



**GRADUATE STUDENTS' ASSOCIATION  
Council**



**Notice of Meeting  
Tuesday, 21 November 2017: 16:00 – 18:00  
GSA Commons**

(Light dinner provided)

**Agenda**

		<b>Pages</b>	<b>Action</b>
15:30	<b><u>Open Information Session</u></b> Presentation: Health & Dental Plan [ <i>Studentcare Representative</i> ]		
16:00	<b><u>Council Briefing Session</u></b> Discussion with Patti McDougall, Vice Provost Teaching & Learning The U of S Strategic Plan		
16:45	Council Sign-in and Refreshment Break		
	<b><u>Meeting</u></b> <b>OPEN SESSION</b>		
17:00	1. Call to Order 2. Remarks from the Chair 3. Approval of the Agenda	Oral	Decision
	<b><u>Consent Agenda</u></b>		
17:05	<b>Motion:</b> To approve and/or receive for information by consent items 4 – 7 below.		
	4. Minutes from the 26 October Council Meeting	3 – 8	Decision
	5. Reports from the Executive	9 – 18	Information
	6. Reports from the Executive Committee	<a href="#">(link)</a>	Information
	7. Approval of Social Clubs	19 – 39	Decision
	8. Proposed changes to UPASS fee	40	Information
	<b><u>Regular Agenda</u></b>		
	9. Business Arising from the Minutes		
17:10	10. Report of the President a) President's Update b) UPASS Survey Results c) Q & A Period with the Executive	Oral 10 – 12	Information Discussion Discussion
17:20	11. Report of the VP External a) Changes to the Gala Committee Terms of Reference b) New <i>ad hoc</i> committee of Council: Diversity Committee c) Council advertising on GSA bulletin boards	41 42 Oral	Decision Decision Information
17:25	12. Report of the VP Indigenous Affairs a) Sustainability Committee: Change to Standing	Oral	Decision
17:30	13. Report of the Chair: GSA Council Meeting Procedures, Committees, and Appointments	43 – 49	Decision
17:35	14. Other Business / Announcements		
	<b>CONFIDENTIAL SESSION</b>		
17:40	15. Minutes from the 26 October 2017 Meeting and Business Arising	50 – 51	Decision

17:45	16. Report of the President	Oral	Information/Discussion
17:50	17. Other Business		
<b>IN CAMERA SESSION</b>			
17:55	18. Report of the President	Oral	Information
	19. Other Business		
18:00	20. 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 November 2017

Robert D. E. Henderson, Chair

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

**University of Saskatchewan  
Graduate Students' Association**

**COUNCIL**

**Minutes from the October 26, 2017 Meeting**

**Attendance**

**Present:** Douglas Fansher, Jason Ho, Katherine Raes, Carolina Malgarin, Morgan Kirzinger, Evan Poncelet, Jovey Sharma, John Bird, Michelle Wauchope-Thompson, Carmen Marques-Mellidez, Azar Khorsandi, Jose Alvim Berkenbrock, Sudipo Mondol, Mona Hamada, Bethany Thiessen, Jocelyn Blouin, Samuel Schulz, Parastoo Veisi, Rifat Zahan, Megan Poole, Caio Taveira, Federica Giannelli, Nadia Hoosain, Olivia Bird, Brittany Laing, Palash Sanyal, Nazmul Hossain, Saman Naghieh, Arinjay Banerjee, Jim Pulfer, Robert Henderson, Logan Pizzey, Ziad Ghaith , Jordan Bonkowski (left 17:30), Ali Kiani, Naheda Sahtout, Iloradanon Efimoff

**Regrets:** Indiana Best, Olamide Anne Oriola

**Absent:** Soil Science, EGCC –Chemical Engineering

**Organization of Meeting:** Robert Henderson, Chair of Council, took the chair, and Deidra Aitken 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.

**OPEN SESSION**

17:00

1. Call to Order @ 5:04pm
2. Introductory Remarks from the Chair and Overview of Council
  - a. Has non – as board chair had done a presentation
3. Approval of the Agenda
  - a. Mover – Arinjay
  - b. Second – Nadia
  - c. Carried

**Consent Agenda 17:08**

**Motion:** To approve and/or receive for information by consent items 4 – 6 below.

- a. Mover – Katheryn Raes
  - b. Second – Ziad
  - c. Carried
4. Minutes from the 26 September Council Meeting
5. Reports from the Executive
6. Reports from the Executive Committee

## Regular Agenda 17:09

7. Business Arising from the Minutes
8. Consultation Session: Review of University Policy on Student Appeals
  - a. Beth, University Secretary, came up to speak with Trevor, Dean of College of Graduate Studies
  - b. Robert opened the floor to questions and comments
  - c. A member asked if there was an accessible document that was simplified a version with less legal jargon
  - d. Beth offered the GSA to put in a list of requests from the students for items such as that version mentioned
  - e. A member asked for it to state “student appealer” or “undergraduate appealer”
  - f. Trevor commented that the graduate students are included on appeals panels.
  - g. A member brought up differences between the graduate and undergraduate and some of the processes are not clear, along with the processes not being equal between the two types of students
  - h. Beth responded that the graduate version was written is to mirror the undergraduate, causing it to be less clear – there will be a discussion to solve clarity on the graduate version
  - i. A member asked about definitions of some wording on the document, i.e. professionalism
  - j. Beth responded that there will be a review of definitions and the term “professionalism” used
  - k. A member asked about the student/supervisor agreement, if that document would have leverage if the agreement is breached
  - l. Trevor was uncertain how that agreement would come into play, i.e. plagiarism, a student lacking in their studies, etc.
  - m. The same member requested the timelines to be more transparent on the document
  - n. Beth said a distinction between the regulations and the appeal process – you can only appeal on very narrow grounds – there was an extraneous factor that affects the contract – a procedural failing the understanding of the expectations should be agreed upon, adding in a third party to assess, that there is a reasonable result from expectations on both sides
  - o. A member asked concerns with professors, graduating, defending thesis and presenting data in their unit – the supervisors are not following their guidelines, students are concerned that if they bring forward the issues the supervisors will inhibit them from graduating
  - p. Trevor – no faculty members report to him, only the deans do – concerns should be strongly encouraged to begin the conversation with supervisor, then grad chair, department head, then to Trevor’s office – at that point their office will have a conversation with that particular college’s professors. Trevor clarified that it is the academic unit that allows students to be accepted to their programs, it becomes their job to find a new supervisor for the student (and the necessary resources to continue their education)
  - q. Robert recommended a flow chart document that could feed into the appeals policy to clarify where students should begin their appeals process
  - r. Beth encouraged the counsellors to step forward and help support their fellow students who are dealing with this

- s. A member asked about students allowed legal counsel and the concern if the supervisor could have legal counsel and the student not be able to support legal counsel for themselves
  - t. Beth said yes and no, the university does not cover the cost of private legal counsel, legal counsel are quite unheard of at these meetings – the USSU has a group of law students that can provide legal advice to help students figure their way through the appeal process – the members are understood that if a student does not have legal counsel, there is a support for that, it's not overly formal to make it more comfortable for those who aren't able to afford legal council
  - u. Trevor spoke that if a student is appealing, the respondent does not engage with a lawyer unless the student does – typically legal counsel are not at the hearings
  - v. Ziad asked to accommodate a member who is of CGBS?
  - w. Robert asked for further questions and suggestions to be emailed to [gsa.secretary@usask.ca](mailto:gsa.secretary@usask.ca)
9. Classification of Graduate Student Stipends [*Dr. Trevor Crowe*]
- a. Employment income to scholarship income
  - b. A member asked why/how was this decision made? The university was outside of guidelines, comment on the process to making this decision
  - c. Trevor - here is some evolution, backing up two months we did not have a collective agreement between PSAC and the Graduate students where the students would not be treated as an employee – definitions were unavailable, Trevor paraphrased: “students receiving funding in support of their pursuit of an academic degree those funds should be received as a fellowship” If they are not doing tasks directly to their studies, they are considered employees for their work – this is all in agreeance with CRA regulations, as opposed to the agreements
  - d. A member asked about the collective agreement aligning with this decision
  - e. There are different employment categories and if a student should be appointed to those categories and the description of the activities the student will be doing
  - f. A member asked if these changes are on par
  - g. Trevor – not certain, but expected that all universities are following the rules of CRA and shared a story of a disgruntled student who came forward challenging, hence the changes
  - h. A member asked about EI benefit claims for students
  - i. Trevor - Determined on their classification of a job, they cannot change from one to the other
  - j. Member – line of communication that the university seemed to not want the graduate students to know about it, and where in the hierarchy the decision came from
  - k. Trevor – the decision to create the category was decided with payroll, financial services, and financial records-type folks and that was in part with the collective agreement, they struggled to provide numbers of how many grad students they had on file (lack of good data on the back end) and categorized in conjunction with the CRA
  - l. Trevor – characteristic our academic system – dependent upon the department, understanding that the lack of having the three categories defined was not an excuse to communicate it to the students
  - m. Member – will there be a better flow of communication?
  - n. Trevor – the SBA will be part of how the roll-out will go and that they are being trained on what the advice and decisions to be made, consistency with colleges and the messages said
  - o. A suggestion was made to send a email draft as many students had no idea that it has happened – when such a critical message is needing to be delivered to all students – as the GSA's students, only one college (to the GSA's knowledge) only went out to one college

