



Notice of Meeting  
Tuesday, 21 March, 2017: 4:30 – 6:30 PM  
GSA Commons

Agenda

		Pages	Action
	<b>OPEN SESSION</b>		
4:30	1. Call to Order 2. Remarks from the Chair 3. Approval of the Agenda	3	Information
4:35	<b><u>Consent Agenda</u></b> <b>Motion:</b> To approve and/or receive for information by consent items 4 and 5 below.		
	4. Minutes from the 28 February, 2017 Council Meeting	4 – 5	Decision
	5. Reports from the Executive, <i>ad hoc</i> Sustainability, and Executive Committee ( <a href="#">link</a> )	6 - 21	Information
	<b><u>Regular Agenda</u></b>		
4:40	6. Presentation on University Planning: Provost's Advisory Committee on Integrated Planning [Jacquie Thomarar, IPA]	Oral	Information / Input
5:40	7. Report of the President a) President's Update b) U of S Response to Council's Letter on Athletic Fees c) Q & A Period with the Executive	Oral	Information Information / Decision Input
5:50	8. Reports from Committees a) Elections	22 – 28	Decision / Information
6:00	9. Other Business / Announcements		
	<b>CONFIDENTIAL SESSION</b>		
6:05	10. Minutes from the 28 February, 2017 Council Meeting	Oral	Decision
	11. Report from the Governance Committee	Oral	Information
	12. Other Business		
	<b>IN CAMERA SESSION</b>		
6:15	13. Minutes from the 28 February, 2017 Council Meeting	Oral	Decision
	14. Report of the President	Oral	Information
	15. Other Business		
6:30	16. Adjournment		Decision

**Note:** All meetings are open to the general membership, except for confidential sessions and those *in camera*, where only councillors, directors, senior staff, or individuals invited by the chair may attend. Agendas and minutes from “open” sessions will be made available electronically to the general membership. It is understood that content and discussions from confidential or *in camera* sessions may not be distributed to or discussed with anyone but current councillors, directors and/or the office manager. No record will be kept of discussions *in camera*.

To allow Council to complete a number of matters quickly and to devote more of its attention to major items of business, the agenda has been divided between items that are to be approved and/or received for information by consent and those that are to be presented individually for discussion and decision and/or information. A consent agenda does not aim to prevent discussion of any matter, but is intended for items that are likely uncontroversial, or relatively minor in nature, and will not be discussed at the meeting unless a member so requests. Members are supplied with the appropriate documentation for each item and all items will be approved by means of one omnibus motion. Council will then move immediately to consideration of the items on the regular agenda.

14 March, 2017

Robert D. E. Henderson, Chair

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**Please convey regrets in advance to: [gsa.chair@usask.ca](mailto:gsa.chair@usask.ca)**

**University of Saskatchewan  
Graduate Students' Association**

**COUNCIL AND BOARD OF DIRECTORS**

**Report of the Chair**

**FOR INFORMATION AND ACTION**

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**GSA Governance**

As you may be aware, the GSA membership approved the changes to our bylaws as distributed at the SGM. Therefore, we will be proceeding with the establishment of a separate board of directors and related policies/procedures.

**Election of Councillors to the Board**

With general elections underway (see the report from the Elections Committee later in this agenda package), Council must also hold an election for the following:

- Two Councillors to become members of the Board of Directors as of 1 May. It is expected that one Councillor will serve for a term of one year, and the second will serve a term of two years. Those seeking these seats should plan, and reasonably expect, to remain members of Council for the duration of their terms on the Board (or as large a fraction of their term as possible). In any case, for these seats, a subsequent resignation from Council also means resignation from the Board.
- Two Councillors to fill seats on the Board of Directors as part of the established transition plan, terms 1 May, 2017 to 31 August, 2017. These two Councillors are permitted, though not required, to seek election to be a general director from among the membership (but if elected to such a role, must resign from Council effective 1 September, 2017).

It should be noted that over the summer there will be a fair amount of work to do to build the required suite of Board policies, procedures, and a strategic plan. More importantly, Councillors who become directors must be familiar with the expected duties and responsibilities of directors of a not-for-profit corporation. [A useful \(and arguably mandatory!\) brief can be found here.](#)

Councillors who are interested in seeking any of the above seats should contact the Chair as soon as possible, and indicate which seat(s) they would be interested to hold. If the number of candidates exceeds the number of seats, an election will be held.

Council should also make a recommendation to the AGM to fill at least one alumni board seat. A strategy for this will be discussed with our governance consultants at KPMG (to ensure we have an appropriately addressed skills matrix for the board) and I hope to have an update for Council at the meeting.

