



**UNIVERSITY OF SASKATCHEWAN
GRADUATE STUDENTS' ASSOCIATION
2018 ANNUAL GENERAL MEETING**

Tuesday, April 24, 2018: 5:00 PM – 7:00 PM
GSA Commons

AGENDA

		Pages	Action
4:45 PM	Food and Refreshments		
5:00 PM	1. Call to Order		
	2. Approval of the agenda	1	Decision
	3. Remarks from the Chair and Elections Report	Oral	Information
	4. Approval of the Minutes from the 2017 AGM	3-4	Decision
	5. Report of the Vice-President Operations and Finance	31-58	Information
	6. Approval of GSA Financial Statements for the year ended April 30, 2013	94-103	Decision
	7. Approval of GSA Auditor 2018-2019 Financial Year	2	Decision
	8. Report of the Vice-President Student Affairs	59-82	Information
	9. Report of the Vice-President External	83-88	Information
	10. Report of the Indigenous Liaison	89-93	Decision
	11. Amendments to the GSA Constitution and Bylaws	104-139	Decision
	12. Amendments to the GSA Policy Manual	140-164	Information
	13. Report of the President	5-30	Decision
	14. Motion: Honorary Lifetime Membership	2	
	15. Other business / announcements	Oral	
	16. Adjournment		

Motion: Approval of GSA Auditor 2018-2019 Financial Year

WHEREAS Section 9.1.2.iii of the GSA Constitution and Section 149(1) of the Saskatchewan Non-Profits Corporation Act govern the appointment of an auditor. BE IT RESOLVED THAT Buckberger Baerg and Partners LLP be appointed as auditors for 2018-2019 Financial Year. [D. Bennett/ Z. Ghaith]

Motion: Approval of GSA Financial Statements

WHEREAS Section 9.1.2.i of the GSA Constitution govern the presentation of Financial Statements to the Membership. BE IT RESOLVED THAT the reviewed financial statements [pp. 94-103 of this package] of the University of Saskatchewan Graduate Students' Association Inc. be accepted for the year ended April 30, 2013, as presented. [D. Bennett/ Z. Ghaith]

Link to Consolidated Financial Statements: <https://app.box.com/s/84tydh7h5vqj6l6qpgajt9tjtkpfc7i>
[Included in pp. 94-103 of this package]

Motion: Honorary Lifetime Membership

WHEREAS Section 5, Subsection 5.3.3 of the GSA Constitution permits the naming of an Honorary Lifetime Member which is purely symbolic. Such a position shall be awarded by a majority vote at a General Meeting. BE IT RESOLVED THAT Ziad Ghaith be made an honorary lifetime member in recognition of his diligence, dedication, and years of service to the GSA that served to enhance the image, reputation, and standing of the Association. [D. Bennett/I. Pratt]

Notice of Meeting
Tuesday, 25 April, 2017 5pm – 7pm
GSA Commons

Regrets: Ifeoma Adaji, Sylvana Tu, Banjo Olaleye, Naheda Sahtout

1. Call to Order
 - a. 5:07pm
2. Approval of Agenda
 - a. Motion: Ziad Ghaith
 - b. Seconded: Vita Andersone
 - c. Carried
3. Remarks from the Chair and Elections Report
 - a. Introduction of members
4. Approval of the Minutes from the 2016 AGM
 - a. Motion: Derek
 - b. Seconded: Jaylene
 - i. 1 Abstention
 - ii. Carried
 - c. Discussion: David Bennett wanted to know whether Hardi Shahadi re-submitted his report as VP Student Affairs
 - i. Ziad Ghaith said Hardi did not re-submit
 - ii. No other discussion on the topic
5. Presentation: University Library Master Plan by Rachel and Charlene, Associate deans
 - a. Talked about space re-allocation in each of the 7 libraries.
 - b. Suggestions to Plan: add more computers and add a childcare centre to Murray library because it's a main hub
6. Audit Update and Reappointment of Auditors
 - a. Audit is expected to finish this summer
 - i. No questions
 - b. Motion: Kusum
 - c. Seconded: Jaylene
 - i. No discussion
 - ii. Derek Sutherland opposed, 1 abstention
 - iii. Carried
7. Appointment of External Director
 - a. In the interim, Council can appoint someone to take over this role until the next AGM in the fall

- b. Motion: (Ziad) to dedicate the authority to the Council to appoint an External Director of the Board until the next AGM
 - c. Seconded:
 - i. Opposed: Derek Sutherland
 - ii. Abstentions: 3
 - d. Carried
8. Annual Reports from the GSA Executive
- a. The GSA Board and Executive should keep the Student-Supervisor Agreement and graduate student seats on the University Senate and board as priorities
 - b. External initiatives: Day of Action, 2 media press releases regarding the travel plan and provincial budget cuts
 - c. Internal developments: combined 4 executive positions into 2, created a board of directors
 - d. GSA members have been well informed about the importance of seats on the University Senate and Board. Refer to previous council minutes.
 - e. The challenge with adopting a student-supervisor contract is identifying and clarifying any legal issues that may arise.
 - f. There was a suggestion that the GSA continue to promote the positive space initiative
 - g. Bargaining for TA/RA union is ongoing and it has been going on for a long time – is there a deadline?
 - i. Because it's a first collective agreement, it will take longer since there is a lot to establish, not just wages. There are only 2 main issues left, wages and the hiring process. Hopeful resolution at the end of the calendar year.
9. Q & A Period with the Executive
- a. UPASS Renegotiation / Summer pass
 - i. Why is the agreement about opting out and not opting in?
 - ii. Maybe there can be more emphasis on active transportation in case negotiations with Transit don't turn out as planned
 - b. Activity in CFS
 - i. What is the GSA using CFS funds for?
 - 1. They sponsored the Gala, for one.
 - ii. Discussion on whether GSA should continue to be a member of CFS.
10. Other Business / Announcements
- a. PLEASE ENGAGE IN GSA STUFF!
11. Adjournment
- a. 7:02pm



GSA ANNUAL REPORT 2017/18

Graduate Students' Association

Ziad Ghaith

President, Graduate Students' Association



TABLE OF CONTENTS

President's message _____	3
GSA executives committee 2017/18 _____	5
GSA staff and coordinators _____	6
GSA membership _____	7
GSA Finances _____	8
GSA membership and services fees _____	9
GSA Expenses Breakdown _____	10
GSA main achievements _____	11
STUDENT SUPERVISOR AGREEMENT _____	11
Recreation and Athletic Advisory Council _____	12
GSA-UGPW agreement _____	13
Graduate Students experience Survey _____	14
Graduate Students representation on the university board of govErnors _____	15
GSA Representation _____	18
GSA Council _____	20
GSA Communication _____	21
GSA Services _____	22
GSA Major Events _____	23
Fall and Winter orientation _____	23
Three Minutes Thesis ® Competition _____	24
Tax clinic _____	24
GSA Annual Award Gala _____	25

PRESIDENT'S MESSAGE

It is my great pleasure to provide to the Graduate Students' Association general members, GSA Council members, and all GSA stakeholders, the GSA annual report for the 2017/18 academic year. The GSA had a great year in terms of advocating for improving the graduate students' experience in the University of Saskatchewan. We have successfully positioned the GSA as a strong advocacy organization for graduate students throughout our cooperation with University administration and within the University governing bodies. The GSA undertook many significant projects and initiatives this year including; ensuring graduate student representation, increasing the visibility of the Student Supervisor Agreement on campus, and engaging graduate students with their organization. The efforts we have made in advocating for our strategic changes were well-received by all stakeholders and were successfully recognized.

Our efforts to increase the awareness for the need of representation on the University Board of Governors successfully recognized by University Council. University Council overwhelmingly supported in principle a request from the GSA that on the next occasion when amendment is being considered for the University of Saskatchewan Act, to consider an amendment that would allow for the appointment or election of a graduate student member to the University Board. Furthermore, University Council also supported an interim resolution that the GSA have an appointed or elected representative with status as a non-voting observer or resource person on terms formulated in agreement with the Board of Governors. This is the very first time in recent GSA memory that such a statement has been made in such a clear and positive manner by University Council. There is clearly general agreement to the importance of having a graduate student voice at the highest level of Governance at the University as a research-intensive university.

The GSA governing bodies played a major role to this year success. In particular, I would like to thank the GSA Council and Council Chair who were pertinent to engaging graduate students in their colleges and departments with the GSA. I would also like to thank the Executive team, David Bennett, Naheda Sahtout, Ali Kiani, and Iloradanon Efimoff, for their commitment and outstanding work. And finally, I would like to express my gratitude to the GSA staff members who provided great support in the GSA Commons on a daily basis. I feel honored that I had the opportunity to work with this great team to serve our members and to representing them in the University.




Finally, I would like to sincerely thank all graduate students in the University of Saskatchewan who put their trust in me and elected me as the GSA President for two successive years. Throughout my two terms, under the guidance and support of the GSA governing bodies, I learned a lot; I am forever grateful for these life lessons!



Ziad Ghaith

President, Graduate Students' Association

April 2018

GSA EXECUTIVES COMMITTEE 2017/18

<p>ZIAD GHAITH GSA President</p>	<p>DAVID BENNETT VP Finance & Operations</p>	<p>NAHEDA SAHTOUT VP External</p>
 A portrait of Ziad Ghaith, a man with a beard and mustache, wearing a blue and white striped button-down shirt and a green shoulder bag. He is standing outdoors with trees in the background.	 A portrait of David Bennett, a man wearing a blue and white checkered shirt and blue shorts. He is standing in a field of tall corn plants under a blue sky.	 A circular portrait of Naheda Sahtout, a woman wearing a blue and white striped hijab. She is smiling slightly.

<p>ALI KIANI VP Student Affairs</p>	<p>ILORADANON EFIMOFF Indigenous Liaison</p>
 A portrait of Ali Kiani, a man with dark hair and glasses, wearing a dark brown jacket over a light blue shirt. He is standing in front of a brick building.	 A portrait of Iloradanon Efimoff, a woman with red hair, wearing a purple top with a blue and yellow scarf. She is smiling and standing in front of a blue and white checkered background.

GSA STAFF AND COORDINATORS

CANDACE SUESSMILCH

GSA Office Manager



GSA Commons and Events Coordinators

- **BASSEY BASSEY** - Commons Coordinator
- **DANA RAMSAY** - Commons Coordinator
- **MEGAN SOLBERG** - Commons Coordinator
- **YINA LIU** - Commons Coordinator
- **EDGAR MARTINEZ SOBERANES** - Events Coordinator

GSA Staff members support GSA day to day activities in the GSA Commons where graduate students meet, relax and partake in academic, social and informational events.

GSA MEMBERSHIP

All graduate students registered in the College of Graduate and Postdoctoral Studies are regular members. Post-doctoral fellows at the University of Saskatchewan are eligible to become Regular Members upon paying GSA membership fees.

The total number of graduate student members in the 2017/18 academic year was approximately 4000 members. 120 post-doctoral fellows opted-in and utilized GSA services (GSA Health and Dental Plan and UPASS).

GSA has two classes of membership: Regular Members and Honorary Lifetime Members. An individual is a Regular Member if they are a graduate student registered in the College of Graduate and Postdoctoral Studies, Post-doctoral fellows at the University are eligible to become Regular Members, or Graduate student members of the Saskatoon Theological Union are eligible to become Regular Members if they register with the College of Graduate and Postdoctoral Studies. The position of Honorary Lifetime Member is purely symbolic with no Regular Membership rights or privileges

“GSA mission:

To ensure graduate students have access to quality services that support academic success, advocate for the unique needs and concerns of graduate students on and off campus, and build a cohesive graduate student community.”

GSA FINANCES

GSA operating budget streams mainly from three key areas: membership fees, revenue from Commons booking, and funds raised for specific purposes and events. The GSA operating budget for 2017/18 Fiscal Year was CAD 262,900.

The GSA has had outstanding fundraising efforts to support the graduate student experience and to successfully run various GSA initiatives and activities. This year the raised about CAD \$80,000. These funds were used to provide bursaries, organize the Three Minute Thesis (3MT), the Annual GSA Awards Gala, pay for certain costs related to audits and reviews, and to improve the audio/visual system in the GSA Commons.

<i>MEMBERSHIP FEES</i>	<i>FUNDRAISING</i>	<i>H&D/UPASS</i>
<i>203 K</i>	<i>80 K</i>	<i>1.5 M</i>

The GSA Operating Budget for the 2018-2019 Fiscal Year is expected to remain at similar levels as there are no increases in membership fees and the expected numbers of graduate students enrolling is expected to only increase moderately. The GSA Operating Budget is crafted under the direction of the VP Finance and Operations with three guiding principles in mind: (i) Supporting Graduate Students, (ii) Sustainable Spending, (iii) Fiscal Responsibility and restraint.

In the 2017/18 academic year, about 2700 GSA members activated their UPASS, while about 2060 members opted in to the GSA Health and Dental Plan.

As a result of the GSA's efficient use of resources, maximizing its available funds, and restraint revolving expenditures the GSA membership fee will not be increased in the coming year.

GSA MEMBERSHIP AND SERVICES FEES

2017/18 GSA regular members fee structure:

DESCRIPTION	FALL TERM	WINTER TERM
GSA Full-time Membership Fee	35.32	35.32
GSA Part-time Membership Fee	17.66	17.66
CFS Full-time member CFS Fee	6.00	6.00
CFS Part-time member CFS Fee	3.00	3.00
GSA Saskatoon Transit Fee	108.44	108.44
GSA Health Plan Fee	222.51	NA
GSA Dental Plan Fee	236.52	NA

2018/19 GSA regular members fee structure:

DESCRIPTION	FALL TERM	WINTER TERM
GSA Full-time Membership Fee	35.32	35.32
GSA Part-time Membership Fee	17.66	17.66
CFS Full-time member CFS Fee	6.15	6.15
CFS Part-time member CFS Fee	3.08	3.08
GSA Saskatoon Transit Fee	111.01	111.01
GSA Health Plan Fee	222.51	NA
GSA Dental Plan Fee	236.52	NA

GSA EXPENSES BREAKDOWN

The GSA revenue are used to support major services and activities. Apart from the UPASS and the Health and Dental fees, which are collected by the University on our behalf and remitted by the GSA to the service provider, GSA expenses stem from the operating budget and can be categorized as follows:

- Staff salaries and Executive Honorarium representing about 40 % of the GSA operating budget.
- GSA financial and legal expenses representing about 22 % of the GSA operating budget.
- Student services, bursaries, and events representing about 38 % percent of the operating budget.

The GSA is committed to full financial transparency, and thus a detailed budget and expenses can be accessed by all GSA members on the GSA website via:

<https://gsa.usask.ca/documents/GSA-Budget-1718YTD.pdf>

We raised about 80K this year. The money was used for need-based bursaries (30K), GSA Award Gala (~35K), improving the visual system in the GSA Commons (5K) and for 3MT, orientation, and other socials (~10K)

GSA MAIN ACHIEVEMENTS

Over the year, the GSA has validated some milestone achievements that will have long term positive impact reflected directly on graduate student's academic and non-academic experience in the University of Saskatchewan.

STUDENT SUPERVISOR AGREEMENT

Building on last year work, the GSA, with the support of CGPS, has successfully received support from CGPS Faculty Council to adopt the new Student Supervisor agreement, which has been drafted in collaboration between the GSA and CGPS.

Information about this agreement was shared with new students by CGPS and during the GSA orientation and on many other occasions. The document has also been shared with CGPS faculty members by email for information.

The screenshot shows a web page titled "Student-Supervisor Relationship" on the CGPS website. The page has a navigation bar with links for "Academics", "Money", "Jobs", "Health", "Study and Tech Help", and "Essentials". A "P&WS" logo is in the top right corner. Below the navigation bar, there is a "Student-Supervisor Relationship" heading. Underneath, there is a "Contents" section with a link for "What to discuss". The main content area is titled "What to discuss" and contains the following text:

In order to help put this relationship on a firm footing, the following is a list of issues that should be resolved early in the development of a relationship between a student and a supervisor.

These questions will not be relevant to all disciplines and do not need to be asked verbatim, but exist to prompt consideration, discussion and agreement on important topics that otherwise may not come up. Departments may have policies or practices in place to address some of these issues, so it is highly recommended that students become familiar with their department's policy before raising these issues with their supervisors.

It's expected that the agreement about expectations can help to ensure that these issues do not develop into an unanticipated hindrance at a later point.

At the bottom of the page, there is a green button labeled "Student-Supervisor agreement template".

Student Supervisor Agreement/Guideline as it appears on the CGPS website

RECREATION AND ATHLETIC ADVISORY COUNCIL

In September 2017, The GSA signed a memorandum of agreement with the University of Saskatchewan that allows the GSA to have representation on the Recreation and Athletic Advisory Council (RAAC). This is the very first time where graduate students can be represented on this Council. Graduate students' representation on this Council will allow the GSA to voice their thoughts and be part of the decision making on recreation and athletic fee setting in the University of Saskatchewan.

Since this Council was established, the graduate students had never been part of it, and thus such new inclusion of graduate students on RAAC is one of the GSA major achievements this year.

UNIVERSITY OF SASKATCHEWAN

RECREATION AND ATHLETIC ADVISORY COUNCIL

MEMORANDUM OF AGREEMENT

1. THE RECREATION AND ATHLETIC ADVISORY COUNCIL:

There shall be a Council jointly established by the University of Saskatchewan (hereinafter called the University), the University of Saskatchewan Students Union (hereinafter called the U.S.S.U.) and the University of Saskatchewan Graduate Students' Association of the University of Saskatchewan (hereinafter called the G.S.A). The name of the Council shall be the Recreation and Athletic Advisory Council (hereinafter called the R.A.A.C.).

Part of RAAC Memorandum of Agreement between the GSA, USSU, and the University of Saskatchewan.

GSA-UGPW AGREEMENT

The relationship between the GSA and the Union of Graduate and Postdoctoral Workers (UGPW) has been discussed extensively over this year. Both GSA and UGPW have the same mutual goals; to improve the graduate students experience in the University of Saskatchewan. For his reason, we agreed to sign an MOA that will allow both organizations to continue their cooperation in a positive way. The GSA and UGPW have negotiated the MOA and we have finalized the agreement, which should be signed later this April upon GSA Council and Board final approval.

MEMORANDUM OF AGREEMENT

RE: Cooperation between The University of Saskatchewan Graduate Students' Association Inc. and The Union for Graduate and Postdoctoral Workers

This MEMORANDUM OF AGREEMENT (hereinafter referred to as "MoA") is made and entered into by and between the University of Saskatchewan Graduate Students' Association Inc. (hereafter referred to as "GSA"), and the Union for Graduate and Postdoctoral Workers – Public Service Alliance of Canada – Local 40004 (hereafter referred to as "UGPW") (collectively referred to as the "Organizations") effective the _____ day of _____, 2018.

Part of the Memorandum of Agreement between the GSA and UGPW.

“The goal of this memorandum is to ensure that both organizations work collectively to improve the academic experience, learning conditions, and working conditions of Graduate Students and Graduate Student Workers at the University, and to enhance and improve the working relationship between the executive bodies of the two Organizations to maintain and nurture a positive relationship.”

GRADUATE STUDENTS EXPERIENCE SURVEY

The GSA has planned to release an experience survey for 2 years. The goal of this survey is to collect information about our members academic and non-academic experiences. Such information is important to improving GSA services, and further to advocate for what really matters to our members.

Under the leadership of the GSA Indigenous Liaison Iloradanon Efimoff, and the support of previous and current Executives and many volunteers, the Survey was launched in April 2018. The survey results shall be ready to be used next year by the incoming GSA Executives.

GSA Experience Survey

Graduate Student Experience Survey Consent Form

CONSENT:

You are requested to participate in an online survey on graduate students' experience at the University of Saskatchewan. This is a research project being conducted by the Graduate Students' Association (GSA). It should take 15-30 minutes to complete this survey.

Participants will have the opportunity to enter your email into a draw to win:

- One of five \$25.00 gift certificates to Superstore
- One of 10 \$10.00 gift certificates to Tim Hortons

Your participation in this survey is voluntary. You may refuse to take part in the research or exit the survey at any point. You are free to decline to answer any particular question you do not wish to answer for any reason. You will not receive any direct benefits from this survey. However, your responses will help us to understand and improve the overall experience of graduate students at the University of Saskatchewan.

Part of the GSA Experience Survey.

GRADUATE STUDENTS REPRESENTATION ON THE UNIVERSITY BOARD OF GOVERNORS

Graduate students' representation on the University Board of Governors was the major initiative that the GSA took forward this year. The GSA continued what was started last year.

Building on what has been achieved last year, the GSA managed to build a strong network of support on and off campus. The GSA shared a robust message with all stakeholders based on the following:

General notes

The GSA is fully committed to working with the Board for the benefit of the University. As one of the U15 research-intensive universities, it is important that individuals involved in research activities, at this university, be represented on the Board. However, we also recognize that the University Board is not as large as other U15 boards, which is why we have recommended that only one graduate student member be permitted to attend Board sessions, as a non-voting, resource member. We hope that this action will benefit the health of the Board, without causing disruption or diluting the influence of existing Board members.

It is the GSA's hope that in the future an acceptable solution will be found which will allow for a graduate student to be a full Board member. In the interim, the GSA hopes to lend its unique perspectives, as researchers and future academic leaders, to the Board for the benefit of the University.

The Value of the Graduate Student Perspective

We recognize that the Board is not necessarily an assembly of individuals who represent a particular group. Instead, the Board represents the entire campus and community, whereby each member brings with them unique experiences and perspectives. Currently, the unique and vital perspectives of graduate students is lacking from the Board. The Board deals with key decisions that impact teaching, research, finance, and reputation; all of which will benefit from the perspectives and experiences of graduate students.

Under-Representation of Graduate Student Perspectives

As future leaders in both the community and academia, our unique perspectives are insightful and significant for the growth of the University as a research-intensive university. It is important to recognize that graduate students bring in millions of dollars of funding for research. This research, published in many of the top academic journals, is a massive contribution to the University's reputation. Notably, the University of Saskatchewan is the only U15 member who completely lacks a graduate student representative on its board. While we deeply appreciate and value the important work that the undergraduate student member brings to the Board, the undergraduate student member cannot represent the views, unique perspectives, or experiences of a graduate student. Considering that graduate students make up 17% percent of the student population, there is a significant gap in student representation at this University.

Some Board members may have been graduate students in the past, but this experience cannot adequately represent the graduate student perspectives of the present. Due to a rapidly changing academic and research environment, in the world and within the University, the only individuals that can sufficiently provide the graduate student perspectives are current graduate students. The actions recommended would allow the Board to better reflect the University's stakeholder population and give the Board access to the unique perspectives of the University's graduate students.

Outcomes

The successful efforts of the GSA were recognized formally by University Council. In February 2018, University Council has supported in principle a request from the Graduate Students' Association, on the next occasion when amendment is being considered, for amendment of the University of Saskatchewan Act 1995 to provide for the appointment or election of one graduate student member of the Board of Governors. Also, the University Council supported that in the interim a resolution that would allow the GSA to have an appointed or elected representative with status as a non-voting observer or resource person on terms formulated in agreement with the Board of Governors.

This resolution is a step in the right direction; the GSA will act accordingly to ensure that this overwhelming support by the university's major academic body will be followed by further steps. This is the very first time that such a statement has been made in such a clear and positive manner by University Council. It is further a general agreement of the importance of having a graduate student voice at the highest level of Governance at the University as a research-intensive university.

Recommendations for the upcoming year

The GSA needs to work directly with the U of S Board chair and the Governance and Executive Committee of the Board to validate the recommendations of the University Council. Summer would be the best time to validate this proposal.

Establishing a seat for graduate students on the University Board requires amendment of the University of Saskatchewan Act.

GSA REPRESENTATION

GSA representation on external and internal committees has been outstanding in terms of commitment and quality of participation and advocacy for graduate students. Such outstanding representation was acknowledged by the faculty members and the University administration. The strong representation of the GSA allowed us to move forward on many initiatives that reflected directly on graduate students' experience. GSA representation on external committees is reported in the following table.

EXTERNAL COMMITTEE	GSA Rep.
University Senate	Ziad Ghaith
University Council	Ali Kiani
Planning and Priority Committee (council)	Ziad Ghaith
Teaching, Learning and Research Committee (council)	Iloradanon Efimoff
Academic Programs Committee (council)	Naheda Sahtout
International Activities Committee	Naheda Sahtout
Research, Scholarly and Artistic Work Committee (council)	Mays Al-Dulaymi
Scholarship and Awards Committee (council)	David Bennett
Governance Committee (council)	Robert Henderson
Interdisciplinary Committee (CGPS)	Naheda Sahtout
Equity and International Committee (CGPS)	Naheda Sahtout
Executive Committee (CGPS)	Ziad Ghaith
Graduate Academic Affair Committee (CGPS)	Logan Pizzey
Graduate Programs Committee (CGPS)	Derek Green
Awards & Scholarships Committee	David Bennett
Dean, College of Graduate and Postdoctoral Studies Search Committee	Ziad Ghaith
Vice Dean Indigenous Engagement, College of Arts and Science	Iloradanon Efimoff

Vice-Dean Faculty Relations, College of Arts and Science Search Committee	Naheda Sahtout
Review - Dean, College of Medicine	Scott Adams
Review - Dean, College of Pharmacy & Nutrition	Mays Al-Dulaymi
Review - Dean, College of Education	Maia Gibb
Search - Vice-Provost, Faculty Relations	David Bennett
Search - AgBio Associate Dean, Research and Graduate Studies	Ziad Ghaith
Student Forum Executive	Ali Kiani
President's Executive Committee	All Executives
Images of Research Judging Pane	Ziad Ghaith/Naheda Sahtout
CGPS Council	All Executives
Fee Review Committee	Ziad Ghaith
University Industry Partnership working group	Ziad Ghaith
Recreation and Athletic Council	Ziad Ghaith
International Activities Committee Strategic Direction Working Group	Naheda Sahtout
Co-Curricular Records Advisory Committee	Naheda Sahtout
Ranking Project Working group	Naheda Sahtout
University Staff Excellence Award	David Bennett
Faith Leadership Council	Naheda Sahtout
TLARC subcommittee - Wellness Working Group	Iloradanon Efimoff
TLARC subcommittee - Indigenizing the Learning Charter	Iloradanon Efimoff

GSA COUNCIL

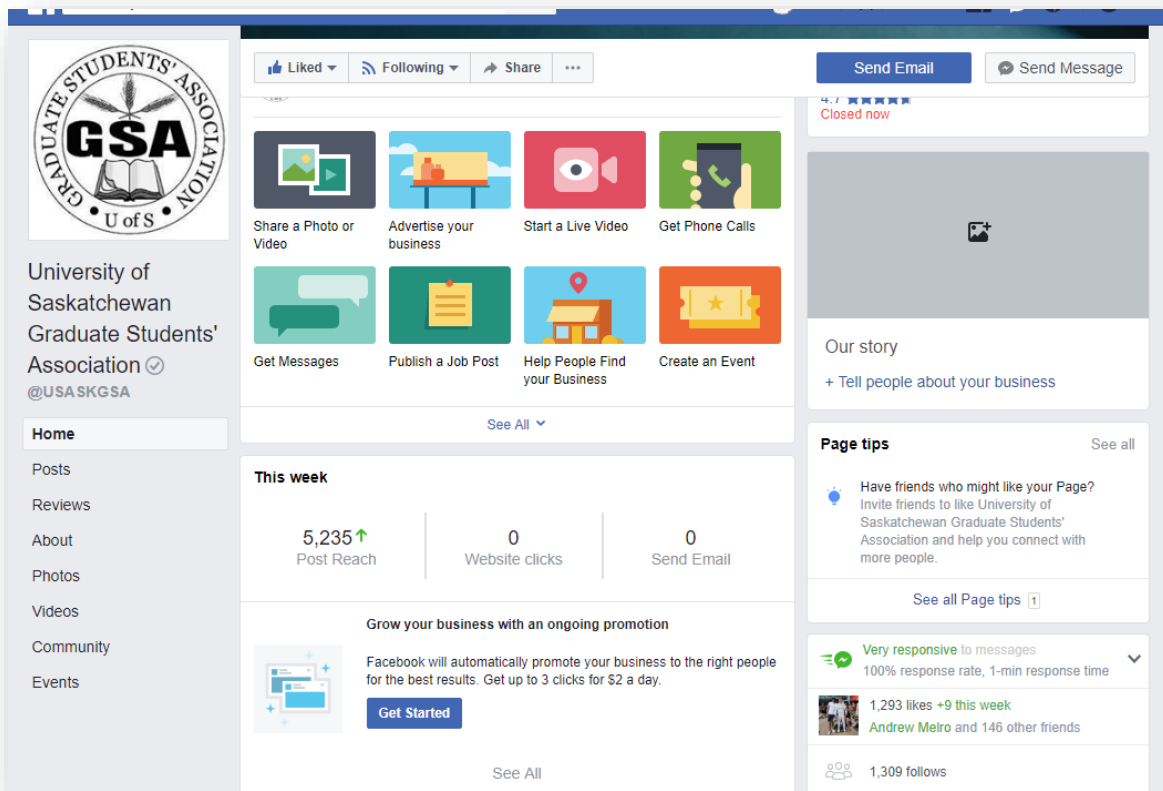
The GSA has had an outstanding year in terms of Council engagement, and participation. GSA Council size (councilors and alternates) for this year was 65 students, representing most of the departments on campus, with new academic units registered for the first time as an academic council in the GSA. The engagement of the Council has had a great positive impact on decision making and communication with University administration.

