



**Graduate Students' Association - University of Saskatchewan  
Council Meeting Agenda  
Tuesday October 16, 2018 - GSA Commons  
17:00 – 19:00**

The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation.  
We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm  
our relationship with one another.

#	Item	Page	Action
1	Call to Order	1	
2	Approval of the agenda	1-2	<i>Decision</i>
3	Council Orientation	3-12	<i>Information</i>
4	Approval of the minutes from September 25, 2018	13-18	<i>Decision</i>
5	Information to be received	19-28	<i>Decision</i>
	A. Executive meeting minutes from September 13, 2018		
	B. Executive meeting minutes from September 27, 2018		
6	<b>Executive reports</b>	29-38	<i>Information</i>
	A. Report of the President		
	B. Report of the VP Finance and Operations		
	C. Report of the VP Student Affairs		
	D. Report of the VP External		
	E. Report of Indigenous Liaison		
7	<b>Committees of Council</b>	38-39	<i>Decision</i>
	A. Motion to approve nomination for Budget and Finance Committee		
	B. Motion to approve nomination for Bursary Selection Committee		
	C. Motion to approve nomination for Governance Committee		

- D. Motion to approve nomination for Code of Ethics and Discipline Committee
- E. Motion to approve nomination for Health and Dental Committee
- F. Motion to approve nomination for Awards Selection Committee
- G. Motion to approve nomination for Diversity Committee
- H. Motion to approve nomination for Sustainability Committee
- I. Motion to approve nomination for Elections and Referenda Committee

**8 Other business/Announcements**

*Information*

**9 Adjournment**

*Decision*



University of Saskatchewan Graduate Students' Association

GSA Council Manual

2018/19

Prepared by:

Ziad Ghaith

V.1.0

# 1. University of Saskatchewan Graduates' Students' Association

The Graduate Students' Association (GSA) is a not-for-profit organization that represents all graduate students at the University of Saskatchewan. The GSA provides professional, academic, and social activities and services, and promotes awareness of issues relevant to graduate students. All graduate students at the University of Saskatchewan are members of the GSA and thus have the right to vote in elections, referenda and at general meetings. The general membership is the highest decision-making body of the GSA.

## 1.1. GSA Mission

The mission of the Graduate Students' Association is:

- To cultivate a positive experience for graduate students
- To advocate for unique needs and concerns of graduate students
- To foster a cohesive graduate student community
- To build positive relationships with other organizations.

## 1.2. GSA Membership

There are three classes of membership for the Association:

- **Regular members:** All graduate students registered in the College of the College of Graduate and Postdoctoral Studies(CGPS) are automatically members of GSA
- **Associate members:** Postdoctoral fellow at the University who paid all Association fees in full
- **Honorary Lifetime Member:** Symbolic membership with no Regular Membership rights or privileges. the title shall be awarded by a majority vote at a General Meeting.

### 1.3. GSA Members rights

#### The rights and privileges of Regular Members are:

- To vote and participate in all Association Elections, By-Elections and Referenda;
- To hold office within the Association;
- To attend meetings of the Association subject to the Bylaws and Policies of the Association;
- To move or second motions at such meetings;
- To speak for or against motions at such meetings;
- To vote in Annual General Meetings or Special General Meetings;
- To access any services provided by the Association; and,
- 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.

#### The rights and privileges of Associate Members are:

- To access any services provided by the Association; and,
- 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.

## 2. Governing Documents

These governing documents contain all information pertinent to the Association, such as its purpose(s), its structure and its governance.

### 2.1. GSA Constitution

- The GSA Constitution includes the fundamental principles of the GSA and how it governed.
- The Constitution may **ONLY** be amended at a General Meeting **by a two-thirds (2/3) vote of Members present.**

## 2.2. GSA Bylaws

- The GSA Bylaws include the rule that govern the Association to govern and regulate its affairs and actions.
- Bylaws may **ONLY** be amended at a General Meeting **by a majority vote of Members present.**

## 2.3. GSA Policies

- The GSA policies define the operations of the Association, such as GSA communication, volunteers and employees policies etc.
- Policies may be amended by a majority vote of **Council or at a General meeting.**

# 3. GSA Structure

## 3.1. Executive Committee

- The Executive is a sub-committee of the Association and those in position should be registered graduate students with the College of Graduate and Postdoctoral Studies at the University;
- The Executive shall be responsible for the day to day activities of the Association, as specified by the Bylaws and Policies of the Association;
- The Executive shall be comprised of:
  - President;
  - Vice-President Finance and Operations;
  - Vice-President Student Affairs;
  - Vice-President External;
  - Indigenous Liaison.
- The President and Vice-Presidents shall act as the Board of Directors;
- With the 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;
- With the exception of the Indigenous Liaison, the term for the Executive is from May 1 to April 30;

### 3.2. GSA Council

- There shall be a Council of the GSA which shall serve as the policy, political and
- advocacy body of the organization;
- Members of Council are:
  - The Executive;
  - Regular Members who are;
  - The designated graduate student representatives of Academic Councils; and,
  - The designated graduate student representatives of the Indigenous Graduate Students' Council.
- With the exception of the Executive, Council members shall be elected according to the constitution and bylaws of their respective Academic Council.

## 4. GSA Council Role

### 4.1. Council members duties

The duties of a Councillor shall include, but are not limited to:

- Representing their Academic Council;
- Attending all Council Meetings;
- Serving on Association Committees;
- Ensuring the well-being of the Association; and,
- Being familiar with all governing documents including the Saskatchewan Non-Profit Corporation Act, 1995

Voting Councillor Allocation for each Academic Council:

- One (1) for an Academic Council containing **less than one hundred (100)** Regular Members;
- Two (2) for an Academic Council containing **one hundred (100) or more** Regular Members

## 4.2. Removal of a Councillor

- A Councillor 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;
- If a Councillor is absent for one (1) duly called Council meeting, the Council Chair shall warn that any further vacancy will result in their suspension;
- The Council Chair shall notify an Academic Council if their Councillor has been suspended;
- 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;
- Should a Councillor be removed, the Chair will inform their Academic Council;
- A Councillor's eligibility is removed when they are no longer a Regular Member;
- The Council Chair is charged with notifying both Council and the appropriate Academic Council when a Councillor is removed.