Robert Henderson  
GSA Chair  
14 March, 2017

**University of Saskatchewan  
Graduate Students' Association**

**COUNCIL AND BOARD OF DIRECTORS**

**Minutes from Tuesday, 28 February, 2017 meeting**

**Present:** Arinjay Banerjee, Aurora Bowery, Banjo Olaleye, Brenda Byers, Colin McLaren, Daniel Karran, David Hilger, Dimitry Zakharov, Evan Poncelet, Haley Scott, Isaac Pratt, Jaylene Murray, Kanssa Patton, Lindsay Goodwin, Logan Pizzy, Luc Chabauole, Mila Markevych, Morgan Kirzinger, Naheda Sahtout, Prajjwal Gautam, Stephanie Streich, Steve Fraser, Sylvana Tu, Viktoria Hinz, Vita Andersone, Katherine Raes, Kendall Krepps, Tolulope Emiola-Sadiq, Raed Maraben, Anaasha Attaran, Ziad Ghaith, Kusum Sharma, Robert Henderson (7:10)

**Regrets:** Carolyn Gaspar

**Absent:** Breanna Anderson, Chris Maierhoffer, Devin Louson, Roland Macana, Seth Dueck, Timothy Tong, Ethan Runge,

**Guests:** None.

**Resource Persons:** Mylyne Tham (Secretary)

**Organization of Meeting:** Isaac Pratt, Councillor for Medicine, took the chair, and Mylyne Tham, acted as secretary. The Chair advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted. Robert Henderson, Chair of Council, took the chair at 7:10pm.

**OPEN SESSION**

**1. CALL TO ORDER at 6:01 PM.**

**2. REMARKS FROM THE CHAIR:** The chair described the rationale and differences among the open, confidential and *in camera* sessions of Council.

**3. APPROVAL OF AGENDA**

Council heard a motion to approve the agenda as distributed, subject to the addition of one item:  
Ziad Ghaith requested to add an informational item to the agenda about UPASS from the VP Finance.

**Carried.**

**Consent Agenda**

Council heard a motion to approve or receive for information the items on the consent agenda.

**4. MINUTES FROM JAN. 31<sup>ST</sup>, 2017 COUNCIL MEETING**

Council approved the minutes as distributed.

**5. REPORTS FROM THE EXECUTIVE AND EXECUTIVE COMMITTEE**

Council received these reports for information.

**Carried.**

**Regular Agenda**

**6. REPORT OF THE PRESIDENT**

- a. **President's Update**
- b. **Q&A Period with the Executive**
- c. **Discussion on Summer UPASS**
  - i. An agreement was made with Transit 4 years ago to not have an opt-out option.
  - ii. There was a request that the Executive approach Saskatoon Transit and re-open the discussions for a summer UPASS.

**7. REPORTS FROM COMMITTEES**

- a. **Governance Committee**
  - i. Presentation by Isaac Pratt, co-chair of Governance Committee
  - ii. Mar. 13<sup>th</sup> at 5pm is a general meeting to discuss and approve changes to the Constitution and Bylaws (agenda package has been sent out)

**8. Information on GSA UPASS from VP Finance**

- a. 2848 grad students have been charged for the UPASS at a rate of \$107.57, but grad students have been paying \$0.43 more each term.
- b. Previous VP Finance calculated a 1.4% CPI increase, however, the actual CPI increase was 1.2% for 2016-2017
- c. There is excess money now, about \$2000.00.
- d. Motion: to amend the agenda to add a motion to the agenda  
**Carried**
- e. Motion made by Ziad Ghaith: to create a new revenue line called "GPASS surplus" to add to accommodate the surplus/deficit collected by the GSA.
  - i. Motion made by Derek Green to table the motion to the next meeting to give the executive a chance to clarify details of the revenue line

**Carried**

**9. Other Business/Announcements**

- a. Women in Power
- b. Sustainability Poetry Slam

*Council convened in confidential and in camera sessions.*

**10. Adjournment at 7:45pm.**



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

**GSA President Ziad Ghaith report (March 2017 GSA Council Meeting)**

Dear GSA Council members:

Below is my report on the important updates and initiatives that GSA has been undertaking over February.

**- Student Supervisor Memorandum of Understanding**

While writing this report, I am working with Vice Provost Teaching and Learning and the Associate Dean of the College of Graduate and Postdoctoral Studies to organize a student forum on March 14<sup>th</sup> where different graduate Chairs, the GSA Student Supervisor Agreement Committee, and a number of GSA Council members. The outcome of the discussion will be reported to the council members verbally in our meeting on March 21<sup>st</sup>.

