



**University of Saskatchewan Graduate Students' Association  
Annual General Meeting  
April 16<sup>th</sup>, 2019  
5.00 PM- 7.00 PM  
AGENDA**

**1 Call to Order**

**2 Announcements**

**2.1 Quorum**

**2.2 PSAC Representative Address**

**3 Approval of Agenda**

**4 Approval of Minutes**

**4.1 GSA Annual General Meeting 2018 – April 24<sup>th</sup>, 2018**

**5 GSA Executives Report**

**5.1 Vice President Finance & Operations Report**

**5.2 Vice President Student Affairs Report**

**5.3 Vice President External Report**

**5.4 President's Report**

**5.5 Questions and Answers**

**6. Motions**

**6.1 Motion: Approval of GSA Auditor 2018-19**

WHEREAS Section 8.1.2.3 of the GSA Constitution and Section 149(1) of the Saskatchewan Non-Profits Corporation Act govern the appointment of an auditor. BE IT RESOLVED THAT Buckberger Baerg and Partners LLP be appointed as auditors for 2019-2020 Financial Year.

*[J. Corona Gomez/N. Sahtout]*

**6.2 Motion: Receiving GSA Financial Statements for the year ended April 30, 2014, April 30, 2015, April 30, 2016 and April 30, 2017**

WHEREAS Section 8.1.2.1 of the GSA Constitution govern the presentation of Financial Statements to the Membership. BE IT RESOLVED THAT the reviewed financial statements of the University of Saskatchewan Graduate Students' Association Inc. be received for the year ended **April 30, 2014, April 30, 2015 and April 30, 2016**, as presented.

*[J. Corona Gomez/N. Sahtout]*

**6.3 Motion: Governance Documents**

Whereas section 8.6 of the Constitution of the University of Saskatchewan Graduate Student Association Inc. (GSA) allows a General Meeting of the membership to amend the GSA Constitution, Bylaws, and Polices.

- BE IT RESOLVED that the Constitution, Bylaws and Policies be so amended as recommended by the GSA Governance Committee, as set forth in the following documents (**Revised Constitution, Revised Bylaws, Revised Polices**) and take effect May 1, 2019.
- BE IT FURTHER RESOLVED that the title of VP Student Affairs officially be adopted as Vice-President Academics and Student Affairs for the election cycle beginning in 2020.
- BE IT FURTHER RESOLVED that the title of Vice-President External officially be adopted as Vice-President External Affairs for the election cycle beginning in 2020.
- BE IT FURTHER RESOLVED that the membership consent to the correction of non-substantive corrections, such as numbering, order and typographical errors, that may arise following these amendments

*[S. Naghieh/S. Ufondu]*

**7. Introduction of New Executive**

**8. Other Business**

**9. Adjournment**



**University of Saskatchewan  
Graduate Students' Association  
Annual General Meeting  
Minutes from Tuesday April 24, 2018**

**Present:** Scott Adams (Chair), Jesus Corona Gomez (Incoming VP Finance and Operations), Edgar Martinez-Soberanes (Incoming VP Student Affairs), Somtochukwu Ufondu (Incoming VP External), Zahra Ghoreshi, Karolina Pusz-Bochenski, Dana Ramsay, Naomi Maina, Viktoria Hinz, Manye Mtata, Masoud Mohammadtahen, Saman Naghieh, Breanne Murray, Evan Poncolt, Stephanie Graves, Md Shahrion Islam, Nazmul Hossain, CM Khaled Saifallah, Sakib Mobtada, Banjo Olaliye, Alex Tu, Jocelyn Bboin, Peter Friedrichsen, Isaac Pratt, Tyler Morhart, Douglas Fansher, Osai Clarke, Joshua Zimmerman, Kaiyang Tu, Amanda Galas-Wilson, Josh Alk, Mona Hamada, Palash Sanyal, Milratha Clay, Aimee Schnyer, Jennifer Bell, Mamata Paniorani, Federica Giannelli, Courtney Carlberg, Marissa Evans, Jose Alvin Berkenbrock, Sander Sule, Mays Al-Dulaymi, Asmita Poudel, Fatma Elzahraa, Anand Nambisan, Moralba Dominguez, Kushagra Parolia, Sudipta Mondal, Natalia C. Cardoso

**Executives and Board:** Ziad Ghaith (President), David Bennett (VP Finance and Operations), Naheda Sahtout (VP External), Ali Kiani (VP Student Affairs) and Logan Pizzey (Board Member)

### **Invited Guests**

The Chair welcomed Saman Naghieh and Isaac Armstrong from the Union for Graduate and Postdoctoral Workers at the University of Saskatchewan, PSAC Local 40004, to give a few words. Mr. Naghieh thanked us for the opportunity to speak at our Annual General Meeting. He informed us that last year he had the opportunity to serve as one of the executive members of this Union and this year he is currently serving as the VP Graduate Students. The Union represents teaching assistants, research assistants, student assistants and postdoctoral fellows. As per the collective bargaining agreement for graduate students, the rate of pay has been increased. Mr. Naghieh informed us to pay attention to our pay cheques and that if there is any problem to email the PSAC local office. Another resource this year is Isaac Armstrong, the regional representative of PSAC, who comes with a plethora of bargaining experience.

Mr. Armstrong reinforced that the Union represents those graduate students working as teaching assistants and research assistants. The first collective bargaining agreement was signed last fall which included an increase in the rate of pay over the next four years. This is what the Union does, negotiate for better pay; however, the Union also works to help in the interpretation of the collective agreement and collective bargaining. If the employer wants to go against these terms, it is important to approach the Union. Mr. Armstrong mentioned that he works for the members and is 100 % accountable to the members. Mr. Armstrong indicated that he has been a member of PSAC for 13 years, served in different roles on the executive team, and was a graduate student at one point completing a Masters of Labor Studies from the University of Massachusetts. He

encourages anyone who has a problem to approach the Union so that it can be rectified. Mr. Armstrong is located at 131 McLean Hall, Monday to Friday, 8:30 AM to 4:30 PM.

### **Organization of the Meeting:**

The Chair acknowledged that we are on Treaty 6 Territory and the Homeland of the Métis people. Notice of the meeting was given 30 days in advance and the agenda material was circulated via email to all Council members and was available to all the GSA members on the GSA website. Notification of the meeting, along with links to the agenda items, was also circulated to all graduate students by email. The Chair recognized that quorum was reached. The VP External (Naheda Sahtout) acted as recording secretary for the remainder of the meeting.

### **Item 1: Call to Order**

The meeting was called to order at 5:35 PM.

The Chair introduced all of the current Executives and thanked them for joining us today and for their service over the past year.

### **Item 2: Approval of the Agenda**

The Chair asked whether there were any amendments to the agenda. Seeing none, the Chair called for a motion to approve the agenda as circulated.

*Motion moved by Tyler Morhart. Seconded by Amanda Galas-Wilson.*

*Motion carried.*

### **Item 3: Remarks from the Chair and Elections Report**

The Chair, also in his capacity as the Chief Electoral Officer, offered a brief summary of the elections that was recently held. Voting took place from April 11 to 13. 395 students cast their ballots, which was equivalent to 12.6% of eligible students, quite similar to previous years. The Chair introduced the new incoming Executives and congratulated them on their election. The Chair thanked them for their leadership in running and looks forward to an excellent 2018 / 2019 year ahead. He further thanked the Elections Committee for their time and consideration in overseeing the elections.

### **Item 4: Approval of the Minutes from the 2017 AGM.**

The Chair asked if there were any amendments to the minutes. Hearing none, the Chair asked for a motion to approve the minutes

*Motion moved by Ziad Ghaith. Seconded by Jocelyn Bbain.*

*Motion carried.*

### **Item 5: Report of the Vice-President Finance and Operations**

Vice-President Bennett thanked everyone for being here and thanked the Elections Committee for their commitment towards the elections this year. Mr. Bennett thanked the staff members, all the volunteers and all of the members for participating and engaging in the GSA. He specifically thanked those who sat on the Bursary Selection Committee, the Budget and Finance Committee and the volunteers who helped at the Income Tax Clinic. Through the Income Tax Clinic, we

were able to help about 67 graduate students, spouses and dependents, with their Canadian income tax filing. Through his tenure as the VP Finance and Operations, Mr. Bennett spent quite a bit of time catching up on the budget, making sure the system was strong and working on the budget for the upcoming year. The budget, included in the agenda, was approved by the Board last week with one minor amendment. This is a budget that focuses on supporting our students. We have done this by increasing the amount that we contribute to the crisis aid program and the travel award program. Both of these programs we benefit exponentially. For example, last year the GSA contributed CAD 5000 to the crisis aid program and saw almost 5 X that amount given to graduate students. An even higher outcome was observed with the travel award program. Through these programs, we contribute the funding and they provide the administrative tasks, as the GSA doesn't have the capacity to fulfill the administrative tasks. We have ensured that our budget is sustainable and will generate a small surplus.

### **Item 6: Approval of the GSA Financial Statements for the Year-Ended April 30, 2013**

Pursuant to the Non-profit Corporations Act, 1995 and the GSA Constitution, we do have to approve our consolidated financial statements. While these were done at a time prior to Vice-President Bennett's time in the GSA, he has reviewed them and the auditor has reviewed them and they are acceptable with all the trial balances matching. We also received the 2014 financial statements; however, we weren't in a position to distribute them because they needed to be signed. These will be approved at a future SGM or AGM. Our financial process is finally getting caught up after being non-existent for multiple years.

*WHEREAS Section 9.1.2.i of the GSA Constitution govern the presentation of Financial Statements to the Membership.*

*BE IT RESOLVED THAT the reviewed financial statements of the University of Saskatchewan Graduate Students' Association Inc. be accepted for the year ended April 30, 2013, as presented.*

*Motion moved by David Bennett. Seconded by Ziad Ghaith.  
Motion carried.*

### **Item 7: Approval of the GSA Auditor for the 2018-2019 Financial Year**

Vice-President Bennett indicated that pursuant to the Non-profit Corporations Act, 1995 and proper procedures in corporate governance, membership is required to approve and appoint an auditor going forward for the next financial year. Mr. Bennett recommends that we continue with our relationship with Kathryn Bankowski from Buckberger Baerg and Partners LLP, who are our current auditors. They are very proficient in their auditing. Recommends this for at least one more year until things is caught up, then to consider a competitive request for auditors for the following year.

*WHEREAS Section 9.1.2.iii of the GSA Constitution and Section 149(1) of the Saskatchewan Non-Profit Corporations Act govern the appointment of an auditor.*

*BE IT RESOLVED THAT Buckberger Baerg and Partners LLP be appointed as auditors for 2018-2019 Financial Year.*

*Motion moved by David Bennett. Seconded by Ziad Ghaith.  
Motion carried.*

### **Item 8: Report of the Vice-President Student Affairs**

Vice-President Kiani noted that it was a great pleasure for him to work for the GSA for two years and serve graduate students as the VP Academic last year and the VP Student Affairs this year. This year, along with the GSA Coordinator Edgar Martinez-Soberanes, he was responsible for fall orientation / winter orientation, social events and the Three Minute Thesis Competition. Kiani thanks the volunteers and the previous office manager for their help at the fall orientation event. Kiani noted that the other part of his duties was advocacy for graduate students and to sit on hearing boards to resolve graduate student issues at the academic and non-academic level. Kiani wishes to thank his team for their assistance and all the GSA members for their support.

### **Item 9: Report of the Vice-President External**

Vice-President Sahtout indicated that it was a pleasure to have served as the Vice-President External for the 2017 / 2018 academic year and looks forward to being the President for the 2018 / 2019 academic year. Sahtout noted that she has learned a lot from the team this year and hopes to use what she has learned to further progress the advocacy and issues of importance for graduate students. In her role as VP External, she was responsible for maintaining the relationship with CFS and ThinkGrad, as well as discussing items of importance with other associations, especially those items that the GSA currently seeks advocacy and best-practice solutions to. She travelled to three conferences and is currently attending another virtually. Several of these conferences were especially helpful because they focused on graduate student needs and best-practices and provided space for discussions between associations.

Another part of her portfolio was health and wellness, in which along with four students from the Masters of Public Health program, seven sessions were held ranging from self-defence to laughter therapy. These sessions were attended by graduate students who would not normally participate in activities. Sahtout also helped the Indigenous Liaison with maintaining the Guppies recreational team for the winter futsal team. Her main event was the organisation of the awards gala, which was held on April 7, 2018, and which saw six graduate students and one faculty member win awards. This gala is a symbol from the GSA to showcase how much we appreciate our graduate students, their dedication to research, commitment to leadership and their philanthropy towards the community. Sahtout notes that the GSA is quite proud of the graduate students and their representation and leadership on campus has captured the eyes of all those who were present at the Gala. Sahtout wishes to thank the Executive team for the remarkable learning experience.

### **Item 10: Report of the Indigenous Liaison**

Iloradanon Efimoff had sent in her regrets; however, President Ghaith indicated that she wanted to extend her greetings to all of the members of the GSA and thanking them for supporting Indigenous students on campus. She also wishes to inform those present that if there were any specific questions to direct them to her by email [gsa.aboriginal@usask.ca](mailto:gsa.aboriginal@usask.ca)

## **Item 11-12: Amendments of the GSA Constitution and ByLaws and Policy Manual**

Vice-President Sahtout, in her capacity as the Chair of the GSA Governance Committee, indicated that the Committee was faced with a difficult task this year to discuss the change in governance structure that was approved at the 2017 AGM and to follow through with recommendations that were provided for by Executives, Councillors and Members. The recommended changes that were put forth in the governing documents, as attached to the agenda, suggest a change in the Board composition so that the President and Vice-Presidents constitute the Board, to maintain compliance with the Saskatchewan Non-profit Corporations Act, 1995. The changes also made clearer the duties and responsibilities of each Executive. The Committee had an extensive look through the documents to ensure that the language was appropriate to the membership. Sahtout noted that in the 2017 SGM, the change in governance structure was contingent on revising this structure in a year to identify whether this structure was in fact beneficial for the Association. The motions put forth read as follows:

*Whereas section 9.6 of the Constitution of the University of Saskatchewan Graduate Student Association Inc. (GSA) Allows a General Meeting of the membership to amend the GSA Constitution, By-laws, and polices.*

*Whereas the last amendment approved by Special General Meeting on March 13, 2017 was approved on general understanding that the GSA will be continuing to review its governance, operations and procedures, and will measure and report back to the membership*

*BE IT RESOLVED that the Constitution, By-laws and Policies be so amended as recommended by the GSA Governance Review Committee, as set forth in the following pages, and take force May 1, 2018.*

*BE IT FURTHER RESOLVED and that the membership consent to the correction of non-substantive numbering and typographical errors that may arise following these amendments*

*Motion was moved by Naheda Sahtout. Seconded by Tyler Morhart.*

The Council Chair asked whether there was any discussion or debate with regards to this motion.

***You propose a new kind of membership, the Associate Members for Postdoctoral Fellows. Will this change the privileges that they currently have to access the Health and Dental Plan and UPASS?***

President Ghaith indicated that the change in the name / title will not change their ability to access any of the services they currently access. Postdoctoral fellows will still be eligible to purchase the UPASS and the Health and Dental Plan. The change ensures that the GSA entity is for graduate students, but that postdoctoral fellows are still able to access services. Ghaith noted that there is currently a movement for the separation of postdoctoral fellows within the University that will potentially allow them to enroll in their own Health and Dental Plan in the future.

***There is a change in the layout of the Committees – why is the membership removed from the document?***

Vice-President Sahtout noted that this membership will be included back into the documents. It was further noted that the terms of reference for each GSA Committee has now been included in detail within the Policy Manual. President Ghaith noted that Policy changes can be made through Council should the need arise anytime throughout the year.

***Why was the sentence that indicated ‘the Executive Committee overlooks the day to day activities of Council’ deleted?***

Vice-President Sahtout indicated that this sentence was not meant to be deleted. President Ghaith noted that there are no basic changes to the responsibilities of any of the Executive committee. There are some changes to the duties of each Executive to ensure that they align better with how the Association is running.

***How would you define substantive vs. non-substantive changes?***

Non-substantive change would include formatting / grammar / spelling mistakes / numbering / consistency in word choices and typological changes. Substantive would involve changing the meaning of sentences or clauses that would require the approval of the Membership.

***In clause 5.3, why is the associate members not included in this statement?***

Vice-President Sahtout noted that Regular Members fund the Association; however, Associate Members pay membership fees to access the services and not to fund the Association.

***In the definition of the academic unit, what change has occurred?***

President Ghaith noted that the GSA doesn't have a strict definition to Academic Unit and that this is left to the students in each department or college. Sahtout noted that the purpose of the addition was to ensure that no Academic Unit was composed simply of postdoctoral fellows. The addition of the phrase encompassing postdoctoral fellows shall be removed from the definition of academic unit.

***Clarification on the Board of Directors?***

President Ghaith indicated that we suggest a change in the Board composition, where the Board will be the President and Vice-Presidents, as opposed to the current structure. This is similar to many student associations, including the USSU, which define their Board as Executives. When we decided to change the governance structure last year, we included alumni / Council appointee and we have reviewed this structure and are recommending today a change in the composition of the structure to ensure that the GSA is running in the right way. With the new structure of the GSA, we are ensuring that we align with the Saskatchewan Non-profit Corporations Act, 1995. We are recommending this change; we maintain our not-for-profit status with liability insurance.

*The Chair, hearing no further discussion, called the question.*

***Motion carried.***

### **Item 13: Report of the President**

President Ghaith wished to inform Members that there was a lot of work this year that was recognized in the University and externally as well. Ghaith thanked the Executive team, the Chair, the Members and the Staff.

This year we had about 4000 graduate students, a record in the University, with about 1000 PhD students among them. This is a huge change in the number of graduate students on campus. Membership fees gave an operating budget of about CAD 200,000 and there was about CAD 80,000 fundraising efforts (about 1/3 of the whole operating budget). The Health and Dental and UPASS came to about CAD 1.5 million. Next year, the GSA fees will not change, the Health and Dental fees will not change, UPASS will increase to CAD 111.01 and the CFS fee will increase to CAD 6.15.

There were several main achievements.

- The Student Supervisor agreement was approved by the CGPS Council in May 2017 and is currently on the CGPS website. The ultimate goal of this is to have it mandatory; however, this will take a lot of work. There is currently a lot of support from students, faculty and many are aware of this agreement, and he hopes the new Executives will continue to push this initiative forward.
- We also signed an agreement with the University which allows for a graduate student to sit on the Athletic and Recreation Advisory Council. This allows for graduate students to participate in the discussions and vote on any changes pertaining to these fees.
- We drafted an agreement with the Union for Graduate and Postdoctoral Workers, which was approved by GSA Council, in which the roles and responsibilities of the GSA and the Union are clearly defined. We are currently waiting to sign this.
- The GSA survey was sent out to graduate students. The goal is to understand our members more and to advocate for what is important for graduate students. The efforts of many Executives and graduate students need to be acknowledged. Encourages everyone to fill this survey so that we can share the results with the University for advocacy.
- Representation on the University Board of Governors, which requires change in the University Act and thus is a difficult change. We have achieved a lot and have been recognized everywhere on campus and we are hopefully close to having a non-voting member on the Board so that graduate students can share their perspectives. University Council, which represents the whole University committee, moved and supported a motion to support in principle having a graduate student on the Board. There is a lot of information in the report but should you have any questions to contact the GSA President.
- Graduate students were very involved within the GSA this year, with 65 Councillors. Participation at meetings was phenomenal.
- Communication: we depend a lot on social media as we currently do not have access to our member list-serve so that we can communicate with our members directly. Currently CGPS sends our communication and therefore we are limited in the capacity and the types of emails that we can get. We are hoping that we would be able to have access to this email list soon.

### **Item 14: Honorary Lifetime Membership**

Vice-President Bennett indicated that Honorary Lifetime Membership is the highest honour that the GSA can offer. Ziad has put in countless hours and has been the heart and soul of the GSA for the past several years. A lot of ideas have stemmed from his progress and commitment to the GSA. He has shown work ethic, enthusiasm and dedication to putting the needs of graduate students first.

*WHEREAS Section 5, Subsection 5.3.3 of the GSA Constitution permits the naming of an Honorary Lifetime Member which is purely symbolic. Such a position shall be awarded by a majority vote at a General Meeting.*

*BE IT RESOLVED THAT Ziad Ghaith be made an honorary lifetime member in recognition of his diligence, dedication, and years of service to the GSA that served to enhance the image, reputation, and standing of the Association.*

*Motion moved by David Bennett. Seconded by Isaac Pratt.*

***Motion carried.***

Ziad Ghaith thanked David and Isaac for this appreciation. Ghaith indicates that we are almost at every table in the University and that we should be able to use this to the advantage of the graduate students if we do it in the right way.

### **Item 15: Other Business / Announcements**

The Chair asked if there was anything else that anyone wanted to bring forward.

***Tuition fees keep increasing in our University, what can we do as the GSA to support and advocate for this tuition fees?***

Bennet indicated that rising tuition affects us all and has a particular impact with the differential fee for international students. This year, we invited the Dean of CGPS to the GSA and our members attended tuition consultation and we provided a lot of feedback from our members. We passed along a tuition petition with 800 signatures that was submitted to the Board of Governors. Going forward, our voice on the Board will help. Ghaith added that the tuition differential was going to increase to a higher level than what was approved.

### **Item 16: Adjournment**

The Chair called for a motion to adjourn the meeting.

*Motion moved by David Bennett. Seconded by Douglas Fansher.*

***Motion carried.***

Meeting adjourned at 6:20 PM



## **2018 GSA EXECUTIVE ELECTION RESULTS**

**Total number of voters: 395**

**President - Do you have confidence in Naheda Sahtout fulfilling the roles and responsibilities of President**

Yes – 230

Abstain – 105

No – 60

**Vice-President Operations and Finance - Do you have confidence in Jesus Corona Gomez fulfilling the roles and responsibilities of Vice-President Operations and Finance**

Yes – 224

Abstain – 126

No – 45

**Vice-President Student Affairs**

Sudipto Shekhor Mondol – 229\*

Edgar Martínez-Soberanes – 122

Abstain – 44

\*The Elections Committee determined the candidate to have violated the “Elections 2018 – Rules and Regulations,” and a motion was passed by the committee to disqualify the candidate from the election. Edgar Martínez-Soberanes was determined to be the successful candidate for this position.

**Vice-President External - Do you have confidence in Somtochukwu Ufondu fulfilling the roles and responsibilities of Vice-President External**

Yes – 231

Abstain – 123

No – 41

**GSA**  
**ANNUAL REPORT**  
**2018-2019**



**Naheda Sahtout**

2018-2019 President

Graduate Students' Association

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## PRESIDENT'S MESSAGE

It is with great sadness that I write my final words as President of the Graduate Students' Association. It has been a remarkable year serving the membership and advocating for the unique needs of graduate students at the University of Saskatchewan. Having been in the GSA, in some capacity, since 2015, there is no doubt the Association has become well-respected among senior administration, faculty, and staff and in the community. We have positioned ourselves to be a strong advocacy body that represents its membership well.

In this annual report, I have showcased a few of the memorable outcomes and the main themes of the 2018-2019 fiscal year. What goes without saying is how proud I am of the level of engagement and participation of graduate students over the past year. With graduate students being a crucial part of the University of Saskatchewan, it being a research-intensive university, we play an important role in ensuring that our unique needs and perspectives are heard as we move towards becoming the 'University the World Needs'.

I want to start by thanking the membership for bestowing me with the honour of being your President for the 2018-2019 fiscal year. I am extremely grateful for the opportunity to represent you. I have certainly learned a lot throughout these experiences and believe I have become a better person as a result. Much of the skills that I learned from the GSA are things that I absolutely could not have learned elsewhere.

Much of what we do as Executives could not be possible without the engagement of the GSA Council and Committee Members. Thank you for showing a keenness to participate in discussions, to engage in the strategic priorities of the Association and to challenge and debate concerns. My thanks also goes to the past Council Chair's, Dr. Scott Adams and Dr. Ziad Ghaith, and current Council Chair, Reggie Nyamekye, for pursuing your roles with patience and professionalism.

I would like to thank Marie-Eve Presber for your role as Indigenous Liaison. Although you left the Executive early in the year, your vivacious and attention to detail challenged the Executive to think differently. I would like to thank the Office Manager, Candace Suessmilch, and Office Coordinators, Dana Ramsay, Megan Solberg, Omar Farag, Mario Gonzalez and Viktoria Hinz, for their ability to maintain the day-to-day operations.

Finally, I would like to extend my heartfelt gratitude and thanks to my Executive team; Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs) and Somtochukwu Ufondu (VP External). Your support, commitment and dedication to your roles has made a positive impact on the Association.

**Naheda Sahtout**

*2018-2019 President, Graduate Students' Association, University of Saskatchewan*

# GSA 2018-2019 EXECUTIVE COMMITTEE

**President**  
Naheda Sahtout



**Vice-President Finance  
and Operations**  
Jesus Corona Gomez



**Vice-President Student  
Affairs**  
Edgar Martinez-Soberanes



**Vice-President External**  
Somtochukwu Ufondu



**Indigenous Liaison**  
Marie-Eve Presber

*(May 1, 2018 - November 5, 2018)*



## GSA 2018-2019 OFFICE STAFF AND COORDINATOR'S

*The invaluable support and dedication of our GSA Staff ensures the day-to-day operations of the GSA Commons.*

**GSA Office Manager**  
Candace Suessmilch



**GSA Commons  
Coordinator's**  
Dana Ramsay  
Megan Solberg  
Omar Farag  
Viktoria Hinz  
Mario Gonzalez

## THE GRADUATE STUDENTS' ASSOCIATION

The Graduate Students' Association (GSA) is a not-for-profit organization that represents over 4000 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.

***The mission of the Graduate Students' Association is to:***

- ***Be the recognized representative body of its members to the University administration, its faculty, and the external community;***
- ***Ensure its members have access to quality services that support their academic success;***
- ***Advocate for the unique needs and concerns of its members; and,***
- ***Build a cohesive community among its members.***

## MEMBERSHIP

There are three classes of membership for the Association: Regular Members, Associate Members and Honorary Lifetime Members.

An individual is a **Regular Member** if they are a graduate student registered in the College of Graduate and Postdoctoral Studies at the University of Saskatchewan.

Postdoctoral scholars or graduate students of the Saskatoon Theological Union are eligible to become **Associate Members** if they are registered with the College of Graduate and Postdoctoral Studies.

An **Honorary Lifetime Member** shall be awarded by a majority at a General Meeting with the position being purely symbolic with no rights or privileges.

In the 2018-2019 academic year:

- There was more than 4000 graduate student members;
- At least 80 Associate Members paid Association dues in the fall and winter terms to access the Health and Dental Plan or the UPASS.

## FINANCES AT A GLANCE

The operating budget is dependent on three main sources of income; Membership fees, Commons rentals and fundraising efforts. The GSA also collects, on behalf of the membership, the Health and Dental fee and the UPASS fee (service fees) prior to remitting to Studentcare and Saskatoon Transit, respectively.

The Executives make every effort to fundraise so as to provide further support to the Needs-based bursaries, the Graduate Student Research Conference, the Three Minute Thesis Competition and the Annual Awards Gala.

<b>2018-2019 Operating Budget CAD 247,650.00</b>		
<b>Membership Fees</b>	<b>Fundraising</b>	<b>Service Fees</b>
<i>CAD 207 K</i>	<i>CAD 50 K</i>	<i>CAD 1.5 M</i>

*The membership fee will increase in the 2019-2020 fiscal year to accommodate for upgrades to the Office computers, the audio visual system and to further support our graduate students by providing more Needs-based bursaries and more funds towards the Travel Scholarships and the Crisis Aid fund.*

## MEMBERSHIP FEES AND SERVICES FEES

The 2018-2019 membership and services fees:

<b>Full-time Membership fee</b>	CAD 35.32 / term
<b>Part-time Membership fee</b>	CAD 17.66 / term
<b>Full-time CFS fee</b>	CAD 6.15 / term
<b>Part-time CFS fee</b>	CAD 3.08 / term
<b>Saskatoon Transit fee</b>	CAD 111.01 / term
<b>Health Plan fee</b>	CAD 222.51 / year
<b>Dental Plan fee</b>	CAD 236.52 / year

The 2019-2020 membership and services fees:

<b>Full-time Membership fee</b>	CAD 37.06 / term
<b>Part-time Membership fee</b>	CAD 18.53 / term
<b>Full-time CFS fee</b>	CAD 6.30 / term
<b>Part-time CFS fee</b>	CAD 3.15 / term
<b>Saskatoon Transit fee</b>	CAD 111.87 / term
<b>Health Plan fee</b>	CAD 222.51 / year
<b>Dental Plan fee</b>	CAD 236.52 / year

## EXPENSES

The GSA is committed to financial transparency and offers members the opportunity to request a detailed operating statement and monthly ledger at any point throughout the fiscal year.

The revenues collected go towards the following expenditures;

- Graduate student support services;
- Executive honoraria and staff salaries;
- Financial, legal and bookkeeping fees;
- Office supplies and Commons operations;
- Major events and initiatives;
- Academic Council and Social Club funding;
- Executive operations, and;
- Operating costs.

Under the guidance of the Vice-President Finance and Operations, the Executives ensure that the Budget is spent according to the approved Budget amounts. Emphasis is placed on ensuring that events are cost-effective and self-sustainable.

## MEMORABLE OUTCOMES

There were perhaps four major themes that the Executive wanted to pursue throughout the 2018-2019 fiscal year:

- (1) Student-Supervisory Support;
- (2) Graduate Student Participation on the University Board of Governors;
- (3) The “Good Breakfast” Initiative, and;
- (4) Conflict Resolution and Advocacy Support.

*...We moved forward with a vision of ensuring graduate students excelled in their studies and had the support systems in place that would allow them to succeed. While there is always room for growth and development, we hope that we continue to move forward in the right direction so as to ensure a vibrant and positive university experience for all our graduate students.*

## STUDENT SUPERVISORY SUPPORT

In keeping with the progress of previous Executive Committees, and knowing that the student-supervisory relationship is fundamental to the success of graduate students, the 2018-2019 Executive focused heavily on finding supports that would help ensure a successful student-supervisory relationship.

These included;

- (1) Promoting the use of the Student-Supervisor Agreement across Colleges and Schools;
- (2) Developing a Faculty Support Manual, and;
- (3) Conducting an Appreciative Inquiry session to determine what other tools can be developed to enhance the student-supervisory relationship.

With the help of Academic Councils, we were able to approach multiple Colleges/Schools to advocate for the use of the Student-Supervisor Agreement. There was a lot of positive feedback with regards to this Agreement, with some of the Colleges/Schools implementing its use.

In collaboration with the Gwenna Moss Centre and the College of Graduate and Postdoctoral Studies, a Faculty Manual is near completion. This manual provides valuable information on how to be an effective mentor and supervisor.

An Appreciative Inquiry session hosted on February 14, 2019 paved the initial path to understanding what other tools can be developed.

With these tools in place, the new Executive have the opportunity to expand and develop more innovative and creative resources for graduate students and faculty advisors.

## GRADUATE STUDENT PARTICIPATION ON THE UNIVERSITY BOARD OF GOVERNORS

The previous Executive team paved a forward moving path to graduate student participation on the University Board of Governors, one that was built on a strong network of support on and off campus.

