



**Graduate Students' Association - University of Saskatchewan  
Council Meeting Agenda  
Tuesday February 26, 2019 - GSA Commons  
17:00 – 19:00**

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

#	Item	Page	Action
1	Call to Order		
2	Approval of the agenda	1-2	<i>Decision</i>
3	Approval of the minutes from January 22, 2018	3-10	<i>Decision</i>
4	Business arising (STING Sponsorship)	11-12	
5	Information to be received	13-37	<i>Decision</i>
	A. Motion to appoint Election Committee members		
	B. Election Committee minutes from January 29, 2019		
	C. Governance Committee minutes from January 18, 2019		
	D. Governance Committee minutes from February 1, 2019		
	E. Diversity Committee minutes from January 16, 2019		
	F. Executive meeting minutes from January 17, 2019		
	G. Executive meeting minutes from January 31, 2019		
6	Executive reports	38-46	<i>Information</i>
	A. Report of the President		
	B. Report of the VP Finance and Operations		

	C. Report of the VP Student Affairs		
	D. Report of the VP External		
7	<b>Social clubs ratification</b>	47-62	<i>Decision</i>
	A. TOX on TAP		
	B. Women in Chemistry		
	C. ASHRAE		
	D. Satellite Rotary Club of Saskatoon		
8	<b>Draft Operational Budget 2019/20</b>	63-79	<i>Information</i>
9	<b>Motions (fees 2019/20)</b>	80-84	<i>Decision</i>
	A. CFS Fees		
	B. Health and Dental Plan Fees		
	C. Health Plan Drug Exception Maximum Policy		
	D. GSA Membership Fees		
10	<b>Graduate Students Tuition Increase (Anatomy, Physiology &amp; Pharmacology Academic Course Council)</b>		<i>Information</i>
11	<b>Confidential Session</b>		<i>Information</i>
12	<b>Other business/Announcements</b>		<i>Information</i>
13	<b>Adjournment</b>		<i>Decision</i>

*Next meeting: March 19, 2019*



University of Saskatchewan  
 Graduate Students' Association  
 GSA Council Meeting Minutes  
 Tuesday January 22, 2019. GSA Commons

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

*Attendance: See appendix A*

**1. Call to Order**

Mr. Ghaith, Chair of Council called the meeting to order at 5:06PM. The chair shared with the gathering that the GSA had lost a member and colleague since the last meeting in December. Abdullah passed away on 2nd of January. One of Abdullah's friends were invited to share a few words about him, soon after the chair called for a brief moment of silence to honour our lost council member.

**2. Guest Speaker: Associate Director of Innovation Enterprise**

3.

4. Alix Hayden briefly introduced some of the programs currently being rolled out of her office.

5. Innovation Enterprise is the commercialization office at USASK, there job is to find and work with innovators on campus and help them develop those products or services for introduction to the marketplace. This may involved patenting or out licensing. The office is essentially tasked with identifying the best vehicle to bring that invention to market, sometimes that calls for finding the right partners. If there is no feasible partner to approach then that is a startup opportunity. This second case is often not the motivation of comfortable staff or faculty as the inventor is not always an entrepreneur.

6. Highly motivated entrepreneurial minded students have been brought on board to start the student engagement program called STING which is short for Saskatchewan Student Innovation and Growth. This program can be broken into the following:

7.

- SIBA Student innovation and Business analysts. This leg of the program helps identify the market trying to study trends, possible barriers to entry, competition etc.
- Summer entrepreneurs- training students to craft business plans. This summer 5 student teams with 3 students/team will be the first running of this part of STING.
- IEI Interns with a focus on tech acquisition. Science expertise is definitely an asset to companies trying figure out what's the next big "Thing" . This is a 6 month placement which allows the students to interface with different aspects from intellectual property to funding of those emerging technologies.

8.

### 9. Q & A

10. Q (Ufongdu) Are you concerned that with greater interest in entrepreneurship that the school will have more dropouts?

11. A: The goal is introduce entrepreneurship as a path and that's why the entrepreneurship leg of the program is only ran during the summer so that students don't get too preoccupied by those interests during the academic year. We don't want to encourage people to drop out of school but to provide the support for those students with a keen interest.

12. Q (Sahtout): If we believe that our research has commercialization potential how do we approach your office?

13. A: Anyone can contact us and have a chat, come share what you're working on. Then we start exploring inventorship which more of a legal aspect but the first meeting doesn't have to be that formal.

14. Q (Sahtout): How does the profit sharing work on an invention successfully brought to market?

15. A: At USASK IP is typically owned by the university. The university pays for the patenting and if it makes any money the inventors typically get 50%.

16. Q (Ufongdu): Is it possible for international students to be hired by your office?

17. A: If the student is legally able to work within Canada then they can work with our office.

18. Q: The job application seems like you're seeking students with experience but is it possible to get hired without any experience?

19. A: We need people that can summarize and provide us with what is interesting about a given innovation. If those things genuinely spark your interests then you're a possible candidate for most of our positions.

20. Q (Sahtout): This is a substantial amount of funds that the GSA will be contributing to your program, can you speak to aspects of the program sustainability in future years.

21. A: It is projected that 1 in 5 will become a company, the funding with the performance metrics will be able to secure more funding after the 3 years.

22. Q (Sahtout): Are there shorter programs for students who can't attend during the summer.

23. A: Working on a campus entrepreneurs program for those who don't have the time to enroll in full summer program, it will be more like a short training program that would take the form of a bootcamp.

24. Q: How do you advertise the office?

25. A: Career link, mailing lists of the different colleges

26. Alix left some of her business cards at the GSA commons for interested students to contact her. President Sahtout brought to the attention of the council members that the above program would incur and increase in the GSA membership fees that were no greater than 5% which amounts to ~\$4/member/year.

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**34. Guest speaker: Program Manager Studentcare Information**

*This agenda item was presented after agenda item #9.*

Colton Yamagishi briefed the gathering on the status of the studentcare plan. He stated that currently the students are getting good value based on the prescription and dental services that they received against the premiums paid. What now had to be decided is whether the GSA wanted to stick with their current coverage going forward or alter their plan, this would be decided on by the next council meeting.

Q & A

Q (Friedrichsen): Are those values normalized for student population?

A: Yes, all the statistics account for current student population.

Q (Parolia): What is the difference between the plan fee and plan premium?

A: Plan fee is higher than plan premium. The plan fee is what the students pay and the premium is what goes to sunlife.

35.

**36. Approval of the agenda**

*Motion to approve agenda. (BRIAN MURRAY/ ADAMS)*

**CARRIED**

**37. Approval of the Minutes from December 11, 2018**

*Motion to approve December Council minutes (PAROLIA/ ZAHAN)*

**CARRIED**

**38. Business arising (int. student implied status)**

The Chair noted that there is business arising from December meeting. The Chair invite the executives to provide the Council with updates.

President Sahtout: There are no updates at this time but the University is looking at comparator institutions, but encouraged individuals who are unable to work to approach the GSA.

**39. Information to receive**

- A. Executive meeting minutes from December 6, 2018
- B. Executive meeting minutes from December 20, 2018
- C. GSA Board Memo
- D. Sustainability Committee minutes from November 28, 2018 (amended)
- E. Sustainability Committee minutes from January 10, 2019

*Motion to receive committees reports/minutes 7.A – 7.E (MURRAY/ RODRIGUEZ)*

**CARRIED**

**40. Executive reports**

**41.****A. Report of the President**

President Sahtout kept her address short and focused on the following:

- Met with the board of governors in December but the board is not in position to put a graduate student on the board.
- Currently compiling a list of what works best for a positive supervisor/student relationships.

There were no questions for the president.

**B. Report of the VP Finance and Operations**

VP Operations and Finance informed the meeting that he was currently organizing another committee for the budget for next year and a selection committee for the Bursaries for the winter 2019 semester.

There were no questions for the president.

**C. Report of the VP Student Affairs**

VP Student Affairs reminded the council members that the research conference (Feb) and the 3MT (3 Minute Thesis competition) were both round the corner and can expect request for abstracts soon.

There were no questions for the VP Student Affairs

**D. Report of the VP External**

VP External asked that if anyone is interested in first aid training that there were 2 sessions coming up in February on the 16th and the 19th. If anyone was interested they were asked to contact him directly.

The next Health chat would take the form of a self defense session which is already full.

The VP external also told the gathering that the GSA guppy teams were already full but council members are always welcome to cheer fellow council members on.

There were no questions for the president.

**42. Sustainability Representatives (Biology GSA)**

Biology GSA representative asked the meeting, how many of the council member are part of groups that have sustainability components within their departments.

If anyone interested in contacting him by email address can be

**43. Other business/Announcements Information**

GSA elections Committee will meet later this month.

President Sahtout informed the Council that the GSA was invited to join a Tuition Freeze campaign from U Regina. GSA council members seem to have mixed feeling about joining such an initiative.

Next council meeting Feb 26th.