## 4.3. Council Meetings

Council will meet regularly as follows:

- Once in the spring term (May – June);
- Once in the summer term (July – August);
- Monthly over the fall and winter terms (September – April).
- Regular Council meetings must occur on a business day
- The meeting schedule are posted on the Association website

## 4.4. Council Rule of Orders

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, as put forward by those required to attend the meeting.

## 5. Robert's Rules of Order

Robert's Rules of Order are set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Robert's Rules of Order originally published by Henry Martyn Robert in 1876, ten subsequent editions with some revisions have been published since then.

### 5.1. Motions

A motion is a formal step to introduce a matter for consideration by a group. Motions can be oral or written.

**Any GSA Council or Alternate member can:**

- Move motions.
- Second motions
- Debate motions
- Vote on motions

**Making a motion:**

- Written motion can be sent to the Council chair upon email notification of calling for agenda items to be added to the agenda
- Oral motion. The process of oral motion should be as following:
  - Obtain the floor and wait until the Council Chair recognize you
  - Make your motion, speak clearly by saying " I move that ..."
  - Another member of the Council should second your motion to be open for debate and discussion. If no one second the motion after the Chair call, the motion is lost and will not be debated.
  - Once the motion is moved and seconded, the Chair will state your motion and place it before the members of the Council for consideration or action.
  - **Note:** Once the motion is presented by the Council Chair, it cannot be changed without a consent of the members.
  - Once the motion is stated, the mover and any other member can speak to it (not at the point of moving it). Mover has right to speak first.
  - Any comments or debate must be directed to the Chair not to the members.

**Example<sup>1</sup>:**

*Member rises and addresses the chair:*

*Mr./Madam Chair.*

*Chair recognizes member (by title or name).*

*Member makes the motion.*

*I move that...*

*Another member seconds the motion.*

*I second the motion.*

*The chair states the motion and opens debate.*

*It is moved and seconded that...*

*Is there any debate? Or Are you ready for the question?*

*Chair recognizes members wishing to speak.*

*After debate concludes. Chair restates the motion and puts the question to a vote.*

*The question is on the motion to...*

*Those in favor of the motion. Those opposed say. Those abstain*

*Chair announces the result of the vote and what action will be taken.*

*the motion is adopted. We will ...*

**Amending a motion:**

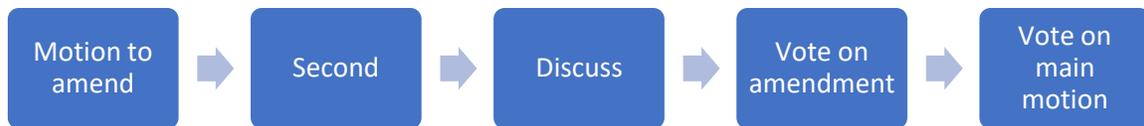
Amendment is a motion to change the wording of a main motion before voting on it. Usually this happens if new insights or information arise as a result of discussing or debating a motion.

Any amendments need a mover and seconder. Once the amendment is moved and seconded, discussion on amendment should happen and then a vote take place only on the amendment. This vote will **ONLY determine whether the motion is amended or not. It**

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<sup>1</sup> This example was adopted from [www.pta.org](http://www.pta.org)

is not determine of the main motion is approved. After all the amendments are voted on the debate on the main motion is resumed in its amended form.



There are two types of amendments:

- Primary amendment: applies to the main motion
- Secondary amendment: applies only to the primary amendments

Amendment to the third degree is **not allowed**.

### Methods of Amending

- Striking: I move to amend the motion by striking out the word “GSA.”
- Inserting: “I move to amend the motion by inserting the word “Saskatchewan after the word “University”
- Striking and inserting: “I move to amend the motion by striking out the word “GSA” and inserting the word “Association”

**Important:** amendments should not change the essence of the main motion, if the chair determines that the amendments strikes to the heart of the motion a new motion would need to be moved.

### Important terminology:

- **Calling the question:** is asking to stop the debate on the motion or amendment and vote. This requires 2/3 majority of the assembly.
- **Point of order:** every members is obligated to ensure that all rules are followed. If any member feel that the rules are not followed, any member can raise it immediately. Once the pint of order is raised the chair is obligated to turn to you and ask you to state your point, then the Chair will clearly state that your point is well taken or not based on whether your point is valid or not.

## 5.2. Council Minutes

- The recording secretary of the GSA take minutes of every Council meeting. These minutes are unofficial until are approved by the Council.
- Draft minutes will be posted on the Association website within one (1) week of a Council, General or Executive committee meeting.
- Approved minutes will be posted on the Association website within forty-eight (48) hours of approval.
- The Council Attendance Record shall be included in the minutes of a Council meeting.
- Minutes are recorded as following:
  - **Open session:** minutes are recorded and posted on the GSA website.
  - **Confidential session:** minutes are recorded but not posted on the website.
  - **In Camera session:** no minutes are recorded.

**Note:**

Any question can be directed to the Council Chair at: [gsa.chair@usask.ca](mailto:gsa.chair@usask.ca)



University of Saskatchewan  
Graduate Students' Association  
GSA Council Meeting Minutes  
Tuesday September 25, 2018. GSA Commons

As Council gathers, we acknowledge that we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

**Attendance:** *Adrienne Ratushniak, Aine Dolin (ARCHAIA), Brittany Ross, Tess Mills (Animal and Poultry Science), Dylan Baloun, Carmen Marquez Mellidez (Biology), Richard Pettipas (Chemistry), Rifat Zahan (Computer Science), Khaled Zoroufchi Benis (Engineering, Chemical), Elisha Asiri (Engineering, Electrical), Stephen Owuamanam, Bicheng Xing, Cloud Heng (Engineering, Mechanical), Saman Naghieh, Ejalonibu Hammed (Engineering, Biomedical), Sam Rezazadeh (English), Bethany Thiessen, Maria Elisa Sanchez Garces (Geography and Planning), Brittany Laing (Geology), John Bird (History), Tara Million (Indigenous Graduate Students' Council), Natasha Boyes (Kinesiology), Stephane Gerard (Language, Linguistics and Cultural Studies), Kushagra Parolia (Medicine, Anatomy and Cell Biology, Pharmacology and Physiology), Kusum Sharma, Mamata Panigrahi (Medicine, Biochemistry, Microbiology and Immunology), Ethan Runge (PEGASUS), Lina Kharabsheh (Pharmacy and Nutrition), Kyla Collins, Katrin Ritchie (Physical Therapy), Sarah Mohammed (Psychology), Peter Friedrichsen (SENS), Alhassan Alhassan (Sociology), Aimee Schryer (Soil Science), Breanne Murray, Narsimha Pujari (WCVM),*

**Guests:** *Laura Larsen, Isaac Armstrong (PSAC), Blessing Okeke (Nigerian Students' Association), Osama Ansari (IEEE-PES), Amara Zuhaib (Pakistani Students' Association)*

**Organization of the Meeting:**

Dr. Scott Adams acted as the Chairperson, until Council elect a new Council Chair and Chief Electoral Officer as per Bylaw 1.8.4.

