for campus and committee members. No updates as of yet, Danielle will update once a response is received.

Looking into providing compensation for hosts, amount TBD after communicating with workshop host.

Want to at least lay foundation to host workshop in future years. Draft an event/workshop plan and contracts to be used.

d. GSA Newsletter information distribution, adding our shared email to a common access source (Ozra).

Working on sharing our groups information virtually. Website design in progress for campus committees.

Creating a brief explanation about our committee to share with our contact information. Jo will draft this; entire group will check it.

e. OneDrive account creation and organization

No shared access to OneDrive with common email account. Danielle will investigate further if there is some way to still create one (perhaps with another email).

f. Shared email for student group oversight and maintenance (Meaghan)

No new business sent to us. Meaghan is monitoring email closely, is the point of contact for the group.

g. Contact wider university EDI group to chat with or meet with them to discuss what they are working on and their future plans.

Danielle has contacted multiple times but has received no response. Avery has also contacted them and did not receive a response either. Maybe send a committee member to find an in-person office.

Ozra and Meaghan suggest sending an email from the diversity committee shared email account as well.

Next meeting scheduled for within next two weeks, at 4:30 p.m.

Meeting adjourned at 5:30 p.m.

EDI Committee Meeting Agenda

Monday, March 27th 3:30 – 4:030p.m.

Virtual

Danielle calls meeting to order at 3:31 p.m.

1. Roll Call

Members absent: Chinenye, Ozra, Monidipa.

Extra guests: None

2. Old business

a. Survey Monkey Creation (Danielle)

- i. Unable to use shared email account for external apps included in student suite for personal emails.
- ii. Danielle sent survey from personal account – only person with control over entering items into questionnaire and any changes, but all of us can gain access to view results in real-time.
- iii. All members in agreement using this format moving forward.

b. EDI Workshop for GSA (Danielle)

- i. Not confirmed for participation. Something to pursue at a later date.
- ii. Call for other departments to host workshops.
 1. JSGS does workshops, open to expanding to other students/student groups. Avery will talk to them about hosting a presentation if there is enough interest.
 2. Tentatively have another group host the workshop on originally presented date: April 12th.

c. GSA Newsletter Distribution (Ozra)

- i. She is waiting on information from us.
- ii. Draft survey and send out a link via Ozra to wider campus
- iii. Submit committee writeup for distribution

d. Student committee writeup (Jo)

- i. Jo has finished writeup about student group, will send to all group members.
 - ii. After input from group, can be distributed more widely
 - e. OneDrive Account Creation (Danielle)
 - i. We do not have access to create a OneDrive with the shared account.
 - ii. Use a VP account (GSA VP.External or VP.Indigenous Engagement email account) and share with group members.
 - iii. Avery will follow-up with having a OneDrive established under a VP email account and sharing it with the wider group.
 - 1. Create a folder under VP account OneDrive labelled Diversity Committee (or etc.) and share with members to fill with agenda minutes, drafts, etc.
 - f. Student group email updates (Meaghan)
 - i. Meaghan has been on top of monitoring account!
 - ii. Meaghan reached out to wider EDI group with GSA account.
 - g. Contact University of Saskatchewan EDI Group
 - i. No response (boo).
 - ii. Avery has tried to find them in-person, sent on wild-goose chase. Has been given three different addresses.
 - iii. Group is undergoing major re-structuring, no definitive point of contact with group yet. Will get back to us as soon as they can.
 - iv. Someone will contact again in August/September to give them time to adjust. Set a point of contact for the next school year to establish connection with regard to collaboration over the Fall 2023/Winter 2024 terms.
3. New Business
 - a. Survey Monkey request for survey questions to group members. Brainstorm ideas for questions to send to campus. Return survey results by *Wednesday, April 5th*.
 - i. Once results are in, finalized survey will be sent to Ozra.
 - b. Avery got budget raised for drum group to perform at the Gala in April, call for recommendations.

- i. \$1500.00 budget.
 - ii. Desire to be student focused, Saskatchewan representative (if possible).
 - iii. Return suggestions ASAP, especially if equipment is required. Contact Avery.
- c. Meeting scheduling moving into Spring and Summer
 - i. Dropping down to meetings once a month (all in favour).
 - ii. Jo will send out Doodle Poll at the start of the month to identify the best date and times for the group.
- d. Committee designing an event structure over the summer for the next committee to pick up in fall.
 - i. Design event details and structure
 - ii. Outline some event roles and requirements
 - iii. Consolidate contacts for the event to follow-up with
 - iv. Create guidelines and recommendations for next group (future events, student suggestions, etc.)

Danielle adjourns meeting 4:02 p.m.

GSA Sustainability committee organized two events with the aim of encouraging graduate students in university level to think about how they could contribute in having a green future.

Sustainable graduate research challenge invited graduate students to showcase sustainable research ideas with multimedia. Students shared their ideas through uploading photos, videos and context and we are honored to announce the challenge winners:

Fahimeh Esmi (Chemical and biological department)

Nurturing Canada to follow clean fuel standards

The objective of this project is to produce biodiesel as a renewable fuel to meet the Canadian renewable fuel standards (5 % gasoline and 2 % diesel). Biodiesel is a sustainable fuel that could preserve the nature as a promising alternative to fossil fuels. I am developing a novel and low-cost catalyst for biodiesel production that is technically and economically feasible process. This picture represents a part of the research related to analyzing the acidity of the biodiesel as one of the quality indicative parameter and liquid nitrogen was used to determine the catalyst properties for sustainable bio-fuel production.



Lozaalsadat Taghavi (Chemistry department)



Recycling laboratory waste is an essential step toward achieving sustainability in scientific research.

Solution?

- ✓ To work with a laboratory waste management company that specializes in recycling laboratory materials
- ✓ To explore ways to reduce your laboratory's waste generation in the first place
- ✓ To focus on the entire lifecycle of the materials you use

CLS Tour

Sustainability committee also organized tours to Canada's only synchrotron research. During the tours on March 3, 7, 10 and 17 about fifty Graduate students participated learned about CLS history, how machines work, and examples of how researchers have used CLS facility to conduct ground-breaking research in the fields of health, agriculture, the environment, and advanced materials.



GSA Sustainability committee 2022-2023





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

Revised: February 16, 2022

Last Revised: April 26, 2023

Table of Contents

1. Council	4
1.1. Terms of Reference	4
1.2. Councillors	4
1.3. Alternate Councillors	4
1.4. Councillor Duties	4
1.5. Voting Councillor Allocation	5
1.6. Removal of a Councillor	5
1.7. Council Chair	5
1.8. Vice-Chair	6
1.9. Selection of Council Chair	6
1.10. Selection of Vice-Chair	6
1.11. Council Chair Remuneration	7
1.12. Resignation of Council Chair	7
1.13. Resignation of Vice-Chair	8
1.14. Recording Secretary	8
2. Executive	10
2.1. Executive Members	10
2.2. President	11
2.3. Vice-President Finance and Operations	11
2.4. Vice-President Academic and Student Affairs	12
2.5. Vice-President External Affairs	12
2.6. Vice-President Indigenous Engagement	13
2.7. Overruling	14
2.8. Resignation of an Executive Member	14
2.9. Suspension or Removal of an Executive Member	15
3. Meetings	16
3.1. Types of Meetings and Definitions	16
3.2. Rules of Order	16
3.3. Quorum	16
3.4. Meeting Time and Location	16
3.5. Minutes of General, Council or Executive Meetings	16
3.6. Regular Council Meetings	17
3.7. Special Council Meetings	17

3.8.	Annual General Meeting	17
3.9.	Special General Meeting	17
3.10.	Executive Meetings	18
3.11.	Committees of Council	18
3.12.	Town Halls	19
4.	Elections and Referenda	20
4.1.	Definitions for this Bylaw	20
4.2.	Scope	20
4.3.	Elections and Referenda Committee	20
4.4.	Chief Electoral Officer	21
4.5.	Substantial Violation	22
4.6.	Third Parties	22
4.7.	Association Staff	22
4.8.	Elections and By-Elections	22
4.9.	Referenda	29
4.10.	Violations and Complaints	34
4.11.	Review	34
5.	Finances	36
5.1.	Vice-President Finance and Operations	36
5.2.	Signing Officers	36
5.3.	Financial Reports	36
5.4.	Budget	36
5.5.	Executive Fee	37
6.	Communications	38
6.1.	Association News	38
6.2.	Email Communications	38

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 October 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 at the October council meeting.

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 October Council Meeting.

1.9.8. A Council Chair is eligible to stand for re-election at the October 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 October 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 October Council Meeting.
- 1.10.8.* The Vice-Chair is eligible to stand for re-election at the October 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 will pay one month's equivalent additional fee to the Council Chair above their predetermined monthly fee during the month of the GSA executive election and GSA standing committee formation.
- 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. All work instructions to the GSA office manager and coordinators must be communicated via official email. The same instructions must be communicated to all coordinators if they are required to do the same task.

- 2.3.1.3. Ensure the operation of the Association's Commons building. Ensure that no one including the GSA executives are using the GSA commons building space without formal booking process.
- 2.3.1.4. Oversee the coordination and communication of Executive Meetings.
- 2.3.1.5. Organize and coordinate the distribution of the GSA Need-Based Bursaries.
- 2.3.1.6. Organize and coordinate the Graduate Student Research Conference.
- 2.3.1.7. Organize and coordinate the free GSA Tax Clinic.
- 2.3.1.8. Serve as the Corporate Treasurer for the Association, oversee the finances of the Association, and keep the Association budget up-to-date.
- 2.3.1.9. Send a monthly updated budget to the Executives, or as required.
- 2.3.1.10. Liaise with the Association's auditor and ensure an annual audit of the Association is performed.
- 2.3.1.11. Liaise with the Association's auditor and ensure the yearly tax filing is completed.
- 2.3.1.12. Liaise with the Association's bookkeeper to ensure all bookkeeping is conducted.
- 2.3.1.13. 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 academic workshops of interest to graduate students.
 - 2.4.1.5. Advocate for resources that would improve the academic experience of graduate students at the University.
 - 2.4.1.6. Responsible for overseeing the ratification of Academic Council and Social Groups.
 - 2.4.1.7. Advocate for graduate students in all matters relating to their University experience, as applicable.