**44. Adjournment**

*Motion to adjourn (ZAHAN/ADAMS) at 6:37*

**CARRIED**

## Appendix A

Academic Council	Name of Councilors and (alternates)	Sep.25 2018	Oct.16 2018	Nov.20 2018	Dec.11 2018	Jan.22 2019	Feb.26 2019	Mar.12 2019	Apr.9 2019
Animal & Poultry Science	Brittany Ross (Tess Mills)	P	R	P	A	A			
ARCHAIA	Alne Dolln (Adrienne Ratushniak)	P	P	P	A	A			
Biology	Dylan Baloun (Carmen Marquez Mellidez)	P	P	P	P	P			
Chemistry	Doug Fansher (Richard Pettipas)	P	A	R	P	P			
Geography & Planning	Bethany Thiessen (Apeksha Heendeniya)	P	P	P	P	P			
Geological Sciences	Brittany Laing (James Schulte)	P	P	P	A	P			
History Graduate Students' Committee	John Bird (Mckelvey Kelly)	P	P	P	A	P			
IGSC (1)	Tara Million (Adam McInnes)	P	P	NA	NA	NA			
IGSC (2)	NA	NA	NA	NA	NA	NA			
Kinesiology	Natasha Boyes (Natalie Houser)	P	P	P	P	P			
Computer Science Grad Course Council (1)	Rifat Zahan (Tonny Kar)	P	P	P	P	P			
Computer Science Grad Course Council (2)	Parastoo Veisi (Kawser Nafi)	A	P	A	P	A			
PEGASUS	Jason Ho (Ethan Runge)	P	P	P	P	P			
Soil Science Graduate Student Association	Jennifer Bell (Aimee Schryer)	P	P	P	P	P			
WCVM GSA	Breanne Murray (Narsimha Pujari)	P	P	P	P	P			
Master of Business Admin Representative Council (MBARC)	Tyler Gray (Alli Sparling)	NA	NA	P	R	A			

Academic Council	Name of Councilors and (alternates)	Sep.25 2018	Oct.16 2018	Nov.20 2018	Dec.11 2018	Jan.22 2019	Feb.26 2019	Mar.12 2019	Apr.9 2019
Psychology Graduate Student Assoc.	Sarah Mohammed (Farron Wielinga)	P	P	A	R	P			
AREC	Yerebakia Choro (Ran Sun)	NA	P	P	P	A			
SENSSA (1)	Peter Friedrichsen (Belizario Carballo)	P	R	P	P	P			
SENSSA (2)	Laila Balkhi (Belizario Carballo)	NA	P	P	A	P			
Pharmacy & Nutrition Graduate Students' Council P&N-GSC	Lina Kharabsheh (Yvonne Ruhumbika)	P	P	A	P	P			
School of Public Health Students' Assoc (SPHSA) (1)	Cheryl Roett (NA)	NA	P	P	P	P			
School of Public Health Students' Assoc. (SPHSA) (2)	Chiamaka Ezekwesili (NA)	NA	P	P	R	P			
Physical Therapy Student Society (PTSS)	Kyla Collins (Katrin Ritchie)	P	P	P	R	P			
Engineering, Chemical	Khaled Zoroufchi Benis (NA)	P	P	P	A	P			
Engineering, Mechanical	Bicheng Xing (Stephen Owuamanam)	P	P	P	P	P			
Engineering, Electrical	Ozan Gunes (Jose Berkenbrock)	P	P	P	A	P			
Engineering, Biomedical	Saman Naghieh (Ejalonibu Hammed)	P	P	P	A	P			
Biochemistry, Microbiology & Immunology	Kusum Sharma (Mamata Panigrahi)	P	A	P	P	P			
Anatomy, Physiology & Pharmacology	Kushagra Parolia (Sarah Martin)	P	P	P	P	P			
Community Health & Epidemiology	Jacob Alhassan (Liliana Rodriguez)	NA	P	P	R	P			
Health Sciences	Chelsea Cunningham (Scott Adams)	NA	P	P	P	P			



**Executive MEMO: STING Sponsorship**

On January 22, 2019, the Associate Director of Innovation Enterprise, University of Saskatchewan, attended the GSA Council meeting to discuss a three-year funding proposal request. The proposal is intended to assist in the building of a new student engagement program on campus that is designed to grow entrepreneurial technology commercialization awareness among undergraduate and graduate students. The program has an associated budget of over \$1.7 million dollars over three years. The office is working on securing commitments from both the public and private sector off campus, and from colleges and other organizations on campus. The GSA was approached in the hopes of committing \$5000 a year, for three years, to support the initiative.

The Executives discussed this initiative thoroughly and while the program in itself is a great step to providing opportunities for students and Postdoctoral fellows, the following points were brought up;

- There were limitations to the STING program as it seems that students with a business background were more likely to succeed in obtaining positions;
- It wasn't clear as to how this would impact the graduate student population as a whole, especially when other students would not be able to partake in the learning and training opportunities that would be provided.

Based on the above, the limited budget of the GSA, and input from Council members, the Executive Committee does not recommend providing sponsorship to this initiative at this time.

Dear GSA Executive and Council Members:

On behalf of the students of the School of Environment and Sustainability (SENS), The School of Environment and Sustainability Students' Association (SENSSA) would like to recommend against supporting the Innovation Enterprise's (IE) request for financial support from the GSA. SENSSA does not believe the benefits of the program for graduate students outweigh the financial commitments required of graduate students. While we support the STING program as a good resource for students, we do not feel that this program allows many graduate students to benefit from it.

SENSSA Council met on February 4<sup>th</sup> to relay the information from the STING presentation to the GSA Council meeting on January 22<sup>nd</sup> to SENSSA members. After discussion, we voted unanimously that financially supporting this program would not provide a significant benefit for students at SENS, nor most graduate students overall. Firstly, any current expansion of the STING program would only enable a few more paid positions for graduate students, despite a hike in fees for all graduate students. Secondly, the program is designed for students who already have some experience with entrepreneurship and commercialization; thus, only a handful of students would find these positions accessible, such as those in business or IT-related fields. We feel that the program would be better for graduate students if they provided programs or courses that more students could access for their own learning and training rather than a few paid positions.

While SENSSA will support the final decision of the GSA Council and Executive, we encourage fellow council members to consider our recommendation against the proposal. We also welcome further discussion regarding the program and exploring potential alternatives that will continue to benefit graduate students at the University of Saskatchewan.

Best Regards,

Motion to change the *Elections and Referenda Committee Membership (Pujari/ Fansher)*

*Passed unanimously by e-vote*

*“WHEREAS two regular general members of the GSA Elections and Referenda Committee (Nicole Matsalla and Jessa Hughes) resigned from the Committee due to the change in their academic load this term.*

*WHEREAS the GSA Policy 12.3.3 states that the Elections and Referenda Committee should include three (3) Regular Members, who are not members of Council or the Executive.*

*WHEREAS two regular general members (Alex Gu - PhD student in Engineering and Liliana Rodriguez - M.Sc. student in the Department of Community Health & Epidemiology) expressed their interest to sit on the Elections and Referenda Committee upon a new call for nomination sent to all graduate students on January 23, 2019.*

*WHEREAS changes in GSA Committees membership requires approval of the GSA Council*

*BE IT RESOLVED that the GSA Council approves the change in the Elections and Referenda Committee membership to include Alex Gu and Liliana Rodriguez effective January 29, 2019.”*

**University of Saskatchewan- Graduate Students' Association  
Elections and Referenda Committee Minutes  
Tuesday 29<sup>th</sup> January 2019**

**1. Present:**

- Ziad Ghaith- Council Chair/Chief Electoral Officer (CEO)
- Reggie Nyamekye (Regular / general member)
- Liliana Rodriguez (Regular / general member)
- Alex Gu (Regular / general member)
- Brittany Laing (Council member)
- Rifat Zahan (Council member)
- Carmen Marquez Mellidez (Council member)
- Narsimha Pujari (Council member)

2.

**3. Regrets: N/A**

**4. Signing Confidentiality Agreement**

- The Council Chair/CEO called the meeting to order at 4.59 pm. He welcomed everyone and started with a round of introductions and agenda for the meeting. He mentioned that a confidentiality agreement had to be signed by each member before the Elections and Referenda Committee (hereinafter referred to as the Committee) could move forward.
- The Council Chair/CEO mentioned that involvement in the Committee will be a part of the members Co-Curricular Record (CCR.)

**5. Tentative Election Timeline/Plan**

- **Late February 2019** -First announcement by GSA communication email.
- **Early March 2019** -Second announcement by GSA communication email.  
(*The date depends on when the GSA communication emails go out*).
- **March 11<sup>th</sup>-21<sup>st</sup> 2019** – Nomination and orientation period.
- **March 22<sup>nd</sup> 2019** – Procedure meeting.
- **March 25<sup>th</sup> -31<sup>st</sup> 2019** – Campaign period.
- **April 1<sup>st</sup> -5<sup>th</sup> 2019**- Voting period.
- **April 8<sup>th</sup> 2019**- Ratification and announcement of results.
- **April 16<sup>th</sup> 2019**- Introduction of new executives at the Graduate Students' Association (GSA)'s Annual General Meeting (AGM).

## **6. Nomination Forms**

- The Council Chair/CEO will work on nomination forms/materials and instructions.
- The Committee is to ensure that candidates running for the executive positions attach their academic registration as current students to the nomination form.
- The nomination form can include a condition that the candidate should be enrolled till April 2020.
- Rodriguez suggested that a document be created for candidates to sign to say they will abide by the rules.
- The Committee agreed to consider adding background check condition if needed/applicable.
- The Committee could make recommendations to the Governance Committee to update/change the election Bylaws as needed.

## **7. Election Rules**

- The Bylaws must be followed.
- The Committee would allow people to do what they want with regards to having a website and using social media to campaign, but the Committee will monitor their campaigning materials to see if they are complying with election rules.
- A candidate cannot use a club email or department email to send emails to seek votes but if the candidates creates their own mailing list, they could use that.

## **8. Communication and promotional plan**

- After the first announcement, the elections can be promoted through PAWS/social media/email.
- Laing volunteered to design posters for communication.
- The Committee must ensure having efficient communication plan.
- The Committee will have two promotional periods – before and during the voting period.

**9. Other business**

- The Committee can meet whenever the Committee wants to, but the Committee must meet to ratify the nominations and results.
- The GSA provides up to \$50.00 CAD to all candidates for their campaign posters.
- Facebook paid Ads are not allowed, and Facebook groups created can remain after the campaign period, but candidates are not allowed to campaign.
- The Committee members should try and attend the candidates' orientation meetings and all candidate forums.
- The Committee has the power to disqualify a candidate if a violation of bylaws or rules occurs and must be strict in operating and enforcing rules, to avoid a floodgate of issues.
- The Council/Chair and CEO will communicate via email with members to set up the next meeting.