**- Summer UPASS**

Further to our discussion in the February council meeting, we are working t a meeting with the Saskatoon Transit Director. The GSA office manager is in touch with Transit Saskatoon to schedule this meeting. Thanks to the council members who will be joining me in this meeting. We hope this meeting will be scheduled before March 21 so that we can update the council and have the direction and recommendation from the council members.

**- GSA position statement regarding Athletic Fees**

In February I informed the council that the GSA has sent a position statement on the Athletic Fees to the University Administration (President, and Provost) and the Chair of the Board of

Governors on February 1<sup>st</sup>. The GSA has not received any formal reply as of yet. The Council will be informed of any updates once available.

- **Upcoming events**

The GSA is organizing its annual graduate achievement week to celebrate the achievements of its members from March 28-April 1st. The GSA Achievement week is an annual week organized by the GSA and dedicated to celebrate and appreciate the academic and leadership achievements of the graduate students at the University of Saskatchewan.

The local 3 Minutes Thesis (3MT) and Academic Conference in cooperation with the College of Graduate and Postdoctoral Studies on March 29-31. Graduate Students from all departments can participate in the 3MT to showcase their innovative research work being done at the University of Saskatchewan in a 3-minute showdown of straightforward yet sophisticated speeches at the 3-Minute competition. The achievement week will be concluded by a grand celebration on April 1st, 2017 where the GSA will hold its prestigious annual Awards Gala to appreciate the research, teaching, and leadership achievements of the graduate students and faculty members.

All council members are invited to participate in our annual achievement week, and to help to celebrate the success of our colleagues.

- **ThinkGRAD**

ThinkGRAD, a graduate student think tank; an official group of Graduate Student Association's (GSA) from all universities in Canada focused on graduate research and development will be organized by U of S GSA this year. Currently the GSA team is working on sending the invitation, fund raising, and collecting agenda items for this important meeting.

Council members are invited to participate in generating agenda items for discussion in ThinkGRAD, we are hoping that the outcome of this meeting will be reflected positively on graduate students in our university and across the country.

Our GSA is proud to host the first ThinkGRAD held between April 18-21, 2017, we consider this an opportunity to strengthen our ties with other GSA's across Canada, to learn from them and to voice the concerns of graduate students from the University of Saskatchewan. No doubt, this conference will provide us with an opportunity to discuss issues of utmost importance such as indigenization across Canada, student-supervisor relationships and university administration-GSA relations. Being the host of this conference, we plan on taking every opportunity to examine areas of concern that our graduate students are facing.

Ideas and items for discussions can be shared with the GSA team.

GSA meetings from February 16, 2017 to March 10:

<b>Date</b>	<b>Meeting details</b>
<b>February 16, 2017</b>	University council
<b>February 16, 2017</b>	Appeal Review Committee (University)
<b>February 17, 2017</b>	Fees Review Committee meeting
<b>February 23, 2017</b>	Pre-hearing board meeting
<b>February 24, 2017</b>	Hearing board
<b>February 24, 2017</b>	Executive committee meeting
<b>February 28, 2017</b>	Senate Honorary degrees committee meeting
<b>March 1, 2017</b>	PPC committee meeting
<b>March 2, 2017</b>	Hearing board
<b>March 3, 2017</b>	FAC meeting
<b>March 3, 2017</b>	Hearing board
<b>March 3, 2017</b>	Provost awards committee
<b>March 6, 2017</b>	Meeting with the dean of CGPS
<b>March 7, 2017</b>	Meeting with KPMG rep
<b>March 9, 2017</b>	Representing the GSA in One Day for Students event
<b>March 10, 2017</b>	Executive Committee Meeting

Ziad Ghaith

President, Graduate Students' Association

## **VP Operations and Communications:**

### **1. ThinkGRAD Conference**

I'm currently planning the ThinkGRAD Conference along with VP External, GSA President, as well as the Gala Coordinator. This conference will take place during April 19-21, 2017. ThinkGRAD is a think tank for graduate research and development. It is a national body comprised of Graduate Students' Associations/Societies/Unions who are focused on spearheading research to strategically address pressing problems affecting higher education in Canada. As the largest voice of graduate students in Canada, the goal of ThinkGRAD is to improve the graduate students' experience in universities across the nation through evidence-based decision making.