The same motion that was presented to University Council in early 2018 was presented, and supported by, University Senate in October 2018. This motion supported in principle a request from the Graduate Students' Association, on the next occasion when amendment is being considered, for amendment of the University of Saskatchewan Act 1995 to provide for the appointment or election of one graduate student member of the Board of Governors. Also, University Senate supported that in the interim a resolution that would allow the GSA to have an appointed or elected representative with status as a non-voting observer or resource person on terms formulated in agreement with the Board of Governors.

With the support of both University Council and University Senate, we approached the Board to see what temporary solutions could exist to ensure graduate student participation on the Board of Governors. The Board; however, was unable to support our request due to the restrictions presented in the University Act.

The next Executive team will have the opportunity to act accordingly and move forward keeping in mind the best interest's of the Association.

## THE “GOOD BREAKFAST” INITIATIVE

The initiative allows students to access their basic breakfast needs while providing them the opportunity to engage with other students, faculty, staff, and the community. This support was made available during the fall and winter term. The goal of this project is to provide this on a continuous basis for the ultimate benefit of our students.

### Community Engagement

The project encourages collaboration from various units across campus and various communities across Saskatoon, faith-based or otherwise. The goal of this initiative is to encourage different groups (on and off campus) to sponsor a breakfast each month.

### Wellness Strategy

The initiative will align with the University of Saskatchewan Wellness Strategy by supporting students to maintain or regain mental wellbeing. As food-insecure students represent a vulnerable group on campus, potentially suffering from worries and stress around financial issues, basic needs, and stigma, it is important to help them retain the emotional energy and clarity to manage their life and studies with resilience and optimism.



### This project will promote healthy minds by

- Providing a safe environment where the basic need for food is satisfied and a physical/mental/emotional space for socializing with fellow students, staff and visitors, such as faith community leaders or representatives of different student services on campus, is available. The aim is to help food-insecure students who may suffer socially from their situation to establish positive relationships and build a sense of community and belonging by being in touch with fellow students in the same situation and those who provide support. This is intended to decrease negative effects of stigma.
- By having faith community leaders and representatives of different services on or off campus present at the breakfasts, we will provide an opportunity for: 1) intellectual and spiritual engagement on a personal level as an important aspect of mental wellbeing; 2) learning about the different services and offers on campus such as AES, meditation classes, counselling, peer-groups for hidden disabilities, and Paws-your-stress that may provide additional support for students in their current situation.



With this concept we intend to not only feed the students' bellies, but also cater to any emotional, social, and spiritual hunger that they may have developed in their current situation. With potential funding in place, this initiative will prove to be a tangible and proactive approach to food insecurity, social isolation and community engagement.

## CONFLICT RESOLUTION AND ADVOCACY

With a need to understand what support systems we can put in place for our students to develop advocacy and problem-solving skills, the Vice-President Student Affairs reached out to the University Secretary's Office and the Office of the Vice-Provost Teaching Learning and Student Experience to see whether we could develop a workshop for students to learn the major skillsets needed for conflict resolution and advocacy.

With support from the College of Law, a two-day workshop will be offered to graduate student leaders who are interested in developing advocacy and conflict management skills.

The hope is that these student leaders will develop the skills necessary for them to become advocates for their graduate student peers. This way, students would have access to a number of advocates, including the Executives, to support their academic and non-academic concerns.



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Conflict Engagement and Management:

### ADVOCACY AND PROBLEM-SOLVING SKILLS FOR STUDENT LEADERS

This program is geared to students who have leadership, advocacy, administrative and other conflict-management roles on campus. This intensive weekend training workshop will focus on skill development - through discussion, simulations and practical hands-on exercises. Students will also receive a package of resources that will support the integration of these skills in the University environment

**THIS PROGRAM WILL COVER:**  
UNDERSTANDING DYNAMICS AND PATTERNS OF CONFLICT,  
UNDERSTANDING "INTERESTS",  
COMMUNICATION SKILLS WHICH ASSIST PROBLEM-SOLVING,  
PROCESS STEPS/STAGES IN A PROBLEM-SOLVING MODEL,  
ADVOCACY ROLES, MEDIATOR AND FACILITATOR ROLES

September 28th and 29th, 9:00AM to 5:00PM

Registration will be handled through your student organization.

*The hope is that this initiative will be sustainable over the years to develop strong leaders that support one another.*

## GRADUATE STUDENT REPRESENTATION

Graduate student participation on College level and University level committees is an important step towards engaging our members in the decision-making processes of the institution. Those students who participate on these committees have showcased professionalism, been excellent role models and have advocated for the needs of graduate students to the best of their abilities.

<b>University Senate</b>	Naheda Sahtout
<b>University Council</b>	Edgar Martinez-Soberanes
<b>Planning and Priorities Committee</b>	Naheda Sahtout
<b>Academic Programs Committee</b>	Edgar Martinez-Soberanes
<b>Research, Scholarly and Artistic Works Committee</b>	Jesus Corona Gomez
<b>Teaching, Learning and Research Committee of Council</b>	Marie-Eve Presber
<b>TLARC SEEQ Working Group</b>	Somtochukwu Ufondu
<b>TLARC Wellness Strategy Working Group</b>	Indiana Best
<b>TLARC Internationalization of the Curricula Working Group</b>	Reggie Nyamekye
<b>TLARC Faculty Development Working Group</b>	Marie-Eve Presber
<b>International Activities Committee</b>	Somtochukwu Ufondu
<b>Scholarships and Awards Committee</b>	Jesus Corona Gomez
<b>Governance Committee</b>	Ziad Ghaith
<b>CGPS Interdisciplinary Committee</b>	Somtochukwu Ufondu
<b>CGPS Equity and International Committee</b>	Somtochukwu Ufondu
<b>CGPS Graduate Academic Affairs Committee</b>	Naheda Sahtout
<b>CGPS Graduate Programs Committee</b>	Edgar Martinez-Soberanes
<b>CGPS Executive Committee</b>	Naheda Sahtout
<b>CGPS Awards Committee</b>	Jesus Corona Gomez
<b>CGPS Earned D. Litt/D. Sc. Committee</b>	Edgar Martinez-Soberanes
<b>CGPS Graduate and Postdoctoral Council</b>	Naheda Sahtout, Jesus Corona Gomez, Edgar Martinez-Soberanes, Somtochukwu Ufondu, Marie-Eve Presber, Scott Adams, Ziad Ghaith
<b>CGPS Faculty Council</b>	Naheda Sahtout, Jesus Corona Gomez, Edgar Martinez-Soberanes,

	Somtochukwu Ufondu, Marie-Eve Presber, Scott Adams, Ziad Ghaith
<b>Student Forum Executive</b>	Edgar Martinez-Soberanes, Marie-Eve Presber/Naheda Sahtout
<b>Student Forum</b>	
<b>President's Executive Committee</b>	Naheda Sahtout, Jesus Corona Gomez, Edgar Martinez-Soberanes, Somtochukwu Ufondu
<b>Images of Research Judging Panel</b>	Naheda Sahtout, Somtochukwu Ufondu
<b>Fee Review Committee</b>	Naheda Sahtout
<b>Parking and Services Committee</b>	Edgar Martinez-Soberanes
<b>Recreation and Athletics Advisory Council</b>	Naheda Sahtout, Natasha Boyes
<b>Copyright Advisory Committee</b>	Jesus Corona Gomez
<b>Co-Curricular Records Advisory Council</b>	Naheda Sahtout
<b>Faith Leadership Council</b>	Naheda Sahtout
<b>Steering Committee – University Library Transformation Project</b>	Edgar Martinez-Soberanes
<b>Facilities Planning Working Group – University Library Transformation Project</b>	Edgar Martinez-Soberanes
<b>Learner Journey Mapping Project</b>	Somtochukwu Ufondu
<b>Financial Appeals Review Committee</b>	Naheda Sahtout
<b>Provost's Advisory Committee on Gender and Sexual Diversity</b>	Marie-Eve Presber
<b>Industry Engagement Working Group</b>	Edgar Martinez-Soberanes
<b>Dean, College of Graduate and Postdoctoral Search Committee</b>	Naheda Sahtout
<b>Associate Provost, IPA Search Committee</b>	Naheda Sahtout
<b>Associate Vice-President Research, search Committee</b>	Zoe Gillespie
<b>Vice-President Research, Search Committee</b>	Somtochukwu Ufondu
<b>Vice-Dean Indigenous, College of Arts and Science Search Committee</b>	Naheda Sahtout
<b>Associate Dean Research and Partnerships, College of Engineering Search Committee</b>	Edgar Martinez-Soberanes
<b>Associate Dean Graduate Studies and Strategic Projects, College of Engineering Search Committee</b>	Edgar Martinez-Soberanes
<b>Dean, College of Pharmacy and Nutrition Search Committee</b>	Franklyn DeSilva
<b>Dean, College of Agriculture and Bioresources Search Committee</b>	Jennifer Bell

## COUNCIL

With 25 Academic Councils, engagement during Council meetings has been remarkable, with graduate students raising concerns, seeking clarification and openly discussing controversial topics. Council's input has directed the Executives towards establishing new supports and bringing forth concerns to senior administration.

The composition of the GSA Standing Committees were:

<b>Budget and Finance Committee</b>	Jesus Corona Gomez, Naheda Sahtout, Saman Naghieh, Carmen Marquez Mellidez, Cloud Heng
<b>Bursary Selection Committee</b>	Jesus Corona Gomez, Edgar Martinez-Soberanes, Doug Fansher, Jose Alvin Berkenbrock, Katrin Ritchie, Kushagra Parolia
<b>Elections and Referenda Committee</b>	Ziad Ghaith, Reggie Nyamekye, Lilian Rodriguez Mancilla, Brittany Laing, Rifat Zahan, Carmen Marquez Mellidez, Narsimha Pujari, Alex Gu
<b>Governance Committee</b>	Jesus Corona Gomez, Somtochukwu Ufondu, Naheda Sahtout, Saman Naghieh, Cheryl Roett, Ziad Ghaith
<b>Code of Ethics and Discipline Committee</b>	Reggie Nyamekye, Shanay Williams, Sarah Mohammed, Rifat Zahan
<b>Health and Dental Committee</b>	Somtochukwu Ufondu, Jesus Corona Gomez, Saman Naghieh
<b>Awards Selection Committee</b>	Somtochukwu Ufondu, Naheda Sahtout, Kathy Wang, Rebecca Bourgeois, Chiamaka Ezekwesili
<b>Sustainability Committee</b>	Somtochukwu Ufondu, Saman Naghieh, Jo Ann Chew, Alina Ostrowska, Dylan Baloun, Laila Balkhi, Khaled Zorufchi Benis, Saurabh Prajapati
<b>Diversity Committee</b>	Somtochukwu Ufondu, Cloud Heng, Amara Zuhaib, Arka Guo, Stephen Owuamanam, Jessa Hughes, Ejalonibu Hammed

## SERVICES

The GSA continues with its long standing tradition of providing supports and services to graduate students. These include;

- UPASS
- Health Plan
- Dental Plan
- Needs-based bursaries
- International Student Identity Card
- Notary Services
- Tax Clinic
- Funds towards the Travel Scholarships
- Funds towards the Crisis-Aid Program

*We work hard to ensure that our graduate students have an academic environment that encourages success, provides supports and paves the path towards a superior University experience.*

## THEMES OF THE YEAR

The Executives worked around the following major themes;

- (1) Creating a welcoming environment for graduate students;
- (2) Supporting graduate students;
- (3) Providing professional development and networking opportunities for graduate students;
- (4) Diversity, inclusion, health and well-being, and;
- (5) Celebrating graduate student success.

### Creating a Welcoming Environment

New and returning graduate students were welcomed at the fall (September 5, 2019) and winter (January 9, 2019) orientations, organized under the guidance of the Vice-President Student Affairs. Graduate students were introduced to the services offered by the GSA and the University and were given the opportunity to network.

Executives also participated in College/School level orientations providing information about the GSA services and opportunities offered.



## **Supporting Graduate Students**

Under the guidance of the Vice-President Finance and Operations, Needs-based bursaries were administered in all three terms. More than 300 applications were reviewed by the GSA Bursary Selections Committee. A total of 50 bursaries, of CAD 1000 each, were awarded to graduate students.

Under the guidance of the Vice-President Finance and Operations, a group of volunteers ran the free GSA Tax-Clinic in the month of April to assist graduate students in filing their 2018 taxes. More than 50 graduate students accessed this free service.

Under the guidance of the Vice-President Student Affairs, student concerns were well represented at the College and University level. The Vice-President Student Affairs played a remarkable role in advocating and assisting graduate students across campus.

## **Professional Development and Networking Opportunities**

With graduate students often having to find non-academic jobs after they graduate, the Executives felt it was necessary to organize professional development opportunities that would assist graduate students in becoming competitive candidates. Under the guidance and leadership of the Vice-President Student Affairs;

- (a) 4 graduate students had the opportunity to present their research in front of the Saskatoon Chamber of Commerce in the fall term.

- (b) ~ 15 graduate students presented their research in front of a broad audience at the Graduate Student Research Conference held February 27-28, 2019.
- (c) ~ 30 graduate students participated in the 3MT Competition, held on March 27, 2019, and showcased their communication and presentation skills. The winner will be competing at the Western Regional Competition at the University of Northern British Columbia.



### Diversity, Inclusion, Health and Well-Being

Diversity, inclusion, health and well-being were key areas of focus and under the guidance of the Vice-President External, efforts were made to ensure several different opportunities were available that outlined our dedication to upholding these principles.

On March 4, 2019, the Diversity Committee organized the Diversity Event which saw 4 guest speakers and more than 30



attendees. Multiculturalism, diversity, inclusivity and acceptance were the main themes of this event.

A series of Health Chats were also hosted in the GSA Commons. These included Art Therapy, Self-

defense and how to create a superior student-supervisor relationship.

The VP External also led a number of Co-recreational teams throughout the fiscal year. The Guppies participated in Soccer, Futsal and Basketball, among others. These teams saw a number of graduate students become involved in physical activity without the need for competition.

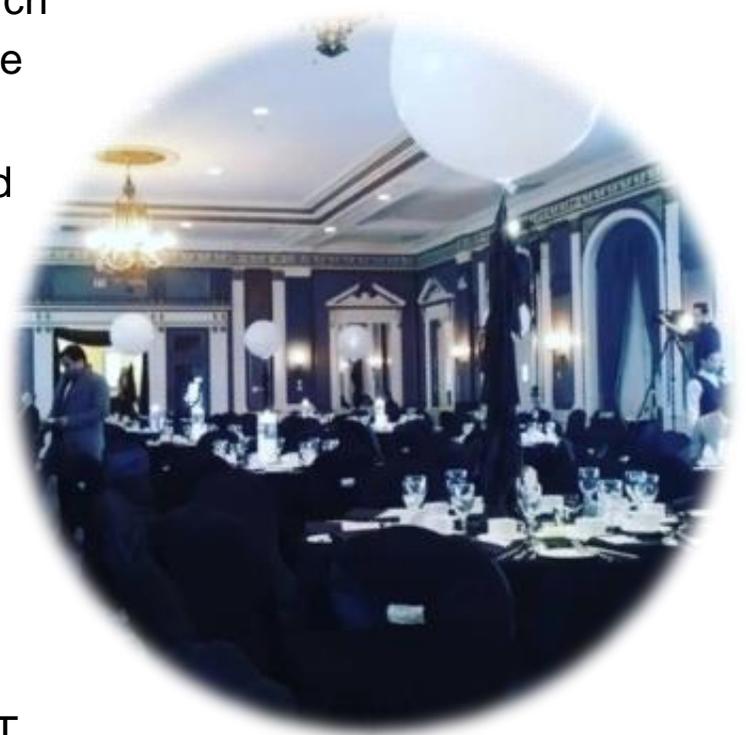
By providing such a diverse range of opportunities, graduate students are challenged to think beyond the academic setting and be mindful of their body and soul.

Participation in such events encourages healthy minds, which ultimately cultivates success. Through these activities, we empower graduate students to take charge, to self-reflect and to seek solutions.



## Celebrating Graduate Student Success

Under the leadership of the Vice-President External, the 7<sup>th</sup> Annual Graduate Students' Association Awards Gala was hosted on April 6, 2019 in the Adams Ballroom, Delta Bessborough. This event was attended by 200 guests, including Members of the Legislative Assembly, Members of City Council, and Senior Administration, faculty, staff, students and community members. The Gala recognized five outstanding graduate students who have shown commitment to their research, scholarly and artistic pursuits, to philanthropy and community service, and to continued efforts in leadership, both on campus and in the community. These graduate students were awarded the Professional Excellence Award, the Mark Kroeker Exceptional Student Leadership Award, the Research Excellence in STEM Award, the Research Excellence in Interdisciplinary Studies Award and the Excellence in Community Service Award. Two faculty members were awarded the Advising Excellence Award in recognition of their dedication and support towards graduate student success. Winners and honorable mentions of the 3MT Competition were also recognized at the Awards Gala.





## University of Saskatchewan - Graduate Students' Association

### Annual Report – VP Finance and Operation

April 16, 2019

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#### Content:

### **1. Annual Report to the Membership from the Vice-President of Finance and Operations.**

- 1.1 Audit Information, and Budgeting.*
- 1.2 Student Support and Council Funding.*
- 1.3 GSA Needs-based Bursaries.*
- 1.4 Committee Appointments and Meetings.*
- 1.5 GSA Commons, Safety and Security Procedures.*

### **2. Suggestions Going Forward.**

- 2.1. The GSA Commons.*
- 2.2. GSA Finances.*
- 2.3. Support for Gender and Sexual Diversity + Positive Spaces Campaign.*
- 2.4. Communications, Media, and Marketing.*
- 2.5 Executive Performance Standard, Expectations, and Training.*

### **3. GSA Fiscal Year 2019-2020 Operating Budget with Descriptive Notes.**

### **4. Special Thanks**

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## **1. Annual Report to the Membership from the Vice-President of Finance and Operations.**

Dear GSA Members,

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

Finances have been kept in detail due to the fact that every day we keep our ledgers and books updated with receipts and descriptions of the revenues and expenses. Finances have been transparent regarding our open access policy with regards to any GSA member having the right to come and review any original receipt, expense form, or invoice along with our ledgers. I encourage my successor and the next Executive Team to carry on with this system of transparency and openness as it is accountable in terms of how member dues are being used. I would also hope the general membership continues to demand openness and transparency of its Executive.

### ***1.1 Audit Information and Budgeting.***

The 2016 fiscal year audit was finalized. The 2017 fiscal year audit draft was revised and found appropriate, the GSA Executives agreed to proceed with the 2018 audit. This job would not been done without the extraordinary support of the GSA President and the Office Manager. The GSA Finance and Budget Committee, and the Board met separately and several times to draft and review the next year the 2019-2020 Fiscal Year Operating Budget which was presented to the Council for revision and approval. It was agreed that this proposed budget was balanced, focused greatly on student-supports and services and provided ample funds for initiatives, workshops and major events. As with other years, it was emphasized that fundraising was a requirement for the 3MT® competition, the Graduate Student Research Conference and the Awards Gala. With the Awards Gala requiring the most funds, it was appreciated that there was a small buffer that would aid in the start-up costs to the event. With the increase in student fees, an upgrade to the office computers and the audio system in the Commons could be afforded, over a multi-year span. The budget, as presented, is demonstrative of these values as it increases the amounts assigned to the GSA Needs-based bursaries along with increases in our contribution amounts to both the Travel Award Fund

(administered via ISSAC) and the Emergency Crisis Loan/Grant Program (administered via Student Central) while still maintaining the necessary support for strong day-to-day operational costs of the Association. The Draft Operating Budget along with descriptive line notes is provided to this report.

### ***1.2 Student Support and Council Funding***

GSA Council funding is calculated based on a formula that states: Academic Councils may receive up to \$3.00 per full time student or \$1.50 per part time students according to the following formula:  $c = [x (3 .00) + y (1 .50)][a / b]$  Where c is the funding received by the Academic Council, x is the number of full time students, y is the number of part time students , a is the number of meetings attended by Academic Councillors and b is the possible attendance rate by the number of registered Academic Councillors. I am confident that our record-keeping will allow for prompt payment of Councils in the upcoming academic year and I will be pleased to help my successor in this matter as requested as I understand this funding is vital for successful operation of our constituent Councils. In addition to the funding to Councils that was provided based on the previous year the GSA was proud to support the following student events and initiatives: The Pharmacy and Nutrition Graduate Student Council; ASHRAE; Chemistry Course Council; Women in Chemistry; Indian Students' Association for the Parichay Event; Soil Science Graduate Students' Association; Brazilian Students' Association; IGSC; Plant Sciences Graduate Students' Association; Nepalese Students' Association; Nigerian Students' Association; School of Public Health Students' Association.

### ***1.3 GSA Needs-based Bursaries***

The Association recognizes the importance of these bursaries to our members. This year there were 86 completed applications for the spring/summer terms, 126 completed applications for the fall term, and 88 completed applications for the winter term. The GSA was able to disburse 25 bursaries for a monetary value of \$25,000 and the College of Graduate and Postdoctoral Studies matched that number and disbursed 25 further bursaries (selected via the GSA committee and processes) for a monetary value of \$25,000. This results in a total bursary disbursement in the

amount of \$50,000. The GSA provided in total 10 bursaries for the Spring/Summer terms, 20 bursaries for the Fall term, and 20 bursaries for the Winter term. My experiences reviewing the applications (along with my committee members) showed me just how many worthy applicants in need of these funds there are. Many applicants were qualified and deserving of this bursary but the funding was simply too constrained. Going forward, the GSA will increase the number of bursaries it disburses and the GSA President has been lobbying extremely hard with CGPS to increase the amount of bursaries it makes available via this process.

#### ***1.4 Committee Appointments and Meetings***

A major part of the VP Finance and Operations as an elected Executive member is to attend various meetings representing the GSA and ensuring grad students have a strong voice on every committee that I sit on. Funding and scholarships are obviously a major concern of virtually all grad students. I am a member of two different university scholarship and award committees (one is a sub-committee of University Council and the other is a sub-committee of the College of Graduate Studies and Research). In addition to the above Scholarship and Awards Committees I was honoured to represent the GSA and Graduate Students on various committees and in various forums ensuring grad students had a strong voice.

The VP Finance and Operations is responsible to chair the GSA Bursary Selection Committee and the GSA Budget and Finance Committee. I also served on our GSA Governance Committee. I attended meetings with our Bookkeeper, Consumer Services, and Financial Services. I attended a GSA Election Info. Session along with the Candidates Forum. I also assisted several students in their academic issues, particularly relating to funding. I was honoured to provide few words at the Remembrance day last year at the Memorial Gates. I represented the GSA at the annual Studentcare meeting and one of the ThinkGrad meetings. I attended with a 100% attendance rate and 100% minutes report submission rate all the bi-monthly GSA Executive meetings. I was also fortunate to attend the monthly breakfast meetings with the University senior leadership where we endeavoured to raise and really advocate on grad student issues. I attended our monthly GSA Council Meetings and University Council Meetings.

Also of note, Free Tax Clinic The GSA was pleased to host a series of 'Free Tax Clinics' the first week in April where graduate students along with their spouses and dependents could attend and get help completing their Canadian Income Tax provided they met certain criteria recommended by the CRA regarding no capital gains and losses. The training was offered by the Canada Volunteer Income Tax Program (part of the CRA) and we utilized the Ufile program that we have free access to as members of the Canadian Federation of Students. If there are still any graduate students who require assistance with their Canadian income taxes please do not hesitate to contact me (prior to the filing deadline of April 30th) and I would be more than happy to help you through the process.

### ***1.5 GSA Commons, Safety and Security Procedures***

This year three new GSA coordinators were hired to guaranteed the coverage of shifts for internal and external events taking place at the GSA Commons as well as closing the Commons in working hours. Along with the GSA President and Office Manager we reviewed dozens of applications, shortlisted several candidates, and helped draft interview questions. We contacted shortlisted candidates and then arranged and participated in the job interviews. Thus far they have proven themselves to be a wonderful addition to our team.

This year we bought a proper and professional hours opening sign and screened onto the main door to help the GSA look more professional as suggested by the previous VP Finance and Operations. Additionally, we will be able to upgrade the computers at the GSA offices since they have been running for many years and they are close to crash someday. The Office Manager, Executives and Coordinators have experienced difficulties with the computers in terms of delays of signing in their sessions, processing emails and editing documents at the same time, working with different windows and documents at the same time, uncertainty of saving files properly. Thanks the approved budget 2019-20 we will be able to upgrade the computers and provide better tools for the next Executive team to perform their duties more efficiently, safer and faster. Another important upgrade is the audio system in the Commons area which it is nearing 10 years of age and might crash anytime. The upgrades to the audio would include podium video connections, two commercial amplifiers and an audio mixer that is standard to the University.

The GSA has kept procedures to improve the financial safety/security of the Association including a strict two-person rule for counting any monies and submitting all deposits. This protects us from loss due to human error and increases the physical security of our monetary resources. Alerts were set up that are sent via email and text message any time there are transactions to/from the GSA accounts over a minimum dollar value. This means if there ever was a suspicious or unknown transaction we would be able to investigate and/or stop it in a rapid fashion. I take the safety and security of the GSA's financial and physical assets very seriously and I am hopeful that the incoming Executive and VP Finance and Operations will take a similar view and I am sure the membership will demand it of them.

Our GSA Office Manager has been liaising with the University Chief Fire Warden regarding safety procedures for the GSA Commons in the event of a fire or other emergency and is further enhancing policies and procedures related to this. This year we added signs at the Commons to let visitors know it is prohibited to smoke in the washroom and inside of the building. The Office Manager and GSA Coordinators are always pending of suspicious activities that can put in risk the security of the Commons. My congratulations to our Office Manager and staff for ensuring a safe workplace! Worker's Compensation Board, Insurance and ISC Registration and Returns an accurate assessment of The Graduate Students' Association's eligible payroll was provided to the WCB in order to properly protect the Association and it's staff. Our WCB premiums are currently up-to-date.

The GSA maintains commercial liability insurance as well as non-profit Directors and Officers Liability coverage for the Association. The GSA is also mandated to file yearend financial returns and maintain up-to-date registry information with the Information Services Corporation (a government-approved body that manages all business and non-profits registered in Saskatchewan). The deadline for submitting this information every year is August 31st but the information that is being submitted represents the GSA's end-of-year financial position of April 30th.

## **2. Suggestions Moving Forward**

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

### ***2.1. The GSA Commons.***

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

Suggestions include:

1. Better advertising and awareness of the GSA Commons that lets grad students know they are welcome and wanted. By inviting our membership to like the GSA Facebook page and social media, they will get to know more about the events and benefits of the GSA Commons.
2. On occasion provide a bowl of fresh fruits and vegetables for students to snack on (this can be funded from the Coffee and Tea Station Budget line) and can be arranged through the USSU Fresh Food Box Program / Food Centre.
3. Reach out to Fine Arts students to display their artwork on a rotating basis. We can provide contact information if they wish to sell the works they're displaying. Probably, hosting artistic events where grad students could meet and practice artistic activities might be a good initiative for mental health specially in Winter term where outdoor activities are limited.

## ***2.2. GSA Finances.***

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

Suggestions include:

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

## ***2.3. Support for Gender and Sexual Diversity + Positive Spaces Campaign.***

Many of our LGBT2Q\* members unfortunately still face challenges on campus related to marginalization and discrimination because of their sexual and/or gender identity. The GSA as an organization needs to step up in this area.

Suggestions include:

1. Mandatory Positive Spaces 101 Training for all GSA Executives and Staff.
2. Re-engage with the Provost's Committee on Gender and Sexual Diversity and send the

President or an Executive as the delegate to highlight the importance of this issue to the GSA.

3. The GSA should explore collaboration with the USSU Pride Centre for Pride Week.

#### ***2.4. Communications, Media, and Marketing.***

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

Suggestions include:

1. Allocate a suggestions box in the Commons area, this will provide the opportunity to the GSA members to give feedback or express concerns in an anonymously manner as many students would prefer. This will also demonstrate that the Executive team is willing to listen members ideas and concerns.

2. Continued expansion of our social media presence with all the relevant platforms.

3. The GSA must continue to develop and use a consistent visual identity and branding for all of our communications going forward. It is important that all GSA communications (physical and digital) be properly edited and clear.

4. The work on improving the awareness of the GSA media advisories and press releases should be used to advance our issues, causes, and events. We must engage with the media.

5. Consider including references to the GSA's member in CFS, ThinkGRAD, etc. in some of our communications materials and branding.

6. The GSA must continue to increase its political positive engagement at all levels and with all parties. This must become a routine and regular practice as opposed to an extraordinary practice.

7. The GSA should keep an organized media file of all our mentions/coverage in the media.

### ***2.5 Executive Performance Standard, Expectations, and Training.***

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

Suggestions include:

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

5. GSA members should have the opportunity to provide feedback (in an electronic survey manner) regarding their expectations from the Executive team and also to provide ideas of improvement or concerns for the GSA.