**10. Adjournment**

- The Council Chair/CEO thanked everyone for coming and adjourned the meeting at 6.01 pm.



**University of Saskatchewan – Graduate Students' Association  
Governance Committee Meeting  
January 18, 2019, 5:00 PM – 6:30 PM**

**Present:** Somto Ufondu (VP External), Ziad Ghaith (Council Chair), Cheryl Roett (Councillor), Saman Naghieh (Councillor), Naheda Sahtout (Councillor)

**Regrets:** Jesus Corona Gomez (VP Finance and Operations)

**Organization of the Meeting:**

Cheryl Roett acted as the Chairperson. Naheda Sahtout acted as the recording secretary for the duration of the meeting

**Meeting Minutes**

The Chair called the meeting to order at 5:02 PM.

The Chair requested members to bring forth any thoughts they had on the governing documents, keeping in mind best principles, the mission of the Association and good governance practice.

The VP External brought forth the following;

- Raised concern on Bylaw 4.11.9 and indicated it is currently vague and perhaps there needs to be more precise language used with regard to website and email lists. The Council Chair indicated the Elections and Referenda Committee meets every year to determine the criteria for elections and referenda, although he further indicated that perhaps clearer language would be beneficial.
- Indicated that Bylaw 4.18.10.12 and 4.18.10.16 should be combined as they refer to the same concept, even though in different periods of the campaign process. These have been combined now.
- Questioned Policy 1.2.1 and sought clarification as to what kind of advertisements would require the logo? The words 'where feasible' has been included.
- Wondered why Policy 14.5 was needed. The Council Chair indicated it was best practice to identify the individuals chairing and providing minutes at each meeting.
- Asked to the necessity of having 'if applicable' in Policy 16.2. Councillor Sahtout indicated that some committees, such as the Code of Ethics and Discipline Committee, often deal with confidential matters that need to remain confidential.

The Council Chair indicated that the GSA logo is currently not copyright or trademarked. While the current Executives can approach this process, there needs to be a bylaw addition to describe how the logo is used and to what extent as to ensure there is no harm done to the Association.

A new Communications Policy needs to be created this year which outlines detailed use of email communication to Regular Members given this year the Executives will sign an agreement with the University that will provide the Executives with an email listserv to communicate with graduate students.

- The Council Chair indicated that he would be happy to initiate the preparation of this to share with the rest of the group.

Councillor Sahtout posed the idea of a Vice-President Equity and Diversity that would further advocate for services and resources for minority groups, international students and by collaborating with the Indigenous Liaison, indigenous students. This would also align better with the University Plan 2025.

- The Council Chair indicated that 2 years ago, the Executive positions were combined; The Academic and Student Affairs became the VP Student Affairs and Finance and Operations became the VP Finance and Operations. This assisted in efficiency in meetings and ensured that each Vice-President had sufficient responsibilities.
- The Council Chair indicated that any changes to the composition carries a financial commitment.
- Members discussed what the nominal cost would be to membership versus the high value and advocacy that this position would bring.
- Members wondered whether these commitments could be allocated to the Indigenous Liaison portfolio, even though this position is currently not elected by the Regular Membership.
- The Chair indicated we should request consultation with the Indigenous community in order to seek further guidance.

The Chair questioned whether Bylaw 2.2.1.7 has already been completed?

- Councillor Sahtout indicated this is a work in progress. The Council Chair indicated this is an on-going process which requires the government to change the Act. He also indicated that Council last year voted on the importance of this direction. This is for the benefit of graduate students and a strategic priority for the GSA and its members.
- The VP External indicated what the consequences of all efforts having failed? The Council Chair indicated that the University Act will be open at one point in time and as this is in the Bylaws, it will be a reminder to further pursue once the Act is open.

The Chair asked whether the terms of reference for any of the committees should be commented on by the committees themselves. The Council Chair indicated that perhaps the Chairs of each committee can be corresponded to seek out any edits or changes to the terms of reference through the governance committee.

- Councillor Naghieh wondered whether stronger terms of reference could be prepared by looking at other terms of references from other GSA's.
- The Chair noted that the terms of reference for the Governance Committee currently do not exist; however, indicated there was a starting document which would be circulated to the members of the Governance Committee for feedback.

The meeting was adjourned at 6:35 PM.

**Action Items:**

1. Terms of Reference for the Governance Committee
2. Email Communication Bylaw
3. Use of the Logo Bylaw
4. Edits to the governing documents
5. Correspond with all Standing Committee Chairs to seek edits to terms of references.
6. Consultation regarding executive structure changes.



**University of Saskatchewan – Graduate Students' Association  
Governance Committee Meeting  
February 1, 2019, 5:00 PM – 6:30 PM**

**Present:** Jesus Corona Gomez (VP Finance and Operations), Ziad Ghaith (Council Chair), Cheryl Roett (Councilor), Saman Naghieh (Councilor), Naheda Sahtout (Councilor)

**Regrets:** Somto Ufondu (VP External)

**Organization of the Meeting:**

Cheryl Roett acted as the Chairperson. Naheda Sahtout acted as the recording secretary for the duration of the meeting

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The meeting was called to order at 5:03 PM.

The Chair informed those in attendance the VP Student Affairs would be attending the meeting between 5:30 PM and 6:00 PM to discuss a tentative new committee suggestion.

The Chair opened the floor for a discussion on each of the circulated documents.

(1) Terms of Reference

- a. A member suggested the membership of the Governance Committee should not be restricted to specific members of the Executive. Rather, this membership should be more flexible to members of the Executive who have an interest and related skill sets to sit on this committee.
- b. A member suggested a general member should sit on the Governance Committee. This permits an individual with the necessary skill sets, who may be experiencing time restrictions (precluding active participation on Council), an opportunity to participate on the Governance Committee.

*Motion to recommend amendment of the Terms of Reference of the Governance Committee membership to reflect the following composition: 2 Executives, Council Chair as ex-officio, at least two (2) Councillors or Alternate Councillors and at least one (1) Regular Member, who is not a member of the Council or Executive.*

***Moved by Cheryl Roett. Seconded by Jesus Corona Gomez.  
Motion carried.***

(2) Bylaws

- a. Recommended changes made as track changes.
- b. Completed section 1 of the Bylaws.

The VP Student Affairs inquired as to the possibility of creating a committee which would be tasked with helping the VP Student Affairs organize the Graduate Student Research Conference and the Three Minute Thesis Competition. Both of these activities are currently within the VP Student Affairs' portfolio; however, these events take much effort to organize, and often overlap with advocacy portions of the Student Affairs' portfolio. The committee would be tasked with helping with the organization, delegation of tasks and overseen by of the VP Student Affairs. This would help enhance the student experience through ensuring more engagement and provide an increasingly diverse knowledge-base for event organization Furthermore, the committee would be engaging the graduate student membership and creating more leadership opportunities. Given both events happen simultaneously this committee would help ensure these events are organized to a high standard.

*A member inquired as to what he sees the composition of the committee to be?*

The VP Student Affairs indicated having Regular Members would be good because it engages more graduate students; however, he emphasized the VP Student Affairs would still be responsible for ensuring the committee meets and the event organization is completed. It was emphasized that having at least one (1) Council member would be necessary as this is a Committee of Council.

*A member asked as to how many people would sit on this committee?*

The VP Student Affairs indicated that there should be no more than 4 members, and the VP Student Affairs as the 5th. These members would only be tasked with helping in the organization of the Graduate Student Research Conference and the 3MT Competition.

Having this as a committee formalizes the process and ensures commitment. The members would be volunteers. This would be CCR approved, as with other committees, and it would engage students to acquire the skill sets transferrable for future employment opportunities.

The members reflected and agreed this was a step in the right direction. The Chair was tasked with emailing the VP Student Affairs to further this committee.

The meeting adjourned at 6:58 PM.

#### **Action Items:**

- Circulate the updated terms of reference.
- Circulate the minutes of February 1 meeting.
- Circulate the tentative Communications Bylaw.
- Circulate the updated amended Bylaws.
- Email the VP Student Affairs to request a draft terms of reference and membership for the proposed committee.

### **Diversity Committee Meeting**

Date: Jan16, 2019

- Meeting started at 4:05 pm
- Except Shahin every committee member was present there.

Agenda of the meeting:

“Diversity Event”

Jessa talked about options for Ted talk or Live Presenter.

It was decided by majority to go with LIVE PRESENTER for the event.

#### **Planning for the EVENT:**

- Booking of GSA is done by Somito
- Food budget is 500 CAD.
- Live presenter options
  1. Chris Schottie (aboriginal representator)
  2. Dav Macgrane ( U of S Professor)
  3. Bev DuBois (City Councillor)
  4. Fatima Coovodia (Human rights commissioner for Saskatchewan)
  5. A person from Gender Education
  6. Someone from the LBGT community - Somto will be responsible.
  7. Someone from the disability group – Somto will be responsible.

Amara will contact with presenters and make sure their availability.

#### **Event Responsibilities:**

##### **Food Responsibility:**

- Jessa will manage Donuts, Pizza and Pop
- Amara will manage Samosa
- Somto will manage Fried Rice
- Cloud will manage spring rolls

(Estimation of 50 people)

- Hammed will manage diverse music
- Somto will spread the message on behalf of GSA

It is decided that we will give 20 minutes to main speakers and 10 minutes each to other speakers.

Meeting was adjourned at 5:20 pm.



## University of Saskatchewan - Graduate Students' Association

### Executive Meeting Minutes

January 17, 2019

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

**Regrets:** N/A

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

The President called the meeting to order at 4:20 PM.

#### 2. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated. The President wished to add Item 4.4: Breakfast Initiative.

*Motion to approve the agenda as circulated and amended moved by the VP Student Affairs and seconded by the VP External.*

*Motion carried.*

#### 3. Approval of the December 20, 2018 Executive Meeting Minutes

The President asked whether there were any further amendments to the December 20, 2018 Executive Meeting Minutes.