### **2. Winter Bursary Committee**

The GSA Winter Bursary committee meeting will take place on March 14<sup>th</sup>. VP Operations, VP Finance, VP Academic, as well as three other councillors will attend the meeting. All the complete applications will be thoroughly evaluated and reviewed by the committee members, and 25 successful applicants will be chosen to receive the GSA Winter Bursary, worth \$1000 each. I will contact these winners by email to pick up their cheques at the GSA Commons.

### **3. Sustainability Committee**

The Sustainability Committee was able to fundraise \$700 from the Office of Sustainability to plan a Sustainability Slam and a Carbonless Concert that will take place on March 29<sup>th</sup> in the GSA Commons. The purpose of the GSA Sustainability Slam is to encourage creative and imaginative storytelling with an academic twist, as well as interdisciplinary thinking using both art and science, in order to inspire sustainable practices and lifestyles among graduate students at U of S. This slam will be followed by a FREE Carbonless Concert in the GSA Commons for the participants, judges and audience to enjoy! Refreshments will be provided. If you're interested in participating in the Sustainability Slam, contact [michael.cavallaro@usask.ca](mailto:michael.cavallaro@usask.ca) or [gsa.ops@usask.ca](mailto:gsa.ops@usask.ca)

### **4. Graduate Achievement Week**

In preparation of the Graduate Achievement Week, I've been working to promote all the events to the campus community, particularly graduate students. The week will occur on the last week

of March 2017. It will consist of the following events: 3MT Thesis Competition, Graduate Research Conference, Awards Gala, and Sustainability Slam and Carbonless Concert.

## **5. GSA Communication**

I'm currently working to create the fourth GSA Newsletter to share with our members and this will be circulated on March 15<sup>th</sup>, 2017. I am continuously working with Oohlala to reach more graduate students at the U of S. This app is a great outlet to build a community and culture for graduate students. It includes a map, tour of the campus, services provided at the U of S, class schedules, events, student clubs pages, and much more. I use the following social media platforms to engage our members by sharing announcements and events:

- Instagram account: @usaskgsa
- Twitter account GSA\_USask
- Facebook

## GSA VP Students Affairs Shailza Sapal's Report (March Council Meeting)

Dear GSA councilors:

It is my pleasure to present you the report of my activities as VP student affairs. It has been quite a busy period where lot of the meetings were scheduled and planned.

Over some days I was busy in following activities:

- Successfully planning February social, Poetry night on international women's day, March 8.
- Helping VP academic in 3-minute thesis.
- Serving as a member on gala committee and helping VP external in planning the gala.
- Helping and guiding grad students in different concerns.

Finally, I would like to provide a list of meetings where I represented GSA:

Meetings:

Date	Meeting	Body
Feb 7 <sup>th</sup>	International Activities Committee	University
Feb 7 <sup>th</sup>	GSA Governance Town Hall	GSA
Feb 10 <sup>th</sup>	GSA Executive Meeting	GSA
Feb 16 <sup>th</sup>	Equity and International Committee	CGSP + University
Feb 24 <sup>th</sup>	GSA Executive Meeting	GSA
Feb 28 <sup>th</sup>	GSA Council Meeting	GSA
Mar 2 <sup>nd</sup>	Parking and Transportation Advisory Committee	University
Mar 7 <sup>th</sup>	Reconciliation Forum	University
Mar 10 <sup>th</sup>	GSA Executive Meeting	GSA
Mar 13 <sup>th</sup>	Fitness to Study Policy Discussion	University

Shailza S. Sapal

VP Student Affairs

Graduate Students' Association

## VP External Council Report

### **Canadian Federation of Students**

Attended the 2017 National General Meeting National Graduate Caucus meeting in Ottawa February 24<sup>th</sup> to 26<sup>th</sup>. We discussed the importance of developing a Graduate Student Mental Health Strategy and the importance of examining Imposter Syndrome amongst graduate students. At this meeting a lot of graduate student unions/associations/societies discussed the challenges around governance and how they are working to better enhance their governance structure. The majority of problems around governance was that graduate student leaders wanted autonomy from their undergraduate student unions. Another hot topic was how to get graduate students more involved in student politics on campuses across Canada.

### **Gala**

Gala is April 1<sup>st</sup>. Don't forget to purchase your Gala tickets at:  
<https://gsa.inviteright.com/event/readyguest/E34739CB>

Gala committee met on March 10<sup>th</sup> to choose the award recipients. My main focus for this month has been working on the behind the scene planning to ensure Gala 2017 is a night to remember for our members. This includes several meetings regarding the venue, music, awards and décor. I look forward to celebrating this year's achievements with all of you.