### 3. GSA Fiscal Year 2019-2020 Operating Budget with Descriptive Notes.

		2019-2020 Budgeted	2019-2020 Percentage	2018-2019 Budgeted	2018-2019 YtD Actual (March ending)	Variance + (-)
<b>12200</b>	<b>ACCRUED REVENUE</b>					
<b>12225</b>	UPASS	0.00	0.00	0.00	-13,933.38	-13,933.38
<b>12226</b>	Health and Dental	0.00	0.00	0.00	67,395.77	67,395.77
<b>12227</b>	CFS Membership	0.00	0.00	0.00	0.00	0.00
<b>41000</b>	<b>FEE-BASED REVENUE</b>					
<b>41200</b>	GSA Membership Fees	227,000.00	87.73	210,000.00	207,408.46	-2,591.54
<b>46500</b>	GSA Membership Fees (non-grad)	6,000.00	2.32	8000.00	8,847.64	847.64
<b>41301</b>	UPASS Administration Fees	10,000.00	3.86	11,500.00	495.42	-11,004.58
<b>46000</b>	<b>FUNDRAISING / SALES BASED</b>					
<b>46100</b>	GSA Commons Bookings	10,000.00	3.86	13,000.00	9,654.74	-3,345.26
<b>46200</b>	Handbook Advertisement Sales	1,000.00	0.39	800.00	1,540.00	740.00
<b>43801</b>	Orientation Fundraising/Support	**FT	-	-	-	-
<b>43802</b>	3MT and Conference Fundraising/Support	**FT	-	-	4,550.00	4,550.00
<b>43803</b>	Sustainability Initiative Fundraising/Support	**FT	-	-	-	-
<b>43804</b>	Awards Gala Fundraising/Support	**FT	-	-	21,500.00	
<b>43805</b>	Health Chats Fundraising/Support	**FT	-	-	-	-
<b>43806</b>	Social Event Revenues	**FT	-	500	490.00	-10.00
<b>44104</b>	Awards Gala Ticket Sales	**FT	-	-	1,335.00	-

<b>43000</b>	<b>OTHER REVENUES</b>					
<b>46900</b>	Miscellaneous Revenues *	<b>0.00</b>	<b>0.00</b>	-	6,899.00	-
<b>46901</b>	Notary Services	<b>500.00</b>	<b>0.19</b>	100	772.00	672.00
<b>46902</b>	U of S Cold Beverage Agreement	<b>4,000.00</b>	<b>1.55</b>	4000	0.00	-4,000.00
<b>46903</b>	H&D Continuum Revenues	<b>250.00</b>	<b>0.10</b>	250	0.00	-250.00
<b>43800</b>	Other Donations (Cash donations / contributions) *	-	-	-	25,249.85	
	<b>Total</b>	<b>258,750.00</b>		247,650.00	288,742.11	41,092.11
					<b>Miscellaneous Revenue</b>	<b>Other Donations</b>
					* \$4000 - TV Loan repayment	* \$25000 - CGPS Bursary Contribution
					* \$100 - key deposit	*249.85 - PSAC Dec. social pay
					* \$2250 - first aid deposit	
					* \$160 - Petty Cash return	
					* \$274 - Sale of TV	
					* \$15 - Raffle TV	
					* \$75 - Election deposit	

		2019-2020 Budgeted	2019-2020 Percentage	2018-2019 Budgeted	2018-2019 YtD Actual (March ending)	Variance + (- )
<b>51000</b>	<b>GSA STUDENT SUPPORT</b>					
<b>51500</b>	GSA Bursary Expenses	28,000.00	10.82	25,000.00	50,000.00	-25,000.00
<b>51551</b>	U of S Travel Award Contribution	8,250.00	3.19	8,000.00	8,000.00	0.00
<b>51552</b>	U of S Crisis Aid Program Contribution	7,250.00	2.80	7,000.00	7,000.00	0.00
<b>51610</b>	Ratified Student Club/Group Funding	5,500.00	2.13	5,500.00	4,650.00	850.00
	<b>BANKING, DEBIT, AND CREDIT FEES AND CHARGES</b>					
<b>52200</b>	Banking and Credit Fees and Charges	2,400.00	0.93	1,250.00	1,609.70	-359.70
<b>50000</b>	<b>GSA OFFICE OPERATIONS AND EXPENSES</b>					
<b>52300</b>	Office Stationary and Supplies	350.00	0.14	350.00	209.90	140.10
<b>52301</b>	Office Electronic Equipment, Software, and Batteries	250.00	0.10	250.00	28.84	221.16
<b>52303</b>	Printer Toner/Cartridges	800.00	0.31	800.00	331.06	468.94
<b>52310</b>	Postage, Courier, and Freight	350.00	0.14	350.00	108.73	241.27

<b>57000</b>	<b>GSA COMMONS OPERATIONS AND EXPENSES</b>					
<b>52320</b>	Commons Supplies	500.00	0.19	500.00	291.46	208.54
<b>52321</b>	Coffee Bar Supplies and Expenses	1,500.00	0.58	1,500.00	984.16	515.84
<b>52322</b>	Commons Renewal and Repair	1,500.00	0.58	1,500.00	866.29	633.71
<b>52325</b>	Commons Special Upgrades (A/V System)	4,000.00	1.55	-	-	-
<b>52326</b>	Commons Special Upgrades (Chairs/Tables)	-	-	2,000.00	721.39	1,278.61
	<b>GSA ADVERTISING AND COMMUNICATIONS</b>					
<b>52330</b>	Expenses for Digital and Print Ads/Communication	100.00	0.04	350.00	40.00	310.00
	<b>INSURANCE</b>					
<b>52400</b>	GSA Liability Insurance	4,600.00	1.78	4,600.00	4,248.00	352.00
<b>52401</b>	GSA D&O Insurance	1,200.00	0.46	1,200.00	1,100.00	100.00
	<b>TELEPHONE, FAX, AND INTERNET/ICT COSTS</b>					
<b>52500</b>	Telephone, Facsimile, Telecommunications Costs	2,000.00	0.77	2,000.00	1,638.75	361.25
<b>52550</b>	IT/ICT Technical Support	250.00	0.10	250.00		250.00

<b>52600</b>	<b>PROFESSIONAL FEES AND EXPENSES</b>					
<b>52601</b>	Legal Expenses	5,000.00	1.93	6,000.00		6,000.00
<b>52603</b>	Internal Auditing/Consulting	1,000.00	0.39	1,000.00		1,000.00
<b>52604</b>	Financial Auditing	10,000.00	3.86	14,000.00	13,795.00	205.00
<b>52650</b>	Bookkeeping	10,000.00	3.86	7,000.00	10,306.94	-3,306.94
<b>52700</b>	<b>STAFF SALARIES AND EXECUTIVE HONORARIA</b>					
<b>52701</b>	President Honorarium	7,100.00	2.74	7,000.00	6,416.63	583.37
<b>52702</b>	VP External Honorarium	6,600.00	2.55	6,566.00	6,018.78	547.22
<b>52703</b>	VP Operations and Finance	6,600.00	2.55	6,566.00	6,018.78	547.22
<b>52704</b>	VP Student Affairs Honorarium	6,600.00	2.55	6,566.00	6,018.78	547.22
<b>52705</b>	Indigenous Liason Honorarium	6,600.00	2.55	6,566.00	3,374.16	3,191.84
<b>52707</b>	Chairperson Honorarium	1,500.00	0.58	1,000.00	771.75	228.25
<b>52708</b>	Election Expenses (formally known as CEO/Election)	500.00	0.19	1,250.00	420.83	829.17
<b>52709</b>	Recording Secretary Honorarium	1,000.00	0.39	1,250.00	479.36	770.64
<b>21501</b>	CPP Employer Contribution	500.00	0.19			
<b>52800</b>	Office Staff and Coordinator Salaries	70,000.00	27.05	70,000.00	53,653.08	16,346.92

<b>54000</b>	<b>GSA EXECUTIVE OPERATIONS</b>					
<b>52900</b>	Executive Meeting and Retreat Expenses	250.00	0.10	250.00	160.14	89.86
<b>52910</b>	Executive Meetings with External Delegates/Guests	350.00	0.14	350.00	222.19	127.81
<b>52333</b>	Executive Business Cards, Pictures, Plaque Update and Name Tags	275.00	0.11	275.00	232.09	42.91
<b>52920</b>	Executive Travel	4,500.00	1.74	4,500.00	4,349.88	150.12
<b>52930</b>	Executive Training and Professional Development	500.00	0.19	500.00	145.25	354.75
<b>62701</b>	President's Discretionary Fund	500.00	0.19	500.00	322.25	177.75
<b>62702</b>	VP External Discretionary Fund	400.00	0.15	400.00	217.15	182.85
<b>62703</b>	VP Operations and Finance Discretionary Fund	400.00	0.15	400.00	288.86	111.14
<b>62704</b>	VP Student Affairs Discretionary Fund	400.00	0.15	400.00	75.00	325.00
<b>62705</b>	Indigenous Liason Discretionary Fund	400.00	0.15	400.00		400.00
<b>52020</b>	<b>GSA ACADEMIC COUNCIL OPERATIONS</b>					
<b>52903</b>	Academic Council Food and Beverage	3,000.00	1.16	3,000.00	2,459.63	540.37
<b>52904</b>	GSA Committees Food and Beverage	1,000.00	0.39	1,000.00	323.67	676.33

<b>52905</b>	Townhall Food and Beverage	500.00	0.19	500.00		500.00
<b>51600</b>	Academic Council Funding	5,000.00	1.93	5,000.00	4,334.57	665.43
<b>53000</b>	<b>GSA EVENTS</b>					
<b>53300</b>	GSA Awards Gala	3,000.00	1.16	-	4,100.61	4,100.61
<b>53301</b>	GSA 3MT and Conference	**FT	-	-	2,008.74	2,008.74
<b>53302</b>	GSA Fall Orientation	6,500.00	2.51	5,500.00	5,319.49	180.51
<b>53303</b>	GSA Winter Orientation	800.00	0.31	800.00	498.98	301.02
<b>53304</b>	GSA Campus Rec./Intramural Sports	300.00	0.12	300.00	300.00	0.00
<b>53305</b>	GSA Health Chats	500.00	0.19	600.00	538.47	61.53
<b>53306</b>	GSA Social Events	500.00	0.19	500.00	543.99	-43.99
<b>53307</b>	GSA Sustainability Initiative	800.00	0.31	600.00		600.00
<b>53308</b>	GSA Workshops / Initiatives	1,000.00	0.39	450.00	450.00	0.00
<b>53309</b>	GSA New Initiatives	1,000.00	0.39			
<b>50300</b>	<b>GSA OPERATING COSTS</b>					
<b>51301</b>	UPASS USSU Administration Fees	10,000.00	3.86	15.00	12.60	2.40
<b>52000</b>	ThinkGRAD Membership Fees	800.00	0.31	200.00	106.77	93.23
<b>52810</b>	WCB Expenses	200.00	0.08	50.00	36.00	14.00
<b>52811</b>	ISC and Incorporation Costs	50.00	0.02	800.00	800.00	0.00
<b>52340</b>	GSA Handbook Expenses	4,000.00	1.55	10,000.00	4,567.50	5,432.50
<b>55130</b>	Leasehold Annual Charges	15.00	0.01	4,000.00	3,558.45	441.55
<b>61000</b>	Miscellaneous Expenses	0.00	0.00			

<b>61001</b>	Financial and Legal Contingency Fund Contribution	10,000.00	3.86			
<b>61000</b>	Miscellaneous Expenses *	-	-	2,000.00	4,820.04	-2,820.04
				10,000.00	0.00	10,000.00
	<b>Total</b>	<i>258,740.00</i>		<i>250,454.00</i>	<i>229,894.69</i>	<i>20,559.31</i>
					* \$275 - Petty Cash	
					* \$1960 - First Aid	
					* \$290 - First Aid Refund	
					* \$25 - Key Refund	
					* \$2000 - Repatriation	
					* \$320.04 - CPP	

**University of Saskatchewan Graduate Students' Association Inc.**  
**FY2019-2020 Operating Budget Notes**

**ACCRUED REVENUE**

**12225 UPASS.**

This budget line refers to the amount of UPASS fees collected by the University from graduate students, and those collected from non-grad members. The amount remitted to Saskatoon Transit is deducted from this amount. Any remaining amount is transferred to the UPASS Administration Fee (Revenue line 41301) so that this budget line remains at zero (0) at the end of the fiscal year.

**12226 Health and Dental.**

This budget line refers to the amount of Health and Dental fees collected by the University from graduate students. The amount remitted to StudentCare is deducted from this amount. Any remaining amount is transferred to the Health and Dental Reserve fund so that this budget line remains at zero (0) at the end of the fiscal year.

**12227 CFS.**

This budget line refers to the amount of CFS fees collected by the University from graduate students. The amount collected by the University is remitted to CFS by the GSA and therefore this budget line returns to zero (0) at the end of the fiscal year.

**FEE-BASED REVENUE**

**41200 GSA Membership Fees (grad).**

This budget line represents the totality of membership fees collected from graduate students. These fees are collected by the University and remitted to the GSA in three installments (usually October, February and May). This value is based on 3100 graduate students (the approximate number of graduate students as determined from the fall 2018 membership fees collected). This value also takes into account a 4.9 % increase in the GSA membership fees (from \$70.64 / year to \$74.12 / year) that is required to accommodate a new initiative and an audio / computer upgrade. The amount displayed is after the 1 % administration fee charged by the University is deducted.

*Note: Potential alteration to budgeted amount may become necessary if a separate Indigenous Students' Union becomes operational and some GSA members wish to leave the GSA to join this new Union.*

**46500 GSA Membership Fees (non-grad).**

This budget line represents the totality of membership fees collected from non -graduate students (usually Postdoctoral Fellows) who join the GSA. While there is an increase in the

GSA membership fee (from \$70.64 / year to \$74.12 / year), PDF's now have a collective bargaining agreement with the University; therefore, there is expected to be a decrease in the number of PDF's that purchase membership in order to access the Health and Dental plan. The number of PDF's purchasing membership to access the UPASS should remain relatively stable (at approximately 80 PDF's / term).

**41301 UPASS Administration Fees.**

This budget line represents the administration fee of \$3.00 that the GSA collects per UPASS fee assessed, based on the agreement with Saskatoon Transit. The value in this budget line is what remains after deducting the 1 % University administration charge from each UPASS fee collected from graduate students. The GSA receives an administration fee of approximately \$1.8 per each UPASS fee collected, which goes to covering USSU-UPASS administration costs (Expense line 51301). This line is based on having approximately 2700 UPASS fees collected and 80 PDF's / term purchase the UPASS (based on fall 2018 numbers).

**FUNDRAISING / SALES BASED REVENUE**

**46100 GSA Commons Booking.**

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

**46200 GSA/CFS Handbook Advertisement Sales.**

This budget line represents the sales of advertising space in the CFS/GSA Handbooks that are made available to members. There is a slight increase to the current revenue target. It has been shown that strong and diverse sales are possible if sales begin early.

**43801 Orientation Fundraising/Support.**

This budget line represents fundraising contributions and donations for the GSA's Orientation (fall and winter) events. This is a flow-through budget line. Any and all money raised will be used to supplement funding for the events. Fundraising will be required if it is suspected that the cost of the events will be greater than what is already budgeted in Expense line 53302 and 53303. Expense line 53302 also includes the September social costs and Expense line 53303 also includes the January social costs.

**43802 3MT and Conference Fundraising/Support.**

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

**48303 Sustainability/Diversity Fundraising/Support.**

This budget line represents fundraising contributions and donations for any GSA Sustainability or Diversity Initiatives (previously only referred to Sustainability Initiatives). This is a flow-through budget line. Any and all money raised will be used to supplement funding for any Sustainability / Diversity Initiative. These initiatives are organized by the GSA Sustainability and / or GSA Diversity Committees and should be held at the GSA Commons. Fundraising will be required if it is suspected that the cost of the events will be greater than what is already budgeted in Expense line 53307

**43804 Awards Gala Fundraising/Support.**

This is a flow-through budget line. Any and all money raised for this is utilized for the Awards Gala to supplement Expenditure Line 53300.

**43805 Health Chats Fundraising/Support.**

This budget line represents fundraising contributions and donations for GSA Health Chat events. This is a flow-through budget line. Any and all money raised will be used to supplement funding for these Health Chats. The GSA Health Chats are events / initiatives geared towards activities that improve the mental, physical and emotional well-being of graduate students. Fundraising will be required if it is suspected that the cost of the events will be greater than which is already budgeted in Expense line 53305.

**43806 Social Event Revenues.**

This is a flow-through budget line. Any and all money raised from alcohol sales, during socials, will be used to support subsequent social events (Expense line 53306) in perpetuity throughout the fiscal year.

**44104 Awards Gala Ticket Sales.**

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

**OTHER REVENUES**

**46900 Miscellaneous Revenues.**

This budget line is to be used very rarely to report revenues from any occasional or non-material activities which do not fit other budget lines. There are no anticipated revenues budgeted for this line.

**46901 Notary Services.**

This budget line represents revenues from GSA notary services to non-members. This service is offered by the Office Manager throughout the year and has been very successful, hence the expected increase in revenue.

**46902 U of S Cold Beverage Agreement.**

This budget line represents revenues received by the GSA from University of Saskatchewan - Consumer Services based on an agreement with the campus-wide beverage provider (Pepsi-Cola) to support students. The anticipated decrease is based on past years trends. This is anticipated to be finished by the 2021-2022 fiscal year.

**46903 Health and Dental Continuum Revenues.**

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

**43800 Cash Donations/Contributions**

This line represents the total value of cash/monetary contributions and donations from any University or external group that does not fit into any other revenue line. This is a flow through item.

**GSA STUDENT SUPPORT**

**51500 GSA Bursary Expenses.**

This budget line refers to the GSA's financial contribution to the GSA Needs-based Bursary and excludes CGPS's contributions. There is an increase in this amount in order to ensure that more students receive bursary support, based on the trend of more and more deserving applicants. CGPS has historically contributed an equal amount to what the GSA budgets. Beginning in the 2018-2019 fiscal year, the GSA is responsible for issuing all cheques and CGPS will remit its contributions directly to the GSA (which is to be deposited in Revenue line 43800).

**51551 U of S Travel Award Contribution.**

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

**51552 U of S Crisis Aid Program Contribution.**

This budget line represents the GSA's contribution to the University's Crisis Loan/Grant Program administered via the U of S Financial Services Division. This amount is set aside and

accessible only to GSA members. There is a suggested increase to this line based on the high demand and increase in number of applicants.

**51610 Ratified Student Club/Group Funding.**

This budget line is used to fund ratified graduate student social groups / academic council events as per the GSA Policies. There is no suggested increase in this amount.

**BANKING, DEBIT, AND CREDIT FEES AND CHARGES**

**52200 Banking and Credit Fees and Charges.**

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

**GSA OFFICE OPERATIONS AND EXPENSES**

**52300 Office Stationary and Supplies.**

This budget line refers to the office supplies (non-electronic) and stationary for the GSA.

**52301 Office Electronic Equipment, Software, and Batteries.**

This budget line is designated for the purchase of any office electronic equipment, software, and batteries.

**52303 Printer Toner/Cartridges.**

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

**52310 Postage, Courier, and Freight.**

This budget line refers to the costs and charges related to postage, couriers, and messengers.

**GSA COMMONS OPERATIONS AND EXPENSES**

**52320 Commons Supplies.**

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

**52321** Coffee/Tea Bar Supplies and Expenses.

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

**52322** Commons Renewal, Repair and Maintenance.

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

**52325** Commons Special Upgrades (A/V System).

This budget line was created for the upgrades to the GSA A/V system. This budget line will now accommodate upgrades to the system, as they are now reaching ten (10) years of age as well as new office computers. This is for a five (5) year commitment and will be budgeted for the 2019/2020, 2020/2021, 2021/2022, 2022/2023 and 2023/2024 fiscal years.

**GSA ADVERTISING AND COMMUNICATIONS**

**52330** Expenses for Digital and Print Ads/Communication.

This is a budget line to cover the costs of advertising for the GSA and GSA events. There is a suggested decrease based on the trend.

**INSURANCE**

**52400** GSA Liability Insurance.

This budget line refers to the GSA's Commons Liability Insurance. Based on potential new capital purchases, suggest this to stay the same, even though actual costs may be less.

**52401** GSA D&O Insurance.

This budget lines refers to the GSA's Directors and Officers Insurance coverage.

**TELEPHONE, FAX, AND INTERNET/ICT COSTS**

**52500** Telephone, Facsimile, Telecommunications Costs.

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

**52550** IT/ICT Technical Support.

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

## **PROFESSIONAL FEES AND EXPENSES**

### **52601** Legal Expenses.

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

### **52603** Internal Auditing/Consulting.

This budget line is designated to pay for any needed GSA professional consulting or internal reviews from auditing firms. Ideally none of the budgeted amount will be spent but it is good to have available.

### **52604** Financial Auditing.

This budget line is designated to pay for any needed annual audits. Suggested amount based on market rates, on completion of historical audits and to provide extra leeway in case of extra work completed by the auditors.

### **52650** Bookkeeping.

This budget line refers to the costs of the GSA bookkeeping services. Suggested increase is based on the current monthly rate of the Bookkeeper and also because the Bookkeeper takes on the task of preparing T4's, T4A's and the working papers for the audits.

## **STAFF SALARIES AND EXECUTIVE HONORARIA**

### **52701** President Honorarium.

This budget line represents the honorarium received by the President for their duties. This amount does not include any potential stipends received from the University. Suggested increase in this budget line to reflect the expected and actual amount of work done by GSA Executives.

### **52702** VP External Honorarium; **52703** VP Operations and Finance; **52704** VP Student Affairs Honorarium; **52705** Indigenous Liaison Honorarium.

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

### **52707** Chairperson / CEO Honorarium.

This budget line refers to the yearly honorarium received by the GSA's Council Chairperson. The Chairperson shall receive this honorarium on a monthly basis during their time in this position.

**52708 Election and Referenda Expenses.**

This budget line has now changed to Election and Referenda Expenses (was previously CEO / Election Expenses). It is reserved for the costs of Executive Elections and any referenda costs (poster printing, election forum). Budgeted amount allows for some leeway in the case of many By-elections, large number of candidates, or electoral disputes that take time to investigate and resolve.

**52709 Recording Secretary Honorarium.**

This budget line refers to the honorarium received by the GSA's Council Recording Secretary, based on the number of hours worked and the hourly graduate student rate. Suggested amount calculated based on twelve meetings per year at four hours total time. The large number of hours allows for leeway in case of emergency or extra meetings.

**21501 CPP Employer Contribution.**

This amount refers to the CPP employer contribution that would take effect after \$3500 is earned (per calendar year) for each of the Executives.

**52800 Office Staff and Coordinator Salaries.**

This budget line presents the totality of salaries paid to GSA Staff and Commons Coordinators and includes the incentives the Office Manager receives as per the contract (Health and Dental and parking).

**GSA EXECUTIVE OPERATIONS**

**52900 Executive Meeting and Retreat Expenses.**

This line is used to provide for the GSA Executive Committee to have an annual retreat, in which the plans for the year are discussed. To maximize GSA funds it is suggested that the retreat be held in town (i.e. the GSA Commons) to avoid excessive costs to the GSA. This budget line can also be used for Executive meetings, should it be required.

**52901 Executive Meetings with External Delegates/Guests.**

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

**52333 Executive Business Cards, Pictures, Plaque Updates and Name Tags.**

This budget line is used to provide professional name tags and business cards for each GSA Executive. This budget line shall also be used to update the plaques.

### **52920 Executive Travel**

This budget line is used to provide for GSA Executives to attend conferences and meetings related to the development and governance of the Association, such as those hosted by CFS and ThinkGrad. This budget line can also be used to hold a GSA conference in which Office staff and Executives may wish to come together and discuss the development, governance and sustainability of the Association for future years.

### **52930 Executive Training and Professional Development.**

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

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

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

## **GSA ACADEMIC COUNCIL OPERATIONS**

### **52903 Academic Council Food and Beverage.**

This budget line refers to the costs of food and beverage supplied for GSA Academic Council. Based on current expenses and trends, suggest this line be maintained as is.

### **52904 GSA Committees Food and Beverage.**

This budget line refers to the costs of food and beverage supplied for GSA's volunteer committees. Based on current expenses and trends, suggest this line to remain as is.

### **52905 Town Hall Food and Beverage**

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

### **51600 Academic Council Funding**

This budget line refers to funding reserved for Academic Councils of the GSA, attendance and participation in meetings of the academic year. These funds shall be determined after the August Council meeting and shall be made available prior to the September Council meeting.

## **GSA EVENTS**

### **53300 GSA Awards Gala.**

This budget line represents the expenditures and costs related to the GSA's Annual Awards Gala and flows directly from revenue lines: 43804 and 44104. The suggested amount provides a cushion based on the trend of difficulty in obtaining funding.

### **53301 GSA 3MT and Conference.**

This budget line represents the expenditures and costs related to the GSA's 3MT and Graduate Student Research Conference and flows directly from revenue line: 43802.

### **53302 GSA Fall Orientation.**

This budget line represents the costs and expenditures related to the GSA Fall Orientation and September social events. Any revenue raised from budget line 43801 can be used to supplement any extra costs associated with these two events. Suggested total expenditure based on previous years.

### **53303 GSA Winter Orientation.**

This budget line represents the expenses related to GSA's Winter Orientation and January social events. Any revenue raised from budget line 43801 can be used to supplement any extra costs associated with these two events

### **53304 GSA Campus Rec./Intramural Sports.**

This budget line is designated for the registration of various GSA Guppies campus rec./intramural sports teams over the three terms.

### **53305 GSA Health Chats.**

This budget line represents the costs and expenditures related to the GSA Health Chats series of events. All revenue raised from budget line 43805 will be used to supplement any extra costs associated with these events. Suggested decrease in expenditure as there is significant attempts at making these sustainable by utilizing available resources and minimizing their costs.

### **53306 GSA Social Events.**

This budget line represents the expenditures and costs related to GSA social events, other than the September and January social. All sales raised (Revenue line 43805) will be used to support expenses.

### **53307 GSA Sustainability/Diversity Initiative**

This budget line represents the costs and expenditures related to any GSA Sustainability/Diversity events and initiatives. All revenue raised from budget line 43803 will be used to supplement any extra costs associated with these events. Previously, this budget line only encompassed Sustainability events; however, the increase is meant to accommodate both Sustainability and Diversity events/initiatives.

### **53308 GSA Workshops/Initiatives**

This budget line represents the expenditures and costs related to any GSA workshops or other initiatives, such as the Tax Clinic. There is a slight increase as there is a hope that many more initiatives/workshops are held as well as any support directed to the Breakfast Initiative. Should the Sustainability/Diversity Committees require a budget more than what was allocated in 53307, due to the organization of multiple events/initiatives, this budget line can be used to accommodate for this.

### **53309 New Initiatives**

In the fall 2019, a Conflict Engagement and Management: Advocacy and Problem-Solving Skills for Student Leaders workshop will be held. This will be available for the Executives; however, there will be space available for interested Councilors. This workshop will be held on September 28 and 29, 2019 from 9 AM to 5 PM and participants will pay a minimal fee of \$25, which will be used for the purchase of food during the workshop. The budgeted amount will help cover the cost of the session. The total cost of the session will be covered between the GSA, USSU, Office of the University Secretary and Office of the Vice-Provost Teaching Learning and Student Experience.

## **GSA OPERATING COSTS**

### **51301 UPASS Administration Fees**

This budget line represents the administration costs that the GSA pays out per UPASS sold and activated per agreement with USSU.

### **52000 ThinkGRAD Membership Fees**

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

### **52810 WCB Expenses**

This budget line refers to the amounts paid to the Workers Compensation Board as required by law.

**52811** ISC and Incorporation Costs

This budget line refers to the amounts paid to the Information Services Corporation as required per law for corporate registration and renewal.

**52340** GSA Handbook Expenses

This budget line refers to the expenses of printing/distributing the GSA handbook.

**55130** Leasehold Annual Charges

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

**61000** Miscellaneous Expenses

This budget line represents miscellaneous small, non-recurring expenses where there is no other appropriate budget line. There are currently no budgeted expenses for this line.

**61001** Financial and Legal Contingency Fund Contribution

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

#### **4. Special Thanks**

I am very proud of the work that has been accomplished under my portfolio this year. There have been numerous positive achievements highlighted in the above report along with my previous reports to our Council. A great deal of my work for the GSA is internally-facing and allows for the smooth and successful operation of the GSA as a non-profit corporation which allows my colleagues on the Executive Team to focus on their external and political goals related to their portfolios with the Association. While this internally-facing work does not have a high profile it is vital to continued daily operations of the GSA. My sincere thanks to the GSA Bursary Selection Committee members, to the GSA Finance and Budget Committee members, I really appreciate to all our great volunteers in the Tax Clinic, my sincere thanks to the GSA Coordinators for their hard work and willingness to help our membership.

I would like to thank specially to our GSA Office Manger Candace Suesmilch and GSA President Naheda Sahtout for their extraordinary support and cooperation to ensure the GSA operates correctly and maintain appropriate financial records and procedures. I also want to express my sincere gratitude to all of our GSA Councillors and volunteers who participated not only on the events I organized but also on the other Executives' events. Finally I want to thank you, the members, for making this a good year for the GSA. I would like to wish all our GSA members the best as this academic year comes to and end.

Sincerely,

*Jesus Corona Gomez*

Vice-President of Finance and Operations, GSA.

# **VP Student Affairs Annual Report**

## **May 2018- April 2019**



Graduate Students' Association  
University of Saskatchewan

April 5<sup>th</sup>, 2019

## **1. Introduction**

According to the GSA bylaws the duties of the VP Student Affairs shall include, but are not limited to:

- i. Act as a liaison within the University community relating to graduate student issues;
- ii. To develop a program of social events for the enhancement of the graduate student experience;
- iii. To organize the Three Minute Thesis Competition and the Graduate Student Research Conference, if the Executive decided to host these events;
- iv. To coordinate with the University in its efforts to orient incoming graduate students;
- v. Advocate for resources that would improve the academic experience of graduate students at the University;
- vi. To be an advocate for graduate students in all matters relating to their university experience, as applicable; and,
- vii. To organize academic workshops of interest to graduate students.

Thus, this document intent to review briefly all the activities carried out during the year and the events organized by the VP Students Affairs (Edgar Martinez-Soberanes) from May 2018 to April 2019. These activities are aligned and fulfil the duties of the VP Student Affairs.

Most of my time in office was dedicated to the advocacy of all graduate students at the U of S either as a group or in occasions in individual cases that required personal attention and support of students individually. Advocacy and representation of Grad Students was always expressed at University Committees, University Council, and in College and University hearings.

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

## **2. Advocacy**

One of the main activities and probably the most important for my position is to advocate for students in general, either as a group or individually with anything related to a student life academically or non-academically such as life in residence, international status, and others.

### **2.1 Personal Cases**

It is very unfortunate to see that several students had to go through unpleasant experiences during their studies due to a bad relationship with their professors or supervisors or due to the lack of knowledge on how to proceed and perform in a new environment. Most of the cases that I had to advocate for where due to misunderstandings between students and supervisors and academic misconduct such as plagiarism cases. It is important to note that in most of the cases the students were benefit from the hearing process and resolution to the conflicts were found.

### **2.2 Implied Status (Study Permit)**

An issue related to the ability of work under implied status was brought to the GSA attention after a student was denied the option of working on campus due to his study permit had expired and it was on implied status. This practice was new for the University and it begun in middle of October 2018; however, this was never informed to the community or the student

employed. This change in policy affects several students and it will continue affecting more if it is not solved. The GSA had several discussions with high administration in order to address this issue since according to us and what is published in the government of Canada website it is clear that a student is allowed to work event when in an implied status. This matter is still unfolding, and the University is consulting directly with the government.

### **3. University Committees**

I sat in several committees and couple of search committees where I had the opportunity to bring to the table the perspective of graduate students at the U of S. Some of the committees include: University Council, Academic Programs Committee (APC), Graduate Programs Committee (GPC), Parking and Services Committee (PSC), CGPS D.Sc. Committee, and two search committees in the Department of Engineering for the Associate Dean of Research and Partnerships and the Associate Dean of Graduate Student Programs.

### **4. Events**

Several events were organized by the GSA this year (from September 2018 – April 2019) including orientations, workshops, social events, the Graduate Research Conference, and the 3MT competition. These events are briefly reviewed next.

#### **4.1 Fall and Winter Orientations**

The fall orientation took place on September 5<sup>th</sup>, 201 and it is GSA's biggest event of the year, which attracts over 1000 graduate students on campus. The fall orientation serves as a crucial opportunity for incoming graduate students to meaningfully interact with their peers and feel more comfortable at the University of Saskatchewan. It also introduces incoming graduate students to a wide range of important services and resources that are provided to students by the GSA, the university, and its partners.

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

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

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

The winter orientation took place on January 9<sup>th</sup>, 2019 and it was organized to welcome new graduate students that start their programs in January. The winter orientation is much smaller in comparison to its similar in fall; however, it has the same objectives.

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

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

## **4.2 U of S Graduate Students Research Conference**

This year the GSA hosted and organized the Graduate Students Research Conference on February 27th and 28th, 2019. The conference was titled: Research for a Better World – A Holistic Approach.

This event was designed to share and celebrate the outstanding research of our dedicated students, and to provide students the opportunity to showcase the importance of their work. This celebration of research offers an invaluable opportunity for graduate students to compose and present their research in a way that engages the academic community and refine the quality of their work.

The conference was divided into four broad sections or themes: Humanics, Environment, Health, and Technology. We had a keynote speaker to open each of the sections and we had about 5 participants students on each section.