The GSA standing committees were formed in November 2017 and since then have been engaged actively in GSA planning. The composition of the standing committees are as follows:

GSA COMMITTEE	MEMBERSHIP
Governance Review Committee	Iloradanon Efimoff, David Bennett, Naheda Sahtout, Sudipta Mondal, Scott Adams, Ziad Ghaith
Finance and Audit Committee	David Bennett, Naheda Sahtout, Logan Pizzey, Troy Shapley
Bursary Selection Committee	Ali Kiani, David Bennett, Carmen Marquez-Mellidez, Douglas Fansher, Troy Shapley
Gala Award Committee	Naheda Sahtout, Carmen Marquez-Mellidez, Mona Hamada, Akay Akohwarien, Paul Aigbogun
Health and Dental Committee	Naheda Sahtout, Troy Shapley, Marissa Evans
Code of Ethics and Discipline Committee	Janine Brown, Smitha Rallabandi, Chelsea Bodee, Ashley Dolovich, Amy Gainer, Logan Pizzey, Marie-Eve Presber, Scott Adams
Election Referenda Committee	Mona Hamada, Scott Adams, Joshua Zimmerman, Tyler Mohart, Kaiyang Tu, Marissa Evans, Palash Sanyal
Diversity Committee - <i>ad hoc</i>	Iloradanon Efimoff, Naheda Sahtout, David Bennett, Darcia Roache, Ashley Dolovich, Franklyn de Silva
Sustainability Committee	Iloradanon Efimoff, Naheda Sahtout, Somto Ufondu, Kristen Hargis, Jaylene Murray, Michelle Wauchope-Thompson

GSA COMMUNICATION

The GSA has continued to improve its communication. For the first time the GSA now has a memorandum with CGPS to have regular email communications with its members twice a month. The GSA has also set a record in communicating with its members via social media with a notable improvement on Twitter and Facebook. The total number of GSA social media account followers exceeded 2000.



GSA Facebook page as April 12, 2018

GSA SERVICES

The GSA has continued its ongoing services to the graduate students, many of these services were added last year.

GSA list of services include:

- UPASS
- Health and Dental Plan
- International Student Identity Card
- Bursaries
- Tax clinic
- Notary service
- GSA mobile app
- GSA Crisis Aid Program



GSA MAJOR EVENTS

The GSA organized a series of events starting from September. These events varied from social to academic events. The total number of events organized and hosted by the GSA this year exceeded 48 events.

Fall and Winter orientation

The GSA Fall Orientation organized by VP Student Affairs and Event Coordinator, happened on September 6th, 2017, Winter orientation on January 8, 2018. with more than 1500 in attendance. Our members were well received and accommodated during this big event. The GSA Executives also participated in different college orientations, where they had the opportunity to talk to new graduate students in the University and inform them about the GSA services and benefits.



The GSA hosted its Fall orientation at U of S Bowl.

Three Minutes Thesis ® Competition

In Collaboration with the College of Graduate and Postdoctoral Studies, the GSA hosted the 3MT competition on March 15, 2018. Vice President Student Affairs Ali Kiani and GSA Event Coordinator Edgar Martinez-Soberanes organized a successful event with 42 graduate students participating in the competition. Three winners were selected by the judges and awarded prizes. The first place winner will participate in the regional 3MT competition, which will be hosted this year at the University of Regina on April 27th.



3MT competition, 2018.

Tax clinic

This year the GSA hosted a series of free Tax Clinics. The VP Operations and Finance, David Bennett, and a team of dedicated volunteers were able to help graduate students along with their families file their Canadian income tax. The training was provided by webinars offered through the Canada Volunteer Income Tax Program (part of the CRA). Altogether the GSA was able to help well over sixty individuals along with many spouses and dependents.

The program was very successful and will be continued in the future

GSA Annual Award Gala

Under the organization of Vice President External, Naheda Sahtout, this event was attended by 200 guests, which included His Honour, The Honourable Tom Molloy, Lieutenant Governor of Saskatchewan, Members of the Legislative Assembly, Senior Administration, faculty, staff, students and members of the Community. The Gala paid tribute to the dedication and commitment that graduate students have shown to their research, scholarly and artistic pursuits, their philanthropy with community service and their continued efforts in leadership, both on campus and in the community. The Gala also recognized faculty who have shown commitment to enhancing the graduate student experience, through dedication towards their graduate students, their supervisory skills and towards their student's thoughts and research ideas. Seven individuals were recognized at the Gala; five students and one faculty member. The awards were; Advising Excellence Award, Excellence in Community Service, Leadership Excellence Award, Mark Kroeker Exceptional Student Leadership Award, Research Excellence in Interdisciplinary Studies and Research Excellence in STEM



Gala Award hall at Delta Bessborough





Annual Report

Prepared by:

David Bennett, Vice President of Finance and Operations;
Corporate Treasurer; Member of the Board of Directors;
University of Saskatchewan Graduate Students' Association
Tuesday April 24, 2018

This document contains the following items in order:

1. Annual Report to the Membership from the Vice-President of Finance and Operations
 2. Draft Fiscal Year 2018-2019 Year Operating Budget with Descriptive Notes
-

Dear Fellow GSA Members,

It is both a pleasure and honour to provide you an annual report into my activities as the Vice President (Finance and Operations) and Corporate Treasurer of the University of Saskatchewan Graduate Students' Association Inc.

First, I would begin by thanking our new GSA Office Manger Candace Suessmilch along with our GSA Coordinators Yina Lu, Dana Ramsay, Bassey Bassey, Megan Solberg, and Edgar Martínez. I also want to express my sincere gratitude to all of our GSA Councillors and volunteers, particularly members of the Budget and Finance plus the Bursary Selection Committees which I chair. Finally I want to thank you, the members, for making this a good year for the GSA!

To contextualize this report I must first offer up some history. I was first elected to the GSA as Vice President Finance for 2015-16 academic year. The preceding year had been one of turmoil for the Association particularly in regards to certain financial

practices. I focused my energies on changing the financial ethos of the Association. Replacing a system of opacity with transparent, detailed, and accountable financial reporting to the membership. I also instituted an open access policy with regards to any GSA member having the right to come and review any original receipt, expense form, or invoice along with our ledgers.

When a by-election was called for February of 2018 I was encouraged by many members to run, to bring my skillset and strong ethical compass back to the GSA. I am very appreciative of the confidence the membership showed in me. I had observed that some of the efforts related to financial transparency had unfortunately been regressing. Updated budgets were not being shared with our membership and accessible ledgers were not made available. I have remedied these mistakes that seem to have stemmed from an overly “corporate” mindset. One that did not mesh with that of a membership-driven association which values transparency, openness, and responsive, representative democracy. I would strongly encourage my successor and the next Executive Team to carry on with this system of transparency and openness as it functions to encourage accountability in terms of how member dues are being used. I would also hope the general membership continues to demand openness and transparency of its Executive.

GSA Financial Administration, Budgeting, and Audit Information

The GSA’s consolidated financial statements and auditor’s reviews will be presented for previous fiscal years (documents are hyperlinked via the AGM Agenda Package).

In order to update our current budget and begin the process of drafting the next budget I had to spend a great deal of time updating our ledgers based on our receipts, invoices, and bank records. Transactions also had to be properly assigned to one of our existing budget lines. I am mystified as to why this was not being done prior to my by-election. The second urgent task I had to engage following my by-election was

ensuring our UniFi account was properly reconciled. Many of our expenditures are paid monthly via this account (i.e. staff payroll) with the expectation that the GSA will fund these by promptly paying our balance. Regrettably, this had not been taking place and we had a substantial deficit built-up on our UniFi account despite having money set aside in our bank accounts to cover those costs. This has been resolved and our continued access to the UniFi system is based on providing quarterly reconciliation payments going forward.

Having caught up in all this outstanding work (with the generous assistance of our VP External Naheda Sahtout) I proceeded to the development of the next budget. Along with the volunteers of the GSA's Finance and Budget Committee a draft version of the 2018-2019 Fiscal Year Operating Budget has been crafted and presented to the Executive Committee and the Council as an item for information. Feedback received will be used to make minor modifications before the draft budget is presented to the Board of Directors for final approval. The 2018-2019 Draft is based on two main principles: Supporting Student Success and Sustainable Spending. The budget, as presented, is demonstrative of these values as it increases the amounts assigned to the GSA Needs-based bursaries along with increases in our contribution amounts to both the Travel Award Fund (administered via ISSAC) and the Emergency Crisis Loan/Grant Program (administered via Student Central) while still maintaining the necessary support for strong day-to-day operational costs of the Association. Members should also note that their GSA fees were not raised this year and to the best of my knowledge U of S GSA members pay the second lowest student union fee of any U15 University in Canada. The Draft Operating Budget along with descriptive line notes is appended to this report.

Other important financial and administrative tasks that I accomplished this year included revising the comprehensive expenditure/revenue coding system provided by our original bookkeeper to better reflect the types of transactions the GSA engages in. This will allow for more detailed and accurate tracking of GSA expenditures going forward. The Graduate Students' Association retained the services of a new

bookkeeper in February following the departure of our previous bookkeeper for family and scheduling reasons. The other vital administrative task that I took part in was the recruitment and hiring of our new Office Manager. Along with the ad-hoc Hiring and Review Committee I reviewed dozens of applications, shortlisted several candidates, and helped draft interview questions. I contacted shortlisted candidates and then arranged and participated in the job interviews. Following the committee's deliberations I again contacted the candidates and helped arrange for the on-boarding of our new GSA Office Manager. Thus far she has proven herself to be a wonderful addition to our team.

Student Support and Council Funding

GSA Council funding is calculated based on a formula that states: Academic Councils may receive up to \$3.00 per full time student or \$1.50 per part time students according to the following formula: $c = [x (3 .00) + y (1 .50)][a / b]$ Where c is the funding received by the Academic Council, x is the number of full time students, y is the number of part time students , a is the number of meetings attended by Academic Councillors and b is the possible attendance rate by the number of registered Academic Councillors. My understanding is that there was some delay in providing for Council funding cheques this year (this took place before my by-election). I am confident that our record-keeping will allow for prompt payment of Councils in the upcoming academic year and I will be pleased to help my successor in this matter as requested as I understand this funding is vital for successful operation of our constituent Councils.

In addition to the funding to Councils that was provided based on the previous year the GSA was proud to support the following student events and initiatives: The Pharmacy and Nutrition Graduate Student Council; PEGASUS (Physics and Engineering Physics); Chemistry Course Council; Computer Science Graduate Course Council; Indian Students' Association for the Parichay Event; Soil Science Graduate Students' Association; EGCC (Engineering); Psychology Graduate Students' Association;

Bangladeshi Students' Association Mother Language Day Event, Nepalese Students' Association; Nigerian Students' Association; School of Public Health Students' Association; ARCHAIA (Archaeology and Anthropology); History Graduate Students' Committee. Based on the number and type of requests the budget for 2018-2019 Financial Year has seen a slight increase in the amount of available funding.

GSA Needs-based Bursaries

The Association recognizes the importance of these bursaries to our members. This year there were 77 completed applications for the spring/summer terms, 127 completed applications for the fall term, and 103 completed applications for the winter term. The GSA was able to disburse 22 bursaries for a monetary value of \$22,000. The College of Graduate and Postdoctoral Studies supported this award and disbursed 30 further bursaries (selected via the GSA committee and processes) for a monetary value of \$30,000. This results in a total bursary disbursement in the amount of \$52,000. My experiences reviewing the applications (along with my committee members) showed me just how many worthy applicants in need of these funds there are. Many applicants were qualified and deserving of this bursary but the funding was simply too constrained.

Going forward, the GSA will increase the number of bursaries it disburses and the GSA President has been lobbying extremely hard with CGPS to increase the amount of bursaries it makes available via this process. While no formal deal has been signed I believe we are close to a breakthrough that will substantially increase the number of available bursaries.

Committee Appointments and Meetings

A major part of my responsibilities as an elected Executive member is to attend various meetings representing the GSA and ensuring grad students have a strong voice on every committee that I sit on. Funding and scholarships are obviously a major concern of virtually all grad students. I am a member of two different university scholarship and award committees (one is a sub-committee of University Council and the other is a sub-committee of the College of Graduate Studies and Research.) In addition to the above Scholarship and Awards Committees I was honoured to represent the GSA and Graduate Students on various committees and in various forums ensuring grad students had a strong voice. Despite only being elected in the middle of February I jumped into my committee work to vigorously advocate for graduate student causes and concerns.

Internally, I chaired the GSA Bursary Selection Committee and the GSA Budget and Finance Committee. I also serve(d) on our GSA Governance Committee along with the GSA Diversity and Equity Committee. Externally, on the CGPS level I attended the Interdisciplinary Affairs Committee. At the University level I serve(d) on the Search Committee for the Vice-Provost Faculty Relations and The Staff Excellence Award Selection Committee.

I was proud to have attended the MoU signing with President Stoicheff and his worship Mayor Charlie Clark; the Tuition Consultations (where our member performed admirably even though the Administration chose not to listen to us). I represented the GSA at the Global Village Introduction, I attended various meetings with our Bookkeeper, Consumer Services, and Financial Services. I attended all three of the GSA Election Info. sessions along with the Candidates Forum. I also assisted several students in their academic issues, particularly relating to funding. I was honoured to attend the speech by the Hon. Senator Murray Sinclair about Reconciliation in Canada. I attended (with a 100% attendance rate and 100% report submission rate all the bi-monthly GSA Executive meetings, along with our monthly GSA Council Meetings and University

Council Meetings. I was also fortunate to attend (again with 100% attendance rate) the monthly breakfast meetings with the University senior leadership where we endeavoured to raise and really advocate on grad student issues.

Also of note, I will have worked approximately 56 hours worth of GSA office shifts (at no additional compensation)

Free Tax Clinic

The GSA was pleased to host a series of 'Free Tax Clinics' the first week in April where graduate students along with their spouses and dependents could attend and get help completing their Canadian Income Tax provided they met certain criteria recommended by the CRA regarding no capital gains and losses. With the help of dedicated volunteers we were able to help over 65 individuals along with many spouses and dependents file their Canadian incomes taxes, many filing for the first time.

The training was offered by the Canada Volunteer Income Tax Program (part of the CRA) and we utilized the Ufile program that we have free access to as members of the Canadian Federation of Students. If there are still any graduate students who require assistance with their Canadian income taxes please do not hesitate to contact me (prior to the filing deadline of April 30th) and I would be more than happy to help you through the process.

My sincere thanks to all our great volunteers: Mengying Liu, Arinze Ezeonyeka, Omotola Olaniyan, Mengying Liu, Shafayat Hussain, Mawuli Kugblenu, Shahid Mehmood, and Ajay Shrestha.

Safety and Security Procedures

Under the leadership of my portfolio the GSA has implemented a number of new procedures to improve the financial safety/security of the Association including a strict

two-person rule for counting any monies and submitting all deposits. This protects us from loss due to human error and increases the physical security of our monetary resources. I set up alerts that are sent via email and text message any time there are transactions to/from the GSA accounts over a minimum dollar value. This means if there ever was a suspicious or unknown transaction I would be able to investigate and/or stop it in a rapid fashion. Whilst I do review all the GSA's accounts a least once and often twice per day this system of alerts provides another layer of information and security to protect the financial assets of the Association. I take the safety and security of the GSA's financial and physical assets very seriously and I am hopeful that the incoming Executive and VP Finance and Operations will take a similar view and I am sure the membership will demand it of them.

Our new GSA Office Manager has been liaising with the University Chief Fire Warden regarding safety procedures for the GSA Commons in the event of a fire or other emergency and is further enhancing policies and procedures related to this.

Worker's Compensation Board, Insurance and ISC Registration and Returns

An accurate assessment of The Graduate Students' Association's eligible payroll was provided to the WCB in order to properly protect the Association and it's staff. Our WCB premiums are currently up-to-date. Also of note, we received a Certificate of Achievement from the WCB for having a zero injury year. The certificate is great but what matters most is that because we had zero claims we pay a lesser premium and had no loss-time due to workplace accidents or injury. My congratulations to our Office Manager and staff for ensuring a safe workplace!

The GSA maintains commercial liability insurance as well as non-profit Directors and Officers Liability coverage for the Association. The GSA is also mandated to file year-end financial returns and maintain up-to-date registry information with the Information Services Corporation (a government-approved body that manages all business and non-profits registered in Saskatchewan). The deadline for submitting this information

every year is August 31st but the information that is being submitted represents the GSA's end-of-year financial position of April 30th.

Conclusions

I am very proud of the work that has been accomplished under my portfolio this year. There have been numerous positive achievements highlighted in the above report along with my previous reports to our Council. A great deal of my work for the GSA is internally-facing and allows for the smooth and successful operation of the GSA as a non-profit corporation which allows my colleagues on the Executive Team to focus on their external and political goals related to their portfolios with the Association. While this internally-facing work does not have a high profile it is vital to continued daily operations of the GSA.

I would like to wish all our GSA members the best as this academic year comes to and end.

Sincerely,

David Bennett

David Bennett
Corporate Treasurer; Executive Vice-President of Finance and Operations, GSA.
Honorary Lifetime Member, GSA.

Enclosures:

- Suggestions Going Forward
- FY2018-19 Draft Operating Budget
- FY2018-19 Draft Operating Budget Descriptive Notes

Suggestions Moving Forward

Despite a generally very positive year that the GSA has had there is still always room for growth and improvement. It is important for the continued success of the GSA that we always strive to be better and continue to grow the organization in ways to better serve our members. As such, I would request the incoming Executive members and all interested parties thoroughly examine the following thoughts and suggestions.

The GSA Commons. The Commons is a beautiful building filled with character and is one of the GSA's greatest assets. Renewed efforts should be taken to help ensure that the Commons as a physical space becomes more of a hub for graduate students on campus.

Suggestions include:

1. Better advertising and awareness of the GSA Commons that lets grad students know they are welcome and wanted
2. Proper and professional hours opening sign screened onto the main door would help the GSA look more professional
3. On occasion provide a bowl of fresh fruits and vegetables for students to snack on (this can be funded from the Coffee and Tea Station Budget line) and can be arranged through the USSU Fresh Food Box Program / Food Centre.
4. Increase the quality of the Coffee and Tea Station in terms of supplies.
5. Reach out to Fine Arts students to display their artwork on a rotating basis. We can provide contact information if they wish to sell the works they're displaying.

GSA Finances. The financial situation of the Association is quite strong and the finances of the Association have never been more transparent thanks to my efforts. It is pivotal to member confidence in the GSA that this continue. Despite all the positive outcomes directly under my portfolio there is always room to improve things.

Suggestions Include:

1. Once all current financial audits are complete the GSA should consider sending out a competitive RFP (request for proposals) in an attempt to reduce audit costs.

2. Examine the possibility of switching the GSA's banking to a Credit Union which shares similar values with the GSA. This must be balanced against current costs and the convenience of our current banking partners.
3. Once the current financial audits are complete the GSA should consider investing some operating funds into very short-term and very safe investments (i.e. short-term GICs) as way to generate small amounts of residual revenue.

Support for Gender and Sexual Diversity + Positive Spaces Campaign. It is in this area that I must express the most disappointment. There has been minimal progress since my original term in 2015-16. Many of our LGBT2Q* members unfortunately still face challenges on campus related to marginalization and discrimination because of their sexual and/or gender identity. The GSA as an organization needs to step up in this area.

Suggestions Include:

1. Mandatory Positive Spaces 101 Training for all GSA Executives and Staff.
2. Re-engage with the Provost's Committee on Gender and Sexual Diversity and send the President or an Executive as the delegate to highlight the importance of this issue to the GSA.
3. The GSA should explore collaboration with the USSU Pride Centre for Pride Week.

Communications, Media, and Marketing. The communications and engagement with our membership is of vital importance to the functioning of the Organization that we communicate in a clear and accessible manner. This applies equally to governance information and the promotion of GSA events and initiatives.

Suggestions include:

1. Continued expansion of our social media presence with all the relevant platforms.
2. The GSA must continue to develop and use a consistent visual identity and branding for all of our communications going forward. It is important that all GSA communications (physical and digital) be properly edited and clear.
3. The work on improving the awareness of the GSA media advisories and press releases should be used to advance our issues, causes, and events. We must engage with the media.
4. Consider including references to the GSA's member in CFS, ThinkGRAD, etc. in some of our communications materials and branding.

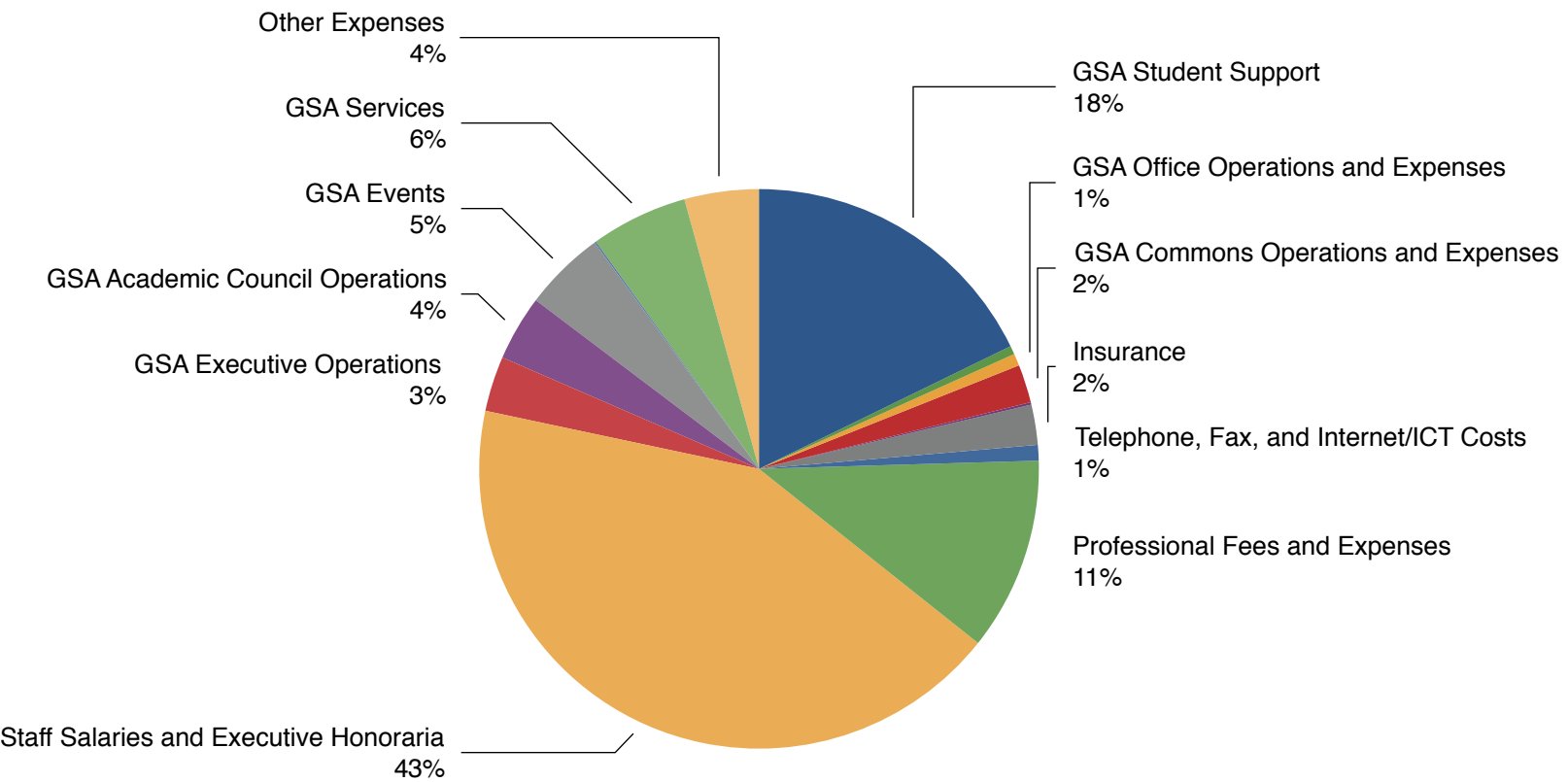
5. The GSA must continue to increase its political engagement at all levels and with all parties. This must become a routine and regular practice as opposed to an extraordinary practice.
6. The GSA should keep an organized media file of all our mentions/coverage in the media.

Executive Performance Standard, Expectations, and Training. The Executive Committee of the GSA is at the core of the daily operations and management of the GSA and receives substantial honoraria for their work. While the membership is generally sympathetic to the fact that the Executive are also graduate students engaged in research, teaching, life, etc. it is not unreasonable for them to also have very high standards for their Executive (I certainly do). Regrettably, issues surrounding missed meetings, unwise use of discretionary funds, lack of engagement, and poor communications did arise from time to time. Executive training and expectations must be enhanced going forward to better serve the membership.

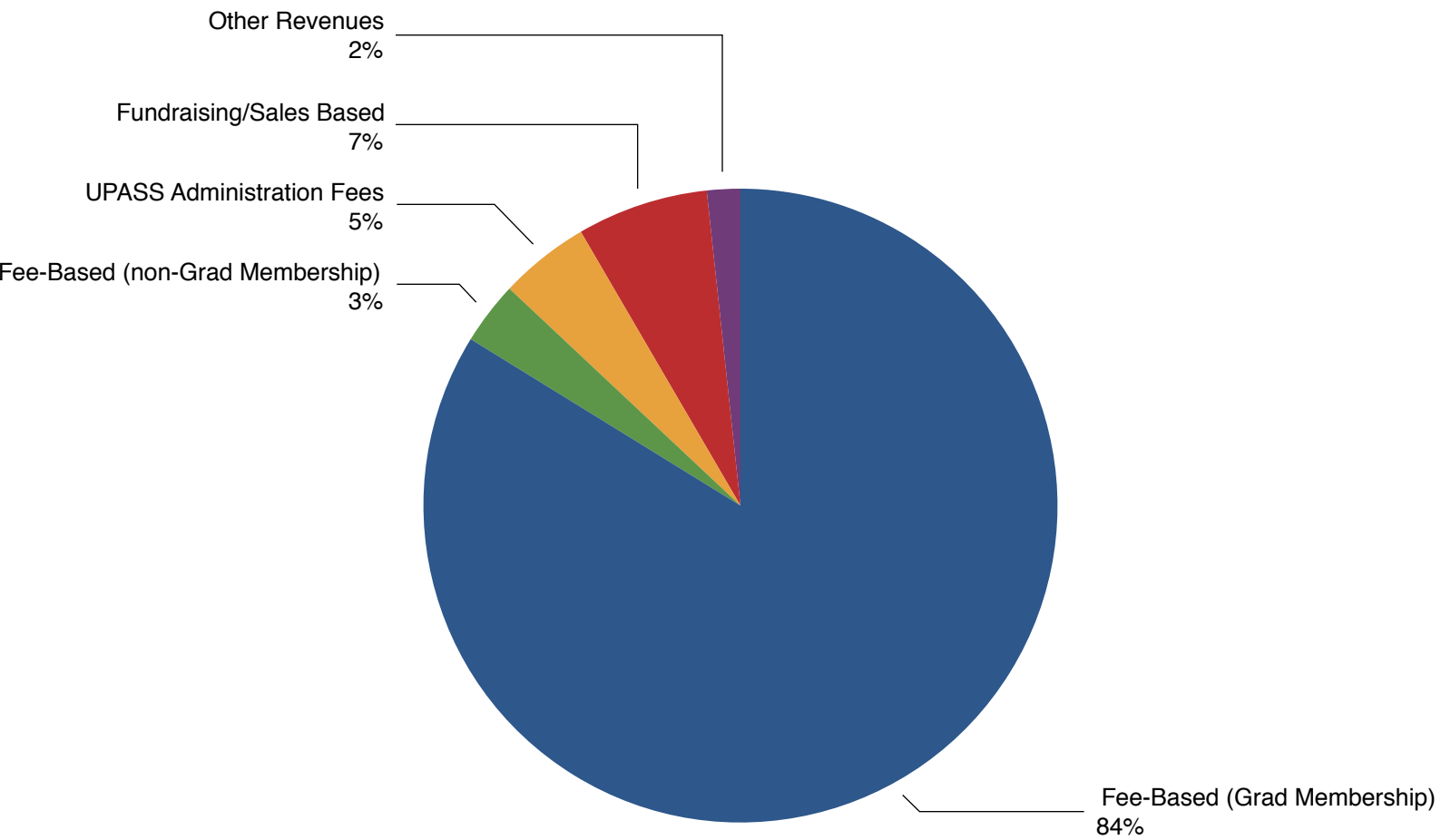
Suggestions Include:

1. Ongoing review of governance documents to ensure that Executive performance requirements are made crystal clear.
2. Some disciplinary mechanisms to deal with performance issues.
3. Examination of linking full payment of honoraria with a minimum standard of performance.
4. As front-line student leaders, GSA Executives should receive training in Mental Health Awareness and Applied Suicide Intervention Skills Training (ASIST) which is offered by USSU.
5. GSA Executives and staff should receive orientation and training from the IGSC in regards to Indigenous issues and how to be aware and responsive to the needs of our Indigenous members.
6. All GSA Executives should receive training/orientation in GSA Commons Operations and Customer service expectations in order to work occasional or emergency shifts in the Commons.