- p. Trevor – senior financial officers in each department, all those leaders received the same memo, but they know more than they did 1<sup>st</sup> of Sept, as this was communicated to the departments, but not specifically to the students
  - q. Students are encouraged to discuss with their units in regards to the lack of communication
  - r. A member asked to have someone in finance come speak at a meeting that they could directly answer
10. Report of the Chair: GSA Council Committees and Appointments
- a. Appoint 3 councillors on the bursary selection committee
    - i. Troy Shapley
    - ii. Doug Fansher
    - iii. Carmen Marquez
    - iv. Mover – Iloradanon Efimoff
    - v. Second Ali Kiani
    - vi. Carried
  - b. Listing the rest of the committees that require students to sit on them
    - i. Taking interest by email – list your top three choices
    - ii. Look through the list of committees, and send your choices to the [gsa.secretary@usask.ca](mailto:gsa.secretary@usask.ca) by Sunday November 5<sup>th</sup> elections will take place should there be discrepancies
    - iii. Add in the Sustainability Committee to the selection
11. Report from the Executive Committee
- a. Work plans for 2017-18
    - i. Iloradanon Efimoff spoke about her roles and plans – sports campus rec teams, sustainability committee, surveying the entire student body to build improvements, social media, health chats, graduate student achievement week, social events as they come
    - ii. Ali Kiani – academic and non-academic issues, social events, workshops for graduate students, advocacy for graduate students in meetings, hearings, etc.
    - iii. Neheda Sahtout – increasing the visibility of the GSA on campus and in the community, health and wellness, annual awards gala and awards committee, maximizing student benefits, ThinkGrad
    - iv. Ziad Ghaith is speaking on behalf of our VP of Finance – a new bookkeeping system, finish historical audits this year, creating a graduate student email list (the university screens our communications) – please say yes to the request to join the communication list, update the visual systems in the GSA commons
    - v. Ziad Ghaith - student supervisor agreement in place, grad student presence on the board of governance
  - b. Q & A Period with the Executive
    - i. This item will appear on every agenda
    - ii. No questions from the council
12. Report of the Vice President External: ThinkGRAD membership
- a. A collaborative project between several GSA across Canada to have a support system to identify areas of weakness and see what support systems other universities have and how to incorporate them into our own
  - b. Does this council agree this is a good initiative to be part of? The board will make the final decision as it has an \$800 membership cost
    - I. Motion: *Whereby Council endorses membership to the University of Saskatchewan Graduate Students' Association on ThinkGrad, with an annual membership fee of CAD 800.*

2. *Whereby membership on ThinkGrad will be evaluated every year by the GSA executives so as to ensure membership fees are being used to the benefit of our GSA members.*
3. *Whereby Council recommends that the board approves this membership and membership fees in the November meeting.*
  - i. Mover – Naheda Sahtout
  - ii. Second – Iloradanon Efimoff
  - iii. Carried, one opposed, three abstained
    1. Member - Do the students have to pay for it? Will it be beneficial to the students?
    2. Naheda - You will not have to pay for this – the funds come from the grad students fees, no additional fees would be allocated. Usask hosted the first meeting, they are trying to put together a system to access all policies and mandates – a database of them all, as of now GSA must connect personally with each university – with the database/website the GSA can access these documents to streamline effectiveness
    3. Robert, a small amount of money for the GSA in perspective and the effectiveness of the system
    4. Member - Who will be managing the funds? Who these people are?
    5. Takes time to set up the structure – they are in the current process of that, we are not required to continue this throughout the years, the council can withdrawal at any time
    6. Member – a separate entity, not attached to a certain university, current participants
    7. A group of orgs will be in charge of it, still in the process of development, cannot comment upon the governance structure, UBC, McGill, UofS, Montreal University, McMaster, Manitoba, interest from Alberta
    8. Member – maximize information, grad student opportunities – for doctorates, post docs
    9. Not the exact reason its there, more so for policy – but will bring the policy forward
    10. Ziad – the student supervisor agreement will have future benefit of this document, council composition of other universities, a useful tool to benefit the GSA
    11. Member – (Jim) an incredible tool to advocate for GSA
  - iv. Motion – the council determines the continued membership, not just the executive and recommend to the board to approve the fees, the final decision is with the board
  - v. Seconder – Jocelyn
  - vi. Carried, one opposed, three abstentions

### 13. Discussion Sessions

- a. GSA Bus Pass Review
  - i. Questions about the bus pass review
  - ii. Member - opt out request
  - iii. Ziad - Issue is complicated, a signed contract with Saskatoon Transit, signed 5 years ago and agreed upon, asking for feedback if the grad students want the pass when the survey to goes out
- b. Student Parking Passes

- i. Airnjay - Received grievances from students in the last month, where they pay for transit, a parking pass, and have to find parking
    - ii. Students on campus can opt out of the bus pass, students across the street cannot opt out of the bus pass
    - iii. Proposal to find a number of students opposed to this
    - iv. Comments be added to the bus pass survey, encourage all councilors to gain feedback from their student body to be added to the review process
    - v. Why can't students with parking passes opt out, new rink across the street, parking was taken away from students who live on campus
    - vi. This will be taken to the VP of student affairs, as he sits on the parking committee
    - vii. Students have to pay for parking when living on campus on the far end, near innovation place
    - viii. The university parking services owns the parking
  - c. GSA Health & Dental Plan
    - i. Committee that reviews these plans annually, with input from council
    - ii. Member – very frustrated with the plan offered by the university, not an effective model, an unethical plan (illegal to offer discounts to students), college of pharmacists is reviewing this – choose a provider based on their skill, not their discount – Saskatoon Chamber of Commerce has a great plan
    - iii. Member – lapses in the plan once you have any major medical concerns, covers the simple things, but should be looked at to find a different provider with a better cost-benefit analysis
    - iv. Suggested to bring in our Student Care Rep (plan broker) to come to council for a discussion session
    - v. No objections to change from the council, but are open to hear frustrations and take that to negotiations
    - vi. Member – international students' perspective, students are advised to get insurance and the current insurance plan does not cover services provided on campus
    - vii. Member – Calgary has an on-campus support staff for claims
- 14. Other Business / Announcements
  - a. Member – Bangladesh Ratification, event next Saturday looking for funds from the GSA for their dinner
  - b. Chair did not receive the documentation in time to meet the agenda deadline
  - c. Motion: Motion for council to re-ratify the Bangladesh Students Associations and Indian Students Association
  - d. Mover – Naheda
  - e. Second – Arinjay
  - f. Carried, one abstention

**CONFIDENTIAL SESSION 19:19**

**IN CAMERA SESSION 19:37**





## University of Saskatchewan - Graduate Students' Association President Report – November, 2017

It is my great pleasure to provide the GSA Council members with some updates on the GSA activities and initiatives over last month.

### **I. Graduate Student Representation on the University Board of Governors**

Further to October Council meeting discussion, we formed a working group to draft a position statement regarding GSA request for representation on the University Board of Governors. The working group works on drafting that statement, it will be provided to the Council members as a separate document prior to our November meeting. If the Council adopt this statement, it will be shared with our campus community.

### **II. Student Supervisor Agreement**

The GSA has been in touch with several academic units on campus to present the new Student Supervisor Agreement. There is a sizeable interest among many academic units to test the agreement. We will keep our efforts focused throughout the year to promote this agreement on campus with an ultimate goal that the University of Saskatchewan adopt it as a mandatory agreement. Further to the discussion in October, the agreement was sent to all graduate students by email on October 27<sup>th</sup> 2017, and it was also shared with the Council members. We would like here to encourage our Council members as graduate leaders in their departments to share this agreement with their colleagues and professors in, and increase the awareness about the availability of this tool. Please also when possible track the utilization of this agreement in your units, this will help in advocating for mandatory use it.

### III. UPASS Survey

The GSA sent a UPASS feedback survey to help in reviewing the service, and probably negotiate for Spring and Summer UPASS. The survey was closed on November 10. We have a very good response rate; the total number of responses is 481. A snapshot of the survey outcomes is attached to this report.