*Motion to approve the December 20, 2018 Executive Meeting Minutes moved by the VP External and seconded by VP Student Affairs.*

*Motion carried.*

These minutes have been posted to the website.

#### **4. Items for Action**

##### **4.1 Search Committee – Dean, College of Agriculture and Bioresources (as per email dated January 7, 2019)**

A graduate student is being requested to sit on the Search Committee for the Dean, College of Agriculture and Bioresources. As with all senior admin search committees, the composition, as approved by the University Board of Governors, must include a graduate student appointed by the GSA. Furthermore, the graduate student must be a member of that particular College.

The President reached out to the Soil Science Course Councillors, who have been actively engaged, to see whether one of them would be interested in sitting on this search committee.

Jennifer Bell indicated that she is interested; therefore:

*Motion to approve Jennifer Bell to serve as the graduate student representative, appointed by the GSA, on the Search Committee for the Dean, College of Agriculture and Bioresources moved by the VP External and seconded by the VP Student Affairs.*

***Motion carried.***

##### **4.2 Funding Request – Chemistry Course Council**

The VP Finance and Operations indicated that he had received a funding request from the Chemistry Course Council with a thorough description and budget of the event; Graduate Student Symposium. The President welcomed Douglas Fansher, the co-organizer of this event, to the Executive meeting and asked him to provide a brief description of the event. Fansher mentioned that the Graduate Student Symposium is currently a bi-annual event and is an opportunity for both staff and graduate students to interact in a formal setting.

Fansher mentioned that the event will take place on May 16 and 17. He mentioned that two speakers will be invited, one of them a member of Contango, a company in innovation place, who will speak about research and how the speaker started the company. Fansher stated that most of the participants of the event are graduate students, probably from 70 to 80 students. He explained that this event provides an opportunity for students to know a little bit more about what other research groups are doing through poster exhibition and presentations.

The VP Finance and Operations asked about the cost of rent of the place where the symposium will take place. Fansher answered that there will not be any rent cost since the symposium will take place in Thorvaldson. Fansher mentioned that the main sponsors of this event are the GSA, the Chemistry Course Council (CCC), Department of Chemistry, College of Graduate and Postdoctoral Studies (CGPS) and College of Arts and Science. Only the CCC has guaranteed financial support.

The President thanked Fansher for attending the meeting and mentioned that when the GSA sponsors an event, the GSA logo is expected to appear on the posters and an announcement should be made at the event. Fansher agreed to include the GSA logo on posters and advertising material. The President indicated that the decision was based on the budget and not on the event. The President thanked Fansher for providing the proposal and attending the Executive meeting to provide further information.

*The VP External moved to approve funding in the amount of \$500 to the Chemistry Course Council for the Graduate Student Symposium. This motion was seconded by the VP Finance and Operations.*

***3 in favour and 1 abstention (Sahtout).***

***Motion carried.***

#### **4.3 GSA Commons Use – SUNTEP**

The President indicated that the Saskatchewan Urban Native Teacher Education Program (SUNTEP) has requested to use the GSA Commons. SUNTEP used to book the GSA space through the IGSC. Since the IGSC is currently evaluating their direction, they are not able to book the GSA Commons for SUNTEP. Unfortunately, under these circumstances, SUNTEP is not able to use the GSA Commons free of charge as they are not a ratified group with the GSA. The GSA Executives discussed deeply the options available. In summary, it was agreed that SUNTEP be referred to the USSU, as the undergraduate student representatives, who could provide assistance with regards to booking options for undergraduate students. The President will directly communicate with SUNTEP and refer them to the USSU.

#### **4.4 Breakfast Initiative**

The President mentioned that one of the Faith leaders contacted us to see whether the GSA would host a few breakfasts as part of the Breakfast initiative program, which the GSA initiated with the Faith Leaders Council in the fall 2018. The President indicated that the idea is for the GSA to host two breakfast sessions, spending a maximum of \$70 dollars each. The food provided could include apples, muffins, and light snacks. The dates are January 23 at 8AM and March 13 at 8 AM in Marquis 104.

*Motion to approve the use of the GSA Workshops / Initiatives budget line for the two above mentioned breakfasts on January 23 and March 13 moved by VP Finance and Operations and seconded by the VP Student Affairs.*

***Motion carried.***

#### **4.5 Cheque Remittance**

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

- Cheque 3898 on January 16, 2019 to Chip Bookkeeping Services Inc. RE: December 2018 Bookkeeping of \$1025.00.

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

***Motion carried.***

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

#### **5.1 Lease Agreement**

The President informed the Executives that the lease agreement between the University and the GSA expires in April. The yearly administration fee is twelve dollars plus GST. The President asked the executives if they had any questions about the new lease that was circulated by email. The President indicated that this is a good opportunity to renew the lease with the University for another 10 years so as to keep operating as has been done.

## **5.2 STING proposal**

The President asked the Executives their opinion about the STING proposal and request for funding as circulated by email. The VP Student Affairs mentioned that since the amount of money is considerable it would be a good idea to have a formal report stating how the GSA funds will be used. The President mentioned based on the email, 75% of the funds has been guaranteed and they are looking for the remaining 25%. The VP External mentioned that if we were to be partners, it would be expected that the GSA is advertised properly with logo and name. The VP Finance and Operations commented that the amount of money they are requesting is substantial, for the GSA, and would probably require an increase in the student membership fees.

The President mentioned that supporting this initiative could imply an increase in the membership fees for graduate students by about \$3.5 per student per year. This represents about a 5% increase and would generate about \$12k next year. Half of this amount would be allocated for the STING proposal and another half would be used to fix computers at the GSA Commons and the offices. The President mentioned that we could go between 3% to 5% increase. This proposal is a 3 years commitment. The Executives agreed that a recommendation to Council would be well documented by the Board, after Council has had an opportunity to look over the proposal.

## **5.3 Discussion on First/Aid Sessions**

The VP External provided an update about the First/Aid Sessions for this term. The arrangements with the instructor is ongoing. She asked to set a registration fee of \$135 per student, although the VP External tried to negotiate a \$120 cost per student. However, she indicated that even at \$135 per student, the students are still saving around \$30. The VP Student Affairs mentioned that it is important to make it clear to her that she might get fewer students interested than last time, because of the increase in the cost, and that she should also be made aware that the GSA cannot guarantee a certain number of participants. The sessions for this term are scheduled to be held on February 16<sup>th</sup> and 19<sup>th</sup>.

#### **5.4 Committee Meeting Reports**

*Sustainability Committee.* The VP External informed the Executives that the City of Saskatoon wants to share some information with student on how to be more sustainable. They are looking for a place to host this event. SENS was contacted initially and they asked the GSA to provide the space to host this event for all graduate students. The VP External mentioned that the City of Saskatoon will do the advertisement and the GSA will send an email to the graduate community.

*Diversity Committee.* The VP External mentioned that the diversity committee was planning an event aimed at having live presentations from speakers of diverse backgrounds and identities. The speakers are yet to be confirmed and the event title is still in the brainstorming stages. The President offered to connect individuals from last year's diversity committee with the VP External. For the event, the diversity committee would like to provide a diverse meal including African, Asian, Canadian, and other dishes/delicacies. They are still exploring the costs of food. The Executives agreed to use monies from the GSA Workshops/Initiatives budget line

#### **5.5 Appreciative inquiry**

The President mentioned that we are going to host, in collaboration with CGPS, an event where students and faculty will sit to talk about the positive aspects of the student-supervisor relationship, what tools can be developed to improve the relationship apart from the student-supervisor agreement. This plays an important role in mental health and student wellness. The event will be held in the GSA Commons on February 14th from 10:00 AM to 12:00 PM.

#### **5.6 Update Audit Process**

The VP Finance and Operations indicated that the audit process for the 2016 GSA financial records has been completed. Currently, the bookkeeper and auditors are working on the 2017 and 2018 financial records. The President hopes that the 2017 audits will be completed prior to the AGM and that the 2018 audits prior to term completion.

## **6. Other Business**

The VP Student Affairs asked the Executives to promote with their friends and social circles the research conference at the GSA, which will take place on Feb 27 and 28. He mentioned that the deadline for abstract submission is on February 1<sup>st</sup>. The VP Student Affairs mentioned that this is a good opportunity for graduate students to hone their presentation skills in preparation for external conferences, because they can practice in a friendly environment.

The President anticipated that notification for the GSA Awards and GSA bursaries will go out in the first week of February.

## **7. Confidential Session**

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

## **9. Adjournment of Meeting**

The President asked whether there was any other business arising. Seeing none, the meeting was adjourned at 5:58 PM.



**University of Saskatchewan - Graduate Students' Association**  
**Executive Meeting Agenda**  
**January 31, 2019**

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

**Regrets:** n/a

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

The President called the meeting to order at 4:04 PM.

**5. Approval of the Agenda**

The President asked if there were any additions or amendments to the agenda as circulated. The fundraising request from the Plant Sciences was tabled to the next meeting. The VP Student Affairs wished to add an update on the 3MT as information.

*Motion to approve the agenda as circulated and amended moved by the VP Student Affairs and seconded by the VP External.*

***Motion carried.***

**6. Approval of the January 17, 2019 Executive Meeting Minutes**

The President asked whether there were any further amendments to the January 17, 2019 Executive Meeting Minutes.

*Motion to approve the January 17, 2019 Executive Meeting Minutes moved by the VP Student Affairs and seconded by VP Finance and Operations.*

***Motion carried.***

## **7. Items for Action**

### ***7.1. Funding Request from BRASA***

The VP Finance and Operations indicated that he had received a funding request from the Brazilian Student Association with a thorough description and budget of the event; Carnival BRASA-LASA. The President welcomed Berkenbrock, the President of the BRASA, to the Executive meeting and asked him to provide a brief description of the event. Berkenbrock indicated that the purpose of this event is to commemorate different places in Brazil, where a Carnival is part of the culture and local celebrations, as well as to commemorate other countries in South America, where Carnivals are part of their official calendars.