### **Graduate Student Association Summit**

Planning the graduate student association summit for April 18<sup>th</sup> to 21<sup>st</sup> with VP Operations and councillor Naheda Sahtout. When I was at a research conference I was able to meet with VP Research at the University of Montreal about the ThinkGRAD conference. We discussed how the conference in April will be to gauge interest on the Think Tank and to have other graduate student leaders provide insight on how it should operate and what the governance structure would look like. Further, in order to make the ThinkGRAD a successful body of graduate students the University of Montreal Graduate Student Association will allow an executive to have protected time to work on this initiative.

### **Governance**

Worked on revising the policy and by-laws. I attended the Special General Meeting on March 13<sup>th</sup>. A report on this will be provided to council by the GSA President.

### **Student Supervisor Agreement**

I collaborated with the GSA President on the PowerPoint for the Student Forum March 14<sup>th</sup>.

Attended meetings

Date	Meetings
March 2 <sup>nd</sup> , 2017	TLAR Committee Meeting (sent delegate)
March 2 <sup>nd</sup> , 2017	Finance and Audit Committee
March 3 <sup>rd</sup> , 2017	ThinkGRAD Conference Meeting
March 10 <sup>th</sup> , 2017	GSA Executive Meeting
March 10 <sup>th</sup> , 2017	Gala Committee Meeting
March 10 <sup>th</sup> , 2017	ThinkGRAD Conference Meeting
March 13 <sup>th</sup> , 2017	Special General Meeting
March 13 <sup>th</sup> , 2017	Interdisciplinary Writing Retreat
March 14 <sup>th</sup> , 2017	President Executive Committee Meeting
March 14 <sup>th</sup> , 2017	Student Forum
March 16 <sup>th</sup> , 2017	Finance and Audit Committee (regrets)
March 23, 2017	TLARC Committee Meeting
March 24 <sup>th</sup> , 2017	GSA Executive Meeting
March 27 <sup>th</sup> , 2017	Interdisciplinary Committee meeting
March 28 <sup>th</sup> , 2017	GSA Council meeting

- Participated in the IGSC Student Assistant Interviews, to obtain a student assistant to help with research for Indigenous graduate student success through the Aboriginal Student Centre (February 15)
- Attended orientation for the University Governance Committee, for which I will be a non-voting member (February 15)
- Attended University Council Meeting (February 16)
- Attended Council meetings for GSA (February 16)
- Attended Aboriginal Achievement Week (AAW) Planning Committee Meeting (February 16)
- Connected Indigenous Graduate Student concerns with the GSA to get clarification on institutional support for graduate students from DSS (February 19)
- Attended the AAW opening pipe ceremony (February 27)
- Attended GSA Council Meeting (February 28)
- Planned, advertised, and executed very successful Indigenization event during AAW, with over 60 attendees including administrative members (March 1)
- Attended TLARC for Carolyn Gaspar (March 2) and became non-voting member on the committee
- Committed to presenting student ideas on Indigenization to TLARC at a later date
- Orator/emcee for the AAW awards ceremony (introduced as Indigenous Graduate Students' Council [IGSC] co-chair and GSA Aboriginal Liaison) (March 2)
- Attended the AAW Indigenous Student Council Gala (March 2)
- Attended "Gender and History in Indigenous Literature" event, introduced self as IGSC co-chair and GSA Aboriginal Liaison, and asked question about Indigenization (March 6)
- Attended Reconciliation forum, introduced self as IGSC co-chair and GSA Aboriginal Liaison and asked questions about Indigenous Graduate Student Support and Environmental Sustainability; networked with several individuals (Kristina Bidwell, Patti McDougall, Konrad Andre, Rachel Sarjeant-Jenkins) (March 7)
- Completed phone interview with Catherine Porter (Canadian correspondent to the New York Times) regarding Indigenous student experience at the U of S (March 8)
- Attended meeting to discuss Terms of Reference for a new Indigenous leadership award to honour Indigenous students who are involved in community (March 8)
- Met with Graeme Joseph and new IGSC/ASC employee to discuss roles and plan the employees tasks for the remainder of the semester (March 8)
- Planned, advertised, and executed a student discussion event with 25 attendees about the meaning of Indigenization (March 8)
- Connected with Dr. Stryker Calvez about Indigenous graduate student experience (March 9).
- Attended One Day for Students Event (March 9)
- Attended Graduation Powwow meeting (March 9)