Ziad Ghaith,

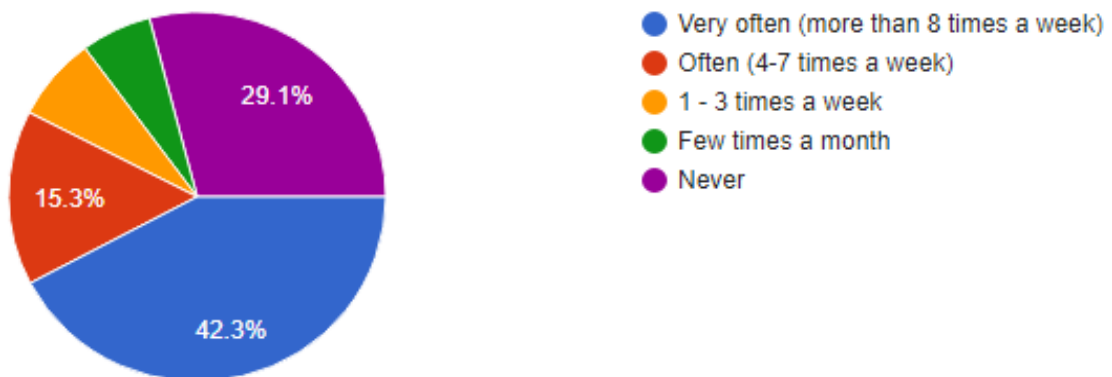
President, Graduate Students' Association

## GSA UPASS SURVEY-SNAPSHOT

*The Survey was open from October 26 until November 10*

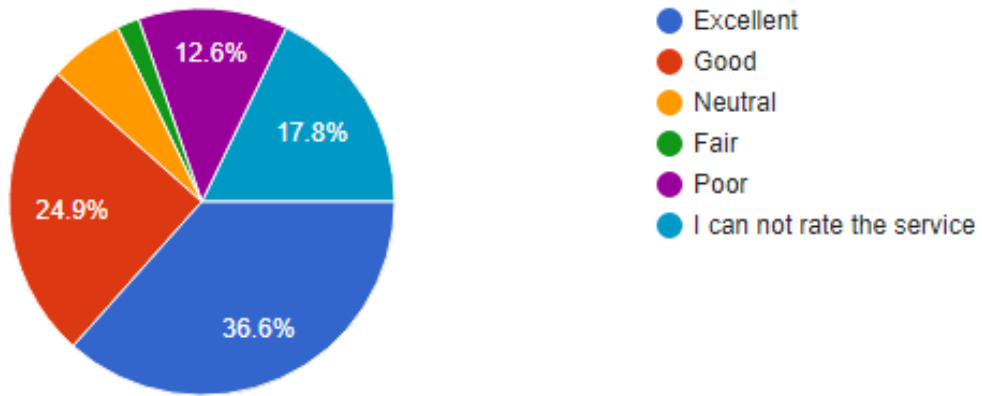
***Total number of responses: 481***

How often do you use the bus pass, on average, throughout the Fall and Winter terms?



***478 responses***

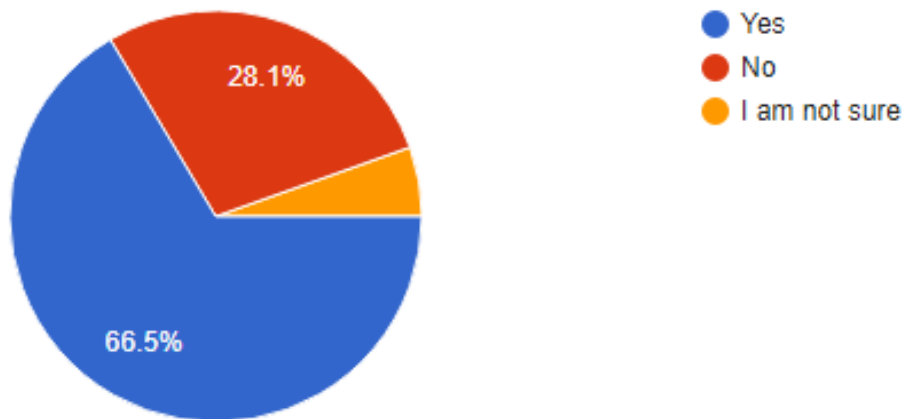
How would you rate your overall satisfaction with the Fall and Winter Student U-PASS?



478 responses

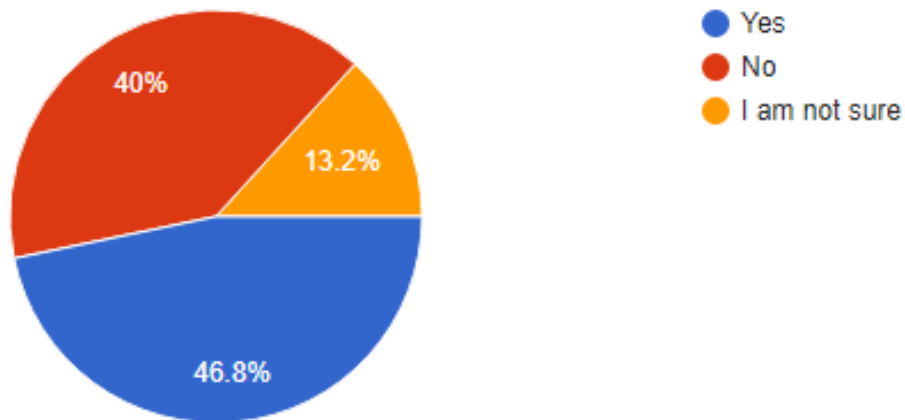
Would you like to continue to have a bus pass in the Fall and Winter terms?

477 responses



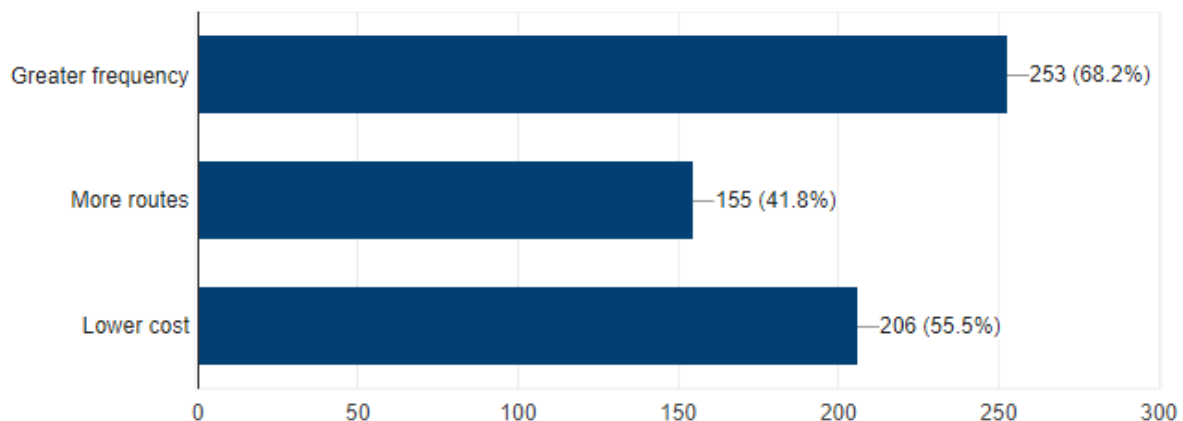
Currently, graduate students do not have a summer bus pass. Would you like to have a mandatory bus pass in the Spring and Summer term (May - August) as well?

477 responses



What changes or improvements would you like to see with the bus pass service? Select all that apply. (if the service is good and does not need any improvement, please DO NOT answer this question)

371 responses





Iloradanon Efimoff  
 Monthly Report  
 November 11th 2017

To whom it may concern:

The following is a list of the meetings I have attended since October 12<sup>th</sup>, 2017.

Date	Meetings
October 13	Meeting with Vice Provost Teaching and Learning and Vice Provost and GSA executive team
October 13	GSA Executive meeting
October 16	Teaching, Learning and Academic Resources Committee (TLARC) meeting
October 17	Indigenous men's health group meeting
October 17	Indigenization townhall with students
October 18	Met with Associate Dean of Aboriginal Affairs and Educational Development Specialist: Aboriginal Engagement and Education to discuss Arts and Science Indigenous course requirement
October 19	Learning Charter meeting (TLARC Subcommittee)
October 19	Meet with ASC to discuss 60s scoop video showing
October 21	Indigenous thesis writing workshop
October 23	Discussion with Vice Provost Teaching and Learning on Living our Values document
October 24	Aboriginal Achievement Week planning meeting
October 25	Vice-Dean Indigenous Engagement search committee meeting
October 26	GSA Council meeting
October 27	Welcoming ceremony for Vice Provost Indigenous Engagement
October 27	GSA executive meeting
October 27	GSA Halloween social
October 30	TLARC meeting
November 3	GSA executive meeting

This past month I have continued working on my primary focus, Indigenization. In collaborating with the Indigenous Students Council and the Indigenous Graduate Students' Council (IGSC), I met with students to explicitly discuss our opinions on Indigenization. This has included discussing Indigenization and student perspectives on the process with administrative members and committees. I also attended the Vice Provost Indigenous Engagement welcoming ceremony on behalf of the IGSC and as the Indigenous Liaison.