This year, they will partner with the Latin American Student Association to have the opportunity of different cultures to participate and celebrate their Carnivals together. The VP External asked Berkenbrock to explain a little bit more about the dancers on the budget description. Berkenbrock explained that this year, BRASA is hiring 2 professional dancers to dance samba. The VP Student Affairs asked if LASA would get benefits for this event as a ratified group with USSU. Berkenbrock mentioned that they will be able to use Louis' Loft to host this event. The VP Student Affairs asked for further explanation about the revenue and t-shirts. Berkenbrock explained that revenue for this event will be obtained from ticket sales, and the first people to come to the event will enter into a draw of prizes, and get a T-shirt. The VP External asked about the distribution of funds from USSU. Berkenbrock explained that he is not fully aware of the USSU contribution since LASA is following up that part directly with them but if necessary he can provide more information later by email.

The President asked how many graduate students are expected to participate in this event. Berkenbrock responded that the approximate number of grad students would be around 40 from BRASA and 30 from LASA. The President additionally asked about the excess revenue. Berkenbrock mentioned that extra revenue will be used for non-profit events on campus, such as pizza events for graduate members without charge. The VP Finance and Operations asked if they have contacted other sponsors, apart from the USSU and GSA. Berkenbrock replied that they have

contacted other companies outside campus and any contributions will be used for prizes. The VP Student Affairs asked about the organization of the event. Berkenbrock answered that the event will have two purposes; cultural and to celebrate and gather together in the Carnival.

The President thanked Berkenbrock for attending the meeting and mentioned that when the GSA sponsors an event, the GSA logo is expected to appear on the posters and/or an announcement should be made at the event. Berkenbrock agreed to include the GSA logo on future posters and advertising material. The President indicated that the decision was based on the budget and not on the event. The President thanked Berkenbrock for providing the proposal and attending the Executive meeting to provide further information.

*The VP Student Affairs moved to approve funding in the amount of \$250 to the BRASA for the BRASA-LASA Carnival event. This motion was seconded by the VP Finance and Operations.*

**8. Motion carried.**

**9.**

**9.1. Funding Request from NSA**

The VP Finance and Operations indicated that he had received a funding request from the Nigerian Student Association with a thorough description and budget of the event; Allure event. The President welcomed Yusuf, the VP Communications of the Nigerian Student Association, to the Executive meeting and asked him to provide a brief description of the event.

Yusuf explained that the main focus of Allure event was to celebrate Black History month and Valentine's Day as well. Yusuf explained that the event will start at 6:00 PM and finish at 1:00 AM. NSA invited influential speakers from the Nigerian community, USSU, ISAAC, in order to explain their roles and how their organizations help and collaborate with the Nigerian community. Yusuf mentioned that after the speakers, they will have professional musicians, and the main performer, who came from Toronto. Additionally, Yusuf mentioned that the NSA, as an undergraduate ratified group with the USSU, has availability to use Louis' Loft for the event. The VP External recommended Yusuf to contact ISAAC to request for additional funds, if required. The President asked where the extra revenue will be used. Yusuf explained that the extra revenue

will be put into use for academic events, their Annual General Meeting, and into the association account for next year's projects. The President asked how many graduate students were expected to attend the event. Yusuf answered that 40% of the total participants will be graduate students approximately.

*The VP Student Affairs moved to approve funding in the amount of \$250 to the NSA for the Allure event. This motion was seconded by the VP Finance and Operations.*

***3 in favour and 1 abstention (Ufandu).***

***Motion carried.***

#### ***4.3 Cheque Remittance***

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

BIRT that the following expenditures be authorized:

- Cheque 3899 on January 16, 2019 to Chip Bookkeeping Services Inc. RE: December 2018 Bookkeeping of \$1,136.25 Invoice #2890.
- Cheque 3903 on January 21, 2019 to Buckberger Baerg Inc. RE: Auditing services of \$8,880.00 Invoice #21733.

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

**Motion carried.**

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

#### ***5.1 GSA Team Building Retreat***

The President indicated that the retreat is an opportunity to discuss past events and get feedback about what went well. The main purpose of the retreat is to have a positive discussion, as well as to have team building activities, develop plans and suggestions for the next GSA and executive team. In summary, the retreat is meant to:

- Reflect on the activities of the year and how to better prepare our Executives and Staff;
- Provide an opportunity to work through team building and trust exercises;

- Identify individual strengths and weaknesses and how to overcome them;
- Discuss action plans for the GSA and how to engage our graduate student community.

### ***5.2 Letter to Premier Doug Ford***

An email was circulated to student unions/associations in Canada seeking support to signing a letter to Premier Ford. This letter would represent the solidarity of student associations. The Executives indicated that this was an important letter to support, as the implications of Premier Ford's policies have a negative consequence to the self-determination of student associations.

### ***5.3 Postdoc Collective Bargaining Agreement***

The President informed the Executives that postdocs now have an agreement with the University that means they will be health and dental insured by the University, for them and their families. Consequently the number of postdocs buying GSA membership for health and dental is going to decrease. The President indicated that this will not impact the GSA budget significantly. They will still need to purchase membership in order to buy the UPASS from the GSA.

### ***5.4 CUPE 1975 Strike***

The President commented that for several months, the University and CUPE 1975, one of the unions on campus, have been working to reach a new collective agreement (the process where an employer and a union negotiate a new contract) with the help of a mediator. The mediator determined that the two groups were not able to reach an agreement. As a result, CUPE 1975 may choose to take job action, which might include a strike. Essential services, which will be determined between the University and the union, will remain intact; however, other services will be suspended during the strike. The President mentioned that there should be no interruptions to the student academics.

### ***5.5 Mental Health Workshop for Grad Students***

The VP Student Affairs mentioned that two students approached him to organize a workshop for mental health. The VP Student Affairs is collaborating with them to do the workshops at the GSA commons and to support them in any other way. The President recommended them to draft a budget in order to know how much will be required for the workshops so that the GSA can support initiative.



### ***5.6 3MT Update***

The VP Student Affairs mentioned that the cost of recording the 3MT is high. He mentioned that last year, it cost approximately \$1,500 dollars. The VP Student Affairs mentioned that this expense can be avoided and used for other means to support the 3MT and Research Conference. The VP External asked whether the recording service can be found at a much cheaper price. The VP Finance and Operations indicated that it can even be done with a good camera or a smartphone. The President commented that it might not be needed because some students have requested in the past to not have their videos posted on the internet. The VP Student Affairs mentioned that there would be no recording of the 3MT competition or of renting the stage and this helps avoid unnecessary expenses.

### **6. Other Business**

The President commented that the Board will need to convene at least twice this term to make recommendations to Council regarding any fee changes. The Board will also provide recommendation regarding the Drug Exemption Policy, the STING sponsorship and the budget. The President suggested having the first board meeting after the next Executive meeting on February 14.

Next Events:

- Appreciative
- Inquiry on Feb 14.
- Art Therapy session on Feb 14.
- University Council on Feb 14.
- Conference on February 27, 28.
- 3MT on March 27.
- GSA Gala on April 6.

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

The President asked whether there was any other business arising. Seeing none, the meeting was adjourned at 6:35PM.



University of Saskatchewan Graduate Students' Association  
**President Report – February 2019 GSA Council Meeting**

We wish to remind members of Council that in the winter term, the GSA hosts a variety of events. These include the Graduate Student Research Conference, February 27 – 28, the 3MT Competition, March 27, and the Awards Gala, April 6. We hope that you will be encouraged and will encourage other graduate students to participate in these events so that we can celebrate the successes and achievements of the research, scholarly and artistic work of our graduate students.

In this report, I will focus on the following;

**(1) Graduate Student Tuition**

Over the past few weeks, a number of tuition consultation sessions have taken place across campus. We have highlighted the need for these to follow a thorough and consultative process, keeping in mind that;

- Graduate students should be able to share their concerns about potential tuition hikes;
- Graduate students need to understand where their tuition dollars are being spent;
- Any increase in tuition must be paralleled with increases to the graduate student stipend so to ensure graduate students can sustain living costs and cover tuition.

Tuition rates increased significantly last year, one which was not followed by any mechanism that would ensure increases to the graduate student stipend or to available resources. It is not enough to say that we need to increase tuition so to become comparable to other U15 institutions, when we remain at the lower end of student support. We will continue pushing for sustainability and better mechanisms to be in place to support our graduate students.

**(2) Appreciative Inquiry**

On February 14, in collaboration with CGPS, we engaged both graduate students and faculty members in a discussion to identify the key components of a successful student-supervisor relationship. Through this discussion, we were able to identify a number of themes that would help us better understand what other tools or supports can be created to better foster this positive relationship. It was wonderful to see the engaging discussions and we hope that this will be followed with another session where we will work on determining what these tools could look like.

### **(3) Faculty Support Manual**

In collaboration with CGPS and the Gwenna Moss Centre, we have almost completed the Faculty Support Manual, to which we hope we can bring to Council in the March Council meeting. The purpose of this manual was to create a resource that faculty have access to which outlines the characteristics of being a good supervisor, the role that faculty play as a mentor, the resources that are available on campus, all so as to ensure our faculty have a better understanding of their roles and responsibilities. Upon completion of this manual, we hope that a Graduate Student Support Manual will follow as well as workshops and professional development sessions that will reinforce the ideas outlined in the manuals.

We will continue looking for opportunities that will benefit graduate students at the University of Saskatchewan. We continue to have discussions with senior administration and members of the College of Graduate and Postdoctoral Studies on how we can ensure our graduate students succeed academically and what proactive measures can be put in place to ensure our graduate students are aware of all the resources that promote their success.

