



**GRADUATE STUDENTS' ASSOCIATION
Council**

**Notice of Meeting
Tuesday, 30 January 2018: 17:00 – 19:00
GSA Commons**

(Light dinner provided)

Agenda

		Pages	Action
16:30	Refreshments and sign-in.		
	OPEN SESSION		
17:00	1. Call to Order 2. Remarks from the Chair 3. Approval of the Agenda		
17:05	<u>Consent Agenda</u> Motion: To approve and/or receive for information by consent items 4 – 9 below. 4. Minutes from the 21 November Council Meeting 5. Reports from the Executive 6. Reports from the Executive Committee 7. Approval of Social Clubs 8. Report on Winter Orientation 9. Awards Committee Membership Changes	Email Email (link) Email Email Email	Decision Information Information Decision Information Decision
	<u>Regular Agenda</u> 10. Business Arising from the Minutes		
17:15	11. Presentation by the Provost: University Planning	Oral	Input
17:45	12. Report of the President a) President's Update b) Q & A Period with the Executive	Oral Oral	Information Discussion
18:00	13. Report of the VP External a) Health and Dental Plan Updates b) Council Committee Appointments	TBD Email	Input Decision
18:15	14. Other Business / Announcements		
	CONFIDENTIAL SESSION		

IN CAMERA SESSION			
19:00	20. Adjournment		Decision

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

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

26 January 2018

Robert D. E. Henderson, Chair

Please convey regrets in advance to: gsa.chair@usask.

**University of Saskatchewan
Graduate Students' Association**

COUNCIL

Minutes from the November 21, 2017 Meeting

Attendance

Present: Douglas Fansher, Natasha Boyes, Jason Ho, Kirby Brigden, Katherine Hyde, Katherine Raes, Arinjay Banerjee, Morgan Kirzinger, Marissa Evans, Surendra Bhattaria, Indiana Best (left 17:30), Marie Even Presber, Evan Poncelet, Jovey Sharma, John Bird, , Carmen Marques-Mellidez, Azar Khorsandi, Jose Alvim Berkenbrock, Sudipo Mondol, Mona Hamada, Bethany Thiessen, Troy Shaply, Lindsay Goodwin, Salahuddin Khan, Caio Taveira, Farron Wielinga, Brittany Laing, Palash Sanyal, Saman Naghieh, Femi Yusot, Safal, Prajjiral Lartam, Robert Henderson, Logan Pizzey, Wanda Seidlikoski-Yurach, Ziad Ghaith, Jordan Bonkowski, Ali Kiani, Iloradanon Efimoff

Regrets: Michelle Wauchope-Thompson, Naheda Sahtout

Absent: English Course Council, Johnson Shoyama Graduate School of Public Policy (JSGS-SAS), EGCC – Civil Geological and Environmental Engineering, EGCC – Mechanical Engineering, EGCC – Chemical Engineering

Organization of Meeting: Robert Henderson, Chair of Council, took the chair, and Deidra Aitken acted as secretary. The Chair advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted.

OPEN SESSION

17:00

1. Call to Order @ 5:05pm
2. Introductory Remarks from the Chair
 - a. Full agenda with a number of decisions – please keep questions direct and specific
3. Approval of the Agenda
 - a. Mover – Kathryn
 - b. Second – Iloradanon
 - c. Carried

Consent Agenda 17:07

Motion: To approve and/or receive for information by consent items 4 – 8 below.

- a. Mover – Nadia
- b. Second – Iloradanon
- c. Carried

4. Minutes from the 26 October Council Meeting
5. Reports from the Executive
6. Reports from the Executive Committee
7. Approval of Social Clubs
8. Proposed changes to UPASS fee
 - a. CGPS – in the constitutions

A member noted that the social club constitutions should refer to the CGPS by its new name.

The chair noted that changes to the UPASS fee are being proposed to the GSA Board and sent to Council for information in the consent agenda. Questions pertaining to this item will be addressed immediately following the UPASS Survey discussion and/or in the Executive Q&A.

Regular Agenda 17:09

9. Business Arising from the Minutes
 - a. Students were uncomfortable of ratifying student social clubs on the spot
 - b. Please speak to Ali Kiani about concerns or questions for the social clubs as social clubs are the responsibility of the VP Student Affairs.
10. Report of the President
 - a. President's Update
 - i. Student Supervisor agreement – meeting with computer science grad chair, there is a possibility they will come on board
 - ii. Let the GSA know of your department is interested in piloting the agreement so GSA can approach them formally
 - iii. Celebrating GSA's new relationship with the union with a social event at 6pm December 6
 - iv. Position statement, thanking those who worked on the draft
 - v. GSA executive to continue to represent the Graduate Students
 - b. UPASS Survey Results
 - i. See 10.c.i-iii
 - c. Q & A Period with the Executive
 - i. UPASS reflection of the survey results, there was a decent representation, almost 500 responses
 - ii. A member questioned: is it an official item or just a sense?
 - iii. Ziad: Just a sense, but usually always half and half split
 - iv. Possibility of having an ad hoc committee to discuss the situation with the city and transit department
 - v. There were no questions regarding the UPASS fee increase proposal which seeks to invoke the administrative charge allowed in the contract agreed to following the referendum years ago.
11. Report of the VP External

*read by GSA Chair

 - a. Changes to the Gala Committee Terms of Reference
 - i. Change to an awards selection committee and minor changes to membership.
 - ii. Mover: Iloradanon
 - iii. Second: Indiana
 - iv. Carried