## **4.3 U of S 3MT Competition**

The 3 Minute Thesis (3MT®) competition is an internationally recognized research communication competition developed by the University of Queensland in 2008. The 3MT® competition challenges graduate students (Master and Ph.D.) to present their research and its significance in three minutes using a single and static slide. The goal of the competition is not an exercise in trivializing or simplifying research but challenges students to consolidate their ideas and research discoveries so they can be presented concisely to a non-specialist audience. 3MT celebrates the discoveries made by research students and encourages their skill in communicating the importance of research to the broader community.

The 3MT® is designed to share and celebrate the outstanding research of our dedicated students and to provide students the opportunity to showcase the importance of their work. This

celebration of research offers an invaluable opportunity for graduate students to compose and present their research in a way that engages the academic community and refines the quality of their work.

All 3MT® participants were competing for 1st, 2nd, 3rd place and people's choice prizes at the local level valued at \$1000, \$500, \$250, \$250, respectively. The winner secured a spot at the regional competition at the University of Northern British Columbia in Prince George (UNBC) on April 17.

This year we had 27 participants, which was a bit lower than previous years; however, many students cancelled for different personal reasons in the last minute. Thus, the event could not be promoted more in order to get more competitors. The judging panel was composed by: Dr. Ahmed Abdel-Salam (U of S Alumni, current employee of Nortek), Mr. Bill Lewis (Tomorrow Today Society Inc.), Mr. Eric Olauson (MLA Saskatoon University), Mr. Galen Heinrichs (City of Saskatoon Research Connections Liaison), and Mr. Khalil Sahtout (U of S Alumni, Freelance Consultant)

The winners were: 1st place, Mr. Farzad Dehghan; 2nd place and People's Choice, Ms. Miranda Zwiefelhofer, and 3rd place, Mr. Nicholas A. Belliveau.

In general, the event was very successful, but we realize that more promotion is needed if we want to make the event bigger.

#### **4.4 Wine and Cheese and Holiday Social Events**

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

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

#### **4.5 Social Events**

In addition to the Wine and Cheese Social, other two minor social events were hosted by the GSA, each for a different occasion or festivity. We had an event for Halloween and Christmas. The Halloween event was a movie night while the Christmas one was very similar to the Wine and Cheese, but in a smaller scale. In all of them light snacks non-alcoholic and alcoholic drinks were available for all the attendees; however, wine glasses and beer cans were charged at \$3.00 per glass or can.



**Graduate Students' Association  
University of Saskatchewan**

**GSA Annual Report 2018-2019**

**Somtochukwu Ufondu  
Vice President External**

**April 16th, 2019**

## Introduction

This is the official annual report from the office of the Vice President (VP) External of the University of Saskatchewan's Graduate Students' Association (GSA). As our graduate students are an integral part of this great university, it has been a great honour of mine to have been saddled with this very important responsibility to serve our graduate students in the capacity of a vice president. I have found that, in the process of serving, I have morphed into the leader that the world needs.

This year, I was able to successfully organize series of programs, including novel ones, for our graduate student. These included First Aid/CPR training sessions, health chats, Guppies' teams, diversity/sustainability events, and the GSA Annual Awards Gala. Further, I was privileged to sit on various university committees to represent the interests of our graduate students. I also attended various CFS meetings, where discussions and decisions were made on how to better support our members. I will discuss all this in detail in subsequent subheadings.

## First Aid/CPR Training Sessions



Being a trained first-aider myself, and understanding the importance of having some knowledge of first aid, I have not only become a volunteer Medical First Responder (MFR), but I have become a strong advocate of the need for everyone to have some knowledge of basic first aid/CPR. As a result of this, before I was elected to this position, one of my campaign promises was to give our graduate students the opportunity to become trained first-aiders, by bringing such training opportunity to them

(rather than having them go outside the university to look for them) and making it very affordable for our students.

As soon as I was elected, I swung into action and actively began to seek out and pursue partnerships with various organizations who provide first aid/CPR training courses. After several failed attempts of securing a good and affordable deal for our students, I eventually succeeded in finding a certified instructor who gave us the most affordable deal one could ever find for such training - \$80 for re-certification and \$100 for new certification.

Because of the instructor's availability, we were only able to have 4 sessions in total – 1 re-certification and 3 new certification courses. We held 3 in December of 2018, 2 of them being during the December reading week, and the last one during the February 2019 reading week.

## Health Chats

The GSA Health Chat was an initiative founded by Carolyn Gaspar in 2015, who became the VP External, 2016-2017. It is monthly one-hour event geared at providing our graduate students with very practical ways of addressing their health concerns and maintaining a good work-life balance. After I was elected into this position, I decided to continue in that practice which have been quickly become a continuing legacy for the GSA VP Externals over the years, and have easily become unofficially adopted under the portfolio of the VP External.

In the light of this, I successfully organized 5 health chats while in office this year. These are shown in the table below.

Month	Topic	*Number in Attendance
September	Tips to Being an Exceptional Grad. Student	40
October	Surviving Canada with Humour	2
November	Laughter Therapy	12
January	Introduction to Self-Defense	20
February	Arts Therapy	8

### ➤ **Tips to Being an Exceptional Grad. Student**

In the September health chat, the focus was on the work-life balance of graduate and its importance. The guest speaker was Dr. Regan Mandryk, who won the GSA 2018 Advising Excellence Award. We had about 40 graduate students in attendance, and the chat took an interactive approach and lived up to its name as we had the graduate students present asking really engaging questions. It was very interesting to hear about Dr. Mandryk's experiences in time management as a grad student. Her story about how she handled her challenges in relating to her supervisor, and how that impacted her mental health, was also truly inspiring.

\*Numbers include the guest speakers/presenters

### ➤ Surviving Canada with Humour



Our target audience for this health chat were international students, who form a great percentage of our graduate students. For those international students who were new to Canada, we had hoped, in this health chat, to

acquaint them with some of the practices in Canada, especially Saskatoon, which could impact their health, positively or negatively. The guest presenter for this health chat was Rita Hanoski, who is the Health Education and Promotion Coordinator, Student Wellness Centre. However, this health chat was the only one which did not see a great success, as the only people who attended it were our guest presenter and I. Notwithstanding, I have since learned why it did not meet with the success we had in mind, which was largely due to the limited amount of publicity that was given to it.

### ➤ Laughter Therapy



Just as the name suggests, in this health chat, we invited a certified laughter therapist to come and educate our graduate students on the therapeutic benefits of laughter. The session was mostly filled with series of activities showing different ways to have a good laugh, including ones made into melodies. At the end of the session, the graduate students in attendance were all very grateful for the opportunity to take

time off their busy schedules to come and really laugh. Most importantly, they learned the techniques to have hearty laughs on their own, whenever they are stressed.

## ➤ Introduction to Self-Defense



From what we see daily in the news, society is becoming more and more hostile to the perceived weak/disadvantaged person. Hence, the need to have some training in the art of self-defense. Some benefits to taking a self-defense class include building of self-confidence, balance, self-discipline, physical conditioning, street awareness, self-respect, warrior spirit, fighters' reflexes, and a

lot more. This session was only intended to introduce those in attendance to the art of self-defense. It was intended to expose them to the need for such training, and to equip them with very simple practical skills that can help them get away from an attacker who might have no idea that they possess such skills. The entire hour was very hands-on, and the students who attended were very engaged and excited all through.

## ➤ Arts Therapy



The ad for this session read, "School life is a very busy and stressful life. When we do not "steal" time away from our busy schedules to de-stress, we tend to burn out and perform less. This is why you should attend the Art Therapy session proudly brought to you by the Graduate Students Association. In this session, you will learn how to reduce your stress levels by doing some artwork." During this session, the

instructor first walked the participants through the need for art therapy. Further, she provided us with markers, pencil crayons and crayons, and then encouraged the participants to draw an image of anything they were comfortable with. Finally, she invited each person to talk about what they had drawn and why they chose to draw that. Then she explained how each person's artwork was connected to their individual imagination and inner self, and how that could help that person gain some soothing relief from stress.

### GSA Guppies

The GSA Guppies is the name of our recreational team. The essence of having a recreational team is to encourage our members to stay active. We welcome everyone who is interested, regardless of the level of skill they may have or not have. The teams are free to join because we have a budget for it. Our budget could only accommodate having 2 teams each term, however, we were only able to have one team in the 2018 Spring/Summer term. As a result, we made up for that by having 3 teams in the 2019 Winter term. The teams are shown in the table below

<b>Term</b>	<b>Type of Sport</b>	<b>Total Number of Registered Players</b>
<i>Spring/Summer</i>	Soccer	26
<i>Fall</i>	Soccer, Basketball	36
<i>Winter</i>	Futsal, Basketball, Volleyball	53



GSA Guppies Soccer Team, 2018 Spring/Summer Term



GSA Guppies Soccer Team, 2018 Fall Term



GSA Guppies Futsal Team, 2019 Winter Term



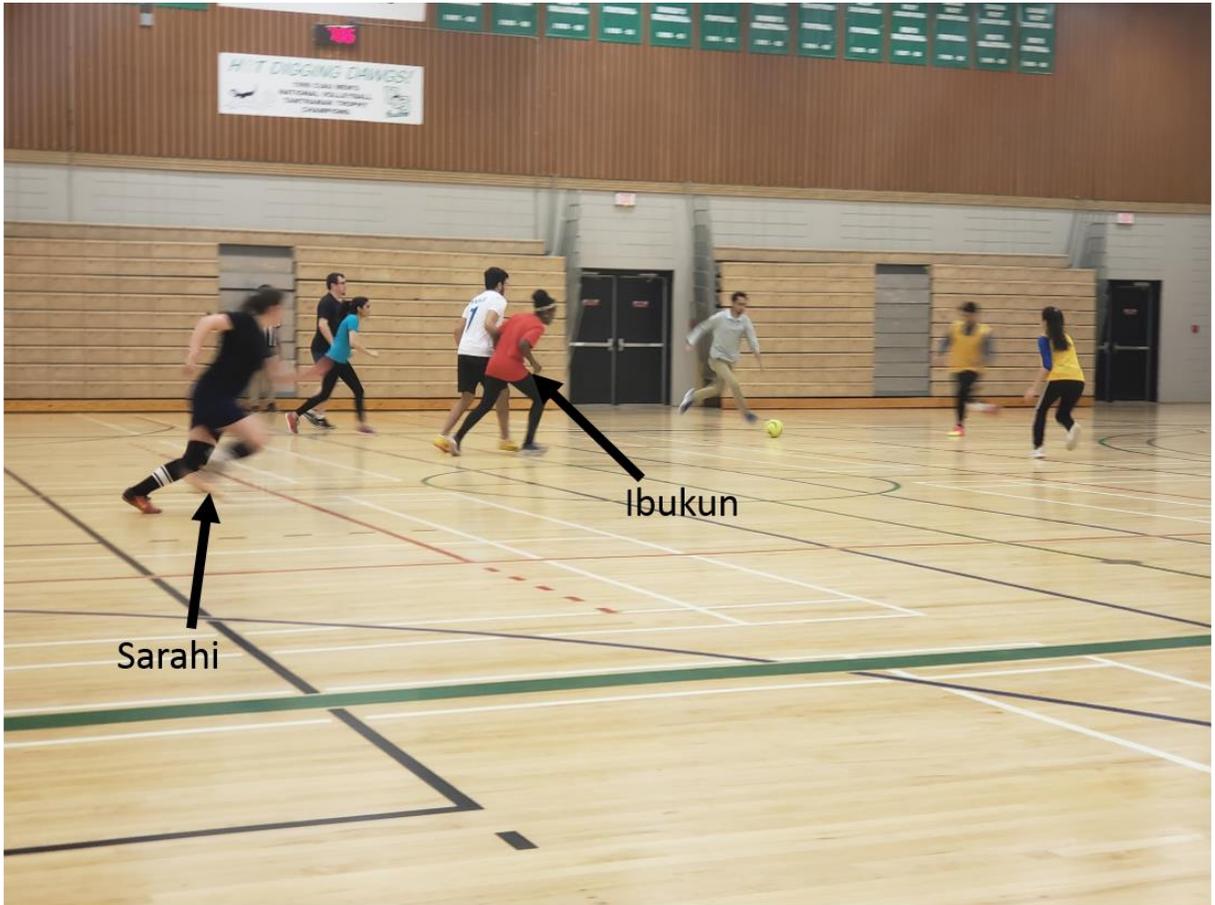
GSA Guppies Volleyball Team, 2019 Winter Term



Sarahi and Konuralp (black tops) prepare to take a free kick



Henry about to make that important pass to Ashleigh, who will then take a shot at goal, or make a pass to our striker, Konuralp.



Sarahi and Ibukun making a run to attack and dispossess the opponent of the ball.



GSA Guppies futsal team (dark jersey) scores a goal

## Diversity/Sustainability Events

The Diversity and Sustainability Committees are the two GSA committees that are responsible for ensuring that the GSA continues in her inclusive and sustainable practices. Although, the Sustainability Committee was unable to organize an event this year, in the month of March, the Diversity Committee organized an event tagged, ***Diversity + Inclusion = Unity***. This event brought together speakers from different backgrounds and walks of life who shared the importance of diversity and inclusion in their spheres. These speakers included

- Chris Sicotte (Indigenous)
- Dave Macgrane (U of S Professor/Politician)
- Bev DuBois (City Councilor)
- Franklyn De Silva (visible minority, psychological disability, and LGBTQ2 community)

This event was open to everyone, and there was a variety of foods from a few different cultures.



People queueing up for food at the Diversity + Inclusion = Unity Event



Some of the foods served at the Diversity + Inclusion = Unity Event



The Diversity + Inclusion = Unity Event



The Diversity + Inclusion = Unity Event

## Annual Awards Gala

This year's Awards Gala, themed, "**A Constellation of Stars**" was held in the Adams Ballroom of the Delta Bessborough on April 6, 2019. This event was attended by over 200 guests, which included Members of the Legislative Assembly, Senior Administration, faculty, staff, students and members of the community. The Gala paid tribute to the dedication and commitment that graduate students have shown to their research, scholarly and artistic pursuits, their philanthropy with community service and their



continued efforts in leadership, both on campus and in the community. The Gala also recognized faculty who have shown commitment to enhancing the graduate student experience, through dedication towards their graduate students, their supervisory skills and towards their student's thoughts and research ideas. Seven individuals were recognized at the Gala; 5 students and 2 faculty members. The awards were Advising Excellence Award, Excellence in Community Service, Mark Kroeker Exceptional Student Leadership Award, Professional Excellence Award, Research Excellence in Interdisciplinary Studies, and Research Excellence in STEM.

The evening was a success and was made possible by the contributions of the College of Graduate and Postdoctoral Studies, Studentcare, College of Kinesiology, College of Nursing, Alumni Association, College of Medicine, Office of the Vice-Dean Research, Western College of Veterinary Medicine, Edwards School of Business, College of Agriculture and Bio-resources, School of Public Health, Office of the Vice-Provost Health. The GSA would like to thank the Delta Bessborough for catering to our needs, Method Events for their exquisite decorations, Freeze Framez for the Photo booth, our photographer, our pianist for the sophisticated music provided during the cocktail hour and during dinner, and our DJ for their services. I would also like to thank my co-MC partner. He made my job as co-MC so much easier.



## **GSA Committees**

In my position as the VP External, I sat on 5 standing committees of the GSA:

1. **Governance Committee:** collectively worked on providing recommendations to the governing documents for the AGM.
2. **Diversity Committee:** worked to promote inclusive practices by the GSA, including organizing the Diversity + Inclusion = Unity event.
3. **Sustainability Committee:** collectively identified how the GSA can become more sustainable.
4. **Awards Selection Committee:** collectively identified the winners of the Annual Awards, individuals which were honoured at the GSA's Annual Awards Gala.
5. **Health and Dental Committee:** liaising with Studentcare to ensure that our Health and Dental plan aligns with the needs of our members as well as collectively determining a recommendation for the 2019/2020 Health and Dental plan costs.

## **University Committees, CGPS Committees and Other Committee Participation**

It was indeed a great privilege for me to be able to represent our graduate student community in these university and CGPS committees:

1. International Activities Committee of Council (now defunct)
2. CGPS Interdisciplinary Committee
3. CGPS Equity and International Committee

4. TLARC Teaching Quality Working Group
5. Images of Research Competition Judging
6. Search Committee for the Vice President Research

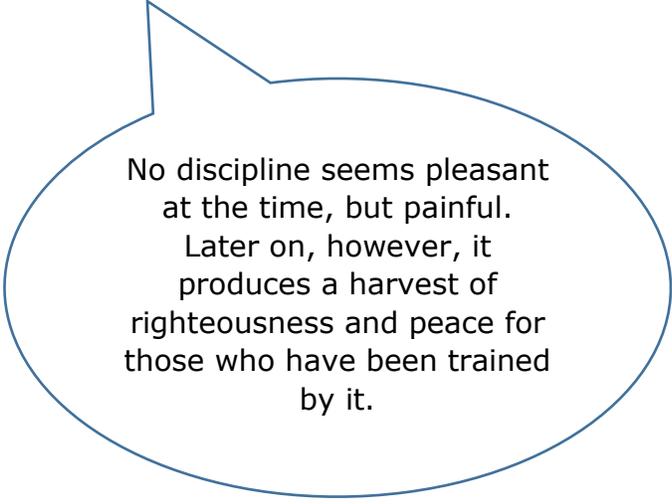
## Canadian Federation of Students (CFS)

One of my responsibilities as the VP External is liaising with the CFS. The University of Saskatchewan Graduate Students' Association (GSA) is Local 101 with the CFS. In my position as the Vice-President External, I liaised with both the provincial Saskatchewan component as well as other Locals across Canada. I attended both the National General Meeting, which was held in Gatineau in November, and the National Graduate Caucus, which was held in Ottawa in March, where we explored strategies on how to create a better life and study environment for our graduate students through campaigns, policy changes and implementation, government lobbying and engagement of senior administration and student unions at various universities in Canada.

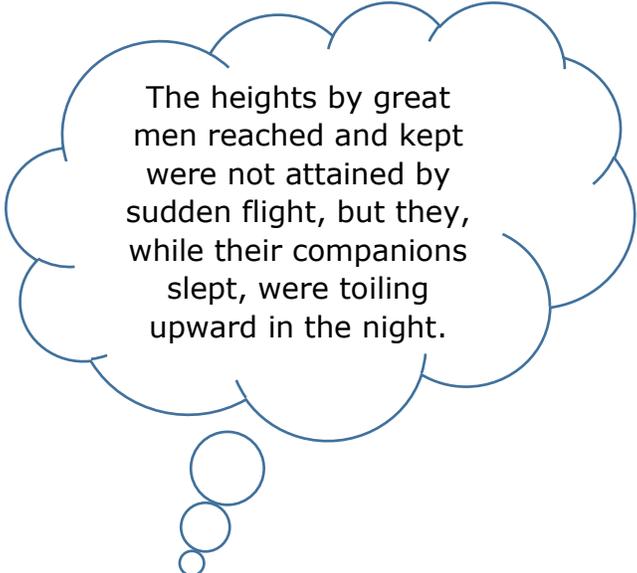
On March 1-3, the CFS organized the Prairie Racialized and Indigenous Students' Experience (RISE) summit. This summit was aimed at discussing the challenges that racialized and indigenous students face, and building a community support system. In attendance, there were various students from the University of Manitoba, University of Saskatchewan, University of Regina, and First Nations University.

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## Hebrews 12:11



No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.



The heights by great men reached and kept were not attained by sudden flight, but they, while their companions slept, were toiling upward in the night.

Henry Wadsworth Longfellow

---

It has been an immense pleasure to have served alongside these individuals as colleagues and friends: Naheda Sahtout, the GSA President; Jesus Corona Gomez, the VP Finance and Operations; Edgar Martinez Soberanes, the VP Student Affairs; Marie-Eve Presber; Candace Suessmilch, the Office Manager; the members of the GSA Committees. Thank you all for helping to make this work easy and enjoyable.

I want to also use this opportunity to thank the most important person in my life for helping me to achieve stability and focus throughout my time as the VP External. This individual has always been there when I needed Him the most. Without Him, I would not have been able to run for this position in the first place. And, if I had run and won, I would not have been able to stay until the end. This individual is God Almighty.

Another person I would like to appreciate is my fiancée, Sandra Ifejika. She has been patient with me, even when I could not speak with her because of my GSA duties. She understood me, believed in me, and stood by me through the thick and thin, even though we are continents and time zones away from each other. Thank you, Sandra, for helping to give me a good work-life balance, and contributing to my overall success as the Vice President External of the Graduate Students' Association, University of Saskatchewan.

Sincerely,

*Somto Ufondu*

Somtochukwu Ufondu

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**FINANCIAL STATEMENTS**

(Unaudited)

**APRIL 30, 2014**





**BUCKBERGER BAERG**  
**& PARTNERS LLP**  
CHARTERED PROFESSIONAL ACCOUNTANTS

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Paul Pastor CPA CA CBV\*  
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\* services provided through  
professional corporation

## REVIEW ENGAGEMENT REPORT

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

We have reviewed the statement of financial position of University of Saskatchewan Graduate Students' Association, Inc. as at April 30, 2014 and the statements of operations, changes in fund balances and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Association.

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

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

SASKATOON, SASKATCHEWAN

April 24, 2018

*Buckberger Baerg & Partners LLP*

Chartered Professional Accountants

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF FINANCIAL POSITION**

(Unaudited)

**APRIL 30, 2014**

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2014</u>	<u>2013</u>
<b>ASSETS</b>					
<b>Current assets</b>					
Cash	\$ 238,494	\$ 100,227	\$ -	\$ 338,721	\$ 309,999
Accounts receivable	82,907	-	-	82,907	71,055
Prepaid health and dental premiums	<u>221,804</u>	<u>-</u>	<u>-</u>	<u>221,804</u>	<u>192,621</u>
	543,205	100,227	-	643,432	573,675
Capital assets (Note 3)	<u>-</u>	<u>-</u>	<u>143,623</u>	<u>143,623</u>	<u>161,512</u>
	<b><u>\$ 543,205</u></b>	<b><u>\$ 100,227</u></b>	<b><u>\$ 143,623</u></b>	<b><u>\$ 787,055</u></b>	<b><u>\$ 735,187</u></b>

**LIABILITIES**

<b>Current liabilities</b>	
Accounts payable and accrued liabilities	\$ 168,126
Deferred revenue (Note 4)	<u>224,459</u>
	<u>392,585</u>

**FUND BALANCES**

Balance	<u>150,620</u>	<u>100,227</u>	<u>143,623</u>	<u>394,470</u>	<u>432,541</u>
	<b><u>\$ 543,205</u></b>	<b><u>\$ 100,227</u></b>	<b><u>\$ 143,623</u></b>	<b><u>\$ 787,055</u></b>	<b><u>\$ 735,187</u></b>

See accompanying notes

Approved on behalf of the board

Director \_\_\_\_\_ Director \_\_\_\_\_

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF OPERATIONS**

(Unaudited)

**YEAR ENDED APRIL 30, 2014**

	General fund	Health and dental fund	Capital asset fund	2014	2013
<b>Revenue</b>					
Dental and health plan	\$ 669,264	\$ -	\$ -	\$ 669,264	\$ 645,541
UPass	503,960	-	-	503,960	-
Student fees	218,513	-	-	218,513	209,087
In-kind contributions (Note 5)	124,973	-	-	124,973	121,332
Rental, interest and other	69,536	279	-	69,815	28,501
Fundraising gala	23,500	-	-	23,500	8,006
	<u>1,609,746</u>	<u>279</u>	<u>-</u>	<u>1,610,025</u>	<u>1,012,467</u>
<b>Expenses</b>					
Administration fees	13,586	-	-	13,586	8,678
Amortization	-	-	34,546	34,546	28,709
Bursaries and student fund	56,000	-	-	56,000	47,520
Canadian Federation of Students	34,235	-	-	34,235	29,071
Conferences and events	27,817	-	-	27,817	6,630
Course council funding	5,033	-	-	5,033	2,354
Facilities and maintenance	769	-	-	769	311
Fundraising gala	33,605	-	-	33,605	12,652
Health and dental premiums	630,150	-	-	630,150	581,917
Insurance	4,037	-	-	4,037	3,224
Interest and bank charges	279	32	-	310	223
License fee, rental and occupancy (Note 5)	124,986	-	-	124,986	121,345
Meals and entertainment	9,428	-	-	9,428	3,215
Office	18,486	-	-	18,486	6,882
Professional fees	9,354	-	-	9,354	9,000
Salaries and related benefits	70,882	-	-	70,882	57,997
Stipends and honoraria	47,805	-	-	47,805	37,504
Telephone and utilities	3,102	-	-	3,102	7,156
Travel and accommodation	9,869	-	-	9,869	1,815
UPass	514,096	-	-	514,096	-
	<u>1,613,519</u>	<u>32</u>	<u>34,546</u>	<u>1,648,096</u>	<u>966,203</u>
<b>(Deficiency) excess of revenues over expenditures</b>	<b>\$ (3,773)</b>	<b>\$ 247</b>	<b>\$ (34,546)</b>	<b>\$ (38,071)</b>	<b>\$ 46,264</b>

See accompanying notes

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF CHANGES IN FUND BALANCES

(Unaudited)

YEAR ENDED APRIL 30, 2014

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2014</u>	<u>2013</u>
<b>Balance, beginning of year</b>	\$ 222,843	\$ 48,186	\$ 161,513	\$ 432,541	\$ 386,277
(Deficiency) excess of revenues over expenditures	(3,773)	247	(34,546)	(38,071)	46,264
Purchase of capital assets	(16,656)	-	16,656	-	-
Interfund transfers	(51,794)	51,794	-	-	-
<b>Balance, end of year</b>	<u>\$ 150,620</u>	<u>\$ 100,227</u>	<u>\$ 143,623</u>	<u>\$ 394,470</u>	<u>\$ 432,541</u>

*See accompanying notes*

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF CASH FLOWS**

(Unaudited)

**YEAR ENDED APRIL 30, 2014**

	<u>2014</u>	<u>2013</u>
<b>Cash flows from operating activities</b>		
(Deficiency) excess of revenues over expenditures	\$ (38,071)	\$ 46,264
Adjustments for		
Amortization	<u>34,546</u>	<u>28,709</u>
	(3,525)	74,973
Change in non-cash working capital items		
Accounts receivable	(11,852)	(1,046)
Prepaid health and dental premiums	(29,183)	10,826
Accounts payable and accrued liabilities	85,826	61,728
Deferred revenue	<u>4,112</u>	<u>15,159</u>
	<u>45,378</u>	<u>161,640</u>
<b>Cash flows used in investing activity</b>		
Purchase of capital assets	<u>(16,656)</u>	<u>-</u>
<b>Net increase in cash during the year</b>	28,722	161,640
Cash, beginning of year	<u>309,999</u>	<u>148,359</u>
<b>Cash, end of year</b>	<b><u>\$ 338,721</u></b>	<b><u>\$ 309,999</u></b>
<b>Cash consists of:</b>		
Unrestricted cash	\$ 238,494	\$ 261,813
Restricted cash	<u>100,227</u>	<u>48,186</u>
	<b><u>\$ 338,721</u></b>	<b><u>\$ 309,999</u></b>

*See accompanying notes*

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

(Unaudited)

**APRIL 30, 2014**

**1. Nature of operations**

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

**2. Significant accounting policies**

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

**Fund accounting**

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

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

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

**Capital assets**

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

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

**Contributed materials, lease and occupancy costs**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2014**

(Unaudited)

**2. Significant accounting policies (continued)**

**Revenue recognition**

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

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

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

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

**Financial instruments**

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

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

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

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

**Use of estimates**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2014**

(Unaudited)

**3. Capital assets**

			2014	2013
	Cost	Accumulated amortization	Net book value	Net book value
Computer software	\$ 8,578	\$ 8,578	\$ -	\$ -
Furniture and fixtures	57,442	30,513	26,929	21,480
Leasehold improvements	233,387	116,693	116,694	140,032
	<u>\$ 299,407</u>	<u>\$ 155,784</u>	<u>\$ 143,623</u>	<u>\$ 161,512</u>

**4. Deferred revenue**

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

**5. License for premises**

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

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

**6. Economic dependence**

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

**7. Financial instruments**

**Credit risk**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2014**

(Unaudited)

7. **Financial instruments (continued)**

**Liquidity risk**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**FINANCIAL STATEMENTS**

(Unaudited)

**APRIL 30, 2015**





**BUCKBERGER BAERG**  
— & PARTNERS LLP —  
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\* services provided through  
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## REVIEW ENGAGEMENT REPORT

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

We have reviewed the statement of financial position of University of Saskatchewan Graduate Students' Association, Inc. as at April 30, 2015 and the statements of operations, changes in fund balances and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Association.