2.4.1.8. Responsible for on-campus and off-campus residence issues of Graduate students

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

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 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. Be responsible for calling executive committee meetings, collecting agenda items from GSA executives, and distributing agenda items to all GSA executives at least 24 hours before the meeting. Act as recording secretary for the Executive Meetings.

2.5.1.12. 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.
- 2.6.12** Organize and coordinate assigned vacancy workload from President as per consultation with all existing Executives.

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.

2.6 Suspension or Removal of an Executive Member

2.6.1 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.

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

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

2.6.4 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.

- 2.6.4.1 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.
- 2.6.4.2 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

3.1 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.

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's website within one (1) week of a meeting.
- 3.5.2 Approved minutes will be posted on the Association's 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 term (September - November).
 - 3.6.1.4 Monthly over the winter term (January – March).
 - 3.6.1.5 The Council Chair, in consultation with the Executives, may decide to hold a Council Meeting in the month of December and/or April.
- 3.6.2 Regular Council Meetings must occur on a business day.
- 3.6.3 The meeting schedule will be posted on the Association's 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 Councilors.
- 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's 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 twenty

(20) days prior to the meeting.

- 3.8.4 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.
- 3.8.5 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 twenty (20) days prior to the meeting.
- 3.9.4 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.
- 3.9.5 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 September .
- 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 for 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

4.1 Definitions for this Bylaw

- 4.1.1** Election - a free, fair and open election of the Executive.
- 4.1.2** By-Election - a by-election for one or more positions of the Executive.
- 4.1.3** Election Official - voting members of the Elections and Referenda Committee.
- 4.1.4** Election Schedule or Referendum Schedule - the election/referendum schedule prepared by the Election and Referenda Committee.
- 4.1.5** Nominee - a Regular Member who has submitted a nomination form.
- 4.1.6** Candidate - a Nominee whose nomination has been ratified by the Elections and Referenda Committee.
- 4.1.7** Third Party - a person or group besides those primarily involved.
- 4.1.8** Referendum - a direct vote by which a specific proposal is accepted or rejected by Regular Members.
- 4.1.9** 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.
- 4.1.10** Campaign material - material, electronic or otherwise, whose purpose is to advertise a campaign.
- 4.1.11** Gift - includes any product whose dominant purpose is to buy votes rather than provide information or stimulate legitimate political debate.
- 4.1.12** Voter - a Regular Member, including those voting members of the Elections and Referenda Committee.

4.2 Scope

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

4.3 Elections and Referenda Committee

- 4.3.1** The Elections and Referenda Committee is composed of:
 - 4.3.1.1** The Chief Electoral Officer, as chair.
 - 4.3.1.2** At least two (2) Councillors or Alternate Councillors, who are not a member of the Executive, appointed by Council.
 - 4.3.1.3** At least two (2) Regular Members, who are not members of Council or the Executive, appointed by Council.
- 4.3.2** The Elections and Referenda Committee shall:
 - 4.3.2.1** Conduct elections and referenda in accordance with the Constitution, Bylaws and Policies of the Association.
 - 4.3.2.2** Conduct elections in accordance with the Election Schedule.
 - 4.3.2.3** Conduct referenda in accordance with the Referendum Schedule.

- 4.3.2.4 Be knowledgeable about other procedures and policies necessary for a proper election.
 - 4.3.2.5 Interpret and enforce this Bylaw, and ensure procedures are fair and ethical.
 - 4.3.2.6 Remain explicitly and implicitly impartial by not supporting any candidate or registered campaign committee during an election or referendum.
 - 4.3.2.7 Develop policies as required.
 - 4.3.2.8 Perform other tasks as delegated by Council.
 - 4.3.3 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:
 - 4.3.3.1 Seek a position.
 - 4.3.3.2 Nominate any person for an Election/By-Election.
 - 4.3.3.3 Act as a Representative in an Election/By-Election/Referendum.
 - 4.3.4 Quorum is a majority of voting members.
- 4.4 **Chief Electoral Officer**
 - 4.4.1 The Council Chair shall act as the Chief Electoral Officer.
 - 4.4.2 The Chief Electoral Officer shall be responsible for administering and enforcing this Bylaw and shall:
 - 4.4.2.1 Cultivate an atmosphere of commitment to the election and referendum process.
 - 4.4.2.2 Not endorse any candidate or campaign and must remain neutral.
 - 4.4.2.3 Address issues raised by members of the Elections and Referenda Committee in a timely manner.
 - 4.4.2.4 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.
 - 4.4.2.5 Organize, with help from the Elections and Referenda Committee, and chair an All-Candidates Forum, either in-person or through electronic means.
 - 4.4.2.6 Make all of the arrangements for Elections, By-Elections and Referenda, with consultation from the Elections and Referenda Committee.
 - 4.4.2.7 Not vote in the regular Election, By-election or Referendum period.
 - 4.4.2.8 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.

4.5 Substantial Violation

4.5.1 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.

4.6 Third Parties

4.6.1 No third party shall participate in Elections or By-Elections.

4.6.2 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.

4.7 Association Staff

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

4.8 Elections and By-Elections

4.8.1 Election/By-Election Schedule

4.8.1.1 The Chief Electoral Officer shall prepare the Election/By-Election Schedule, with assistance and approval of the Elections and Referenda Committee, and shall include:

4.8.1.1.1 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.

4.8.1.2 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).

4.8.1.3 The Election Schedule must be ratified by the Election and Referenda Committee at least seven (7) days before the Call for Nominations.

4.8.1.4 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.

4.8.2 Call for Nominations

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

4.8.2.2 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.

4.8.3 Nominations and Nomination Period

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

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

4.8.3.3 A nomination form for an executive position must include:

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

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

4.8.3.3.3 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).

4.8.3.4 A Nominee:

4.8.3.4.1 Must be a Regular Member.

4.8.3.4.2 Must not be an Election Official.

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

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

4.8.3.4.5 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.

4.8.3.4.6 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.

4.8.3.4.7 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.

4.8.3.5 A Nominator:

4.8.3.5.1 Must be a Regular Member.

4.8.3.5.2 Must not be an Election Official.

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

4.8.3.6 The names of Nominees and Nominators are confidential.

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

4.8.3.8 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.

4.8.3.9 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).

4.8.3.10 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.

4.8.3.11 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.

4.8.4 Orientation Meeting

4.8.4.1 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.

4.8.5 Procedures Meeting

4.8.5.1 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.

4.8.5.2 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.

4.8.6 Ratification

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

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

4.8.6.1.2 The Nominee has met all the requirements as outlined in the Bylaws 4.13.3.4.5 – 4.13.3.4.7

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

4.8.6.1.4 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.

4.8.7 Campaign Period

4.8.7.1 Prior to the Campaign Period, no one shall:

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

4.8.7.1.2 Campaign on behalf of any candidate.

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

4.8.7.3 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.

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

4.8.7.4 Candidates/Representatives shall NOT:

- 4.8.7.4.1** Misrepresent the character or policies of other Candidates, nor shall they interfere in any manner with the campaign materials of other Candidates.
 - 4.8.7.4.2** 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.
 - 4.8.7.4.3** Engage in door-to-door soliciting within University residence buildings and on University property.
 - 4.8.7.4.4** Campaign or display their posters within University residence buildings.
 - 4.8.7.4.5** Release posters, unless the posters have been approved by the Elections and Referenda Committee.
 - 4.8.7.4.6** Offer gifts to Voters.
 - 4.8.7.4.7** Distribute products to Voters unless the products have been approved by the Elections and Referenda Committee.
 - 4.8.7.4.8** 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.
- 4.8.7.5** Candidates/Representatives:
- 4.8.7.5.1** 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.
 - 4.8.7.5.1.1** Candidates must have their poster approved by the Election and Referenda Committee prior to printing or displaying.
 - 4.8.7.5.1.2** 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.
 - 4.8.7.5.1.3** Any poster, related to their candidacy for GSA Elections/By-Elections, shall count towards the Candidate's poster limit.
 - 4.8.7.5.1.4** Each Candidate is responsible for learning and following applicable University rules, regulations, and policies regarding poster display and poster restrictions in campus buildings.

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

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

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

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

4.8.7.5.3 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.

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

4.8.7.6 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.

4.8.8 Ballots

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

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

4.8.8.3 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.

4.8.8.4 Nicknames shall not appear on the ballot.

4.8.9 Acclamations

4.8.9.1 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.

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

4.8.10 Withdrawal

4.8.10.1 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.

4.8.11 Voting Period

4.8.11.1 There shall be no campaigning during the Voting Period.

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

4.8.11.3 Voting shall be publicized by all reasonable means.

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

4.8.11.5 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.

4.8.11.6 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.

4.8.11.7 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)

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

4.8.12 Results

4.8.12.1 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.

4.8.12.2 The Elections and Referenda Committee shall ratify results when there

is no significant violation of this Bylaw.

4.8.12.3 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.

4.9 Referenda

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

4.9.1.1 Establish or eliminate a dedicated student fee.

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

4.9.2 A Referendum shall proceed when:

4.9.2.1 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,

4.9.2.2 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.

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

4.9.2.4 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).

4.9.3 Call for Referendum Questions:

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

4.9.3.2 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.

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

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

4.9.3.5 A secondary Call for Referendum questions may occur if:

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

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

4.9.4 Referendum Schedule

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

4.9.4.1.1 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.

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

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

4.9.5 Referendum Questions

4.9.5.1 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.

4.9.5.2 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.

4.9.6 Call for Campaigns

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

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

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

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

4.9.6.5 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.

4.9.7 Procedures Meeting

4.9.7.1 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.

4.9.7.2 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.

4.9.8 Registration

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

4.9.8.1.1 All Campaign Committee members have attended the Procedures Meeting.

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

4.9.9 Campaign Period

4.9.9.1 No one shall campaign prior to the campaign period.

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

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

4.9.9.4 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.

4.9.9.5 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.