- a New ad hoc committee of Council: External Diversity Committee 2017/18 academic year
 - ii. Mover: Kathryn
 - iii. Second: Nadia
 - iv. Amendment: Aboriginal Liaison must be on the committee each year
 - v. Carried
 - b Council advertising on GSA bulletin boards
 - ii. Advertising for events or awards, you can email Naheda Sahtout for more information
 - 1 Report of the Indigenous Liaison
 - c. Sustainability Committee: Change to Standing
 - i. Make this a standing committee in the policy document of the GSA
 - ii. Mover: Iloradanon
 - iii. Second: Jordan
 - iv. Carried, 1 abstention
 - 2 Report of the Chair: GSA Council Meeting Procedures, Committees, and Appointments
 - c. Motion: Resolved, that Council adopt the attached Procedures for Major Meetings as a Policy of Council.
 - i. Mover: Nadia
 - ii. Second: Palash
 - iii. Carried
 - d. Spread volunteers around
 - i. Naheda's name will be added to the Health & Dental Committee
 - e. Names for the Sustainability Committee: Jania Chilima, Kristen Hargis, Jaylene Murray, Iloradanon, Neheda Sahtout, Indiana Best (nominated self), Somto (nominated self)
 - f. Motion: Committee members to be formally added
 - i. Mover: Nadiav
 - ii. Second: Troy
 - iii. Carried
 - g. Council decides the plan itself, the board decides the funds allocated
 - i. Motion: Resolved, that the GSA Council disband the former Health and Dental Committee and approve the new Terms of Reference as presented (following pages).
 - ii. Mover: Jordan
 - iii. Second: Palash
 - iv. Carried
 - h. Student Forum, Patti McDougal to discuss issues put forth by students, last year the forum was key for promoting the Student Supervisor agreement – GSA asked Patti to invite graduate chairs, etc.
 - i. This year we need to select a new council member to sit on Student Forum
 - i. This Thursday @ 3pm
 - ii. Mona, Carmen – will be decided by an electronic ballot after the meeting, each will provide a brief statement
 - iii. Note: Carmen after the meeting requested to be removed from the list, as had expected to help out, not needing to vote for a seat
 - iv. Mona will be the member to sit on the Student Forum
 - 3 Other Business / Announcements
 - c. December council meeting, not hold a full council meeting, but host a tuition consolation council meeting and discussion with the Dean of CGPS on Dec 5th.

12. Council voted in accordance
13. No December 14th meeting date
14. Reconvene mid-January
15. Ziad encouraged council to attend as it affects the tuition rates of our Graduate tuition, the more students, more important
16. A request was made for information packages to be sent to council prior to Dec 5th.

CONFIDENTIAL SESSION 19:36

IN CAMERA SESSION 19:48

University of Saskatchewan - Graduate Students' Association

GSA President Report – January, 2018

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

I. Graduate Student Representation on the University Board of Governors

The statement adopted by the GSA Council on November 21 was communicated with the University senior administration, the University Council, and the University Board of Governors Chair. This statement was well received by the University and its administration. We formally informed the University Council that the GSA will seek a formal endorsement from the Council.

Currently we are preparing a comprehensive proposal to be presented in the University Council in February and to seek formal endorsement of the motion.

The proposed motion for February will read as follows:

“That University Council support in principle:

- a) 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.***
- b) In the interim, a request from the Graduate Students' Association 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.”***

II. UPASS

We met with Transit Saskatoon to discuss potential UPASS in summer. Many ideas/thoughts were discussed, Transit Saskatoon was open for all of these ideas. They will get in touch with us soon responding to our proposals.

We also shared parts of our survey results with Transit Customer Support and Engagement Manager. We are hoping the results of this survey to be including in the Transit plan to improve the service.

III. Student Supervisor Agreement

Another email to all graduate students was sent earlier this month with information about the agreement. We are also hoping that CGPS will send information about this agreement to Faculty member.

The GSA also discussed with the Dean and Associate Dean of CGPS a potential written document between GSA and the College to ensure continues revision and improvement of the current Student Supervisor Agreement in the coming years.

Ziad Ghaith,

President, Graduate Students' Association



Graduate Students' Association
Ali Kiani
VP Student Affairs Report
January 30th, 2018

Fellow GSA Council Members,

I am pleased to report that as 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 were willing to come out 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 held on January 8th, 2018 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 60) that came out, food and GSA promotional material were plenty for all the people, and most of the invited faculty to give a speech attended the invitation.

Workshops

We will have few workshops about 3MT and Conference this coming month. We are hoping to have lots of students in these workshops. I already talked with lots of students and I encouraged them to participate in this so important academic event. 3MT and Conference will take place on March 15th and 16th. I am working on fundraising for this event.

Academic Advocacy

I am working on few students issue and I met with CGPS regarding these issues. Also I respond to some of these issues by email because some of students are not present in Saskatoon.

Regular Committee Meetings

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

- GSA exec meeting , few times
- Meeting with CGPS Dean's office regarding students issue and 3MT
- Meeting with
- Presented GSA activities to new students at the ISAC orientation on January 2nd
- President breakfast
- University council meeting
- Student Forum
- Contacting with students' clubs regarding their applications
- Student advocating
- Working on Graduate student survey
- GSA Bursary Committee

January 2018

RE: VP External Report to Council

Dear Council Members,

Please find below my January report to council.

1) Increasing Awareness and Visibility of the

GSA I will continue to assist in the following, among others;

I will work with the Director, Teaching and Learning Enhancement and other members of the University on a graduate student module that is meant to complement the Student-Supervisor Agreement.

I will be working with Aboriginal Liaison and the Sustainability committee on the Sustainability Slam as well as other initiatives that have come to our attention, including participating in the City of Saskatoon Climate Change Campaign.

The Diversity Committee has great plans to incorporate diversity and inclusivity into the Graduate Students' Association.

I will continue to play my part in all of the committees that I am the graduate student representative.

2) Health and Wellness

The GSA will continue to host Health Chat sessions this term, starting with a Self Defence session on February 1st. In late February, there will be a nutrition session. In March, there have been discussions on trying to host an Art Therapy session. In April, we will once again have Therapy dogs during the Final Exam season.

3) Annual Awards Gala

Organisation of the Gala, which will now be held on April 7, 2018, is well underway with the hotel, audio and visual, decorations, photobooth, photographer and DJ booked. Invitations to senior administration, other members of the University and GSA and government officials have already been sent. We have received, as of now, CAD 26,500 in sponsorship. Door prize sponsorship has already been requested. Information regarding award nominations has been sent to all graduate students and faculty, and will continually be communicated via email. Posters will be placed around campus at the end of January and tickets will be sold starting February.