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

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

SASKATOON, SASKATCHEWAN

August 20, 2018

*Buckberger Baerg & Partners LLP*

Chartered Professional Accountants

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF FINANCIAL POSITION**

(Unaudited)

**APRIL 30, 2015**

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2015</u>	<u>2014</u>
<b><u>ASSETS</u></b>					
<b>Current assets</b>					
Cash	\$ 127,452	\$ 100,455	\$ -	\$ 227,907	\$ 338,720
Accounts receivable	71,619	-	-	71,619	82,907
Prepaid health and dental premiums	<u>272,026</u>	<u>-</u>	<u>-</u>	<u>272,026</u>	<u>221,804</u>
	471,097	100,455	-	571,552	643,431
Capital assets (Note 3)	-	-	114,898	114,898	143,623
	<u>\$ 471,097</u>	<u>\$ 100,455</u>	<u>\$ 114,898</u>	<u>\$ 686,450</u>	<u>\$ 787,054</u>

**LIABILITIES**

<b>Current liabilities</b>					
Accounts payable and accrued liabilities	\$ 114,957	\$ -	\$ -	\$ 114,957	\$ 168,125
Deferred revenue (Note 4)	<u>239,076</u>	<u>-</u>	<u>-</u>	<u>239,076</u>	<u>224,459</u>
	354,033	-	-	354,033	392,584

**FUND BALANCES**

Balance	117,063	100,455	114,898	332,417	394,470
	<u>\$ 471,096</u>	<u>\$ 100,455</u>	<u>\$ 114,898</u>	<u>\$ 686,450</u>	<u>\$ 787,054</u>

*See accompanying notes*

Approved on behalf of the board

Director \_\_\_\_\_ Director \_\_\_\_\_

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF OPERATIONS**

(Unaudited)

**YEAR ENDED APRIL 30, 2015**

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2015</u>	<u>2014</u>
<b>Revenue</b>					
Dental and health plan	\$ 702,610	\$ -	\$ -	\$ 702,610	\$ 669,264
UPass	619,777	-	-	619,777	503,960
Student fees	218,978	-	-	218,978	218,513
In-kind contributions (Note 5)	128,722	-	-	128,722	124,973
Rental, interest and other	29,466	228	-	29,695	69,815
Fundraising gala	30,475	-	-	30,475	23,500
	<u>1,730,028</u>	<u>228</u>	<u>-</u>	<u>1,730,257</u>	<u>1,610,025</u>
<b>Expenses</b>					
Administration fees	5,685	-	-	5,685	13,586
Amortization	-	-	28,725	28,725	34,546
Bursaries and student fund	29,200	-	-	29,200	56,000
Canadian Federation of Students	33,231	-	-	33,231	34,235
Conferences and events	18,212	-	-	18,212	27,817
Course council funding	2,606	-	-	2,606	5,033
Facilities and maintenance	719	-	-	719	769
Fundraising gala	26,719	-	-	26,719	33,605
Health and dental premiums	760,123	-	-	760,123	630,150
Insurance	3,708	-	-	3,708	4,037
Interest and bank charges	1,755	-	-	1,754	310
License fee, rental and occupancy (Note 5)	128,735	-	-	128,735	124,986
Meals and entertainment	7,299	-	-	7,299	9,428
Office	15,717	-	-	15,717	18,486
Professional fees	7,995	-	-	7,995	9,354
Salaries and related benefits	71,019	-	-	71,019	70,882
Stipends and honoraria	37,607	-	-	37,607	47,805
Telephone and utilities	3,793	-	-	3,793	3,102
Travel and accommodation	3,595	-	-	3,595	9,869
UPass	605,868	-	-	605,868	514,096
	<u>1,763,586</u>	<u>-</u>	<u>28,725</u>	<u>1,792,310</u>	<u>1,648,096</u>
<b>(Deficiency) excess of revenues over expenditures</b>	<b>\$ (33,558)</b>	<b>\$ 228</b>	<b>\$ (28,725)</b>	<b>\$ (62,053)</b>	<b>\$ (38,071)</b>

See accompanying notes

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF CHANGES IN FUND BALANCES

(Unaudited)

YEAR ENDED APRIL 30, 2015

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2015</u>	<u>2014</u>
<b>Balance, beginning of year</b>	\$ 150,621	\$ 100,227	\$ 143,623	\$ 394,470	\$ 432,541
(Deficiency) excess of revenues over expenditures	<u>(33,558)</u>	<u>228</u>	<u>(28,725)</u>	<u>(62,053)</u>	<u>(38,071)</u>
<b>Balance, end of year</b>	<b><u>\$ 117,063</u></b>	<b><u>\$ 100,455</u></b>	<b><u>\$ 114,898</u></b>	<b><u>\$ 332,417</u></b>	<b><u>\$ 394,470</u></b>

*See accompanying notes*

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF CASH FLOWS**

(Unaudited)

**YEAR ENDED APRIL 30, 2015**

	<u>2015</u>	<u>2014</u>
<b>Cash flows (used in) from operating activities</b>		
Deficiency of revenues over expenditures	\$ (62,053)	\$ (38,071)
Adjustments for		
Amortization	<u>28,725</u>	<u>34,546</u>
	<u>(33,328)</u>	<u>(3,525)</u>
Change in non-cash working capital items		
Accounts receivable	11,288	(11,852)
Prepaid health and dental premiums	(50,222)	(29,183)
Accounts payable and accrued liabilities	(53,168)	85,826
Deferred revenue	<u>14,617</u>	<u>4,112</u>
	<u>(110,813)</u>	<u>45,378</u>
<b>Cash flows used in investing activity</b>		
Purchase of capital assets	<u>-</u>	<u>(16,656)</u>
<b>Net (decrease) increase in cash</b>	(110,813)	28,722
Cash, beginning of year	<u>338,720</u>	<u>309,999</u>
<b>Cash, end of year</b>	<b><u>\$ 227,907</u></b>	<b><u>\$ 338,721</u></b>
<b>Cash consists of:</b>		
Unrestricted cash	\$ 127,452	\$ 238,494
Restricted cash	<u>100,455</u>	<u>100,227</u>
	<b><u>\$ 227,907</u></b>	<b><u>\$ 338,721</u></b>

*See accompanying notes*

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

(Unaudited)

**APRIL 30, 2015**

**1. Nature of operations**

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

**2. Significant accounting policies**

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

**Fund accounting**

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

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

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

**Capital assets**

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

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

**Contributed materials, lease and occupancy costs**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

(Unaudited)

**APRIL 30, 2015**

**2. Significant accounting policies (continued)**

**Revenue recognition**

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

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

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

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

**Financial instruments**

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

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

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

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

**Use of estimates**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

(Unaudited)

**APRIL 30, 2015**

**3. Capital assets**

	<u>2015</u>		<u>2014</u>	
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>	<u>Net book value</u>
Computer software	\$ 8,578	\$ 8,578	\$ -	\$ -
Furniture and fixtures	57,442	35,899	21,543	26,929
Leasehold improvements	233,387	140,032	93,355	116,694
	<u>\$ 299,407</u>	<u>\$ 184,509</u>	<u>\$ 114,898</u>	<u>\$ 143,623</u>

**4. Deferred revenue**

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

**5. License for premises**

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

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

**6. Economic dependence**

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

**7. Financial instruments**

**Credit risk**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

(Unaudited)

**APRIL 30, 2015**

**7. Financial instruments (continued)**

**Liquidity risk**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**FINANCIAL STATEMENTS**

**APRIL 30, 2016**





**BUCKBERGER BAERG**  
— & PARTNERS LLP —  
CHARTERED PROFESSIONAL ACCOUNTANTS

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\* services provided through  
professional corporation

## INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of University of Saskatchewan Graduate Students' Association, Inc., which comprise the statement of financial position as at April 30, 2016, and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our qualified audit opinion.

**INDEPENDENT AUDITOR'S REPORT (continued)**

*Basis for Qualified Opinion*

University of Saskatchewan Graduate Students' Association, Inc. derives a material amount of revenue from other sources, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these amounts was limited to the amounts recorded in the records of the organization. We were unable to determine whether any adjustments might be necessary to revenue, (deficiency) excess of revenue over expenses, assets and fund balances.

*Qualified Opinion*

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of University of Saskatchewan Graduate Students' Association, Inc. as at April 30, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

SASKATOON, SASKATCHEWAN

December 14, 2018

*Buchberger Berg & Partners LLP*

Chartered Professional Accountants

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF FINANCIAL POSITION**

**APRIL 30, 2016**

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2016</u>	<u>2015</u>
<b><u>ASSETS</u></b>					
<b>Current assets</b>					
Cash	\$ 477,973	\$ 159,100	\$ -	\$ 637,073	\$ 227,907
Accounts receivable	72,346	-	-	72,346	71,619
Prepaid health and dental premiums	255,563	-	-	255,563	272,026
Interfund receivable	<u>42,899</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	848,781	159,100	-	964,982	571,552
Capital assets (Note 3)	<u>-</u>	<u>-</u>	<u>83,622</u>	<u>83,622</u>	<u>114,898</u>
	<b><u>\$ 848,781</u></b>	<b><u>\$ 159,100</u></b>	<b><u>\$ 83,622</u></b>	<b><u>\$ 1,048,604</u></b>	<b><u>\$ 686,450</u></b>

**LIABILITIES**

<b>Current liabilities</b>					
Accounts payable and accrued liabilities	\$ 462,485	\$ -	\$ -	\$ 462,484	\$ 114,957
Deferred revenue (Note 4)	274,952	-	-	274,952	239,076
Interfund payable	<u>-</u>	<u>42,899</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>737,437</u>	<u>42,899</u>	<u>-</u>	<u>737,436</u>	<u>354,033</u>

**FUND BALANCES**

Balance	<u>111,344</u>	<u>116,201</u>	<u>83,622</u>	<u>311,168</u>	<u>332,417</u>
	<b><u>\$ 848,781</u></b>	<b><u>\$ 159,100</u></b>	<b><u>\$ 83,622</u></b>	<b><u>\$ 1,048,604</u></b>	<b><u>\$ 686,450</u></b>

*See accompanying notes*

Approved on behalf of the board

Director \_\_\_\_\_

Director \_\_\_\_\_

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF OPERATIONS**

**YEAR ENDED APRIL 30, 2016**

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2016</u>	<u>2015</u>
<b>Revenue</b>					
Dental and health plan	\$ 781,249	\$ -	\$ -	\$ 781,249	\$ 702,610
UPass	545,707	-	-	545,707	619,777
Student fees	237,143	-	-	237,143	218,978
In-kind contributions (Note 5)	132,583	-	-	132,583	128,722
Other revenue	46,148	261	-	46,409	60,170
	<u>1,742,830</u>	<u>261</u>	<u>-</u>	<u>1,743,091</u>	<u>1,730,257</u>
<b>Expenses</b>					
Administration fees	33,050	-	-	33,050	5,685
Amortization	-	-	26,740	26,740	28,725
Bursaries and student fund	30,039	-	-	30,039	29,200
Canadian Federation of Students	33,907	-	-	33,907	33,231
Conferences and events	14,345	-	-	14,345	18,212
Course council funding	6,074	-	-	6,074	2,606
Facilities and maintenance	644	-	-	644	719
Fundraising gala	25,505	-	-	25,505	26,719
Health and dental premiums	759,126	-	-	759,126	760,123
Insurance	4,298	-	-	4,298	3,708
Interest and bank charges	626	-	-	626	1,754
License fee, rental and occupancy (Note 5)	132,596	-	-	132,596	128,735
Meals and entertainment	2,522	-	-	2,522	7,299
Office	14,860	-	-	14,860	15,717
Professional fees	25,521	-	-	25,521	7,995
Salaries and related benefits	69,663	-	-	69,663	71,019
Stipends and honoraria	41,717	-	-	41,717	37,607
Telephone and utilities	2,323	-	-	2,323	3,793
Travel and accommodation	3,592	-	-	3,592	3,595
UPass	535,656	-	-	535,656	605,868
	<u>1,736,064</u>	<u>-</u>	<u>26,740</u>	<u>1,762,804</u>	<u>1,792,310</u>
	<u>6,766</u>	<u>261</u>	<u>(26,740)</u>	<u>(19,713)</u>	<u>(62,053)</u>
Gain on sale of capital assets	-	-	1,536	1,536	-
<b>Excess (deficiency) of revenues over expenditures</b>	<b>\$ 6,766</b>	<b>\$ 261</b>	<b>\$ (28,276)</b>	<b>\$ (21,249)</b>	<b>\$ (62,053)</b>

*See accompanying notes*

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF CHANGES IN FUND BALANCES

YEAR ENDED APRIL 30, 2016

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2016</u>	<u>2015</u>
<b>Balance, beginning of year</b>	\$ 117,063	\$ 100,455	\$ 114,898	\$ 332,417	\$ 394,470
Excess (deficiency) of revenues over expenditures	6,766	261	(28,276)	(21,249)	(62,053)
Interfund transfer	(15,485)	15,485	-	-	-
Proceeds on disposal of capital assets	3,000	-	(3,000)	-	-
<b>Balance, end of year</b>	<u>\$ 111,344</u>	<u>\$ 116,201</u>	<u>\$ 83,622</u>	<u>\$ 311,168</u>	<u>\$ 332,417</u>

*See accompanying notes*

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF CASH FLOWS**

**YEAR ENDED APRIL 30, 2016**

	<u>2016</u>	<u>2015</u>
<b>Cash flows from (used in) operating activities</b>		
Deficiency of revenues over expenditures	\$ (21,249)	\$ (62,053)
Adjustments for		
Amortization	26,740	28,725
Loss on disposal of capital assets	<u>1,536</u>	<u>-</u>
	7,027	(33,328)
Change in non-cash working capital items		
Accounts receivable	(727)	11,288
Prepaid health and dental premiums	16,463	(50,222)
Accounts payable and accrued liabilities	347,527	(53,168)
Deferred revenue	<u>35,876</u>	<u>14,617</u>
	<u>406,166</u>	<u>(110,813)</u>
<b>Cash flows from investing activity</b>		
Proceeds on disposal of capital assets	<u>3,000</u>	<u>-</u>
<b>Increase (decrease) in cash</b>	409,166	(110,813)
Cash, beginning of year	<u>227,907</u>	<u>338,720</u>
<b>Cash, end of year</b>	<b><u>\$ 637,073</u></b>	<b><u>\$ 227,907</u></b>
<b>Cash consists of:</b>		
Unrestricted cash	\$ 477,973	\$ 127,452
Restricted cash	<u>159,100</u>	<u>100,455</u>
	<b><u>\$ 637,073</u></b>	<b><u>\$ 227,907</u></b>

*See accompanying notes*

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2016**

**1. Nature of operations**

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

**2. Significant accounting policies**

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

**Fund accounting**

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

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

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

**Capital assets**

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

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

**Contributed materials, lease, and occupancy costs**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2016**

**2. Significant accounting policies (continued)**

**Revenue recognition**

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

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

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

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

**Financial instruments**

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

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

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

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

**Use of estimates**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2016**

**3. Capital assets**

			2016	2015
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>	<u>Net book value</u>
Computer software	\$ 8,578	\$ 8,578	\$ -	\$ -
Furniture and fixtures	51,142	37,536	13,606	21,543
Leasehold improvements	233,387	163,371	70,016	93,355
	<u>\$ 293,107</u>	<u>\$ 209,485</u>	<u>\$ 83,622</u>	<u>\$ 114,898</u>

**4. Deferred revenue**

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

**5. License for premises**

The Association has been granted a license to occupy space in a building owned by the University of Saskatchewan (known as St. Chad's Chapel Building) for an annual administration fee of \$12. The license period expires April 30, 2019, with no remaining extension options.

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

**6. Economic dependence**

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

**7. Financial instruments**

**Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from customers. The Association's main credit risk relates to its accounts receivable. Credit risk is minimized as the University of Saskatchewan is the main counter party and carries low risk of default.

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2016**

**7. Financial instruments (continued)**

**Liquidity risk**

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities. The Association's main credit risk relates to its accounts payable and accrued liabilities. This is mitigated by having sufficient cash resources and cash budgeting.

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**FINANCIAL STATEMENTS**

**APRIL 30, 2017**





**BUCKBERGER BAERG**  
— & PARTNERS LLP —  
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Jeff Persic CPA CA CFE\*

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\* services provided through  
professional corporation

## **INDEPENDENT AUDITOR'S REPORT**

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

We have audited the accompanying financial statements of University of Saskatchewan Graduate Students' Association, Inc., which comprise the statement of financial position as at April 30, 2017, and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our qualified audit opinion.

**INDEPENDENT AUDITOR'S REPORT (continued)**

*Basis for Qualified Opinion*

University of Saskatchewan Graduate Students' Association, Inc. derives a material amount of revenue from other sources, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these amounts was limited to the amounts recorded in the records of the organization. We were unable to determine whether any adjustments might be necessary to revenue, (deficiency) excess of revenue over expenses, assets and fund balances.

*Qualified Opinion*

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of University of Saskatchewan Graduate Students' Association, Inc. as at April 30, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

SASKATOON, SASKATCHEWAN

March 28, 2019

*Buchberger Bueg & Partners LLP*

Chartered Professional Accountants

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF FINANCIAL POSITION**

**APRIL 30, 2017**

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2017</u>	<u>2016</u>
<b><u>ASSETS</u></b>					
<b>Current assets</b>					
Cash	\$ 634,029	\$ 82,014	\$ -	\$ 716,043	\$ 637,073
Accounts receivable	74,838	-	-	74,838	72,346
Prepaid health and dental premiums	289,159	-	-	289,159	255,563
Interfund receivable	<u>-</u>	<u>45,426</u>	<u>-</u>	<u>-</u>	<u>-</u>
	998,026	127,440	-	1,080,040	964,982
Loans receivable (Note 3)	8,000	-	-	8,000	-
Capital assets (Note 4)	<u>-</u>	<u>-</u>	<u>57,562</u>	<u>57,562</u>	<u>83,622</u>
	<b><u>\$ 1,006,026</u></b>	<b><u>\$ 127,440</u></b>	<b><u>\$ 57,562</u></b>	<b><u>\$ 1,145,602</u></b>	<b><u>\$ 1,048,604</u></b>
<b><u>LIABILITIES</u></b>					
<b>Current liabilities</b>					
Accounts payable and accrued liabilities	\$ 559,715	\$ -	\$ -	\$ 559,713	\$ 462,483
Deferred revenue (Note 5)	277,266	-	-	277,266	274,952
Interfund payable	<u>45,426</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>882,407</u>	<u>-</u>	<u>-</u>	<u>836,979</u>	<u>737,435</u>
<b><u>FUND BALANCES</u></b>					
Balance	<u>123,619</u>	<u>127,440</u>	<u>57,562</u>	<u>308,623</u>	<u>311,169</u>
	<b><u>\$ 1,006,026</u></b>	<b><u>\$ 127,440</u></b>	<b><u>\$ 57,562</u></b>	<b><u>\$ 1,145,602</u></b>	<b><u>\$ 1,048,604</u></b>

*See accompanying notes*

Approved on behalf of the board

Director \_\_\_\_\_

Director \_\_\_\_\_

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF OPERATIONS**

**YEAR ENDED APRIL 30, 2017**

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2017</u>	<u>2016</u>
<b>Revenue</b>					
Dental and health plan	\$ 837,714	\$ -	\$ -	\$ 837,714	\$ 781,249
UPass	577,738	-	-	577,738	545,707
Student fees	246,004	-	-	246,004	237,143
In-kind contributions (Note 6)	136,561	-	-	136,561	132,583
Other revenue	63,740	96	-	63,836	46,409
	<u>1,861,757</u>	<u>96</u>	<u>-</u>	<u>1,861,853</u>	<u>1,743,091</u>
<b>Expenses</b>					
Administration fees	19,370	-	-	19,370	33,050
Amortization	-	-	26,060	26,060	26,740
Bursaries and student fund	51,430	-	-	51,430	30,039
Canadian Federation of Students	34,606	-	-	34,606	33,907
Conferences and events	16,577	-	-	16,577	14,345
Course council funding	3,016	-	-	3,016	6,074
Facilities and maintenance	445	-	-	445	644
Fundraising gala	29,361	-	-	29,361	25,505
Health and dental premiums	826,571	-	-	826,571	759,126
Insurance	5,077	-	-	5,077	4,298
Interest and bank charges	767	-	-	766	625
License fee, rental and occupancy (Note 6)	136,574	-	-	136,574	132,596
Meals and entertainment	5,595	-	-	5,595	2,522
Office	9,148	-	-	9,148	14,860
Professional fees	24,293	-	-	24,293	25,521
Salaries and related benefits	70,950	-	-	70,950	69,663
Stipends and honoraria	45,599	-	-	45,599	41,717
Telephone and utilities	1,968	-	-	1,968	2,323
Travel and accommodation	3,918	-	-	3,918	3,592
UPass	553,074	-	-	553,074	535,656
	<u>1,838,339</u>	<u>-</u>	<u>26,060</u>	<u>1,864,398</u>	<u>1,762,803</u>
Gain on sale of capital assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,536</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<b><u>\$ 23,418</u></b>	<b><u>\$ 96</u></b>	<b><u>\$ (26,060)</u></b>	<b><u>\$ (2,545)</u></b>	<b><u>\$ (21,248)</u></b>

*See accompanying notes*

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF CHANGES IN FUND BALANCES**

**YEAR ENDED APRIL 30, 2017**

	<u>General fund</u>	<u>Health and dental fund</u>	<u>Capital asset fund</u>	<u>2017</u>	<u>2016</u>
<b>Balance, beginning of year</b>	\$ 111,344	\$ 116,201	\$ 83,622	\$ 311,168	\$ 332,417
Excess (deficiency) of revenues over expenditures	23,418	96	(26,060)	(2,545)	(21,248)
Interfund transfer	(11,143)	11,143	-	-	-
<b>Balance, end of year</b>	<b>\$ 123,619</b>	<b>\$ 127,440</b>	<b>\$ 57,562</b>	<b>\$ 308,623</b>	<b>\$ 311,169</b>

*See accompanying notes*

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**STATEMENT OF CASH FLOWS**

**YEAR ENDED APRIL 30, 2017**

	<u>2017</u>	<u>2016</u>
<b>Cash flows from operating activities</b>		
Deficiency of revenues over expenditures	\$ (2,545)	\$ (21,248)
Adjustments for		
Amortization	26,060	26,740
Loss on disposal of capital assets	<u>-</u>	<u>1,536</u>
	<u>23,515</u>	<u>7,028</u>
Change in non-cash working capital items		
Accounts receivable	(2,492)	(727)
Prepaid health and dental premiums	(33,596)	16,463
Accounts payable and accrued liabilities	97,229	347,526
Deferred revenue	<u>2,314</u>	<u>35,876</u>
	<u>86,970</u>	<u>406,166</u>
<b>Cash flows (used in) from investing activities</b>		
Loans receivable	(8,000)	-
Proceeds on disposal of capital assets	<u>-</u>	<u>3,000</u>
	<u>(8,000)</u>	<u>3,000</u>
<b>Net increase in cash during the year</b>	78,970	409,166
Cash, beginning of year	<u>637,073</u>	<u>227,907</u>
<b>Cash, end of year</b>	<b><u>\$ 716,043</u></b>	<b><u>\$ 637,073</u></b>
<b>Cash consists of:</b>		
Unrestricted cash	\$ 634,029	\$ 477,973
Restricted cash	<u>82,014</u>	<u>159,100</u>
	<b><u>\$ 716,043</u></b>	<b><u>\$ 637,073</u></b>

*See accompanying notes*

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2017**

**1. Nature of operations**

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

**2. Significant accounting policies**

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

**Fund accounting**

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

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

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

**Capital assets**

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

Furniture and fixtures	Declining balance	20%
Leasehold improvements	Straight-line	10 years
Computer equipment	Declining balance	100%

**Contributed materials, lease, and occupancy costs**

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

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2017**

**2. Significant accounting policies (continued)**

**Revenue recognition**

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

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

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

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

**Financial instruments**

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

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

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

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

**Use of estimates**

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

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2017**

**3. Loan receivable**

At year end, the association has a loan receivable of \$8,000 outstanding which bears interest at 10% and is repayable in annual payments of \$4,000 starting October 14, 2018.

**4. Capital assets**

	<u>2017</u>		<u>2016</u>	
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>	<u>Net book value</u>
Computer software	\$ 8,578	\$ 8,578	\$ -	\$ -
Furniture and fixtures	51,142	40,257	10,885	13,606
Equipment	<u>233,387</u>	<u>186,710</u>	<u>46,677</u>	<u>70,016</u>
	<b><u>\$ 293,107</u></b>	<b><u>\$ 235,545</u></b>	<b><u>\$ 57,562</u></b>	<b><u>\$ 83,622</u></b>

**5. Deferred revenue**

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

**6. License for premises**

The Association has been granted a license to occupy space in a building owned by the University of Saskatchewan (known as St. Chad's Chapel Building) for an annual administration fee of \$12. The license period expires April 30, 2019, with no remaining extension options.

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

**7. Related party transactions**

During the year, the Association paid \$31,133 (2016 - \$39,648) of payments to members of the executive committee, which is included in stipends and honoraria expense.

These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

**UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.**

**NOTES TO THE FINANCIAL STATEMENTS**

**APRIL 30, 2017**

**8. Economic dependence**

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

**9. Financial instruments**

**Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from customers. The Association's main credit risk relates to its accounts receivable. Credit risk is minimized as the University of Saskatchewan is the main counter party and carries low risk of default.

**Liquidity risk**

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities. The Association's main credit risk relates to its accounts payable and accrued liabilities. This is mitigated by having sufficient cash resources and cash budgeting.



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

Created: April 13, 2010  
Revised: April 11, 2013  
Revised: May 19, 2015  
Revised: March 13, 2017  
Revised: April 24, 2018  
Last Revised: April 16, 2019

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## 1. Name

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

## 2. Definitions

- 2.1. The following definitions shall be used in the GSA Constitution, the GSA Bylaws, and the GSA Policy Manual:
  - 2.1.1. Constitution - The constitution of the Association;
  - 2.1.2. Bylaws - The bylaws of the Association;
  - 2.1.3. Policies - The policies of the Association;
  - 2.1.4. Academic Unit - Any department, division, school, or college that falls under the purview of the College of Graduate and Postdoctoral Studies;
  - 2.1.5. Academic Council - Representative student organization of an Academic Unit;
  - 2.1.6. Executive – Comprised of the President, the Vice-Presidents, and the Indigenous Liaison;
  - 2.1.7. Council - As described in Article 7 of this Constitution;
  - 2.1.8. Councillors - Registered member representatives from each eligible Academic Council;
  - 2.1.9. Members or Membership - The members of the Association;
  - 2.1.10. University - The University of Saskatchewan;
  - 2.1.11. Majority vote - as defined in the latest edition of Robert’s Rules of Order;
  - 2.1.12. General Meetings - shall refer to both ~~the~~ Annual General Meeting and ~~any~~ Special General Meetings;
  - 2.1.13. Fiscal year – shall refer to the period between May 1 – April 30, inclusive;
  - ~~2.1.12.~~2.1.14. Academic year – shall refer to the period between September 1 – August 31, inclusive.

## 3. Purpose

- 3.1. The purpose of the Association is to:
  - 3.1.1. Be the recognized representative body for its Members to the University administration, its faculty, staff, and the external community;
  - 3.1.2. Ensure its Members have access to quality resources and services that support their academic success;
  - 3.1.3. Advocate for the unique needs and concerns of its Members; and,
  - 3.1.4. Build a cohesive community among its Members.
- 3.2. The Association shall attempt to provide professional, academic, and social activities

and services, as well as promote awareness of issues that are relevant to its Members;  
~~and provide services to its Members;~~

- 3.3 The Association recognizes that every student has the right to equal treatment with respect to student activities, services, and organizations, without discrimination due to race, ancestry, ~~and~~ place of origin, colour, ethnic origin, citizenship, religion, creed, sex, sexual orientation, gender, age, marital status, family status, disability, or the receipt of public assistance. The Association further recognizes that some Members have been historically and systematically disadvantaged on the above grounds, with resultant under-representation in institutions of post-secondary education. The Association shall strive to be free of all forms of discrimination in all endeavours;
- 3.4 The Association will consult with the University of Saskatchewan Students' Union (USSU), ~~and~~ the Union of Graduate and Postdoctoral Workers (Public Service Alliance of Canada Local 40004) and the Society of Postdoctoral Scholars (SPS) on matters of common interest;
- 3.5 The Association shall be carried on without purpose of financial gain or profits from its Members. Any profits or other accretions shall be utilized in accordance with ~~Section 30 of~~ the Saskatchewan Non-Profit Corporations Act, 1995.

#### 4. Scope

- 4.1. The Constitution, Bylaws, and Policies of the Association must adhere to the Saskatchewan Non-Profit Corporations Act, 1995;
- 4.2. The Constitution takes precedence over the Bylaws which in turn take precedence over the Policies of the Association.

#### 5. Membership and Fees

##### 5.1. Members

5.1.1 There shall be three classes of membership for the Association: Regular Members, Associate Members and Honorary Lifetime Members.

##### ~~5.1.2~~

~~5.1.3~~ 5.1.2 An individual is a Regular Member if;

##### 5.1.2.1

They are a graduate student registered in the College of Graduate and Postdoctoral Studies at the University;

5.1.2.2 They are not a member of another student association that is recognized by the University Act; and,

~~They are eligible; and,~~

5.1.2.3 They have paid all Association fees in full.

##### 5.1.3 Eligibility

~~All graduate students registered in the College of Graduate and Postdoctoral Studies at the University are eligible to be Regular Members;~~

~~Graduate student members of the Saskatoon Theological Union are eligible to become Regular Members if they are registered with the College of Graduate and Postdoctoral Studies.~~

An individual is an Associate Member if;

5.1.3.1 They are a postdoctoral fellow at the University, or a registered graduate student in any of the University's Federated or Affiliated Colleges; and,

5.1.3.2 They have paid all Association fees in full.

5.1.4 Honorary Lifetime Member

5.1.4.1 May also be a Regular or Associate Member;

5.1.4.2 The position is purely symbolic with no Regular Membership rights or privileges;

5.1.4.3 The title shall be awarded by a majority vote at a General Meeting;

5.1.4.4 The title may be revoked by a majority vote at a General Meeting.

5.2 Rights, Privileges, and Obligations

5.2.3 The rights and privileges of Regular Members shall be:

5.2.3.1 To vote and participate in all Association Elections, By-Elections and Referenda;

5.2.3.2 To hold office within the Association;

5.2.3.3 To attend meetings of the Association, subject to the Bylaws and Policies of the Association;

5.2.3.4 To move or second motions at such meetings;

5.2.3.5 To speak for or against motions at such meetings;

5.2.3.6 To vote in ~~Annual~~ General Meetings ~~or Special General Meetings~~;

5.2.3.7 To access ~~any~~ services provided by the Association; and,

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

5.2.4 The rights, and privileges of Associate Members shall be;

5.2.4.1 To access ~~any~~ services provided by the Association; and,

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

5.3 Fees

5.3.3 Regular Members shall be charged an annual fee to fund the operations of the Association. The University shall be empowered to collect fees from Regular Members on behalf of the GSA. The Executive shall be responsible for

ensuring that said fees are expended in a manner consistent with the Bylaws and Policies of the Association;

5.3.4 Council shall approve any change to the GSA fee for the next fiscal year by a two-thirds (2/3) majority;

5.3.5 The GSA fee may be increased by no more than five percent (5 %) per fiscal year, without a referendum.

## 6 Executive Committee

6.1 The Executive is a sub-committee of the Association and those in position ~~should~~ shall be ~~registered~~ graduate students registered with the College of Graduate and Postdoctoral Studies at the University throughout the duration of their term as an Executive;

6.2 The Executive shall be responsible for the day to day activities of the Association, as specified by the Bylaws and Policies of the Association;

6.3 The Executive shall be comprised of:

6.3.1 President;

6.3.2 Vice-President Finance and Operations;

6.3.3 Vice-President Academic and Student Affairs;

6.3.4 Vice-President External Affairs;

~~6.3.5~~

~~6.3.6~~ 6.3.5 Indigenous Liaison.

6.4 The President and Vice-Presidents shall act as the Board of Directors;

6.5 With the exception of the Indigenous Liaison, the Executive shall be elected in a general election of the Regular Membership, to be held before the end of the current ~~current~~ Executive's term ~~term~~ fiscal year;

6.6 ~~With the exception of the Indigenous Liaison, t~~The term for the Executive is from May 1 to April 30, inclusive;

~~5.1. Members of the Executive Committee shall work effectively together.~~

## 7 Council

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

7.2 Council membership:

7.2.1 Members of Council ~~are~~ include:

7.2.1.1 The Executive;

7.2.1.2 Regular Members who are;

7.2.1.2.1 The designated graduate student representatives of Academic Councils; and,

7.2.1.2.2 The designated graduate student representatives of the  
Indigenous Graduate Students' Council.

7.3 Election of Council Members

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

8 General Meetings

8.1 Annual General Meeting

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

8.1.2 In addition to any other business proposed by Council or Regular Members, the following business shall be conducted at the AGM:

8.1.2.1 Receiving the audited financial statements;

~~8.1.2.2 Appointment of the auditor;~~

~~8.1.2.2 Receiving a report from each Executive with respect to the activities of the preceding year;~~

~~8.1.2.3 7.1.1.1 Appointment of the auditor.~~

8.2 Special General Meetings

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

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

8.2.1.2 A motion to call a SGM is passed by a majority vote of Council.

8.3 Quorum

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

8.4 Notice of General Meeting

8.4.1 There must be at least 30 days' notice given to Regular Members for a General Meeting.

8.5 Agenda for a General Meeting

8.5.1 A call for agenda items shall be made to Regular Members at the same time as notice of a General Meeting is given;

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

8.6 Amendments ~~for to~~ Governing Documents

8.6.1 Proposed amendments must be circulated with the agenda;

8.6.2 Constitutional Amendments:

8.6.2.1 The Constitution may only be amended at a General Meeting by a

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

**8.6.3** Bylaw Amendments:

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

**8.6.4** Policy Amendments:

**8.6.4.1** Policies may be amended by a two-thirds (2/3) majority vote of Council, or at a General meeting, by a majority vote of Regular Members present.