University of Saskatchewan Graduate Students' Association Inc. FY2018-2019 Draft Budget
Supporting Student Success; Sustainable Spending; Maximizing Resources



University of Saskatchewan Graduate Students' Association Inc. FY2018-2019 Draft Budget
Supporting Student Success; Sustainable Spending; Maximizing Resources



University of Saskatchewan Graduate Students' Association Inc. FY2018-2019 Budget: Income + Revenue

		2018-2019 Budgeted	2018-19 Percentage	2017-2018 Budgeted	2017-2018 YtD Actual	Variance + (-)	Former Line
	FEE-BASED						
41200	GSA Membership Fees	210,000.00	83.8%	215,000.00	215,680.11	609.47	1
46500	GSA Membership Fees (non-grad)	8000.00	3.2%				1
41301	UPASS Administration Fees	11,500.00	4.6%	11,000.00	11490.82	490.82	2
	FUNDRAISING / SALES BASED						
46100	GSA Commons Bookings	13,000.00	5.2%	13,000.00	10462.50	(2537.50)	3
46200	Handbook Advertisement Sales	800.00	0.32%	700.00	900.00	200.00	4
43801	Orientation Fundraising/Support	**1500.00	0.59%	1500.00	1600.00	100.00	5
43802	3MT and Conference Fundraising/Support	**FT	**FT	**FT	5000.00	5000.00	6
43803	Sustainability Initiative Fundraising/Support	500.00	0.19%	**FT	695.67	695.67	17
43804	Awards Gala Fundraising/Support	**FT	**FT	**FT	30,950.00	30,950.00	7
43805	Health Chats Fundraising/Support	500.00	0.19%	500.00	500.00	500.00	15
43806	Social Event Revenues	**500.00	0.19%	***F	1717.25	1717.25	11
44104	Awards Gala Ticket Sales	**FT	**FT	**FT	1885.00	1885.00	8
	OTHER REVENUES						
46900	Miscellaneous Revenues	0.00	0.00%				New
46901	Notary Services	100.00	0.039%	100.00	90.00	(10.00)	13
46902	U of S Cold Beverage Agreement	4000.00	1.59%	6000.00	0.00	(6000.00)	9
46903	H&D Continuum Revenues	250.00	0.099%	0.00	266.12	266.62	10
43800	Other Donations	TBD	TBD	15,000.00	12,000.00	(3000.00)	14
	Total	250,650.00	100%				
						Line 10: 1000 for CFS Travel, 5000 for AV, 6000 for Audit	

University of Saskatchewan Graduate Students' Association Inc. FY2018-2019 Budget: Expenses

		2018-2019 Budgeted	2018- 2019 Percentage	2017-2018 Budgeted	2017-2018 YtD Actual	Variance + (-)	Former Line
	GSA STUDENT SUPPORT						
51500	GSA Bursary Expenses	25,000.00	9.99%	22,000.00	22,000.00	0.00	66
51551	U of S Travel Award Contribution	8,000.00	3.19%	7,000.00	7000.00	0.00	67
51552	U of S Crisis Aid Program Contribution	6,000.00	2.39%	5,000.00	5,000.00	0.00	68
51610	Ratified Student Club/Group Funding	5,500.00	2.19%	5,000.00	4760.00	240.00	65
	BANKING, DEBIT, AND CREDIT FEES AND CHARGES						
52200	Banking and Credit Fees and Charges	1250.00	0.49%	1100.00	724.13	375.87	33
	GSA OFFICE OPERATIONS AND EXPENSES						
52300	Office Stationary and Supplies	350.00	0.139%	1300.00	1283.06	16.94	44
52301	Office Electronic Equipment, Software, and Batteries	250.00	0.099%	800.00	994.49	(193.49)	45
52303	Printer Toner/Cartridges	800.00	0.319%				44
52310	Postage, Courier, and Freight	350.00	0.139%	300.00	360.35	(60.35)	43
	GSA COMMONS OPERATIONS AND EXPENSES						
52320	Commons Supplies	500.00	0.199%				42
52321	Coffee Bar Supplies and Expenses	1500.00	0.598%	1500.00	1869.38	(369.38)	42
52322	Commons Renewal and Repair	1500.00	0.598%	1500.00	572.59	927.41	34
52325	Commons Special Upgrades (A/V System)	0.00	0.0%	5000.00	0.00	5000.00	41
52326	Commons Special Upgrades (Chairs/Tables)	2000.00	0.796%				New
	GSA ADVERTISING AND COMMUNICATIONS						
52330	Expenses for Digital and Print Ads/Communication	350.00	0.139%				New
	INSURANCE						
52400	GSA Liability Insurance	4600.00	1.836%	4500.00	4373.00	127.00	35
52401	GSA D&O Insurance	1200.00	0.479%	2400.00	1088.00	1312.00	36
	TELEPHONE, FAX, AND INTERNET/ICT COSTS						
52500	Telephone, Facsimile, Telecommunications Costs	2000.00	0.796%	2000.00	1722.31	277.69	37
52550	IT/ICT Technical Support	250.00	0.099%	250.00	175.99	74.01	40
	PROFESSIONAL FEES AND EXPENSES						
52601	Legal Expenses	6000.00	2.39%				32
52603	Internal Auditing/Consulting	1000.00	0.399%	25,000.00	18732.99	6267.01	32
52604	Financial Auditing	14,000.00	5.58%	14,000.00	5883.00	8117.00	31
52650	Bookkeeping	7000.00	2.78%	6000.00	6127.20	(127.20)	22
	STAFF SALARIES AND EXECUTIVE HONORARIA						

52701	President Honorarium	7000.00	2.78%	7000.00	6316.63	683.37	18
52702	VP External Honorarium	6566.00	2.62%	6400.00	5333.33	533.34	19
52703	VP Operations and Finance	6566.00	2.62%	6400.00	5360.96	1039.04	21
52704	VP Student Affairs Honorarium	6566.00	2.62%	6400.00	5866.66	533.34	20
52705	Indigenous Liason Honorarium	6566.00	2.62%	6400.00	5866.66	533.34	17
52707	Chairperson Honorarium	1000.00	0.399%	800.00	491.45	308.55	50
52708	CEO/CRO Honorarium + Expenses	1250.00	0.499%	1250.00	1007.95	242.05	52
52709	Recording Secretary Honorarium	1250.00	0.499%	1000.00	546.05	453.95	51
52800	Office Staff and Coordinator Salaries	70,000.00	27.94%	70,000.00	55968.04	14031.96	16
	GSA EXECUTIVE OPERATIONS						
52900	Executive Meeting and Retreat Expenses	250.00	0.099%	250.00	167.12	82.88	25
52901	Executive Meetings with External Delegates/Guests	350.00	0.139%				New
52333	Executive Business Cards, Pictures and Name Tags	275.00	0.109%	250.00	296.41	(46.41)	24
52920	Executive Travel	4500.00	1.79%	4000.00	3092.51	97.49	23
52930	Executive Training and Professional Development	500.00	0.199%				New
62701	President's Discretionary Fund	500.00	0.199%	400.00	323.42	76.58	26
62702	VP External Discretionary Fund	400.00	0.159%	400.00	350.70	49.30	27
62703	VP Operations and Finance Discretionary Fund	400.00	0.159%	400.00	315.96	84.04	29
62704	VP Student Affairs Discretionary Fund	400.00	0.159%	400.00	358.05	41.95	28
62705	Indigenous Liason Discretionary Fund	400.00	0.159%	400.00	35.00	365.00	30
	GSA ACADEMIC COUNCIL OPERATIONS						
52903	Academic Council Food and Beverage	3000.00	1.19%	3000.00	3289.88	(289.88)	47
52904	GSA Committees Food and Beverage	1000.00	0.399%	1000.00	490.02	509.98	49
52905	Townhall Food and Beverage	500.00	0.199%	0.00	0.00	0.00	48
51600	Academic Council Funding	5000.00	1.99%	5000.00	4,410.67	589.33	46
	GSA EVENTS						
53300	GSA Awards Gala	**FT	**FT	30,950.00**	11474.25	19,475.75	55
53301	GSA 3MT and Conference	**FT	**FT	5000*	2831.96	2168.04	56
53302	GSA Fall Orientation	8000.00	3.194%	7000.00	8431.62	(1431.62)	57
53303	GSA Winter Orientation	800.00	0.319%	800.00	743.18	56.82	58
53304	GSA Campus Rec./Intramural Sports	300.00	0.119%	600.00	150.00	450.00	59
53305	GSA Health Chats	600.00	0.239%	500.00	613.77	(113.77)	63
53306	GSA Social Events	500.00	0.199%	500.00	1277.18	(777.18)	60
53307	GSA Sustainability Initiative	600.00	0.239%	695.67*	695.67	(95.67)	77
53308	GSA Workshops / Initiatives	950.00	0.379%	500.00	293.69	476.27	61
53309	GSA New Initiatives			435.00	165.04		62
	GSA OPERATING COSTS						
55130	Leasehold Annual Charges	15.00	0.0059%	15.00	12.60	2.40	38
52810	WCB Expenses	200.00	0.079%	250.00	196.99	53.01	39
52811	ISC and Incorporation Costs	50.00	0.019%				39
	GSA SERVICES						
51301	UPASS Administration Fees	10,000.00	3.99%	11,000.00	12077.10	(1077.10)	53

52340	GSA Handbook Expenses	4000.00	1.59%	5000.00	3580.50	1419.50	54
	Other Expenses						
61000	Miscellaneous Expenses	0.00	0.00%				New
61001	Financial and Legal Contingency Fund Contribution	10,000.00	3.99%	10,000.00	0.00	10,000.00	69
52000	ThinkGRAD Membership Fees	800.00	0.319%				New
	Total	<i>250,454.00</i>	<i>100%</i>				

University of Saskatchewan Graduate Students' Association Inc. FY2018-2019 Operating Budget

Graduate Students' Association 2018-19 Operating Budget: Income and Revenue Notes

Fee Based

41200 GSA Membership Fees.

This budget line represents the totality of membership fees collected from graduate students. Budgeting for only a very modest increase in the number of graduate students. Takes into account no increases in GSA membership fees. Note: Previously post-doctoral membership revenue was assigned to this budget line. Going forward it will be assigned to Line 46500. Potential alteration to budgeted amount may become necessary if a separate Indigenous Students' Union becomes operational and some GSA members wish to leave GSA to join this potential new Union.

46500 GSA Membership Fees (non-grad).

This budget line represents the totality of membership fees collected from non-graduate students who join the GSA. New Budget line. Separation of 41200 and 46500 to ensure more accurate bookkeeping and revenue reporting. This line item contains the revenue from post-doctoral memberships. With no increase in fees this line will remain stable based on CFY calculations.

41301 UPASS Administration Fees.

This budget line represents the administration fee that the GSA receives per UPASS fee assessed based on agreement with Saskatoon Transit; All Revenue is allocated to Expense Line 51301. The GSA receives an administration fee of \$3.17 per each UPASS activation to cover GSA administration costs along with University administration and service costs. This line will have only a very modest increase based on small increase in number of members.

Fundraising/Sales Based

46100 GSA Commons Booking.

This budget line represents the revenues from bookings of the Commons to internal and external groups and represents an important revenue source for the GSA. This is a major source of revenue for the GSA. Based on trends this revenue target seems realistic. Increased rental of Commons to outside events / groups after hours and on weekends will boost revenue.

46200 GSA/CFS Handbook Advertisement Sales.

This budget line represents the sales of advertising space in the CFS/GSA Handbooks that are made available to members. Slight increase to the current revenue target. VP External has shown that strong and diverse sales are possible.

43801 Orientation Fundraising/Support.

This budget line represents fundraising contributions and donations for the GSA's Orientation events. A modest increase to the current revenue target is achievable based on past results. Particularly if the fundraising process starts early and reaches beyond the usual one or two high-value donors. Suggest that VP External and VP Student Affairs coordinate and offer value package deals of Orientation Support and Handbook advertisements. Fundraising will be utilized to minimize GSA direct funding of this event.

43802 3MT and Conference Fundraising/Support.

This is a flow-through budget line. Any and all money raised for this is utilized for the 3MT and Conference on Expenditure Line 53301.

48303 Sustainability Initiative Fundraising/Support.

The GSA Sustainability Initiative will now be an annual event. This allows for presentation of sustainability ideas, to seek and involve its members becoming more sustainable. Initiatives should be either presented at the Commons or geared towards making the Commons more sustainable. Fundraising is be utilized to minimize any GSA direct funding of this event. Ideally total amount necessary can be fundraised.

43804 Awards Gala Fundraising/Support.

This is a flow-through budget line. Any and all money raised for this is utilized for the 3MT and Conference on Expenditure Line 53300.

43805 Health Chats Fundraising/Support.

This budget line represents the revenue needed for GSA Health Chat Series of Events, Health Chats are events/initiatives geared towards activities that improve the mental, physical and emotional well-being of graduate students. Fundraising must be utilized to minimize any GSA direct funding of this event. Ideally total amount necessary can be fundraised.

43806 Social Event Revenues

Seed-funding of \$500 is applied to this budget line for the first social event of the year. Initial amount and sales must support all subsequent social events on Expenditure Line 53306 in perpetuity for the year.

44104 Awards Gala Ticket Sales

This budget lines represents revenue raised solely through ticket sales for the GSA's Annual Awards Gala. Any and all money raised for this is utilized for the GSA Annual Awards Gala on Expenditure Line 53300.

Other Revenues

46900 Miscellaneous Revenues

This budget line is to be used very rarely to report revenues from any occasional or non-material activities which do no better fit on to other budget lines. There are no anticipated revenues budgeted for this line.

46901 Notary Services

This budget line represents revenues from GSA notary services to non-members. This service has been on temporary but hiatus but is planned

46902 U of S Cold Beverage Agreement

This budget line represents revenues received by the GSA from University of Saskatchewan - Consumer Services based on an agreement with the campus-wide beverage provider (Pepsi-Cola) to support students. The anticipated decrease is based on past years trends.

46903 H&D Continuum Revenues

This line represents revenues the GSA receives from Health and Dental Provider sales of continuing Health and Dental Insurance plans to students who are graduating. The GSA receives 5% share of sales.

43200 Contributions In-Kind

This budget line represents the total value of donated goods, non-cash gifts and contributions, donated inventory etc and it utilized for accounting/bookkeeping purposes.

43800 Cash Donations/Contributions

This line represents the total value of cash/monetary contributions and donations from any University or external group that does not fit into any other revenue line. I.e. Donations from CGPS to fund upgrades to the A/V system. *Updated numbers for this line will be provided following meetings with CGPS administration.

Graduate Students' Association 2016-17 Operating Budget Expenses - Notes

GSA STUDENT SUPPORT

51500 GSA Bursary Expenses

This budget line refers to the GSA's financial contribution to the GSA Needs-based Bursary and excludes CGPS's contributions. Increase in this amount in order to ensure more students receive bursary support based on trend of more and more deserving applicants. CGPS has historically added on the GSA's contribution but they maintain direct control over their funds and give directly to recipients.

51551 U of S Travel Award Contribution

This budget line refers to the GSA's contribution to the University's Travel Award administered by ISSAC. This amount is reserved for and accessible only to GSA members but is administered via ISSAC. Suggested increase to this line based on high demand and increase in number of applicants.

51552 U of S Crisis Aid Program Contribution

This budget line represents the GSA's contribution to the University's Crisis Loan/Grant Program administered via UofS Financial Services Division. This amount is set aside and accessible only to GSA members. Suggested increase to this line based on high demand and increase in number of applicants.

51610 Ratified Student Club/Group Funding

This budget line is used to fund ratified graduate student social groups. Based on number of requests suggest a slight increase in budgeted amount in this line.

BANKING, DEBIT, AND CREDIT FEES AND CHARGES

52200 Banking and Credit Fees and Charges

This budget line accounts for monthly fees, service fees, debit/credit transaction charges, miscellaneous bank fees, and the printing of cheques. Suggested increase to this line based on new debit machine costs and credit card fees.

GSA OFFICE OPERATIONS AND EXPENSES

52300 Office Stationary and Supplies

This budget line refers to the office supplies (non-electronic) and stationary for the GSA. This line used to include printer toner cartridges which are now on a separate line.

52301 Office Electronic Equipment, Software, and Batteries

This budget line is designated for the purchase of any electronic equipment, software, and batteries. Suggested decrease in this budget line as it was only increased to purchase a new printer/copier unit.

52303 Printer Toner/Cartridges

This budget line refers to the costs of printer toner cartridges (formerly was included in office stationary and supply line). The GSA now has two printers including one that prints in colour which has increased costs. Suggest carefully monitoring printing and using it only when necessary (for both environmental and budgetary reasons)

52310 Postage, Courier, and Freight

This budget line refers to the costs and charges related to postage, couriers, and messengers. Suggest a slight increase in this line based on the need to utilize registered mail for certain letters/payments.

GSA COMMONS OPERATIONS AND EXPENSES

52320 Commons Supplies

This budget line refers to non-capital equipment and consumable non-food supply purchases for the GSA (i.e. tea lights, plates, cups). This budget line no longer includes coffee/tea.

52321 Coffee/Tea Bar Supplies and Expenses

This budget line refers to the consumable coffee and tea plus sugar, creamer, etc. purchased by the GSA. This was previously combined with Commons Supplies budget line. Suggested amount based on the need for the GSA to provide higher quality coffee to our members.

52322 Commons Renewal and Repair

This budget line is designated for any uncovered repairs, cleaning/maintenance or renewal to the GSA Commons and includes replacing any damaged furniture, etc.

52325 Commons Special Upgrades (A/V System)

This budget line was created for the upgrades to the GSA A/V system. New Projector system has been ordered and is on the way and the funds will come from the 16/17 operating budget. This line can be left at zero for the 17/18 budget.

52326 Commons Special Upgrades (Chairs/Tables)

This budget line is being created for capital purchase of new folding tables and new stackable chairs both for GSA usage and to be offered as a value-added revenue service for Commons bookings.

GSA ADVERTISING AND COMMUNICATIONS

52330 Expenses for Digital and Print Ads/Communication

This is a new budget line to cover the costs of advertising for the GSA and GSA events. Previously the President, VP Finance and Operations were paying from their discretionary funds to boost GSA Facebook posts.

INSURANCE

52400 GSA Liability Insurance

This budget line refers to the GSA's Commons Liability Insurance. Based on new capital purchases suggest a very modest increase to this budget line.

52401 GSA D&O Insurance

This budget lines refers to the GSA's Directors and Officers Insurance coverage. Based on actual costs suggest a slight decrease to this budget line.

TELEPHONE, FAX, AND INTERNET/ICT COSTS

52500 Telephone, Facsimile, Telecommunications Costs

This budget line represents the GSA's telephone, voicemail, directory advertising, facsimile, and long distance costs. Based on historical trends suggest this line be maintained as is.

52550 IT/ICT Technical Support

This budget line refers to the billed costs of the GSA accessing ICT Tech Support including call-outs and hourly rates. No changes are needed to this budget line.

PROFESSIONAL FEES AND EXPENSES

52601 Legal Expenses

This budget line is designated to pay for any needed GSA legal expenses. Suggested amount based on current rates charged. Ideally the full budgeted amount will not be spent but it is good to have.

52603 Internal Auditing/Consulting

This budget line is designated to pay for any needed GSA professional consulting or internal reviews from auditing firms. Ideally none of the budgeted amount will not be spent but it is good to have available.

52604 Financial Auditing

This budget line is designated to pay for any needed historical and annual audits from the previous financial year. Suggested amount based on market rates and finalizing reviews from pervious fiscal years.

52650 Bookkeeping

This budget line refers to the costs of the GSA bookkeeping services. Suggested increase is based on the fact we have a new bookkeeper who will be working extra hours to get up to speed on GSA requirements. This cost will moderate in subsequent cycles.

STAFF SALARIES AND EXECUTIVE HONORARIA

52701 President Honorarium

This budget line represents the honorarium received by the President for their duties. This amount does not include any potential stipends received from the University.

52702 VP External Honorarium; 52703 VP Operations and Finance; 52704 VP Student Affairs Honorarium; 52705 Indigenous Liason Honorarium

These budget lines represent the honorariums received by the Executive members (other than the President) for their duties. This amount does not include any potential stipends received from the University. Suggested modest increase in this budget line to reflect the expected and actual amount of work done by GSA Executives along with an increase based on CPI inflation.

52707 Chairperson Honorarium

This budget line refers to the honorarium received by the GSA's Council Chairperson. Suggested budget amount based on current trend. There is some leeway in this amount in case of any emergency or extra meetings that may be required.

52708 CEO/CRO Honorarium + Expenses

This budget line is reserved for the costs of GSA Executive Elections and any referenda costs (poster printing, election forum) along with the honorarium for the GSA's Returning/Electoral Officer. Budgeted amount allows for some leeway in the case of many by-elections, large number of candidates, or electoral disputes that take time to investigate and resolve.

52709 Recording Secretary Honorarium

This budget line refers to the honorarium received by the GSA's Council Recording Secretary. Suggested increase to amount calculated based on ten meetings per year at four hours total time. Large number of hours allows for leeway in case of emergency or extra meetings as well as having Minute taker assist in other committees if needed.

52800 Office Staff and Coordinator Salaries

This budget line presents the totality of salaries paid to GSA Staff and Commons Coordinators. This line will remain stable for the current budget cycle.

GSA EXECUTIVE OPERATIONS

52900 Executive Meeting and Retreat Expenses

This line is used to provide for the GSA Executive Committee to have an annual retreat. To maximize GSA funds it is suggested that the retreat be held in town (i.e. the GSA Commons) to avoid excessive costs to the GSA.

52901 Executive Meetings with External Delegates/Guests

This budget line allows for the GSA to receive or host visiting guests, delegates, and external stakeholders. This budget line allows the GSA to host meeting with external delegates representing different organizations (other student unions, partner groups, experts, etc.).

52333 Executive Business Cards, Pictures and Name Tags

This budget line is used to provide professional name tags and business cards for each GSA Executive. Modest increase to this amount based on increased costs.

52920 Executive Travel

This budget line is used to provide for GSA Executives to attend conferences and meetings related to the development and governance of the Association. Suggested modest increase to this budget line is suggested to allow for at least two Executives to attend the Student Union Development Summit and more participation in THINKgrad Conferences.

52930 Executive Training and Professional Development

This new budget line allows for Executive necessary training and professional development courses related to their portfolio for the betterment of the Association. Examples include Mental Health First Aid, etc.

62701 President's Discretionary Fund; **62702** VP External Discretionary Fund; **62703** VP Operations and Finance Discretionary Fund; **62704** VP Student Affairs Discretionary Fund; **62705** Indigenous Liason Discretionary Fund

These lines are used to provide for Executive discretionary purchases in order to benefit the Association (i.e. hosting/supporting an event, travelling to a conference, or some other GSA initiative). Absolutely not to be used for any personal purchases such as clothing. Based on previous year it is suggested to maintain this budgeted amount with an increase for the President as this position has greater number of commitments.

GSA ACADEMIC COUNCIL OPERATIONS

52903 Academic Council Food and Beverage

This budget line refers to the costs of food and beverage supplied for GSA Academic Council. Based on current expenses and trends suggest this line be maintained as is. This line is overspent this year due to the Board of Directors food and beverage purchases coming from this line.

52904 GSA Committees Food and Beverage

This budget line refers to the costs of food and beverage supplied for GSA's volunteer committees. Based on historical trends suggest this line be maintained as is.

52905 Townhall Food and Beverage

This budget line funds any necessary food and beverages fro GSA townhall events. Suggested amount will allow for two town halls per year if necessary.

51600 Academic Council Funding

This budget line refers to funding reserved for Academic Councils of the GSA. Suggested moderate increase based on hopes for increased council recruitment.

GSA EVENTS

53300 GSA Awards Gala

This budget line represents the expenditures and costs related to the GSA's Annual Awards Gala flowing directly from revenue lines: 43804 and 44104

53301 GSA 3MT and Conference

This budget line represents the expenditures and costs related to the GSA's 3MT and Conference flowing directly from revenue line: 43802

53302 GSA Fall Orientation

This budget line represents the costs and expenditures related to the GSA Fall Orientation Event. All revenue raised from budget line 43801 must be directed to this line. Suggested total expenditure based on previous years. This line was overspent this cycle in part because of poor inventory controls.

53303 GSA Winter Orientation

This budget line represents the expenses related to GSA's Winter Orientation events. Based on previous year's trends suggest only a small increase to the line based on increased numbers.

53304 GSA Campus Rec./Intramural Sports

This budget line is designated for the registration of various GSA Guppies campus rec./ intramural sports teams. Suggested decrease in this amount based on current levels of demand. Can be adjusted if popularity increases going forward.

53305 GSA Health Chats

This budget line represents the costs and expenditures related to the GSA Health Chats series of events. All revenue raised from budget line 43805 must be directed to this line. Suggested increase in expenditure based on increasing demand and costs for our diverse health events and initiatives.

53306 GSA Social Events

This budget line represents the expenditures and costs related to the GSA social events and flows directly from revenue line: 43806 and subsequent sales.

53307 GSA Sustainability Initiative

This budget line represents the costs and expenditures related to the GSA Sustainability events and initiatives. All revenue raised from budget line 43803 must be directed to this line. Suggested increase in expenditure based on current trends.

53308 GSA Workshops / Initiatives

This budget line combines former lines 61 and 62 and represents the expenditures and costs related to any GSA workshops or other initiatives. The budgeted amounts on this line can stay as is.

GSA OPERATING COSTS

55130 Leasehold Annual Charges

This line refers to the licensing cost for the GSA to occupy Emmanuel and St. Chad. Based on actual costs this amount can be kept as it. Actual values of building are to be reported to auditor.

52810 WCB Expenses

This is a new line that was previously encompassed along with 52811 on Line 39. This budget line refers to the amounts paid to the Workers Compensation Board as required by law. Based on current payroll this amount can remain steady.

52811 ISC and Incorporation Costs

This is a new line that was previously encompassed along with 52810 on Line 39. This budget line refers to the amounts paid to the Information Services Corporation as required per law for corporate registration and renewal. This amount can remain stable.

51301 UPASS Administration Fees

This budget line represents the administration costs that the GSA pays out per UPASS sold and activated per agreement with USSU and University of Saskatchewan. Suggest a modest increase to this amount based on funds received. This line was overspent this cycle due to required back payments that were not properly assessed originally.

52340 GSA Handbook Expenses

This budget line refers to the expenses of printing/distributing the GSA handbook. Suggested decrease to this budget line based on lack of demand and smaller print runs.