4) Work on supporting the efforts of ThinkGrad.

I have completed the White Paper and will be working on edits with other members of ThinkGrad. I have also been nominated to be the Secretary of ThinkGrad for the remainder of the academic year.

5) Saskatchewan Student Coalition

I have been working with the USSU President, and other members of the SSC, on a letter that will be sent to the Saskatchewan Ministry of Advanced Education, regarding post-secondary education. There will hopefully be a trip to Regina in early March to discuss this letter.

6) Canadian Federation of Students

I will continue to represent our GSA, Local 101, as the CFS representative and will be attending the CFS-SK component regional meeting that is to happen in late January

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

Date	Meeting
November 14	International Activities Committee
November 15	Academic Programs Committee
November 17 – 20	Canadian Federation of Students AGM, Gatineau, Quebec
November 21	Meeting with Studentcare Representatives
November 22	Meeting with Director of Student Affairs and Services
November 22	Meeting for Faith Leadership Council
November 23	Meeting with Director, Teaching and Learning Enhancement and Educational Development Specialist from GMCTL
November 23	Health Chat Session – Zumba
November 23	Faith Leadership Council Orientation Meeting
November 24	Executive Meeting
November 29	Presidents Executive Committee Breakfast Meeting
December 1	Executive Meeting
December 4	Sustainability Committee Meeting
December 5	International Activities Committee Working Group
December 5	Bus Rapid Transit Information Session
December 6	Health Chat Session – Nutrition
December 6	Academic Programs Committee
December 7	Meeting with Vice-Provost, Teaching, Learning and Student Experience
December 7	Equity and International Committee Meeting
December 7	Meeting with Director, Teaching and Learning Enhancement
December 8	December Social Event
December 12	International Activities Committee
December 13	Academic Programs Committee
December 14	Vice-Presidents Christmas Social

December 15	Executive Meeting
December 18	ThinkGrad Conference Call
December 21	City of Saskatoon Climate Change Campaign
December 21	University Council
January 2	ISSAC 2018 Winter Orientation
January 5	Meeting with Freeman for the Awards Gala
January 8	GSA Winter Orientation
January 9	Executive Meeting
January 10	College of Arts and Science Vice-Dean Faculty Relations search committee
January 10	Academic Programs Committee
January 15	Meeting with Health Chat Volunteers
January 16	City of Saskatoon Sustainability Campaign Media Launch
January 16	Open House – Peer Health and University Faith Leaders
January 17	Meeting with the Director of Outreach and Operations, Ministry of Immigration, Refugees and Citizenship Canada
January 18	Meeting with Saskatoon Transit
January 18	University Council
January 19	Photoshoot – Rink in the Bowl
January 19	Diversity Committee Meeting



Iloradanon Efimoff
Monthly Report
January 21st, 2018

To whom it may concern:

The following is a list of the meetings I have attended since November 11th, 2017. Please note – the length of time between this report and the past report was due to the decision of council to not have an official council meeting in December.

Date	Meetings
Nov 13 th	Met GSA President for one-on-one meeting.
Nov 21 st	GSA Council Meeting.
Nov 22 nd	Met with Graeme Joseph, Team lead of the Aboriginal Students' Centre (ASC), to discuss a transitioning program for Indigenous students moving from undergraduate to graduate studies.
Nov 24 th	Attended first Teaching, Learning and Resources Committee (TLARC) Wellness Strategy Working Group meeting.
Nov 24 th	GSA Executive Meeting.
Nov 27 th	Attended Indigenous Achievement Week (IAW) planning meeting.
Nov 27 th	Attended Building Reconciliation debrief session.
Nov 29 th	Attended Breakfast with the President.
Dec 1 st	GSA Executive Meeting.
Dec 4 th	Met with representative from the Saskatchewan Indigenous Mentorship Network Program (SK-IMNP) to discuss collaboration.
Dec 4 th	Chaired the first GSA Sustainability Committee meeting.
Dec 5 th	Attended IAW planning meeting.
Dec 5 th	Attended GSA-CGPS tuition consultation.
Dec 6 th	Met with ASC representatives to discuss Indigenous Spend-A-Day event.
Dec 10 th	GSA Executive Meeting.
Dec 11 th	TLARC Meeting.
Dec 11 th	TLARC holiday reception.
Dec 13 th	Attended learning charter working group meeting (subcommittee of TLARC).
Dec 14 th	Attended Vice-President's Holiday dinner.
Dec 15 th	GSA Executive Meeting (teleconferenced).
Dec 19 th	Skype meeting with Peter Hedley about statistics on graduate student mental health (to inform edits to the GSA survey).
Jan 3 rd	Registered GSA Guppies Futsal team.
Jan 5 th	Met with Indigenous Leadership Award committee.
Jan 8 th	Attended (and emceed) Winter orientation.
Jan 9 th	Met with SK-IMNP representative to plan co-event to be hosted at GSA.
Jan 9 th	Met with Indigenous Leadership Award committee.
Jan 9 th	Met with Peter Hedley to further discuss data on graduate student mental health to inform the GSA survey.
Jan 9 th	GSA Executive meeting.

Jan 11 th	Attended IAW planning meeting.
Jan 12 th	Attended and emceed panel discussion for Indigenous Spend-A-Day event.
Jan 12 th	GSA Executive Meeting.
Jan 16 th	Attended IAW planning meeting.
Jan 16 th	Attended GSA Board Meeting.
Jan 17 th	Met with Indigenous Leadership Award committee.
Jan 17 th	Attended meeting for Vice-Dean, Indigenous of Arts and Science search committee.
Jan 18 th	Attended meeting for Vice-Dean, Indigenous of Arts and Science search committee.
Jan 19 th	GSA Executives photoshoot at the rink in the bowl on request of U of S marketing team.
Jan 19 th	GSA Diversity Committee Meeting.

These last two months have been busy with several different committee meetings, working on the GSA Survey (an initiative started last year), helping to plan Indigenous Achievement Week, and managing the GSA Guppies with the help of the VP External.