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

Created: April 13, 2010

Revised: March 13, 2017

Revised: April 24, 2018

Last Revised: April 16, 2019

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## 1. Council

### 1.1. Terms of Reference

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

### 1.2. Councillors

- 1.2.1. Each Academic Unit may only have one Academic Council;
- 1.2.2. A Councillor must be a Regular Member of the Association;
- ~~1.2.1.1.2.3.~~ 1.2.2.1.2.3. A Councillor cannot be a member of the Association's Staff or Executive;
- ~~1.2.2.1.1.1.~~ 1.2.3.1.2.4. Each Academic Unit may only have one Academic Council;
- 1.2.3.1.2.4. No Councillor shall represent both an Academic Council and the Indigenous Graduate Students' Council;
- 1.2.4.1.2.5. The number of Councillors for an Academic Council is determined by the Voting Councillor Allocation.

### 1.3. Alternate Councillors

- 1.3.1. An Alternate Councillor must be a Regular Member of the Association and a member of their respective Academic Council;
- ~~1.3.1.~~ 1.3.1. An Alternate Councillor cannot be a member of the Association's Staff or Executive;
- 1.3.2.
- 1.3.3. An Alternate Councillor shall not represent both an Academic Council and the Indigenous Graduate Students' Council;
- ~~1.3.2.1.3.4.~~ 1.3.3.1.3.4. If a Councillor is unable to attend a Council meeting, their Academic Council may send an existing registered Alternate Councillor in their place;
- ~~1.3.3.1.3.5.~~ 1.3.3.1.3.5. Alternate Councillors shall be vested with the voting and speaking rights of the Councillor they are replacing.

### 1.4. Councillor Duties

- 1.4.1. The duties of a Councillor shall include, but are not limited to:
  - 1.4.1.1. Representing their Academic Council;
  - 1.4.1.2. Attending all Council Meetings;

- 1.4.1.3. Serving on Association Committees;
- 1.4.1.4. Ensuring the well-being of the Association; and,
- 1.4.1.5. Being familiar with all governing documents including the Saskatchewan Non-Profit Corporation Act, 1995, Robert's Rules of Order, and the Association Constitution, Bylaws, and Policies.

1.5. Voting Councillor Allocation

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

1.6. Removal of a Councillor

- 1.6.1. 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~~one (1) Council meetings, or at the discretion of Council Chair;
- 1.6.2. 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;
- 1.6.3. The Council Chair shall notify an Academic Council if their Councillor has been suspended;
- 1.6.4. Any Councillor may be deemed ineligible to sit on Council by a two-thirds (2/3) vote of Council, usually on recommendation from the Code of Ethics and Discipline Committee;
- 1.6.5. Should a Councillor be removed, the Chair will inform their Academic Council; as the Academic Council is responsible for filling any vacancies;
- ~~1.6.6. Academic Councils are responsible for filling any vacancies;~~
- ~~1.6.7.~~ 1.6.6. A Councillor's eligibility is removed when they are no longer a Regular Member.;
- ~~1.6.8. The Council Chair is charged with notifying both Council and the appropriate Academic Council when a Councillor is removed.~~

1.7. Council Chair

- 1.7.1. Must be a Regular Member of the Association;
- 1.7.2. Cannot be a ~~Councillor nor a member of Council,~~ member of the Executive or the Association Staff;
- 1.7.3. The ~~Chair of Council~~ Chair shall:

- 1.7.3.1. Be familiar with all governing documents including, but not limited to, the Saskatchewan Non-Profit Corporation Act, 1995, Robert's Rules of Order, and the Association's Constitution, Bylaws, and Policies;
- 1.7.3.2. Preside over all Council and General Meetings;
- 1.7.3.3. Conduct an orientation for all Councillors, which includes a description of their responsibilities as Councillors and the mechanics of Robert's Rules of Order;
- 1.7.3.4. Maintain an updated list of Voting Councillor Allocation;
- 1.7.3.5. Serve as Chief Electoral Officer and perform all associated duties.

#### 1.8. Selection of Council Chair

- 1.8.1. A call for nominations must occur at the start of each academic year, prior to the September Council meeting;
- 1.8.2. A call for nominations for Council Chair must be sent to the Membership at least fifteen (15) days prior to the Council Meeting ~~at in~~ in which the Chair will be elected;
- 1.8.3. Nominations will be presented to Council at ~~that Council~~ the Council meeting in which the Chair will be elected;
- 1.8.4. The first order of business of that Council meeting shall be to elect a Council Chair. The President, or their designate, shall act as Council Chair until the Council Chair is elected;
- 1.8.5. Nominees must be present at the meeting to stand for election;
- 1.8.6. The Council Chair ~~will~~ shall be elected by a majority vote of Council;
- 1.8.7. The Council Chair shall not vote or participate in debate unless there is a tie vote, where the Council Chair shall cast the deciding vote;
- ~~1.8.8. The Council Chair will receive an honorarium in the value of the graduate student hourly rate for each hour of meeting chaired, including a maximum of two hours total prep time for each Council meeting, and a maximum of three hours of total prep time for General meetings;~~
- ~~1.8.9. The Council Chair will receive this honorarium regardless of whether quorum is reached;~~
- ~~1.8.10.~~ 1.8.8. In the absence of the elected Council Chair, a temporary alternate Council Chair shall be nominated and elected from the floor of Council;
- ~~1.8.11.~~ 1.8.9. The term for Council Chair will be from when Council Chair is elected until election of a new Council Chair occurs at the September Council meeting;
- ~~1.8.12.~~ 1.8.10. A Council Chair is eligible to stand for re-election at the September Council -meeting if it is their desire to do so, and in accordance with the above Bylaws.

1.9. Council Chair Remuneration

1.9.1. The Council Chair shall receive an honorarium to be paid monthly in equal amounts by cheque, during their time in this position;

1.9.2. The Association shall not pay the Council Chair above their determined honoraria;

1.9.3. The honoraria rate will be specified in the approved budget and cannot be changed during the fiscal year.

1.9.1.10. Resignation of Council Chair

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

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

1.11. Recording Secretary

1.11.1. Must be a Regular Member of the Association;

1.11.2. Cannot be the Council Chair or a member of Council, Executive or the Association Staff;

1.11.3. The Recording Secretary shall:

1.11.3.1. Work closely with the Council Chair;

1.11.3.2. Record and prepare minutes for Association meetings, upon the request of Council Chair;

1.11.3.3. Receive an honorarium in the value of the graduate student hourly rate for each hour of work.

## 2. Executive Duties

### 2.1. Executive Members

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

2.1.2. Are accountable to Council and the Regular Membership;

2.1.3. The Executive committee shall:

2.1.3.1. Be voting members of Council;

~~2.1.3.2.1.1.1. Collectively identify and determine who should sit on committees external to the Association, including University Council committees, College of Graduate and Postdoctoral Studies committees and University governing bodies and their committees. Only an Executive member shall sit on University Council and Senate.~~

2.1.3.3.2.1.3.2. Be familiar with and follow:

~~2.1.3.3.1.2.1.3.2.1.~~ Saskatchewan Non-Profit Corporations Act, 1995;

~~2.1.3.3.2.2.1.3.2.2.~~ University of Saskatchewan Act, 1995;

~~2.1.3.3.3.2.1.3.2.3.~~ The Association Constitution, Bylaws, and Policies;

~~2.1.3.3.4.2.1.3.2.4.~~ Robert's Rules of Order; and,

~~2.1.3.3.5.2.1.3.2.5.~~ Other relevant documents.

~~2.1.3.4.2.1.3.3.~~ Conduct themselves in a professional and constructive manner ~~in~~ when representing the Association and the University;

~~2.1.3.5.2.1.3.4.~~ Act as an ambassador of the Association and a role model for all graduate students;

~~2.1.3.6.2.1.3.5.~~ Be responsible for the actions and ~~the~~ guidance of the Association;

2.1.3.6. Be responsible for all of the duties of vacant Executive positions;

2.1.3.7. Be responsible for ~~and~~ carrying out Association duties in the absence of regularly salaried or contracted individuals;

2.1.3.8. Consult and work with external partners on issues of common interest;

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

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

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

2.1.3.12. Attend Mental Health First Aid Training in the first six months of their term in office, provided the training is available;

2.1.3.13. Collectively identify and determine who should sit on committees

external to the Association, including University Council committees, College of Graduate and Postdoctoral Studies committees and University governing bodies and their committees. Only an Executive member shall sit on University Council and Senate.

2.1.3.14. Collectively identify and determine which individual will attend conferences on behalf of the Association;

~~2.1.3.12.~~

~~2.1.3.13.~~2.1.3.15. Ensure continuity of their role by notifying the Executive of any extended absence and arranging for their regular duties to be filled in their absence; and,

~~2.1.3.14.~~2.1.3.16. ~~To p~~Perform other duties as assigned by Council.

## 2.2. President

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

2.2.1.1. Ethical and responsible leadership of the Association;

2.2.1.2. Official spokesperson of the Association;

2.2.1.3. The execution of Executive and Council decisions;

2.2.1.4. Chair of Executive committee meetings;

2.2.1.5. Ensure that the responsibilities of each Executive position are being met ~~by scheduling quarterly meetings with each Executive;~~

2.2.1.6. Responsible for articulation of position statements of the Association, as determined by Council. Publications submitted to University or community newspapers must be written in consultation with the Executive and approved by a majority vote of the Executive.

2.2.1.7. Work towards establishing a graduate student seat on the University Board of Governors;

2.2.1.8. ~~To be t~~Be the official liaison with government, in consultation with the Vice-President External Affairs;

2.2.1.9. Prepare an annual report that will be made ~~available to~~available to the ~~Membership-Membership and its stakeholders~~. The report ~~will~~shall be presented to the ~~entire~~-Membership at the ~~Annual General Meeting~~AGM, provided this meeting is held in March / April. If the AGM is held before March / April, this report shall be made accessible on the website prior to the end of the fiscal year.

## 2.3. Vice-President Finance and Operations

2.3.1. The duties of the Vice President Finance and Operations shall include, but are not limited to:

2.3.1.1. Assume the duties of the President in the President's extended absence;

2.3.1.2. Oversight of Association Staff and Coordinators;

~~2.3.1.2.~~2.3.1.3. Act as recording secretary for the Executive Committee meetings;

~~2.3.1.3.~~2.3.1.4. ~~To be r~~Responsible for the ~~recruitment-ratification~~ of all Academic Councils ~~representatives~~;

2.3.1.5. To oversee the coordination and communication of Executive Meetings;

2.3.1.6. To organize and coordinate the free GSA Tax Clinic;

~~2.3.1.4.~~2.3.1.7. To organize and coordinate the GSA Needs-Based Bursaries;

~~2.3.1.5.~~2.3.1.8. Ensure the operation of the Association Commons building;

~~2.3.1.6.~~2.3.1.9. Oversee the finances of the Association;

~~2.3.1.7.~~2.3.1.10. To serve as the Corporate Treasurer for the Association;

~~2.3.1.8.~~2.3.1.11. To ensure an annual audit is performed; and,

~~2.3.1.9.~~2.3.1.12. To liaise with the bookkeeper to ensure all bookkeeping is conducted.

2.4. Vice-President Academics and Student Affairs

2.4.1. The duties of the Vice-President Academics and Student Affairs shall include, but are not limited to:

2.4.1.1. Shall sit on University Council;

~~2.4.1.1.~~2.4.1.2. Act as a liaison within the University community relating to graduate student issues;

~~2.4.1.2.~~2.4.1.3. ~~To develop~~ Organize a program of social events for the enhancement of the graduate student experience;

~~2.4.1.3.~~2.4.1.4. ~~To o~~Organize the Three Minute Thesis Competition and the Graduate Student Research Conference, ~~if the Executive decided to host these events~~;

~~2.4.1.5.~~ ~~To o~~Organize academic workshops of interest to graduate students;

~~2.4.1.4.~~2.4.1.6. ~~To e~~Coordinate with the University in its efforts to orient incoming graduate students;

~~2.4.1.5.~~2.4.1.7. Advocate for resources that would improve the academic experience of graduate students at the University; and,

~~2.4.1.6.~~2.4.1.8. ~~To be an a~~Advocate for graduate students in all matters relating to their ~~university~~ University experience, as applicable; ~~and,~~

~~2.4.1.7.~~ ~~1.1.1.1.~~ ~~To organize academic workshops of interest to graduate students.~~

2.5. Vice-President External Affairs

2.5.1. The duties of the Vice-President External Affairs shall include, but are not

limited to:

~~2.5.1.1. To b~~Be responsible for all of the Association C~~ommunication, including social media, in consultation with the Executive;~~

~~2.5.1.1. Be r~~Responsible for the organization of activities targeted at promoting mental, physical and emotional well-being (Health Chats) for graduate students;

~~2.5.1.2.~~

~~2.5.1.3. Organize the Annual GSA Awards Gala in its entirety;~~

~~2.5.1.4. Coordinate fundraising efforts, under the oversight of the President, for the Three Minute Thesis Competition, Graduate Student Research Conference and the Annual GSA Awards Gala, as well as other events organized by the Association, as needed;~~

~~2.5.1.2. To b~~Be responsible for the external affairs of the Association, under the oversight of the President;

~~2.5.1.5.~~

~~2.5.1.3.1.1.1. To be responsible for all of the Association Communication, including social media, in consultation with the Executive;~~

~~2.5.1.4. To w~~Work with lobbying organizations the Association has an affiliation with, under the oversight of the President;

~~2.5.1.6.~~

~~2.5.1.5.1.1.1. Responsible for the organization of activities targeted at promoting mental, physical and emotional well-being for graduate students;~~

~~2.5.1.6. To e~~Conduct campaigns graduate students have an interest in on a provincial, national, and international level, in consultation with the Executive;

~~2.5.1.7.~~

~~To b~~Be responsible for initiating and maintaining liaison activities with local, provincial, and national organizations both on and off campus, under the oversight of the President; and,

~~2.5.1.8.~~

~~To b~~Be responsible for communication with provincial, national and international student associations, in consultation with the Executive and under the oversight of the President,

~~2.5.1.9. To organize the Annual Graduate Students' Association Awards Gala in its entirety;~~

~~2.5.1.10. To coordinate fundraising efforts, under the oversight of the President, for the Three Minute Thesis Competition, Graduate Student Research Conference and Annual Graduate Students Awards Gala, as well as other events organized by the Association as needed;~~

~~2.5.1.11.1.1.1. To be responsible for initiating and maintaining liaison activities with local, provincial, and national organizations both on and off campus; and,~~

~~2.5.1.12.1.1.1. To be responsible for communication with provincial, national and international student associations.~~

**2.5.1.9. 4**

**2.6. Indigenous Liaison**

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

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

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

**2.6.1.3.** Assist the Executive team on issues involving Indigenous graduate students;

**2.6.1.4.** Encourage Indigenous graduate students to engage with the Association; and,

**2.6.1.5.** Contribute to the orientation of Indigenous graduate students.

**2.7. Overruling**

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

**2.8. Resignation of an Executive Member**

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

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

**2.8.3.** By a simple majority resolution, Council may appoint an interim Executive to hold office until this By-~~election~~Election is completed. A By-~~election~~Election shall not be necessary if the remaining term of office of the resigned Executive

member is four (4) months or less.

**2.9. Suspension or Removal of an Executive Member**

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

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

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

**2.9.4.** In the event of the removal of an Executive member, the Council Chair / Chief Electoral Officer will follow the Election and By-Election Bylaw to fill the vacant Executive member position, holding a By-Election as soon as possible, but within no more than forty (40) days of the resignation;~~a By election shall be called as soon as possible, but within no more than forty (40) days.~~

**2.9.5.** By a simple majority resolution, Council may appoint an interim Executive to hold office until this ~~By-election~~ Election is completed. A ~~By-election~~ Election shall not be necessary if the remaining term of office of the removed Executive member is four (4) months or less.

### 3. Meetings

#### 3.1. Types of Meetings and Definitions

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

3.1.1.1. Council Meeting - a meeting of Council. There are two (2) types of Council Meetings: Regular and Special;

3.1.1.2. ~~Meeting of the Membership~~ General Meeting - a meeting of the ~~Members~~ Membership of the Association, ~~also called a General Meeting~~. There are two (2) types of General Meetings: Annual and Special;

3.1.1.3. Executive Meeting - a meeting of the Executive committee;

3.1.1.4. Committee Meeting - a meeting of a Committee of Council of the Association that is not a meeting of Council or the Executive;

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

#### 3.2. Rules of Order

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

#### 3.3. Quorum

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

#### 3.4. Meeting Time and Location

3.4.1. The location of all meetings shall be the GSA Commons, unless otherwise indicated;

3.4.2. All meetings shall be held on a business day, unless otherwise agreed upon by a two-thirds (2/3) vote of the members of the meeting;

3.4.3. All meetings shall be made considering accessibility needs of members and general scheduling, to ensure maximum attendance;

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

#### 3.5. Minutes of General, Council or Executive Meetings

3.5.1. Draft minutes will be posted on the Association website within one (1) week of a meeting.

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

3.5.3. The Council Meeting attendance record shall be included in the minutes of the Council meeting;

3.5.4. The General Meeting attendance record shall be included in the minutes of the General Meeting;

3.5.5. At the beginning of each of the minutes, the Chair and primary minute taker shall be identified and their names recorded in the minutes.

3.4.3.6. Regular Council Meetings

3.4.1.3.6.1. Council will meet regularly as follows:

3.4.1.1.3.6.1.1. Once (1) in the spring term (May – June);

3.4.1.2.3.6.1.2. Once (1) in the summer term (July – August);

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

3.4.2.3.6.2. Regular Council meetings must occur on a business day;

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

3.4.4.3.6.4. Notification of changes to the meeting schedule will be given by email a minimum of two (2) weeks in advance of Council Meetings; and,

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

3.5.3.7. Special Council Meetings

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

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

3.5.3.3.7.3. A Special Council Meeting shall be called upon receipt of a petition to the Association Office, ~~signed with names, and signatures of~~ by at least ten (10) voting members of Council;

3.5.4.3.7.4. The petition must include the time, date, suggested venue, and agenda of the Special Council Meeting.

3.6.3.8. ~~Meetings of the Membership~~ Annual General Meeting

3.8.1. Annual General Meetings (AGM) will be held as outlined in the Constitution;

3.6.1.3.8.2. ~~Annual General Meetings~~AGM's must occur on a business day;

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

3.8.4. Agenda, and any attachments, shall be made available to ~~Regular Members~~the ~~Membership~~ at least one (1) week prior to the meeting and shall be posted on the Association website;

3.8.5. Approval of the minutes of any previous General Meeting still pending

approval shall be part of the agenda;

~~3.6.3.~~

~~3.6.4.3.8.6.~~ General Meetings AGM's shall be open to the public, unless a motion to go to confidential or in-camera is approved by a majority of the Regular Members present.

~~3.7.3.9.~~ Special General Meeting

3.9.1. Special General Meetings (SGM) will be held only under circumstances outlined in Section 8 of the Constitution--;

3.9.2. SGM's must occur on a business day;

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

3.9.4. Agenda, and any attachments, shall be made available to Regular Members at least one (1) week prior to the meeting and shall be posted on the Association website;

~~3.7.1.3.9.5.~~ SGM's shall be open to the public, unless a motion to go to confidential or in-camera is approved by a majority of the Regular Members present.

3.10. Executive Meetings

3.10.1. The Executive must meet once (1) per month through the months of May to August, December and April and twice (2) per month through the months of September to November and January to March;

3.10.2. Each Executive must not miss more than two (2) consecutive Executive Meetings or three (3) Executive Meetings in total, excluding extenuating circumstances;

3.10.3. Executive Members may attend Executive Meetings via electronic means.

3.11. Committees of Council

3.11.1. Total membership of any of the Committees of Council shall not exceed nine (9) total members.

3.11.2. A call for nominations for the Committees of Council shall be made to Regular Members two (2) weeks prior to the second meeting of Council, usually in October.

3.11.3. Ad-hoc committees may be established by Council for a specific period. Their membership and terms of reference shall be determined by a resolution of Council. An ad-hoc committee shall be considered disbanded following the receipt of its final report by Council, unless the committee is voted by Council to become an official Committee of Council.

- 3.11.4. The chair of each committee shall be elected from and by the membership of the committee, unless otherwise indicated.
- 3.11.5. A member of the committee shall be designated as minute taker by a majority vote of committee members.
- 3.11.6. Minutes shall be kept during all meetings and shall be forwarded to the Council Chair for inclusion into Council Meeting agenda packages.
- 3.11.7. It is the responsibility of the committee minute taker or chair to forward committee minutes to the Council Chair.
- 3.11.8. Should Council determine a committee is neglecting its duties, it may add/remove members to/from the committee or provide further direction to the committee
- 3.11.9. Any recommendation(s) generated by a committee are to be communicated to Council during a Council meeting.

3.12. Town Halls

- 3.12.1. The purpose of a Town Hall is to communicate information and/or host a questions and answers session. A Town Hall may also be used for the Association to consult with the Regular Membership or host invited guests.
- 3.12.2. Town Hall meetings are open to the public.
- 3.12.3. A Town Hall meeting may be called by a majority vote of Council.
- ~~3.7.2.~~3.12.4. A Town Hall has no decision making authority and no minutes are recorded.

## 4. Elections and Referenda

### 4.1. Definitions

4.1.1. In this Bylaw,

~~4.1.1.1.~~ 4.1.1.1. “Election or By-election” means a free, fair and open election for the Executive;

~~4.1.1.1.4.1.1.2.~~ 4.1.1.2. “By-election” means a ~~By~~by-election for one or more positions on the Executive;

~~4.1.1.3.~~ 4.1.1.3. “Election Official” means voting members of the Elections Committee;

~~4.1.1.4.~~ 4.1.1.4. “Election Schedule” or “Referendum Schedule” means the election/referendum schedule prepared by the Chief Electoral Officer;

~~4.1.1.2.1.1.1.1.~~ ~~4.1.1.2.1.1.1.1.~~ ~~“Campaign material” means material whose purpose is to advertise a campaign and includes electronic materials;~~

~~4.1.1.5.~~ 4.1.1.5. “Nominee” means a Regular Member who has submitted a nomination form;

~~4.1.1.3.4.1.1.6.~~ 4.1.1.6. “Candidate” means a nominee whose nomination has been ratified by the Elections Committee;

~~4.1.1.4.1.1.1.1.~~ ~~4.1.1.4.1.1.1.1.~~ ~~“Election or By-election” means a free, fair and open election for the Executive;~~

~~4.1.1.5.1.1.1.1.~~ ~~4.1.1.5.1.1.1.1.~~ ~~“Election official” means voting members of the Elections Committee;~~

~~4.1.1.6.1.1.1.1.~~ ~~4.1.1.6.1.1.1.1.~~ ~~“Election Schedule” means the election schedule prepared by the Chief Electoral Officer;~~

~~4.1.1.7.~~ 4.1.1.7. “Gift” includes any product whose dominant purpose is to buy votes rather than provide information about a candidate or stimulate legitimate political debate;

~~4.1.1.8.1.1.1.1.~~ ~~4.1.1.8.1.1.1.1.~~ ~~“Nominee” means a Regular Member who has submitted a nomination form;~~

~~4.1.1.9.4.1.1.8.~~ 4.1.1.8. “Referenda” means a direct vote by which a specific proposal is accepted or rejected by Regular Members;

~~4.1.1.10.4.1.1.9.~~ 4.1.1.9. “Representative” means a representative of a candidate in an election or are representatives of a campaign committee in a referendum; and,

~~4.1.1.10.~~ 4.1.1.10. “Campaign material” means material whose purpose is to advertise a campaign and includes electronic materials;

~~4.1.1.11.~~ 4.1.1.11. “Voter” means a Regular Member and includes those ~~Members~~ who are also Elections Committee members.

## 4.2. Scope

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

## 4.3. Elections and Referenda Committee

4.3.1. The Elections and Referenda Committee is composed of:

4.3.1.1. The Chief Electoral Officer, as chair;

4.3.1.2. Three (3) Councillors, who are not members of the Executive, appointed by ~~the~~ Council; and,

4.3.1.3. Three (3) Regular Members who are not members of Council, appointed by Council.

4.3.2. The Elections and Referenda Committee shall

4.3.2.1. Conduct elections and referenda in accordance with the Constitution, Bylaws and Policies of the Association;

4.3.2.2. Conduct elections in accordance with the Election Schedule;

4.3.2.3. Conduct referenda in accordance with the Referendum Schedule;

4.3.2.4. Be knowledgeable about other procedures and policies necessary for a proper election;

4.3.2.5. Interpret and enforce this Bylaw;

4.3.2.6. Preside over the vote-counting mechanism and election data;

4.3.2.7. Remain explicitly and implicitly impartial by not supporting any candidate or registered campaign committee during an election or referendum;

4.3.2.8. Develop policies as required; and,

4.3.2.9. Perform other tasks as delegated by Council.

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

4.3.3.1. Seek a position or be a representative in an Election or By-Election;

4.3.3.2. Nominate any person for an Election or By-Election; or

4.3.3.3. Participate in a campaign committee for a referendum.

4.3.4. Quorum is a majority of voting members.

## 4.4. Chief Electoral Officer

4.4.1. The ~~Chair of~~ Council Chair shall be the Chief Electoral Officer;

4.4.2. The Chief Electoral Officer shall be responsible for administering and enforcing this Part-Bylaw and shall:

4.4.2.1. Cultivate an atmosphere of commitment to the election and

referendum process;

4.4.2.2. Not endorse any candidate and must remain neutral;

4.4.2.3. Address issues raised by members of the Elections and Referenda Committee in a timely manner;

4.4.2.4. Organize and Chair an All-Candidates Forum to be held during the campaign period;

4.4.2.5. During Elections, By-Elections, and Referenda, hold meetings, as required, with the Elections and Referenda Committee, which may include meetings by telephone or email or through other means;

4.4.2.6. Secure the voters' registry;

4.4.2.7. Make all of the physical arrangements for Elections, By-Elections; and Referenda;

4.4.2.8. Not vote in the regular election or referendum period; and,

4.4.2.9. Provide a sealed envelope containing a ranked ballot of all candidates or options for the Election, By-Election, or Referenda that will only be opened and counted in the case of a tie.

~~4.4.3. The Chief Electoral Officer shall receive an honorarium in the value of the graduate student hourly rate for each hour of work committed to the election process.~~

#### 4.5. Substantial Violation

4.5.1. Notwithstanding any other section in this Bylaw, in the case of substantial violation of this Bylaw, the Elections and Referenda Committee is authorized to ratify or refuse to ratify any person's candidacy, ratify or refuse to ratify, the results for any position or referenda, or declare an election or referenda invalid.

#### 4.6. Third parties

4.6.1. No third party shall participate in Elections or By-Elections;

4.6.2. No third party shall participate in a Referendum unless the third party submits to the Elections and Referenda Committee's jurisdiction in writing and obtains the permission of the Elections and Referenda Committee.

#### 4.7. Association staff

4.7.1. Association staff shall provide information to Regular Members about Elections, By- Elections, and Referenda in an unbiased manner and shall remain neutral throughout.

#### 4.8. ~~General~~ Elections and By-~~elections~~ Elections

##### 4.8.1. Election or By-Election Schedule

4.8.1.1. The Chief Electoral Officer shall prepare the Election or By-Election Schedule, subject to the Elections and Referenda Committee approval, and shall include:

- 4.8.1.1.1. The dates for the call for nominations, the orientation meeting, the nomination period, the procedures meeting, the campaign period, the voting period, and the complaints period.
- 4.8.2. Call for nominations
- 4.8.2.1. The Chief Electoral Officer shall make the call for nominations and shall publicize it by all reasonable means, ~~including posters,~~ mass e-mail, Association social media and the Association website;
- 4.8.2.2. The call for nominations shall be at least seven (7) calendar days in an Election or By-Election.
- 4.8.3. Orientation Meeting
- 4.8.3.1. After the call for nominations, the Chief Electoral Officer shall chair an Orientation Meeting for nominees for the Executive and may in his or her discretion hold subsequent Orientation Meetings during the nomination period;
- ~~4.8.3.2. A member must attend an Orientation Meeting to be eligible for ratification as a candidate for the Executive.~~
- 4.8.4. Nominations and nomination period
- ~~4.8.4.1. Nomination forms shall be released only after the end of the first Orientation Meeting;~~
- 4.8.4.1. Nomination forms will be made available on the Association website and in the GSA Commons;
- 4.8.4.2. In an Election or By-Election, the nomination period ~~shall follow the release of the nomination forms,~~ shall be at least three (3) working days, and shall begin and end at the times specified in the Election or By-Election Schedule;
- 4.8.4.3. A nomination form for an Executive position must include:
- 4.8.4.3.1. The full name, signature, and student number of the nominee;
- 4.8.4.3.2. The full name, signature, and student number of ten (10) nominators.
- 4.8.4.3.3. The University confirmation of enrollment of the nominee.
- 4.8.5. A nominee:
- 4.8.5.1. Must be a Regular member;
- 4.8.5.2. Must not be an ~~election~~ Election official; and,
- 4.8.5.3. Must not nominate another person for the same position that he or she is seeking.
- 4.8.6. A nominator:

- 4.8.6.1. Must be a Regular member;
- 4.8.6.2. Must not be an Election Official; and
- 4.8.6.3. Must not be a nominee for the same position for which he or she has nominated another person.
- 4.8.7. The names of nominees are confidential;
- 4.8.8. The names of nominators are confidential unless the nominee chooses to release them;
- 4.8.9. No person may seek more than one position on the Executive;
- 4.8.10. If, after the regular nomination period has ended, there are no nominees for a position on the Executive, the Elections and Referenda Committee may extend the nomination period for one week for that position;
- 4.8.11. If no nomination is received after the extension of the nomination period, the Chief Electoral Officer shall refer the vacant position(s) to the next General Meeting or Council Meeting, whichever comes first, to fill-appoint a Regular Member to fill the position(s) ~~through nomination and election at the meeting~~until the By-Election Bylaw is completed in September. Voting shall be by secret ballot. In September, the Chief Electoral Officer shall follow the By-Election Bylaw to fill the vacant position(s);
- 4.8.12. A nominee must provide a twenty-five (25) dollar deposit that is refundable unless the nominee has violated Elections procedures or caused damage to University property, as determined by the Elections and Referenda Committee.
- 4.8.13. Procedures Meeting
  - 4.8.13.1. After the end of the nomination period, the Chief Electoral Officer shall chair the Procedures Meeting and shall ensure that nominees and Elections and Referenda Committee members attending the meeting have received the necessary sections of this Bylaw, rules, and information;
  - 4.8.13.2. A nominee for an Executive position must attend the Procedures Meeting to be eligible for ratification as a candidate. If a nominee is unable to attend a scheduled Procedures Meeting and provides sufficient reason to the Elections and Referenda Committee in advance of the meeting, the Elections and Referenda Committee may hold an alternate Procedures Meeting in advance of the campaign period to ensure the nominee(s) has received the necessary sections of the Bylaw, rules, and information.
- 4.8.14. Ratification
  - 4.8.14.1. The Elections and Referenda Committee shall ratify a nominee as a candidate where:
    - 4.8.14.1.1. The nominee has submitted a valid nomination formpackage; and,

4.8.14.1.2. The nominee has ~~attended the Orientation Meeting~~, submitted the deposit, and attended the Procedures Meeting.