Naheda Sahtout

President, Graduate Students' Association

**Monthly Report from the VP Finance and Operations  
February 2019 GSA Council Meeting**

Good Evening GSA members,

I am pleased to provide you with this report on my activities as the current Vice-President Finance and Operations.

I would like to thank the Office Manager and the GSA President who have done an extraordinary effort during the past months, for all their assistance in ensuring the GSA operates in an effective, transparent, and sustainable fashion.

**1. 2019 GSA Winter Bursary**

2019 Winter Bursary Applications Open February 4, 2019 - March 1, 2019. Deadline for Submission: March 1, 2019 at 5:00 PM. Successful bursary applicants will be notified by March 15, 2019

**2. Supporting ratified social clubs**

- a) Brazilian Students' Association – Carnaval BRASA.
- b) Nigerian Students' Association – Allure.
- c) India Students' Association – Parichay.
- d) Plant Sciences Graduate Students' Association - Annual Plant Sciences Graduate Student Symposium.

**3. Budget**

This report is complimented by the GSA FY 19/20 Operational Budget that was reviewed by the Budget and Finance Committee on February 9 and the Board on February 14.

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

Other meetings:

Date	Meeting
<b>February 1, 2019</b>	Governance Committee
<b>February 4, 2019</b>	Scholarships and Awards Committee
<b>February 5, 2019</b>	CGPS Council meeting
<b>February 9, 2019</b>	Budget and Finance Committee
<b>February 14, 2019</b>	Executive meeting
<b>February 14, 2019</b>	Board meeting

<b>February 19, 2019</b>	CGPS monthly meeting
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Sincerely,

*Jesus Corona-Gomez*

Vice-President Finance and Operations.

Graduate Students' Association

February 2019

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

Dear Council Members:

Please find below my January-February report to council.

**1) Graduate Student Research Conference**

Now I am working on the final details of the GSA conference (The Research that the World Needs: A holistic approach). Response from students was in general good, and we also got four faculty to present as keynote speakers to open each of the proposed sessions. Promotion of the event will be posted continuously within university channels to attract as audience.

**2) Three Minute Thesis Competition (3MT)**

After the conference I will focus on the organization of the next bigger event for the GSA, which is the 3MT that will take place on March 27<sup>th</sup>. I have secure 4 judges and I would like to have one more. Also, the registration is already open, but I have not done a lot of promotion to avoid confusions with the conference.

**3) Advocacy Program**

After various meetings and discussions with the University Secretary, we were able to create a new pilot program to train students, grad and undergrad, in conflict resolution focused in peer advocacy. This program will be offered this Fall in the college of Law, and the main goal is to create a group of students who could properly or better advocate for colleagues in different situations such as formal hearings with the necessary tools and knowledge.

**4) Meetings**

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

<b>Date</b>	<b>Meeting</b>
January 23, 2019	Student Forum Executive
January 30, 2019	Academic Program Committee
February 5, 2019	CGPS Council
February 11, 2019	Doctor in Science Degree Committee

February 12, 2019	Associates Dean in Eng. Search Committee
February 13, 2019	Breakfast with U of S President
February 13, 2019	Academic Program Committee
February 14, 2019	Appreciative Inquiry GSA
February 14, 2019	University Council
February 15, 2019	Peer Advocacy Program
February 15, 2019	Student Forum
February 19, 2019	CGPS directors and GSA executives
February 20, 2019	Student Forum Executive
February 26, 2019	Tuition Consultation



**Graduate Students' Association**  
University of Saskatchewan

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

February 2019

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

Dear Council Members,

Please find below my February report to council:

1) **Health and Wellness**

We held the 4<sup>th</sup> discounted First Aid/CPR session on the 16<sup>th</sup> and 19<sup>th</sup>. So far, because of this initiative, we have seen over 40 of our members fully trained as confident first aiders, which should give them an edge in their future endeavours.

- Last month's health chat was a one-hour hands-on introduction to **self-defence** that was offered by members of Protective Services. We saw a large turn-out of around 20 active participants.
- For this month's health chat, we had **Art Therapy**, where our graduate students came together to take some time to distress through drawing of images of their choosing. This was also intended to teach them how to take some time off their busy schedules to relax their minds.

2) **GSA Guppies**

Our team members are all really active are bonding closer together with each game. The futsal team has never lost a game this term. They are a bunch of resilient and confident teammates.

3) **GSA Diversity Event**

In our world today, there is beginning to be a move towards a more understanding of the fact that each of us is unique in their own way and can make vital contributions to every team. This is why we celebrate diversity. In setting up this event, the GSA hopes to promote diversity and inclusion both in the university environment and in society as a whole. This event will bring together speakers from different backgrounds and walks of life who would share the importance of diversity and inclusion in their spheres. These speakers will tentatively include

Chris Sicotte (Indigenous)

Dave Macgrane (U of S Professor/Politician)

Bev DuBois (City Councillor)

Fatima Coovodia (Human Rights Commissioner for Saskatchewan)

One speaker (Gender Education)

Franklyn De Silva (visible minority, psychological disability, and LGBTQ2 community)

A few of them are yet to confirm their attendance, and we hope it would be positive when they eventually do confirm. The date we are looking at is March 4<sup>th</sup>, 5:00 PM – 7:00 PM, and there will be a variety of food as well.

#### 4) **GSA Gala/Awards Night**

Preparations are still ongoing, and we have been receiving positive responses to our sponsorship requests. Also, we are excited to announce that the Lt. Governor of Saskatchewan has confirmed his attendance at this year's Awards Gala.

#### 5) **Meetings**

The following is an updated list of meetings/events I attended in January/February.

<b>Date</b>	<b>Activity</b>
<b>January 23</b>	CGPS Equity and International Committee
<b>January 24</b>	GSA Health and Dental Committee
<b>January 25</b>	Meeting with the decorator for the Gala
<b>January 29</b>	Self-Defence Session
<b>January 31</b>	GSA Executive Meeting
<b>February 1</b>	GSA Governance Committee
<b>February 11</b>	CFS Saskatchewan Teleconference

<b>February 12</b>	Search Committee for the Vice President Research
<b>February 14</b>	GSA Appreciative Enquiry
<b>February 14</b>	Art Therapy
<b>February 14</b>	GSA Executive Meeting
<b>February 14</b>	GSA Board Meeting
<b>February 15-18</b>	GSA Executive/Staff Retreat
<b>February 19</b>	GSA Executive Meeting with the CGPS Team
<b>February 20</b>	GSA Diversity Committee Meeting
<b>February 26</b>	GSA Council Meeting

## **Constitution for "Tox on Tap"**

### **Article 1 – Name**

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

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

### **Article 2 – Purpose of the Association**

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

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

2.3 To demystify scientific research for the general public.

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

### **Article 3 - Membership**

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

3.2 Membership shall be free.

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

3.4 Associate non-voting members shall be allowed.

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

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

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

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

#### **Article 4 – Executive**

4.1 The Executive Committee shall consist of:

- a) Coordinator (s)
- b) Executive

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

#### **Article 5 – Duties of the Executive**

5.1 Coordinator

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

5.2 Executive

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

#### **Article 6 – Finances**

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

## Constitution for "Tox on Tap"

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

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

**Article 7 – Meetings**

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

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

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

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

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

**Article 8 - Election of the Executive**

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

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

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

**Article 9 – Amendments**

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

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

**Article 10 – Impeachment**

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

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

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

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

**Article 11 – Agency**

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

## CONSTITUTION OF THE UNIVERSITY OF SASKATCHEWAN WOMEN IN CHEMISTRY

### ARTICLE I: Name of the Organization

The name of this organization will be the "University of Saskatchewan-Women in Chemistry", also known as USask-WIC.

### ARTICLE II: Statement of Purpose

USask-WIC strives to promote gender diversity within the chemistry community through awareness, engagement and advocacy. Our goals include:

- (1) initiating open discussion concerning the gender disparity in STEM (science, technology, engineering, mathematics) fields;
- (2) showcasing strong role models for women in our lectureship series and panel discussions;
- (3) providing career building and networking opportunities through professional development workshops, discussion groups and social events;
- (4) promoting STEM fields to young women and girls through outreach events;
- (5) increasing the pool of resources, encourage support and promote advocacy for women and gender minorities;
- (6) fostering a collaborative environment, involving undergraduate students, graduate students, postdocs, staff and faculty with the common goal of supporting women and gender minorities; and
- (7) planning and hosting events that will facilitate the aforementioned goals of the club, and provide a positive experience for all the members.

### ARTICLE III: Membership

All current and past undergraduate and graduate students and post-doctoral fellows affiliated with a university in Saskatoon are eligible for USask-WIC membership regardless of gender, disability, race, creed, and/or sexual preference. Voting upon issues will be limited to members that have attended at least five (5) meetings over the course of the academic year. All events organized by USask-WIC are open to the general public.

**ARTICLE IV: Executive committee**

**Section A. Titles and Responsibilities**

**Chair:** To be inaugurated as the Chair, the elected candidate must have been a USask-WIC member for at least one (1) academic year. The Chair will:

- (1) act as a liaison between USask-WIC and other organizations (communicates with Departmental or University executive figures on behalf of the club);
- (2) set the agenda for meetings and lead them;
- (3) manage the usask email account for USask-WIC;
- (4) assist other officers in the event that they cannot fulfill their responsibilities;
- (5) assist the Treasurer in securing funding for the next academic year; and
- (6) act as co-signing authorities, alongside the Treasurer, for the approval and issuing of bank cheques.

**Vice-President Graduate and Postdoc:** To be inaugurated as the Vice-President Graduate and Postdoc, the elected candidate must have been a USask-WIC member for at least one (1) academic year. The Vice-President Graduate and Postdoc will:

- (1) be a student enrolled in graduate studies at the University of Saskatchewan, and a member of the GSA or a postdoc with an official contract with the University of Saskatchewan;
- (2) assist the President in his/her duties;
- (3) be responsible for recruitment and retention activities in regards to graduate students and postdocs;
- (4) act as the representative voice for graduate students and postdocs;
- (5) be responsible for maintaining the usask email account for USask-WIC; and
- (6) be responsible for maintaining a line of communication with graduate students and postdocs.