- Attended Building Bridges event, with Priscilla Settee speaking on food sovereignty, introduced self as IGSC co-chair and GSA AL, asked question about food sovereignty on campus (March 9)
- Met with Jordan Hartshorn of the International Student and Study Abroad Centre to see what Indigenous student leadership should look like in their upcoming Global Village event (March 10).
- Attended executive meeting for GSA (March 10)
- Attended GSA Gala committee meeting to select award recipients (March 10)

**University of Saskatchewan**  
**Graduate Students' Association**  
**Sustainability Committee Agenda**  
**Wednesday, March 1<sup>st</sup>, 2017 - GSA Commons**

**Present:** N. Absher, J. Chilima, J. Murray, N. Maina, & M. Cavallaro.

**Regrets:** V. Hinz.

**1. Call to Order at 1:15 PM.**

**2. Approval of Chair**

Jaylene nominated herself to chair the meeting. All in favor.

**3. Approval of Minute Taker**

Nafisa nominated herself to take the minutes. All in favor.

**4. Approval of the Agenda**

Jania added 'SDG' to the agenda.

Jaylene moved a motion to approve the agenda as amended. Nafisa seconded. All in favor.

**5. Items for Actions/Information**

**5.1. Update: Career Workshop**

Viktoria spoke with Career Centre and ISACC. There's a certain training which is cost-free to graduate students. Need to be notified two weeks in advance. It's a presentation that also includes discussion. This is good start, but Viktoria recommended to meet and plan coaching session to expand on the topics that would run over the period of two days. She also proposed hosting this event in the next academic year to ensure a good attendance. The committee agreed to plan this workshop during spring/summer and host it in the fall 2017.

**5.2. Themes**

Jania explained that having multiple themes might cause challenge with recruiting. She suggested having a maximum of three themes. Michael stated that the committee thought of having one general theme "My Campus is Greener than yours". Jaylene stated that if people are having trouble with a general theme, then we could circulate ideas for the slam. Jania explained that this will be an action-based slam. She

explained that sustainability begins with how individuals live, and the campus can be viewed as the living space where these practices manifest.

Michael will make a tagline and a description and the committee will keep discussing it via email.

“Imagine a sustainable U of S, what do you see? What’s happening on your campus? What could/should your campus be doing to be green? Imagine a green U of S campus, what”

<b>Tasks/Who</b>	<b>Responsibilities</b>	<b>Due Date</b>	<b>Progress</b>
Mike: Poster		March 1	Done.
Nafisa: Facebook Page/Invitation on email, PAWS, social media, etc.	<p>Printing posters cost?</p> <p>Volunteers to put up posters (ask USSU policy)</p> <p>Event promotion FB cost?</p> <p>Send an email (participation AND invitation), make a PAWS, website page, Announcement &amp; update App.</p> <p>Email us to participate</p> <p>Send to Office of Sustainability to promote!</p>	End of WEEK ONCE MIKE SENDS THE DESCRIPTION.	
Nafisa: Liquor License	This will cost ~\$25	March 1	
Jay: Entertainment/AV	Need to write a cheque to the musician.	March 29	<p>Booked.</p> <p>Need to write a cheque of</p>
Jania: Itinerary for the evening		March 5	
Naomi: Donation solicitations locally	<p>Committee will help brainstorm ideas of places.</p> <p>Naomi will send a sponsorship letter to the</p>	March 15	

	committee  Office of Sustainability  U of S swag order!		
<del>Jay: Book musician for Carbonless Concert</del>	Carbonless Concern for March 29, 8 - 10 PM in the GSA Commons. This will cost \$150.		Done.
<u>Mike: Find judges</u>	Last year had 4. 3 confirmed!	March 15	Done.
Nafisa: Volunteer set up	Volunteers to put up posters?  Volunteers to put up posters. Ask Sherri about serving it right****	March 15	
Everyone: Event set up		Night of.	
Everyone: Decide on Refreshments	Based on budget  Alcohol.  NAFISA AND JAY: STM and Culinary services has dinner catered (Meet with manager)  D'lish by Tish for appetizers!	March 1	

	Sobeys  Withhold food until break (15-minute intermission)		
Mike: MC!		Night of.	Agreed.
Jania: Find Keynote	Philip Laurie or Alex		

**1.1. SDG.**

Tabled.

**2. Adjournment 2:42 PM.**

**Next meeting: Monday, March 13<sup>th</sup> at 2 PM.**

**Graduate Students' Association – University of Saskatchewan  
ELECTIONS COMMITTEE**

**Report to GSA Council and Board of Directors  
21 March, 2017**

**FOR APPROVAL**

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**Motion:** *Whereas* there is no formally established terms of reference for the GSA Elections Committee, and *whereas* the Elections Committee has agreed to recommend a new terms of reference governing its business and affairs to the GSA Council, *not be it resolved* that the GSA Council adopt the attached terms of reference for the Elections Committee with immediate force and effect.