**4.8.15. Campaigning**

4.8.15.1. Prior to the campaign period, no one shall:

4.8.15.2. Publicly advertise the intent of any person to seek election; or,

4.8.15.3. Campaign on behalf of any candidate.

4.8.15.4. The campaign period shall be no less than seven (7) calendar days for an Election or three (3) business days for a By-Election and shall not take place during any period of time when a substantial portion of the student body is likely to be absent from campus;

4.8.15.5. The Chief Electoral Officer, with advice from the Elections and Referenda Committee, shall organize an Election-All-Candidates Forum for Executive candidates that will take place in the Commons, unless substantive reason is provided to hold it elsewhere;

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

4.8.15.7. Candidates or their representatives shall not misrepresent the character or policies of other candidates, nor shall they interfere in any manner with the campaign materials of other candidates;

4.8.15.8. No candidate or representative shall deliver campaign speeches or information ~~about a slate~~ in regularly scheduled classes, labs, computer labs, the Commons, or University Culinary Services locations, unless it is at the scheduled All-Candidates Election Forums;

4.8.15.9. No candidate or representative shall engage in door-to-door soliciting within University residence buildings and on University ~~offices~~ property;

4.8.15.10. Candidates and representatives shall adhere to the poster restrictions for each building on campus;

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

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

4.8.15.13. No candidate or representative shall offer gifts to voters;

4.8.15.14. No candidate or representative shall distribute products to voters unless the products have been approved by the Elections and Referenda Committee;

4.8.15.15. No candidate or their representative(s) shall use personal funds to acquire

campaign materials. Any such material to promote a candidate will be considered unauthorized and any such incident shall be remedied at the discretion of the Chief Electoral Officer;

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

**4.8.15.17.** Candidates shall ensure that their campaign materials are taken down by 11:59 PM on the last day of voting;

**4.8.15.18.** The Commons shall be a neutral forum. No promotional materials shall be displayed or distributed within the Commons. Only one poster from each Executive candidate shall be placed in the Commons;

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

#### **4.8.16. Ballots**

**4.8.16.1.** Position titles shall be listed on the ballot in the order in which they appear in this Bylaw;

**4.8.16.2.** Full names of the candidates shall be listed on the ballot in ~~random~~ alphabetical order, with the option to “abstain” listed last;

**4.8.16.3.** Upon the candidate’s request, the candidate’s name on the ballot may differ from the candidate’s given name, provided that the Elections and Referenda-Committee approves the alternate name and the random order of the candidates’ names does not change;

**4.8.16.4.** Slate names shall not appear on the ballot.

#### **4.8.17. Withdrawal**

**4.8.17.1.** A candidate seeking to withdraw from an election must provide written notice of withdrawal to the Chief Electoral Officer at least 24 hours prior to the beginning of voting.

#### **4.8.18. Acclamations**

**4.8.18.1.** If there is only one (1) candidate for one (1) position on the Executive, the acclamation must be affirmed in a vote of confidence in which the candidate receives a majority of ‘yes’ votes;

**4.8.18.2.** If the candidate does not receive a majority of ‘yes’ votes, the process detailed in ~~section 4.8.10 of this~~ the By-Election Bylaw shall be followed.

#### **4.8.19. Voting**

**4.8.19.1.** For an Election or By-Election, the voting period shall be at least two (2) days and shall begin and end at the times specified in the Election or By-Election Schedule;

**4.8.19.2.** Voting shall be publicized by all reasonable means;

- 4.8.19.3. Voting shall be by secret and secure electronic ballot, using the Personalized Access to Web Services (PAWS), or its equivalent;
- 4.8.19.4. A minor technological failure shall not invalidate an ~~election~~-Election and ~~election~~-Election officials-Officials shall work to minimize the impact of any disruption in voting;
- 4.8.19.5. At the end of the voting period, the results shall be immediately sent to the Chief Electoral Officer by email;
- 4.8.19.6. After the Elections and Referenda Committee has reached quorum and has dealt with outstanding complaints, the Chief Electoral Officer shall communicate the results to the Elections and Referenda Committee for ratification;
- 4.8.19.7. Eight (~~8~~)-percent (8%) of the total ~~student~~-graduate student body must vote in an Election or By-Election. In cases where this does not occur a new vote must be held or the voting period can be extended, at the discretion of the Elections and Referenda Committee;
- 4.8.19.8. The Elections and Referenda Committee shall ratify results where there is no significant violation of this Bylaw.

4.8.20. Method of voting

- 4.8.20.1. All positions are to be elected by single member plurality.

4.8.21. Results

- 4.8.21.1. The ~~CEO~~-Chief Electoral Officer shall release results to candidates, students, and other necessary outlets at a place and time as set out in the Election or By-Election Schedule, and shall cause the results to be posted on the Association website immediately upon ratification.

4.9. Referenda

- 4.9.1. A referendum shall be held:

4.9.1.1. Where the referendum is proposed by Council, if at least two--thirds (2/3) of the Councillors present at the Council meeting where the referendum is proposed approve of the referendum; or

4.9.1.2. Where the referendum is proposed by a Regular Member, if a petition containing the names, student numbers, and signatures of at least one hundred (100) Regular Members is presented to Council.

- 4.9.2. A referendum shall be held if Council seeks to

4.9.2.1. Establish or eliminate a dedicated student fee; or,

4.9.2.2. Increase a dedicated student fee, other than the Health and Dental Plan fee, by more than five percent (5 %);

4.9.2.3. ~~Council~~-Executives will remain a neutral body with respect to all referendum issues.

**4.9.3. Call for Referendum Questions**

**4.9.3.1.** Once per year, the Chief Electoral Officer shall make the call for campaigns in which referendum questions may be submitted;

**4.9.3.2.** The Chief Electoral Officer shall publicize the call for referendum questions by all reasonable means, including mass e-mail, the Association website and Association social media accounts;

**4.9.3.3.** The call for referendum questions shall be at least seven (7) calendar days ~~inclusive of three (3) working days;~~

**4.9.3.4.** The call for referendum questions ~~should occur in October~~ shall occur between September and April, and shall not take place during a time when a large portion of ~~membership~~ the Regular Membership is not on campus.

**4.9.3.5.** A secondary call for referendum questions may occur if:

**4.9.3.5.1.** Extenuating circumstances justify it as determined by the Chief Electoral Officer; and,

**4.9.3.5.2.** A secondary call has been approved by a two-thirds (2/3) vote by Council.

**4.9.4. Referendum Schedule**

**4.9.4.1.** The Chief Electoral Officer shall prepare the Referendum Schedule, subject to the Elections and Referenda Committee approval, and shall include:

**4.9.4.1.1.** The dates for Campaign Registration, the Procedures Meeting, the Campaign Period, the Voting Period, and the Complaints Period; and,

**4.9.4.1.2.** The place and time of the release of results of the referendum;

**4.9.4.1.3.** The Referendum Schedule must be ratified at least one (1) month before a referendum vote is held.

**4.9.5. Notice**

**4.9.5.1.** The date for the vote on a referendum question must be at least twenty-eight (28) days after the question is initiated.

**4.9.6. Referendum Questions**

**4.9.6.1.** Signature requirements for referenda questions shall be ratified by the Elections and Referenda Committee prior to the commencement of the campaign period;

**4.9.6.2.** A referendum question pertaining to changes to the fees charged to Members shall state the previous fee amount (if it exists) and the amount of the proposed increase.

- 4.9.7. Application Period and Campaigns**
- 4.9.7.1.** Any Regular Member wishing to run a campaign on either side of the issue may apply to register a campaign committee;
  - 4.9.7.2.** Application forms shall be released at the end of the call for campaigns;
  - 4.9.7.3.** The application period shall be at least five (5) working days;
  - 4.9.7.4.** An application form must include an outline of the campaign platform and contact information for each of its leaders.
- 4.9.8. Procedures Meeting**
- 4.9.8.1.** After the Application Period ends, the Chief Electoral Officer shall chair the Procedures Meeting for all campaign committees and shall ensure that campaign committee members have the necessary bylaws and information;
  - 4.9.8.2.** All members of a campaign committee must attend the Procedures Meeting in order for the campaign to be eligible for registration.
- 4.9.9. Registration**
- 4.9.9.1.** The Elections and Referenda Committee shall register a campaign where all the campaign committee members have attended the Procedures Meeting.
- 4.9.10. Campaigning**
- 4.9.10.1.** No one shall campaign prior to the campaign period;
  - 4.9.10.2.** No one shall campaign during the campaign period unless he or she is a member of a registered campaign committee;
  - 4.9.10.3.** Subject to this ~~bylaw~~ Bylaw, a third party may be a member of a registered campaign committee;
  - 4.9.10.4.** The campaign period shall begin after the Procedures Meeting according to the Referendum Schedule, and shall end on the final day of voting;
  - 4.9.10.5.** The Chief Electoral Officer, with advice from the Elections and Referenda Committee, shall organize voluntary referendum forums in accessible locations during the campaign period;
  - 4.9.10.6.** No one shall misrepresent the character or policies of other campaigns, nor shall they interfere in any manner with the campaign materials of other campaigns;
  - 4.9.10.7.** No one shall affix anything to material that has been disseminated by the Association or the Elections and Referenda Committee;
  - 4.9.10.8.** No registered campaign committee or member shall deliver campaign speeches or information in regularly scheduled classes, labs, computer

labs, the Commons, or University Culinary Services locations, unless it is during the scheduled forums;

**4.9.10.9.** No campaign committee member shall use personal funds to acquire campaign materials;

**4.9.10.10.** The Association will cover costs for printing up to ~~fifty-seventy-five~~ (5075) posters with dimensions no larger than 11 inches by 17 inches. The association shall cover the cost of printing up to a maximum of ~~fifty-seventy-five~~ (5075) dollars;

**4.9.10.11.** No campaign committee member shall use their personal funds to acquire campaigning material;

**4.9.10.12.** No campaign committee member shall engage in door-to-door soliciting within any University residence buildings or ~~University offices on University property during the campaign period or the voting period~~;

**4.9.10.13.** No registered campaign committee or member shall release campaign materials, including electronic materials, unless the materials have been approved by the Chief Electoral Officer;

**4.9.10.14.** Registered campaign committees and members shall adhere to the poster restrictions for each building on campus;

**4.9.10.15.** Registered campaign committees shall ensure that their campaign materials are removed by 11:59 PM on the last day of voting;

~~**4.9.10.16.** No campaign committee or member shall engage in door to door soliciting during the voting period.~~

#### **4.9.11.** Ballots

**4.9.11.1.** Referendum ballots must contain a neutrally worded question as approved by a majority vote of the Election ~~and Referenda committee~~ Committee.

#### **4.9.12.** Voting

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

**4.9.12.2.** Voting shall be publicized by all reasonable means, including email, Association social media accounts and the Association website;

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

**4.9.12.4.** Quorum for a referendum is ~~ten-fifteen~~ percent (~~10-15~~ %) of the Regular Membership;

**4.9.12.5.** A minor technological failure shall not invalidate a referendum and ~~election-Election officials-Officials~~ shall work to minimize the impact

of any disruption in voting;

**4.9.12.6.** At the end of the voting period, the results shall be immediately sent to the Chief Electoral Officer by email;

**4.9.12.7.** After the Elections and Referendum Committee has reached quorum and has dealt with outstanding complaints, the Chief Electoral Officer shall communicate the results to the Elections and Referenda Committee for ratification;

**4.9.12.8.** The Elections and Referenda Committee shall ratify results where there is no significant violation of the Constitution or this Bylaw.

#### **4.9.13. Results**

**4.9.13.1.** The Chief Electoral Officer shall release results to candidates, students and media at a place and time as set out in the Referendum Schedule, and shall cause the results to be posted on the Association website immediately;

**4.9.13.2.** The results of a referendum are binding on the Executive and Council.

#### **4.10. Violations and Complaints**

**4.10.1.** Candidates are liable for violations by representatives;

**4.10.2.** Registered campaign committees are liable for violations during Referenda; including the actions of any individual or group working on behalf of the campaign;

**4.10.3.** Complaints arising out of any Election or Referenda must be submitted in writing to the Association office within five (5) working days after the final ballot count;

**4.10.4.** The Chief Electoral Officer, in consultation with the Elections and Referenda Committee, shall investigate and deal with alleged violations of ~~this the~~ Bylaw and the schedules arising from the beginning of the academic year to the deadline to file complaints;

**4.10.5.** Complaints concerning the Chief Electoral Officer shall be reviewed during a meeting of the Elections and Referenda Committee, excluding the Chief Electoral Officer, who shall forward complaints to Council if appropriate;

**4.10.6.** The Elections and Referenda committee shall investigate all other complaints of violations of this Bylaw and its schedules;

**4.10.7.** The Elections and Referenda Committee may take such steps as it deems necessary to fulfill its mandate;

~~**4.10.8.** The Elections Committee may disqualify a candidate where appropriate.~~

#### **4.11. Review**

**4.11.1.** Any person affected by a decision of the Elections and Referenda Committee may make an application for review by submitting a complaint to the Office

Manager;

- 4.11.1. The Office Manager shall forward the application to the Code of Ethics and Discipline Committee. If the Chair of the Code of Ethics and Discipline Committee is also the Chief Electoral Officer, an interim chair shall be appointed by and from the members of the Code of Ethics and Discipline Committee to chair the meeting at which the complaint is considered;
- 4.11.2. Where the Code of Ethics and Discipline Committee is of the opinion that the application is not frivolous or vexatious, they shall notify the Council of the complaint;
- 4.11.3. Where a hearing is required, the matter shall be referred to the Code of Ethics and Discipline Committee, to hear the complaint. The ~~CEO~~ Chief Electoral Officer shall not participate in the hearing;
- 4.11.4. The review panel may overturn a decision of the Elections and Referenda Committee if the Elections and Referenda Committee;
  - 4.11.4.1. Acted without jurisdiction, acted beyond its jurisdiction, or refused to exercise its jurisdiction;
  - 4.11.4.2. Failed to observe a principle of natural justice or procedural fairness;
  - 4.11.4.3. Based its decision on an erroneous finding of fact that it made in a perverse or capricious manner or without regard for the material before it; or,
  - 4.11.4.4. Acted in any other way that was contrary to law.
- 4.11.5. A decision of the review panel is final and shall be announced within fourteen (14) calendar days. ;
- 4.11.6. All ~~applications~~ appeals of the final decision must be made within fourteen (14) days of ~~the the Elections Committee's~~ final decision and must be submitted to the Chief Electoral Officer.

## 5. Finances

### 5.1. Vice-President Finance and Operations

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

### 5.2. Signing Officers

- 5.2.1. The signing officers of the Association shall be the President, the Vice-President Finance and Operations, and the Office Manager;
- 5.2.2. At least two (2) signatures are required to approve financial expenditures;
- 5.2.3. No signing officer may be a signatory on expenditures where they are a recipient of funds;
- 5.2.4. The Office Manager shall only sign cheques in the extended absence of the President or Vice-President Finance and Operations, and for cheques pertaining to an expenditure in which the President or Vice-President Finance and Operations are the recipients of funds;
- 5.2.5. In the case where one of these positions is vacant, the Executive must appoint another Executive member, within five (5) business days, as a third co-signer by a majority vote of the Executive.

### 5.3. Financial Reports

- 5.3.1. Every month, a financial report (operating statement or ledger), including all expenditures and revenues for that month, shall be made available to any Regular Member upon request;
- ~~5.3.2. The annual-audited and approved financial report statement shall be written in conjunction with the consolidated financial statements, and shall be posted to the Association website, and shall be received by the Regular Membership at the AGM prior to the end of the fiscal year.~~

#### ~~5.3.2.5.3.3.~~

### 5.4. Budget

- 5.4.1. The new budget is to be prepared by the Budget and Finance Committee and presented to Council for approval by the Vice-President Finance and Operations prior to the end of the fiscal year;
- 5.4.2. The budget shall be approved by a majority vote of the Board, Executive and Council;

~~5.4.2.5.4.3.~~ 5.4.2.5.4.3. The approved budget shall be posted to the Association website;

~~5.4.3.5.4.4.~~ 5.4.3.5.4.4. Executive members cannot spend more than five hundred (500) dollars, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive;

~~5.4.4.5.4.5.~~ 5.4.4.5.4.5. The Executive shall not authorize the expenditure of money not approved or accounted for in the budget;

~~5.4.5.5.4.6.~~ 5.4.5.5.4.6. Council can amend the budget by two-thirds (2/3) majority vote;

## 5.5. Executive Honoraria

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

5.5.2. The Vice-Presidents and Indigenous Liaison shall receive the same yearly honorarium to be paid monthly in equal amounts by cheque;

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

5.5.4. The honoraria rate will be specified in the approved budget and cannot be changed during the ~~academic~~-fiscal year;

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

~~5.5.6.~~5.5.5. An Executive may lose their honorarium on the ruling of the Code of Ethics and Discipline Committee;

~~5.5.7.~~5.5.6. Any monetary compensation paid to members of the Executive for ~~Association~~Association business from a source other than the Association honorarium, must be reported on the Association website. Both the source and the amount of the compensation must be posted;

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

## 6. Communications

6.1. All Members must be informed of all Association news and events through the Association website, social media, and through PAWS. Important news and events will also be publicized through emails to Regular Members. Important news includes, but is not limited to:

- GSA Elections / By-Elections.
- GSA Referenda.
- GSA Academic Council and Social Club Ratification
- GSA Standing Committee Membership request
- GSA Job Postings and Council Chair Nominations
- GSA Bursary / GSA Award deadlines.
- GSA Orientation.
- GSA workshops / initiatives / social activities
- GSA Guppies Intramurals team
- GSA Services
- Other Events of importance to GSA Members.
- 3MT and Graduate Student Research Conference.
- Annual Award Gala.
- GSA Special and Annual General Meetings.
- GSA Town Halls

### 6.2 Email Communications

6.2.1 All email communications shall adhere to the “PAWS Announcement System Access Agreement” and “PAWS Announcement System Access User Agreement” between the GSA and the University.

6.2.2 The Office Manager is the only authorised individual with access to the email listserv. The Office Manager shall not use the listerv, without direction / instruction from the Executives or the Council Chair/Chief Electoral Officer

6.2.3 Other than Elections/By-Elections, Referenda, Bursaries, Awards, General Meetings and major GSA Events (Orientation, the Graduate Student Research Conference, the 3MT Competition and the Awards Gala), email communications shall be limited to two (2) times per month.

6.2.4 The email communication content shall be approved by a majority vote of the Executives, either during an Executive meeting or through electronic approval. The VP External is responsible to pass the approved content to the Office Manager for distribution.

6.2.5 Communications pertaining to the Elections/By-Elections and Referenda and General Meetings are under the discretion of the Council Chair/Chief Electoral Officer and shall be

| distributed by the Office Manager upon direction from the Council Chair/Chief Electoral Officer.



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

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# 1. ~~Communications Policy~~

## ~~1.1. Communication Standards~~

~~1.1.1. The Association will not publish or promote inappropriate or offensive materials, or materials that are threatening, discriminatory, harassing, or obscene.~~

## 1.2.1.1. Logo

~~1.2.1.1.1. All advertisements about pertaining to Association events will shall~~ include the Association logo, where feasible.

~~1.2.2.1.1.2. Events sponsored by the Association must include the Association logo.~~

~~1.2.3.1.1.3. The Association logo will shall be made~~ available on the Association website.

~~1.1.4. Any other use of the Association logo requires a majority vote of the Executive.~~

~~1.2.4.1.1.5. All email accounts, social media handles and pages of the Association shall have the Association logo as the display picture.~~

## ~~1.3. Communications with Graduate Students~~

~~1.3.1. All Members must be informed of all Association news and events on the Association website, social media, and through PAWS. Important news and events will be publicized through e-mails to Members through the College of Graduate and Postdoctoral Studies. Important news includes, but is not limited to:~~

~~1.3.1.1. Elections / By Elections.~~

~~1.3.1.2. Referenda.~~

~~1.3.1.3. Bursary deadlines.~~

~~1.3.1.4. Orientation.~~

~~1.3.1.5. Major workshops / events of importance to GSA Members.~~

~~1.3.1.6. Job Postings.~~

~~1.3.1.7. 3MT and Graduate Student Research Conference.~~

~~1.3.1.8. Special and Annual General Meetings.~~

## 1.4.1.2. Website

~~1.4.1.1.2.1. Will Shall~~ include, but is not limited to;

~~1.4.1.1. News that is pertinent to graduate students.~~

~~1.4.1.2.1.2.1.1. Advocacy.~~

~~1.4.1.3.1.2.1.2. Information about current GSA initiatives will be described on the website.~~

~~1.4.1.4.1.2.1.3. Information pertaining to the GSA Commons~~

~~1.4.1.4.1.1.2.1.3.1.~~ Events and programming at the GSA Commons.

~~1.4.1.4.2.1.2.1.3.2.~~ Information about booking and use of the GSA Commons.

~~1.4.1.5.1.2.1.4.~~ Governance information

~~1.4.1.5.1.1.2.1.4.1.~~ Up to date Association governance documents.

~~1.2.1.4.2. Detailed financial records of the organization including results of professional audits~~Results of historical financial Audits;

~~1.4.1.5.2.1.2.1.4.3.~~ The approved budget for the fiscal year.

~~1.4.1.5.3.1.2.1.4.4.~~ Description of Executive positions, Association meeting schedules and minutes.

~~1.4.1.5.4.1.2.1.4.5.~~ Listing of Academic Councils and Council representatives.

~~1.4.1.5.5.1.2.1.4.6.~~ Listing of GSA ratified Social Clubs.

~~1.4.1.5.6.1.2.1.4.7.~~ Listing of Association Standing Committees and Committee members.

~~1.4.1.6.1.2.1.5.~~ Resources

~~1.4.1.6.1.1.2.1.5.1.~~ A ~~directory listing~~ of resources and services available to students through the GSA-Association and externally.

~~1.4.1.6.2. A list of all Association services.~~

~~1.4.1.6.3.1.2.1.5.2.~~ Forms for all Association business.

~~1.4.1.7.1.2.1.6.~~ Contact information

~~1.4.1.7.1.1.2.1.6.1.~~ ~~Contact-Email contact information~~ for the current Executive.

~~1.2.1.6.2.~~ Location of the GSA and

~~1.4.1.7.2.1.2.1.6.3.~~ Association contact information.

~~1.4.1.7.3. Links to all ratified Academic Council and Social Groups' websites, if available; and,~~

~~1.4.1.7.4.1.2.1.6.4.~~ Listing of all current Association office Staff staff~~members.~~

~~1.5.1.3.~~ E-mail

~~1.5.1.1.3.1.~~ Executive members and Association office staff members ~~will~~shall have access to an e-mail address that is associated with their position.

~~1.5.2.1.3.2.~~ Email correspondence will be subject to the University ~~of Saskatchewan~~  
~~Electronic Mail Policy~~ policies and procedures on appropriate use.

~~1.3.3.~~ The Executive retains the right to revoke the e-mail privileges of any individual who has access to a GSA e-mail address who is using their e-mail in contravention of the University ~~of Saskatchewan Electronic Mail~~  
~~Policy~~ policies and procedures on appropriate use.

~~1.3.4.~~ Individuals with access to an Association email shall not forward Associations  
emails to non-Association emails;

~~1.5.3.1.3.5.~~ All Association business shall be handled through Association emails;

~~1.5.4.1.3.6.~~ An email to the entire student body must be sent through the College of Graduate and Postdoctoral Studies, as per agreed upon terms, and must adhere to the Association governing documents, or as otherwise indicated in the  
Bylaws.

#### ~~1.6.1.4.~~ Transition Manuals

~~1.6.1.1.4.1.~~ Incoming Executive members ~~will~~ shall receive a transition manual from  
the outgoing Executive.

~~1.6.2.1.4.2.~~ Each Executive member will maintain and update this transition manual throughout their term.

~~1.6.3.1.4.3.~~ At a minimum, the transition manual will include:

~~1.6.3.1.1.4.3.1.~~ A copy of the Association eConstitution, Bylaws and  
Policy manuals, highlighting all sections that directly apply to each individual position.

~~1.6.3.2.1.4.3.2.~~ Detailed description of how to carry out such obligations

~~1.6.3.3.1.4.3.3.~~ Detailed information about the progress of current initiatives and promises made to ~~committees~~ GSA Committees, ~~council~~  
GSA Council and the graduate student body.

~~1.6.3.4.1.4.3.4.~~ Contact information and resources available ~~to~~ for each  
~~executive~~ Executive position.

~~1.6.3.5.1.4.3.5.~~ Contact and scheduling information for ~~the external~~  
committees that the position has served on.

~~1.6.3.6.1.4.3.6.~~ A list of recommended improvements for the role.

~~1.6.4.1.4.4.~~ All Executive members shall ensure that their incumbent has the tools that they need to fulfill the mandate of the position. The outgoing Executive shall answer any questions that the incoming Executive may have and will notify them of duties that may not be outwardly obvious.

~~1.6.5.1.4.5.~~ Wherever possible, the incoming Executive shall shadow the outgoing Executive for a few weeks after election.

1.6.6.1.4.6. The outgoing Executive shall make themselves available to aid the incoming Executive for the first month of the new term during a transition meeting. If an outgoing or an incoming Executive member is not available for at least one transition meeting, or if they do not provide satisfactory transition via their transition manual, the honoraria of that Executive member shall be waived for their last or first month, respectively.

1.7.1.5. Confidentiality Policy

1.7.1.5.1. The Association often deals with topics that are not appropriate for publication. Confidential files will be clearly labeled as such and will be signed and dated by involved parties. Unless otherwise specified, confidential files will be kept for an indefinite period, unless they are deemed by the Executive to be no longer necessary.

1.7.2.1.5.2. The Association will uphold the confidentiality of individual students inquiring about academic or employment related grievances.

1.7.3.1.5.3. Files kept on current advocacy cases will be available to the Executive dealing with the case and the student(s) they are advocating for with the exception of third party information that is promised to remain confidential.

1.7.4.1.5.4. All bursary applications will remain confidential, and will be filed for one (1) year.

1.8.1.6. Human Resources Information

1.8.1.6.1. As an employer, the GSA will uphold the confidentiality of its interviewees and employees.

1.8.2.1.6.2. Interview information, including resumes, interview process, selection criteria and interviewer notes will be kept on file for 6 months.

1.8.3.1.6.3. Performance appraisals will be kept on file for 2 years.

1.8.4.1.6.4. These files will be available to the President and Vice President Finance and Operations, and other Executives only when appropriate.

**2. Health and Dental Insurance**

**2.1.** The Vice-President External will act as the liaison between the health and dental insurance provider and Council, and will report on information pertaining to the insurance plan.

**2.2.** All Members will have access to health and dental insurance through the Association under terms outlined by the insurance provider.

**2.3.** The Health and Dental Committee shall discuss health and dental changes and make a recommendation to Council.

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

### 3. Social Groups Policy

- 3.1. The purpose of a Social Groups Policy is to provide for the social needs of GSA Members.
- 3.2. The Vice-President Academics and Student Affairs will be responsible for overseeing the ratification of Social Groups.
- 3.3. To be ratified, Social groups must:
  - 3.3.1. Have a majority of its total membership be GSA Members.
  - 3.3.2. Have members from more than one Academic Council.
  - 3.3.3. Have completed and submitted an application for ratification including:
    - 3.3.3.1. The official name of the Social Group.
    - 3.3.3.2. The names and NSIDs of the Social Group's executive.
    - 3.3.3.3. The number of Social Group ~~Executives~~executives who are GSA Members.
    - 3.3.3.4. The number of Social Group members who are GSA Members.
  - 3.3.4. Have submitted an up-to-date copy of their constitution which includes:
    - 3.3.4.1. An outline of the Social Group's mission, purpose, structure, and regulations.
    - 3.3.4.2. The official name of the Social Group.
    - 3.3.4.3. The policies and procedures for democratic elections of Social Group executives.
    - 3.3.4.4. The financial procedures and policies of the Social Group.
- 3.3.5. Have submitted a void-cheque.
- 3.4. Social Group status will be effective ~~until~~from the time of ratification by Council until August 31.
- 3.5. Social Groups must reapply for Social Group status each academic year.
- 3.6. Social Groups will be ratified by a two thirds (2/3) majority vote of Council.
- 3.7. A Social Group must:
  - 3.7.1. Exist for the betterment of its members.
  - 3.7.2. Use any membership fees and money for the objectives outlined in the constitution of the Social Group.
  - 3.7.3. Elect its executive in a democratic fashion following the procedure in its constitution.
  - 3.7.4. Hold elections at least once per year.
  - 3.7.5. Hold public meetings.

- 3.7.6. Make its governing documents public to its membership and the Association.
  - 3.7.7. Not exist for the purpose of discrimination or harassment of any group.
  - 3.7.8. Not exist for the financial betterment of its members.
  - 3.7.9. Not be named in a manner that violates any obscenity or copyright legislation.
  - 3.7.10. ~~Be open~~Inclusive to any GSA Member.
- 3.8. A Social Group not operating in accordance with the Social Groups Policy may have its ratified Social Group status revoked by a majority vote of Council.
- 3.9. In the event the application for ratification is rejected, the Social Group may launch an appeal to Council by notifying the Vice-President Academics and Student Affairs in writing.
- 3.10. Ratified Social Groups may have the privilege of:
- 3.10.1. Booking the Commons.
  - 3.10.2. Applying to the Association for funding, as per the Bylaws and Policies of the Association ~~10~~.
  - 3.10.3. Advertising news and events through the Association, with the approval of the Executive.
  - 3.10.4. Being indemnified by the GSA Commons liability insurance for certain events and activities.

#### 4. Graduate Students' Association Commons

4.1.1. The GSA Commons will serve the needs of all graduate students and can be used for academic, professional, and social activities.

4.1.2. The Vice-President Finance and Operations ~~Oversees~~ oversees the daily operations of the GSA Commons.

4.1.3. The rated capacity of the Commons is 99 persons at any one time, and must be posted in the Commons.

4.1.4.

4.1.4.2.

~~4.1.1.1.1. Oversees the daily operations of the GSA Commons.~~

~~4.2. Purpose~~

~~4.2.1.1.1. The GSA Commons will serve the needs of all graduate students and can be used for academic, professional, and social activities.~~

~~4.3. Rated Capacity~~

~~4.3.1. The rated capacity of the Commons is 99 persons at any one time, and must be posted in the Commons.~~

4.4.4.3. Commons Coordinators

4.4.1.4.3.1. Shall be employed in accordance with Association Bylaws and Policies, the University ~~of Saskatchewan~~ Policies, and Saskatchewan Labor laws.

4.4.2.4.3.2. The duties of GSA Commons Coordinators shall include, but are not limited to:

4.4.2.1.4.3.2.1. ~~Be responsible for administrative details of the GSA Commons~~ Administrative tasks.

4.4.2.2.4.3.2.2. Act as a receptionist during daily operations.

4.3.2.3. Coordinate bookings of the GSA Commons.

4.4.2.3.4.3.2.4. All other duties, as outlined in the Employment contract.

4.5.4.4. Office Manager:

4.5.1.4.4.1. Shall be employed in accordance with Association Bylaws and Policies, as well as the University ~~of Saskatchewan~~ Policies and Saskatchewan Labor laws.

4.5.2.4.4.2. The duties of the GSA Office Manager shall include, but are not limited to:

4.5.2.1.4.4.2.1. ~~Be responsible for administrative details of the Executive~~ Administrative tasks.