Please let me know if you have any questions.  
 Háw'aa (thank you),

Iloradanon Efimoff



## GRADUATE STUDENTS' ASSOCIATION

### VP Finance & Operations



### Monthly Council Report October / November 2017

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#### Important Dates

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- **October 16** – Began accepting Fall term bursary applications
  - **October 19** – Scholarship & Awards Committee meeting
  - **October 26** – October Council
  - **October 27** – Executive meeting, Halloween social event
  - **October 28** – Fall Convocation ceremony
  - **November 2** – Copyright Advisory Committee meeting
  - **November 3** – Executive meeting
  - **November 5** – GSA annual insurance renewal filed
  - **November 10** – Fall bursary application window closes
  - **November 14** – GSA Crisis Aid meeting
  - **November 21** – November Council, Board of Directors meeting
  - **November 24** – Executive meeting
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#### State of Initiatives

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The fall bursary application period ended on Friday, November 10. Twenty recipients will be selected to receive \$1,000. The bursary committee will convene to go over the selection process and adjudicate applications between November 13-24. Successful recipients will be notified via email.

On November 18 a full website audit will take place to update information and the organization of the site.

The adoption of new financial procedures is still underway, and the GSA's insurance has been renewed for the year.

In December I will also adjudicate scholarship applications for two University committees.

Upgrading of the A/V system will be the highest priority in the new year.



**Graduate Students' Association**  
**Ali Kiani**  
**VP Student Affairs Report**  
**November 21st, 2017**

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**Fellow GSA Council Members,**

I am pleased to report that we had a great social event (Halloween Party) on Friday, October 27, 2017, at 6 PM. We had positive feedback from the students. The next social event will be on December 8<sup>th</sup> at 6 PM.

**Workshops**

It was a great experience for the GSA to have a workshop about immigration last month. Lots of students attended this workshop. Many international students were eager for having more information about work permit, study permit, and how their family members can come and visit them in Canada. Most of the students were interested in having another workshop about immigration and issues around immigration. Perhaps we will have another workshop in this area next semester.

We will have a panel discussion about Study Abroad Graduate Students on November 21st. We hope to have more attendance in this panel. ISAC will cooperate in this panel discussion.

I started to have a plan for 3MT and conference at the GSA common. I contacted with few judges and waiting for their responses. We got permission to organize and use the official logos of 3MT from the University of Queensland. I am working closely with the CGPS office to

have a better event this academic year. I have a plan to have a registration online and publishing books for the 3MT and conference.

### **Academic Advocacy**

Within the past month, I have met up with few students with academic and non-academic matters. Some of these students are in different cities and I had a skype and phone call with them. I am following up their concern with the administration, CGPS, parking office, and consumer service office. I will meet with Associate Deans of CGPS regarding another issue which students have in their department.

### **Regular Committee Meetings**

I have been participating in different meetings with the following committees:

- GSA exec meeting
- Meeting with university parking manager
- Meeting with CGPS Dean's office
- President breakfast
- University council meeting
- Student Forum
- Meeting with different students about their issues
- Contacting with students' clubs regarding their applications
- Student advocating
- Working on Graduate student survey





**Graduate Students' Association**  
University of Saskatchewan

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Phone: (306) 966-8471 Fax: (306) 966-8598  
Email: gsa.admn@usask.ca

November 2017

**RE: VP External Report to Council**

Dear Council Members,

Please find below my October report to council.

**1) Increasing Awareness and Visibility of the GSA**

- I am involved in the Faith Leadership Council recruitment team, as the student representative.
- I have been working with Parents on Campus to increase awareness of their activities to the graduate student population.
- I will be the graduate student representative on the College of Arts and Science Vice-Dean Faculty Relations search committee.
- I am in contact with the Saskatoon Open Door for their newcomer high-school mentorship program that they are currently pursuing.
- I hope to discuss teaching possibilities for graduate students with the Gwenna Moss Centre for Teaching and Learning.
- I participated on the Diversity Discussion Panel as part of the Student Leadership Workshop Series.
- I intend to continue playing an active role on the university committees that I have been assigned to represent the GSA members.

**2) Health and Wellness**

- On October 4, the GSA hosted the first SafeTALK workshop.
- On October 26, the GSA hosted a Laughter Therapy session.
- On November 23, we will host a Zumba session.
- On December 6, we will host a Health and Nutrition session.

**3) Annual Awards Gala**

The Delta Bessborough has been booked. Invitations to senior administration as well as government officials and deans will be sent this month. Instructions about the awards will be posted this month. Nominations will be accepted in January.

**6) Work on supporting the efforts of ThinkGrad.**

Currently working on the White-Paper.

The following is an updated list of meetings I have attended, since the October report.

<b>Date</b>	<b>Meeting</b>
October 17	Meeting with SETLQ pilot project lead
October 19	Presentation of GSA poster prize award at the 2017 Computer Science Research Fest
October 19	Meeting with Studentcare
October 20	Meeting with Brand Ambassador
October 21	Senate Meeting
October 23	Meeting with Vice-Provost, Teaching and Learning
October 23	Meeting with Wellness Resources / Peer Health Coordinator
October 25	Academic Programs Committee
October 26	Laughter Therapy Health Chat
October 26	GSA Council meeting
October 27	GSA Executive meeting
October 27	Halloween Social
October 30	Reception for United Way donors
November 2	Meeting for Faith Leader Council
November 3	Meeting with Academic and Research Technologies, ICT regarding Co-curricular Records
November 3	GSA Executive meeting
November 4	CFS-SK Regional meeting at the University of Regina
November 9	Meeting with University Registrar and Communications Coordinator, Vice-Provost Teaching and Learning
November 9	Diversity Discussion Panel
November 10	Mid-term meeting with the GSA president

**Motion for approval of social clubs:**

-Let's Talk Science

-Tox and Tap

-Nigerian Students' Association

-Nepalese Students' Association (NSA)

## **Constitution of Let's Talk Science at the University of Saskatchewan (2017-2018)**

### **I. Name**

The official name of this organization shall be Let's Talk Science at the University of Saskatchewan (U of S), herein referred to as Let's Talk Science. Communication with other universities hosting the Let's Talk Science organization demands by necessity specification of this organization as 'Let's Talk Science at the U of S.'

### **II. Purpose**

Let's Talk Science at the U of S is one of over 40 university sites across Canada acting as part of a national, charitable science, technology, engineering and mathematics (STEM) outreach education organization. The primary goal of the Let's Talk Science is to work with educators to deliver hands-on and minds-on STEM activities to elementary and high school classrooms, as well as at community events, which are designed to promote STEM literacy among Canadian youth. The increasing prevalence of STEM skills required across careers today demands that higher attention be directed at instilling interest in these disciplines, which Let's Talk Science strives to accomplish through volunteer initiative. Undergraduate and graduate the U of S students from any discipline act as enthusiastic volunteers who provide a unique and engaging learning experience for students in grades K-12 through their position as role models to the next generation of scientists.

The U of S hosts the only participating Let's Talk Science site in Saskatchewan, and therefore serves as an important program in science outreach education for all youth in the province, including urban, rural, remote and aboriginal (First Nations, Metis, Inuit) students. All activities and events are free of charge to participants, including volunteers, educators, and students.

### **III. Membership**

The Let's Talk Science shall consist of all presently enrolled graduate and undergraduate students at the University of Saskatchewan. Membership for new volunteers shall be granted upon attending a required Science with Impact® training session. Returning volunteers are not required to attend a second training session. Faculty and alumni shall be considered invited members if they so wish to participate. Membership shall be considered active if a volunteer participates in at least two activities per semester. Volunteers deemed active shall receive a certificate of appreciation. Members shall adhere to proper conduct in accordance with the organization and the university policies or they shall be liable to suspension or expulsion from the society. Suspension or expulsion shall be left to the discretion of the acting coordinator(s) after consultation with the National Office. No membership fees will be required.