61000 Miscellaneous Expenses

This budget line represents miscellaneous small, non-recurring expenses where this no other appropriate budget line. New Budget line. To be used only for small, non-recurring expenses where no other budget line is appropriate. There are currently no budgeted expenses for this line.

61001 Financial and Legal Contingency Fund Contribution

This budget line has been used to park money for any anticipated and/or unanticipated legal and financial contingencies.

52000 ThinkGRAD Membership Fees

This line accounts for the GSA's membership affiliation with thinkGRAD.



Graduate Students' Association
University of Saskatchewan

GSA Annual Report 2017-2018

Ali Kiani
VP Student Affairs

April 24th, 2018

Table of Contents

1.VP Student Affairs Message.....2

2. Advocacy for the Graduate Students.....3

3. GSA Experience Survey.....3

4. Committees4

5. Outline.....1

6. General Planning.....5

 6.1 Venue.....5

 6.2 Guests and Dignitaries.....6

 6.3 Food and Alcohol.....6

 6.4 Promotion6

7. Events7

 7.1 Fall and Winter Orientations.....7

 7.2 U of S 3MT Competition10

 7.3 Fall and Winter Wine and Cheese13

 7.4 Workshops13

 7.5 Social Events14

8. Recommendations15

Appendix: Posters17

1.VP Student Affairs Message

Dear Council members and Graduate students

It is my great pleasure to bring this annual report to you. I have enjoyed dedicating my time to the concerns of graduate students at the University of Saskatchewan. The VP Student Affairs position has combined with VP Academic position. Therefore I was responsible for the academic and non-academic matters for the graduate students at the GSA. It was great opportunity for me to learn the importance of advocating for the rights of graduate students and how integral this is for a positive university experience. The position required my attendance and organization abilities of many committees, events, workshops and conferences. Moreover, I had the honour of interacting with university administration, graduate students, and external stakeholders. All of these experiences have further emphasized that the best way to advocate for the rights of graduate students is to have an open mind and treat everyone with a sense of humility and respect. In the following summary report I will outline the events, workshops I organized as well as the University Committees I attended. Once again, I appreciate the opportunity the graduate students at The University of Saskatchewan have given me in this vital advocacy role.

2. Advocacy for the Graduate Students

Throughout my role as Student Affairs, I have been actively advocating for graduate students who have academic and non-academic matters at the University of Saskatchewan. It was great experience for me to work closely with the CGPS office regarding student concerns and resolving financial and academic matters. I tried to develop communication tools to inform graduate students for their rights, as well as scheduling meetings with students to discuss their concerns. In addition, some of students contacted with me by skype and phone. I often had to contact to supervisors and head of departments or the CGPS office to discuss the students concern and come to a solution.

I advocated for the graduate students in non-academic matters and had meetings and communication with consumer service office and parking and transportation office. Most of cases had successful results. Some of the cases are ongoing and I am sure that next VP Student Affairs will continue these cases.

I participated in most of hearing boards and appeals at the university as a university councillor. I was trying to be fair and be more thoughtful regarding decision I am making for the students. I found this area could use improvement to meet the mission, vision and values of the university. Therefore, the university needs to work towards improving regulations and implementing new policy in this area.

3. GSA EXPERIENCE SURVEY

The graduate student survey was launched in April 2018. This was accomplished with the help from student survey committee members and especially the GSA Indigenous Liaison Iloradanon Efimoff and Dr. Syed Asad Ali Shah. I was communicating with the Ethics office for

a long time to the application towards ethics approval. In result there were some retirement and long bureaucracy regarding our application. Finally, we could have an approval for sending out the survey. Having data will increase confidence for the GSA executive for better advocate for the graduate students and build a better and more clear policy for the best of the GSA and the graduate students. There will be more work for the next executive team to work on collecting and analyzing data and focus on the topics that are important for the graduate students.

4.COMMITTEES

As a VP Student Affairs, I attended and participated various committees over the year. These committees touched on many interesting aspects of the graduate student experience at The University of Saskatchewan. The list of committees I attended are:

- University Council
- Student Forum Executive
- Appeals and hearing boards at the university
- President's Executive Committee
- CGPS Council
- Parking and Transportation Committee
- Bursary Selection Committee

5.Outline

Several events were organized by the GSA for all its members including orientations, workshops, social events, and the 3MT competition. The main objective for these events was to enhance the experience of all graduate students in the campus. Orientations served to welcome incoming and returning students to a new study term; while, social events provide them with a space to relax and enjoy themselves with their peers in a none academic environment.

Additionally, some workshops were offered to provide students guidance and relevant information regarding general issues to graduate students.

This document intent to review briefly all the events organized by the VP Students Affairs and the Event Coordinator for both Fall and Winter terms. Some of the main activities carried out in order to achieve successful events such as planning, execution, arose issues, and recommendations are reported. To ease the reading of this report, it was decided to review one event per section. Moreover, it is important to mention that specific reports for each event with more details have been written and submitted previously; therefore, the reader can refer to them for further information. Finally, the Appendix includes some of the documents generated throughout the planning and execution that may be helpful for future events.

6.General Planning

To organize an event few elements should be considered such as a venue, a list of guests, a food or alcohol service, and a promotion campaign; some of these might vary from event to event. For example, events such as Fall and Winter orientations and the local U of S 3MT competition are very large and important events and they require a lot of pieces and people to come together; therefore, the planning should start couple months in advance.

6.1 Venue

The preferred venue for GSA events is the GSA Commons; however, the Fall orientation takes place in the bowl because it is the only open venue which can hold large amounts of people and it is very accessible to most graduate students and members of the U of S community. Regarding, planning one should select a date for the event and book the space for that date; this also applies for the GSA Commons.

6.2 Guests and Dignitaries

Special guests, speakers, and judges are required for some important events such as orientations and 3MT competition; thereby, it is important to send invitations latter in advance to make sure people have space in their tight working schedule. Additionally, last minute invitations do not look professional and people could consider the event not well planned and not worth to attend. Invitations to U of S Faculty and staff could be sent one month in advance; however, letters for judges and special guest should be sent couple months before the date of the event. This will be also helpful to account for negative responses and find other people.

6.3 Food and Alcohol

The estimate amount of food require for any event organized by the GSA has been always an issue. Although it is always better to have leftovers than running out of food during the event, it is not desired to incur in waste of resources. In particular, this year leftovers from orientation was an issue as lots of food was kept and stored until they expired. It is very difficult to calculate the number of attendees, but the person in charge of the planning should do his/her best approximation. Some rough participation numbers from previous years and this year for events are: more than 1500 people for Fall orientation, 60-80 people for Winter orientation, 100-150 people for social events, and 40-60 people for 3MT.

When alcohol is served in an event, a permit from Saskatchewan Liquor and Gaming Authority (SLGA) is required. Permits have a cost and there are discounts available if it is applied in advance. Also, consider that it might take at least one week to issue one permit.

6.4 Promotion

Promotion is very important for any event and the event's turnout depends directly on it. There are different channels available at the U of S to promote GSA events. The channel with

larger impact and reach is the genal GSA email from which emails can be sent to all the graduate students. Event can be also advertised on the GSA’s Facebook page; however, the page is not yet very popular among graduate students. On-site promotion can be done throughout campus by posting posters in the informative board of every department and building. Poster samples of the events organized this year have been attached in the Appendix.

7.Events

Several events were organized by the GSA this year (from September 2017 – April 2018) including orientations, workshops, social events, and the 3MT competition. These events are briefly reviewed next.

7.1 Fall and Winter Orientations

The fall orientation took place on September 6th, 2017 and it is GSA’s biggest event of the year, which attracts around 1700 graduate students on campus. The fall orientation serves as a crucial opportunity for incoming graduate students to meaningfully interact with their peers and feel more comfortable at the University of Saskatchewan. It also introduces incoming graduate students to a wide range of important services and resources that are provided to students by the GSA, the university, and its partners.





As previous years, this year the orientation included a BBQ event at which food was provided for all the graduate students, incoming and returning, that were willing to come out to the event. During the BBQ, a stage was set, and time was provided for faculty and student groups representatives to deliver a welcoming and informative speech to all the guests.

The objectives for the GSA Fall Orientation 2017 were as follows:

1. To welcome and provide helpful information to incoming graduate students.
2. To create a welcoming and inclusive environment among students to make incoming students feel more comfortable at the University of Saskatchewan.
3. To provide incoming students with a meaningful opportunity to meet their peers.
4. To introduce incoming graduate students to a wide range of important services and resources that are provided to students by the GSA, the university, and its partners.

The winter orientation took place on January 8th, 2018 and it was organized to welcome new graduate students that start their programs in January. The winter orientation is much smaller in comparison to its similar in fall; however, it has the same objectives.

As in previous years, this year the winter orientation was hosted at the GSA Commons. At the orientation food was provided for all the graduate students, incoming and returning, that attended to the event. Additionally, time was provided for faculty and student groups representatives to deliver a welcoming and informative speech to all the guests.

In general, the event was much smaller than the fall orientation, as the number of incoming graduate students in winter is considerably less than those new registered in fall. Nevertheless, the winter orientation was very successful as many new graduate students (about 50) participated, food and GSA promotional material were plenty for all the people, and most of the invited faculty to give a speech attended the invitation.

Specific details of the orientations can be found in their respective reports.





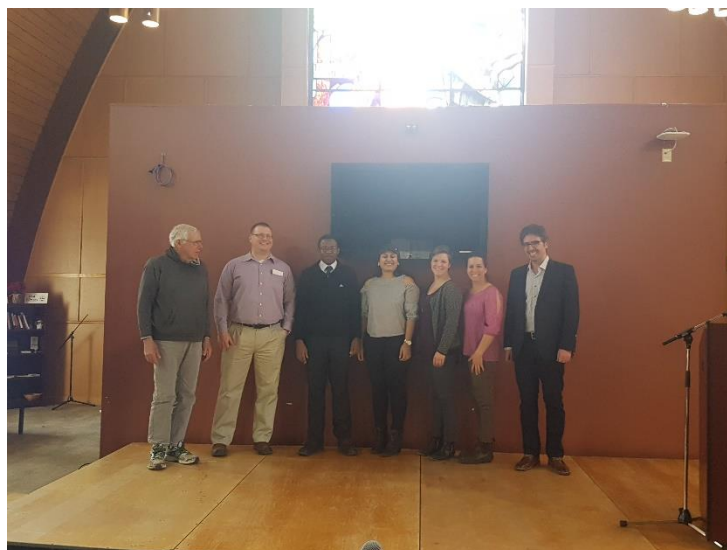
7.2 U of S 3MT Competition

The Three Minute Thesis (3MT®) is a research communication competition internationally recognized and developed by The University of Queensland (UQ) in 2008. The 3MT® competition challenges graduate students (Master and PhD) to present their research within three minutes and only one slide to a general audience. 3MT celebrates the discoveries made by research students and encourages their skill in communicating the importance of research to the

broader community. This year the University of Saskatchewan through the Graduate Students' Association (GSA) hosted the fourth iteration of the local 3MT competition for the U of S. The regional competition or 3MT Western Regional will be hosted this year at the University of Regina on April 27th, at which the winner of the U of S will take part in.

As in previous years, this year the 3MT competition was hosted at the GSA Commons on March 15th. In comparison to other iterations, this year the competition was limited to last only one day in order to guarantee the participation of judges and make the judging fairer having the same panel for everybody. Additionally, this measure helped in reducing the resources expended and having more public during the presentations. Four judges responded to the several invitations sent out few months before the event, and at the inauguration we had special guests such as the city's Major Charlie Clark and the dean of the College of Graduate and Postdoctoral Studies Dr. Trever Crowe. Breakfast snacks and a lunch meal were provided for all the participants, judges, and guests.

In general, the U of S 3MT competition was very successful. We had 42 participants and the winners were: 1st place: Mr. Roland Macana, 2nd place: Ms. Sajna Simon, and 3rd place: Mr. Adesola Olufade.





7.3 Fall and Winter Wine and Cheese Socials

Wine and Cheese Social is the most popular social event of the GSA, which attracts over hundred graduate students on campus. The Wine and Cheese Social serves as an opportunity for incoming graduate students to meaningfully interact with their peers in an informal environment, at which they can chat and relax.

As previous years, the Wine and Cheese Socials were held at the GSA Commons, and alcoholic and no-alcoholic beverages, such as wine, beer, and juice were offered. Snacks were also provided. Although the event is cover free, alcoholic drinks are charged to recover some of the money invested in the event.

Both Wine and Cheese Socials in Fall and Winter are the same; however, a lot of wine was bought for the first one and not all of it was consumed, so the unopened boxes of wine were used for the following events. Beer is also very popular among participants, so it is recommended to have enough cans; the brand Original 16 was the most preferred.

7.4 Workshops

This year 4 workshops were organized by the GSA to attend aid graduate students in general topics related to their student life. Two workshops were related to immigration and international status in Canada, one was focused on finding jobs in Canada, and the other one was on studying abroad programs for graduate students.

The immigration workshops were organized in conjunction with ISSAC and the GSA. In each term, Fall and Winter, a session was delivered at the GSA Commons. Topics such as working in Canada, obtaining a post-grad work permit, or inviting your family to live with you in Canada were covered.

The workshop on finding jobs in Canada was delivered by personnel of Student Employment and Career Centre and it covered topics such as cover letters, job searching, and resume guide.

Last but not least, we had a Graduate Student Study Abroad workshop organized as a joint effort by the GSA and the ambassador of Graduate Study Abroad Soni Collins. The workshop focused in explaining the different opportunities and programs available at the U of S for graduate students, regardless their international or domestic status, to pursue studies or courses abroad.

It is preferred to offer some food or snacks during the workshop in order to make the event more attractive to grad students.



7.5 Social Events

In addition to the Wine and Cheese Socials, other three minor social events were hosted by the GSA, each for a different occasion or festivity. We had an event for Halloween, for Christmas and for Valentine's. These events were very similar to the Wine and Cheese, but in a

smaller scale. In all of them light snacks non-alcoholic and alcoholic drinks were available for all the attendees; however, wine glasses and beer cans were charged at \$3.00 per glass or can.

In order to have a good turnout in the events, it is important to promote the events in advance through the different channels available to the GSA and to schedule carefully the date of the event by considering school brakes of holydays as usually students use them to travel or visit family. Guests estimation is also very important to avoid waist of resources.



8.Recommendations

- Sponsoring and promotion: This year the promotion of the GSA orientation started late for several reasons; therefore, it is recommended for future iterations to start promotion of the event and invitations earlier, if possible one month before. Particularly, invitations for speakers and judges for 3MT should be done as early as possible to make sure that they have space in their tight working schedule. If the option of inviting external partners to the event such as

companies or sponsors is being considered, this should be done early. This year invitations were sent late and sponsors could not commit in such a short notice.

- Food management: For events such as the GSA Orientation where the number of attendees is only estimated it is hard to calculate the amount of food required. Although it is always better to have more food than run out of it, this year we had a considerable number of leftovers that had to be given away specially perishables such as bread and hotdogs. Juices and cookies were kept for future events. This also apply for alcohol purchased for the social events.
- Website for 3MT: A major event like the 3MT deserves a dedicated website on which information is displayed in a better fashion and with links to previous competitions. All information should be available in the website for everybody. Currently specific information is just given to participants. Also, this will help towards the promotion of the competition, which could and should be much bigger.

Appendix

Posters:



**GRADUATE STUDENTS'
ASSOCIATION**

GRADUATE STUDENT STUDY ABROAD

Are you interested in international travel?
Did you know study abroad isn't just limited to taking courses?
Do you wish you had access to technology, techniques, or
ideas not offered at UofS?

**Join us for a graduate student study
abroad presentation and panel
discussion!**

Learn exactly what study abroad
entails, what resources are available,
and hear about the benefits and
experiences from both faculty and
graduate students!

Finish off the event with a chance to offer
suggestions, ask questions, and voice concerns!

**NOV 21st
12:00 - 13:30
GSA COMMONS**

PRIZES AND FREE LUNCH

RSVP your attendance to kac501@mail.usask.ca



GRADUATE STUDENTS'
ASSOCIATION





*Wine & Cheese
Social*

*GSA Commons
September 29th.
18:00hrs*



**GRADUATE STUDENTS'
ASSOCIATION**



February 16th

6:00 P.M

GSA Commons

 **VALENTINE'S
SOCIAL**



GRADUATE STUDENTS'
ASSOCIATION

GSA HALLOWEEN



OCT. 27TH
18HRS

GSA COMMONS



GRADUATE STUDENTS'
ASSOCIATION



Winter Orientation 2018

**JANUARY 8th
4:00PM
GSA COMMONS**

Annual 3MT Competition

The Graduate Students' Association
is honoured to host
the 2018 3MT competition for
the University of Saskatchewan.

**MARCH
15th 2018
GSA
COMMONS**

**REGISTER
NOW**





University of Saskatchewan – Graduate Students’ Association
Vice-President External
Annual Report

It has been my distinct pleasure and honour to have served as the Vice-President External for the 2017 / 2018 academic year. I have learned a lot this year from my Colleagues, from graduate students and through my involvement within the University and beyond. Graduate students are the heart and soul of research here at the University of Saskatchewan, and I’m proud to have had the opportunity to work for you and to represent you in the University and at the local, provincial and national level.

In my position this year, I have been involved in a multitude of things, some of which I outline below.

Affiliations

The University of Saskatchewan Graduate Students’ Association (GSA) is Local 101 with the Canadian Federation of Students (CFS). In my position as the Vice-President External, I liaised with both the provincial Saskatchewan component as well as other Locals across Canada. I attended two provincial meetings, one held in Regina in November and one over the phone in January. I also attended both the National General Meeting, which was held in Gatineau in November, and the National Graduate Caucus, which was held in Halifax in March. The ability to liaise with other Locals across Canada, especially those representing



graduate students, provided me with an opportunity to gain in-depth knowledge to best practices that have helped provide a superior student experience in universities across Canada. Furthermore, there were plenty of opportunities to gain an understanding to how different Locals approach governance and advocacy.

Through our affiliation with the CFS, I was able to obtain funding to send a graduate student in the College of Education and a member of the *ad-hoc* GSA Diversity Committee, to the Reclaiming our Bodies and Minds Conference that was hosted by Ryerson University in March. This inter-campus conference was an opportunity for students to understand how campuses can be more accessible to students with disabilities. The individual attended the two-day conference and brought back stories and ideas that would allow the GSA to become more accessible and that would allow for more advocacy towards accessibility on campus.





The GSA is also affiliated with ThinkGrad, a group of graduate student representatives from Associations across Canada who are focused on fronting research to strategically address pressing problems affecting higher education in Canada. Last year, I helped organize the first ThinkGrad meeting which occurred in April 2017 and was hosted by the GSA and held here at the University. This year, I attended the meeting that was hosted by McGill University in August, a teleconference meeting that was held in December for initial incorporation, and will be teleconferencing in to the April meeting,

which will be hosted by the University of British Columbia Graduate Student Society. I also helped create an initial White Paper for the group that contained pertinent information regarding graduate student tuitions, salaries, stipends and costs across Canadian universities. This paper will be made available to members of ThinkGrad after the April meeting. I was also voted to be the Secretary of ThinkGrad after incorporation. As secretary, I was required to attend teleconference meetings with the other Board members on several different occasions throughout the year. As secretary, I am also currently responsible to help organize the meeting that will be held at UBC; emailing participants and attendees, creating the agenda and finalizing the official minutes.

Continuous participation with CFS and ThinkGrad is integral to ensuring that the GSA is able to obtain information relating to best practices, strategies, advocacy and governance from other associations across Canada. Attending meetings and conferences is important for sharing information and creating connections.

Health and Wellness

With the help of a Health Education Coordinator at the University, and four Masters of Public Health students, we were able to host a series of Health Chats aimed at promoting activities for mental, physical and emotional well-being. These sessions were targeted for graduate students, although the wider community was invited to participate. All of these sessions were free for participants and about 10 – 15 students attended each session. Studentcare generously supported these sessions.

In the fall term, we held four sessions. On October 4, 2017 we hosted SafeTALK training, which prepares individuals to identify persons with thoughts of suicide and connect them to suicide first-aid resources. The instructor for this course was a credited SafeTALK and ASIST trainer and a graduate





student at the University. On October 26, 2017 we held a Laughter Therapy session. The instructor provided the fundamentals of what therapeutic laughter involves, laughter exercises and laughter meditation, all of which are essential to maintaining well-being. On November 23, 2017, we hosted a Zumba session in the GSA Commons with a licensed Zumba instructor with more than 5 years of experience. On December 6, 2017 we hosted a nutrition session in which we created kits that contained free snacks and recipes to make healthy snacks at home. We also demonstrated to those present how to make simple cost-effective energy balls that were delicious and nutritious.

In the winter term, we held three sessions. On February 1, 2018 certified instructors from Protective Services came to teach students basic self-defence techniques, proper punching and blocking techniques. On February 26, 2018 the volunteers prepared popcorn to which they distributed to students studying in the library. Our final Health Chat occurred on March

23, 2018. It involved Art Therapy as well as directed mindfulness and self-care exercises.

GSA Guppies

In the winter term, I assisted the Indigenous Liaison with the GSA recreational activities. I was the captain of the GSA futsal team and the responsibilities of this included weekly emails to members of the futsal team, attending the weekly futsal matches and ensuring that members of the GSA futsal team demonstrated sportsmanship towards each other and towards other teams.

It is imperative that the GSA continues to host a variety of health chats and recreational teams to ensure that graduate students have an avenue to seek mental, emotional and physical well-being. Often times, graduate students are engrossed in their research, courses and teaching that such short-sessions, that are free and accessible, are a perfect opportunity for students to partake in.



Annual Awards Gala

This year's Awards Gala, themed "A Red Carpet Affair" was held in the Adams Ballroom of the Delta Bessborough on April 7, 2018. This event was attended by 200 guests, which included His Honour, the Lieutenant Governor of Saskatchewan, Members of the Legislative Assembly, Senior Administration, faculty, staff, students and members of the community. The Gala paid tribute to the dedication and commitment that graduate students have shown to their research, scholarly and artistic pursuits, their philanthropy with community service and their continued efforts in leadership, both on campus and in the community. The Gala also recognized faculty who have shown commitment to enhancing the graduate student experience, through dedication towards their graduate students, their supervisory skills and towards their student's thoughts and research ideas. Seven individuals were recognized at the Gala; six students and one faculty member. The awards were; Advising Excellence Award, Excellence in Community Service, Leadership Excellence Award, Mark Kroeker Exceptional Student Leadership Award, Research Excellence in Interdisciplinary Studies and Research Excellence in STEM.



The evening was a success and was made possible by the contributions of the College of Graduate and Postdoctoral Studies, the Canadian Federation of Students, the Alumni Association, Studentcare, the Colleges of Kinesiology, Arts and Science, Engineering, Pharmacy and Nutrition, the School of Environment and Sustainability and Sasktel as well as non-monetary contributions from Affinity Credit Union, Sasktel, Consumer Services, Mac's Convenience Store and

The Medicine Shoppe. The GSA would like to thank the Delta Bessborough for catering to our needs, Creative Touch and Wedding Design for their exquisite decorations, Freeman for their Audio and Visual Services, Freeze Framez for the Photobooth, our

photographer, our pianist for the sophisticated music provided during the cocktail hour and during dinner, our trumpet player for playing the Vice-Regal Salute and Night Owl Entertainment for their DJ services. I would

also like to thank my MC partner; he brought with him a vibrant personality that made hosting the evening much more fun and pleasant.



The total amount of sponsorship received for the gala was CAD 30,950.00. Ticket sales amounted to CAD 1885.00. The cost of the event was less than the total sponsorship and ticket sales, which was excellent. The success of the gala enabled the GSA to create an enriching environment for all those in attendance as well as connections that are pertinent to the strategic direction of the Association.

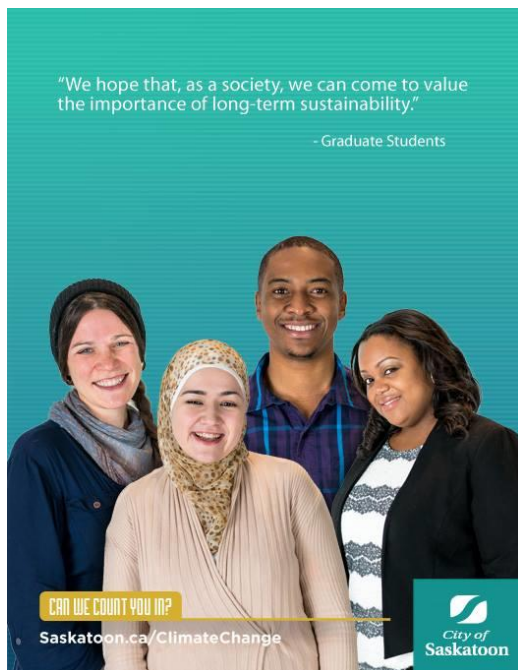
GSA Committees

In my role as the Vice-President External, I sat on five GSA standing committees.

1. Governance Committee: collectively worked on providing recommendations to the governing documents for the AGM.
2. Sustainability Committee: collectively identified how the GSA can become more sustainable as well as organizing the Sustainability Slam, which occurred on February 15, 2018.
3. Awards Selection Committee: collectively identified the winners of the Annual Awards, individuals which were honoured at the GSA’s Annual Awards Gala.
4. Finance and Audit Committee: assisted in discussions towards the creation of the 2018 / 2019 budget.
5. Health and Dental Committee: liaising with Studentcare to ensure that our Health and Dental plan aligns with the needs of our members as well as collectively determining a recommendation for the 2018 / 2019 Health and Dental plan costs.



I also initiated an *ad-hoc* Diversity Committee with the primary focus on graduate students with disabilities, graduate students of diverse sexual orientations, and/or any minority group fostering inclusion, acceptance, understanding, support, and education. The purpose of the committee is to



make recommendations to the Executives to ensure that the GSA is inclusive to all its members so as to provide a better graduate student experience, and create a welcoming environment, and cohesive community for graduate students on campus, to liaise with Council to ensure that the GSA services/initiatives are inclusive, and to organize diversity events/initiatives in collaboration with the GSA executives and other committees,

Four members of the Sustainability Committee had the opportunity to participate in the City of Saskatoon Climate Change Campaign. Through this campaign, we were able to represent graduate students and voice the importance of positive solutions towards climate change. We were also able to depict what we perceive as solutions that would create a more sustainable university, city, province and nation.

University Committees, CGPS Committees and Other Committee Participation

I was honoured to represent the GSA on the following;

1. Academic Programs Committee (University Council Committee)
2. International Activities Committee (University Council Committee)
3. International Activities Committee Strategic Directions Working Group
4. Equity and International Committee (CGPS Committee)
5. Interdisciplinary Committee (CGPS Committee)
6. Ranking Project Working Group
7. Faith Leadership Council
8. Co-Curricular Records Advisory Group
9. Images of Research Judge
10. College of Arts and Science Vice-Dean Faculty Relations Search Committee

Along with the other Executives, I also sat on the President's Executive Committee and the College of Graduate and Postdoctoral Studies Council. I was dedicated to ensuring that as a member of these committees, I participated in discussions and advocated for graduate students.

There are plenty of other tasks that I undertook as the Vice-President External; however, throughout my tenure this year, one of the main goals I had was to maintain continuity of the Vice-President External position, as well as other Association duties. This meant creating detailed resources that would allow the future Executives to follow. I thoroughly enjoyed my time as an Executive this year and have gained a lot of knowledge about how the Association functions.

It was a pleasure to have worked with Ziad Ghaith, David Bennett, Iloradanon Efimoff, Ali Kiani, Edgar Martinez-Soberanes, Basseyy Basseyy, Yina Liu, Dana Ramsay, Megan Solberg and Candace Suessmilch. Thank you for providing a safe and comfortable working environment. Thank you for collectively working as a team.

With sadness, my position as Vice-President External has almost come to an end. I have indeed met many great individuals along the way and have learned the importance of community and engagement among graduate students. Thank you for allowing me to serve you this year.

Sincerely yours,

Naheda Sahtout

Naheda Sahtout

“Coming together is a beginning. Keeping together is progress.
Working together is success.”

--Henry Ford



GSA Indigenous Liaison Annual Report
April 17th, 2018

Dear members of the GSA,

It has been my pleasure to serve you as Indigenous Liaison for the last year and a half. While I am looking forward to days that are not populated with GSA meetings and initiatives, I will greatly miss working in the building, with the executive team, and with all of you.

I will structure my annual report in the same way that I structured my action plan for the 2017-2018 academic year, to ensure transparency in my intended and actual activities throughout the past year.