4.9.9.6 Members of Campaign Committees shall NOT:

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

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

4.9.9.6.3 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.

- 4.9.9.6.4** Engage in door-to-door soliciting within University residence buildings or on University property.
 - 4.9.9.6.5** Campaign of display posters within University residence buildings.
 - 4.9.9.6.6** Release campaign materials unless the materials have been approved by the Elections and Referenda Committee.
 - 4.9.9.6.7** Offer gifts to voters.
 - 4.9.9.6.8** Distribute products to Voters unless the products have been approved by the Elections and Referenda Committee.
 - 4.9.9.6.9** 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.
- 4.9.9.7** Members of Campaign Committees:
- 4.9.9.7.1** 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.
 - 4.9.9.7.2** Campaign Committees must have their poster approved by the Election and Referenda Committee prior to printing or displaying.
 - 4.9.9.7.3** 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.
 - 4.9.9.7.4** Any poster, related to the Campaign, shall count towards the Campaign Committee's poster limit.
 - 4.9.9.7.5** Each Campaign Committee is responsible for learning and following applicable University rules, regulations, and policies regarding poster display and poster restrictions in campus buildings.
 - 4.9.9.7.6** Candidates must inform the Elections and Referenda Committee of where, and how many, of their posters have been displayed and where.

4.9.9.7.7 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.

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

4.9.9.8 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.

4.9.10 Ballots

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

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

4.9.11 Voting

4.9.12 Campaigning shall be allowed during the voting period.

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

4.9.14 Voting shall be publicized by all reasonable mean.

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

4.9.16 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.

4.9.17 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.

4.9.18 At the end of the voting period, the results shall be accessed by the Chief

Electoral Officer.

4.9.19 Results

4.9.19.1 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.

4.9.19.2 The Elections and Referenda Committee shall ratify results where there is no significant violation of the Constitution or this Bylaw.

4.9.19.3 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.

4.9.19.4 The results of a Referendum are binding on the Executive and Council.

4.10 Violations and Complaints

4.10.1 Candidates are liable for violations by Representatives.

4.10.2 Registered Campaign Committees are liable for violations during Referenda; including the actions of any individual or group working on behalf of the Campaign.

4.10.3 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.

4.10.4 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.

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

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

4.11 Review

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

4.11.2 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.

- 4.11.3** 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.
- 4.11.4** 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.
- 4.11.5** The Code of Ethics and Discipline Committee may overturn a decision of the Elections and Referenda Committee if the Elections and Referenda Committee;
 - 4.11.5.1** Acted without jurisdiction, acted beyond its jurisdiction, or refused to exercise its jurisdiction.
 - 4.11.5.2** Failed to observe a principle of natural justice or procedural fairness.
 - 4.11.5.3** 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.
 - 4.11.5.4** Acted in any other way that was contrary to law.
- 4.11.6** 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

5.1 Vice-President Finance and Operations

5.1.1 Under the oversight of the Board of Directors:

5.1.1.1 Will oversee the finances of the Association.

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

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

5.1.1.4 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 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.

5.3 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's 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. Council cannot amend salaries, Executive or Council Chair fees.

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 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.
- 5.5.3 This fee is not representative of the number of hours that the President or Vice-Presidents may work.
- 5.5.4 The Association shall not pay an Executive above their predetermined fee.
- 5.5.5 The fee rate will be specified in the approved budget and cannot be changed during the fiscal year.
- 5.5.6 An Executive may lose their fee on the ruling of the Code of Ethics and Discipline Committee.
- 5.5.7 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.
- 5.5.8 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

6.1 Association News

6.1.1 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 (Fall and Winter).
- GSA workshops / initiatives.
- GSA social activities.
- GSA Guppies Intramurals team.
- GSA Services.
- Other events and services of importance to GSA Members.
- 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 authorized 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.



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

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Table of Contents

1. Communications Policy	4
<i>1.1.</i> Logo.....	4
<i>1.2.</i> Website	4
<i>1.3.</i> Copyright.....	5
<i>1.4.</i> Association Emails	5
<i>1.5.</i> Transition Manuals	5
<i>1.6.</i> Confidentiality	6
<i>1.7.</i> Human Resources	6
2. Association Student Handbook Policy	7
3. Affiliations Policy	8
<i>3.1.</i> Canadian Federation of Students	8
<i>3.2.</i> ThinkGRAD	8
4. Student Advocacy Policy	9
5. Commons Policy	10
<i>5.1.</i> The GSA Commons	10
<i>5.2.</i> Coordinators	10
<i>5.3.</i> Office Manager.....	10
<i>5.4.</i> Bookings.....	10
<i>5.5.</i> Art.....	11
6. Corporate VISA Policy	13
<i>6.1.</i> GSA Credit card	13
<i>6.2.</i> Usage	13
<i>6.3.</i> Payment	13
7. Sustainability Policy	14
8. Health and Dental Insurance Policy	16
9. Academic Council Funding Policy	17
10. Social Groups Policy	18
11. Social Group Funding Policy	20
12. Bursary Policy	21
13. Annual Awards Policy	23
<i>13.1.</i> Purpose	23
<i>13.2.</i> Nomination Process.....	23

13.3.	GSA Annual Awards Award Categories and Terms of Reference	23
13.3.1.	Advising Excellence	23
13.3.2.	Excellence in Community Service	24
13.3.3.	Mark Kroeker Exceptional Student Leadership	24
13.3.4.	Professional Excellence	25
13.3.5.	Research Excellence in Humanities, Arts, Social Science, Law or Education	25
13.3.6.	Research Excellence in Indigenous Studies	25
13.3.7.	Research Excellence in Interdisciplinary Studies.....	26
13.3.8.	Research Excellence in Science, Technology, Engineering or Math (STEM):.....	26
13.4.	Awards Selection Committee	27
14.	Procedures for Major Meetings	28
14.1.	Council Meetings.....	28
14.2.	General Meetings.....	28
15.	Committees of Council.....	30
15.1.	Standing Committees of Council.....	30
15.1.1.	Budget and Finance Committee	30
15.1.2.	Bursary Selection Committee.....	30
15.1.3.	Elections and Referenda Committee	30
15.1.4.	Governance Committee	30
15.1.5.	Code of Ethics and Discipline Committee	30
15.1.6.	Awards Selection Committee	30
15.1.7.	Sustainability Committee	31
15.1.8.	Diversity Committee	31
	Terms of Reference: Budget and Finance Committee.....	32
	Terms of Reference: Bursary Selection Committee	33
	Terms of Reference: Elections and Referenda Committee	34
	Terms of Reference: Governance Committee	35
	Terms of Reference: Code of Ethics and Discipline Committee.....	36
	Terms of Reference: Awards Selection Committee	37
	Terms of Reference: Sustainability Committee.....	38
	Terms of Reference: Diversity Committee.....	39
	Appendix: Scheduled Committee Assignments of GSA Executives	40

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.

1.3.1.1.1. Association contact information.

1.3.1.1.2. Listing of all current Association office staff.

1.3. Copyright

1.3.2. All Executives must review the University of Saskatchewan's rules and regulations on copyright, and the Government of Canada's guide to copyright, within the first two (2) months of their tenure.

1.3.3. Executives will ensure that any content (such as images, quotes, etc.) they use during their tenure as an Executive, have been checked for copyright prior to posting. This includes content posted to social media, content used when emailing, content used for posters, and any other content that may be subject to copyright infringements.

1.3.4. Any such content must be approved by the President prior to posting or use.

1.3.5. 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.

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 using GSA funding.
- 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.
- 3.1.3.** The Association can send two executive members to CFS national and provincial meetings without council approval if the second executive's travel expenses are paid by CFS national and provincial chapter or event organizer.

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 using GSA funding. Council approval will not require if the second executive's travel expenses are paid by CFS national and provincial chapter or event organizer.
- 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. The Association may grant a special waiver of GSA Commons booking fees if a non-ratified student group or social club wants to organize events related to academic matters or societal importance.
- 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).

5.5.3. 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 President shall act as the liaison between the health and dental insurance provider, Executive and Council, and will report on information pertaining to the insurance plan.
- 8.2.** All Members will have access to health and dental insurance, through the Association, under terms outlined by the insurance provider.
- 8.3.** The Executive shall discuss health and dental changes and make recommendation(s) to the Board. The Board, via the Vice-President Finance and Operations shall discuss any changes to the plan to Council.
- 8.4.** The Executive, Board and Council shall decide on the health and dental insurance provider and fees by a two thirds ($2/3$, 67%) majority vote before the end of each Fiscal Year.

9. Academic Council Funding Policy

- 9.1.** The purpose of Academic Council funding shall be to support graduate student projects and activities in the Academic Unit.
- 9.2.** Academic Councils must have a bank account to receive funding.
- 9.3.** Academic Council funding monies unclaimed or not deposited, after 6 months from the date of issue, will be considered forfeited pursuant to the club and/or Council ratification agreement. Stale dated cheques will not be replaced.
- 9.4.** Academic Council funding will be distributed proportionally based on:
 - 9.4.1.** The number of full-time students.
 - 9.4.2.** The attendance rate of the Academic Council representatives to Regular Council meetings.
 - 9.4.3.** Academic Councils may receive \$3.00 per full time student according to the following formula: $c = [x (3.00)] [a / b]$, where c is the funding received by the Academic Council, x is the number of full time students, a is the number of meetings attended by Academic Councilors and b is the number of Regular Council meetings for the academic year, up to a maximum of \$500.
- 9.5.** Academic Councils shall be considered ratified Social Groups for the purposes of applying for additional funding, following the Social Group Funding Policy.

10. Social Groups Policy

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

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

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

10.7.9. 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 \$750 (\$500 in funding for the first event and \$250 for a second event) 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.
 - 12.9.7.* Students who are expecting a baby
- 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 can nominate themselves for an award except for the advisory excellence category.

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 in consultation with President.

13.2.5. Applications shall be accepted only 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. Self-nomination is also accepted.

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. Self-nomination is also accepted

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. Self-nomination is also accepted.

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. Self-nomination is also accepted.

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. Self-nomination is also accepted.

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, as Chair.