**FOR INFORMATION**

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At its 7 March meeting (which did not reach quorum) but subsequently by electronic means, the Elections Committee agreed to the attached Elections Rules & Regulations. By by-law, this committee is empowered to establish the schedule and election rules within the parameters set by the GSA bylaws. Therefore, this document is hereby submitted to Council for information.

Approved by the Elections Committee (electronically)  
10 March, 2017

Robert Henderson  
Chair and Chief Electoral Officer

**Graduate Students' Association – University of Saskatchewan  
ELECTIONS COMMITTEE**

**Terms of Reference**

**General**

The elections committee is a committee of the Board of Directors which is responsible for overseeing and managing elections and referenda as required by the GSA.

This terms of reference is meant to reflect and interpret relevant by-laws of the GSA pertaining to elections and referenda and is subordinate to the by-laws as they may be amended from time to time.

**Membership and Meetings**

The committee shall be comprised of:

- GSA Council Chair, who shall act as the Chief Electoral Officer (CEO) and chair the committee
- Three (3) members of Council, appointed by Council
- Three (3) GSA members who are not members of Council, appointed by Council
- The total number of members of the committee shall not exceed nine (9).

Quorum shall be defined as a simple majority of voting members.

Meetings shall be held at the call of the chair, normally during the Winter term of each academic year for elections and as necessary for by-elections and referenda.

**Roles and Responsibilities**

The committee is responsible for the following duties:

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

Specific duties outlined in the by-laws:

- The CEO shall prepare the Election or By-Election Schedule, subject to Elections Committee approval, and shall include:
  - a. the dates for the call for nominations, the orientation meeting, the nomination period, the procedures meeting, the campaign period, the voting period, and the complaints period; and
  - b. the place and time of the release of results of the election or by-election.
- After the end of the nomination period, the CEO shall chair the Procedures Meeting and shall ensure that nominees and Elections Committee members attending the meeting have received the necessary sections of this bylaw, rules, and information.
- The Elections Committee shall ratify a nominee as a candidate where: a) the nominee has submitted a valid nomination form; and b) the nominee has attended the Orientation Meeting, submitted the deposit, and attended the Procedures Meeting.
- After the Elections Committee has dealt with outstanding complaints, the CEO shall communicate the results to the Elections Committee for ratification.

## **Other**

Before attending a meeting of the Elections Committee or taking part in any business thereof, every member of the Elections Committee who is a Member shall make a written declaration that, during his or her membership on the Elections Committee, he or she shall not:

- a. seek a position or be a representative in an election or by-election;
- b. nominate any person for an election or by-election; or
- c. participate in a campaign committee for a referendum.

## Graduate Students' Association – University of Saskatchewan

### Elections 2017 – Rules and Regulations

#### Important Dates (2017)

Tuesday, 14 March, 12pm	Call for nominations
Thursday, 16 March, 7pm	Orientation meeting
Wednesday, 22 March, 12pm	Nomination period closes
Wednesday, 22 March, 12 – 1pm	Procedures meeting
Thursday, 23 March, 9am	Campaigning begins
Monday, 27 March, 12 – 1pm	All-candidates forum
Monday, 3 April, 9am	Voting begins; campaigning ends
Wednesday, 5 April, 4pm	Voting ends
Thursday, 6 April	Results announced to committee
6 – 24 April	Buffer for election complaints
Tuesday, 25 April, 5 – 7pm	New executive team introduced at AGM

#### Eligibility

To be eligible for election to an executive position, nominees must:

- Be a member of the Association in good standing
- Not be an election official
- Not nominate another person for the same position that they are seeking
- At the discretion of the Elections Committee, have demonstrated prior experience on GSA or similar student association governing bodies or their committees at the U of S or another Canadian university.
- VP Operations and Finance position, candidates must demonstrate, at the discretion of the Elections Committee, some experience or education in finance or a related field.
- Candidates shall submit a CV or resume containing content of their choice (maximum two pages in PDF format) to the Chief Electoral Officer (CEO) which will be made available on the Association website during the campaign period.
- Currently serving executive members or Councillors need not resign during the election period to run for an available position.

A nomination form for an Executive position must include:

- The full name, signature, and student number of the nominee; and,
- The full name, signature, and student number of ten (10) nominators.
- The University confirmation of enrollment of the nominee.
- In addition, confirmed candidates will be asked to submit a personal statement to voters of not more than 250 words.