#### IV. Selection of Coordinator(s)

1. Applications from prospective site coordinators shall be taken by the incumbent site coordinators and they, in coordination with the National Office, shall conduct interviews to make the final selection of the incoming site coordinators.
2. A site coordinator may resign by tendering his or her resignation letter to the National Office.
3. A site coordinator may be removed from office if he or she is inactive with no prior notice for a period of four weeks, or engages in improper conduct prejudicial to the organization or in violation of the university policies. The decision of removal shall be jointly determined by the National Office and the University of Saskatchewan College of Graduate Studies and Research, as suggested by the currently serving coordinator(s).

#### V. Coordinator Duties

1. The coordinator(s) shall serve as the primary contact between the Let's Talk Science at the U of S site and the Let's Talk Science National Office in London, Ontario. Communication with the Let's Talk Science National Office shall be on a regular basis.
2. The site stipend and additional access funding shall be managed by the coordinator(s), as directed by the National Office. Requests for site stipend and access funding shall be sent to the National Office by August for the upcoming year. Expense claims shall be sent to the National Office, via the WebInvoicing online application, with respect to the appropriate budget (see the WebInvoicing user guide in the Dropbox) or filed via the UniFi system of the UofS with regard to the appropriate budget.
3. Internet-based maintenance shall include:
  - a) The Let's Talk Science at the U of S email ([letstalkscience@usask.ca](mailto:letstalkscience@usask.ca)) shall be monitored daily. A response to incoming emails shall be sent within 48 hours of reception.
  - b) The Let's Talk Science Portal shall be updated on a continuous basis. Examples of such maintenance will involve the approval of volunteer and educator registration, activity logging, monitoring of volunteer activity, and the addition of newly created site-specific activities.
  - c) Other online site maintenance (e.g., Facebook page) shall be at the discretion of the coordinator.
4. Educator contacts shall be maintained throughout the school year. Educators who have participated with the Let's Talk Science in previous years shall receive a note of greeting before the start of the fall term, as well as a note of appreciation following the end of the public-school year. Initial contact with new educators within the province shall be attempted throughout the year.
5. Volunteer management shall be at the discretion of the coordinator(s). Recruitment, training, ongoing contact and appreciation are expected on a continuous basis.

6. A Science with Impact® training workshop shall be offered once a semester, or more often if necessary. A training workshop will follow the outline as given by the National Office and presented by the site coordinator(s). This workshop will serve to assist with hands-on science activity creation, as well as to offer an environment in which to practice the delivery of such activities and to enhance the appreciation and understanding of science outreach for incoming volunteers to the Let's Talk Science.
7. Activity Kits may be acquired by the coordinator(s) from the National Office to assist in science activity delivery. Activity Kits shall be returned immediately upon request from the National Office.
8. The current coordinator(s) shall interview candidates to fill the next coordinator position(s) for the following school year. Potential candidates shall be recommended to the National Office for approval to hire.
9. An annual site stipend report shall be written by the coordinator(s) that will review the yearly expenditures and submitted to the National Office prior to the start of the following school year.
10. At least one Let's Talk Science conference, either the regional or the national conference, shall be attended by the coordinator(s). All expenses will be reimbursed by the National Office.
11. A coordinator stipend may be requested by the coordinator via a Graduate Service Fellowship through the U of S College of Graduate Studies and Research.

**VI. Organization Policies**

1. All currently enrolled undergraduates and graduates at the U of S may join the Let's Talk Science, regardless of discipline.
2. Volunteers with Science with Impact® training may participate in any activities or events.
3. Volunteers shall submit expense claims with itemized receipts, via the WebInvoicing online application, within three weeks of the expenditure(s).
4. The coordinator(s) must review expense claims, submitted online by volunteers, within 48 hours of receiving the notification.

**Constitution for "Tox on Tap"**

**Article 1 – Name**

1.1 The official names of the association shall be "TOX ON TAP" or "ToT". No other name shall be used in the advertisement or representation of the association.

1.1.1 Throughout this Constitution, the "TOX ON TAP" shall be referred to as "association".

**Article 2 – Purpose of the Association**

2.1 To promote lively events, open to everyone, to bring the public and scientific community together in an informal setting to discuss relevant toxicology related issues.

2.2 To encourage conversation, debate, interaction, and dialogue between the speaker (i.e. scientist or specialists) and the public.

2.3 To demystify scientific research for the general public.

2.4 To empower non-scientists to more comfortably and accurately assess science and technology issues, particularly those that stem from toxicological impacts in the environment.

**Article 3 - Membership**

3.1 Membership is open to everyone who has a genuine interest in the purpose of the association.

3.2 Membership shall be free.

3.3 Only members of the GSA (current students) are eligible to hold voting privileges in the organization.

3.4 Associate non-voting members shall be allowed.

3.5 Membership with the "ToT" is valid from September 1st until August 31st of the subsequent year.

3.6 Memberships will be automatically renewed every September 1st of each year.

3.7 The Executive has the right to expel a member if such member is found to have engaged in gross misconduct which could compromise the moral integrity of the "ToT."

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3.8 If necessary, a member may request, in writing, his/her membership to be cancelled without previous notice or explanation.

**Article 4 – Executive**

4.1 The Executive Committee shall consist of:

- a) Coordinator (s)
- b) Executive

In the event that the organization is without an executive, the duties of the executive will be assumed by the coordinators.

**Article 5 – Duties of the Executive**

5.1 Coordinator

- a) oversees the other members of the Executive Committee in their duties;
- b) chairs all meetings;
- c) has co-signing authority for the association's banking account;
- d) is responsible for all financial dealings of the club; and,
- e) represents the executive council at faculty meetings.

5.2 Executive

- a) keeps complete record of all financial transactions; and,
- b) is responsible for developing and maintaining contact with businesses and other groups which the association desires to interact with so as to accomplish one or all of the objectives of the association.

**Article 6 – Finances**

6.1 The finances of the organization must be handled exclusively by the organization and kept separate from any other group.



6.2 Any surplus resulting from the yearly operation of the group should be transferred to reserve for future use and no part of the surplus shall be payable to any member.

6.3 In the event of the dissolution of the group, all surplus and assets should be transferred to a similar group with the same membership and purpose.

**Article 7 – Meetings**

7.1 At least three (3) general meetings shall be held during the academic year, including the Annual General Meeting.

7.2 Members must be informed of each meeting at least seven (7) days in advance.

7.3 All meetings – including the AGM – will take place despite the number of attending members and every decision taken during meetings will be final.

7.4 Executive decisions shall not be autocratic. If there is any opposition to a decision from the Executive Committee, the decision must be taken to a vote.

7.5 Quorum shall consist of fifty percent (50%) plus one of the voting members.

**Article 8 - Election of the Executive**

8.1 Executive members must be graduate students enrolled in the University of Saskatchewan.

8.2 Executive member positions must be advertised before August of each year.

8.3 The Executive Committee of the association must be elected by secret ballot or acclamation, during the AGM, by a majority vote (50% plus 1 vote).

**Article 9 – Amendments**

9.1 Amendments to the constitution shall be made at the Annual General Meeting.

9.2 Amendments to the constitution must pass by a two-thirds (2/3) majority vote of the members present.

**Article 10 – Impeachment**

10.1 A motion to remove a member of the association must be signed by at least five percent (5%) of the regular members of the association.

10.2 The motion shall be presented in writing at a regular meeting of the club where it shall be inscribed on the agenda of the next regular meeting of the association, whereupon the potentially impeached individual will be given the right to defend his/her actions.

10.3 A quorum of one half (1/2) of the voting members of the association is required to consider a motion to remove a member of the association.

10.4 A two-thirds (2/3) majority vote of the members present shall be required to remove a member of the association and any responsibilities or privileges associated with such.

**Article 11 – Agency**

11.1 The association is not an agent of the GSA and the association's views and actions do not represent those of the GSA.



Constitution- 2017

1. Name

1.1 The name of the organization shall be "Nigerian Students' Association, University of Saskatchewan", hereinafter referred as the Association.