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 Academic and Student Affairs, as Chair

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

Purpose:

The Diversity Committee will primarily focus on graduate students with disabilities, graduate students of diverse sexual orientations, and/or any minority group fostering inclusion, acceptance, understanding, support, and education. This committee will act as a body to:

- Make recommendations to the Executive to ensure the GSA is inclusive to all its members, so as to provide a better graduate student experience and create a welcoming environment and cohesive community for graduate students on campus.
- Liaise with Council to ensure the GSA services/initiatives are inclusive.
- Organize events/initiatives in collaboration with the Executive and other committees.

**Appendix: Scheduled Committee Assignments of GSA
Executives**

1. University

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

CGPS Distinguished Graduate Mentor Award Committee	President
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Executives will receive a notification when the time comes for these committees or organizations to meet:

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

2: GSA Standing Committee Assignments

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

3: GSA Meetings

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

Proposed GSA Budget for 2023-2024

REVENUE		
	ACCRUED REVENUE	2023-2024 Fiscal Year
12225	UPASS	0.00
12226	HEALTH AND DENTAL	0.00
12227	CFS Membership	0.00
	FEE-BASED REVENUE	
41200	GSA Membership Fees (grad)	280,000.00
46500	GSA Membership Fees (non-grad)	2,000.00
41301	UPASS Administration Fees	10,000.00
	FUNDRAISING/SALES BASED	
46100	GSA Commons Rental	30,000.00
46200	GSA/CFS Handbook Advertisement Sales	5,000.00
43801	Orientation Fundraising/Support	**FT
43802	3MT and Conference Fundraising/Support	**FT
43803	Sustainability/Diversity Fundraising/Support	**FT
43804	Awards Gala Fundraising/Support	**FT
43805	Health Chats Fundraising/Support	**FT
43806	Social Event Revenues	**FT

44104	Awards Gala Ticket Sales	**FT
	OTHER REVENUES	
46900	Miscellaneous Revenues	1,000.00
46901	Notary Services	2,000.00
46902	U of S Cold Beverage Agreement	10,000.00
46903	Health and Dental Continuum Revenues	250.00
43800	Cash Donations/Contributions	3,000.00
	Total	343,250.00

EXPENSES		
	GSA STUDENT SUPPORT	2023-2024 Fiscal Year
51500	<i>GSA Bursary Expenses</i>	70,000.00
51551	<i>U of S Travel Award Contribution</i>	8,500.00
51553	<i>USSU Food Bank Contribution</i>	6,000.00
51552	<i>U of S Crisis Aid Program Contribution</i>	7,500.00
51610	<i>Ratified Student Club/Group Funding</i>	10,000.00
	BANKING, DEBIT, AND CREDIT FEES AND CHARGES	
52200	<i>Banking and Credit Fees and Charges</i>	2,400.00
	GSA OFFICE OPERATIONS AND EXPENSES	
52300	<i>Office Stationary and Supplies</i>	1,000.00
52301	<i>Office Electronic Equipment, Software, and Batteries</i>	5,000.00
52303	<i>Printer Toner/Cartridges</i>	1,000.00
52310	<i>Postage, Courier, and Freight</i>	300.00
	GSA COMMONS OPERATIONS AND EXPENSES	
52320	<i>Commons Supplies</i>	800.00
52321	<i>Coffee/Tea Bar Supplies and Expenses</i>	1,800.00
52322	<i>Commons Renewal, Repair and Maintenance</i>	2,000.00
52325	<i>Commons Special Upgrades (A/V System) - (a 5 year commitment till</i>	3,500.00

	GSA ADVERTISING AND COMMUNICATIONS	
52330	<i>Expenses for Digital and Print Ads/Communication</i>	250.00
	INSURANCE	
52400	<i>GSA Liability Insurance</i>	6,000.00
52401	<i>GSA D&O Insurance</i>	2,000.00
	TELEPHONE, FAX, AND INTERNET/ICT COSTS	
52500	<i>Telephone, Facsimile, Telecommunications Costs</i>	2,000.00
52550	<i>IT/ICT Technical Support</i>	250.00
	PROFESSIONAL FEES AND EXPENSES	
52601	<i>Legal Expenses</i>	5,000.00
52603	<i>Internal Auditing/Consulting</i>	1,000.00
52604	<i>Financial Auditing and taxes</i>	15,000.00
52650	<i>Bookkeeping</i>	12,000.00
	STAFF SALARIES AND EXECUTIVE FEE	
52701	<i>President Fee</i>	7,200.00
52702	<i>VP External Fee</i>	6,700.00
52703	<i>VP Operations and Finance Fee</i>	6,700.00
52704	<i>VP Student Affairs Fee</i>	6,700.00
52705	<i>VP Indigenous Engagement Fee</i>	6,700.00

52707	<i>Chairperson / CEO Fee</i>	2,100.00
52708	<i>Election and Referenda Expenses</i>	500.00
52709	<i>Recording Secretary Fee</i>	1,200.00
21501	<i>CPP and EI Employer Contribution</i>	600.00
52800	<i>Office Staff and Coordinator Salaries</i>	70,000.00
	GSA EXECUTIVE OPERATIONS	
52900	<i>Executive Meeting and Retreat Expenses</i>	250.00
52910	<i>Executive Meetings with External Delegates/Guests</i>	350.00
52333	<i>Executive Business Cards, Pictures, Plaque Updates and Name Tags</i>	450.00
52920	<i>Executive Travel</i>	2,500.00
52930	<i>Executive Training and Professional Development</i>	600.00
62701	<i>President's Discretionary Fund</i>	1,100.00
62702	<i>VP External Discretionary Fund</i>	1,000.00
62703	<i>VP Operations and Finance Discretionary Fund</i>	1,000.00
62704	<i>VP Student Affairs Discretionary Fund</i>	1,000.00
62705	<i>Indigenous Engagement Discretionary Fund</i>	1,000.00
	GSA ACADEMIC COUNCIL OPERATIONS	
52903	<i>Academic Council Foods and Beverage</i>	2,000.00
52904	<i>GSA Committees Food and Beverage</i>	1,000.00
52905	<i>Town Hall Food and Beverage</i>	500.00
51600	<i>Academic Council Funding</i>	7,500.00

	GSA EVENTS	
53300	<i>GSA Awards Gala</i>	5,000.00
53301	<i>GSA 3MT and Conference</i>	**FT
53302	<i>GSA Fall Orientation</i>	7,000.00
53303	<i>GSA Winter Orientation</i>	2,000.00
53304	<i>GSA Campus Rec./Intramural Sports</i>	500.00
53305	<i>GSA Health Chats</i>	500.00
53306	<i>GSA Social Events</i>	6,000.00
53307	<i>GSA Sustainability/Diversity Initiative</i>	500.00
53308	<i>GSA Workshops/Initiatives</i>	3,000.00
53309	<i>GSA New Initiatives</i>	2,000.00
	GSA OPERATING COSTS	
51301	<i>UPASS USSU Administration Fees</i>	12,000.00
52000	<i>ThinkGRAD Membership Fees</i>	1,000.00
52810	<i>WCB Expenses</i>	500.00
52811	<i>ISC and Incorporation Costs</i>	200.00
52340	<i>GSA Handbook Expenses</i>	5,000.00
55130	<i>Leasehold Annual Charges</i>	20.00
61000	<i>Miscellaneous Expenses</i>	1,000.00
61001	<i>Financial and Legal Contingency Fund Contribution</i>	5,000.00

	<i>Total</i>	343,170.00
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University of Saskatchewan Graduate Students' Association Report to Senate, April 2023

Dear Graduate Students,

I want to thank you for electing me as GSA president. During the 2022-2023 GSA fiscal year, the GSA has organized many important events and participated in many advocacies works. The GSA leadership team of 2022-2023 included a list of events it managed. The GSA includes a list of advocacy and priority works which the 2022-2023 leadership tried to achieve. The GSA team firmly believes that successfully implementing the advocacy works would positively change graduate students' life and well-being, which will help the University of Saskatchewan's academic excellence.

GSA Executive Election 2023-2024

The GSA executive election 2023-2024 is completed. The graduate students have elected the following executives for the 2023-2024 fiscal year (May 1, 2023 to April 30, 2024).

President- Mostofa Kamal

Vice-President Finance and Operations - Ramin Mohammadi

Vice-President Academic and Student Affairs - Sristy Sumana Nath

Vice-President External Affairs - Abbas Fazel Anvari Yazdi

Vice-President Indigenous Engagement - Kayla Benoit

GSA-led services improvement:

One of the principal election platforms of the current executive team was Health and Dental Plan coverage expansion. The GSA is pleased to inform the senate members that the GSA, in partnership with Studentcare, extended health, and dental coverage. Through negotiation, GSA executives were able to extend both Health and Dental plan support. The new plan will start in Fall

2023 when graduate students receive a \$40 reimbursement per paramedical practitioner visit from the current \$20 (100% increment). The GSA is also enhancing the dental annual maximum coverage to \$1000 from \$750 (25% coverage expansion).

GSA organized events:

1. GSA-CGPS Need-Based Bursary

Although graduate students comprise about 20% of the total student population, approximately 75% of the food bank assistance receiver belongs to the graduate student class. These statistics provide the dire financial need of University of Saskatchewan graduate students and offer need-based bursaries for graduate students each term. During the 2022-2023 GSA Fiscal year, the GSA awarded 102 GSA-CGPS bursaries (split equally in three semesters). Each bursary is worth \$1000. Of the 102 bursaries, 68 bursaries are awarded from GSA's funding. The College of Graduate and Postdoctoral Studies (CGPS) funded 32 bursaries. The GSA has received approximately 300 bursary applications and was awarded 102 bursaries (~1/3 of the total applicants).

2. Graduate Research Conference 2023 (January 17, 2023)

The GSA organized the 2023 Graduate Research Conference Poster Presentation on January 17, 2023, from 12:00 pm to 5:00 pm at the GSA Commons. The graduate research conference brings University of Saskatchewan graduate students of all disciplines under one roof and gives them a platform to discuss their research with fellow graduate students. In 2023, the highest number (55 in total) of graduate students participated in the graduate research conference's recorded history.