The acting Chair indicated that the meeting was properly constituted.

Osai Clarke acted as the recording secretary for the duration of the meeting.

**1. Call to Order**

Dr. Scott Adam, acting Chair called the meeting to order at 5:08pm.

**2. Approval of the agenda**

The acting Chair asked for a motion to adopt the Agenda as circulated.

*Motion to adopt the Agenda as circulated (SAHTOUT/ PRESBER).*

**CARRIED**

### **3. Election of Chair of the GSA Council and Chief Electoral Officer**

Dr. Adams reminded the audience that a Council member couldn't serve as the GSA chair and announced that Mr. Ziad Ghaith was nominated for this position. The Acting Chair asked if there is any other nomination. With no other nominations made from the meeting floor, Mr. Ghaith was asked to introduce himself to the Council.

*Motion to elect Mr. Ziad Ghaith as GSA Council Chair and Chief Electoral Officer (SHARMA/PETTIPAS).*

**CARRIED**

### **4. Guest from the Public Service Alliance of Canada, Local 40004**

Isaac Armstrong, the regional representative from the Local 40004, briefed the audience on what a union was, who it consists of and how one can participate in its activities. More specially; this local represents graduate student workers on campus, post-doctoral fellows and veterinary residents.

A few salient points from Mr. Armstrong:

- A union is an organized association of workers that advocate for the rights and interests of its members.
- The local ratified its first collective agreement for graduate student workers (teaching, research, or student assistants earning a wage at the university) last October.
- Representatives are elected at duly convened meetings, Saman Naghieh, a GSA Council member, also serves as the president of the local through this same process.
- Main purpose of the union is to get a collective agreement. In essence to use collective power to bargain wages via an elected bargaining team who reports on the bargains to its members to ensure satisfaction.
- As a member you can participate in the Canadian Labour Congress (CLC) and Public Services International (PSI) conferences and activities.
- Occupational health and safety laws is a big part of what unions advocate for.

Laura Larsen also added that the union have an office on campus in room 131 McLean Hall from 9:30 AM -4:00 PM, Monday to Friday.

### **5 – 6. Consent Agenda**

*Motion to receive for information and/or approve by consent items 5-6 (UFONDU/NAGHIEH).*

**CARRIED. 1 ABSTENTION**

### **7. Report of the President**

President Sahtout briefed the gathering on the following:

- The relationship of the GSA and PSAC Local 40004 is strong and both will continue to advocate for the best interests of our members.

- Working towards having a graduate student voice on the University Board of Governors.
- Student-supervisor agreement approved by the Faculty Council of the College of Graduate and Postdoctoral studies in May of 2017 and should be used as guidelines to set an understanding of expectations for both parties. Will continue working to ensure that this is used across campus.
- Networking opportunities for students to engage in industry. On October 17<sup>th</sup>, 5 to 6 graduate students will be welcomed to give 5 minute talks to the industry and community.

### **8. Report of the VP Finance and Operations**

Vice President Finance and Operations Gomez thanked volunteers who had participated in the recent orientation activities and thanked the GSA Executive for their part played in the orientation week activities. The VP Finance and Operations thanked the team of members who assisted in the Spring / Summer Bursary Committee and wished them success in their academic journeys.

The Vice President Gomez closed the agenda item by announcing that they would be looking for two volunteers to serve on the bursary committee which will be finalized at the next council meeting.

### **9. Report of the VP Student Affairs and GSA Fall Orientation Report**

The VP Student Affairs Martinez-Soberanes indicated that the orientation activities were much more efficient this year with regards to the food, as much less food was left over and all the leftovers were given to the PSAC. Additionally, he notified members of a Wine and Cheese social will be held by the GSA this week on Friday in the GSA Commons. Vice President Martinez-Soberanes emphasized that he would continue advocating for student needs and looks forward to participating in the networking opportunity with industry.

### **10. Report of the VP External**

First Aid course is being negotiated at discounted rates for graduate student body. In addition to the first aid certification, there will be a series of 5 health talks/activities slated for this academic year. The first of which is "Tips on becoming an exceptional graduate student" held this Thursday at 12 noon in the GSA commons. The other 4 are as follows:

- "Surviving Canada with humor" in October
- "Laughter therapy session" in November
- "Health from an Indigenous perspective" in January
- "Self Defense training" in February

The GSA recreational sports team, called the GSA Guppies, plays both soccer and basketball for the semester. If one doesn't want to play they are welcome to cheer on their fellow

graduate students at 2 PM on Saturdays for soccer and at 6:30 PM on Wednesdays for basketball.

### **11. Report of the Indigenous Liaison**

At the Indigenous Graduate Students' Council (IGSC) AGM meeting last week, Marie-Eve Presber was voted in as the official Indigenous Liaison and IGSC Co-Chair.

### **12. Ratification of Social Clubs for 2018/19**

Vice President Student Affairs Martinez-Soberanes called on representatives from the different social clubs to share a few words with the membership before each was ratified. The first was the USASK Emerging leaders of Solar Energy. Representative Richard Pettipas spoke to the efforts of the club to engage industry and awareness of solar energy to the campus community.

*Motion to ratify the Emerging Leaders of Solar Energy USask as a social club (SHARMA/UFONDU).*

**CARRIED. 1 ABSTENTION**

The second group was the Nigerian student association which was formed to provide a sense of community for the relatively large Nigerian student body.

