



University of Saskatchewan  
Graduate Students'  
Association Bylaws

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## Table of Contents

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

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

## **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 organization 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 requiring 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-Base 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.
- 2.8.4** 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.
- 2.8.5** A By-Election shall not be necessary if the remaining term of office of the resigned Executive member is four (4) months or less. By a majority vote, Council may appoint an individual, on recommendation from the Executive, to fill the vacant Executive position for the remainder of the term.



## **2.9 Suspension or Removal of an Executive Member**

- 2.9.1** An Executive Member may be suspended or removed from office, as the case may be, by a two-thirds (2/3, 67%) majority vote of Council or by a supermajority vote of Regular Members at a General Meeting, normally on a majority recommendation from the Executive or the Code of Ethics and Discipline Committee.
- 2.9.2** The maximum time period of a suspension shall be one (1) month.
- 2.9.3** A suspended Executive Member shall forfeit their fee for the term of the suspension.
- 2.9.4** In the event of the removal of an Executive member, the Chief Electoral Officer will follow the By-Election Bylaw to fill the vacant Executive member position, holding a By-Election as soon as possible, but within no more than forty (40) days of the removal.
- 2.9.4.1** By a majority vote, Council may appoint an individual, on recommendation from the Executive, to fill the vacant position as an interim Executive until this By-Election is complete.
- 2.9.4.2** A By-Election shall not be necessary if the remaining term of office of the removed Executive member is four (4) months or less. By a majority vote, Council may appoint an individual, on recommendation from the Executive, to fill the vacant Executive position for the remainder of the term.

### **3 Meetings**

#### **3.1 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 Councillors.

**3.6.6** Council Meetings shall be open to the public, except for designated confidential or in-camera sessions.

### **3.7 Special Council Meetings**

**3.7.1** Notice of a Special Council Meeting shall be at least forty-eight (48) hours.

**3.7.2** A Special Council Meeting may be called by a majority vote of the Executive or upon receipt of a petition to the Association’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.