All submitted posters were accepted for presentation. GSA provided a poster stand at the GSA commons on the conference day for poster display. All posters were evaluated by judges using a rubric. The GSA awarded four prizes valued at \$500 each. The four winners are listed below:

1. Cody Koloski, Ph.D. Student, Department of Veterinary Microbiology
2. Summer Selinger, MSc Student, Department of Toxicology
3. Emily Kennedy, Ph.D. Student, Department of Toxicology
4. Sabbir Ahmed, MSc Student, Department of Community Health and Epidemiology

The GSA is grateful to the College of Graduate and Postdoctoral Studies (CGPS) for its financial support for the Graduate Research Conference 2023.



Picture 1: Graduate Research Conference 2023 post-presentation group picture



Picture 2: Different moments of the Graduate Research Conference 2023

3. Holiday Hangout Events (December 28, 2022)

The GSA organized a very successful holiday hangout event on December 28, 2022. The goal was to allow the graduate students to meet and greet at the GSA commons during Christmas break. The event was attended by 250 graduate students. Breakfast, lunch, snacks, and dinner were provided for all graduate students. Students participated in many indoor games, including Uno, monopoly, dart board, carom, etc. Students highly appreciate the event and sincerely requested to continue organizing the Holiday Hangout event during the extended Christmas and New Year holiday break.



Picture 3: Graduate Students' Networking During Holiday Hangout Event



Picture 4: Graduate students participated in different indoor games during Holiday Hangout Event



Picture 5: The GSA served Breakfast, Lunch, and Dinner during the Holiday Hangout Events

4. World Cup Football Watch Party with Breakfast (December 18, 2022, 8:30 am at GSA Commons)

The GSA organized the World Cup Football final match watch party for graduate students on December 18, 2022. The party was well attended by graduate students. Morning breakfasts, coffee, and hot chocolate were served to all attendees.



Picture 7: World Cup Football Watch Party with Breakfast, December 18, 2022

5. GSA Fall and Winter Orientation

The GSA organized in person Fall and Winter Orientation during 2022-2023 fiscal year, at the GSA commons.

Professor Debby Burstyn, Dean of the College of Graduate and Post-Doctoral Studies (CGPS), attended both events and gave a welcome speech to the new graduate. The VP of Academic and Student Affairs provided a presentation that introduced all GSA services to the new graduates. Robyn Paches, Program Manager of Student Care, gave a presentation about health and dental care. The GSA president speaks about academic and non-academic misconduct issues. The VP of Finance talked about UPASS, Scholarships, and Awards. The GSA distributed 600 SWAG bags among the graduate students from its own funding. Food and drinks were served among the orientation attendees.



Picture 4: GSA Winter Orientation, GSA Commons, January 11, 2023

6. GSA Sustainability Committee Events

The GSA sustainability committee is organizing two events: 1) Guided tour to Canada's only synchrotron research center, Canadian Light Source tour 2) Sustainable Graduate Research Challenge where students will showcase their sustainable research ideas.



**GRADUATE STUDENTS ASSOCIATION
SUSTAINABILITY COMMITTEE**



TAKE A TOUR OF CANADA'S ONLY SYNCHROTRON RESEARCH FACILITY!

CANADIAN LIGHTSOURCE TOUR

3, 7, 10

MARCH

ON YOUR TOUR, YOU'LL LEARN ABOUT:

CLS history, how machines work, and examples of how researchers have used CLS facility to conduct groundbreaking research in the fields of health, agriculture, the environment, and advanced materials.



**REGISTER
NOW**



GSA Sustainability Committee is organizing



SUSTAINABLE

Graduate Research Challenge

Showcase sustainable research ideas with multimedia to inspire a greener future!

Scan to Enroll Now!



Share your sustainable research practices through:

- Photos
- Videos
- Contexts

Submission Deadline
24 Feb - 21 March 2023



**Graduate Students Association
Sustainability Committee**

7. GSA Organized Free Tax Clinic for Graduate Students

The GSA organized two free tax clinic sessions: a) March 15, 2023 (5:00 pm to 7:00 pm) for graduate students with no spouse and kids, and b) March 16, 2023 (5:00 pm to 7:00 pm) for

graduate students with spouse and kids. In these tax clinic sessions, GSA president provided hands-on demonstrations to graduate students to help them file their taxes using **UFile software**.

8. GSA Annual Award

The GSA recognizes outstanding graduate student researchers and faculty members through an annual award. The purpose of the GSA Awards is to celebrate graduate students as well as honor faculty that have generously supported graduate students in research, scholarly and artistic pursuits. The GSA award committee has received highest number of applications in 2023. from graduate students and faculty members, please consider nominating individuals for the following awards. The GSA Annual Award Adjudication Committee (consists of two GSA executives and five graduate students) selected the following faculty members and students for the 2023 GSA annual award.

- a) **Advising Excellence** Award Presented to Dr. Lori Bradford. Assistant Professor, Tier 2 Canada Research Chair, Ron and Jane Graham School of Professional Development in the College of Engineering, and the School of Environment and Sustainability.
- b) **Excellence in Community Service** Award Presented to Maryellen Gibson. Ph.D. Student, Department of Sociology
- c) **Mark Kroeker Exceptional Student Leadership Award** Presented to Debasish Chakroborti. Ph.D. Student, Department of Computer Sciences
- d) **Research Excellence in Humanities, Arts, Social Sciences, Law, or Education** Presented to Kayla Arisman, Master of Arts (MA) student, Department of Sociology.
- e) **Research Excellence in Interdisciplinary Studies** Presented to Harini Aiyer. PhD Candidate, Dept of Community Health and Epidemiology.
- f) **Research Excellence in Technology and Engineering** Presented to Shahabodin Afrasiabi. Ph.D. Student, Department of Electrical and Computer Engineering
- g) **Research Excellence in Natural Sciences** Presented to Bernd Steiger, PhD Student, Department of Chemistry
- h) **Research Excellence in Medical Science and Public Health** Presented to Paras Ahmed. PhD Student, College of Dentistry

CALL FOR NOMINATIONS



2023 GSA ANNUAL AWARDS

DEADLINE



MONDAY, MARCH 06, 2023 @ 11:59 PM.

ADVISING EXCELLENCE

EXCELLENCE IN COMMUNITY SERVICE

MARK KROEKER EXCEPTIONAL STUDENT
LEADERSHIP AWARD

PROFESSIONAL EXCELLENCE

RESEARCH EXCELLENCE IN HUMANITIES, ARTS,
SOCIAL SCIENCES, LAW OR EDUCATION

RESEARCH EXCELLENCE IN INDIGENOUS STUDIES

RESEARCH EXCELLENCE IN INTERDISCIPLINARY STUDIES

RESEARCH EXCELLENCE IN STEM

- STEM MEDICAL SCIENCE AND PUBLIC HEALTH
- STEM NATURAL SCIENCES
- STEM TECHNOLOGY AND ENGINEERING



9. GSA Handbooks

During the 2022-2023 fiscal year, the GSA printed and distributed 800 handbooks among the graduate students.

10. USASK Student Won Western Regional Three Minutes Thesis Competition

The University of Saskatchewan's Master of Science in Applied Microbiology graduate student Antonia Powell won the western regional Three Minute (3MT®) Thesis Competition 2022 by beating 16 other graduate students represented by 16 universities from Western Canada.

GSA President's Highlighted Activities:

1. Providing Consultation help to graduate student regarding conflict with Ph.D. supervisor.

The GSA president and VP of Academic and Student Affairs met many graduate students throughout the year and provided detailed consultation help to many graduate student regarding supervisory conflict, non-academic misconduct, plagiarism activities, etc..

2. Representing GSA at the Academic Misconduct Hearing Board

The GSA president himself attended an academic misconduct hearing board to ensure that accused student does not find himself/herself isolated at the hearing board.

3. Meeting with University of Saskatchewan Faculty Association Chair

The GSA executives met with the University of Saskatchewan Faculty Association Chair, Professor Nadeem Jamali, on June 13, 2022. The GSA executives shared their election platforms with Professor Jamali and explained to him how each election platform would bring positive change to graduate students' life and wellbeing. Further, the GSA executives requested Professor Jamali and the faculty association's open support for GSA's advocacy work at various university forums.

4. Meeting with Health and Dental Plan Coordinator

The GSA executives met with Health and Dental Plan Coordinator Robyn multiple times during the 2022-2023 fiscal year.. Mr. Robyn presented an overview of the existing Health and Dental care plans. The GSA executives discussed potential areas of coverage improvements and associated premium costs. They emphasized the need for more doctors and health care professionals in the student care network.

5. Resolving Internet Disruption issues at McEown park residence building

Graduate students living at the University of Saskatchewan McEown Park Residences building faced severe internet disruption in the first two weeks of November, negatively affecting graduate students' lives and well-being, including studies and research activities, as many graduate students are still doing their work from home. The Internet disruption started when the residents introduced a new internet service for the residential buildings. Students were not notified about this internet

service change on time, nor were they consulted. Many graduate students informed the GSA that they had to contact the residence office liaison upon failure to connect to the internet to know about the issue. After reaching the residence office, they learned about the new internet network and password, which is unacceptable. The GSA firmly believes that all students should have communicated in advance about the internet network change and the potential disruption that results from the change. The GSA president worked with top-level university administration to resolve the internet issues.

11. GSA President's monthly meeting with Dean of CGPS

The GSA president met the Dean of CGPS, Dr. Debby Burshtyn, at her office once in a month and discussed the following issues:

- a. Strategies to help graduate students to minimize the risk of academic misconduct (e.g., plagiarism, research ethic, etc.). The GSA president requested to make the ethics course mandatory for all graduate students. The CGPS dean asked the GSA president to bring a motion at the Academic Affairs Committee meeting in Fall 2022.
- b. Possibility of awarding a course-based or research-based MSc degree to a student who struggles to complete a Ph.D. degree for various reasons.
- c. Minimum guaranteed funding (not less than \$22,500/year) for Ph.D. (4 years) and M.Sc. (3 years) students
- d. A university-wide introduction of graduate parental benefits (a paid leave)
- e. Food insecurity faced by graduate students.
- f. Service improvement at the Student Wellness Centre
- g. Supervisor-student conflict and unhealthy working environment
- h. Equity, Diversity and Inclusion training for faculty members

12. University Council Meeting Monthly Meeting

At the very first council meeting GSA president presented GSA executive committee's goals and list of advocacy works (listed below) that the 2022-2023 committee wants to achieve during their time at the office. The GSA president attended the university council meeting throughout the year and updated council members about GSA activities, and conveyed concern about important student issues listed below:

- 1: Inadequate Services at the Student Wellness Centre and
2. Increasing minimum guaranteed funding for thesis-based graduate students.