A nominator must:

- Be a member of the association;
- Not be an election official; and
- Not be a nominee for the same position for which he or she has nominated another person.

A nominee or their delegate for an Executive or Council position must attend the Procedures Meeting to be eligible for ratification as a candidate.

The names of nominees and nominators are to be kept confidential. This does not apply to nominees who have been approved to be candidates for election.

No person may seek more than one position on the Executive.

A nominee must provide a \$50 deposit that is refundable at the discretion of the Elections Committee.

### **Campaigning**

- Prior to the campaign period, no one shall: a) publicly advertise the intent of any person to seek election; or b) campaign on behalf of any candidate.
- Campaigning is limited to official GSA channels, posters, personal e-mail/social media contacts and word-of-mouth as outlined below. There may not be any secret campaign materials (e.g., secret social media/web groups/pages), and all campaign websites or social media channels/groups shall be made available to the CEO.
- An official elections webpage will be made available to voters and will consist of general elections information, a list of candidates, their personal statements not to exceed 250 words, and a PDF copy of their CV or resume which shall not exceed two pages.
- Candidates or their representatives shall not misrepresent the character or policies of other candidates, nor shall they interfere in any manner with the campaign materials of other candidates.
- No candidate or representative shall deliver campaign speeches or information about a slate in regularly scheduled classes, labs, computer labs, the Commons, or University Culinary Services locations, except during scheduled election forums.
- No candidate or representative shall engage in door-to-door soliciting within the University residences.
- Candidates and representatives shall adhere to the poster restrictions for each building on campus.

- Any poster on which a candidate's name appears shall count towards the candidate's poster limit.
- Candidates and representatives may use websites and may send email for campaign purposes and are responsible for learning and following applicable University rules, regulations, and policies regarding electronic communication. However, no candidate may send e-mail to voters via any university or mass e-mail list or through any university staff or faculty member. E-mail is limited to the candidates' personal contacts.
- No candidate or representative shall offer gifts or products to voters.
- No candidate or their representative(s) shall 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 CEO.
- The Association will cover costs for printing up to fifty (50) posters on standard 8.5"x11" letter paper.
- Candidates shall ensure that their campaign materials are taken down by 11:59 p.m. on the last day of voting.
- Council shall be a neutral forum. No promotional materials shall be displayed or distributed to Council.
- No campaigning of any kind may take place inside the GSA Commons, save i) the all-candidates forum, and ii) one poster per candidate which will be posted by the CEO.
- All campaign materials must be removed by 11:59pm on the last day of voting. No campaigning may take place during the voting period.

### **Violations and Complaints**

- Candidates are liable for violations by representatives.
- Registered campaign committees are liable for violations during referenda, including the actions of any individual or group working on behalf of the campaign.
- Complaints arising out of any election or referendum must be submitted in writing to the Association office within five working days after the final ballot count.
- The CEO, in consultation with the Elections Committee, shall investigate and deal with alleged violations of this bylaw and the schedules arising from the beginning of the academic year to the deadline to file complaints.

- Complaints concerning the CEO shall be reviewed during a meeting of the Elections Committee excluding the CEO, who shall forward complaints to Council if appropriate.
- The CEO shall investigate all other complaints of violations of this bylaw and its schedules and provide advice to the Elections Committee at the earliest possible meeting.
- The Elections Committee may take such steps as it deems necessary to fulfill its mandate.
- The Elections Committee may disqualify a candidate where appropriate.
- Any person affected by a decision of the Elections Committee may make an application for review by submitting a complaint to the Office Manager.
- The Office Manager shall forward the application to the Code of Ethics Committee.
- Where the Code of Ethics Committee is of the opinion that the application is not frivolous or vexatious, he or she shall notify the Council of the complaint.
- Where a hearing is required, the matter shall be referred to the Code of Ethics Committee, to hear the complaint. The CEO shall not participate in the hearing.
- The review panel may overturn a decision of the Elections Committee if the Elections Committee:
  - a) acted without authority, acted beyond its jurisdiction, or refused to exercise its jurisdiction;
  - b) failed to observe a principle of natural justice or procedural fairness;
  - c) 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; or
  - d) acted in any other way that was contrary to law.
- A decision of the review panel is final.
- All applications must be made within 14 days of the Elections Committee's final decision.

### **Other**

If there is only one candidate for one position on the Executive the acclamation must be affirmed in a vote of confidence in which the candidate receives a majority of 'yes' votes.

Eight percent (8%) of the total student graduate body must vote in a general or by-election. In cases where this does not occur a new vote must be held.