4.5.2.2.4.4.2.2. Act as a receptionist during daily operations.

4.5.2.3.4.4.2.3. Refer students to the Executive and appropriate University services when required.

4.5.2.4.4.4.2.4. Understand the duties of the Executives.

4.4.2.5. Commit to maintaining sustainability with changing Executives.

4.5.2.5.4.4.2.6. All other duties, as outlined in the Employment contract.

~~4.5.2.6.1.1.1.1. Commit to maintaining sustainability with changing Executives.~~

4.6.4.5. Bookings

4.6.1.4.5.1. The Association reserves the right to deny use of the Commons.

4.6.2.4.5.2. Groups or individuals using the GSA Commons will be required to sign a booking agreement in order to use the space and its equipment.

4.6.3.4.5.3. The Executives shall endeavor to make this space available to its Members.

4.6.4.4.5.4. The GSA Commons will be booked for activities in the following order of priority:

4.6.4.1.4.5.4.1. Association meetings (e.g. Council, ~~and~~ General ~~meetings~~ Meetings, Committee Meetings).

4.6.4.2.4.5.4.2. Association special events (e.g. social events, orientation, Town Halls, Graduate Student Research Conference, 3MT® Competition, etc.).

~~4.6.4.3.4.5.4.3.~~ Academic Council public events (e.g. lectures invited and organized by Councilors).

~~4.6.4.4.4.5.4.4.~~ Academic Council private events (e.g. social events).

~~4.6.4.5.4.5.4.5.~~ Graduate student events.

~~4.6.4.6.4.5.4.6.~~ Social Group events; and,

~~4.6.4.7.4.5.4.7.~~ Other events.

~~4.6.5.~~ Ratified Academic Councils and Social Groups may book the GSA Commons at no charge during regular Commons hours. Bookings outside of regular Commons hours will be charged at an hourly rate, as indicated on the website;

~~4.6.6.4.5.5.~~

~~4.6.7.4.5.6.~~ Non-ratified groups ~~and non-members~~ may book the GSA Commons at an hourly rate, as indicated on the website.

~~4.6.8.4.5.7.~~ The Executives shall not, unless agreed upon by the Executive, personally volunteer time for groups to host their events.

~~4.6.9.4.5.8.~~ Anyone booking the GSA Commons:

~~4.6.9.1.4.5.8.1.~~ Will provide a damage deposit.

~~4.6.9.2.4.5.8.2.~~ Must return the Commons in the same physical state it was found. Additional charges will result if the cleanup checklist ~~in~~ of the GSA Commons Rental Agreement is not completed and initialed by a GSA Commons Coordinator.

~~4.6.9.3.4.5.8.3.~~ May be levied additional charges for special requests.

~~4.6.10.4.5.9.~~ Groups serving alcohol are responsible for:

~~4.6.10.1.4.5.9.1.~~ Obtaining a liquor permit.

~~4.6.10.2.4.5.9.2.~~ Ensuring that all ~~university~~ University and provincial liquor regulations are followed; and,

~~4.6.10.3.4.5.9.3.~~ Providing any necessary staff.

~~4.6.11.4.5.10.~~ The Association owns two BBQs that may be:

~~4.6.11.1.4.5.10.1.~~ Used on the premises by Association ratified Academic Councils and Social Groups at a flat rate ~~with propane costs and propane will be billed~~ included; and,

~~4.6.11.2.4.5.10.2.~~ Used on the premises by non-ratified groups ~~and non-members~~ at an hourly rate and propane will be billed.

~~4.6.11.3.4.5.10.3.~~ BBQs are to be left as they were found.

~~4.6.11.4.4.5.10.4.~~ Additional charges will apply if the BBQ is found inoperable or dirty.

4.7.4.6. Art

4.7.1.4.6.1. The Association will display artwork by Members in the Commons.

4.7.2.4.6.2. Diversity and variety in make, medium and subject matter are the priorities when selecting artwork for the GSA Commons.

4.7.3.4.6.3. Art selection and installation will be coordinated by the Office Manager and the Executive.

## 5. Student Advocacy

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

## 6. Association Student Handbook

- 6.1. The Association shall publish a handbook for graduate students containing:
  - 6.1.1. Information about the Association and how to get involved.
  - 6.1.2. A day planner.
  - 6.1.3. A directory of resources and services available to students through the Association and externally; ~~and,~~
  - ~~6.1.4. A list of all Association services.~~
- 6.2. The Handbook will be compiled by the Office Manager, under the guidance of the Vice-President External and President.
- 6.3. The Handbook shall be made available and distributed at the annual September orientation events, and throughout the fiscal year as availabilities last.

## 7. Bursary Policy

- 7.1. The Needs-Based Bursary fund will provide assistance to those graduate students who are ineligible for other awards; ~~and~~ who demonstrate:
  - 7.1.1. Difficulties in acquiring funding.
  - 7.1.2. Community involvement; and,
  - 7.1.3. Good academic standing.
- 7.2. Bursary documents, including applications will be kept confidential.

- 7.3. Allocation of bursary funds shall be determined by the Bursary Selection Committee.
- 7.3.1. All Regular Members who are graduate students enrolled with the College of Graduate and Postdoctoral Studies are eligible to apply.
- ~~7.3.2. Applicants must be registered as a graduate student at the University of Saskatchewan in the term of award.~~
- ~~7.3.3. Applicants must not have been awarded a GSA bursary in any of the previous three (3) terms. Students are only eligible to receive this bursary once a year.~~
- ~~7.3.4.7.3.2. Current and previous Executive members are not eligible for Association Bursaries.~~
- ~~7.3.5.7.3.3. Current and previous Members of the Bursary Selection Committee are not eligible for Association Bursaries.~~
- 7.4. Bursary Fund Amount and Distribution
- 7.4.1. The ~~bursary fund~~ allocated budget for the Needs-Based Bursary shall be no less than ~~\$3000-5000~~ for each term.
- 7.4.2. The bursary fund will be distributed evenly between recipients.
- 7.4.3. The ~~bursary-Bursary selection-Selection committee-Committee~~ may choose to re-distribute the allocation of the ~~bursary~~ fund in special circumstances.
- 7.5. Applications will require the submission of:
- 7.5.1. A one page cover letter written by the applicant, outlining their situation and why they are deserving of the bursary.
- 7.5.2. A completed bursary application form (available ~~at the Association office and~~ on the Association website).
- 7.5.3. One letter of recommendation from their supervisor or a faculty member in their department.
- 7.6. Applications will be accepted only ~~in~~ as a hard copy, and under the discretion of the Vice-President Finance and Operations, for extenuating circumstances may be accepted in electronic ~~copy~~ form.
- 7.7. Application deadlines are as follows:
- 7.7.1. Fall term: Mid-October.
- 7.7.2. Winter term: Mid-February.
- 7.7.3. Summer term: Mid-June.
- 7.8. A Bursary Selection Committee will be convened each ~~academic-fiscal~~ year. ~~There can be only up to two (2) Bursary Selection Committee members from any given department.~~
- 7.9. The Bursary Selection Committee shall select recipients using an established rubric that is based on the following criteria:
- 7.9.1. Students who are ineligible for major scholarships.

- 7.9.2. Students who have exhausted the funding for their program.
- 7.9.3. Students in need of child care services.
- 7.9.4. Students who have demonstrated financial need
- 7.9.5. Students with good community involvement
- 7.9.6. Students with strong academic performance.

**7.10. Awarding Bursaries**

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

**8. Affiliations Policy**

**8.1. Canadian Federation of Students**

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

**8.2. ThinkGRAD**

- 8.2.1. The Association shall budget for annual membership fees to ThinkGRAD, unless Council decides by two-thirds (2/3) majority vote to remove affiliation.
- 8.2.2. The Association shall attempt to budget for and send at least one Executive member, usually the Vice-President External, or ~~delegate~~designate, to the August ~~meeting~~ and ~~to the~~ April meetings. This shall happen through a discussion and Executive vote in an Executive meeting. Council approval is required if more than two (2) Executives, or their delegates, are to be sent to any of these meetings.
- 8.2.3. The Vice-President External, and President, shall be the liaison between members of ThinkGRAD and the Association.

## 9. Academic Council Funding

- 9.1. The purpose of Academic Council funding shall be to support graduate student projects and activities in the ~~the~~ Academic Unit.
- 9.2. Academic Councils must have a bank account to receive funding.
- 9.3. Academic Council funding monies unclaimed or not deposited, after 6 months from the date of issue, will be considered forfeited pursuant to the club and / or Council ratification agreement. Stale dated cheques will not be replaced.
- 9.4. Academic Council funding will be distributed proportionally based on:
  - 9.4.1. The number of full time ~~and part time~~ students.
  - 9.4.2. The attendance rate of the Academic Council Representatives to ~~regular~~ Regular Council meetings.
  - 9.4.3. Academic Councils may receive up to \$3.00 per full time student ~~or \$1.50 per part time students~~ according to the following formula:  $c = [x (3.00) + y (1.50)] [a / b]$  Where c is the funding received by the Academic Council, x is the number of full time students, ~~y is the number of part time students~~, a is the number of meetings attended by Academic Councilors and b is the ~~maximum attendance rate for the academic year for that Academic Council~~ the number of Council meetings for the academic year, up to a maximum of \$500.
- 9.5. Academic Councils shall be considered Ratified Social Groups for the purposes of applying for additional funding, following the Social Group Funding Policy.

## 10. Social Group Funding

- 10.1. Ratified Social Groups and ratified Academic Councils may apply for Social Group Funding.
- 10.2. To qualify for funding, a ratified Social Group or Academic Council ~~may~~ must not use the funds for the private use of a few individuals but for use towards serving the membership of the Social Group or Academic Council and the graduate student community in general.
- 10.3. Applications for Social Group Funding shall be made to the President and Vice-President Finance and Operations.
- 10.4. Funds shall be awarded by a majority vote of the Executive.
- 10.5. Social Groups can receive up to a maximum of \$500 in funding per ~~academic fiscal~~ year.
- 10.6. Social Group applications for funding shall be evaluated by the following criteria:
  - 10.6.1. The availability of funds.

- 10.6.2.* If the intent of the funding request fits within the mandate of the Social Group or Academic Council.
- 10.6.3.* Whether the funds will contribute to the- success of the Social Group's or Academic Council's event.
- 10.6.4.* Whether the Social Group, the Academic Council, the Association, and the general graduate student body will benefit from the event; and,
- 10.6.5.* The extent of effort made to secure external funding.
- 10.7.** The Association will not disburse funds to Social Groups or Academic Councils for:
  - 10.7.1.* Direct donation to charity ~~;- either for the Social Group or for other causes-~~.
  - 10.7.2.* The cost of alcohol served at any event.
  - 10.7.3.* The day-to-day administrative costs ~~of the Social Group~~.
  - 10.7.4.* Year-end banquets.
  - 10.7.5.* Graduation banquets; and,
  - 10.7.6.* Travel or travel expenses.

## **11. Corporate VISA Policy**

### **11.1. GSA Credit card**

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

### **11.2. Usage**

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

### **11.3. Payment**

- 11.3.1.* Receipts of purchases made using the GSA Credit Card must be given to the Office Manager and/or Vice-President Finance and Operations for every transaction completed on the credit card.

11.3.2. The Office Manager and/or Vice-President Finance and Operations must keep track of visa transactions, splitting the payment into the appropriate budget lines.

## 12. Committees of Council

### ~~12.1. Membership~~

~~12.1.1. Total membership of any of the following committees shall not exceed nine (9) total members.~~

### ~~12.2.12.1. Standing Committees of Council~~

#### ~~12.2.1.12.1.1. Budget and Finance Committee~~

~~12.2.1.1.12.1.1.1. Vice-President Finance and Operations, as chair~~

~~12.2.1.2.12.1.1.2. President~~

~~12.2.1.3.12.1.1.3. At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council~~

~~12.2.1.4.12.1.1.4. At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council~~

#### ~~12.2.2.12.1.2. Bursary Selection Committee~~

~~12.2.2.1.12.1.2.1. Vice-President Finance and Operations, as chair~~

~~12.2.2.2.12.1.2.2. Vice-President Academics and Student Affairs~~

~~12.2.2.3.12.1.2.3. At least two (2) Councilors or Alternate Councilors (who must not be from the same department), who are not a member of the Executive, appointed by Council~~

#### ~~12.2.3.12.1.3. Elections and Referenda Committee~~

~~12.2.3.1.12.1.3.1. Council Chair, who shall act as the Chief Electoral Officer and as chair~~

~~12.2.3.2.12.1.3.2. Three (3) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council~~

~~12.2.3.3.12.1.3.3. Three (3) Regular Members, who are not members of Council or the Executive, appointed by Council~~

#### ~~12.2.4.12.1.4. Governance Committee~~

~~12.2.4.1. Vice President External~~

~~12.2.4.2.12.1.4.1. Vice President Finance and Operations Two members of the Executive.~~

~~12.2.4.3.12.1.4.2. Council Chair, as *ex-officio*~~

~~12.1.4.3. At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council~~

~~12.2.4.4:~~12.1.4.4. At least one (1) Regular Member, who is not a member of the Executive or Council, appointed by Council.

~~12.2.5:~~12.1.5. Code of Ethics and Discipline Committee

~~12.2.5.1:~~12.1.5.1. Council Chair, as chair

~~12.2.5.2:~~12.1.5.2. At least two (2) Councilors or Alternate Councilors, appointed by Council

~~12.2.5.3:~~12.1.5.3. At least two (2) Regular Members, who are not members of ~~Council~~ or the Executive or Council, appointed by Council

~~12.2.6:~~12.1.6. Health and Dental Committee

~~12.2.6.1:~~12.1.6.1. Vice-President External, as chair

~~12.2.6.2:~~12.1.6.2. Vice-President Finance and Operations

~~12.2.6.3:~~12.1.6.3. Two (2) Councilors, who are not a member of the Executive, appointed by Council

~~12.2.7:~~12.1.7. Awards Selection Committee

~~12.2.7.1:~~12.1.7.1. Vice-President External, as chair

~~12.2.7.2:~~12.1.7.2. President

~~12.2.7.3:~~12.1.7.3. At least two (2) Councilors or Alternate Councilors, who is not a member of the Executive, appointed by Council

~~12.2.7.4:~~12.1.7.4. At least two (2) Regular Members, who are not members of Council or the Executive, appointed by Council

~~12.2.8:~~12.1.8. Sustainability Committee

~~12.2.8.1:~~12.1.8.1. Indigenous Liaison

~~12.2.8.2:~~12.1.8.2. Vice-President External

~~12.2.8.3:~~12.1.8.3. At least two (2) Councilors or Alternate Councilors, appointed by Council

~~12.2.8.4:~~12.1.8.4. At least one (1) Regular Member, who is not a member of ~~Council~~ or the Executive or Council, appointed by Council

~~12.2.9:~~12.1.9. Diversity Committee

~~12.2.9.1:~~12.1.9.1. Vice-President External

~~12.2.9.2:~~12.1.9.2. Indigenous Liaison

~~12.2.9.3:~~12.1.9.3. At least one (1) Councilor or Alternate Councilor, appointed by Council, who belongs to the groups outlined in the Terms of Reference

~~12.1.9.4:~~ At least two (2) Regular Members, who are not a member of ~~Council~~ or the Executive or Council, appointed by Council, who belong to the groups outlined in the Terms of Reference

12.1.10. Event Organizing Committee

~~12.1.10.1. Vice-President Academics and Student Affairs, who shall act as chair and oversee the work of the committee;~~

~~12.2.9.4.12.1.10.2. Three (3) graduate students, either Councillors, Alternate Councillors or Regular Members.~~

~~12.3. A call for nominations for the standing committees of Council shall be made to Regular Members two (2) weeks prior to the second, usually in October, meeting of Council.~~

~~12.4. Ad hoc committees may be established by Council for a specific period. Their membership and terms of reference shall be determined by a resolution of Council. An ad hoc committee shall be considered disbanded following the reception of its final report by Council, unless the committee is voted by Council to become a Standing Committee.~~

~~12.5. The Chair of each committee shall be elected from and by the membership of the committee, unless otherwise stated.~~

~~12.6. Committees shall present written progress reports to Council.~~

~~12.7. Should Council feel that a committee is neglecting its duties, it may add/remove members to/from that committee or provide further direction to the committee.~~

~~12.8. A final committee report shall reflect the majority opinion of the committee. A minority report may also be submitted to Council.~~

~~12.9. Any accompanying recommendations may be received by a motion of Council.~~

### ~~13. Meeting Locations~~

~~13.1. The location for all Council and General Meetings shall be the Commons, unless a larger space is required; and,~~

~~13.2. The location and time of a meeting must be included in the communication announcing the meeting.~~

### ~~14. Meeting Minutes~~

~~14.1. Draft minutes will be posted on the Association website within one (1) week of a Council, General or Executive committee meeting.~~

~~14.2. Approved minutes will be posted on the Association website within forty eight (48) hours of approval.~~

~~14.3. The Council Attendance Record shall be included in the minutes of a Council meeting.~~

~~14.4. Minutes shall be kept during all Committee meetings and shall be forwarded to the Chair for inclusion into Council meeting packages.~~

~~14.5. At the beginning of each meeting, a primary minute taker and designated alternate minute taker shall be identified and their names shall be recorded in the minutes.~~

## **15. ~~Executive Meetings~~**

~~15.1. The Executive must meet once per month through the months of May to August and twice per month through the months of September to April.~~

~~15.2. Each Executive must not miss more than two (2) consecutive Executive meetings or three (3) Executive meetings in total.~~

~~15.3. Executive members may attend Executive meetings via electronic means.~~

## **Committee Meetings**

~~15.4. A member of the committee shall be designated as minute taker by a majority vote of committee members.~~

~~15.5. The committee minute taker or chair will be responsible for forwarding committee minutes to the Chair of Council, if applicable.~~

## **16. ~~Town Halls~~**

~~16.1. The purpose of a Town Hall is to communicate information and/or host a questions and answers session. A Town Hall may also be used for the Association to consult with the Membership or host invited guests of the Association.~~

~~16.2. Town Hall meetings are open to the public.~~

~~16.3. A Town Hall meeting may be called by any Executive member, or by a majority vote of Council,~~

~~16.4. A Town Hall has no decision making authority and no minutes are recorded.~~

## Terms of Reference: Budget and Finance Committee

### Membership

- Vice-President Finance and Operations, as chair
- President
- At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council
- At least one (1) Regular member, who is not a member of Council or the Executive, appointed by Council

### Purpose and Rationale:

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

## Terms of Reference: Bursary Selection Committee

### Membership

- Vice-President Finance and Operations, as chair
- Vice-President Academics and Student Affairs
- Three (3) Councilors or Alternate Councilors (who must not be from the same ~~Academic Council or Department~~department), who is not a member of the Executive, appointed by Council

### Purpose and Rationale:

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

## Terms of Reference: Elections and Referenda Committee

### General

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

These terms of reference are intended to reflect and interpret relevant Bylaws of the GSA pertaining to elections and referenda and is subordinate to the Bylaws as they may be amended from time to time.

### Membership

- ~~GSA~~-Council Chair, who shall act as the Chief Electoral Officer (CEO), and chair
- Three (3) Councilors or Alternate Councilors, who is not a member of the Executive, appointed by Council
- Three (3) Regular members who are not members ~~of Council or~~of the Executive or Council, appointed by Council

### Meetings

- Quorum shall be defined as a simple majority of voting members.
- Meetings shall be held at the call of the chair, normally during the winter term of each ~~academic~~-fiscal year for elections and as necessary for By-elections and Referenda.

### Roles and Responsibilities

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

## Other

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

- a. Seek a position or be a representative in an Election or By-election;
- b. Nominate any person for an Election or By-Election; or
- c. Participate in a campaign committee for a referendum.

## Terms of Reference: Governance Committee

### Membership:

- Two members of the Executive
- Council Chair, as *ex-officio*
- At least two (2) Councillors or Alternate Councillors, who are not a member of the Executive, appointed by Council
- At least one (1) Regular Member, who is not a member of the Executive or Council, appointed by Council.

### Purpose and Rationale:

The Governance committee is required to ensure the Graduate Student Association (GSA) retains the correct documentation (Policies, Bylaws, and Constitution) to fulfill the mandate of the GSA. The primary activities of this committee include: (i) revising existing documents; (ii) creating required policies and/or bylaws absent in the existing documents; (iii) authoring recommendations and bringing forth motions to Council for policy documents; and (iv) authoring recommendations and bringing forth motions to General Meetings for bylaw documents and constitutional matters.

## Terms of Reference: Code of Ethics and Discipline Committee

### Membership

- Council Chair, as chair
- At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council
- At least two (2) Regular Members, who are not members of ~~Council or the Executive~~ Council, appointed by Council

### Meetings

- Quorum shall be defined as a simple majority of voting members.
- Meetings shall be held at the call of the chair as required throughout the year.

### Roles and Responsibilities

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

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

## Terms of Reference: Health and Dental Committee

### Purpose:

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

### Membership:

- Vice-President External, as chair
- Vice-President Finance and Operations
- Two (2) Councilors, who is not a member of the Executive, appointed by ~~council~~Council,

### Meetings:

- The Committee shall normally meet 3 times per year; additional meetings may be scheduled as necessary during financial review or budgeting periods.
- Committee members will be expected to attend all meetings.
- The H&D committee shall report directly to Council to ensure that all requested coverage is aligned with the fees charged and financial health of the GSA.
- The committee shall consider yearly reports of H&D plan activity, monitor its effectiveness, and recommend any yearly benefit changes to Council.

## Terms of Reference: Awards Selection Committee

### Purpose:

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

### Membership:

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

### Roles and Responsibilities:

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

## Terms of Reference: Sustainability ~~Policy and~~ Committee

This terms of reference is the policy of the GSA Sustainability Committee

### Vision

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

### Scope & Definition

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

### Commitments

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

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

### External Commitments

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

### Internal Commitments

1. The GSA commons must have at all times at least one (1) bin for single stream recycling, one (1) bin for returnable bottles, and one (1) bin for garbage.
- ~~2.~~ The GSA will buy recycled printing paper and will endeavor to source all other office,

~~3.2.~~ event, food etc. supplies from local, fair-trade, and environmentally responsible sources.

~~4.~~ The GSA will adhere to the EH&S (Environment Health and Safety) guidelines for

~~5.3.~~ sustainable events:

- Ensure food is locally sourced when possible (Hive, City Farm, etc..).
- Proper waste triaging for paper, plastic and metal, and compost.
- Minimize plastic use in favor of more recyclable or compostable materials (Water jugs, Concordia dish project, compostable plates, minimal packaging, etc..)

~~6.4.~~ The GSA will not use any Styrofoam products for GSA events or initiatives, as Styrofoam cannot be recycled in Saskatoon.

## Sustainability Committee

### Purpose:

- Promote environmental, social and economic sustainability issues related to graduate students
- Assume responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA
- Collaborate and build partnerships with other units to address sustainability
- Advise Council on matters related to sustainability
- The committee will be responsible for hosting at least one initiative, whether it be the Sustainability Slam or otherwise, during the ~~academic~~-fiscal year.

### Membership

- Indigenous Liaison;
- Vice-President External;
- At least two (2) Councillors or Alternate Councillors, appointed by ~~council~~Council;
- At least one (1) Regular Members, who is not a member of ~~Council~~ or the Executive or Council, appointed by Council

### Meetings:

- Meetings will be held once a month, or more frequently as needed
- The committee meets once a month, and quorum is 50% of its members (rounded up).

### Roles and Responsibilities:

- The committee provides Council with an action plan for the year in the month of November.

- Every two months (2) the committee presents a status report to Council.
- Vice-President External will be responsible for the above mentioned external commitments.
- Indigenous Liaison will be responsible for the above mentioned internal commitments.

#### Policy Review

These terms of references also serve as the policy of the GSA on Sustainability. This policy should be reviewed by the committee twice a year – at the beginning and last meetings of the committee (in the fall/winter terms). It should be updated to ensure the adoption of best practices and inclusion of new sustainability-related initiatives at the University of Saskatchewan.~~This policy should be reviewed by the committee every year during the winter semester. It should be updated to ensure the adoption of best practices and inclusion of new sustainability related initiatives at the University of Saskatchewan.~~

## Terms of Reference: Diversity Committee

### Purpose

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

### Membership

- Vice-President External
- Indigenous Liaison
- At least one (1) Councilor or Alternate Councilor, appointed by Council, who belongs to the groups outlined in the Terms of Reference
- ~~At least one Council member who belongs to the aforementioned groups~~
- At least two (2) Regular Members, who are not a member of the Executive or Council, appointed by Council, who belong to the groups outlined in the Terms of Reference
- ~~At least (2) members at large (or from council if applicable) who belong to the aforementioned groups~~

This committee will act as a body to:

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

Terms of Reference: Event Organizing Committee

Purpose:

The Event Organizing Committee is a Committee of Council responsible for organizing the Graduate Student Research Conference and the Three Minute Thesis Competition (3MT), as well as other events as needed, and functions under the guidance and supervision of the Vice-President Academics and Student Affairs.

Membership:

- The Vice-President Academics and Student Affairs, who will act as chair and oversee the work of the committee
- Three (3) graduate students, either Councilors or Alternate Councilors or Regular Members.

Responsibilities:

- To work collaboratively in the planning, organization, and execution of the Graduate Student Research Conference and the Three Minute Thesis Competition (3MT).
- To promote and encourage participation and attendance by GSA Members at these events.
- To assist in the organization of other events, under the direction of the Vice-President Academics and Student Affairs, as needed.

## PROCEDURES FOR MAJOR MEETINGS

### Council Meetings

Two to four weeks in advance of meeting:

- Chair emails Council members and Executive to request items to add to the agenda. Deadline for items and supporting information is generally eight (8) days in advance of the meeting date.
- Chair advises the Office Manager if a special room booking is required.
- Agenda items are due to the Chair in Microsoft Word format. Items for information or decision shall be clearly described with appropriate background, and motions shall be written along with a rationale.
- Chair begins to construct the list of items to appear on the agenda (first pages of the agenda packages).

At least a week, seven (7) days, in advance of meeting:

- Chair compiles the supporting information into one document and updates the agenda to include page numbers, etc.
- Chair creates an “open” version of the agenda package which is to include only non-confidential agenda items and supporting information. This PDF is to be sent to the Office Manager for posting to the Association website.
- Chair emails the completed agenda package, in PDF format, to all Council members, and reminds members of the meeting details.
- Chair advises the Office Manager if catering is required

At the meeting:

- A Secretary shall record the minutes of the meeting and shall include the attendance.

Within five business days following the meeting:

- Secretary sends a Microsoft Word copy of the minutes to the Chair for approval. Upon approval, the Chair sends an “open” version PDF of the minutes (with confidential sections removed) to the Office Manager for posting on the Association website. Draft minutes shall be posted within seven (7) days of the meeting, as outlined in the Bylaws.
- The Chair retains a Word file copy of the minutes for approval at the next meeting.

## **General Meetings**

At least 30 days in advance of meeting:

- Chair arranges, normally through PAWS notices, an email to all graduate students to announce the meeting date, time, and place, and also to request items for the agenda.
- Deadline for items and supporting information is at least eight (8) days in advance of the meeting date. Agenda items are due to the Chair, in Microsoft Word format. Items for information or decision shall be clearly described with appropriate background, and motions shall be written along with a rationale.
- Chair advises the Office Manager to book the GSA Commons, or if a special room booking is required.
- Chair advises the Office Manager to post the meeting information on the Association's social media outlets and Association website.

At least a week, seven (7) days, in advance of meeting:

- Chair constructs the agenda and compiles the supporting information into a meeting package.
- Chair creates PDF of the agenda package with supporting materials. This PDF is to be sent to the Office Manager to post to the Association website.
- Chair emails the completed agenda package, in PDF format, to all Regular Members via PAWS and through email correspondance (may be included as a link to the website) and reminds Regular Members of the meeting details.
- Chair advises the Office Manager if catering is required.

At meeting:

- A Secretary shall record the minutes of the meeting and shall include the attendance.

Within five business days following the meeting:

- Secretary sends a Microsoft Word copy of the minutes to the Chair for approval. Upon approval, the Chair sends an "open" version PDF of the minutes (with confidential sections removed) to the Office Manager for posting on the Association website.
- The Chair retains a Word file copy of the minutes for approval at the next meeting.

## Awards Policy

### 1. Purpose of the GSA's Annual Awards Gala:

- a. The Awards Gala shall be held towards the end of the Fiscal Year and is intended to celebrate graduate students as well as honour faculty that have generously supported graduate students in research, scholarly and artistic pursuits.

### 2. Nomination Process

- a. Those awarded at a previous GSA Awards Gala are ineligible to be nominated. A list of previous Award winners shall be maintained on the Association website.

- a. Candidates cannot nominate themselves for an award.

- b. Award documents, including applications, shall be kept confidential.

- c. The nomination period shall be open for a minimum of thirty (30) days, and shall end no later than the first week of March.

- d. Applications shall be accepted as dictated by the Vice-President External Affairs and shall include;

- i. A cover page with the name of the award and contact information (email address) for nominee(s), nominator and all referees.

- ii. A nomination letter (maximum 2 pages).

- iii. 2 reference letters (maximum 2 pages each).

- iv. Optional: a maximum of 3 pages supporting documents, to provide further evidence of why the candidate is deserving of the award. Supporting documents cannot include further letters of reference. Examples include a CV, a teaching philosophy statement.. etc.

### 3. Award Categories and Terms of Reference

#### a. Advising Excellence

- i. This award shall honour a graduate student advisor who has shown excellent supervisory and mentoring skills as well as exceptional support for their advisees' ideas, scholarly work, and financial needs. The honoured advisor shall embody the capacity to stimulate graduate students to think critically and creatively, while enhancing their graduate student learning experience.

- ii. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan or an alumna graduate student of the University of Saskatchewan.

- iii. Eligibility: Any current University of Saskatchewan faculty member that is/was advising a graduate student that is/was in a graduate program, during the fiscal year of the Awards Gala to which they would be honoured at, at the University of Saskatchewan.

#### b. Excellence in Community Service

- i. This award shall honour a graduate student who has made significant impacts and positive contributions to the local community in Saskatchewan and beyond. This shall be awarded to a student who has shown extensive initiative and significant achievements in serving the community in addition to excelling in his/her academic studies. This shall be awarded to a student who has contributed a minimum of seventy-five (75) hours of volunteer work during the fiscal year of the Awards Gala to which they would be honoured at.





- ii. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty member at the University of Saskatchewan or an alumna of the University of Saskatchewan.
- iii. Eligibility: Any graduate student enrolled during the fiscal year of the Awards Gala in a thesis based graduate program at the University of Saskatchewan.

4. Awards Selection Committee

- a. An Awards Selection Committee shall be convened each year.
- b. The Awards Selection Committee shall select recipients using an established rubric based on the following criteria:
  - i. Eligibility
  - ii. Academic Performance
  - iii. Commitment to the award criteria
  - iv. Excellence in field of study
  - v. Evidence of professional development
  - vi. Evidence of Reciprocity
  - vii. Evidence outlined in nomination and reference letters
- c. Award recipients, along with their nominators, shall be notified within three (3) weeks of the deadline.
- d. Those who were not a recipient of an award shall be notified as well, along with their nominators, within two (2) weeks of the deadline.
- e. The Vice-President External Affairs shall extend an invitation for each Award Winner, and a guest, to the Awards Gala.