1.2 The abbreviation of the Association shall be "NSA".

2. Purpose

➤ The primary goal of this association is to represent and enhance the interest and welfare of Nigerian students at the University with the purpose of:

2.1 Promoting unity of Nigerian students at the University.

2.2 Upholding our shared cultural identity that makes us Nigerians.

2.3 Sustaining and promoting the structural stability of the association.

2.4 Elevating the integrity of Nigerians within and outside the campus community.

2.5 Enhancing social networking amongst Nigerian students and other student groups.

2.6 Commemorate the achievements of Nigerians on and off campus

3. Membership

3.1 Membership is opened to all students at the University of Saskatchewan

4. Executive Committee

4.1 The Executives shall be comprised of:

~ President

~ Vice-President Academic Affairs

~ Vice-President Welfare

~ Vice-President Communications

~ Vice-President Finance

~ Graduate Student Representative

4.2 The executive committee is the representative body of the Nigerian Student Association, University of Saskatchewan.

**\* Note: Every member of the executive committee must aim to conduct all operations in accordance with the primary goals of the association as stated in Section 2.**

5. Advisory Committee

5.1 Comprised of five Individuals

- ~ Graduate Students
- ~ Alumnus or alumna of the University of Saskatchewan
- ~ Faculty or staff at the University of Saskatchewan
- ~ Members of the Saskatoon community

5.2 The Advisory committee shall at all time be comprised of a minimum of three graduate students.

5.3 The Advisory committee is a subcommittee of the Nigerian Student Association, University of Saskatchewan.

\* **Note: Every member of the Advisory committee must aim to conducts all operations in accordance with the primary goals of the association as stated in Section 2.**

## 6 Committee Responsibilities

- The Executive and Advisory committee are responsible for the advancement and progression of the Nigerian Student Association, University of Saskatchewan.

### 6.1 Executive Responsibilities

#### (a) President

The president of NSA is obliged to the duties of:

- (i) Leading the association in achieving the primary goals of the association.
- (ii) Planning with the members, executive members, and the advisory committee to coordinate the association.
- (iii) Representing NSA as the intermediary between the association and the community of Saskatoon.
- (iv) Preside over all meeting.
- (v) Oversees the duties of the executive committee.
- (vi) Co-signing financial documents or other legally binding documents with VP Finance and VP Communications.

#### (b) Vice-President Academic Affairs

The Vice-President of NSA is obliged to the duties of:

- (i) Assisting the president in coordinating and organizing the association.

- (ii) Building a relationship with various academic groups at the University.
  - (iii) Obtaining and providing academic information for the members of the association.
  - (iv) Presidential responsibilities in the absence of the president.
  - (v) Promoting academic development for members of the association.
  - (vi) Providing information in regards to academic benefits available at the University of Saskatchewan and the Saskatoon Community.
- (c) Vice-President Welfare
- The Vice-President Welfare is obliged to the duties of:
- (i) Public relations officer.
  - (ii) Organizing welfare programs for the members of the association.
  - (iii) Coordinating social activities for members of the association.
  - (iv) Understanding the welfare of Nigerian Students at the University.
  - (v) Obtaining feedbacks from students and attendees of events, workshops and other activities.
  - (vi) Promoting the achievements of the association and its members.
- (d) Vice-President Communication
- The Vice-President Communication is obliged to the duties of:
- (i) Secretary for the association.
  - (ii) Record proceedings of all meetings.
  - (iii) All record Keeping for the association.
  - (iv) Disseminating relevant information to the members of the association.
  - (v) Updating the NSA website and all other association media outlets.
  - (vi) Co-signing financial documents with the President and VP Finance.
- (e) Vice-President Finance
- The Vice-President Finance is obliged to the duties of:
- (i) Coordinating all the financial dealing of the association.
  - (ii) Organizing fund raising events.
  - (iii) Keeping complete record of all financial transactions.
  - (iv) Producing a budget for all monetary related activities of the association.
  - (v) Providing the financial statements of all transaction whenever requested by the advisory committee or the executive committee.

(vi) Co-signing financial documents or other legally binding documents with the President and VP Communications.

(f) Graduate Student Representative

The Graduate Student Representative is obliged to the duties of:

- (i) Representing Nigerian graduate student on the executive committee.
- (ii) Communicating the ideas, concerns and contributions of graduate students towards the association.
- (iii) Provide insights and participate in the day to day activities of the executive committee.
- (iv) Coordinate meetings with advisory committee and the president on ways to attain the primary goals of the association.
- (v) Providing support to members of the association
- (vi) Co-signing of financial and legal binding documents with the president and graduate student members of the advisory committee as pertaining to events connecting the GSA and the association.

6.2 Advisory Responsibilities

- (a) The advisory committee serves as a subcommittee to ensure the improvement of the association.
- (b) The advisory committee is obliged to the duty of advising the executive committee from time to time.
- (c) Call for a joint meeting with the executive committee at any time.
- (d) Need to discuss more duties with everyone

7 Elections

- (a) Elections shall be conducted in a month period. (First Monday of March and April).
- (b) Elections shall be generally coordinated by both the executive committee and the advisory committee as members of the electoral committee. With two (2) volunteering members from both committee.
- (c) Any member of the association can volunteer as a member of the electoral committee.
- (d) The electoral committee shall comprise of five (5) members as stated above.

- (e) A successive nomination then campaign periods shall be conducted in the time stated in section 7; article (a).

8 Voting

- (a) Voting shall be by secret ballot online.
- (b) Only present University of Saskatchewan student members are eligible to vote.
- (c) Majority vote wins the election

9 General Meetings

- (a) There shall be a general meeting twice in a term.
- (b) The format of general meeting shall follow Roberts's Rules of Order.

10 Constitution Amendments

- (a) Any member of the association may propose for an amendment to the constitution.
- (b) The Constitution amendment team shall comprise of the president, GSR (Graduate student representative) and 3 non executive member of the association.
- (c) The constitution shall be amended at a general meeting after due deliberation.
- (d) A 2/3 majority vote of the members present at this general meeting shall agree on the amendment.



# **Nepalese Students' Association (NSA) constitution**

## **Article I – Name**

The name of this organization shall be Nepalese Students' Association. Here in after, it is referred to as NSA.

## **Article II – Mission**

To represent Nepalese students, to promote Nepalese culture at the University of Saskatchewan (U of S) and to assist undergraduate and graduate students at the U of S.

## **Article III – Purpose**

1. To bring together all the Nepalese students at the U of S and to provide them with necessary help to make their stay comfortable.
2. To promote relations, better understanding, and co-operation among its members and other U of S students.
3. To serve as a liaison body between the Nepalese students at the University of Saskatchewan Students' Union (USSU) administration, the College of Graduate Studies and Research (CGSR), Graduate Students' Association (GSA), International Students and Study Abroad Centre (ISSAC), departments and faculties, and other students' associations/clubs.
4. To suggest students about undergraduate and graduate-program procedures, jobs, awards, accommodations and other opportunities.
5. To promote Nepalese culture and heritage at the U of S.
6. To foster friendship, goodwill and understanding between the Nepalese students and the Canadian students.
7. To keep close contacts with NSA alumni members.

## **Article IV – Membership**

1. The membership of the association shall be open to all the students of the U of S.
2. The membership requires no fees.

## **Article V – Executive Positions**

The Association shall have the following positions:

1. President, 2. Vice-President, 3. Secretary, 4. Treasurer, 5. Student Affairs Coordinator,

6. Event Coordinator, 7. Public Relations Officer.

- i. These are elected positions. The members of the association shall elect the positions annually.
- ii. These seven positions shall constitute the Executive Committee of the association.
- iii. By majority vote the Executive Committee can invite from amongst NSA, any member(s) as non-voting Executive Committee member(s) according to their need to serve the organization better.
- iv. The term and job description of the non-voting executive members shall be defined by the majority vote of the Executive Committee.
- v. Any NSA member who is currently enrolled at the U of S shall be eligible for the Executive Committee of the Association.

## **Article VI – Duties of the Executives**

The **President** shall have the following duties:

1. Chair all the meetings of the general body and the Executive Committee, except during elections.
2. Initiate and decide, with the advice and majority consent of the Executive Committee, all matters concerning the activities of the association including, but, not restricted to constituting ad-hoc committees to assist her/him in the execution of her/his functions.
3. Coordinate, supervise and lead the NSA Executive Committee.
4. Co-sign the NSA Cheques.
5. Retain the ability to delegate responsibilities to other Executive Members within reasonable limits.

The **Vice-President** shall have the following duties:

1. Act as a President in case of absence, incapacity or disability, of the President. Take up the responsibilities as delegated by the President.
2. Keep close contact with alumni members.

The **Secretary** shall have the following duties:

1. Maintain minutes of meetings and all correspondences, inform members about general meetings, send copies of executive body minutes to NSA members.
2. Maintain and keep the records of all documents, reports and properties concerning the activities of the NSA.
3. Submit an annual report of the NSA activities to USSU/ISSAC.
4. In case of any personal/confidential issue of an individual member being discussed in the Executive Committee meeting on the request of the concerned member, the decision to share such an issue with members (other than executive committee) shall fully and completely remain at the discretion of the said concerned member. In no case shall the Executive Committee share personal/confidential matter of any individual member without her/his permission to anyone else.

The **Treasurer** shall have the following duties:

1. Collect the dues of the NSA. Keep a record of the NSA's funds.
2. Submit a full financial report to the Annual General Meeting.
3. Co-sign the NSA Cheques.