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

Iloradanon Efimoff

Motion approval of Social Clubs: Moved by Student Affairs Ali

Kiani

Microbiology and Immunology Graduate Student Association
University of Saskatchewan Graduate Students' Association

RECEIVED
11/17/17



Student Clubs Ratification Form

Important notes:

Requirements to ratify Student Club under GSA:

- Have a majority of its total membership that are GSA members
- Have members from more than one GSA Council
- Reapply for social group status each academic year
- Exist for the betterment of its members
- Not exist for the financial betterment of its members
- Not restrict membership on a basis of sex, race, gender identity, sexual orientation, unless approved by Course Council
- Not exist for the purpose of discrimination or harassment of any group
- Use membership fees and money garnered for the objectives outlined in the constitution of that group
- Elect its membership in a democratic fashion
- Hold public meetings
- Make its meeting minutes and governing documents public to its membership and the GSA

The Official Constitution of the Microbiology and Immunology Graduate Student Association: 2017-2018 Academic Year

Article 1 – Name

1.1 The official name of the Association shall be the "Microbiology and Immunology Graduate Student Association" (MCIMGSA), here after referred to as the "association". No other name or abbreviation shall be used in the advertisement or representation of the association.

Article 2 – Purpose

2.1 To represent interests of the graduate students in the Department of Microbiology and Immunology.

2.2 To facilitate open and increased communication among graduate students and the faculty of the Department of Microbiology and Immunology.

2.3 To encourage collaboration and sharing of ideas between graduate students in different laboratories.

2.4 To enhance the graduate experience of the students in the Department of Microbiology and Immunology through various professional development as well as social and networking events.

Article 3 – Membership

3.1 Membership is open to all graduate students currently enrolled in the department of Microbiology and Immunology.

3.2 Graduate student Alumni and Post-Doctoral fellows in the Department of Microbiology and Immunology will be considered invited members if they wish to participate.

3.3 All members hold the right to vote and run for executive positions within the association.

3.4 All members can attend any meetings and events of the association.

3.5 No membership fee will be required.

3.6 Members whose conduct is deemed prejudicial to the association or in violation of the University of Saskatchewan policies shall be liable to suspension or expulsion from the association. A vote for suspension or expulsion will require a two-thirds (2/3) majority from the voting members (refer to Article 11).

- 3.7 The Academic Councilor must attend all Graduate Student Association (GSA) council meetings. If a councilor cannot make a meeting an alternate member must be present in their place. The position of Academic Councilor may be held in conjunction with other positions on the Executive Council.

Article 4 – Executive

- 4.1 The Executive Committee shall consist of:

- a) President
- b) Vice-President
- c) Co-Chair
- d) Co-Chair

Article 5 – Duties of the Executive

- 5.1 President

- a) Oversees the other members of the Executive Committee in their duties
- b) Chairs all the meetings
- c) Organize regular meetings, the Annual General Meeting and voting
- d) Has co-signing authority for the association

- 5.2 Vice-President

- a) Assists the President in his/her duties
- b) Is responsible for all financial dealings of the club
- c) Keeps complete record of all financial transactions
- c) Has co-signing authority for the association

- 5.3 Co-Chair(s)

- a) Assist the president and the Vice-President in their activities
- b) Record minutes of all meetings

Article 6 – Finances

- 6.1 The finances of the association must be handled exclusively by the association and kept separate from other groups.

- 6.2 The primary source of financial assistance for the association is through the Department of Microbiology and Immunology. The Executive should submit a formal request for financial support from the Department to the Department Head.

- 6.3 The association may organize fundraising events to raise funds for the association.

- 6.4 Re-imbursement for expenses made by individuals on behalf of the association shall be made upon submission of the original receipt and written explanation of the expense(s) to the President or the Vice-President.

6.5 No member of the Executive shall authorize their own re-imbursement claim.

6.3 Any surplus resulting from the yearly operation of the association should be transferred to the official bank account of the association for future use and no part of the surplus shall be payable to any member.

6.4 In the event of the dissolution of the group, all surplus and assets should be transferred to the Department of Microbiology and Immunology

Article 7 – Meetings

7.1 The executive shall meet at least twice a month.

7.2 All members must meet at least once a month.

7.3 The Annual General Meeting will be held in every September at the start of the academic year.

7.4 Members must be informed of each meeting at least 7 days in advance.

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

7.6 Executive decisions shall not be autocratic. If there is any opposition to an executive decision, the decision must be taken to a vote of the membership.

Article 8 – Events

8.1 All events must be reviewed and approved by the Executive Council.

8.2 Executive Council is responsible for organizing, carrying out and securing financial support for all events.

8.3 All members can submit their event ideas/suggestions to the Executive Council either in written form (i.e. e-mail, letter) or in person by attending an Executive Council meeting as an invited member.

Article 9 – Elections

9.1 Voting will take place during the Annual General Meeting, unless a vote is required to resolve a dispute, for constitution amendment or for any other issue requiring the opinion of the membership.

9.2 All members of the Executive Council must be elected from and by the membership by a majority vote.

9.3 The election shall be held by secret ballot.

Article 10 – Amendments

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

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

Article 11 – Impeachment

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

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

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

11.4 A two thirds (2/3) majority vote of the members present shall be required to remove a member of the association and any responsibilities or privileges he/she has with the association.

Article 12 – Dissolution

12.1 In the event the association is to be dissolved, a motion may be presented by the Executive.

12.2 The motion shall be presented in writing at a regular meeting or at the Annual General Meeting of the association.

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

12.4 A two thirds (2/3) majority vote of the members present shall be required to dissolve the association. In an extraordinary event with no voting members present or a prompt response is required, all members of the Executive Council should sign and submit a written letter to the Department Head of Microbiology & Immunology stating the dissolution of the association. A copy should also be submitted to the GSA and the banking institution.

12.5 Upon dissolution, all members will no longer be entitled to their positions, rights and/or privileges received through the association.

12.6 Upon dissolution, any balance remaining in the official bank account of the association must be returned to the Department of Microbiology and Immunology.