*Motion to ratify the Nigerian Students' Association as a social club (MARQUEZ MELLIDEZ /NAGHIEH).*

**CARRIED**

The third social club was the Nepalese Students Association. The group helps bring Nepalese students together and helps promote and share their culture.

*Motion to ratify of the Nepalese Students Association as a social club (LAING /MARQUEZ MELLIDEZ).*

**CARRIED**

The fourth was the Pakistani Students' Association. The president listed a few activities that they have had in September for the large number of new Pakistani students on campus.

*Motion to ratify the Pakistani Students' Association as a social club (UFONDU /PEPPITAS).*

**CARRIED**

The fifth was the U of S American Association of Pharmaceutical Scientists Chapter. The purpose of this group is to establish a welcoming social and scientific community that serves the interests of graduate and undergraduate students in pharmaceutical sciences.

*Motion to ratify the U of S American Association of Pharmaceutical Scientists Chapter as a social club (LAING UFONDU).*

**CARRIED.1 ABSTENTION**

The sixth was the USASK Institute of Electrical and Electronics Engineers which was founded to explore renewable energies and offers different seminars on related research topics.

*Motion to ratify the USask IEEE PES Student Branch Chapter as a social club (UFONDU/PETTIPAS).*

**CARRIED**

The seventh was Let's talk science which really pushes S.T.E.M outreach from pre-schools to the high schools.

Question from Peter Friedrichsen. Does your group cater to the social sciences?

*This organization caters more to the STEM fields of study.*

*Motion to ratify Let's Talk Science as a social club (LAING/UFONDU).*

**CARRIED.1 ABSTENTION**

### **13. Appointment of representatives on the University of Saskatchewan Student Forum**

President Sahtout informed the Council that the student forum falls under the portfolio of the Vice Provost Teaching Learning and Student Experience and that this forum was dedicated to the discussion of student issues and the overall nature of the student experience on campus. A venue where all categories of students (graduated, undergraduate, indigenous etc.) can discuss with stakeholders, like professors, the quality of teaching, class sizes and how to improve certain aspects of the overall student experience.

Three council members nominated themselves: Saman Naghieh, Carmen Marquez Mellidez and Tara Million. Since only 2 GSA Councilors could be submitted to the forum it was put to a vote each candidate being allowed a minute to introduce themselves and why they'd be a good fit for the forum.

*The council voted Carmen Marquez Mellidez and Tara Million to participate in that forum.*

### **14. Discussion and decision regarding GSA sponsorship of the Canadian Centre for Gender and Sexual Diversity**

The Council agreed with the GSA Executives' recommendation which was to not contribute to the Center for Gender and Sexual Diversity at this time as the budget didn't allow for such.

### **15. Other Business / Announcements**

The Chair informed the gathering that the next GSA Council meeting is on the 16th of October where there will be a orientation segment for the new council members.

The President spoke to the promotion of sustainability as being one of the initiatives taken on by the GSA during summer, so in keeping with this all the plates and cups used for dinner are reusable so will be washed and used at the next meeting. The President also reminded folks of the wine and cheese event on Friday and asked that its members start to think about the first networking event.

**Adjournment**

*Motion to adjourn (PRESBER/NAGHIEH) at 18:42.*

**CARRIED**



**University of Saskatchewan  
Graduate Students' Association  
Executive Meeting (5 PM – 7 PM)  
September 13, 2018**

**Present:** Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Somtochukwu Ufondu (VP External), Marie-Eve Presber (Indigenous Liaison)

**Regrets / Absent:** Naheda Sahtout (President)

**1. Call to Order / Opening Remarks**

The VP Finance and Operations called the meeting to order at 5:09 pm.

**2. Approval of the Agenda**

The VP Finance and Operations asked if there were any additions or amendments to the agenda as circulated.

*Motion to approve the agenda put forward by the VP Student Affairs and seconded by the Indigenous Liaison.*

*Motion carried.*

**3. Approval of the August 23, 2018 Executive Meeting Minutes**

The VP Finance and Operations asked whether there were any further amendments to the August 23, 2018 Executive Meeting Minutes.

*Motion to approve August 23, 2018 Executive Meeting Minutes put forward by the Indigenous Liaison and seconded by the VP Student Affairs.*

*Motion carried.*

**4. Items for Action**

**4.1 Search Committee for the Vice-President Research (Email correspondence September 8, 2018)**

The President received correspondence from the University President's office that the Search Committee for the Vice-President Research will begin in the fall 2018 term. The

composition of senior admin search committees, as approved by the University Board of Governors, must include a graduate student appointed by the GSA.

*Motion to approve Somtochukwu Ufondu to the serve as the GSA Representative on the Search Committee for the Vice-President Research put forward by the Indigenous Liaison and seconded by the VP Student Affairs.*

***4 in favor. 1 abstention.***

#### **4.2 Search Committee for Vice-Dean Indigenous for the College of Arts and Science (Email correspondence September 11, 2018)**

The President received correspondence from the University President's office that the Search Committee for the Vice-Dean Indigenous for the College of Arts and Science will begin in the fall 2018 term. The composition of senior admin search committees, as approved by the University Board of Governors, must include a graduate student appointed by the GSA.

*Motion to approve Marie-Eve Presber to serve as the GSA Representative on the Search Committee for the Vice-Dean Indigenous for the College of Arts and Science put forward VP External and seconded by VP Finance and Operations.*

***4 in favour. 1 abstention***

#### **4.3 Cheque remittance**

The GSA has received an invoice from McDougal LLP Re: Professional services/consultation that have been provided to the GSA Board of Director Chair for the period between January 19 to January 26, 2018. The total amount to be paid after discount is \$1,956.89.

Whereas GSA bylaws 5.4.3 restricts expenditure amounts above \$500, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive.

- BIRT that the expenditure in the amount of \$1,956.89 be authorized and a cheque of this amount to be mailed to McDougal Gauley by August 17, 2018 for legal services.

*Motion to approve these expenditures put forward by VP Finance and Operations and seconded by VP External.*

***Motion carried.***

Whereas GSA bylaws 5.4.3 restricts expenditure amounts above \$500, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive. BIRT that the following expenditure be authorized:

- Payment to Buckeberger Baerg in the amount of \$4,995.00 on August 27, 2018 for accounting services.