The **Student Affairs Coordinator** shall have the following duties:

1. Advise students about undergraduate and graduate-program procedures, jobs, awards, accommodations and other opportunities.
2. Advise students on Immigration and other Canadian rules and regulations.

The **Event Coordinator** shall have the following duties:

1. Organize activities to promote interaction and fun activities within the NSA members.
2. Organize events celebrating various Nepalese cultural festivities.
3. Promote Nepalese culture among the students at the U of S.
4. Coordinate with the ISSAC & promote NSA's participation in the various events organized by ISSAC.

The **Public Relations Officer** shall have the following duties:

1. Undertake publicity and coverage of the association's activities.
2. Work as spokesperson of NSA.
3. Maintain good public relations with other university organizations.
4. Represent NSA at various platforms.
5. Report to the Executive Committee of NSA.

The **non-voting executive members** shall take up duties as delegated by the Executive Committee.

## **Article VII – Executive Meeting Procedures**

Executive meetings shall follow the following rules:

1. The chair provides an agenda to the Secretary for a next executive meeting. The Secretary schedules the next executive meeting.
2. The quorum for an executive meeting is as follows.
  - i. More than 50% of the executive members must be present.
  - ii. Either the President or Vice-President must be present to chair the meeting.
3. The procedure for an executive meeting is as follows.
  - i. The chair ensures that the agenda is followed in order. Members may request a return to the agenda by calling a point of order. Additional agenda items should be placed, in order, in the 'Any Other Business' section at the end of the agenda.
  - ii. The chair will only recognize motions, and all motions must be seconded.
  - iii. The chair must ensure discussion follow the motion. Amendments may be made to the motion at this time. The person making the motion may also defer it to a subsequent meeting if he or she determines that further work is needed before bringing the motion to a vote.
  - iv. The chair will bring a motion (or amended motion) that is not deferred to a vote.
  - v. Executive Members may vote for or against the motion by a show of hands, or may abstain from the vote.
  - vi. A simple majority (more than 50% of the executive members) will pass or defeat the motion. If there is a tie in the vote, then the chair has the deciding vote that breaks the tie.
4. The secretary publishes the minutes of the executive meeting to all NSA members. In the case of personal/confidential issue of an individual member being discussed at the Executive Committee meeting the Secretary shall strictly follow by-law of the NSA constitution.

## **Article VIII – Elections**

The Elections of the Association shall be held according to the following By-Laws. The Executive Committee shall be elected by members in the election process described as follows:

1. Distribute description of all positions by e-mail to interested members on NSA mailing list.
2. The President will determine the order in which positions are elected.
3. Nominations will be called at the meeting.

4. Nominations will be seconded.
5. Nominations will be accepted or declined by the nominee.
6. Nominee(s) will speak about their qualifications.
7. Voting must be done by a secret ballot.
  
8. The elections will be conducted by an Election Committee comprising of one Chief Returning Officer (CRO) and one Deputy Returning Officer (DRO), who are members of NSA. The Elections Committee will be appointed by the Executive Committee.
  
9. The election of the Executive Committee shall be held at least three weeks prior to the end of each academic year. The exact date shall be decided by the Executive Committee.
  
10. Only NSA members shall be entitled to vote. However, the outstation NSA member can send her/his vote to the CRO/DRO from her/his email ID registered with NSA.
  
11. In case of any discrepancies in any matter, NSA will follow USSU/ISSAC Election By-Laws.
  
12. The non-voting positions will be appointed by the President in consultation and with the majority approval of the Executive Committee.
  
13. Any member can only hold a post for not more than one consecutive term. The member may be elected to another post for as long as s/he remains a member of the NSA.

#### **Article IX – Removal**

1. Rules for Removal of Executives:
  - i. A motion to remove an executive member can be made if the members feel the executive is not conducting her/his delegated duty and/or if the executive is not following the spirit of the constitution.
  - ii. A vote of no-confidence against any executive may be called by a written request by five members.
  - iii. Any member of the Executive Committee could be removed if more than 50% of the NSA members vote in favor of the motion for removal.
  
2. In the event an executive member withdrawing from her/his position or becoming absent for a period, a replacement shall be appointed by the President in consultation and with the majority approval of the Executive Committee for the required period.

#### **Article X– Amendments to the Constitution**

Amendments to the Constitution can be made by the Executive Committee, after it has been presented and approved by the NSA members. For the change to be applicable, more than 50% of the general members need to ratify the change in the Constitution.

## U-Pass Fee

The GSA's contract with Saskatoon Transit for the graduate student U-Pass states that the Association is entitled to submit the transit fee with an additional \$3 per U-Pass (termed as "commission"), which the GSA would then collect to cover costs associated with the administration of the service. Presently, grad student U-Pass stickers are distributed from the USSU in Place Riel at a cost of \$2 per student. The university also retains 1% of the money collected from students as an administration fee, which should also be added to the overall U-Pass rate.

However, the fees submitted in the past have **not** included these additional fees to cover costs. Therefore, the GSA has been subsidizing the U-Pass program through its collection of regular grad student fees. This is not sustainable and puts the financial health of the organization at risk.

Fortunately, the opportunity to change the fee prior to the commencement of the Winter 2018 term is available until Friday, November 24. This would allow the GSA to begin collecting these additional fees to cover costs. As such, subject to Board approval, the fee will be increased by \$4.11 to account for these costs.

The new U-Pass fee would be composed of the following:

**Saskatoon Transit Grad Student U-Pass Rate = \$108.44**

**GSA Commission = \$3.00**

**University of Saskatchewan Admin Fee (1% of total) = \$1.11**

**New Winter U-Pass Rate = \$112.55**



## **VP External – Gala Committee**

### **Motion:**

*Council approves to change the name of ‘Gala Committee’ to ‘Awards Selection Committee’ and modify its composition.*

### **Rationale:**

Whereas the Gala Committee is responsible to select the GSA award winners not organize the event itself;

Whereas the responsibility of organizing the event falls under the VP External portfolio;

Whereas the current name of the committee does not fully reflect the committees’ mandate;

Whereas the current composition of the committee does not reflect the best practice of selecting the award winners;

Be it resolved to change the name of “Gala Committee” to “Award Selection Committee”;

Be it further resolved that the composition of the ‘Award Selection Committee’ includes the VP External and at least (3) Councillors or Alternate Councillors.

## **VP External – Diversity Committee**

### **Motion:**

*Whereas Council approves the addition of the Diversity Committee as an ad-hoc committee for the 2017 / 2018 academic year.*

### **Diversity Committee**

The Diversity Committee will be an ad-hoc Council committee and will include graduate students with disabilities, graduate students that are from the LGBTQ+ community, and/or any minority group. The committee composition:

- VP External.
- at least one Council member.
- at least (2) members at large (or from council if applicable) who belong to the aforementioned groups.

This committee will act as a body to

1. make recommendations to ensure that the GSA is inclusive to all its members,
2. liaison with Council to ensure that the GSA services/initiatives are inclusive,
3. organize diversity events in consultation with the GSA executives,
4. bring forth to the executive team the questions and concerns that should be addressed to provide a better graduate student experience for all graduate students on campus.

**Graduate Students' Association – U of S  
Council  
PROCEDURES FOR MAJOR MEETINGS**

**FOR APPROVAL**

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**Background:** As part of the governance review, procedures for major meetings of the GSA should be written down.

**Motion:** *Resolved*, that Council adopt the attached Procedures for Major Meetings as a Policy of Council.

**Rationale:** These procedures are a reflection of current practice, and are meant to facilitate long-term stability of Council and Board operations. Note that applicability to the Board is subject to Board approval.

# Graduate Students' Association – U of S

## PROCEDURES FOR MAJOR MEETINGS

### Board of Directors & Council

Three to four weeks in advance of meeting:

- Secretary emails members (see appendix) and executive to request items to add to the agenda. Deadline for items and supporting information is to be 4pm, nine (9) in advance of the meeting date.
- Secretary advises the Office Manager if a special room booking is required.

Nine days in advance of meeting:

- Agenda items are due to the secretary, Cc'd to the Chair, in Microsoft Word format (a template can be made available). Items for information or decision shall be clearly described with appropriate background, and motions shall be written along with a rationale.
- Chair begins to construct the list of items to appear on the agenda (first pages of the agenda packages).

Seven to eight days in advance of meeting:

- Chair sends secretary the agenda (a template is available).
- Secretary compiles the supporting information into one document and updates the agenda to include page numbers, etc.
- Secretary creates an “open” version of the agenda package which is to include only non-confidential agenda items and supporting information. This PDF is to be sent to the VP Operations & Finance to post to the Association website.