Article 13 – Agency

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

GSA Winter Orientation Report



Graduate Students' Association
University of Saskatchewan

Ali Kiani
GSA VP Student Affairs

January 30th, 2018

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1. Introduction

The winter orientation is an event organized by the GSA to welcome new graduate students that start their programs in January. The winter orientation also 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 winter orientation was hosted at the GSA Commons. At the orientation food was provided for all the graduate students, incoming and returning, that were willing to come out 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 hold on January 8th, 2018 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 60) that came out, food and GSA promotional material were plenty for all the people, and most of the invited faculty to give a speech attended the invitation.

This document intent to report some of the main activities carried out in order to achieve a successful event such as planning, execution, arose issues, and recommendations. It additionally provides some of the documents generated throughout the planning and execution, as well as, a contact list that may be helpful for future events and an expenses report.

2. Objectives

The objectives for the GSA Winter Orientation 2018 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.

3. Planning

Such a large and important event like the GSA Winter Orientation requires a lot of pieces and people to come together; therefore, the planning started in December 2017. The first week of December, the VP Student Affairs Ali Kiani and the Event Coordinator Edgar Martinez had a meeting to discuss the objectives and requirements for the orientation. The main concerns that arose from the meeting were, the amount of food required and the time-line to invite speakers as the winter break was close ahead. As in other events it is difficult to estimate the number of attendees; therefore, the amount of food must be carefully calculated to avoid waist.

The event was scheduled for January 8th, 2018 at the GSA Commons from 4:00 to 7:00 p.m. The event was set in the evening to allow graduate students to finish with their research and classes of the day and join the event after. Starting the event earlier was proposed to attract more students right after their school activities, rather than make them return to the campus from their homes. Also, this help on finishing the event earlier.

3.1 Venue

The GSA Commons was selected as the venue to host the event since it has been the place for GSA winter orientation and social events in the last couple years. Additionally, it is a large indoors venue that can hold large amounts of people; it is very accessible to most graduate students; and it has a kitchen that is very convenient to prepare snacks and serve beverages.

3.2 GSA Promotional Products

Also during the event some GSA promotional products were hand out to graduate students. These products were sport water bottles and sport bags which were all ordered to 4imprint Canada in late July. The costs for these can be found in the expenses appendix.

3.3 Food and food safety

The food for this year's orientation was a selection of assorted sandwiches, which included meat, vegetarian, and vegan options. The food was ordered to Culinary Services at the U of S. The order and the cost can be seen in more detail in the Appendix section. The amount of food ordered was calculated for about 70 people. Therefore, the food was more than enough for the approximate 50 attendees.

3.4 Dignitaries

This year, a formal invitation was sent out to the Dean of the College of Graduate and Postdoctoral Studies, Alumni Association, Aboriginal Student Centre, ISSAC, and Recreation Services. A follow up reminder email to their respective secretaries a few days prior to the event should also be considered. A sample formal invitation has been attached in the appendices.

Even with a short time notice, we got a positive answer from all the groups representatives, except from the Alumni Association which was not able to find an available representative to come to the orientation. In addition to the above-mentioned guests, Liv Marken from the Writing Centre reached out to us to inquire about the possibility of having some stage time to give a short presentation to the students. Such a request from Liv was appreciated and granted.

3.5 Event promotion

The event was promoted throughout the campus by posting posters in informative boards of several departments. The poster has been attached in the Appendix. The orientation was also advertised on the GSA Facebook page and in a bulletin form on Paws. Also, an invitation email was sent out to all the graduate students through the GSA general email. The event advertisement started couple weeks before the event. It is important to mentioned that orientation events, both Fall and Winter, are very close to school breaks during which many students are not in campus and/or disconnected from school activities. Thereby, for the orientation it might be more recommendable to use emails to promote the event among incoming and returning students.

3.6 Volunteers

Volunteers are vital to the success of GSA events. While the overall planning can be done by the event coordinator, volunteers can be assigned smaller tasks prior to the event. Their contribution to the execution of the event on the day cannot be understated.

A call out for volunteers was sent out one week before the event. The day of the event the roles and tasks were divided among all the volunteers that arrived. The workflow for volunteers was divided into several categories and the volunteers were asked to identify their areas of interest and/or expertise. The categories and task were: logistics (set up and cleaning), and serving.

4. Execution

4.1 Scheduling

In order to run the event as smooth as possible the following schedule was proposed:

Start Time	End Time	Activity
3:00	3:30	Table set up
3:30	3:45	Sound system and stage set up
3:45	4:00	Arrival of food
4:00		Arrival of participants and guests
4:00	4:25	Serving food and give out of souvenirs
4:25	4:30	Welcoming speech to guest and distinguished speakers
4:30	4:35	Dean of CGPS Dr. Trever Crowe
4:35	4:40	ISSAC Manager Derek Tannis
4:40	4:45	Representative from Recreation Services Gray Ferguson
4:45	4:50	Writing Help Coordinator Liv Marken
4:50	4:55	Representative from Aboriginal Study Centre
4:55	5:00	Representative from Alumni Association
5:00	5:05	GSA President speech and Executive introductions
5:05	7:00	Networking
7:00	8:00	Clearing the venue

4.2 Setup

The day of the event the setup of tables started around 2:30 p.m. As the space is not too large, this did not take long. The audio system and screens were also tested before the event, and a faulty cable was detected which made the audio system not to work properly. Fortunately, this

issue only required easy fix; however, there should be more communication between the staff in charge of the GSA Commons to fix on time these issues as soon as they are detected. All the food was ordered and delivered to the GSA Commons by Culinary Services 30 min before the event. The sandwiches were already divided in meat, vegetarian, and vegan. These options were clearly labelled and explained to all the guests. In addition to the sandwiches, assorted juice and pop was available for everybody.

4.3 Crowd Management

The GSA Winter orientation attracts over 50 people, and strategic steps need to be taken for their safety and accommodation in the venue. Keeping a few volunteers in the room in charge of maintaining the food table clean, and collecting empty glasses, as well as garbage is recommended. These volunteers may also be assigned to give out promotional materials.