Háw'aa,
(Thank you,)

Iloradanon Efimoff
Outgoing GSA Indigenous Liaison

1. Proceed with Indigenization Efforts

I have worked on Indigenization efforts for the majority of my time in the GSA. I worked extensively with other groups on campus including the Indigenous Graduate Students' Council (IGSC), the Aboriginal Students' Centre (ASC), the College of Graduate and Post-Doctoral Studies (CGPS), and the university in general in attempts to continue the Indigenization process. This has included many, many discussions with Indigenous students, staff, and faculty on campus. I have continued to voice Indigenous student concerns on the various committees I sit on, and advocated for greater Indigenous student representation.

Some specific examples of my engagement with Indigenization include sitting on the hiring committee for the Vice-Dean Indigenous of Arts and Science, and helping to create the Terms of Reference for the Indigenous Graduate Student Leadership Award. I sat on a subcommittee of the Teaching, Learning, and Academic Resources Committee (TLARC) to Indigenize the University of Saskatchewan Learning Charter, and on the Wellness Working Group of TLARC to represent Indigenous and student perspectives. I utilized my discretionary fund to purchase Indigenous artwork to help celebrate Indigenous art within the GSA. It is important to note that while supporting Indigenous artists and displaying Indigenous art work in the commons is good (it may bring awareness to some students, make Indigenous students feel a bit more comfortable, etc.), it is not what I would consider Indigenization. I was invited to discuss the reworking of the

Museum of Natural Sciences from an Indigenous perspective. I was invited to meet with the Vice Provost Indigenous Engagement candidates, and to speak at a welcoming ceremony for Dr. Jackie Ottmann. I have coordinated Indigenous graduate student input on the “Living our Values” document, that may serve as a type of code of conduct document for the University of Saskatchewan. I have hosted community events, such as a poster-making session for the Sisters in Spirit Vigil, to which executives of the GSA were invited.

In terms of the GSA in particular, I have been encouraging the executives to consider Indigenous perspectives on internal and external matters. For example, with my guidance, the GSA wrote a letter to the IGSC in wake of the Stanley and Cormier verdicts, and the subsequent racism on campus. I have also helped Indigenous students connect to supports on campus via the GSA.

I have liaised with the Circle of First Nations, Inuit, and Métis students (a Canadian Federation of Students [CFS] constituency group) and attended the CFS RISE Summit in order to build national connections and learn about ways to better support Indigenous students on campus at the University of Saskatchewan.

Lastly, it is important to note that the IGSC has recently released a call for non-participation, in solidarity with the Indigenous Students’ Council (ISC, undergraduate Indigenous student group). I have been in contact with the GSA executive in terms of the continued working relationship between the IGSC and the GSA.

2. GSA Guppies

I organized the GSA guppies for the Fall 2017 semester. This included organizing the teams for the sports, registering the teams, and sending out weekly emails. I organized teams for the Winter 2018 semester as well, but the VP External took organized games and schedules as she played on the sports teams and thus it was easier for her to actively be engaged as captain.

3. GSA Sustainability Committee

This was an ad-hoc committee last year, and this year became a standing committee. We met weekly to plan the annual GSA Sustainability Slam until it’s execution on February 15th, 2018. The event was a slammin’ success! We had 10 acts lined up in the form of presentations, songs, and poetry. Over 50 individuals attended the event throughout the night.



While this event was a lot of fun, an opportunity for students to express themselves, and a good way for people to connect on sustainability, it did draw attention away from our other initiatives to make the GSA a more sustainable place. The committee thinks it may be better to direct energy elsewhere in the future, to ensure that practical steps are taken to make the GSA more sustainable.

This committee also worked on a sustainability policy for the GSA, which will be shared in the agenda package for the GSA annual general meeting. The committee petitioned the GSA to utilize their “New Initiatives” budget line to purchase reusable (and ultimately recyclable) plastic plates, bowls, cups, and cutlery to reduce the waste created during the many events hosted at the GSA. These dishes can be washed at the end of events and reused for other events. We chose plastic as they are less likely to break at events, but have ensured we purchased a type of plastic that is recyclable in Saskatoon so that when the dishes break down due to wear and tear, or if they do get damaged, they can be recycled instead of thrown in the trash.

These are steps in the right direction for the sustainability committee in the GSA, but there is much more work to be done. Looking at ways to make our building more environmentally sustainable would be excellent in moving forward, such as alternative energy sources like wind or solar power. It would also be a great initiative to purchase a dishwasher to encourage use of the reusable dishes and cutlery, and because many dishwashers are designed to use less water than is used when washing dishes by hand.

4. The GSA Survey

The GSA Survey was started before my time at the GSA, and the initial committee included several students who merit recognition for all of their hard work (in alphabetical order by last name): Emiliana Bomfim, Carolyn Gaspar, Ziad Ghaith, Saeed Ghanbari, Chanda Hetzel, Ali Kiani, Alyssa Kluk, Shailza Sapal, Syed Asad Ali Shah, Mylan Tootosis, and Lindsey Wesolowski.

Despite this initiative not being part of my portfolio, it made the most sense for me to take the lead on it given my training in survey design through my academic studies. I worked on this project in collaboration with the VP Student Affairs and the President. I re-submitted our ethics application, including an amendment to ensure that students who identified as LGBTQ2SIA+ were represented in the survey, and to ensure that questions were asked clearly and concisely to ensure high response rates and both validity and reliability of responses. The VP Operations and Finance and the VP External provided extensive feedback as well in the later stages, despite this survey being time-consuming and not in their portfolios. I am very grateful for the support I received on this project from the executive team.

This was a very large project, with several revisions, and meetings with different organizations on campus (such as Access and Equity Services) to ensure that we were not re-creating data that was already being collected elsewhere, and that we were providing answers to questions that previous data collection had raised. The completed survey went live on April 10th, 2018, and very quickly received over 100 responses. The plan is to keep the survey open for some time and to allow students to respond, and then begin analysis. This survey will help to ensure that the Graduate Students' Association can best support their graduate students internally, but also to better advocate for graduate students within the University of Saskatchewan.

5. GSA Twitter

I have been posting GSA events on our Twitter for the last year, retweeting much of what we were tagged in by other Twitter users, sharing opportunities for graduate students, and posting important GSA information (such as election information and information about the GSA survey).

6. Health Chats

I posted on our Twitter about health chats.

7. Graduate Student Achievement Week

I provided feedback on the gala advertisement design, helped to distribute the gala advertisements around campus, sold tickets for the gala, provided feedback on wine selection and menu, helped VP External to pick up several items before the gala, helped to seat people during the gala, and helped to hand out awards during the gala.

8. Social Events

For social events I was in the city for, I helped the VP Student Affairs by finding an ad hoc DJ, replenishing food during the event, selling alcohol tickets, cleaning up during and after the socials, and locking up the GSA at the end of the night.

Other Activities (not in my annual plan)

I am sitting on the GSA Governance Committee and have provided extensive feedback through two rounds of iterations of the GSA Constitution and Bylaws. I also provided in-depth feedback on the GSA Policies.

I have helped to edit a variety of different documents throughout my time within the GSA, such as the Memorandum of Understanding being designed between PSAC and the GSA and summaries of tuition consultations. I have been involved with the Canadian Federation of Students, and attended the Semi-Annual General Meeting in June 2017 in lieu of the VP External due to scheduling. I have also helped the VP Student Affairs with orientation – for example, I emceed the January orientation and advertised the event via twitter.

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

FINANCIAL STATEMENTS

(Unaudited)

APRIL 30, 2013





BUCKBERGER BAERG
— & PARTNERS LLP —
CHARTERED PROFESSIONAL ACCOUNTANTS

210 - 616 MAIN STREET
SASKATOON SK S7H 0J6
306-657-8999

201B 2ND AVENUE W
PO BOX 1480
BIGGAR SK S0K 0M0
306-948-5133
info@bblp.ca

Ashley Buckberger CPA CA CFA*
Terry Baerg CPA CA*
Kathryn Bankowski CPA CA*
Jennifer Funk CPA CA*
Tyler Kachur CPA CA*
Alan Koop CPA CA*
Paul Pastor CPA CA CBV*
Jeff Persic CPA CA CFE*

* services provided through
professional corporation

REVIEW ENGAGEMENT REPORT

To the Members of University of Saskatchewan Graduate Students' Association, Inc.

We have reviewed the statement of financial position of University of Saskatchewan Graduate Students' Association, Inc. as at April 30, 2013 and the statements of operations, changes in fund balances and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Association.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

The comparative figures were audited by another firm of chartered accountants who expressed a qualified opinion on February 24, 2015.

SASKATOON, SASKATCHEWAN

January 9, 2018

Buckberger Baerg & Partners LLP

Chartered Professional Accountants

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF FINANCIAL POSITION

(Unaudited)

APRIL 30, 2013

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2013</u>	<u>2012</u>
<u>ASSETS</u>					
Current assets					
Cash	\$ 261,813	\$ 48,186	\$ -	\$ 309,999	\$ 148,359
Accounts receivable	71,055	-	-	71,055	70,009
Prepaid health and dental premiums	<u>192,621</u>	<u>-</u>	<u>-</u>	<u>192,621</u>	<u>203,447</u>
	525,489	48,186	-	573,675	421,815
Capital assets (Note 3)	-	-	161,512	161,512	190,221
	<u>\$ 525,489</u>	<u>\$ 48,186</u>	<u>\$ 161,512</u>	<u>\$ 735,187</u>	<u>\$ 612,036</u>
<u>LIABILITIES</u>					
Current liabilities					
Accounts payable and accrued liabilities	\$ 82,299	\$ -	\$ -	\$ 82,299	\$ 20,571
Deferred revenue (Note 4)	<u>220,347</u>	<u>-</u>	<u>-</u>	<u>220,347</u>	<u>205,188</u>
	302,646	-	-	302,646	225,759
FUND BALANCES					
Balance	222,843	48,186	161,512	432,541	386,277
	<u>222,843</u>	<u>48,186</u>	<u>161,512</u>	<u>432,541</u>	<u>386,277</u>
	<u>\$ 525,489</u>	<u>\$ 48,186</u>	<u>\$ 161,512</u>	<u>\$ 735,187</u>	<u>\$ 612,036</u>

See accompanying notes

Approved on behalf of the board

Director _____ Director _____

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF OPERATIONS

(Unaudited)

YEAR ENDED APRIL 30, 2013

	General fund	Health and dental fund	Capital asset fund	2013	2012
Revenue					
Dental and health plan	\$ 645,541	\$ -	\$ -	\$ 645,541	\$ 603,373
Student fees	209,087	-	-	209,087	190,312
In-kind contributions (Note 5)	121,332	-	-	121,332	117,798
Rental, interest and other	28,357	143	-	28,501	22,920
Fundraising gala	8,006	-	-	8,006	-
	<u>1,012,323</u>	<u>143</u>	<u>-</u>	<u>1,012,467</u>	<u>934,403</u>
Expenses					
Administration fees	8,678	-	-	8,678	8,059
Amortization	-	-	28,709	28,709	30,051
Bursaries and student fund	47,520	-	-	47,520	24,000
Canadian Federation of Students	29,071	-	-	29,071	27,741
Conferences and events	6,630	-	-	6,630	11,010
Course council funding	2,354	-	-	2,354	2,989
Facilities and maintenance	311	-	-	311	3,218
Fundraising gala	12,652	-	-	12,652	-
Health and dental premiums	581,917	-	-	581,917	591,512
Insurance	3,224	-	-	3,224	3,728
Interest and bank charges	202	20	-	223	248
License fee, rental and occupancy (Note 5)	121,345	-	-	121,345	117,811
Meals and entertainment	3,215	-	-	3,215	879
Office	6,882	-	-	6,882	3,567
Professional fees	9,000	-	-	9,000	9,413
Salaries and related benefits	57,997	-	-	57,997	60,708
Stipends and honoraria	37,504	-	-	37,504	27,347
Telephone and utilities	7,156	-	-	7,156	2,750
Travel and accommodation	1,815	-	-	1,815	-
	<u>937,473</u>	<u>20</u>	<u>28,709</u>	<u>966,203</u>	<u>925,031</u>
Excess (deficiency) of revenues over expenditures	\$ 74,850	\$ 123	\$ (28,709)	\$ 46,264	\$ 9,372

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF CHANGES IN FUND BALANCES

(Unaudited)

YEAR ENDED APRIL 30, 2013

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2013</u>	<u>2012</u>
Balance, beginning of year	\$ 147,993	\$ 48,063	\$ 190,221	\$ 386,277	\$ 376,905
Excess (deficiency) of revenues over expenditures	<u>74,850</u>	<u>123</u>	<u>(28,709)</u>	<u>46,264</u>	<u>9,372</u>
Balance, end of year	<u>\$ 222,843</u>	<u>\$ 48,186</u>	<u>\$ 161,512</u>	<u>\$ 432,541</u>	<u>\$ 386,277</u>

See accompanying notes

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF CASH FLOWS

(Unaudited)

YEAR ENDED APRIL 30, 2013

	<u>2013</u>	<u>2012</u>
Cash flows from (used in) operating activities		
(Deficiency) excess of revenues over expenditures	\$ 46,264	\$ 9,372
Adjustments for		
Amortization	<u>28,709</u>	<u>30,051</u>
	74,973	39,423
Change in non-cash working capital items		
Accounts receivable	(1,046)	511
Prepaid expenses	10,826	(12,346)
Accounts payable and accrued liabilities	61,727	(297,844)
Deferred revenue	<u>15,159</u>	<u>12,192</u>
	<u>161,639</u>	<u>(258,064)</u>
Net increase (decrease) in cash during the year	161,639	(258,064)
Cash, beginning of year	<u>148,359</u>	<u>406,423</u>
Cash, end of year	<u>\$ 309,998</u>	<u>\$ 148,359</u>
Cash consists of:		
Unrestricted cash	\$ 261,813	\$ 100,296
Restricted cash	<u>48,186</u>	<u>48,063</u>
	<u>\$ 309,999</u>	<u>\$ 148,359</u>

See accompanying notes

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

APRIL 30, 2013

1. Nature of operations

The University of Saskatchewan Graduate Students' Association, Inc. (the "Association") is a non-profit organization incorporated on May 1, 1986 under the Non-profit Corporations Act of Saskatchewan. The Association exists to ensure graduate students have access to quality services and collects fees for the administration of such services. As a not-for-profit organization under the Income Tax Act, the Association is exempt from income taxes.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

Fund accounting

Revenues and expenditures relating to service delivery activities and administration are recorded in the General fund.

The Health and Dental fund were established to ensure adequate amounts are available in the event the Health and Dental Plan costs exceed the amounts collected in premiums. Approval of the Association's council is required before these funds can be accessed for any other purpose.

The unamortized cost of capital assets and the loans to finance the acquisition of capital assets are reported in the Capital Asset fund.

Capital assets

Capital assets are recorded at cost, less accumulated amortization. The Association provides for amortization using the following methods at rates designed to amortize the cost of the capital assets over their estimated useful lives. The annual amortization rates and methods are as follows:

Furniture and fixtures	Declining balance	20%
Leasehold improvements	Straight-line	10 years
Software and website	Declining balance	100%

Contributed materials, lease and occupancy costs

Contributions of materials, lease and occupancy costs are recognized in the financial statements at fair value at the date of contribution, but only when a fair value can be reasonably estimated and when the materials and services are used in the normal course of operations, and would otherwise have been purchased.

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2013

(Unaudited)

2. Significant accounting policies (continued)

Revenue recognition

The Association follows the deferral method of accounting for contributions, which includes grants and donations. Contributions of property and equipment are included as deferred contributions and are amortized to revenue at the same rate and on the same basis as amortization of the related property and equipment.

Restricted contributions are recognized as revenue in the year in which the related expenses are made. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Health and dental premiums are recognized in the benefit period to which they relate and are recognized on a gross basis.

Student fees and memberships and UPass revenues are recognized when fees are due in the academic year. All other sources of revenue are recognized when goods are transferred or services are performed.

Financial instruments

The Association initially records a financial instrument at its fair value, except for a related party transaction, which is recorded at the carrying or exchange amount depending on the circumstances.

Transaction costs are recognized in excess of revenues over expenditures in the period incurred. However, transaction costs associated with financial instruments carried at cost or amortized cost are recorded as adjustments to the initial fair value recognized and amortized over the expected life of the instrument.

Financial assets and financial liabilities subsequently measured at amortized cost include cash, accounts receivable, and accounts payable and accrued liabilities.

When there is an indication of impairment and such impairment is determined to have occurred, the carrying amount of financial assets measured at amortized cost is reduced to the greater of the discounted future cash flows expected, the proceeds that could be realized from the sale of the financial asset, or the amount that could be realized by exercising the right to any collateral held to secure repayment of the asset. Such impairments can be subsequently reversed to the extent that the improvement can be related to an event occurring after the impairment was recognized.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant.

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2013

(Unaudited)

3. Capital assets

			2014	2013
	Cost	Accumulated amortization	Net book value	Net book value
Computer software	\$ 2,750	\$ 2,750	\$ -	\$ -
Furniture and fixtures	46,615	25,135	21,480	26,850
Leasehold improvements	233,387	93,355	140,032	163,371
	<u>\$ 282,752</u>	<u>\$ 121,240</u>	<u>\$ 161,512</u>	<u>\$ 190,221</u>

4. Deferred revenue

Deferred revenue represents unearned revenues collected for the health and dental premiums that cover an annual period that falls outside of the Association's fiscal year.

5. License for premises

The Association has been granted a license to occupy space in a building owned by the University of Saskatchewan (known as St. Chad's Chapel Building) for an annual administration fee of \$12. The license period expires April 30, 2015, with an option to renew the license for a further four year term.

For the duration of the term of the license, the University of Saskatchewan has established an in-kind fair value of the annual license fee which includes occupational costs. This amount is reflected as both in-kind revenue and license expense in the accompanying financial statements.

6. Economic dependence

The University of Saskatchewan provides an in-kind contribution of licensed space occupied by the Association. In addition, the Association's operations include collecting membership fees from the graduate students of the University of Saskatchewan. Without the above-noted funding, and the University of Saskatchewan continuing to allocate a portion of student fees to the Association, there would be doubt as to the continued viability of the Association.

7. Financial instruments

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from customers. The Association's main credit risk relates to its accounts receivable.

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2013

(Unaudited)

7. Financial instruments (continued)

Liquidity risk

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities. The Association's main credit risk relates to its accounts payable and accrued liabilities.



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

Created April 13, 2010

Revised April 11, 2013

Revised May 19, 2015

Revised: March 13, 2017

Last Revision:

Table of Contents

1. Name..... 3

2. Definitions..... 3

3. Purpose..... 4

4. Scope..... 4

5. Membership and Fees..... 5

6. Executive Committee..... 7

7. Council..... 9

8..... 9

9. General Meetings.....10

1. Name

- 1.1. The name of the organization is “University of Saskatchewan Graduate Students’ Association Inc.”, hereinafter referred to as the “Association”.
- 1.2. The abbreviation of the name of the Association is “GSA”.

2. Definitions

- 2.1. The following definitions shall be used in the GSA Constitution, the GSA Bylaws, and the GSA Policy Manuals:

- 2.1.1. Constitution - The Constitution of the Association;
- 2.1.2. Bylaws - The Bylaws of the Association;
- 2.1.3. Policies - The Policies of the Association;
- 2.1.4. Academic Unit - Any department, division, school, or college that falls under the purview of the College of Graduate and Postdoctoral Studies, except those encompassing postdoctoral fellows;
- 2.1.5. Academic Council - ~~representative~~ Representative student organization of an ~~academic~~ Academic unit Unit;
~~Academic Unit—Any department, division, school, or college that falls under the purview of the College of Graduate and Postdoctoral Studies.~~
- 2.1.6. Executive —~~The committee of the Board which is comprised~~ Comprised of the President, the Vice- Presidents, and Indigenous Liaison.
~~Board—The Board of Directors as described in Article 6 of this Constitution.~~
- 2.1.7. Council - ~~The policy and advocacy body of the Association, as~~ As described in Article 7 of this Constitution;
- 2.1.8. Councillors - Registered member representatives from each eligible Academic Council;
- 2.1.9. Members or Membership - The members of the Association.
- 2.1.10. University - The University of Saskatchewan;
- 2.1.11. Majority vote - as defined in the latest edition of Robert’s Rules of Order-;
- 2.1.12. General Meetings - shall refer to both the ~~AGM~~ Annual General Meeting and any Special General Meetings.

3. Purpose

3.1. The purpose of the Association is to:

3.1.1. Be the recognized representative body for its Members to the University administration, its faculty, and the external community;

3.1.2. Ensure its Members have access to quality services that support their academic success;

3.1.3. Advocate for the unique needs and concerns of its Members; and,

3.1.4. Build a cohesive community among its Members.

3.2 The Association shall attempt to provide professional, academic, and social activities, as well as promote awareness of issues that are relevant to its Members, and provide services to its Members, ~~and provide services to those same.~~

3.3 The Association recognizes that every student has the right to equal treatment with respect to student activities, services, -and organizations, without discrimination due to race, ancestry, ~~place~~ and place of origin, colour, ethnic origin, citizenship, religion, creed, sex, sexual orientation, gender, age, marital status, family status, disability, or the receipt of public assistance. The Association further recognizes that some members have been historically and systematically disadvantaged on the above grounds, with resultant under-representation in institutions of post-secondary education. The Association shall strive to be free of all forms of discrimination in all endeavours.

3.4 The Association will consult with the University of Saskatchewan Students' Union (USSU) and the Union of Graduate and Postdoctoral Workers (Public Service Alliance of Canada Local 40004) on matters of common interest.

3.5 The Association shall be carried on without purpose of financial gain or profits ~~for~~ from its Members. Any profits or other accretions shall be utilized in accordance with Section 30 of the Saskatchewan Non-Profit Corporations Act, 1995.

4. Scope

4.1. The Constitution, Bylaws, and Policies of the Association must adhere to the Saskatchewan Non-Profit Corporations Act, 1995.

4.2. The Constitution takes precedence over the Bylaws which in turn take take precedence over the Policies of the Association.

5. Membership and Fees

5.1. Members

- 5.1.1. There ~~are~~ shall be two-three classes of membership for the Association: Regular Members, Associate Members and Honorary Lifetime Members.
- 5.1.2. An individual is a Regular Member if
- 5.1.2.1. They are eligible; and,
- 5.1.2.2. They have paid all Association fees in full.
- 5.1.2.3. Eligibility
- 5.1.2.3.1. All graduate students registered in the College of Graduate and Postdoctoral Studies at the University are eligible to be Regular Members.
- ~~5.1.2.3.2. Graduate student members of the Saskatoon Theological Union are eligible to become Regular Members if they are registered with the College of Graduate and Postdoctoral Studies.~~
- ~~Post-doctoral fellows at the University are eligible to become Regular Members.~~
- 5.1.3. An individual is an ~~a~~ Associate mMember if
- 5.1.3.1. They are a postdoctoral fellow at the University, and
- 5.1.3.2. They have paid all Association fees in full
- 5.1.4. Honorary Lifetime Member
- 5.1.4.1. The position ~~of Honorary Lifetime Member~~ is purely symbolic with no Regular Membership rights or privileges.
- 5.1.4.2. ~~An Honorary Lifetime Member m~~May also be a Regular or Associate Member.
- 5.1.4.3. The ~~position-title~~ shall be awarded by a majority vote at a General Meeting.
- 5.1.4.4. The title may be revoked by a majority vote at a General Meeting.

5.2. Rights, Privileges, and Obligations

- 5.2.1. The rights and privileges of Regular Members shall be:
- 5.2.1.1. To vote and participate in all Association Elections, By-Elections and

Referenda;

- 5.2.1.2. To hold offices within the Association;
- 5.2.1.3. To attend meetings of the Association subject to the Bylaws and Policies of the Association;
- 5.2.1.4. To move or second motions at such meetings;
- 5.2.1.5. To speak for or against motions at such meetings;
- 5.2.1.6. To vote in Annual General Meetings or Special General Meetings;
- 5.2.1.7. To access any services provided by the Association; and,
- 5.2.1.8. To gain admission to and/or actively participate in any Association sponsored event and / or program, subject to the restrictions of that particular event and / or program.

5.2.2. The rights, and privileges of Associate Members shall be;

~~5.2.1.8.~~5.2.2.1. To access any services provided by the Association; and,

~~5.2.1.9.~~5.2.2.2. To gain admission to and / or actively participate in any Association sponsored event and / or program, subject to the restrictions of that particular event and / or program.

5.3. Fees

- 5.3.1. Regular Members shall be charged an annual fee to fund the operations of the Association. The University shall be empowered to collect fees from Regular Members on behalf of the GSA. The Executive ~~and Board~~ shall be responsible for ensuring that said fees are expended in a manner consistent with the ~~purpose and policies~~ Bylaws and Policies of the Association.
- 5.3.2. Council shall approve any change to the GSA fee for the next fiscal year by a two-thirds (2/3) majority
- 5.3.3. The GSA fee may be increased by no more than five percent (5%) per fiscal year, without a referendum.

6. Board of Directors Executive Committee

~~—The President and Vice Presidents shall act as the Board of Directors~~

~~6.1. In accordance with the Non-Profit Corporations Act, 1995, the Board of Directors shall manage the business and affairs of the GSA, including all of its property and revenues, and approve corporate or internal policies and procedures, pursuant to the purpose of the organization.~~

~~6.2. The Executive shall be the Members of the Board of Directors shall be:~~

~~6.3. The Executive Committee~~

~~6.3.1. 6.3. The Executive is a sub-committee of the Association and its membersthose in position should be registered graduate students with the College of Graduate and Postdoctoral Studies at the University. The Executive is a sub-committee of the Association.~~

~~6.3.2. 6.4. The Executive shall be responsible for the day-to-day activities of the Association, as specified by the Bylaws and Policies of the Association.~~

~~6.5. The Executive shall be comprised of:~~

~~6.5.1.1. President;~~

~~6.5.1.2. Vice-President, Operations and FinanceFinance and Operations;~~

~~6.5.1.3. Vice-President, Student Affairs;~~

~~6.5.1.4. Vice-President, External;~~

~~6.5.1.5. Indigenous Liaison.~~

~~6.6. The President and Vice--Presidents shall act as the Board of Directors.~~

~~6.6-6.7. With exception of the Indigenous Liaison, the Executive shall be elected in a general election of the Membership to be held before the end of the current Executive's term.~~

~~6.8. With the exception of the Indigenous Liaison, the term for the Executive is from May 1 to April 30.~~

~~6.7-6.9. Members of the Executive Committee shall work effectively together.~~

~~6.7.1. The GSA Chair, appointed by the Board from among the non-executive members of the Board;~~

~~6.7.2. The President;~~

~~6.7.3. The VP Finance and Operations;~~

~~6.7.4. The GSA Recording Secretary, appointed by the Board (non-voting);~~

~~6.7.5. Seven other Directors consisting of:~~

~~6.7.5.1. two members of the Council, appointed by Council in a manner that Council shall determine;~~

~~6.7.5.2. three graduate students, elected by graduate students, who are not representatives of an Academic Council; and~~

~~6.7.5.3. Two alumni of a U of S graduate program, appointed at the Annual General Meeting in a manner that the Board shall determine. Alumni members may not also be full time staff or faculty members of the university.~~

~~6.8. The term of office for each non-executive member of the Board shall be two years, renewable once consecutively, by election. Terms shall begin on 1 May each year.~~

~~6.9. Alumni directors shall be granted Regular Membership in the GSA for the duration of their terms of office.~~

~~6.10. A Board member may be removed by a 2/3 majority vote at a General Meeting.~~

7. Council

7.5. There shall be a Council of the GSA which shall serve as the policy, political and advocacy body of the organization.

7.6. Membership

7.6.1. Members of Council are:

7.6.1.1. The Executive;

7.6.1.1.7.6.1.2. Regular Members who are;

7.6.1.1.1.7.6.1.2.1. The designated graduate student representatives of Academic Councils; and,

7.6.1.1.2.7.6.1.2.2. The designated graduate student representatives of the Indigenous Graduate Student Council (IGSC).

The non-executive, non-councillor members of the Board

7.7. Election of Council Members

7.7.1. With the exception of the Executive, Council members shall be elected according to the constitution and bylaws of their respective Academic Council.