*Motion to approve this expenditure put forward by VP Finance and Operations and seconded by VP External.*

***Motion carried.***

## **5. Items for Information / Discussion**

### **5.1 GSA Orientation**

#### **Recap**

VP Student Affairs will write a report of the GSA Orientation, so that the Graduate Student Body will be able to review the budget. The GSA was able to save money, waste less food, and also receive support from the Faith Leader's Council, who attended the Orientation and served ice-cream and popcorn. The little leftovers that were left were given to the PSAC BBQ, which was happening the next day. It's important to note that PSAC members are also GSA members, since PSAC represents those graduate students who are part of the union, so our student body still benefitted from the leftovers. This year, we invited different social clubs, ratified with the GSA, to be present. The VP Student Affairs recommends finding a way to keep the students engaged with the guest speakers. It was difficult to keep students close to the stage during the speeches. This has been a reoccurring problem in the past. In general, the event was successful.

VP Finance and Operations and Indigenous Liaison suggest the VP Student Affairs should have shared more details so that the Executives can help better in the coordination of the volunteers. VP Student Affairs agrees and says a shared plan should be created in the future.

VP External also suggests using less plastic, and more paper/cardboard in order to be more sustainable. VP Student Affairs says that can definitely be an option to look into.

### **5.2 Executives Plans**

#### **VP External:**

#### Health Chats:

- September 27<sup>th</sup>: “Tips for being an excellent graduate student”. The speaker will be the winning candidate for the exceptional graduate supervisor student award of the 2018 academic year. This will be held during lunch – so participants will be provided a snack.
- October: “Surviving Canada with Humour” - it would be good to have a panel discussion. There is a possibility of it being held at lunch time again, or during the evening.
- November: “Laughter Therapy” – based on last year, students really enjoyed themselves. The individual in question holding the health chat will be given an honorarium. This will be coming out of the Health Chat Budget.
- January: “Indigenous Health Perspective” – information session on Indigenous Health (traditional and contemporary). Open discussion/sharing circle on Indigenous health issues student face on campus. VP External is asking the Indigenous Liaison to help facilitate this health chat. The Indigenous Liaison accepts on the condition that she is available. They will work together on a date that suits them both.
- February: “Self-defense/Martial Arts class”.

#### Gala theme: Constellation of Starts

- Going to meet with event decorator once every month until the date of to discuss the specifics of the event.

#### First Aid and CPR session:

- Looking into offering a First Aid and CPR session for students at a discounted price.

#### **VP Student Affairs:**

- Fall Wine and Cheese: 28<sup>th</sup> September
- Halloween Party/Movie Night in October
- Holiday Party in December
- January: Winter Orientation
- Research Conference (February)
- 3MT (March)
- Will start working on Research Conference and 3MT
- Continue advocating for students

- Possibility to get some advocacy training for Executives
  - Potentially from the College of Law at the U of S. VP Student Affairs will continue to enquire for further information from the University Secretary.

### **VP Finance and Operations:**

- GSA Bursaries: the Fall Bursaries are fast approaching. VP Finance and Operations will ask GSA Council for new member on the Bursary Selection Committee in the October Council meeting.
- Winter Tax Clinic: help GSA members to do their taxes. VP Finance and Operations will look into volunteers.
- Will continue to keep the financials of the GSA up to date.

### **Indigenous Liaison:**

- The IGSC's Annual General Meeting is being held next week. Thereafter, once community input is received, the Indigenous Liaison will come back to the GSA with a concrete plan of action for this academic year.
- Reminder that the Building Reconciliation forum is on the 18<sup>th</sup> of September. Indigenous Liaison encourages everyone to attend.
- Will continue to liaise between the GSA and the IGSC regarding Indigenous student issues and advocacy.

### **5.3 ALertUs App**

VP External alerts every one of the ALerUs App. VP Student Affairs thinks its city wide for alerts. VP Finance and Operations confirms that all the computers in the GSA commons have the AlertUs app, and that they will be running a test/drill for all the University on October 1<sup>st</sup> at 9 AM. The GSA staff will ensure that the app is functioning on the computers that day. The Office Manager and Coordinators know how to proceed in cases of emergency or alerts from the app.

### **5.4 Health Campaign**

The Director of Student Affairs has asked the GSA to participate in a Mental Health Campaign around suicide prevention for the University. It's similar to the Awareness of Sexual Assault week. He would like the GSA to give some input about the nature and message of this campaign.

### **5.5 IGSC Liaison Report**

The IGSC was happy to hear about the change to the GSA Bursaries application form – adding Indigenous after the question: “Are you an international [or Indigenous] student?” They were also happy to hear about the potential Breakfast Initiative to help out students that are food insecure. The Indigenous Liaison will wait until after the AGM to liaise further business between the GSA and IGSC.

#### **6. Other Business**

No other business.

#### **7. Confidential Session**

#### **8. In Camera Session**

#### **9. Adjournment of Meeting**

*Motion to adjourn the meeting put forward by VP Finance and Operations and seconded by VP External.*

Meeting adjourned at 6:51pm.



## University of Saskatchewan - Graduate Students' Association

### Executive Meeting Agenda

September 27, 2018, 5PM – 7PM

**Present:** Naheda Sahtout (President), Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Marie-Eve Presber (Indigenous Liaison), Somtochukwu Ufondu (VP External).

**Regrets:** n/a

#### 1. Call to Order / Opening Remarks

The President called the meeting to order at 4:57 pm.

The President congratulates the Executives for the job well done in the first Council meeting of the 2018-2019 academic years, emphasizing that it was great to see the level of engagement and participation from graduate students across campus.

The President congratulated the VP External on the Health Chat held today, where more than 40 participants attended the session entitled, ‘Tips on being an exceptional graduate student’.

#### 2. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated.

The Indigenous Liaison added an item for discussion 5.1. IGSC Liaison report. The VP Student Affairs added an item for discussion 5.2. New social club ratification.

*Motion to approve the agenda as amended moved by Indigenous Liaison and seconded by VP External.*

***Motion carried***

#### 3. Approval of the September 13, 2018 Executive Meeting Minutes

The President asked whether there were any further amendments to the September 13, 2018 Executive Meeting Minutes.