Five business days in advance of meeting:

- Secretary emails the completed agenda package, in PDF format, to all members, and reminds members of the meeting details.
- Secretary advises the Office Manager if catering is required.

At meeting:

- Secretary is responsible for recording and including attendance in the official minutes.
- Secretary records the minutes of the meeting.

Within five business days following the meeting:

- Secretary sends a PDF copy of the minutes to the Chair for approval. Upon approval, the Secretary sends an “open” version of the minutes (with confidential sections removed) to the VP Operations & Finance for posting the Association website.
- Secretary retains a Word file copy of the minutes for approval at the next meeting.

At the following meeting:

- If the (previous) minutes are approved at the next meeting, the Secretary shall sign a hard copy for the official record, seek the Chair's signature, and submit them to the Office Manager for filing. A copy should be supplied to the VP Operations & Finance for posting on the Association Website.

## General Meetings

Six weeks in advance of meeting:

- Secretary arranges, normally through PAWS notices, an e-mail to all GSA members to announce the meeting date, time, and place, and also to request items for the agenda. Deadline for items and supporting information is to be 4pm, two weeks in advance of the meeting date.
- Secretary advises the Office Manager to book the GSA Commons, or if a special room booking is required.
- Secretary advises to the VP Operations & Finance to post the meeting information on the Association's social media outlets and create a Facebook Event to receive RSVPs (for catering).

Ten business days in advance of meeting:

- Agenda items are due to the secretary, Cc'd to the Chair, in Microsoft Word format. Items for information or decision shall be clearly described with appropriate background, and motions shall be written along with a rationale.
- Chair begins to construct the list of items to appear on the agenda (first pages of the agenda packages).

Approximately twelve days in advance of meeting:

- Chair sends secretary the agenda.
- Secretary compiles the supporting information into one document and updates the agenda to include page numbers, etc.
- Secretary creates PDF of the agenda package with supporting materials. This PDF is to be sent to the VP Operations and Finance to post to the Association website.
- VP Operations & Finance provides the Secretary with a link to the agenda package.

Five business days in advance of meeting:

- Secretary emails the completed agenda package, in PDF format, to all members via PAWS (may be included as a link to the website) and reminds members of the meeting details.
- Secretary posts a link to the agenda package on the Association's social media in cooperation with the VP Operations & Finance.
- Secretary advises the Office Manager if catering is required.

At meeting:

- Secretary is responsible for recording and including attendance in the official minutes.
- Secretary records the minutes of the meeting.

Within five business days following the meeting:

- Secretary sends a PDF copy of the minutes to the Chair for approval. Upon approval, the Secretary sends the minutes to the VP Operations & Finance for posting the Association website.
- Secretary retains a Word file copy of the minutes for approval at the next meeting.

At the following meeting (AGMs and SGMs are treated separately):

- If the (previous) minutes are approved at the next meeting, the Secretary shall sign a hard copy for the official record, seek the Chair's signature, and submit them to the Office Manager for filing. A copy should be supplied to the VP Operations & Finance for posting on the Association Website.

### **Standing Committees of Council or the Board of Directors**

At the discretion of the individual committee, although it is recommended that the Board/Council timelines for agendas and distribution of materials be followed.

**GRADUATE STUDENTS' ASSOCIATION**  
**Council**  
**Committee Changes and Appointments for 2017-18 Academic Year**

**FOR APPROVAL**

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**Motion: *Resolved***, that the GSA Council disband the former Health and Dental Committee and approve the new Terms of Reference as presented (following pages).

**Rationale:** This is to align the Health & Dental functions with the new Council + Board structure. Formal approval of the Terms of Reference must take place at both the Council and Board.

**Motion: *Resolved***, that the GSA Council appoint the following individuals to committees as indicated, with terms ending on 31 August 2018.

**Background:** Each year, Council must approve the list of members to Council committees. Nominations were sought, by the Chair, from Council, the executive, and from the general membership. Taking into account preferences of those who have responded, the following list of nominees is recommended for approval. At the Council meeting, further nominations will be accepted from the floor. This preliminary process was undertaken to facilitate an efficient nominations process without the need for an election. If, however, more candidates are nominated than there are seats available, an election will take place. Please consult GSA by-laws 1.11 and 4.3 for further details.

At-large members of committees (those who are not Councillors) will continue to be sought by the appropriate executive officer(s).

Note that *ex officio* members are not shown here, as they do not require approval.

**Committees and Membership**

**Finance and Budget\*\***

Troy Shapley (councillor)

**Health and Dental\*\***

Troy Shapley (councillor)  
Marissa Evans (councillor)

**Bursary Selection\***

Troy Shapley (councillor)  
Doug Fansher (councillor)  
Carmen Marquez Mellidez (councillor)

**Elections and Referenda**

Palash Sanyal (councillor)  
Marissa Evans (councillor)  
Mona Hamada (councillor)

**Gala**

Mona Hamada (councillor)  
Carmen Marquez Mellidez (councillor)

**Sustainability Committee**

*Nominations to be accepted from the floor.*

\*approved at a prior meeting of Council

\*\*subject to Council (H&D only) and Board approving the committee(s)

Robert Henderson, Chair of Council

**Terms of Reference**  
**Graduate Students Association**  
**University of Saskatchewan**  
**Health and Dental Committee**

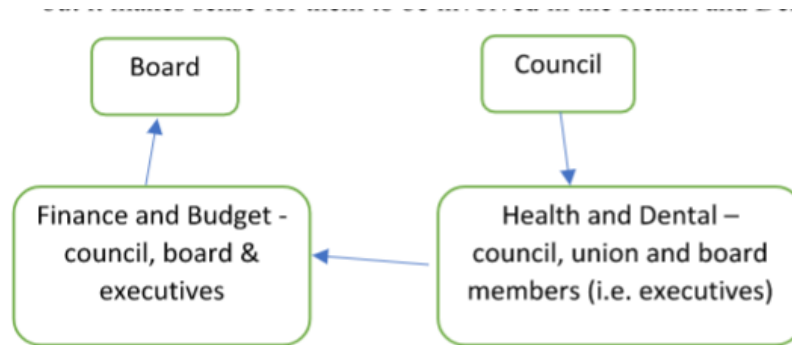
**Purpose:**

The Health and Dental Committee (herein referred to as H&D committee) exists to serve the insurance needs of graduate students by ensuring that there is appropriate coverage, as determined by the committee, while containing costs to students at an appropriate level. The Board of Directors (BOD) ultimately ensures that the fee charged to students covers both the insurance premiums as well as an administrative component that covers reasonable expenses and risk associated with administering the plan. This will require both Council input and BOD financial oversight.

**Structure:**

- The health and dental committee shall be comprised of BOD members, Council members, and Executive members. Both the Council and the BOD will assist in the formation of this committee;
- The Committee membership shall be:
  - The VP Operations & Finance, who shall act as chair
  - The VP Student Affairs
  - Two councillors, appointed by council,
  - Two non-executive BOD members, appointed by the BOD.
- The Committee shall normally meet 3 times per year; additional meetings may be scheduled as necessary during financial review or budgeting periods.
- Committee members will be expected to attend all meetings.
- The H&D committee shall report directly to the BOD Finance and Budget committee to ensure that all requested coverage is aligned with the fees charged and financial health of the GSA. The H&D committee and Council should be mindful that the final financial approval resides with the BOD and that all efforts will be made to take into consideration the graduate students' needs (as brought forward by Council). In turn, the BOD should normally accept the advice of Council and the Committee on the willingness of the GSA membership to contribute the fees required to administer the requested insurance benefits.
- A flow chart depicting the route of information and decision-making for H&D benefit monitoring and changes:





The committee shall consider yearly reports of H&D plan activity, monitor its effectiveness, and recommend any yearly benefit changes in consultation with Council and/or the membership as deemed necessary.

### **Relationship Management:**

- Through the VP Operations & Finance, the Finance & Budget Committee is expected to communicate with the H&D Committee financial concerns or insights relevant to the H&D plan. As well, through VP Operations & Finance, the H&D Committee shall communicate with Council and/or the membership as required to consult on benefits and any recommended changes. This is done to increase efficiency and ensure that all parties are working in their areas of mandate and expertise.

### **Minutes and Reporting:**

- All minutes shall be kept in accordance with the policies outlined in the ‘Procedures for Meetings’ document, except that open session minutes will be available to the general membership at the GSA office in hardcopy, by request;
- The Committee shall report its findings and recommendations to the Board for final approval;

### **Confidentiality**

All deliberations by the committee, all relevant materials and financial information shall be kept confidential, except those released in open sessions.

### **Amendments to these Terms of Reference**

- Amendments are required to be approved by both the Board of Directors and Council with a simple majority.

*Adopted by both Council and the Board of Directors: xx, 2017*