8. ~~Executive Committee~~

8.5. ~~The Executive is a sub-committee of the Association.~~

8.6. ~~The Executive shall be responsible for the day-to-day activities of the Association, as specified by the Bylaws and Policies of the Association.~~

8.7. ~~The Executive shall be comprised of:~~

8.7.1. ~~President;~~

8.7.2. ~~Vice President, Operations and Finance;~~

8.7.3. ~~Vice President, Student Affairs;~~

8.7.4. ~~Vice President, External;~~

8.7.5. ~~Indigenous Liaison.~~

8.8. ~~With exception of the Indigenous Liaison, the Executive shall be elected in a general election of the Membership to be held before the end of the current Executive's term.~~

8.9. ~~With exception of the Indigenous Liaison, the term for the Executive is from May 1 to April 30.~~

9. General Meetings

9.5. Annual General Meeting

9.5.1. The Association shall hold an Annual General Meeting (AGM) once per fiscal year, held sometime between the months of September and April, inclusive.

9.5.2. In addition to any other business proposed by Council or Regular Members, the following business shall be conducted at the Annual General Meeting AGM:

9.5.2.1. Receiving the audited financial statements;

9.5.2.2. Receiving ~~the report of Council~~ a report from each Executive with respect to the activities of the preceding year;

9.5.2.3. Appointment of the auditor.

9.6. Special General Meetings

9.6.1. A Special General Meeting (SGM) shall be called if:

9.6.1.1. A petition to call a Special General Meeting SGM with the names, NSIDs, and signatures of at least one-hundred (100) Regular Members is submitted to the Association during regular business hours; or,

9.6.1.2. A motion to call a Special General Meeting SGM is passed by a majority vote of Council ~~or the Board~~.

9.7. Quorum

9.7.1. Quorum for General Meetings shall be fifty (50) Members.

9.8. Notice of General Meeting

9.8.1. There must be at least 15-30 days' notice for a General Meeting. ~~The method of notice shall be determined by Council.~~

9.9. Agenda for a General Meeting

9.9.1. A call for agenda items shall be made ~~no later than thirty (30) days before a General Meeting~~ at the same time as notice of a General Meeting is given.

9.9.2. The agenda, with supporting materials, shall be made available to ~~members~~ Members one (1) week in advance of a General Meeting.

9.10. Amendments for Governing Documents

9.10.1. Proposed amendments must be circulated with the agenda.

9.10.2. Constitutional Amendments

9.10.2.1. The Constitution may only be amended at a General Meeting by a

two-thirds (2/3) vote of Members present.

9.10.3. Bylaw Amendments

9.10.3.1. Bylaws may only be amended at a General Meeting by a majority vote of Members present

9.10.4. Policy Amendments

9.10.4.1. Policies may be amended by a majority vote of ~~the Board or Council;~~
~~as applicable to their roles;~~ or at a General meeting.



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

Revised: 13 March, 2017
Last Revised:

Table of Contents

1. Council	4
1.1. Terms of Reference	4
1.2. Councillors	4
1.3. Alternate Councillors	4
1.4. Councillor Duties	4
1.5. Voting Councillor Allocation	4
1.6. Removal of a Councillor	5
1.7. Council Chair	5
1.8. Selection of Council Chair	5
1.9. Resignation of Council Chair	6
2. Executive Duties	7
2.1. All Executive Members	7
2.2. President	7
2.3. Vice-President Finance and Operations	8
2.4. Vice-President Student Affairs	8
2.5. Vice-President External	9
2.6. Indigenous Liaison	9
2.7. Overruling	10
2.8. Resignation of an Executive Member	10
2.9. Suspension or Removal of an Executive Member	10
3. Meetings	11
3.1. Types of Meetings and Definitions	11
3.2. Rules of Order	11
3.3. Quorum	11
3.4. Regular Council Meetings	11
3.5. Special Council Meetings	11
3.6. Meetings of the Membership	12
3.7. Special General Meeting (SGM)	12
4. Elections and Referenda	13
4.1. Definitions	13
4.2. Scope	13
4.3. Elections Committee	13

4.4.	Chief Electoral Officer.....	14
4.5.	Where substantial violation.....	14
4.6.	Third parties	14
4.7.	Association staff.....	15
4.8.	General Elections and By-elections	15
4.9.	Procedures Meeting	16
4.10.	Ratification	16
4.11.	Campaigning.....	16
4.12.	Ballots	17
4.13.	Withdrawal	18
4.14.	Acclamations	18
4.15.	Voting	18
4.16.	Method of voting	18
4.17.	Results	18
4.18.	Referenda	18
4.19.	Violations and Complaints.....	22
4.20.	Review	22
5.	Finances	24
5.1.	Duties of the Vice-President Finance and Operations.....	24
5.2.	Signing Officers.....	24
5.3.	Financial Reports	24
5.4.	Budget	24

1. Council

1.1. Terms of Reference

- 1.1.1. Council shall aim to fulfil its mandate by debating and dealing with Association business in accordance with the Constitution;
- 1.1.2. Motions ~~to Council meetings and General Meetings~~ may be submitted by the Executive, Councillors, ~~and any Regular Member of the Membership or any Member~~;
- 1.1.3. Council has full power to create and redact Position Statements through a majority vote.
- 1.1.4. Subject to the Constitution, Council shall be empowered to direct the Executive to represent the Association where it deems necessary, and to carry out various duties in the interest of the graduate student body.
- 1.1.5. Council cannot appoint representatives to the Executive, except in circumstances outlined in the ~~bylaws~~ Bylaws governing Elections and Referenda.

1.2. Councillors

- 1.2.1. A Councillor must be a Regular Member of the Association.
- 1.2.2. Each ~~academic~~ Academic unit ~~Unit~~ may ~~have~~ only have one Academic Council.
- 1.2.3. No Councillor shall represent both an Academic Council and the Indigenous Graduate Students' Council.
- 1.2.4. The number of Councillors for an Academic Council is determined by the Voting Councillor Allocation.

1.3. Alternate Councillors

- 1.3.1. An Alternate Councillor must be a Regular Member of the Association and a member of their respective Academic Council.
- 1.3.2. If a Councillor is unable to attend a Council meeting, their Academic Council may send an existing registered Alternate Councillor in their place.
- 1.3.3. Alternate Councillors shall be vested with the voting and speaking rights of the Councillor they are replacing.

1.4. Councillor Duties

- 1.4.1. The duties of a Councillor shall include, but are not limited to:
 - 1.4.1.1. Representing their Academic Council;
 - 1.4.1.2. Attending all Council Meetings;
 - 1.4.1.3. Serving on Association Committees;
 - 1.4.1.4. Ensuring the well-being of the Association; and,
 - 1.4.1.5. Being familiar with all governing documents including the Saskatchewan Non-Profit Corporation Act, 1995, Robert's Rules of Order, the Constitution, Bylaws, and Policies.

1.5. Voting Councillor Allocation

- 1.5.1. The Voting Councillor Allocation for an Academic Council will be based on the most recent University census.
- 1.5.2. Voting Councillor Allocation for each Academic Council will be:
 - 1.5.2.1. One (1) for an Academic Council containing less than one hundred (100) ~~members~~ Regular Members;
 - 1.5.2.2. Two (2) for an Academic Council containing one hundred (100) or

more Regular Members.

1.6. ~~Reduction-Removal~~ of ~~Voting-a~~ Councillor-~~Allocation~~

1.6.1. A Councillor ~~for an Academic Council~~ will be suspended if the allocated voting seat for their Academic Council is vacant for two (2) or more consecutive, or three (3) per academic year, duly called Council meetings regardless of whether regrets were sent. The Councillor shall be suspended for the next two (2) Council meetings, at the discretion of Council Chair.

1.6.2. If a Councillor is ~~vacant~~ absent for one (1) duly called Council meeting, the Council Chair shall warn that any further vacancy will result in their suspension.

1.6.3. The Council Chair shall notify an Academic Council if their Councillor has been suspended.

~~1.7. Removal of Councillors~~

~~1.7.1.~~ **1.6.4.** Any Councillor may be deemed ineligible to sit on Council by a two-thirds (2/3) vote of Council, usually on recommendation from the Code of Ethics and Discipline Committee.

~~1.7.2.~~ **1.6.5.** Should a Councillor be removed, the Chair will inform their Academic Council ~~must be informed by the Chair~~.

~~1.7.3.~~ **1.6.6.** Academic Councils are responsible for filling any vacancies.

~~1.7.4.~~ **1.6.7.** A Councillor's eligibility is removed when they are no longer a Regular Member.

~~1.7.5.~~ **1.6.8.** The Council Chair is charged with notifying both Council and the appropriate Academic Council when a Councillor is removed.

~~1.8.1.7.~~ Council Chair

~~1.8.1.~~ **1.7.1.** ~~The Council Chair must~~ Must be a Member of the Association.

~~1.8.2.~~ **1.7.2.** ~~The Council Chair cannot~~ Cannot be a Councillor nor ~~may they be a~~ member of the Executive.

~~1.8.3.~~ **1.7.3.** The Chair of Council shall:

~~1.8.3.1.~~ **1.7.3.1.** Be familiar with all governing documents including, but not limited to, the Saskatchewan Non-Profit Corporation Act, 1995, Robert's Rules of Order, the Constitution, Bylaws, and Policies.

~~1.8.3.2.~~ **1.7.3.2.** Preside over all Council and General Meetings.

~~1.8.3.3.~~ **1.7.3.3.** Conduct an orientation for all Councillors including which includes a description of their responsibilities as Councillors as a Director under the Non-Profit Corporation Act, 1995 and the mechanics of Robert's Rules of Order.

~~1.8.3.4.~~ **1.7.3.4.** Maintain an updated list of Voting Councillor Allocation.

~~1.8.3.5.~~ **1.7.3.5.** Serve as Chief Electoral Officer and perform all associated duties.

~~1.9.1.8.~~ Selection of Council Chair

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

1.8.2. A call for nominations for Council Chair must be sent to the Membership at least 15 days prior to Council Meeting at which the Chair will be elected.

~~1.9.1.~~ **1.8.3.** Nominations will be presented to Council at that Council meeting.

~~1.9.2.~~ **1.8.4.** The first order of business of that Council meeting shall be to elect a

Council Chair. ~~An Executive member~~The President, or their designate, shall act as Council Chair until the Council Chair is elected.

~~1.9.3.1.8.5.~~ Nominees must be present at the meeting to stand for election.

~~1.9.4.1.8.6.~~ The Council Chair will be elected by a majority vote of Council.

~~1.9.5.1.8.7.~~ The Council Chair shall not vote or participate in debate unless there is a tie vote, where the Council Chair shall cast the deciding vote.

~~1.9.6.1.8.8.~~ The Council Chair will receive an honorarium in the value of the graduate student hourly rate for each hour of meeting chaired, including a maximum of two hours total prep time for each Council meeting, and a maximum of three hours of total prep time for General meetings.

~~1.9.7.1.8.9.~~ The Council Chair will receive this honorarium regardless of whether quorum is reached.

1.8.10. In the absence of the elected Council Chair, a temporary alternate Council Chair shall be nominated and elected from the floor of Council.

~~1.9.8.1.8.11.~~ The term for Council Chair will be from when Council Chair is elected until-election of a new Council Chair occurs at the September Council meeting.

~~1.9.9.1.8.12.~~ A Council Chair is eligible to stand for re-election at the September Council meeting if it is their desire to do so, and in accordance with the above Bylaws. August 31st of that academic year.

~~1.10.1.9.~~ Resignation of Council Chair

~~1.10.1.1.9.1.~~ The Council Chair may resign from their position at any time during their term by handing in a printed and signed letter of resignation to the Executive President and the ~~and~~ Office Manager. The resignation of ~~the~~ Council Chair will take effect immediately following the submission of the letter.

~~1.10.2.1.9.2.~~ Following the resignation of ~~the~~ Council Chair, a call for nominations nominations will be sent to the Membership ~~will be sent out~~ and the Selection of a Council Chair Bylaw will be followed.

2. Executive Duties

2.1. All Executive Members

2.1.1. ~~Must act in a fiduciary capacity towards the Association;~~

2.1.2. ~~All Executive members are~~ accountable to the ~~Executive, Board,~~ Council and the Membership.

~~2.1.1.2.1.3.~~ 2.1.3. The ~~President and Vice Presidents~~ Executive committee shall:

~~2.1.1.1.2.1.3.1.~~ 2.1.3.1. Be voting members of Council;

~~2.1.1.2.2.1.3.2.~~ 2.1.3.2. Collectively identify and determine who should sit on committees external to the Association, including University Council committees, College of Graduate and Post-doctoral Studies committees and University governing bodies and their committees; ~~that are relevant to their portfolio.;~~ Only an Executive member shall sit on University Council and Senate.

~~2.1.1.3.2.1.3.3.~~ 2.1.3.3. Be familiar with and follow:

~~2.1.1.3.1.2.1.3.3.1.~~ 2.1.3.3.1. Saskatchewan Non-Profit Corporations Act, 1995;

~~2.1.1.3.2.2.1.3.3.2.~~ 2.1.3.3.2. University of Saskatchewan Act, 1995;

~~2.1.1.3.3.2.1.3.3.3.~~ 2.1.3.3.3. The Association Constitution, Bylaws, and Policies;

~~2.1.1.3.4.2.1.3.3.4.~~ 2.1.3.3.4. Robert's Rules of Order; and,

~~2.1.1.3.5.2.1.3.3.5.~~ 2.1.3.3.5. Other relevant documents.

~~2.1.1.4.2.1.3.4.~~ 2.1.3.4. Conduct themselves in a professional and constructive manner in representing the Association and the University ~~of Saskatchewan;~~

~~2.1.1.5.2.1.3.5.~~ 2.1.3.5. Act as an ambassador of the Association and a role model for all graduate students;

~~2.1.1.6.2.1.3.6.~~ 2.1.3.6. ~~To be~~ Be responsible for the actions and the guidance of the Association;

2.1.3.7. ~~To be~~ Be responsible for all duties of vacant Executive positions and carrying out Association duties in the absence of regularly salaried or contracted individuals; ~~viii-~~

~~2.1.1.7.2.1.3.8.~~ 2.1.3.8. ~~To e~~ Consult and work with external partners on issues of common interest;

~~2.1.1.8.2.1.3.9.~~ 2.1.3.9. Establish and maintain ~~liaison with graduate students in each~~ relationships with graduate students in department via Council ~~each department via Council;~~

2.1.3.10. ~~To a~~ Act professionally and courteously in all activities related to position duties and in dealings with each other; ~~and;~~

~~2.1.1.9.2.1.3.11.~~ 2.1.3.11. Shall sign the Association non-disclosure agreement in the first month of office;

2.1.3.12. ~~To e~~ Collectively identify and determine Executive member, or designate, who will attend conferences on behalf of the Association;

2.1.3.13. Ensure continuity of their role by notifying the Executive of any extended absence and arranging for their regular duties to be filled in their absence; ~~and, xii-~~

~~2.1.1.10.2.1.3.14.~~ 2.1.3.14. To perform other duties as assigned by Council.

2.2. President

2.2.1. The duties of the President shall include, but are not limited to:

- 2.2.1.1. Ethical and responsible leadership of the Association;
- 2.2.1.2. Official spokesperson of the Association;
- 2.2.1.3. The execution of Executive and Council decisions;
- 2.2.1.4. Chair of Executive committee meetings;
- 2.2.1.5. ~~To help e~~Ensure that the responsibilities of each Executive position ~~are being met~~ by scheduling quarterly meetings with each Executive;
in the first week of October and in the first week of February~~Review~~
Committee;
- 2.2.1.6. ~~The President shall be r~~Responsible for articulation of position statements of the Association as determined by Council. Publications submitted to University or community newspapers must be written in consultation with the Executive and approved by a majority vote of the Executive.
- 2.2.1.7. Work towards establishing a graduate student seat on the University Board of Governors.
- ~~2.2.1.5.~~2.2.1.8. To be the official liaison with government, in consultation with the Vice-President External;
- ~~2.2.1.6.~~2.2.1.9. ~~The President will p~~Prepare an annual report that will be made available to the Membership and its stakeholders. The report will be presented to ~~Council in March in draft form and then presented and shared with~~ the entire Membership at the ~~April AGM~~Annual General Meeting.

2.3. ~~Vice~~Vice-President ~~Operations and Finance~~Finance and Operations

- 2.3.1. The duties of the Vice President ~~Operations and Finance~~Finance and Operations shall include, but are not limited to:
 - 2.3.1.1. Assume the duties of the President in the President's extended absence;
 - 2.3.1.2. ~~To a~~Act as recording secretary for the Executive ~~Committee~~committee ~~meetings;~~ Council meetings, and general meetings;
 - 2.3.1.3. To be responsible for the recruitment of all Academic Council representatives;
 - 2.3.1.4. ~~Overseeing~~To oversee the coordination and communication of ~~Association~~Executive Meetings;
 - 2.3.1.5. ~~Ensuring~~Ensure the operation of the Association Commons building;
 - 2.3.1.6. ~~To o~~Oversee the finances of the Association;
 - 2.3.1.7. To serve as the Corporate Treasurer for the Association; ~~and;~~
 - 2.3.1.8. To ensure an annual audit is performed; ~~and,~~ all
 - ~~2.3.1.8.~~2.3.1.9. To liaise with the bookkeeper to ensure all bookkeeping is conducted.

2.4. ~~Vice~~Vice-President Student Affairs

- 2.4.1. The duties of the Vice President Student Affairs shall include, but are not limited to:
 - 2.4.1.1. Act as a liaison within the University community relating to graduate student issues;
 - 2.4.1.2. To develop a program of social events for the enhancement of the

graduate student experience;

~~2.4.1.2-2.4.1.3.~~ To organize the Three Minute Thesis Competition and the Graduate Student Research Conference, if the Executive decided to host these events;

2.4.1.4. To coordinate with the University in its efforts to orient incoming graduate students;

~~2.4.1.3-2.4.1.5.~~ Advocate for resources that would improve the academic experience of graduate students at the University;

~~2.4.1.4-2.4.1.6.~~ To be an advocate for graduate students in all matters relating to their university experience, as applicable; and,

~~2.4.1.5-2.4.1.7.~~ To ~~oversee the organization~~ organize of academic workshops of interest to graduate students, ~~and conferences~~;

2.5. ~~Vice Vice~~-President External

2.5.1. The duties of the Vice President External shall include, but are not limited to:

2.5.1.1. To be responsible for the external affairs of the Association, under the oversight of the President;

2.5.1.2. To be responsible for all of the Association Communication, including social media, in consultation with the Executive;

~~2.5.1.2-2.5.1.3.~~ To work with lobbying organizations the Association has an affiliation with;

2.5.1.4. Responsible for the organization of activities targeted at promoting mental, physical and emotional well-being for graduate students

2.5.1.5. To conduct campaigns graduate students have an interest in on a provincial, national, and international level, in consultation with the Executive;

2.5.1.6. To organize the Annual Graduate Students' Association Awards Gala in its entirety;

~~2.5.1.3-2.5.1.7.~~ To coordinate fundraising efforts, under the oversight of the President, for the Three Minute Thesis Competition, Graduate Student Research Conference and Annual Graduate Students Awards Gala, as well as other events organized by the Association as needed;

~~2.5.1.4-2.5.1.8.~~ To be responsible for initiating and maintaining liaison activities with local, provincial, and national organizations both on and off campus; and,

~~2.5.1.5-2.5.1.9.~~ To be responsible for communication with provincial, national and international student associations ~~union~~.

2.6. Indigenous Liaison

2.6.1. The duties of the Indigenous Liaison shall include, but are not limited to:

2.6.1.1. To act as a liaison officer between the Executive and the Indigenous Graduate Students' Council;

2.6.1.2. To communicate with the Canadian Federation of Students - Saskatchewan Aboriginal Liaison, the Chair of the ~~Aboriginal Caucus~~ Circle of First Nations, Metis and Inuit Students of the Canadian Federation of Students and the Aboriginal National Executive Representative of the Canadian Federation of Students

~~2.6.1.3.~~ ~~Work with the Vice President Student Affairs on the annual~~

~~orientation event;~~

~~2.6.1.4.2.6.1.3.~~ Assist the ~~Vice President Student Affairs~~ Executive team on issues involving ~~Aboriginal and~~ Indigenous graduate students;

~~2.6.1.5. Encourage Indigenous graduate students to engage with the Association; and, Recruit new Council Representatives from the Indigenous community; and,~~

~~2.6.1.6.2.6.1.4.~~ Contribute to the orientation of Indigenous graduate students.

2.7. Overruling

2.7.1. A two-thirds (2/3) majority vote of all members of the Executive shall have the power to overrule the action or decision of any one Executive. Such a decision may not result in violation of the Constitution, Bylaws, or Policies of the Association

2.8. Resignation of an Executive Member

2.8.1. Any Executive member may resign from their position at any time during their term by handing in a printed and signed letter of resignation to the President, ~~Board Chair, Council Chair, or and~~ Office Manager. The resignation of an Executive member will take effect immediately following the submission of the letter.

2.8.2. Following the resignation of an Executive member, the Council Chair will follow the Election and By-Election Bylaw in filling the vacant Executive member position holding a By-Election as soon as possible, but within no more than forty (40) days of the resignation.

2.8.3. By a simple majority resolution, Council may appoint an interim ~~executive~~ Executive to hold office until this By-election is completed. A By-election shall not be necessary if the remaining term of office of the ~~removed-resigned~~ executive-Executive member is ~~two-four~~ (42) months or less.

2.9. Suspension or Removal of an Executive Member

2.9.1. An Executive Member may be suspended or removed from office, as the case may be, by a two-thirds (2/3) majority vote of ~~Executive, Council, the Board,~~ or at a General Meeting, normally on a majority recommendation from the Executive ~~Committee~~ or the Code of Ethics and Discipline Committee.

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

2.9.3. A suspended Executive Member shall forfeit their wage for the term of the Suspension.

2.9.4. In the event of the removal of an ~~executive-Executive~~ member, a By-election shall be called as soon as possible, but within no more than forty (40) days. By a simple majority resolution, Council may appoint an interim Executive to hold office until this By-election is completed. A By-election shall not be necessary if the remaining term of office of the removed executive member is ~~two-four~~ (42) months or less.

3. Meetings

3.1. Types of Meetings and Definitions

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

~~3.1.1.1. Board Meeting – a meeting of Board.~~

~~3.1.1.2.~~3.1.1.1. Council Meeting - a meeting of Council. There are two types of Council Meetings: Regular and Special.

~~3.1.1.3.~~3.1.1.2. Meeting of the Membership - a meeting of the Members of the Association, also called a General Meeting. There are two types of General Meetings: Annual and Special.

~~3.1.1.4.~~3.1.1.3. Executive Meeting - a meeting of the Executive ~~Committee of the Association.~~ committee.

~~3.1.1.5.~~3.1.1.4. Committee Meeting - ~~the~~ a meeting of a Committee of the Association that is not a meeting of Council or the Executive. ~~An example is a meeting of the “Constitution, Bylaws, and Policy” Committee.~~

~~3.1.1.6.~~3.1.1.5. Town Hall - an information and / or questions and answers meeting hosted by the Association.

3.2. Rules of Order

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

3.3. Quorum

~~3.3.1.~~ Quorum for Meetings, other than meetings of the ~~membership~~ Membership, shall be a simple majority of voting members ~~present~~.

3.4. Regular Council Meetings

3.4.1. Council will meet regularly as follows:

3.4.1.1. Once in the spring term (May – June);

3.4.1.2. Once in the summer term (July – August);

3.4.1.3. Monthly over the fall and winter terms (September – April).

3.4.2. Regular Council meetings must occur on a business day.

3.4.3. The meeting schedule will be posted on the Association website and a call for ~~Councilors~~ Councillors, and Academic Council ratifications, will be made at the beginning of September, at least fifteen (15) days prior to the September Council meeting.

3.4.4. Notification of changes to the meeting schedule will be given by email a minimum of two weeks in advance ~~for~~ of Council Meetings; and,

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

3.5. Special Council Meetings

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

3.5.2. A Special Council Meeting may be called by a majority vote of the Executive.

3.5.3. A Special Council Meeting shall be called upon receipt of a petition to the Association Office, signed by at least ten (10) voting members of Council.

3.5.4. The petition must include the time, date, suggested venue, and agenda of the

Special Council Meeting.

3.6. Meetings of the Membership

3.6.1. Annual GGeneral Meetings must occur on a business day.

~~3.6.1.~~**3.6.2. Notice of the meeting, and a call for agenda items, shall be made at least thirty (30) days prior to the meeting;**

~~3.6.2.~~**3.6.3. Notice of this meeting, including the agenda**Agenda and any attachments, shall be made available via email to the Membership at least one (1) week prior to the meeting and shall be posted on the Association website

~~3.6.3.~~**3.6.4. General Meetings shall be open to the public, unless a motion to go ~~in~~-in-**camera is approved by a majority of the Members present.

3.7. Special General Meeting (SGM)

3.7.1. Special General Meetings will be held only under circumstances outlined in Section 9 of the Constitution.

4. Elections and Referenda

4.1. Definitions

4.1.1. In this Bylaw,

- 4.1.1.1. “By-election” means a By-election for one or more positions on the Executive;
- 4.1.1.2. “Campaign material” means material whose purpose is to advertise a campaign and includes electronic materials;
- 4.1.1.3. “Candidate” means a nominee whose nomination has been ratified by the Elections Committee;
- 4.1.1.4. “Election or By-election” means a free, fair and open election for the Executive;
- 4.1.1.5. “Election official” means voting members of the Elections Committee;
- 4.1.1.6. “Election Schedule” means the election schedule prepared by the CEO;
- 4.1.1.7. “Gift” includes any product whose dominant purpose is to buy votes rather than provide information about a candidate or stimulate legitimate political debate;
- 4.1.1.8. “Nominee” means a Regular Member who has submitted a nomination form;
- 4.1.1.9. “Referenda” means a direct vote by which a specific proposal is accepted or rejected by the Members;
- 4.1.1.10. “Representative” means a representative of a candidate in an election or are representative of a campaign committee in a referendum; and
- 4.1.1.11. “Voter” means a Regular Member and includes those Members who are also Elections Committee members.

4.2. Scope

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

4.3. Elections Committee

4.3.1. The Elections Committee is composed of:

- 4.3.1.1. The ~~CEO~~Chief Electoral Officer, as chair;
- 4.3.1.2. Three (3) Councillors appointed by the Council; and
- 4.3.1.3. Three (3) Regular Members who are not members of Council appointed by Council.

4.3.2. The Elections Committee shall

- 4.3.2.1. Conduct elections and referenda in accordance with the Articles Constitution, and this bylaw~~Bylaws and Policies of the Association~~;
- 4.3.2.2. Conduct elections in accordance with the Election Schedule;
- 4.3.2.3. Conduct referenda in accordance with the Referendum Schedule;
- 4.3.2.4. Be knowledgeable about other procedures and policies necessary for a proper election;
- 4.3.2.5. Interpret and enforce this ~~bylaw~~Bylaw;
- 4.3.2.6. Preside over the vote-counting mechanism and election data;
- 4.3.2.7. Remain explicitly and implicitly impartial by not supporting any candidate or registered campaign committee during an election or

- referendum;
 - 4.3.2.8. Develop policies as required; and
 - 4.3.2.9. Perform other tasks as delegated by Council.
- 4.3.3. Before attending a meeting of the Elections Committee or taking part in any business thereof, every member of the Elections Committee who is a Regular Member shall make a written declaration that, during his or her membership on the Elections Committee, he or she shall not:
 - 4.3.3.1. Seek a position or be a representative in an ~~election~~Election or ~~by~~By-electionElection;
 - 4.3.3.2. Nominate any person for an ~~election~~Election or ~~by~~By-electionElection; or
 - 4.3.3.3. Participate in a campaign committee for a referendum.
- 4.3.4. ~~A~~Quorum is a majority of voting members.
- 4.4. Chief Electoral Officer
 - 4.4.1. The Chair of Council shall be the Chief Electoral Officer;
 - 4.4.2. The Chief Electoral Officer shall be responsible for administering and enforcing this Part and shall:
 - 4.4.2.1. ~~cultivate~~Cultivate an atmosphere of commitment to the election and referendum process;
 - 4.4.2.2. ~~not~~Not endorse any candidate and must remain neutral;
 - 4.4.2.3. Address ~~Address~~ issues raised by members of the Elections Committee in a ~~n~~timely manner;
 - 4.4.2.4. ~~organize~~Organize and Chair a Candidates Forum to be held during the campaign period;
 - 4.4.2.5. ~~during~~During electionsElections, ~~by~~By-electionsElections, and ~~referenda~~Referenda, hold ~~regular~~ meetings, as required, with the Elections Committee, which may include meetings by telephone or email or ~~other through other electronic~~ means;
 - 4.4.2.6. Secure the voters' registry;
 - 4.4.2.7. ~~make~~Make all of the physical arrangements for ~~elections~~Elections, ~~by~~By-electionsElections; ~~referenda~~Referenda;
 - 4.4.2.8. ~~not~~Not vote in the regular election or referendum period; and,
 - 4.4.2.9. ~~provide~~Provide a sealed envelope containing a ranked ballot of all candidates or options for the ~~election~~Election, ~~by~~By-electionElection, or ~~referendum~~Referenda that will only be opened and counted in the case of a tie.
 - 4.4.3. The CEO shall receive an honorarium in the value of the graduate student hourly rate for each hour of work committed to the election process.
- 4.5. Where substantial violation
 - 4.5.1. Notwithstanding any other section in this ~~bylaw~~Bylaw, in the case of substantial violation of this ~~bylaw~~Bylaw, the Elections Committee is authorized to ratify or refuse to ratify any person's candidacy, ratify or refuse to ratify, the results for any position, or declare an election invalid.
- 4.6. Third parties
 - 4.6.1. No third party shall participate in ~~elections~~Elections or ~~by~~By-electionsElections.