*Motion to approve the September 13, 2018 Executive Meeting Minutes moved by Indigenous Liaison and seconded by VP Student Affairs.*

***Motion carried  
1 abstention (President)***

#### 4. Items for Action

#### **4.1 Approval of an Executive to attend the 2018 Annual General Meeting of the Canadian Federation of Students**

The President mentioned that usually the VP External is the one to attend the Annual General Meeting of CFS. The Executives agreed and supported the VP External to attend this meeting.

*Motion to approve Somtochukwu Ufondu to attend the 2018 Annual General Meeting of CFS moved by VP Student Affairs and seconded by Indigenous Liaison.*

***Motion carried  
1 abstention (VP External)***

#### **4.2 Cheque remittance**

Whereas GSA bylaws 5.4.3 restricts expenditure amounts above \$500, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive.

BIRT that the following expenditures be authorized:

- Payment to Wholesale Club in the sum of \$1,606.74 issued on September 3rd, 2018 for the purchase of GSA Orientation BBQ items.
- Payment to Steve Kushman Prod. in the sum of \$525.00 issued on September 4th, 2018 for D.J. services for GSA Orientation.
- Payment to University of Saskatchewan Crisis Aid Program in the Sum of \$7,000.00 issued on September 25<sup>th</sup>, 2018 for Crisis Aid support service to graduate students.

*Motion to approve the above expenditures moved by VP Finance and Operations and seconded by President.*

***Motion carried***

#### **4.3 TLARC Working Group Appointments**

The Indigenous Liaison indicated that in her last meeting of TLARC, she was notified that the GSA executive was allowed and encouraged to appoint interested graduate students to sit on the different working groups of TLARC.

*Motion to approve Somtochukwu Ufondu as the graduate student representative elected to sit on the Student Evaluation of Education Quality Questionnaire (SEEQ) Working Group of TLARC. Moved by VP Student Affairs and seconded by Indigenous Liaison.*

***Motion carried  
1 abstention (VP External)***

The Indigenous Liaison indicated that Indiana Best, other co-chair of the IGSC, who is currently pursuing her Master's in Public Health, has expressed interest in being involved and engaged within the Wellness Strategy Working Group of TLARC.

*Motion to approve Indiana Best to be the graduate student representative elected to sit on the Wellness Strategy Working Group of TLARC. Moved by the Indigenous Liaison and seconded by the VP Student Affairs.*

*Motion carried*

The President mentioned that Reggie Nyamekye expressed interest in being involved and engaged with the GSA. Ms. Nyamekye has extensive experience in student leadership and volunteerism and her personal experience as an International student is an asset for discussions involving internationalization.

*Motion to approve Reggie Nyamekye to be the graduate student representative elected to sit on the Internationalization of the Curricula working group of TLARC. Moved by VP Student Affairs and seconded by VP External.*

*Motion carried*

*Motion to approve Marie-Eve Presber to be the graduate student representative elected to sit on the Faculty Development working group of TLARC. Moved by the Indigenous Liaison and seconded by the VP External.*

*Motion carried*

*1 abstention (Indigenous Liaison)*

## **5. Items for Information / Discussion**

### **5.1 IGSC Liaison Report**

The Indigenous Liaison wanted to relay the outcomes of the IGSC elections held on Tuesday, September 18th, 2018, at their AGM. She is honoured to continue in the position of IGSC co-chair/GSA Indigenous Liaison, and to continue collaborating with the GSA on key issues Indigenous graduate students face on campus.

- IGSC Co-Chair/GSA Indigenous Liaison: Marie-Eve Presber
- IGSC Co-Chair: Indiana Best
- IGSC Core-Council Representative (GSA Councillor): Tara Million
- IGSC Core-Council Representative (GSA Councillor): Adam McInnes

### **5.2 New social club ratification**

The VP Student Affairs mentioned that apart from the groups ratified in the last council meeting, there was a new group who is requesting ratification to the GSA. This new group is mainly focused on religious activities according to the constitution that was submitted for ratification. The main concern was whether the scope of this new group would make all GSA members welcome to participate into a specific religious activity and how this will be perceived by our members, in particular, those who practice other religions. The President mentioned that there are other spaces on campus more appropriate for religious activities. The Indigenous Liaison mentioned she would bring this concern back to the IGSC to ascertain the Indigenous perspective on this issue. In the meantime, the Indigenous Liaison proposed a motion to vote for the Executives recommendation to council regarding the ratification of Believers' Loveworld Campus Ministry.

*Motion to recommend the ratification of the new social group Believers' Loveworld Campus Ministry.*

*3 against and*

*2 abstention (1 due to conflict of interest)*

**6. Other Business**

The Indigenous Liaison sits on the History Graduate Student Committee and she was requested to ask the Executives if there was a possibility to store the 20 – 30 boxes of books for them in the GSA Commons. The President indicated that based on the limited space available in the GSA Commons, it is not possible to store books or any other items that require a large space.

**7. Confidential Session****8. In Camera Session****9. Adjournment of Meeting**

Seeing as there were no other items for discussion, the meeting was adjourned at 6:47 PM.



University of Saskatchewan Graduate Students' Association  
**President Report – September 2018 GSA Council Meeting**

It is my privilege to brief Council with updates pertaining to some of the GSA activities and initiatives.

**(1) Graduate Student Representation on the University Board of Governors**

We will continue to build on the work that the previous Executive had accomplished with regards to graduate student representation on the University Board of Governors. In the upcoming GSA report to Senate, we will discuss the importance of graduate students on the Board of Governors, especially seeing as we are key stakeholders in the University. As graduate students are teachers, mentors, researchers and students, our views and perspectives would be an asset and should be a welcomed addition to the Board of Governors.

**(2) Student-Supervisor Agreement**

We continue working towards promoting the Student Supervisor Agreement to Colleges and Schools using the bottom to top approach, in which graduate students (Councillors) are the driving force. It is a pleasure to work with graduate students that are engaged and involved with promoting the agreement, for the ultimate benefit of a superior academic journey for their peers. We have been able to approach most Colleges / Schools with thesis-based programs and have received resounding support for this agreement as a means of enhancing the student-supervisor relationship. While it is currently not mandatory, the GSA will continue to work with the College of Graduate and Postdoctoral Studies to outline key steps to pursue its mandating.