Having a single table with everything ready to collect the food worked well to speed up the collecting process. Three trays were set on the food table; each of them contained meat sandwiches, vegie sandwiches, and vegan sandwiches, respectively. It is important to mention that the vegetarian/vegan option was the least eaten and we ended up with lots of leftovers.

The GSA promotional material was given out at the entrance. All the attendees were given a sport-water bottle and a sport bag. Leftovers were kept for the next Orientation event.

4.4 Stage management and programme

This year, the stage direction was done by Iloradanon Efimoff, the GSA Indigenous Liaison. The program was delayed by 10 minutes waiting for all dignitaries to arrive. This year, we had speeches from the Dean of CGSR Dr. Trever Crowe, Aboriginal Student Centre, Mr. Derek Tannis (ISSAC), Ms. Liv Marken (Writing Centre), and Mr. Gray Ferguson (Recreation Services).

5. 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 should be done as soon 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 amount of leftovers that had to be given away specially perishables such as the sandwiches. Juices and cookies were kept for future events.

Appendix A: Expenses Report and Receipts

ITEM	PLACE OF PURCHASE	AMOUNT
Food	U of S Culinary Services	\$683.18
Volunteers T-shirts	4imprint Canda	\$895.19
Sport bags	4imprint Canda	\$1,134.75
Sport water bottles	4imprint Canda	\$1,558.24
	TOTAL	\$ 3,588.18

Note: Promotional materials were bought since the Fall Orientation in September 2017. Therefore, the total amount expended for the Winter Orientation correspond only to the food costs. Receipts are attached for more details.

Culinary Services

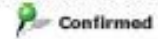
Order Name: **Edgar Martinez**



Culinary Services at
University of
Saskatchewan
57 Campus Drive, Saskatoon, SK
S7N 4L3
(306) 966-6794

INVOICE #17316

Monday, 1/8/2018
Ordered On: 1/4/2018



Customer Information

First Name:	Edgar
Last Name:	Martinez
Address:	502 Isabella St E
City:	Saskatoon
Province:	Saskatchewan
Postal Code:	S7J 0B8
Email:	eem370@mail.usask.ca
Phone:	3067174706
Department:	3067174706
Cell Phone:	3067174706

Delivery / Pickup Information

Method:	On Campus
Delivery Contact:	Edgar Martinez
Delivery Phone:	3067174706
Building:	GSA Commons
Room # / Name:	Main Floor
Do you require staff for your event?:	No

Payment Information

Payment Type :	Credit Cards
Policy Acceptance:	I Accept EMS

Event Information

Guest Count:	100
Pick-up/ Delivery Date:	Monday, 1/8/2018
Food Delivery Time:	3:45 PM
Event Start Time:	4:00 PM
Event End Time:	6:00 PM

FOOD-COLD KITCHEN

	Qty.	Price	Ext.
Large Gourmet Sandwich Platter			
• Country Dijon Chicken Salad			
• Bistro Smoked Turkey with Roast Pepper Aioli, Provolone Cheese	4	\$95.35	\$381.40
• Rost Beef and Swiss with Roasted Garlic-Thyme Aioli			
Medium Vegetable Sandwich Platter			
• Garden Vegetable with Herb Cream Cheese, Sprouts, Tomato, Cucumber, and Peppers			
• Organic Quinoa and Avocado Salad with Grated Carrot, Mixed Greens, Sprouts, and Tomatoes (Vegan)	3	\$76.45	\$229.35
• Vegetable Muffuletta with Olive Tapenade, Roasted Red Pepper, Tomato, Lettuce, and Provolone			

Invoice

While the UofS Culinary Services does not have gluten-free or allergen free kitchens and serving lines, we take every precaution to check ingredient information and to ensure that cross contamination of ingredients does not occur. Ingredients and nutritional content may vary. Manufacturers may change their product formulation or consistency without our knowledge and product availability may fluctuate, we cannot assure against these contingencies.	Sub Total	\$610.75
	Delivery Fee	\$5.00
	GST	\$30.79
	PST	\$36.64
	Order Total	\$683.18
	Balance Due	\$683.18
It is the responsibility of the customer with food allergies or other specified nutrition concerns to make the final judgement on whether or not to question the ingredients of a food item or to choose to eat the foods selected. Guests are encouraged to consider information provided, to their own satisfaction, in light of their own individual needs and requirements.		

Order Confirmation 14093205

101 Commerce Street
Oshkosh, WI 54901

Toll Free 800-300-1336
Fax 800-355-5043

<http://www.4imprint.ca>

Main address	Invoice address	Shipping address
Ali Kiani Graduate Student's Association 1337 College Dr Saskatoon, SK S7N 0W6	Sherri Rohovich Graduate Stude Graduate Student's Association Room 110 1 Campus Drive Saskatoon SK s7n 5a3	Ali Kiani Graduate Students Association 1337 College Drive Saskatoon, SK S7N 5A3 CANADA

Order No.	Order Date	Account Rep.	Account no.	Administrator	Cust. Ref.
14093205	06-22-2017	Rachel Plante	2911780	Cindy Nourse	0

Product	Description	Qty	Colour	Cost/Unit	Total
C110607-ID	ID Sport Bottle - 28 oz.	800	Lime Green, White	\$1.21	\$968.00
	Special Canadian Delivery	1		0¢	0¢
	Set-Up Charge(Per Order Line)	1		\$60.00	\$60.00

Artwork Instructions:

Tax: \$74.20
Freight Charge: \$456.04
Product Total: \$1,558.24

Order Total: \$1,558.24

Ship to	Item#	Qty	Ship by	Carrier, service	Due Date	Freight
Address above	C110607-ID	800	07-17-2017	SHIP BEST METHOD GROUND CANADA ONLY	07-20-2017	\$456.04

THIS IS YOUR SALES ORDER ACKNOWLEDGEMENT. Our Sales Invoice will be forwarded shortly after despatch. Important notice: In most cases the prices shown are actual and final. However, due to the complexities of your artwork or the customization involved with the product, additional charges may apply or some of the additional charges shown may not be chargeable. If any changes are required, we will contact you by e-mail prior to production and you will have the option to cancel your order without penalty. In any case, where additional charges apply, your signed approval will be required to proceed.