- 4.6.2. No third party shall participate in a ~~referendum~~ Referenda unless the third party submits to the Elections Committee's jurisdiction in writing and obtains the permission of the Elections Committee.
- 4.7. Association staff
- 4.7.1. Association staff shall provide information to Members about ~~elections~~ Elections, ~~by~~ By- ~~elections~~ Elections, and ~~referenda~~ Referenda in an unbiased manner and shall remain neutral throughout.
- 4.8. General Elections and By-elections
- 4.8.1. Election or By-Election Schedule
- 4.8.1.1. The CEO shall prepare the Election or By-Election Schedule, subject to Elections Committee approval, and shall include:
- 4.8.1.1.1. ~~the~~ 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
- 4.8.1.1.2. ~~the place and time of the release of results of the election or by-election.~~
- 4.8.2. Call for nominations
- 4.8.2.1. The CEO shall make the call for nominations and shall publicize it by all reasonable means, including posters, mass e-mail, Association social media and the Association website.
- 4.8.2.2. The call for nominations shall be at least seven (7) calendar days in an ~~election~~ Election or ~~by~~ By- ~~election~~ Election.
- 4.8.3. Orientation Meeting
- 4.8.3.1. After the call for nominations, the CEO shall chair an Orientation Meeting for nominees for the Executive and may in his or her discretion hold subsequent Orientation Meetings during the nomination period.
- 4.8.3.2. A member must attend an Orientation Meeting to be eligible for ratification as a candidate for the Executive.
- 4.8.4. Nominations and nomination period
- 4.8.4.1. Nomination forms shall be released only after the end of the first Orientation Meeting.
- 4.8.4.2. In an ~~election~~ Election or ~~by~~ By- ~~election~~ Election, the nomination period shall follow the release of the nomination forms, shall be at least three working days, and shall begin and end at the times specified in the Election or By-Election Schedule.
- 4.8.4.3. A nomination form for an Executive position must include:
- 4.8.4.3.1. ~~the~~ The full name, signature, and student number of the nominee;
- 4.8.4.3.2. ~~the~~ The full name, signature, and student number of ten (10) nominators.
- 4.8.4.3.3. The University confirmation of enrollment of the nominee.
- 4.8.5. A nominee:
- 4.8.5.1. ~~must~~ Must be a Regular member;
- 4.8.5.2. ~~must~~ Must not be an election official; and,

- 4.8.5.3. ~~must~~Must not nominate another person for the same position that he or she is seeking.
- 4.8.6. A nominator:
- 4.8.6.1. ~~must~~Must be a Regular member;
- 4.8.6.2. ~~must~~Must not be an ~~election~~Election officialOfficial; and
- 4.8.6.3. ~~must~~Must not be a nominee for the same position for which he or she has nominated another person.
- 4.8.7. The names of nominees are confidential.
- 4.8.8. The names of nominators are confidential unless the nominee chooses to release them.
- 4.8.9. No person may seek more than one position on the Executive.
- 4.8.10. If, after the regular nomination period has ended, there are no nominees for a position on the Executive, the Elections Committee may extend the nomination period for one week for that position.
- 4.8.11. If no nomination is received after the extension of the nomination period, the CEO shall refer the vacant position(s) to the next General Meeting or Council Meeting, whichever comes first, to fill the position(s) through nomination and election at the meeting. Voting shall be by secret ballot.
- 4.8.12. A nominee must provide a ~~\$a~~ twenty-five (5025) dollar deposit that is refundable unless the nominee has violated Elections procedures or caused damage to University property, as determined by the Elections committee.
- 4.9. Procedures Meeting
- 4.9.1. 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~~Bylaw, rules, and information.
- 4.9.2. A nominee for an Executive position must attend the Procedures Meeting to be eligible for ratification as a candidate. If a nominee is unable to attend a scheduled Procedures Meeting and provides sufficient reason to the Election Committee in advance of the meeting, the Election Committee may hold an alternate Procedures Meeting in advance of the campaign period to ensure the nominee(s) has received the necessary sections of the ~~bylaw~~Bylaw, rules, and information.
- 4.10. Ratification
- 4.10.1. The Elections Committee shall ratify a nominee as a candidate where:
- 4.10.1.1. ~~the~~The nominee has submitted a valid nomination form; and,
- 4.10.1.2. ~~the~~The nominee has attended the Orientation Meeting, submitted the deposit, and attended the Procedures Meeting.
- 4.11. Campaigning
- 4.11.1. Prior to the campaign period, no one shall:
- 4.11.1.1. ~~publicly~~Publicly advertise the intent of any person to seek election; or
- 4.11.1.2. ~~campaign~~Campaign on behalf of any candidate.
- 4.11.2. The campaign period shall be no less than seven (7) calendar days for an ~~election~~Election or three (3) business days for a ~~by~~By-electionElection and shall not take place during any period of time when a substantial portion of the student body is likely to be absent from campus.

4.11.3. The CEO, with advice from the Elections Committee, shall organize an ~~anvoluntary election~~ Election forums ~~Forum~~ for Executive candidates that will take place in the Commons, unless substantive reason is provided to hold it elsewhere.

~~4.11.2.1.4.11.3.1.~~ In the case of not being able to attend, the candidate is able to send a representative or a form of media to represent their platform.

~~4.11.3.4.11.4.~~ 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.

~~4.11.4.4.11.5.~~ 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, unless it is at the except during ~~scheduled~~ election ~~Election forums~~ Forums.

~~4.11.5.4.11.6.~~ No candidate or representative shall engage in door-to-door soliciting within University residence buildings and University offices.

~~4.11.6.4.11.7.~~ Candidates and representatives shall adhere to the poster restrictions for each building on campus.

~~4.11.7.4.11.8.~~ Any poster, related to their candidacy for the GSA Elections, on which a candidate's name appears shall count towards the candidate's poster limit.

~~4.11.8.4.11.9.~~ Candidates and representatives may use websites and may send mass email for campaign purposes and are responsible for learning and following applicable University rules, regulations, and policies regarding electronic communication. These websites and email lists must be the Candidates own and not provided or belonging to others.

~~4.11.9.4.11.10.~~ No candidate or representative shall offer gifts to voters.

~~4.11.10.4.11.11.~~ No candidate or representative shall distribute products to voters unless the products have been approved by the Elections Committee.

~~4.11.11.4.11.12.~~ 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.

~~4.11.12.4.11.13.~~ Candidates may print up to~~The Association will cover costs for printing up to fifty (50) posters~~ a maximum of fifty (50) posters with dimensions no larger than 5~~11~~ inches by 17~~17~~ inches. The Association will cover costs for printing up to a maximum of fifty (50) dollars.

~~4.11.13.4.11.14.~~ Candidates shall ensure that their campaign materials are taken down by 11:59 p.m. on the last day of voting.

~~4.11.14.4.11.15.~~ Council~~The Commons~~ shall be a neutral forum. No promotional materials shall be displayed or distributed ~~to Council~~within the Commons. Only one poster from each Executive candidate shall be placed in the Commons.

~~4.11.15.4.11.16.~~ No candidate or representative shall engage in door-to-door soliciting during the voting period.

4.12. Ballots

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

- this ~~bylaw~~Bylaw.
- 4.12.2.** Full names of the candidates shall be listed on the ballot in random order, with the option to “abstain” listed ~~first~~last.
- 4.12.3.** Upon the candidate’s request, the candidate’s name on the ballot may differ from the candidate’s given name, provided that the Elections Committee approves the alternate name and the random order of candidates’ names does not change.
- 4.12.4.** Slate names shall not appear on the ballot.
- 4.13. Withdrawal**
- 4.13.1.** A candidate seeking to withdraw from an election must provide written notice of withdrawal to the CEO at least 24 hours prior to the beginning of voting.
- 4.14. Acclamations**
- 4.14.1.** 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.
- 4.14.2.** If the candidate does not receive a majority of ‘yes’ votes, the process detailed in section 4.8.10 of this ~~bylaw~~Bylaw shall be followed.
- 4.15. Voting**
- 4.15.1.** For an ~~election~~Election or ~~by~~By-electionElection, the voting period shall be at least two days, ~~during which campaigning is permitted~~, and shall begin and end at the times specified in the Election or By-Election Schedule.
- 4.15.2.** Voting shall be publicized by all reasonable means.
- 4.15.3.** Voting shall be by secret and secure electronic ballot, using Personalized Access to Web Services (PAWS), or its equivalent.
- 4.15.4.** A minor technological failure shall not invalidate an election and election officials shall work to minimize the impact of any disruption in voting.
- 4.15.5.** At the end of the voting period, the results shall be immediately sent to the CEO by email.
- 4.15.6.** After the Elections Committee has reached quorum and has dealt with outstanding complaints, the CEO shall communicate the results to the Elections Committee for ratification.
- 4.15.7.** Eight percent (8) of the total student graduate body must vote in an general Election or byBy-electionElection. In cases where this does not occur a new vote must be held or the voting period can be extended, at the discretion of the Elections Committee.
- 4.15.8.** The Elections Committee shall ratify results where there is no significant violation of this ~~bylaw~~Bylaw.
- 4.16. Method of voting**
- 4.16.1.** All positions are to be elected by single member plurality.
- 4.17. Results**
- 4.17.1.** The CEO shall release results to candidates, students, and ~~media~~other necessary outlets at a place and time as set out in the Election or By-Election Schedule, and shall cause the results to be posted on the Association website immediately upon ratification.
- 4.18. Referenda**
- 4.18.1.** A referendum shall be held:

- 4.18.1.1. ~~where~~ Where the referendum is proposed by Council, if at least two-thirds (2/3) of the Councillors present at the Council meeting where the referendum is proposed approve of the referendum; or
- 4.18.1.2. ~~where~~ Where the referendum is proposed by a Regular Member, if a petition containing the names, student numbers, and signatures of at least ~~fifty-one hundred~~ (10050) Regular Members is presented to ~~the~~ Council.
- 4.18.2. A referendum shall be held if Council seeks to
 - 4.18.2.1. ~~establish~~ Establish or eliminate a dedicated student fee; or
 - 4.18.2.2. ~~increase~~ Increase a dedicated student fee, other than the Health and Dental Plan fee, by more than five percent (5%).
 - 4.18.2.3. Council will remain a neutral body with respect to all referendum issues.
- 4.18.3. Call for Referendum Questions
 - 4.18.3.1. Once per year, the CEO shall make the call for campaigns in which referendum questions may be submitted.
 - 4.18.3.2. The CEO shall publicize the call for referendum questions by all reasonable means, including mass e-mail, the Association website and Association social media accounts.
 - 4.18.3.3. The call for referendum questions shall be at least seven (7) calendar days inclusive of three (3) working days.
 - 4.18.3.4. The call for referendum questions should occur in October, and shall not take place during a time when a large portion of membership are not on campus.
 - 4.18.3.5. A secondary call for referendum questions may occur if:
 - 4.18.3.5.1. Extenuating circumstances justify it as determined by the CEO, and
 - 4.18.3.5.2. ~~a~~ A secondary call has been approved by a two-thirds (2/3) vote by Council.
- 4.18.4. Referendum Schedule
 - 4.18.4.1. The CEO shall prepare the Referendum Schedule, subject to the Elections Committee approval, and shall include:
 - 4.18.4.1.1. ~~the~~ The dates for Campaign Registration, the Procedures Meeting, the Campaign Period, the Voting Period, and the Complaints Period; and
 - 4.18.4.1.2. ~~the~~ The place and time of the release of results of the referendum.
 - 4.18.4.1.3. ~~the~~ The Referendum Schedule must be ratified at least a month before a referendum vote is held.
- 4.18.5. Notice
 - 4.18.5.1. The date for the vote on a referendum question must be at least 28 days after the question is initiated.
- 4.18.6. Referendum Questions
 - 4.18.6.1. Signature requirements for referenda questions shall be ratified by the Elections Committee prior to the commencement of the campaign period.

- 4.18.6.2.** A referendum question pertaining to changes to the fees charged to Members shall state the previous fee amount (if it exists) and the amount of the proposed increase.
- 4.18.7. Application Period and Campaigns**
- 4.18.7.1.** Any ~~member~~ Regular Member wishing to run a campaign on either side of the issue may apply to register a campaign committee.
- 4.18.7.2.** Application forms shall be released at the end of the call for campaigns.
- 4.18.7.3.** The application period shall be at least five (5) working days.
- 4.18.7.4.** An application form must include an outline of the campaign platform and contact information for each of its leaders.
- 4.18.8. Procedures Meeting**
- 4.18.8.1.** After the Application Period ends, the CEO shall chair the Procedures Meeting for all campaign committees and shall ensure that campaign committee members have the necessary bylaws and information.
- 4.18.8.2.** All members of a campaign committee must attend the Procedures Meeting in order for the campaign to be eligible for registration.
- 4.18.9. Registration**
- 4.18.9.1.** The Elections Committee shall register a campaign where all the campaign committee members have attended the Procedures Meeting.
- 4.18.10. Campaigning**
- 4.18.10.1.** No one shall campaign prior to the campaign period.
- 4.18.10.2.** No one shall campaign during the campaign period unless he or she is a member of a registered campaign committee.
- 4.18.10.3.** Subject to this bylaw, a third party may be a member of a registered campaign committee.
- 4.18.10.4.** The campaign period shall begin after the Procedures Meeting according to the Referendum Schedule, and shall end on the final day of voting.
- 4.18.10.5.** The CEO, with advice from the Elections Committee, shall organize voluntary referendum forums in accessible locations during the campaign period.
- 4.18.10.6.** No one shall ~~not~~ misrepresent the character or policies of other campaigns, nor shall they interfere in any manner with the campaign materials of other campaigns.
- 4.18.10.7.** No one shall affix anything to material that has been disseminated by the Association or the Elections Committee.
- 4.18.10.8.** No registered campaign committee or member shall deliver campaign speeches or information in regularly scheduled classes, labs, computer labs, the Commons, or University Culinary Services locations, ~~unless it is, except~~ during the scheduled ~~Association~~ forums.
- 4.18.10.9.** No campaign committee member shall use personal funds to acquire campaign materials.
- 4.18.10.10.** The Association will cover costs for printing up to fifty (50) posters with dimensions no larger than 11 inches by 17 inches. The

association shall cover the cost of printing up to a maximum of fifty (50) dollars.

~~4.18.10.10.4.18.10.11.~~ No campaign committee member shall use their personal funds to acquire campaigning material.

~~4.18.10.11.4.18.10.12.~~ No campaign committee member shall engage in door-to-door soliciting within any University residence buildings or University offices.

~~4.18.10.12.4.18.10.13.~~ No registered campaign committee or member shall release campaign materials, including electronic materials, unless the materials have been approved by the CEO.

~~4.18.10.13.4.18.10.14.~~ Registered campaign committees and members shall adhere to the poster restrictions for each building on campus.

~~4.18.10.14.4.18.10.15.~~ Registered campaign committees shall ensure that their campaign materials are removed by 11:59 p.m. on the last day of voting.

~~4.18.10.15.4.18.10.16.~~ No campaign committee or member shall engage in door-to-door soliciting during the voting period.

4.18.11. Ballots

4.18.11.1. Referendum ballots must contain a neutrally worded question as approved by the CEO~~approved by a majority vote of the Election committee.~~

4.18.12. Voting

4.18.12.1. The voting period shall be at least two (2) business days and shall begin and end at the times specified in the Referendum Schedule.

4.18.12.2. Voting shall be publicized by all reasonable means, including ~~posters, mass~~ email, Association social media accounts and the Association website.

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

4.18.12.4. Quorum for a referendum is ten percent (10 %) of the Membership.

~~**4.18.12.5.**~~ A referendum question shall be decided by majority vote.

4.18.12.5. A minor technological failure shall not invalidate a referendum and election officials shall work to minimize the impact of any disruption in voting. ~~vii~~

~~**4.18.12.6.**~~ At the end of the voting period, the results shall be immediately sent to the CEO's designate by email.

4.18.12.7. After the Elections Committee has reached quorum and has dealt with outstanding complaints, the CEO shall communicate the results to the Elections Committee for ratification.

4.18.12.8. The Elections Committee shall ratify results where there is no significant violation of the Articles-Constitution or this ~~bylaw~~Bylaw.

4.18.13. Results

4.18.13.1. The CEO shall release results to candidates, students and media at a place and time as set out in the Referendum Schedule, and shall cause the results to be posted on the Association website immediately.

4.18.13.2. The results of a referendum are binding on the Executive and

Council

4.19. Violations and Complaints

- 4.19.1. Candidates are liable for violations by representatives.
- 4.19.2. Registered campaign committees are liable for violations during ~~referenda~~Referenda, including the actions of any individual or group working on behalf of the campaign.
- 4.19.3. Complaints arising out of any ~~election~~Election or ~~referendum~~Referenda must be submitted in writing to the Association office within five (5) working days after the final ballot count.
- 4.19.4. The CEO, in consultation with the Elections Committee, shall investigate and deal with alleged violations of this ~~bylaw~~Bylaw and the schedules arising from the beginning of the academic year to the deadline to file complaints.
- 4.19.5. 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.
- 4.19.6. The ~~CEO~~Elections committee shall investigate all other complaints of violations of this ~~bylaw~~Bylaw and its schedules ~~and provide advice to the Elections Committee at the earliest possible meeting.~~
- 4.19.7. The Elections Committee may take such steps as it deems necessary to fulfill its mandate.
- 4.19.8. The Elections Committee may disqualify a candidate where appropriate.

4.20. Review

- 4.20.1. Any person affected by a decision of the Elections Committee may make an application for review by submitting a complaint to the Office Manager.
- 4.20.1. The Office Manager shall forward the application to the Code of Ethics and Discipline Committee. If the Chair of the Code of Ethics and Discipline Committee is also the Chief Electoral Officer, an interim chair shall be appointed by and from the members of the Code of Ethics and Discipline Committee to chair the meeting at which the complaint is considered.
- 4.20.2. Where the Code of Ethics and Discipline Committee is of the opinion that the application is not frivolous or vexatious, ~~he or she~~they shall notify the Council of the complaint.
- 4.20.3. Where a hearing is required, the matter shall be referred to the Code of Ethics and Discipline Committee, to hear the complaint. The CEO shall not participate in the hearing.
- 4.20.4. The review panel may overturn a decision of the Elections Committee if the Elections Committee:
 - 4.20.4.1. ~~acted~~Acted without jurisdiction, acted beyond its jurisdiction, or refused to exercise its jurisdiction;
 - 4.20.4.2. ~~failed~~Failed to observe a principle of natural justice or procedural fairness;
 - 4.20.4.3. ~~based~~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
 - 4.20.4.4. ~~acted~~Acted in any other way that was contrary to law.
- 4.20.5. A decision of the review panel is final.

| **4.20.6.** All applications must be made within fourteen (14) days of the Elections Committee's final decision.

5. Finances

5.1. Duties of the Vice-President Finance and Operations

- 5.1.1. Under the oversight of the ~~Board~~Executive Board of Directors, will oversee the finances of the Association.
- 5.1.2. Will ensure that the finances of the Association are in accordance with the Saskatchewan Non-Profit Corporations Act, 1995.
- 5.1.3. Ensure that revenue for the Association will ~~be used~~ only be used to serve the mandate of the Association.
- 5.1.4. Ensure that fees are collected from all Members, as defined by the Constitution.

5.2. Signing Officers

- 5.2.1. The signing officers of the Association ~~are~~ shall be the President, the ~~Vice~~ Vice-President Finance and Operations, and the Office Manager;
- 5.2.2. At least two signatures are required to approve financial expenditures.
- 5.2.3. No signing officer may be a signatory on expenditures where they are a recipient of funds.
- 5.2.4. The Office Manager shall only sign cheques in the extended absence of the President or Vice-President Finance and Operations, and for cheques pertaining to an expenditure in which the President or ~~Vice--President Finance and Operations~~ are the recipients of funds;
- 5.2.5. In the case where one of these positions is vacant, the Executive must appoint another Executive member, within five (5) business days, as a third co-signer by a majority vote of the Executive.

5.3. Financial Reports

- 5.3.1. ~~Every month, a financial report, including all expenditures and revenues for that month, shall be made available to any Member upon request. 5-1-5 Every month, a financial report, including all expenditures and revenues for that month, shall be submitted to Council and posted to the Association website.~~
- 5.3.2. The annual financial report shall be written in conjunction with the consolidated financial statements, and shall be posted to the Association website prior to the end of the fiscal year.

5.4. Budget

- 5.4.1. The new budget is to be prepared by the ~~appropriate~~ Budget and Finance Committee and presented to ~~the Board~~ Council by the ~~Vice~~ Vice-President ~~Operations and Finance~~ Finance and Operations prior to the end of ~~a~~ the fiscal year.
~~The budget shall be presented to Council prior to the Board meeting in which it is to be approved.~~
- 5.4.2. The budget shall be approved by a majority vote of the Executive and the Board Council.
- 5.4.3. Executive members cannot spend more than ~~ten percent (10%) or~~ five hundred ~~dollars~~ dollars (\$500); ~~whichever amount is larger,~~ of any budget line, except with the exception of salaries and Executive honorariums, without a majority vote of the Executive.
- 5.4.4. The Executive shall not authorize the expenditure of money not approved or accounted for in the budget,

5.4.5. Council can amend ~~new~~ the budget by two-thirds (2/3) majority vote.

5.5. Executive Honoraria

5.5.1. The President shall receive a yearly honorarium to be paid monthly in equal amounts by cheque.

5.5.2. The ~~Executive Vice-Presidents and Indigenous Liaison~~ shall receive ~~a~~ the same yearly honorarium to be paid monthly in equal amounts by cheque. ~~All Executives shall receive the same honoraria.~~

5.5.3. The Association shall not pay an Executive above their determined honoraria.

5.5.4. The honoraria rate will be specified in the budget and cannot be changed during the academic year.

5.5.5. The honoraria rate must be publicized on the Association website.

5.5.6. An Executive may lose their honorarium on the ruling of the Code of Ethics and Discipline Committee ~~ratified by Council~~.

~~5.5.7.~~ Any monetary compensation paid to members of the Executive for Association business from a source other than the Association honorarium must be reported on the Association website. Both the source and the amount of the compensation must be posted.

5.5.7. Any in-kind gift or form of compensation to an Executive valued at more than fifty (50) dollars must be reported on the Association website. Both the source and the amount of the compensation must be posted.



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

Created: 19 May, 2015

Updated: 14 February, 2016

Updated:

Table of Contents

Contents

No table of contents entries found.

1. Communications Policy

- Communication Standards
 - The Association will not publish or promote inappropriate or offensive materials, or materials that are threatening, discriminatory, harassing, or obscene.
- Logo
 - All advertisements about Association events will include the Association logo.
 - Events sponsored by the Association must include the Association logo.
 - The Association logo will be available on the Association website.
 - Any other use of the Association logo requires a majority vote of the Executive.
- Communications with the Graduate Student Body
 - All Members must be informed of all Association news and events on the Association website, social media, and through PAWS. Important news and events will be publicized through e-mails to Members through the College of Graduate and Postdoctoral Studies. Important news includes, but is not limited to:
 - Elections / [By-Elections](#).
 - Referenda.
 - Bursary deadlines.
 - Orientation.
 - Major [workshops / events of importance to GSA Members](#).
 - Job Postings.
 - [Interdisciplinary conferences-3MT and Graduate Student Research Conference](#).
 - Special and Annual General Meetings.
 - ~~Resignation of Executive Members or the Council Chair.~~
 - ~~Each Executive member is responsible for promotion of events and activities within their portfolio.~~
 - The website will include, but is not limited to:
 - News that is pertinent to graduate students.
 - Advocacy.
 - Current initiatives will be described on the website.
 - GSA Commons
 - Events and programming at the GSA Commons.
 - Information about booking and use of the GSA Commons.
 - Governance information
 - Up to date Association governance documents.
 - Detailed financial records of the organization including results of professional audits.
 - ~~Description of Executive positions and contact information for current executives.~~
 - Association meeting schedules and minutes.
 - Listing of Academic Councils and Council representatives.

- [Listing of GSA ratified Social Clubs.](#)
- Listing of Association Committees and Committee members.
- Resources
 - A directory of resources available to students through the GSA and externally.
 - A list of all Association services.
 - Forms for all Association business.
- Contact information
 - Contact information for the [current](#) Executive.
 - Location of the GSA [and Association contact](#).
 - ~~The email address of each Academic Councillor;~~
 - Links to all ratified Academic Council and Social Groups' websites, [if available](#); and,
 - Listing of all Association office Staff members.

1.5. E-mail

- 1.5.1. Executive members and Association office staff members will have access to e-mail addresses associated with their position.
- 1.5.2. Email correspondence will be subject to the University of Saskatchewan Electronic Mail Policy.
- 1.5.3. The Executive retains the right to revoke the e-mail privileges of any individual who has access to a GSA e-mail address who is using their e-mail in contravention of the University of Saskatchewan Electronic Mail Policy.
- 1.5.4. ~~E-mails to the entire student body will be subject to a majority vote of the Executive.~~ An email to the entire student body must be sent through the College of Graduate ~~Studies and Research~~ [and Postdoctoral Studies, as per agreed upon terms, and must adhere to the Association governing documents, and content must be as per agreement.](#)

1.6. Transition Manuals

- 1.6.1. Incoming ~~executive~~ [Executive](#) members will receive a transition manual.
- 1.6.2. Each Executive member will maintain and update this transition manual throughout their term.
- 1.6.3. At a minimum, the transition manual will include:
 - i. A copy of the constitution, bylaws and policy manuals, highlighting all sections that directly apply to each individual position.
 - [ii. Detailed description of how to carry out such obligations](#)
 - ~~ii-iii.~~ [Detailed information about the progress of current initiatives and promises made to committees, council and the student body.](#)
 - ~~iii-iv.~~ [Contact information and resources available to each executive position.](#)
 - ~~iv-v.~~ [Contact and scheduling information for the committees that the position has served on.](#)
 - ~~v-vi.~~ [A list of recommended improvements for the role.](#)

- 1.6.4. All Executive members shall ensure that their incumbent has the tools that they need to fulfill the mandate of the position. The outgoing ~~executive Executive~~ shall answer any questions that the incoming ~~executive Executive~~ may have and will notify them of duties that may not be outwardly obvious.
- 1.6.5. Wherever possible, the incoming ~~executive Executive~~ shall shadow the outgoing ~~executive Executive~~ for ~~the last~~ a few weeks ~~of April~~ after election.
- 1.6.6. The outgoing Executive shall make themselves available to aid the incoming Executive for the first month of the new term during a transition meeting. If an outgoing or an incoming Executive member is not available for at least one transition meeting, or if they do not provide satisfactory transition via their transition manual, the honoraria of that Executive member shall be waived for their last or first month, respectively.

1.7. Confidentiality Policy

- 1.7.1. The Association often deals with topics that are not appropriate for publication. Confidential files will be clearly labeled as such and will be signed and dated by involved parties. Unless otherwise specified, confidential files will be kept for an indefinite period, unless they are deemed by the Executive to be no longer necessary.
- 1.7.2. The Association will uphold the confidentiality of individual students inquiring about academic or employment related grievances.
- 1.7.3. Files kept on current advocacy cases will be available to the ~~Vice President(s)Executive~~ dealing with the case and the student(s) they are advocating for with the exception of third party information that is promised to remain confidential.
- 1.7.4. All bursary applications will remain confidential and will be filed for one (1) year.