**(3) Graduate Faculty Supports**

A successful student-supervisor relationship also hinges on the ability of a faculty member to have the supports in place that would allow them to be a superior supervisor. In collaboration with the College of Graduate and Postdoctoral Studies and the Gwenna Moss Centre, we are working on a supervisory manual that would highlight pertinent information that a supervisor could use to assist them in their supervisory role. This 'manual' would also provide an overview of

timelines to completion and an overview to important policies and procedures. We hope that through the creation of such a document, supervisors would be better equipped to supervise graduate students.

#### **(4) Networking with Industry**

Several of our graduate students, whose research are related to the Health Sciences field and has a potential for being commercialized, have the opportunity to make short presentations on October 17 in an event hosted by the Saskatchewan Chamber of Commerce Health Opportunities Committee. This event, Health on Taps, provides a chance for these students to build a network with industry partners in Saskatoon. We hope to use this pilot project as a means of evaluating how we can engage our graduate students in the future. Networking is key to success after graduation, especially knowing that academic jobs are far and few.

We will continue looking for opportunities that will benefit graduate students at the University of Saskatchewan. I look forward to the upcoming year and to working with you to promote and foster a superior academic experience for our graduate students.

Naheda Sahtout  
President, Graduate Students' Association

## Monthly Report from the VP Finance and Operations (October 2018)

Good Evening GSA members,

I am pleased to report you an update on my activities as the current Vice-President Finance and Operations.

As mentioned in the last GSA council meeting we started receiving applications for the GSA Fall Bursary since October 1<sup>st</sup> until October 19<sup>th</sup>. During this period I have been receiving numerous emails related to the eligibility, application process, and details related to the documents required, I have been answering all this emails everyday in appropriate time. The GSA Bursary Selection Committee needs to evaluate and select successful recipients by November 2<sup>nd</sup>. Considering the number of applications it is necessary to have at least another member on this Committee. The invitation is now open to council members to serve in the GSA Bursary Selection Committee.

Based on the funds that we had available we will be able to allocate 20 bursaries for this fall term. The GSA President and Executive Team continue to lobby the University Administration for more match funding for our bursaries.

Additionally, I will be sitting on the Research, Scholarly and Artistic Work Committee on October 25<sup>th</sup> and Scholarship and Awards Committee very soon. I will report you more about my participation on our next GSA Council meeting.

Please feel free to contact me at [gsa.fin@usask.ca](mailto:gsa.fin@usask.ca) or speak to me anytime at the Commons should you have any questions or need any further clarification.

Sincerely,

[Jesus Corona-Gomez](#)

Vice-President Finance and Operations.  
Graduate Students' Association

October 2018

**RE: VP Student Affairs Report to Council**

Dear Council Members:

Please find below my September-October report to council.

**1) Fall Wine and Cheese Social**

The GSA Fall Wine and Cheese was hosted at the GSA Commons on Sept 28th, 2018. I am happy to tell you that in general, the event was very successful. The event had good turn out, and around 100 people came. Food and non-alcoholic drinks were enough for everybody. Most of the alcohol purchased was sold, and the leftovers returned to store. It was very good to see new faces, and we hope next event we can improve the attendance and participation.

**2) Industry Networking: What is HOT in Health Technology?**

I have been helping the president, Naheda, in finding students to participate in the next networking event organized by the Health Opportunities Committee (HOC) on October 17<sup>th</sup>. We are hoping to have 5 students to present their research projects at this event, and hopefully create some more interest from the audience about the research conducted at the U of S. These presentations are a great opportunity to students to showcase their work and potentially find partners or pathway for commercialization or job opportunities.

**3) Halloween Movie Night**

I am working on the planning of the next GSA social event which will be a movie night at the GSA Commons on October 26<sup>th</sup>. The event will have a Halloween theme, and I am thinking on broadcasting three consecutive movies related to Halloween. The first movie will be suitable for all audiences, including kids. The second a classic Halloween movie, and the third a horror movie. Popcorns and non-alcoholic beverages will be provided for free throughout the night. Possibly beer will be sold after the first movie.

#### 4) Meetings

The following is an updated list of meetings and workshops I have attended, since the last GSA Council meeting:

<b>Date</b>	<b>Meeting</b>
September 27, 2018	Meeting with USSU VP Student Affairs (Parking Program)
September 28, 2018	U of S Secretary Advocacy Training and Program
October 3, 2018	Academic Programs Committee
October 9, 2018	Meeting with the U of S President
October 9, 2018	CGPS Council
October 12, 2018	Graduate Programs Committee
October 16, 2018	CGPS Team Monthly Meeting



**Graduate Students' Association**  
University of Saskatchewan

1337 College Drive, Saskatoon SK S7N 0W6  
Phone: (306) 966-8471 Fax: (306) 966-8598  
Email: gsa.admn@usask.ca

October 2018

**RE: VP External's Report to Council**

Dear Council Members,

Please find below my September report to council:

1) **Health and Wellness**

- I am happy to announce that our first ever (to my knowledge) First Aid/CPR-C certification course (for adult, as well as child and baby CPR) will be happening **during the November reading week** with
  - ✓ **50% discount** fee - \$80 for re-certification course, (certificates are **only valid for 3 years**, with a grace period of **30 days**, before a re-certification is required), and
  - ✓ **37.5% discount** fee - \$100 for new certification course.
- The dates for the sessions are as below:
  - ✓ **Re-Certification Course: November 13th, 8:30 a.m. - 4:30 p.m. (with breaks in-between)**
  - ✓ **New Certification Course: November 14th & 15th, 8:30 a.m. - 4:30 p.m. each day (with breaks in-between).**
- **Deadline to register and pay a deposit is November 1, 2018.**

For more details and/or to sign up, please contact the GSA's VP External, at [gsa.external@usask.ca](mailto:gsa.external@usask.ca).

- This month's health chat will be a panel discussion

Month	Topic
<b>October 25</b>	Surviving Canada with Humour

2) **GSA Guppies**

So far, we've lost one game on default, and tied one. Please come out to cheer us up.