We will be sending information about your order to you via e-mail. To avoid any delays, we ask that you check your e-mail during the time your order is in process for any updates.

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Order Confirmation 14143628

101 Commerce Street
Oshkosh, WI 54901

Toll Free 800-300-1336
Fax 800-355-5043

<http://www.4imprint.ca>

Main address	Invoice address	Shipping address
Ali Kiani Graduate Student's Association 1337 College Dr Saskatoon, SK S7N 0W6	Sherri Rohovich Graduate Stude Graduate Student's Association Room 110 1 Campus Drive Saskatoon SK s7n 5a3	Ali Kiani Graduate Students Association 1337 College Drive Saskatoon, SK S7N 5A3 CANADA

Order No.	Order Date	Account Rep.	Account no.	Administrator	Cust. Ref.
14143628	07-04-2017	See Knaggs	2911780	See Knaggs	0

Product	Description	Qty	Colour	Cost/Unit	Total
C7687	Polypropylene Drawstring Sportpack	800	Navy Blue, Black	\$1.17	\$936.00
	Set-Up Charge	1		\$45.00	\$45.00
	Special Canadian Delivery	1		0¢	0¢

Artwork Instructions:

Tax: \$54.04
Freight Charge: \$99.71
Product Total: \$1,134.75

Order Total: \$1,134.75

Ship to	Item#	Qty	Ship by	Carrier, service	Due Date	Freight
Address above	C7687	800	07-14-2017	SHIP BEST METHOD GROUND CANADA ONLY	07-21-2017	\$99.71

THIS IS YOUR SALES ORDER ACKNOWLEDGEMENT. Our Sales Invoice will be forwarded shortly after despatch. Important notice: In most cases the prices shown are actual and final. However, due to the complexities of your artwork or the customization involved with the product, additional charges may apply or some of the additional charges shown may not be chargeable. If any changes are required, we will contact you by e-mail prior to production and you will have the option to cancel your order without penalty. In any case, where additional charges apply, your signed approval will be required to proceed.

We will be sending information about your order to you via e-mail. To avoid any delays, we ask that you check your e-mail during the time your order is in process for any updates.

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Order Confirmation 14249457

101 Commerce Street
Oshkosh, WI 54901

Toll Free 800-300-1336
Fax 800-355-5043

<http://www.4imprint.ca>

Main address	Invoice address	Shipping address
Ali Kiani Graduate Student's Association 1337 College Dr Saskatoon, SK S7N 0W6	Sherri Rohovich Graduate Stude Graduate Student's Association Room 110 1 Campus Drive Saskatoon SK s7n 5a3	Ali Kiani Graduate Students Association 1337 College Drive Saskatoon, SK S7N 5A3 CANADA

Order No.	Order Date	Account Rep.	Account no.	Administrator	Cust. Ref.
14249457	07-24-2017	Staci Saunders	2911780	Staci Saunders	0

Product	Description	Qty	Colour	Cost/Unit	Total
C127396-M-	Bella+Canvas Tri-Blend V-Neck	37	Charcoal Black,	\$19.49	\$721.13
VN-S	T-Shirt - Men's - Screen		Charcoal Black		
	Set-Up Charge (1st Color)	1		\$55.00	\$55.00
	1st Color Run Charge	37		0¢	0¢
	Handling Charge per Order	1		0¢	0¢

Artwork Instructions:

Tax: \$88.71
Freight Charge: \$30.35
Product Total: \$895.19

Order Total: \$895.19

Ship to	Item#	Qty	Ship by	Carrier, service	Due Date	Freight
Address above	C127396-M-VN-S	37	01-01-0001	XP (Express Post)	07-24-2017	\$30.35