1.8. Human Resources Information

- 1.8.1. As an employer, the GSA will uphold the confidentiality of its interviewees and employees.
- 1.8.2. Interview information, including resumes, interview process, selection criteria and interviewer notes will be kept on file for 2 years 6 months.
- 1.8.3. Performance appraisals will be kept on file for 2 years.
- 1.8.4. These files will be available to the President and Vice President ~~Operations and Communications Finance and Operations~~ and other ~~executives Executives~~ only when appropriate.

2. Health and Dental Insurance

- 2.1. The Vice President External ~~Affairs~~ will act as the liaison between the health and dental insurance provider and Council, and will report on information pertaining to the insurance plan.
- 2.2. All Members will have access to health and dental insurance through the Association under terms outlined by the insurance provider.
- 2.3. 2.4. The Health and Dental Committee shall discuss health and dental changes and make a recommendation to Council.

2.4. Council will decide on the health and dental insurance provider and fees by a two-thirds (2/3) majority vote.

3. Social groups ~~shall be ratified based on the following criteria~~Policy:

3.3.1. 3.2. The purpose of a Social Groups Policy is to provide for the social needs of Members.

3.1. The Vice President Student Affairs will be responsible for overseeing the ratification of Social Groups.

3.2. To be ratified, Social groups must:

3.0. Have a majority of its total membership be GSA Members.

3.1. Have members from more than one Academic Council.

3.2. Have completed and submitted an application for ratification including:

i. The official name of the Social Group

ii. The names and NSIDs of the Social Group's Executive

iii. The number of Social Group Executives who are GSA members

iv. The number of Social Group members who are GSA Member

3.3. Have submitted an up-to-date copy of their constitution which includes:

i. An outline of the Social Group's mission, purpose, structure, and regulations.

ii. The official name of the Social Group.

iii. The policies and procedures for democratic elections of Social Group Executives.

iv. The financial procedures and policies of the Social Group.

3.4. Social Group status will be effective until August 31.

3.5. Social Groups must reapply for Social Group status each academic year.

3.6. Social Groups will be ratified by a two-thirds (2/3) majority vote of Council.

3.7. A Social Group must:

3.7.1. Exist for the betterment of its members.

3.7.2. Use any membership fees and money for the objectives outlined in the constitution of the Social Group.

3.7.3. Elect its executive in a democratic fashion following the procedure in its constitution.

3.7.4. Hold elections at least once per year

3.7.5. Hold public meetings.

3.7.6. Make its governing documents public to its membership and the Association.

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

3.7.8. Not exist for the financial betterment of its members.

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

3.7.10. Be open to any GSA Member

3.8. A Social Group not operating in accordance with the Social Groups Policy may have its ratified Social Group status revoked by a majority vote of Council.

- 3.9. In the event the application for ratification is rejected, the Social Group may launch an appeal to Council by notifying the Vice President Student Affairs in writing.

4. Ratified Social Groups may have the privilege of:

- 3.10.1. Booking the Commons.
- 3.10.2. Applying to the Association for funding, as per the By-laws (see Bylaws 5.5).
- 3.10.3. Advertising news and events through the Association with the approval of the ~~Presidents, and as deemed appropriate by the Executive~~ the Executive.
- 3.10.4. Being indemnified by GSA Commons liability insurance for certain events and activities

5. GSA Commons

4.1. Graduate Students' Association Commons

- 4.1.1. The Vice President ~~Operations~~ Finance and Operations oversees the daily operations of the GSA Commons;
- 4.1.2. The GSA Commons will serve the needs of all graduate students ~~to~~ and can be used for academic, professional, and social activities;
- 4.1.3. The rated capacity of the Commons is 99 persons at any one time, and must be posted in the Commons.

4.2. Commons Coordinators

- 4.2.1. Shall be employed in accordance with Association Bylaws, the University of Saskatchewan Policies, and Saskatchewan Labour laws.
- 4.2.2. The duties of GSA Commons Coordinators shall include, but are not limited to:
 - i. Be responsible for administrative details of the GSA Commons.
 - ii. ~~Will a~~ Act as a receptionist during daily operations.
 - ~~iii. Will coordinate workshops and discussions hosted by the GSA;~~
 - ~~iv. Coordinating social events;~~
 - ~~v.iii. Will c~~ Coordinate bookings of the GSA Commons.
 - ~~vi. Oversee the selection and installation of artwork in the Commons.~~
 - ~~vii. Be assigned duties that will assist all Executive members.~~

4.3. The GSA Office Manager shall:

- i. Be employed in accordance with Association Bylaws and Policies, as well as the University of Saskatchewan Policies and Saskatchewan Labour laws.
- 4.3.2. The duties of the GSA Office Manager shall include but are not limited to:
 - i. Be responsible for administrative details of the Executive.
 - ii. Act as a receptionist during daily operations.
 - ~~iii. Refer students to the Executive and appropriate University services when required~~
 - ~~iv. Understand the duties of the Executives.~~
 - ~~v. All duties, as outlined in the Employment contract~~
 - ~~iii.vi. Commit to maintaining sustainability with changing Executives~~
 - ~~iv. Schedule appointments for the Executive.~~

- ~~v. Assist the Vice President Operations with duties related to the Association Communications Policy.~~
- ~~vi. Organize the annual Association promotional materials under the direction of the Vice President External Affairs in accordance with Association Communication Policies.~~
- ~~vii. Be assigned duties that will assist all Executive members.~~

4.4. Bookings

- 4.4.1. The Association, ~~at the discretion of the Vice President Operations~~ reserves the right to deny use of the Commons;
- 4.4.2. Groups or individuals using the GSA Commons will be required to sign [a booking agreement](#) in order to use the space and its equipment.
- ~~4.4.3. The Executives shall endeavour to make this space available to its members;~~
- 4.4.4. The GSA Commons will be booked for activities in the following order of priority:
 - i. Association meetings (e.g. Council and General meetings);
 - ii. Association special events (e.g. social events, orientation, Town Halls, etc.);
 - iii. Academic Council public events (e.g. lectures invited and organized by Councillors);
 - iv. Academic Council private events (e.g. social events);
 - ~~v. Graduate student events;~~
 - ~~vi. Social Group events;~~ and
 - ~~vii. Other events.~~
- 4.4.4. ~~Members~~ [Ratified Academic Council's and Social Groups](#) may book the GSA Commons at no charge during regular Commons hours. Bookings outside of regular Commons hours will be charged at an hourly rate, [as indicated on the website](#);
- 4.4.5. Non-~~members~~ [ratified groups and non-members](#) may book the GSA Commons at an hourly rate, [as indicated on the website](#).
- ~~4.4.6. The Executives shall not, unless agreed upon by the Executive, personally volunteer time for groups to host their events;~~
- 4.4.7. Anyone booking the GSA Commons:
 - i. will provide a damage deposit;
 - ii. must return the Commons in the same physical state it was found. Additional charges will result if the cleanup checklist in the GSA Commons Rental Agreement is not completed and initialed by a GSA Commons Coordinator;
 - iii. may be levied additional charges for special requests.
- 4.5.1. Groups serving alcohol are responsible for:
 - i. Obtaining a liquor permit;
 - ii. Ensuring that all university and provincial liquor regulations are followed; and,
 - iii. Providing any necessary staff.
- 4.6.1. The Association owns two BBQs that may be:

- i. used by Association ratified Academic Councils and Social Groups at a flat rate with propane costs included; and
- ii. used by non-~~Members~~ ratified groups and non-members at an hourly rate and propane will be billed.

~~ii-iii.~~ 4.6.2. BBQs are to be left as they were found;

- i. Additional charges will apply if the BBQ is found inoperable or dirty.

4.7. Art in the GSA Commons

- 4.7.1. The Association will display artwork by Members in the Commons.
- 4.7.2. Diversity and variety in make, medium and subject matter are the priorities when selecting artwork for the GSA Commons.

- 4.7.3. Art selection and installation will be coordinated ~~through the Commons Coordinators~~ by the Office Manager and the Executiver.

5. Student Advocacy

- 5.1. Members will be able to approach any Association staff or Executive members with a sensitive question without fear of judgment, harassment or discrimination.
- 5.2. With the exception of imminent danger to the individual or individuals in their surrounding or abuse, student inquiries will remain confidential at the request of the student in accordance with the Confidentiality Policy.
- 5.3. The Association will not assume the role of a counselling service, social services or disciplinarian, but will work with students to overcome academic and non-academic issues that they are facing.
- 5.4. The Executive and Staff will have knowledge of the resources available to graduate students and to the Association in its role as a student advocate and will refer students when necessary.

6. Association Student Handbook

- 6.1. The Association shall publish a handbook for graduate students containing:
 - 6.1.1. Information about the Association and how to get involved;
 - 6.1.2. A day planner;
 - 6.1.3. A directory of resources available to students through the Association and externally; and,
 - 6.1.4. A list of all Association services.
- 6.2. The Handbook will be compiled by ~~the Vice President External with the help of the~~ the Office Administrator/Manager, under the guidance of the Vice-President External and President.

6.3 The Handbook shall be made available and distributed at the annual September Orientation events.

7. Bursary Policy

7.1. Bursaries

- 7.1.1. The Bursary Fund will provide assistance to those graduate students who are ineligible for other awards, who demonstrate:
 - i. difficulties in acquiring funding;
 - ii. community involvement; and,
 - iii. good academic standing.
- 7.1.2. Bursary documents, including applications will be kept confidential.

- 7.1.3. Allocation of bursary funds shall be determined by the Bursary Selection Committee
- 7.2.1. Applicants must be registered as a graduate student at the University of Saskatchewan in the term of award.
- 7.2.2. Students are only eligible to receive this bursary once a year
- 7.2.3. Current Executive members are not eligible for Association Bursaries.
- 7.2.4. Members of the Bursary Selection Committee are not eligible for Association Bursaries.

7.3. Bursary Fund Amount and Distribution

- 7.3.1. The bursary fund shall be no less than \$3000 for each term.
- 7.3.2. The bursary fund will be distributed evenly between recipients.
- 7.3.3. The bursary selection committee may choose to re-distribute the allocation of the bursary fund in special circumstances.
- 7.4.1. Applications will require the submission of:
 - i. A one page cover letter written by the applicant, outlining their situation and why they are deserving of the bursary.
 - ii. A completed bursary application form (available at the Association office and on the Association website).
 - iii. One letter of recommendation from a faculty member in their department.

7.4.2. 7.5.2. All Regular Members who are graduate students enrolled with the College of Graduate and Postdoctoral Studies are eligible to apply

7.5.3. Applications may be will be accepted or only in hard copy, and under the discretion of the Vice-President Finance and Operations, for extenuating circumstances may be accepted in electronic copy.

- 7.4.3. Application deadlines are as follows:
 - i. Fall term: Mid October.
 - ii. Winter term: Mid February.
 - iii. Summer term: Mid June.

7.5.1. A ~~new~~ Bursary Selection Committee will be convened ~~for each term~~ each academic year. There can be only up to two (2) Bursary Selection Committee members from any given department.

~~7.5.2. All graduate students are eligible to apply~~

- 7.5.3. The Bursary Selection Committee shall select recipients using a rubric based on the following criteria:
 - i. Students who are ineligible for major scholarships.
 - ii. Students who have exhausted the funding for their program.
 - iii. Students in need of child care services.
 - iv. Students who have demonstrated financial need
 - v. Students with good community involvement
 - vi. Students with strong academic performance.

7.6. Awarding Bursaries

- 7.7. Bursary recipients will be notified within two (2) weeks of the deadline.
- 7.8. The Association shall announce that bursaries have been awarded, but will not release names of recipients.

8. Affiliations Policy

8.1. Canadian Federation of Students

8.1.1. The Association shall budget for and send at least one Executive member, usually the Vice-President External, or delegate to all CFS national and provincial meetings; This includes the Semi-Annual National General Meeting, the November Annual General Meeting, the National Graduate Caucus Stand-Alone, the Racialized and Indigenous Students' Experience Summit and any provincial meetings held by the Saskatchewan -component. The Indigenous Liaison, or delegate, will attend the and the Circle of First Nations, Metis and Inuit Students Stand-Alone meeting. This shallThe decision of whom to send shall happen through a discussion and Executive vote in the during an Executive meeting. Council approval is required if more than two (2) Executives, or their delegates, are to be sent to any of these meetings.

8.1.2 There may be opportunities to attend other conferences advertised by the Canadian Federation of Students; however, this will be contingent of fundraising efforts.

8.2. 8.2 Thinkgrad

8.2.1 The Association shall budget for annual membership fees to ThinkGrad, unless Council decides by two-thirds (2/3) majority vote to remove affiliation.

8.2.2 The Association shall attempt to budget for and send at least one Executive member, usually the Vice-President External, or delegate, to the August meeting and to the April meeting. This shall happen through a discussion and Executive vote in an Executive meeting. Council approval is required if more than two (2) eExecutives, or their deletgates, are to be sent to any of these meetings.

8.2.3 The Vice-President External, and President, shall keep be the liason between members of ThinkGrad and the Association.

1. Committees of Council

1.1.1 Total membership of any of the following committees shall not exceed nine

(9) total members.

1.1.2 The ~~seven-eight (87)~~ standing committees of Council are as follows, with terms of reference outlined in the Policy Manual:

1. ~~Finance and Audit~~Budget and Finance Committee
 - ~~i. VP Finance~~
 - ~~ii. VP External~~
 - ~~iii. At least three (3) Councillors or Alternate Councillors~~
2. Bursary Selection Committee
 - ~~i. VP Finance~~
 - ~~ii. VP Academic~~
 - ~~iii. At least three (3) Councillors or Alternate Councillors~~
3. Elections and Referenda Committee
 - ~~— As per the Bylaw 2: Elections and Referenda~~
4. Governance Committee

- i. ~~VP External~~
 - ii. ~~VP Finance~~
 - iii. ~~At least two (2) Councillors or Alternate Councillors~~
 - iv. ~~Council Chair as ex-officio~~
5. Code of Ethics and Discipline Committee
- i. ~~Council Chair~~
 - ii. ~~At least two (2) Academic Councillors or Alternate Councillors~~
 - iii. ~~At least two (2) Members who are not members of the Executive or Council~~
6. Health and Dental Committee
- i. ~~VP External~~
 - ii. ~~At least one (1) other Executive Member~~
 - iii. ~~At least two (2) Councillors~~
7. ~~Gala Awards Selection~~ Committee
- i. ~~VP Student Affairs~~
 - ii. ~~VP External~~
 - iii. ~~At least two (2) Councillors or Alternate Councillor~~
8. Sustainability Committee

- 1.1.3 A call for nominations for the standing committees of Council shall be made to Regular Members two ~~the Membership~~ (2) weeks prior to the second, usually in October, meeting of Council.
- 1.1.4 ~~Ad~~ Ad-hoc committees may be established by Council for a specific period. Their membership and terms of reference shall be determined by a resolution of Council. An ~~ad~~ ad-hoc committee shall be considered disbanded following the reception of its final report by Council, unless the committee is voted by Council to become a Standing Committee.
- 1.1.5 The Chair of each committee shall be elected from and by the membership of the committee, unless otherwise stated.
- 1.1.6 Committees shall present written progress reports to Council.
- 1.1.7 Should Council feel that a committee is neglecting its duties, it may add/remove members to/from that committee or provide further direction to the committee
- 1.1.8 A final committee report shall reflect the majority opinion of the committee. A minority report may also be submitted to Council.

1.1.9 Any accompanying recommendations may be received by a motion of Council.

1.2. Meeting Locations

1.2.1 The location for all Council and General ~~meetings~~Meetings shall be the Commons, unless a larger space is required; and,

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

1.3. Minutes

1.3.1 Draft minutes will be posted on the Association website within one (1) week of a Council, General, ~~Board,~~ or Executive committee meeting.

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

1.3.3 The ~~Voting Councillor Allocation and~~ Council Attendance Record shall be included in the minutes of a Council meeting.

1.3.4 Minutes shall be kept during all Committee meetings and shall be forwarded to the Chair for inclusion into Council ~~M~~meetings agenda packages.

1.3.5 At the beginning of each meeting, a primary minute taker and designated alternate minute taker shall be identified and their names shall be recorded in the minutes.

1.4. Executive Meetings

1.4.1 The Executive must meet once per month through the months of May to August and twice per month through the months of September to April.

1.4.2 Each executive member must not miss more than ~~three-two~~ (32) consecutive Executive meetings or ~~five-three~~ (53) Executive meetings in total.

1.4.4 Executive members may attend Executive meetings via electronic means.

1.5. Committee Meetings

1.5.1 A member of the committee shall be designated as minute taker by a majority vote of committee members.

- 1.5.2 The committee minute taker or eChair will be responsible for forwarding committee minutes to the Chair of Council, if applicable.

1.6. Town Halls

- 1.6.1 The purpose of a Town Hall is to communicate information and/or host a questions and answers session. A Town Hall may also be used for the Association to consult with the Membership or host invited guests of the Association.

- 1.6.2 Town Hall meetings are open to the public.

- 1.6.3 A Town Hall meeting may be called by any Executive member, or by a majority vote of Council, A Town Hall has no decision making authority and no minutes are recorded.

v. Academic Council Funding

- 2.1.1 The purpose of Academic Council funding shall be to support graduate student projects and activities in their academic unit.

- 2.1.2 Academic Councils must have a bank account to receive funding.

- 2.1.3 Academic Council funding monies unclaimed or not deposited, after 36 months from the date of issue, will be ~~entrusted to the Association Operating Account~~ considered forfeited pursuant to the club and / or Council ratification agreement. Stale dated cheques will not be replaced.

- 2.1.4 Academic Council funding will be distributed proportionally based on:
5. The number of full time and part time students.

6. The attendance rate of the Academic Council Representatives to regular Council meetings.

- 2.1.5 Academic Councils may receive up to \$3.00 per full time student or \$1.50 per part time students according to the following formula: $c = [x(3.00) + y(1.50)][a / b]$ Where c is the funding received by the Academic Council, x is the number of full time students, y is the number of part time students, a is the number of meetings attended by Academic Councillors and b is the maximum attendance rate for the academic year for that Academic Council.

2.1.6 Academic Councils shall be considered Ratified Social Groups for the purposes of applying for additional funding ~~under this by law~~.

ii. Social Group Funding

3.1.1 Ratified Social Groups may apply for Social Group Funding.

3.1.2 To qualify for funding, a ratified Social Group must not use the funds for the private use of a few individuals but for use towards serving the membership of the Social Group and the graduate student community in general.

3.1.3 Applications for Social Group Funding shall be made to the ~~Executive~~ President and Vice-President Finance and Operations.

3.1.4 Funds shall be awarded by a majority vote of the Executive. _____

3.1.5 Social Groups can receive up to \$500 in funding per academic year.

3.1.6 Social Group applications for funding shall be evaluated by the following criteria:

~~viii-vii~~. _____ The availability of funds;

~~ix-viii~~. _____ If the intent of the funding request fits within the mandate of the Social Group;

~~x-ix~~. _____ Whether the funds will contribute to the success of the Social Group's event;

~~xi-x~~. _____ Whether the Social Group, the Association, and the general graduate student body will benefit from the event; and,

~~xii-xi~~. _____ The extent of effort made to secure external funding.

3.1.7 The Association will not disburse funds to Social Groups for:

~~vii-viii~~. _____ Direct donation to charity; either for the Social Group or for other causes;

~~viii-ix~~. _____ The cost of alcohol served at any event;

~~ix-x~~. _____ The day-to-day administrative costs of the Social Group;

~~x-xi~~. _____ Year-end banquets;

~~xi-xii~~. _____ Graduation banquets; and,

~~xii-xiii~~. _____ Travel or travel expenses.

Corporate VISA Policy

1. GSA Credit card

- The Association credit card is to be used for approved GSA purchases only.
- Both the Office Manager and the Vice-President Finance and Operations, or if unavailable another member of the Executive team, are required to be together for an approved GSA purchase that is outside the University premises;

2. Usage

- a. The GSA Office manager and the Vice-President Finance and Operations are the only individuals who can use and have the number and pin number of the GSA credit card.
- b. The Office Manager shall be the primary user of the credit card for approved GSA purchases, under the approval and supervision of the Vice-President Finance and Operations
- c. In the event the Office Manager is absent, absence defined by the Office Manager being unavailable for an extended period of time (i.e., 72 hours), or after business hours, the Vice-President Finance and Operations will be able to use the credit card for approved GSA purchases.

3. Payment

- a. Receipts of purchases made using the GSA Credit Card must be given to the Vice-President Finance and Operations for every transaction completed on the credit card.
- b. The Vice-President Finance and Operations must keep track of visa transactions, splitting the payment into the appropriate budget lines.

Terms of Reference

Awards Selection Committee

Purpose:

The Awards Selection Committee is a Committee of Council that is responsible for the selection of the Graduate Students' Association Annual Award Winners, under the guidance of the Vice-President External. Individuals selected for these awards will be honoured at the Annual Awards Gala held at the end of each academic year.

Committee Membership:

The composition of the 'Award Selection Committee' includes the

- Vice-President External, who shall chair the meetings
- President
- at least (2) Councilors or Alternate Councilors, appointed by Council
- at least (2) Regular Members, who are not members of Council or the Executive, appointed by Council

Roles and Responsibilities:

The committee is responsible for the following:

- Determine the criteria and guideline to award selection
- Assess each nomination package according to the selected criteria
- By consensus, determine the recipient of each award
- Serve as volunteers at the Awards Gala

Terms of Reference
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 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 ultimately will require Council input and approval.

Membership and Meetings:

- The Committee membership shall be:
 - The VP External, who shall act as chair of the committee
 - The Vice-President Finance and Operations
 - Two (2) Councilors, appointed by council,
- 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 Council to ensure that all requested coverage is aligned with the fees charged and financial health of the GSA.

The committee shall consider yearly reports of H&D plan activity, monitor its effectiveness, and Recommend any yearly benefit changes to Council.

ELECTIONS COMMITTEE

Terms of Reference

General

The Elections Committee is a committee of the GSA Council which is responsible for overseeing and managing elections and referenda as required by the GSA.

These terms of reference are intended to reflect and interpret relevant bylaws of the GSA pertaining to elections and referenda and is subordinate to the bylaws 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) Regular members who are not members of Council, appointed by Council

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 bylaws:

- 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.

Terms and Reference
Budget and Finance Committee

Membership

1. VP Finance and Operations (as chair)
2. President
3. At least two (2) Councillors or Alternate Councillors, appointed by Council
4. at least one (1) Regular member, who is not a member of Council, appointed by Council

Purpose and Rationale:

This Committee shall be convened and be responsible for the drafting of the Operating Budget for the proceeding Financial Year to be approved by the membership subject to the requisite Bylaws and/or Constitutional regulations. This Committee shall also be charged with discussing broad financial policies and goals for the Association and may report them to the Council, the Membership, and/or any other Committees of Council that this Committee sees fit. This Committee shall meet a minimum of bi-monthly with additional meetings scheduled as necessary during budgeting periods.

Terms and Reference
Bursary Selection Committee

Membership

- a. VP Finance and Operations (as chair)
- b. VP Student Affairs
- c. At least two (2) Councillors or Alternate Councillors (who must not be from the same Academic Council or Department), appointed by Council

Purpose and Rationale:

This Committee shall be convened to administer the collection, evaluation and disbursement of GSA bursaries in accordance with Policy 7: GSA Bursary Policy. This Committee shall meet three times per year to rank and evaluate all bursary applications according to the established rubrics with any approved or necessary modifications to such a ranking system in accordance with the Bursary Policy.

Sustainability Policy

Vision

The sustainability policy is a set of rules and guidelines that ensure that the Graduate Students' Association (GSA) is a sustainable association that can lead its community by example.

Scope & Definition

The sustainability policy should be a living document, used in tandem with the University of Saskatchewan Sustainability Policy. Sustainability is a mindset intertwining the interdisciplinary actions that sustain environmental resources as well as the social and economic well-being of its community.

Commitments

The GSA commits to incorporate sustainability in all its activities, including external advocacy and internal organization and events. The Sustainability Committee will be responsible for;

1. Promoting environmental, social and economic sustainability issues related to graduate students
2. Assuming responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA
3. Collaborating and building partnerships with other units to address sustainability
4. Advising Council on matters related to sustainability

External commitments

1. GSA will advocate for sustainable practices through its university external representation.
2. The GSA will actively collaborate with other student groups and associations in promoting sustainability.
3. Sustainability practices of external entities (companies, associations, firms) should be taken into consideration by the GSA before engaging with them.

Internal commitments

1. The GSA commons must have at all times at least one (1) bin for single stream recycling, one (1) bin for returnable bottles, and one (1) bin for garbage.
2. The GSA will buy recycled printing paper and will endeavor to source all other office, event, food etc. supplies from local, fair-trade, and environmentally responsible sources.
3. The GSA will adhere to the EH&S (Environment Health and Safety) guidelines for sustainable events:
 - Ensure food is locally sourced when possible (Hive, City Farm, etc..).
 - Proper waste triaging for paper, plastic and metal, and compost.
 - Minimize plastic use in favor of more recyclable or compostable materials (Water jugs, Concordia dish project, compostable plates, minimal packaging, etc..)
4. The GSA will not use any Styrofoam products for GSA events or initiatives, as Styrofoam cannot be recycled in Saskatoon.

Structure and Roles

Sustainability Committee

1. Purpose:
 - a. Promote environmental, social and economic sustainability issues related to graduate students
 - b. Assume responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA
 - c. Collaborate and build partnerships with other units to address sustainability
 - d. Advise Council on matters related to sustainability
 - e. The committee will be responsible for hosting at least one initiative, whether it be the Sustainability Slam or otherwise, during the academic year.
2. The Sustainability Committee will be composed of:
 - a. Vice-President External;
 - b. Indigenous Liaison;
 - c. A minimum of (2) councilors or alternate councilors;
 - d. A minimum of (1) member at large.
3. Meetings:
 - a. Meetings will be held once a month, or more frequently as needed
 - b. The committee meets once a month, and quorum is 50% of its members (rounded up).
4. Roles and Responsibilities:
 - a. The committee provides council with an action plan for the year in the month of November.
 - b. Every two months (2) the committee presents a status report to council.
 - c. VP External will be responsible for the above mentioned external commitments.
 - d. Indigenous Liaison will be responsible for the above mentioned internal commitments.

Policy Review

This policy should be reviewed by the committee every year during the winter semester. It should be updated to ensure the adoption of best practices and inclusion of new sustainability related initiatives at the University of Saskatchewan.

CODE OF ETHICS AND DISCIPLINE COMMITTEE
Terms of Reference

Membership and Meetings

The committee shall be comprised of:

- GSA Council Chair, as chair of the Committee
- At least two (2) Academic Councillors or Alternate Councillors, approved by Council
- At least two (2) Regular Members, who are not members of the Executive or Council, approved by Council

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

Meetings shall be held at the call of the chair as required throughout the year.

Roles and Responsibilities

The Code of Ethics and Discipline Committee shall be convened to review any complaints received against any Executive member, Council member, or any other individual acting on behalf of the GSA. It shall also serve as an appeal committee for decisions of the Elections Committee, as described in the Association's Bylaws. The Council Chair shall serve as chair of the committee except in cases where a real or perceived conflict of interest exists, in which case an acting chair shall be elected by and from the other members of the committee. In all of its deliberations, recommendations, and actions, the committee shall be bound by the Bylaws and Constitution of the Association.

No member shall disclose any information which comes to their knowledge as a result of their membership on the committee to any other person who is not a member of committee, with the exception of the committee chair in his or her formal recommendations to Council, or as required by law or University policy

Terms of Reference

Diversity Committee

The Diversity Committee will be a standing Council committee and will include, and primarily focus on graduate students with disabilities, graduate students of diverse sexual orientations, and/or any minority group fostering inclusion, acceptance, understanding, support, and education.

The committee composition:

- VP External;
- Indigenous Liaison;
- At least one Council member who belongs to the aforementioned groups;
- 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 the Executives to ensure that the GSA is inclusive to all its members so as to provide a better graduate student experience, and create a welcoming environment, and cohesive community for graduate students on campus,
2. liaise with Council to ensure that the GSA services/initiatives are inclusive,
3. organize diversity events\initiatives in collaboration with the GSA executives and other committees,