The GSA president informed the council members that graduate students are concerned about the limited accessibility of various services at the Student Wellness Centre. For example, students require four to eight weeks to get a doctor's appointment; lack of Walk-In doctor facilities, and a limited number of Counsellors, Social Workers, Mental Health Nurse, Psychologists, and Psychiatrists. After receiving confirmation for the initial appointment following the four to six weeks, students receive frequent cancelations of their appointments at the last minute. Thus, GSA advocated for service improvement at the student wellness center so that students can receive enhanced service for their health needs.

The GSA president presented data about the significant food price increase and Canada's record-breaking inflation rate increase. Thus, the GSA president re-iterated its advocacy for a minimum guaranteed scholarship for all thesis-based graduate students not less than the equivalent amount of Saskatchewan's minimum wage salary (~ \$22,500).

13. CGPS faculty Council Meeting Monthly Meeting

The GSA president attended CGPS Faculty council meeting every month, and discussed GSA executive committee's goals and list of advocacy works (listed under number 1) that the current committee wants to achieve during its tenure.

The GSA presidents and other executives attended the CGPS Faculty Council (GPSFC) Meeting. The GSA president updated the faculty council members about GSA activities since the current executive committee's priorities and advocacy works. The dean of CGPS presented her proposal for future graduate funding and scholarship for a thesis-based program. It was a great pleasure to see that the dean of CGPS proposed graduate funding and scholarship policies that the GSA has been advocating since last year. The dean of CGPS proposed some policies which were the top three election platforms of the current GSA president, including a university-wide minimum guaranteed funding for all thesis-based graduate students, four years of guaranteed funding for Ph.D. students, and paid parental leave for graduate students.

The associated dean of CGPS presented revised policies for graduate program completion. According to the revised policy, "time in the program for master's degrees change from five years to four years, unless otherwise stated for the specific program in University Catalogue (doctoral programs remain unchanged at six years)."

14. University of Saskatchewan Governance Committee Monthly Meeting

The GSA president attended University's Governance Committee meeting and provided constructive feedback about various policies under review. The GSA president participated in the discussion of policies about voting right (currently no voting right) of Executive Directors of the School of Public Health, School of Environment and Sustainability, and Johnson Shoyama School of Public Policy at the University of Saskatchewan Council. It is to be noted that neither the GSA president nor the USSU president is a voting member of the governance committee. Both student leaders asked the committee for voting right at the committee.

15. University of Saskatchewan Planning Committee Monthly Meeting

The GSA president attended the Planning and Priorities Committee and discussed the University of Saskatchewan's goals for the next three years. Further, the GSA president requested to re-evaluate increased International Tuition Differential for master's students. The GSA president advocated taking measures to help the University of Saskatchewan improve its world ranking and

global recognition. The GSA president attended the university's Planning and Priorities Committee Meeting, where a report was presented about the University of Saskatchewan's world ranking measured by different assessment agencies, including the Time Higher Education Ranking, QS worlds university ranking, and the Time Higher Education Sustainability Ranking. The GSA president conveyed concern about the University of Saskatchewan's continuous decline among the world universities and urged to identify areas for improvement and take necessary steps for ranking improvement.

16. USASK Faculty Association External Committee/GSA/PSAC Meeting

The GSA president attended a meeting hosted by the University of Saskatchewan Faculty Association (USFA) along with a representative from the Public Service Association of Canada. One of the key topics of discussion was the existing hourly rate of Teaching Assistant Payment. The GSA president strongly advocated increasing the rate of current TA rate, considering the recent increase in tuition fees and the skyrocketing inflation rate of living cost. Another topic of discussion was the introduction of paid maternity leave for graduate students. The USFA members strongly supported GSA's ongoing advocacy work about this issue and expressed their support to any policy forums of the university of Saskatchewan.

17. University of Saskatchewan CGPS Executive and Coordination Committee Monthly Meeting

The GSA president attended the CGPS Executive & Coordinating Committee Meeting chaired by the dean of CGPS, Professor Debby Burshtyn. It is a meeting where the chair of different academic committees of the university updates about their ongoing work. The GSA president also needs to update GSA's ongoing activities.

18. GSA and Residence Management Team Meeting

The GSA president and VP of student affairs attended a three meetings with the university residence manager and his team members. Many important issues were discussed, including an additional fee charged for advance move-in at the University residence building during the Fall term. The GSA executives also discussed the SOURIS hall building liaison officer, playroom

opening, kids' play session opening, and kids' immunization facility opening at the SOURIS hall building.

19. Publicly Engaged Scholarship Team Award

The GSA president served as a member of in the Publicly Engaged Scholarship Team Award adjudication committee.

20. Fee Review Committee

The GSA president served as a member at the University's Fee Review Committee where all kind of student fees are discussed.

21. Strategic Priorities Steering Committee

The GSA president attended the University's Strategic Priorities Steering Committee to discuss the University of Saskatchewan's research and development priorities.

22. Saskatchewan Federation of Student (CFS Saskatchewan Chapter)

A provincial chapter of the Canadian Federation of Students was formed and named the Saskatchewan Federation of Students. This regional student body aims to identify Saskatchewan's post-secondary students' issues and work together to bring positive changes to student life and well-being. There are currently three members of this student forum: the University of Saskatchewan, the University of Regina, and the First Nation University of Canada.

23. ThinkGrad Meeting

The GSA president attended the ThinkGrad forum meeting. It is to be noted that ThinkGrad has been dormant since the pandemic started. The members agreed to re-activate the forum and work towards making a positive change to graduate students' life and well-being.

24. GSA/Public Service Alliance of Canada (PSAC) Meeting

The GSA executives met the Public Service Alliance of Canada's (PSAC) Saskatoon representative, Jesse Tod on March 1, 2023. It is to be noted that PSAC is a labor union, and the GSA is member of it. The PSAC negotiates Teaching Assistance payment rate with the University

of Saskatchewan. The current University of Saskatchewan TA rate was agreed on 2022. Thus, the GSA executives requested the PSAC to start a new TA rate with the University of Saskatchewan considering the skyrocketing inflation rate and tuition fees increase for the last three years. Further, it is agreed that a GSA executive will join the PSAC negotiation team during discussion with the university. The current GSA president confirmed that he will join the negotiation meeting until April 30, 2023, and after that incoming GSA executive will select a representative or can invite the current GSA president to continue representing the GSA at the negotiation.

25. GSA President represented the GSA at the following Hiring Committees

The GSA president is committed to helping the University of Saskatchewan to hire the best candidate for these top-level academic and administrative personnel and ensure transparency in the recruitment process. On average, each search committee meets 10 to 20 times and requires 30 to 50 hours of time to complete a hearing process. Because of the confidentiality agreement, meeting details cannot be shared.

- I. Vice-Provost, Faculty Relations, (December 2022 to present)
- II. Executive Director, Global Institute for Water Security (GIWS), (December 2022-present)
- III. Vice-Provost, Student and Learning (Feb-December 2022)
- IV. Dean of College of Arts and Science, (February-November 2022)

GSA Advocacy Priorities:

1. To advocate for a minimum guaranteed funding for all thesis-based graduate students not less than the equivalent amount of Saskatchewan's minimum wage salary.
2. To advocate to ensure a university-wide minimum guaranteed scholarship/stipend for thesis-based graduate students for a duration that is compatible with the median degree completion time of the University of Saskatchewan graduates.
3. Work with various colleges to help bring down the University of Saskatchewan's median graduation timeline under the U15 median.
4. Advocacy for the introduction of part-time study opportunities coupled with part-time tuition fee options for part-time students.

5. Advocacy for the reduction/removal of international tuition differential for master's students.
6. A mandatory graduate evaluation committee report following each meeting for all thesis-based programs.
7. Advocacy for service improvement at the Student Wellness Centre, including an introduction of walk-in clinic service for all University of Saskatchewan students.
8. Advocacy for broader and faster adoption of Equity, Diversity, and Inclusion (EDI) principles across the university. Expanding the anti-racism and anti-oppression training beyond top-level university leaders, especially for faculty members, managers, and directors of different university services.
9. Advocacy for the introduction of paid maternity leave for graduate students (currently, a limited number of colleges offer such benefits at USASK).
10. Advocacy for the introduction of a university-wide emergency graduate childcare bursary.
11. Advocacy for a seat on the University of Saskatchewan Board of Governors.

With regards,

Mostofa Kamal

President, Graduate Students' Association (GSA)

University of Saskatchewan

Saskatoon, SK, CANADA

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I acknowledge that I live and work on Treaty 6 Territory and the homeland of the Métis. I pay my respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.



Report from the VP Finance and Operations (March 2023)

Hello GSA Councilors,

I am pleased to provide you an update on my activities as the current Vice-President Finance and Operations.

1. GSA Winter Bursary Update

GSA winter bursary second call is completed on March 31 and the winners were notified on April 03.

2. GSA budget committee Update

3. I conducted a budget committee meeting during which the proposed budget was reviewed and approved by the committee members. Subsequently, the approved budget was presented to the GSA Chair.

4. GSA events

We organized and hosted a series of five events aimed at catering to the diverse interests of students in celebrating their unique cultural ceremonies. These events provided an inclusive platform for students to share, learn, and engage with various cultural traditions, fostering a sense of community and understanding among the student body.