**Vice-President Undergraduate:** To be inaugurated as the Vice-President Undergraduate, the elected candidate must have been a USask-WIC member for at least one (1) academic year. The the Vice-President Undergraduate will:

- (1) be a student enrolled in undergraduate studies at the University of Saskatchewan and a member of the USSU;
- (2) assist the President in his/her duties;
- (3) be responsible for recruitment and retention activities in regards to undergraduate students;
- (4) act as the representative voice for undergraduate members;
- (5) be responsible for maintaining the usask email account for USask-WIC; and
- (6) be responsible for maintaining a line of communication with undergrad students.

**Secretary:** The Secretary will:

- (1) coordinate meeting times and arrange room bookings for meetings;
- (2) take meeting minutes;
- (3) maintain a membership list of past and current members through Google

**Executive(s) at Large:** Members who have attended at least five (5) meetings in an academic year are eligible to run for the position of Executive at Large. They will be responsible for carrying out various tasks within USask-WIC's mission.

#### **Section B. Election and Removal Process**

Elections will be held for all executive positions at the end of the spring semester, orchestrated by a Chief Returning Officer (CRO). Mid-term elections may be held as needed (see Section C) to fill vacant positions. At least one meeting before an election, the CRO will describe the responsibilities of the available executive position(s) and interested members will then declare if they intend to seek office. These members will prepare a short oral statement to be delivered at the election meeting. The voting members will review the statements over a period of discussion in which the interested member is not present, and then vote by secret ballot. The elected officer will be the member that receives a majority of the votes. If no member receives a majority of the votes, the member receiving the fewest number of votes will be removed from consideration and the voting will be repeated. If a vote is held between only two candidates and the vote results in a tie, a further period of discussion will be held and the voting will be repeated. In the event that the tie is still not broken, the CRO may vote to break the tie.

#### **Section C. Length of Term**

Officers will serve for one (1) academic year (summer semester through elections in the spring semester). If the availability or willingness of an executive member to serve changes at any time, the executive member may request to be replaced. If an executive member fails to perform his or her duties to the satisfaction of the membership, he or she may be asked to resign the position contingent upon a majority vote by the membership.

#### **ARTICLE V: Amendments**

In the event that an amendment to this Constitution is necessary, a member of the organization must propose such amendment to the membership at least one week prior to the meeting at which it will be voted upon. The amendment will be approved by a majority (2/3) vote.

#### **ARTICLE VI – Agency**

The club is not an agent of the GSA or USSU and the club's views and actions do not represent those of the GSA or USSU.

Groups;and

(4) maintain all bookkeeping separate from finances.

**Treasurer:** The Treasurer will:

(1) maintain all financial records and assets of USask-WIC, including ensuring appropriate use of funds;

(2) head all grant applications and fundraising efforts; and

(3) assist and approve any event or meeting where funds are being expended.

**Events Coordinator:** The Events Coordinator will plan and coordinate all non-seminar events. They will:

(1) organize the social aspect of seminars including refreshments and food;

(2) advertise for all internal and external events, including creating and posting promotional flyers around the chemistry Department at the University of Saskatchewan;

(3) take photographs at those events, alongside the Social Media Representative; and

(4) coordinate outreach events with the Chemistry Department at the University of Saskatchewan and with other institutions, organizations, and/or academic partners.

**Seminar Series Coordinator:** The Seminar Series Coordinator will be in charge of coordinating all USask-WIC seminars and lectures. They will:

(1) survey members for possible speakers and seminar topics;

(2) contact speakers and make arrangements for their visit, including room reservations, alongside the Secretary;

(3) provide the Chemistry Graduate office with the appropriate information (seminar date, time, location and abstract) for advertisement purposes; and

(4) organize accommodations for invited guests, alongside the Treasurer.

**Media Relations Coordinator:** One (1) or two (2) executive members will be in charge of managing USask-WIC's online presence. The Media Relations Coordinator(s) will:

(1) update USask-WIC's social media profiles (including Facebook, Twitter, and Instagram) on a regular basis and ensure visibility of the group online;

(2) organize the Women of Influence series schedule;

(3) create advertisements (on social media and website) and take photos for all internal and external events;

(4) manage the layout, graphics and general formatting of the USask-WIC website in a timely manner.

CONSTITUTION  
OF  
UNIVERSITY OF SASKATCHEWAN (USASK) STUDENT BRANCH  
OF ASHRAE

Sponsored by the Saskatoon Chapter  
Approved by the Society:

ARTICLE I - NAME

The name of the organization is the University of Saskatchewan (USASK) Student Branch (herein "Branch") of ASHRAE. (herein "Society").

ARTICLE II - PRINCIPAL OFFICE

The principal office of the Branch is located at the University of Saskatchewan, in Saskatoon, Saskatchewan, Canada.

ARTICLE III - OBJECTS

The objects of the Branch are exclusively scientific and educational and include, but are not limited to: (I) the advancement of the sciences of heating, refrigerating and air- conditioning engineering and related sciences; (II) the continuing education of the members and other interested persons in said sciences, through lectures, demonstrations and publications; (III) the rendition of career guidance to students of the sciences; and (IV) the encouragement of the scientific research.

ARTICLE IV - POWERS

The Branch shall have the power to perform all lawful acts which may be deemed necessary or expedient for the proper and successful prosecution of the objects and purposes for which it is organized and operated, consistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society, and applicable tax regulations for non-profit organizations or corresponding provisions of tax laws.

ARTICLE V - LIMITATION OF POWER

5.1 The Branch is not operated for the pecuniary profit of its members; no part of the net income of the Branch shall be payable to or shall otherwise be available for the personal benefit of any proprietor, employee or shareholder; no salary, emolument or compensation shall be paid to any member; and no part of the activities of the Branch shall consist of the performance of particular services for individual members.

5.2 The Branch shall not have the authority to act for or in the name of the Society and notice to such effect shall be printed on the Branch stationery; the Branch shall not use the name of the Society except as part of its own name; the Branch shall not use the emblem of the Society without the written approval of the Board of Directors of the Society; and the Branch shall not incur any financial liability or contractual obligation in the name of the Society.

5.3 The Branch shall not issue publications for distribution to persons other than members without prior approval of the Board of Directors of the Society. Certain publications for members such as a chapter newsletter or chapter membership roster/product directory may be distributed to persons other than members provided it clearly complies with paragraph.

5.4 The Branch shall not contribute to, affiliate with, or hold membership in any society, association, council or other organization without the prior approval of the Board of Directors of the Society.

5.5 The Branch shall not recommend, endorse or approve any product, service, publication, person or entity for the promotion of private interests.

#### ARTICLE VI - DISSOLUTION

6.1 Upon the dissolution of the Branch, any assets remaining thereafter shall be conveyed to the Society.

6.2 In the event that the Society is not then in existence or is not then exempt under applicable tax regulations for non-profit organizations or corresponding provisions of tax laws, the assets shall be conveyed to such organization then existent, dedicated to the perpetuation of objectives similar to those of the Society and exempt.

#### ARTICLE VII - AMENDMENTS

7.1 All articles of this Constitution shall be subject to alteration or repeal, consistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society and applicable tax regulations for non-profit organizations or corresponding provisions of tax laws.

7.2 Amendments to this Constitution set forth in written directives of the Secretary of the Society may be adopted by a majority of the Board of Governors. Written copies of said amendments shall be sent by the Secretary to all members, or an officer of the Branch shall read said amendments at the next succeeding meeting.

7.3 Amendments to this Constitution may also be initiated by a written resolution of a majority of the Board of Governors or of not less than five (5) members in good standing with voting privileges, presented at any meeting of the Branch. If approved by a majority of the members present, the Secretary shall mail copies of the proposed amendments to all members not less than seven (7) days before the next succeeding meeting. If approved by a two-thirds (2/3) vote at such meeting, the Secretary shall forward such amendments to the Secretary of the Society for approval by the Charter & Bylaws Committee of the Society and review by the Regional Chairman. Any amendments shall become effective only upon receipt of written notice of approval by the Charter & Bylaws Committee of the Society.

#### ARTICLE VIII - ADOPTION

This Constitution shall be completed and adopted by a majority of the Board of Governors. Written copies of the Constitution shall be sent by the Secretary to all members and shall be sent as amended to such persons as shall, from time to time, become members of the Branch.

Dec. 20/2018  
Date

Carey S  
Student Branch Advisor

Ahmed Alabdulrahman  
S  
Dec 18/2018

BYLAWS  
OF  
UNIVERSITY OF SASKATCHEWAN (USASK) STUDENT BRANCH  
OF ASHRAE

Sponsored by the Saskatoon Chapter  
Approved by the Society:

ARTICLE 1 - Government

- 1.1 The governing instruments are the Certificate of Consolidation, the Bylaws, the Rules of the Board of ASHRAE, and the Constitution and Bylaws for the Branches.
- 1.2 Rules of Order for the conduct of meetings are *Robert's Rules of Order Newly Revised* as revised, except as otherwise provided in ASHRAE Bylaws or these Bylaws.

ARTICLE 2 - Membership

- 2.1 Members of this Student Branch shall be student members of ASHRAE in good standing and registered at the University of Saskatchewan.
- 2.2 All rights and privileges of a member are vested solely in the member and may not be delegated or transferred and are contingent upon payment of Branch fees within sixty (60) days of their due date.

ARTICLE 3 - Meetings of Members

- 3.1 Regular meetings of the Branch shall be held on at least a monthly basis from September through May at such time and place as prescribed by the Board of Governors.
- 3.2 The annual meeting for the installation of officers and Board of Governors shall be held in the month of April.