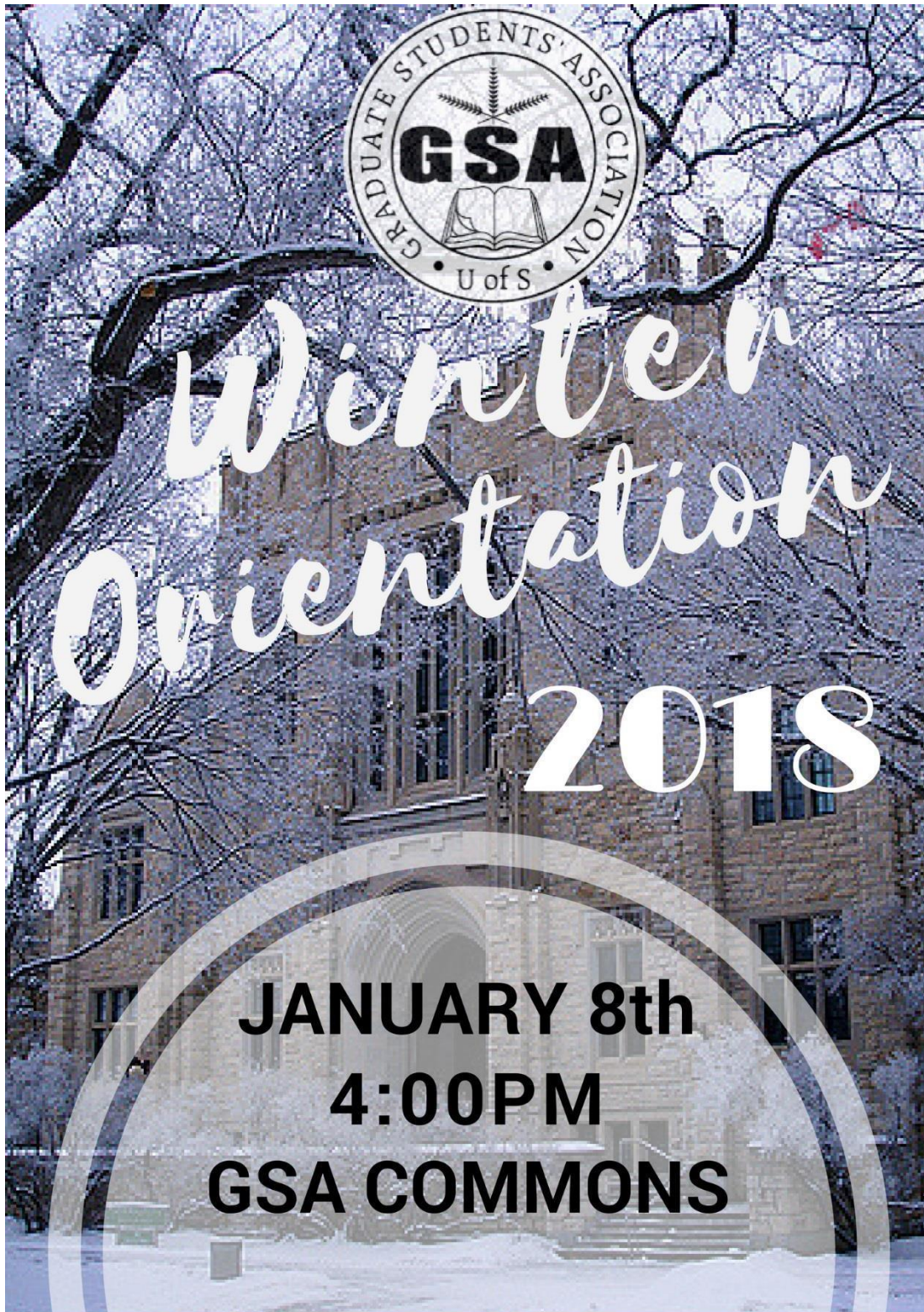
THIS IS YOUR SALES ORDER ACKNOWLEDGEMENT. Our Sales Invoice will be forwarded shortly after despatch. Important notice: In most cases the prices shown are actual and final. However, due to the complexities of your artwork or the customization involved with the product, additional charges may apply or some of the additional charges shown may not be chargeable. If any changes are required, we will contact you by e-mail prior to production and you will have the option to cancel your order without penalty. In any case, where additional charges apply, your signed approval will be required to proceed.

We will be sending information about your order to you via e-mail. To avoid any delays, we ask that you check your e-mail during the time your order is in process for any updates.

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Poster:



Schedule:

GSA Winter Orientation Event Schedule

Date: January 8th, 2018

Time: 4:00-8:00 P.M.

Venue: GSA Commons

The winter 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.

The event will follow the schedule depicted below.

Start Time	End Time	Activity
3:00	3:30	Table set up
3:30	3:45	Sound system and stage set up
3:45	4:00	Arrival of food
4:00		Arrival of participants and guests
4:00	4:25	Serving food and give out of souvenirs
4:25	4:30	Welcoming speech to guest and distinguished speakers
4:30	4:35	Dean of CGPS Dr. Trever Crowe
4:35	4:40	ISSAC Manager Derek Tannis
4:40	4:45	Representative from Recreation Services Gray Ferguson
4:45	4:50	Writing Help Coordinator Liv Marken
4:50	4:55	Representative from Aboriginal Study Centre
4:55	5:00	Representative from Alumni Association
5:00	5:05	GSA President speech and Executive introductions
5:05	7:00	Networking
7:00	8:00	Clearing the venue

Invitation email example:

GSA ANNUAL ORIENTATION SPEECH

Dear Gray,

As an important partner of the GSA in providing valuable services to our members over the years, we are inviting the College of Kinesiology and PAC to present a short speech to our members during the GSA Winter Orientation and Welcome Event on January 8th, 2018 (4:00-6:00 PM) at the GSA Commons.

We are also offering to distribute any promotional materials you would like to distribute to our members during the entire orientation event. We also welcome the hosting of your banner and logo during our orientation sessions.

We are asking participants to give a brief 5 to 10 min talk welcoming the new students. The objective of the orientation is to welcome incoming graduate students and give them a brief overview of the services and resources that are provided by the GSA, the university, and its partners. The event starts at 4:00 PM and your speech has been scheduled between 4:15 and 4:30PM.

Thank you very much for your attention and time given to this matter. Would you mind to considering this invitation and letting me know at your convenience, please?

My best regards,

Ali Kiani

GSA VP Student Affairs

MPA Candidate - Johnson Shoyama

Graduate School of Public Policy

O: (306) 966-8471

E: gsa.sa@usask.ca

VP External – Awards Selection Committee

Motion: Council approves to further modify the composition of this committee so as to include at least 2 general members.

Rationale:

Whereas the Awards Selection Committee is responsible to select the GSA award winners for the Annual Awards Gala;

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

Whereas it is imperative that there be general members on the committee so as to include more diversity of opinions and better discussions;

Be it resolved that the composition of the 'Award Selection Committee' includes the VP External, at least (2) Councillors or Alternate Councillors and at least (2) general members.

Motion to remove Jania Chilima and Indiana Best (upon their request) from the GSA Sustainability Committee and to add Palash Sanyal and Michelle Wauchope-Thompson (upon their request) to the GSA Sustainability Committee. The new membership shall be as follows:

Iloradanon Efimoff
Naheda Sahtout
Palash Sanyal
Michelle Wauchope-Thompson
Somto Ufodu
Kristen Hargis
Jaylene Murray

Motion to populate the Governance Committee, as outlined in the “GSA_NewPolicies” governing document on the GSA website, 1.1.1.2(iv):

- iv. Governance Committee
 - a. VP External b.
VP Finance
 - c. At least two (2) Councillors or Alternate Councillors
 - d. Council Chair as ex-officio

Motion to populate the Ethics and Discipline Committee, as outlined in the “GSA_NewPolicies” governing document on the GSA website, 1.1.1.2(v):

- v. Code of Ethics and Discipline Committee
 - a. Council Chair
 - b. At least two (2) Academic Councillors or Alternate Councillors
 - c. At least two (2) Members who are not members of the Executive or Council