5. GSA Commons and GSA operations

The GSA has been fully functional in serving graduate students, with the GSA Commons serving as an excellent study space and accommodating events for income. Recently, ratified club funds have been released, and as soon as other clubs finish their process, they will be served. Efforts have been made to negotiate students' rights with Student Care and increase the quality of service. As VP Finance, I have been working with the university fee review committee to approve new rates for GSA services such as bus transit and student care, all of which have been approved. Additionally, I am currently helping organizing the Gala event and working to ease financial difficulties.

Each month, I update our budget and provide documents and ledgers for our bookkeeper. This month, we needed to spend an extra 30rs on our books to finalize payments to service providers and pay our bills. I schedule our coordinators to ensure that the GSA stays fully functional, keeping track of their working hours and covering events after working hours. Additionally, I am responsible for GSA booking contracts and following up on collecting invoices.

In my role as VP Finance, I take care of all payments and maintain GSA Commons supplements. After every event, I inspect the GSA Commons to ensure that all GSA belongings are working and undamaged. I am also responsible for managing executive meetings and ensuring all executives are participating.

Furthermore, I oversee coordinators and the office manager's performance, making sure they are working towards the GSA's interest, which is serving students with the highest possible quality. Additionally, I am responsible for student health and dental care and Saskatoon bus transit operations, keeping track of expenses and following our approved budget. Overall, my role as VP Finance is crucial to the successful functioning of the GSA therefore, I do my best to overcome all the challenges.

Additionally, I continue to sit on various committees to improve the graduate students' experiences both on and off campus. Some of the meetings that I attended as part of my responsibilities are listed below:

Meetings

Executive Retreat Meeting

PRT/PEC/USSU/GSA Meeting

Studentcare

GSA-PSAC

Student Affairs and Services

ISSAC-GSA

Mental Health First Aid

Meeting with the City of Saskatoon

GSA Executive Meeting

Multiple meetings with outgoing VP Finance

Please feel free to contact me at gsa.fin@usask.ca should you have any questions or need any further clarification.

Sincerely,

Ehsan Moradi

Vice-President Finance and Operations

Graduate Students' Association

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VP Academic and Student Affairs Annual Report May 2022 to April 2023

Dear Grad Students of University of Saskatchewan,

Please find the VP Academic and Student Affairs annual report for my advocacy works, as listed below:

1. Advocacy works for grad students:

The GSA VP Academic & Student Affairs responsible to do advocacy works for grad students. During this session, the VP Academic & Student Affairs got request from more than twenty grad students for meeting to discuss their challenges. VP Academic & Student Affairs advocated in Student-super/co-supervisor communication problem, reducing funding amount problem, academic misconduct issues, research data integrity issues, breach authorship allegation problem, international students' employment issues, TA work environment problem, student working hour rights and Ph.D. study discontinuation problems. GSA President assisted to VP Academic & Student Affairs in some of the critical cases. Also, VP Academic & Student Affairs seat on two hearing boards as a grad students' representative.

2. Attending Department-wise orientation program:

VP Academic & Student Affairs attended the orientation of the MPT department and Music department on behalf of GSA and presented the benefit and services are provided by GSA. We encouraged to open academic council and ratify the council under GSA.

3. Hosting two virtual sessions, Jumpstart and Webinar for prospective grad students:

VP Academic & Student Affairs hosted a 'Meet your GSA' session on behalf of GSA in JumpStart event on August 19, 2022. This was one-hour online session to meet new grad students and around 25 grad students joined in this session.

In March, VP Academic & Student Affairs hosted a webinar with Sandra M. Betancur V., Student Recruitment Officer, for prospective USASK graduate students. This event circulated on USASK official website and different social media. GSA President attended this event. VP Academic & Student Affairs presented and discussed GSA's service and organized social events. Around 50 future grad students participated in this session all over the world.



4. GSA Fall'22 Orientation: September 8, 2022

The VP Academic & Student Affairs responsible to organize orientation program for grad students. After COVID-19 pandemic, this was the first in-person orientation program and the GSA arranged 400 swag bags for new grads. VP Academic & Student Affairs presented a presentation briefly about GSA, GSA events & benefits and some other important academic and non-academic matters. We have four guest speakers in our orientation program. Professor Ryan Walker, Associate Dean of CGPS, also attended GSA orientation. We organized Pizza and drinks for lunch and arranged some snacks for volunteers in breakfast time. Few snapshots are attached in the report.





5. GSA Winter'23 Orientation:

In winter'23 semester, VP Academic & Student Affairs organized half-day orientation event for grad students. The Dean of CGPS was a guest speaker of this event and her speech encourage to new grad students to pursue higher study.



6. Holiday Hangout 2022

The GSA organized a whole day holiday hangout for grad students with two sessions on 28 December 2022. In this event, VP Academic & Student Affairs was responsible to purchase and organize the indoor game, e.g., cards, UNO, Jenga, Monopoly and so on for entertainment. In total, over 200 grad students joined in this event. Some pictures of this event are attached in this report.



7. GSA Research Conference:

VP Academic & Student Affairs coordinated to organize the GSA Research Conference with VP Finance and Operations. Over 50 grad students presented their posters in this conference and USASK Postdocs were the judge to evaluate the poster. We distributed the GSA swag bags to our judges. The group photo and four winners' photo are enclosed in this report.



8. Enhancing Career link service:

VP Academic & Student Affairs and Wenona Partridge, Graduate Career Educator, discussed the involvement of grad students in career link service is reducing after pandemic. Career link will organize the graduate student career coaching events in Spring/Summer. We discussed whether she could use the GSA Commons office to organize such events. The GSA always interested to work with Career link to provide the better service for grad students. Also, career link provides in-person/group coaching for grad students to explore job preparation steps with Career Educators.

9. Encourage to Ratify the Education Graduate Students' Association:

VP Academic & Student Affairs and GSA President met with Prof. Vicki Squires, Associate Dean, Research, Graduate Support and International Initiatives and Associate Professor, Department of Educational Administration to reopen the Education GSA (EGSA). We discussed to setup an EGSA can help grad students to meet other grad students in Education and talk about research. Also, we discussed the benefits of ratification academic council under GSA.

10. Working on Academic Councils and Social Clubs ratification:

The academic 2022-2023 session, the GSA ratified in total 20 Academic councils and five social clubs under GSA. The VP Academic & Student Affairs reviewed the forms and applications, then passed to the GSA Chair to ratification in Council meeting.

11. Advocacy work on implementing maternity support for grad students from CGPS:

In the GAAC meeting, the VP Academic & Student Affairs propose to Dean of CGPS to provide maternity support for grad students. A few colleges of UofS (<https://news.usask.ca/articles/colleges/2021/college-of-agriculture-and-bioresources-supports-graduate-students-who-become-parents.php>) provided maternity support for their grad students; however, all grad students are not benefited. So, our concern is that it is important to consider from the EDI perspective. All grad students should be received the same benefits and support from the university.

Most of the grad students are international students, so they are not received child benefits or support from the government. However, the spouse (open work permit holder) of grad students who come to Canada, and they receive maternity support from the government if they meet the minimum job hours. So, if both parents are students those are not get benefitted in the same way. It would be great if the university introduce this support. CGPS provides maternity leave, which will be great. But students do not receive any funding, but they should pay for health and dental benefit and U-Pass. It is hard for students to take a newborn child without any support and that affects their study and mental health.

From the perspective of other Canadian universities,

The University of Waterloo provides parenting leave bursaries (\$8,000) for their grad students (link: <https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-students/gradventure/parenting-or-planning-family-graduate-school>)

The University of Toronto provides parent grants from the School of Graduate Studies (link: <https://familycare.utoronto.ca/family-leaves/leaves-for-graduate-students/>)

The University of Alberta provides maternity- up to six weeks at 100% of the stipend; parental- up to 10 weeks at 75% stipend (link: <https://www.ualberta.ca/kinesiology-sport-recreation/programs/graduate-programs/student-resources/leaves-of-absences.html>)

12. Attended the Discussion session on Canada' Immigration Future:

VP Academic and student affairs attended this session to present the GSA, UofS. We discussed the strengths and gaps of the current immigration processes. And also, we discussed the current barriers that are faced by international students and discussed some possible ways to solve these challenges.

13. Meeting with Residence team:

GSA President and VP Academic & Student Affairs discussed some issues with residence team of University of Saskatchewan.

- a) Reopening Souris Hall playroom and lounge of other residence buildings for social events for redents.
- b) Request to replace or fix old laundry equipment. Old machines make too much noise, and some parts are broken that are harmful for kids.
- c) Also, GSA executives discussed the elevator issues, the residents have been facing this issue for a long time (from Spring 2022)
- d) The GSA received so many complaints about the introduction of the new internet service in McEown Park location. Students are not able to connect smart devices and desktop computers. The residence coordinator suggests using wired connection and purchasing the WIFI devices. The GSA presented this issue in the university council meeting. We will try to set up a meeting with the residence team very soon.

14. Attended regular (monthly/quarterly/event-based) meetings of VP Academic & Student Affairs portfolio:

- I. Academic Program Committee Meeting
- II. Graduate Programs Committee Meeting
- III. Research, Scholarly and Artistic Work Committee Meeting
- IV. Teaching, Learning and Academic Resources Committee Meeting
- V. Graduate Academic Affairs Committee Meeting
- VI. PEC/Student Executives Monthly Meeting
- VII. University Council Meeting
- VIII. CGPS Faculty Council Meeting
- IX. Academic and Student Life Technology Meeting
- X. Parking and Transportation Committee Meeting
- XI. Residence discussion
- XII. GSA-USSU Meeting
- XIII. GSA Council Meeting
- XIV. GSA Executive Meeting
- XV. GSA Bursary Selection Committee

XVI. GSA Governance Committee

Regards,

Sristy Sumana Nath

VP Academic and Student Affairs

Graduate Student's Association, University of Saskatchewan



Graduate Students' Association
University of Saskatchewan

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Annual report for 2022-2023

RE: VP External's Report to Council

Dear Council Members,

Please find below my Annual report to the Council for the 2022-2023 year:

During the 2022-2023 academic year, it was my honor and pleasure to serve as the GSA VP of External Affairs. Throughout my tenure, I gained valuable experience and utilized my skills to benefit graduate students.