3) **Meetings**

The following is an updated list of meetings/events I attended in September/October.

<b>Date</b>	<b>Meeting</b>
<b>September 05</b>	Breakfast Meeting with the President's Executive Committee (PEC)
<b>September 05</b>	GSA Fall Orientation
<b>September 11</b>	University Council Orientation
<b>September 12</b>	CGPS Equity and International Committee Meeting
<b>September 13</b>	Meeting with the Decorator for the GSA Gala/Awards Dinner
<b>September 13</b>	GSA Executive Meeting
<b>September 18</b>	Annual Building and Reconciliation Internal Forum
<b>September 19</b>	International Graduate Student Journey Mapping
<b>September 25</b>	Interdisciplinary Committee Meeting
<b>September 25</b>	GSA Council Meeting
<b>September 26</b>	International Activities Committee Meeting
<b>September 27</b>	GSA Health Chat
<b>September 27</b>	GSA Executives Meeting
<b>September 28</b>	Meeting with First Aid/CPR Instructor
<b>September 28</b>	GSA Fall Wine and Cheese
<b>October 9</b>	Breakfast Meeting with the President's Executive Committee (PEC)
<b>October 9</b>	CGPS Council Meeting
<b>October 11</b>	GSA Executives Meeting
<b>October 16</b>	Meeting with the CGPS Team

4) **GSA Gala/Awards Night**

Preparations are ongoing.

October 2018

**RE: Indigenous Liaison**

Dear Council Members,

Let me begin by thanking you for your continued engagement in the GSA Council as we continue the fall semester. Maarsii, Mii'gwetch, for your dedication to the GSA.

- 1) **IGSC – AGM Election Results:** The Indigenous Graduate Students' Council held its Annual General Meeting on Tuesday, September 18<sup>th</sup>, at the Gordon Oakes Red Bear Student Centre. I am honoured to have been chosen to continue on as the IGSC Co-Chair and the GSA Indigenous Liaison. These are the Election results:
  - a. **IGSC Co-Chair/GSA Indigenous Liaison:** Marie-Eve Presber
  - b. **IGSC Co-Chair:** Indiana Best
  - c. **IGSC Core-Council Representative/GSA Councillor:** Tara Million
  - d. **IGSC Core-Council Representative/GSA Councillor:** Adam McInnes
  
- 2) **Strategic Planning for 2018-19:** The IGSC is currently developing its strategic plan for this academic year.
  
- 3) **TLARC Working Group Appointment:** The Teaching, Learning, and Academic Resource Council has various working groups that seek to develop guiding philosophies for the university as an educational institution. I will be sitting on the Faculty Development working group, which will discuss various ways of how the university can better cater to the needs and well-being of faculty members
  
- 4) **Diversity and Sustainability Committee (GSA):** The GSA has put out a call for volunteers to sit on both the Diversity and Sustainability Committee. I look forward to working with the VP External (other GSA Executive member on these committees), the appointed GSA councillors, and graduate students on how we can better improve our sustainability here on campus while striving to create an inclusive atmosphere within the graduate student body.

Below is a list of my engagements since our last Council Meeting:

<b>Date</b>	<b>Meeting</b>
September 17 <sup>th</sup> , 2018	Meeting with Peter Hedley – Director of Student Wellness
September 18 <sup>th</sup> , 2018	Building Reconciliation Forum
September 18 <sup>th</sup> , 2018	IGSC - AGM
September 20 <sup>th</sup> , 2018	U of S Alumni Achievement Awards Gala
September 25 <sup>th</sup> , 2018	GSA Council Meeting
September 26 <sup>th</sup> , 2018	Thank-you Reception – Tony Vannelli – Provost and Vice-President Academic

September 27 <sup>th</sup> , 2018	GSA Executive Meeting
October 2 <sup>nd</sup> , 2018	TLARC Meeting Cancelled
October 5 <sup>th</sup> , 2018	IGSC Executive Meeting

\*Please note: when I state “Indigenous” it includes First Nations (status and non-status), Métis, and Inuit persons.

Committees of Council		
Committee	Membership	Notes
Budget and Finance Committee	VP Finance and Operation President Saman Naghieh (Councillor)	<ul style="list-style-type: none"> <li>▪ At least one more Councillor/Alternate Councillor needed.</li> <li>▪ No nomination was received from Regular members. At least one needed</li> </ul>
Bursary Selection Committee	VP Finance and Operation VP Student Affairs Doug Fansher (Councillor)	<ul style="list-style-type: none"> <li>▪ At least one more Councillor/Alternate Councillor needed.</li> </ul>
Governance Committee	VP External VP Finance and Operations Council Chair Saman Naghieh (Councillor)	<ul style="list-style-type: none"> <li>▪ At least one more Councillor/Alternate Councillor needed.</li> </ul>
Code of Ethics and Discipline Committee	Council Chair Shanay Williams Shahin Layeghpour (Regular/general member)	<ul style="list-style-type: none"> <li>▪ At least 2 more Councillor/Alternate Councillor needed.</li> </ul>
Health and Dental Committee	VP External VP Finance and Operations Saman Naghieh (Councillor)	<ul style="list-style-type: none"> <li>▪ One more Councillor/Alternate Councillor needed.</li> </ul>
Awards Selection Committee	VP External President Rebecca Bourgeois (Regular/general member) Shahin Layeghpour (Regular/general member)	<ul style="list-style-type: none"> <li>▪ At least 2 more Councillor/Alternate Councillor needed.</li> </ul>
Diversity Committee	VP External Indigenous Liaison Cloud Heng (Councillor) Amara Zuhaib (Regular/general member) Shahin Layeghpour (Regular/general member) Arka Guo (Regular/general member) Ashley Dolovich (Regular/general member)	Membership is complete as per GSA policy
Sustainability Committee	Indigenous Liaison VP External Saman Naghieh (Councillor) Jo Ann Chew (Regular/general member)	Membership is complete as per GSA policy

	Alina Ostrowska (Regular/general member)	
Elections and Referenda Committee	Council Chair	<p>No nomination was received for this committee.</p> <ul style="list-style-type: none"><li>▪ Three (3) Councillor/Alternate Councillor needed.</li><li>▪ Three (3) Regular/general members needed</li></ul>