1. GSA Executives Meeting Minutes

I have prepared the meeting minutes for all GSA executives' weekly meetings held during this year. These minutes serve as a record of the discussions and decisions made during each meeting.

2. GSA Social Media

I have been responsible for managing GSA's social media presence, ensuring that all important news and events related to GSA are posted in a timely manner. This involves creating engaging and informative content that highlights the key activities and achievements of the organization and sharing it across various social media platforms such as Facebook, and Instagram.

3. GSA Handbook

During the first few months of my tenure, I focused heavily on the design, editing, and preparation of the GSA handbook. The handbook was specifically crafted to be used during the Fall orientation for new graduate students. To create the handbook, I carefully reviewed all of the previous versions of the handbook and gathered feedback from GSA members to identify areas for improvement. I then worked to ensure that the information in the handbook was accurate, up-to-date, and presented in an easily understandable format. The design of the handbook was also a key focus. I aimed to create a visually appealing layout that would make the handbook engaging for new students to read. I carefully chose the graphics and fonts to create a professional yet welcoming design.

Overall, my goal was to create a comprehensive and engaging handbook that would help new graduate students navigate their way through their first year of study. I am confident that the handbook will be a valuable resource for students, and I am proud to have played a key role in its creation.

4. GSA Diversity Committee

Unfortunately, due to unforeseen circumstances, the "Mother Language Day" event that was scheduled for February 21, 2023, had to be canceled. An announcement about the cancellation was made via Facebook and Instagram. As the decision was made over the weekend, we were unable to share the announcement via email. We apologize for any inconvenience this may have caused.

We are currently working on rescheduling the event and will share the details as soon as possible. In the meantime, we would like to encourage you to reach out to us with any concerns, suggestions, or questions related to diversity issues by emailing us at gsa.diversity@usask.ca.

To ensure we stay in touch with graduate student issues related to diversity, we have prepared a survey that will be distributed in the GSA newsletter. We hope that this survey will help us better understand the needs and concerns of our graduate student community and enable us to work towards promoting a more inclusive and diverse environment for all.

5. GSA Sustainability Committee

The GSA Sustainability Committee worked diligently to encourage graduate students to prioritize sustainability in their labs, departments, and on campus. The committee's efforts were geared towards promoting a sustainability-focused mindset amongst students and encouraging them to think about the potential of their research in contributing to sustainability. Their work played an important role in raising awareness about sustainability issues and promoting environmentally conscious behavior among graduate students. To this end, the GSA Sustainability Committee organized the "Sustainability Graduate Research Challenge". This competition provided graduate students with a platform to showcase their research that had the potential to contribute to sustainability. Two participants took part in the challenge, and both were recognized for their outstanding work by receiving awards.

The GSA Sustainability Committee also organized a three-day tour of the Canadian Light Source, which was another notable activity of the group. The tour provided graduate students with the opportunity to visit and learn about the cutting-edge research facility, as well as gain insights into how the facility promotes sustainable practices in its operations.

6. GSA 11th Annual Awards

The GSA's 11th Annual Awards Ceremony Gala event was a wonderful celebration of graduate students and faculty who have made outstanding contributions to research, scholarly and artistic pursuits. The Awards serve to honor those who have generously supported graduate students in their academic endeavors.

The 2023 GSA Annual Awards applications opened on January 30, 2023, and the first deadline for submission was March 6, with an extension granted until March 17 in response to student requests. The Awards Selection Committee, consisting of dedicated individuals, met several times during this period to discuss the criteria and important points of each category. After reviewing all the applications received, the Committee selected the best application in each category.

We are delighted to announce the winners of the 2023 GSA Annual Awards:

- The Graduate Students' Association Advising Excellence Award: Dr. Lori Bradford
- The Graduate Students' Association Excellence in Community Service Award: Maryellen Gibson
- The Graduate Students' Association Mark Kroeker Exceptional Student Leadership Award: Debasish Chakroborti
- The Graduate Students' Association Research Excellence in Humanities, Arts, Social Sciences, Law, or Education: Kayla Arisman
- The Graduate Students' Association Research Excellence in Interdisciplinary Studies Award: Harini Aiyer
- The Graduate Students' Association Research Excellence in STEM Award Technology and Engineering: Shahabodin Afrasiabi
- The Graduate Students' Association Research Excellence in STEM Award Natural Sciences: Bernd Steiger
- The Graduate Students' Association Research Excellence in STEM Award Medical Science and Public Health: Paras Ahmed

We extend our heartfelt congratulations to all of the winners and thank all applicants and nominators for their contributions. We appreciate the hard work and dedication of everyone who made this event a success and looks forward to the continued growth and success of the GSA Annual Awards Ceremony Gala event.

7. USASK the 2022 Images of Research competition

I had the honor and pleasure of serving as a judge in the 2022 Images of Research competition at USASK. The judging panels consisted of a diverse group of individuals, including staff, students, faculty, alumni, and community members. It was truly inspiring to see the incredible research being conducted at USASK and to have the opportunity to help select the images that best represented this work. The level of creativity and innovation demonstrated by the participants was truly impressive, and it was a privilege to be a part of this important competition.

8. USASK Graduate Student Representative – Award Selection Committee

It is an honor for me to participate in the Award Selection Committee for the Office of Vice-President Research. Every year, this office administers three prestigious awards for university scholars, namely the New Researcher Award, Distinguished Researcher Award, and Publicly Engaged Scholar Team Award. As part of this process, selection committees are established, with representatives designated as per the awards' terms of reference. It is a great opportunity to work with a diverse group of experts and contribute to recognizing and celebrating the outstanding research achievements of our university's scholars.

9. GSA 11th Annual Awards Ceremony Gala event

It was my pleasure and honor to organize the 11th Annual Graduate Student Awards Gala, after three years of Covid restrictions.

The 11th Annual Graduate Student Awards Gala is to be held at the rRemai Modern on Saturday, April 29th, 2023, with doors opening at 5 pm till 11:30 pm, with complimentary Museum tickets.

The GSA Awards Gala is instrumental in recognizing and rewarding graduate students for their research, 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 11th Annual Graduate Student Awards Gala will pay tribute to the successes and achievements made by our graduate students.

In conclusion, I am grateful for the opportunity to serve as the GSA VP of External Affairs for the 2022-2023 academic year. It has been a privilege to work with such a talented and dedicated group of individuals and to contribute to the betterment of graduate student life at USASK. I look forward to seeing the GSA continue to grow and thrive in the years to come.

Regards,

Ozra Mohammadi

Vice-President External Affairs

Graduate Students' Association (GSA)

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Annual Activity Report for VP of Indigenous Engagement

Dear Council members,

Over the course of my tenure as the VP of Indigenous Engagement, the GSA executive team and I have wanted to continue the much-needed work with reconciliation, engagement opportunities, and finding effective ways to support both Indigenous and non-Indigenous students. As we wrap up our terms within our respective roles, I am proud to see so many students reach out with concerns and challenges that can be worked on within this role today and into the future. Indigenous advocacy will continue within the GSA, and I am proud to see the role succeeded and not dormant as it was. Miigwech.

Below is the following summary for the VP of Indigenous Engagement's activities for January to April 2023.

1. GSA Research Conference

The GSA hosted their Graduate Research conference, including the poster competition from 12:00 PM to 5:00 PM. Shadowed fellow executives and was shown through the planning process and what type of engagement efforts can be done with Indigenous research methodologies.

2. Meetings with Indigenous Graduate Student Initiatives Coordinator

Met with IGSIC regarding better support Indigenous students both on and off campus and ways to create more engagement with Indigenous students and the GSA. Consulted on what type of policies should be improved, what can be implemented in the future, and what can be done currently.

3. Black History Month Planning

Met with university executives, USSU, and student delegates to plan an event for Black History month. Multiple events are in the works with support from different areas as we continue our planning and execution moving forward.

4. Diversity Committee planning (Continuous)

Diversity Committee meeting started planning an event regarding National Mother language day on February 21st. Planning for execution and solidifying speakers. Looking at other important dates and how the GSA can participate in more diversity initiatives.

5. JSGS USASK Director Search Committee

Served on a committee to help the search for a new Director. Duties included conducting interviews with candidates, creating a list of interview questions, working with a team in discussing what is needed within the role, and making a final decision.

6. Serving on the judgement team for the Images of Research Competition

Met with staff from the university to look over submissions for the Images of Research competition. After examination, picking the winners and runners up for the specific award category.

7. Strategic planning for support for Indigenous graduate students

Over the course of my tenure, I have met and connected with various students and support staff to understand what is needed to better support Indigenous graduate students this year and beyond. This includes looking at potential areas to improve and create new policies to assist Indigenous students on and off campus, improve reconciliation efforts, and ways to push Indigenous excellence.

8. Attended regular meetings within the VP of Indigenous Engagement's portfolio

- I. Diversity Committee
- II. Mistatimōk Committee
- III. GSA Council Meetings

IV. GSA Executive Meetings

V. GSA-USSU Meetings

Thank you,

Avery Kewistep

VP of Indigenous Engagement

Graduate Students' Association (GSA)

1337 College Drive

Email: gsa.Indigenous@usask.ca

Website: <http://www.gsa.usask.ca>

GSA 2023 Executive Elections

This election is to elect the GSA Executives for the 2023/2024 Academic year.

Information about

candidates and their election platforms can be found here:

<https://gsa.usask.ca/Governance/elections.php>

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 (Ramin Mohammadi) fulfilling the roles and responsibilities of the Vice-President Finance and Operations?

- Yes
- No
- Abstain

Vice-President Academic and Student Affairs Operations - Do you have confidence in (Sristy, Sumana Nath) fulfilling the roles and responsibilities of the Vice-President Academic and Student Affairs?

- Yes
- No
- Abstain

Vice-President External Affairs

- Omid Yaghoobian
- Ankon Das
- Kapil Khandelwal
- Abbas Fazel Anvari Yazdi

Abstain

Vice-President Indigenous Engagement - Do you have confidence in (Kayla Benoit) fulfilling the roles and responsibilities of the Vice-President Academic and Student Affairs?

Yes

No

Abstain