ARTICLE 4 - Dues and Finance

- 4.1 Dues for membership in the Society shall be paid to the Society.
- 4.2 Branch dues may be assessed by the Board of Governors as are reasonable and necessary to meet current operating expenses.
- 4.3 Fiscal Year: The fiscal year of the Branch shall end on June 30 of each year.

ARTICLE 5 - Officers and Board of Governors

- 5.1 The affairs of this Branch shall be managed by a Board of Governors consisting of three (3) elected officers and a minimum of two (2) other member(s).
- 5.2 The officers of this Branch shall be a President, a Vice President, and a Treasurer/Secretary.

ARTICLE 6 - Amendments

6.1 These Bylaws may be amended by the Society or by this Branch in like manner to amendments to the Constitution as outlined in Article VII of the Constitution.

Dec. 20/2018  
Date

Carey S  
Student Branch Advisor

Ahmed Abdel-Sattar  
Dec 18, 2018

**Draft**  
**Constitution and Bylaws of the**  
**Satellite Rotary Club of Saskatoon-Nutana**  
**At the University of Saskatchewan**

**Article 1 Name**

The name of this organization shall be **Satellite Rotary Club of Saskatoon-Nutana at the University of Saskatchewan** (The Satellite Club)

**Article 2 Sponsor Club**

The Satellite Club shall operate as an extension of the Rotary Club of Saskatoon-Nutana (Sponsor Club).

**Article 3 Purposes**

The purposes of the Satellite Club shall be similar to those of the Sponsor Club which are to pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level.

**Article 4 Locality of the Club**

The locality of the Satellite Club is as follows:

University of Saskatchewan campus and the surrounding community focused on research and innovation

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**Article 5 Object of Rotary International**

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- First.* The development of acquaintance as an opportunity for service;
- Second.* High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- Third.* The application of the ideal of service in each Rotarian's personal, business, and community life;
- Fourth.* The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

**Article 6 Five Avenues of Service**

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of this Satellite Rotary club.

1. *Club Service*, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. *Vocational Service*, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified

occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their professions and vocations in accordance with Rotary's principles and lending their vocational skills to club-developed projects in order to address the issues and needs of the society.

3. *Community Service*, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.

4. *International Service*, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.

5. *Youth Service*, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

### **Article 7 Membership**

Membership of the Satellite Club shall be open to all registered students of the University of Saskatchewan, and post-doctoral fellows, research scientists associated with the University and its affiliated research organizations. Members of the Satellite Club shall also be members of the Sponsor Club. Faculty members and other individuals employed in administrative roles at the University can join as Associate Members or can opt to join the Sponsor Club.

### **Article 8 Classifications**

Each member shall be classified in accordance with the member's principal area of study, research or professional interest.

### **Article 9 Governance**

- (a) *Satellite Club Board*. The day-to-day governance of the Satellite club shall be the responsibility of an annually elected board drawn from its members, comprising of officers - (1) Chair, (2) Chair-elect, (3) Secretary, (4) Treasurer - and up to five other members as necessary to carry out the responsibilities associated with (i) Local and World Community Service, (ii) Fundraising, (iii) Service to Youth and (iv) Enhancing Fellowship and Networking. Upon completion of the term, the Chair shall continue for another term on the Board as Past-Chair. The Satellite Club board shall be responsible for the day-to-day organization and management of the Satellite Club and its activities in accordance with Rotary rules, requirements, policies, aims and objectives under the guidance of the Sponsor Club.
- (b) *Election*. The Satellite Club Board shall be elected annually, no later than 31 December, at a general meeting of the membership. The newly elected Board shall assume office on July 1 of the following calendar year.
- (c) *Term of Office*. The normal term of all members of the Board shall be one year, with the eligibility for re-election to the same position for two additional terms.
- (d) *Meetings*:
  - a. *Club Meetings*. The Satellite Club shall meet bi-weekly on a designated day of

the week at a previously agreed location. The meeting days, time and location shall be different from those of the Sponsor Club. Specific bi-weekly meetings could be changed to a different date or cancelled for reasons considered appropriate by the Board. Such changes and/or cancellations shall be announced well in advance of the scheduled meeting dates.

- b. *Board Meetings.* The Board shall normally meet once every two months but may opt to meet at other times as may be necessary.
  - c. *Joint Meetings with the Sponsor Club.* At least once in every three months, joint meetings shall be arranged with the members of the Sponsor Club.
  - d. *Annual Meeting.* Once every Rotary Year (July-June), normally within 31 July, a general meeting of the membership shall be held for the purpose of (i) considering a report on its membership, its activities and programs, accompanied by a financial statement, and (ii) transacting any other business that the Board may find necessary. In addition, there shall be a general meeting of members each year in December for the purpose of electing the Board for the forthcoming Rotary year.
- (e) *Committees.* The Board may operate the Club activities by establishing committees, teams or task groups as necessary. At a minimum, the Board shall ensure that locus of responsibilities are identified for (1) Club Administration, (2) Membership Development and Retention, (3) Service Projects, (4) Communication and Public Image and (5) Rotary Foundation-related projects and events.

### **Article 10 Attendance**

Each member should attend bi-weekly regular meetings. However, members can also meet their attendance responsibilities by participating in club's service projects, other events and activities. The Club Secretary shall maintain a record of attendance of members in regular meetings or other projects, events and activities. Should specific professional obligations require a member's absence from the Club activities or meetings for an extended period, the Board can grant the member a leave of absence for the specified period.

### **Article 11 Dues**

The Satellite Club shall set the amount of annual dues payable by each member. At a minimum, this amount shall cover the Satellite Club's obligations to collect individual membership dues of Rotary International and the Rotary District 5550 of which the Sponsor Club is a constituent member. Prior to formally accepting a member, the Club shall collect the dues set by the Club.

### **Article 12 Community, National and International Affairs**

- (a) *Proper Subjects.* The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, the club shall not express an opinion on any pending controversial public measure.
- (b) *Endorsements.* This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.
- (c) *Political Resolutions and Opinions.* This club shall neither adopt nor circulate resolutions or

opinions, and shall not take action dealing with world affairs or international policies of a political nature.

**Article 13 Acceptance of Object and Compliance with Constitution and Bylaws**

By payment of dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

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

### **FEE-BASED REVENUE**

#### **41200** GSA Membership Fees.

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 sponsorship request and an audio 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 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.

### **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. This is a major source of revenue for the GSA. Based on trends this revenue target seems realistic. Increased rental of Commons to outside events / groups after hours and on weekends will boost revenue.

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

This budget line represents the sales of advertising space in the CFS/GSA Handbooks that are made available to members. There is an 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 Initiative Fundraising/Support.**

This budget line represents fundraising contributions and donations for any GSA Sustainability Initiatives. This is a flow-through budget line. Any and all money raised will be used to supplement funding for any Sustainability Initiative. The GSA Sustainability Initiative will allow for presentation of sustainability ideas, to seek and involve its members becoming more sustainable. Initiatives should be either presented at the Commons or geared towards making the Commons more sustainable. Fundraising 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 line 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 for the 2021 / 2022 fiscal year.

**46903 H&D Continuum Revenues**

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

**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.

## **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 this year, the GSA is responsible for issuing all cheques and CGPS will remit its contributions directly to the GSA.

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

This budget line refers to the GSA's contribution to the University's Travel Award that 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 UofS Financial Services Division. This amount is set aside and accessible only to GSA members. There is a suggested increase to this line is 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. 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 and Repair**

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

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

This budget line was created for the upgrades to the GSA A/V system. 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 academic year.

## **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 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 Liason Honorarium

These budget lines represent the honorariums received by the Executive members (other than the President) for their duties. This amount does not include any potential stipends received from the University. Suggested 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.

### **52710** CPP Employer Contribution

This amount refers to the 4.25 % 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.

## **GSA EXECUTIVE OPERATIONS**

### **52900 Executive Meeting and Retreat Expenses**

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

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

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

### **52333 Executive Business Cards, Pictures and Name Tags**

This budget line is used to provide professional name tags and business cards for each GSA Executive.

### **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.

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

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

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

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

## **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. Decrease based on previous spending.

**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.

**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 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.

**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 Initiative**

This budget line represents the costs and expenditures related to the any GSA Sustainability events and initiatives. All revenue raised from budget line 43803 will be used to supplement any extra costs associated with these events. Suggested slight decrease in expenditure.

**53308 GSA Workshops / Initiatives**

This budget line represents the expenditures and costs related to any GSA workshops or other initiatives. There is a slight increase as these workshops will include those initiated by the Diversity Committee as well as any directed to the Breakfast Initiative.

**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 Emmanuel and St. Chad. Based on actual costs this amount can be kept as it. Actual values of building are to be reported to auditor.

**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.

**Revenues:**

		<b>2017-2018 Budgeted</b>	<b>2018-2019 Budgeted</b>	<b>2019-2020 Budgeted</b>
12200	<b>ACCRUED REVENUE</b>			
12225	UPASS	0.00	0.00	0.00
12226	Health and Dental	0.00	0.00	0.00
12227	CFS Membership	0.00	0.00	0.00
41000	<b>FEE-BASED REVENUE</b>			
41200	GSA Membership Fees (grad)	215,000.00	210,000.00	227,000.00
46500	GSA Membership Fees (non-grad)	-	8,000.00	6,000.00
41301	UPASS Administration Fees	11,000.00	11,500.00	10,000.00
46000	<b>FUNDRAISING / SALES BASED</b>			
46100	GSA Commons Rental	13,000.00	13,000.00	10,000.00
46200	Handbook Advertisement Sales	700.00	800.00	1,000.00
43801	Orientation Fundraising/Support	**1,500.00	**1,500.00	**FT
43802	3MT and Conference Fundraising/Support	**FT	**FT	**FT
43803	Sustainability Initiative Fundraising/Support	**FT	**500.00	**FT
43804	Awards Gala Fundraising/Support	**FT	**FT	**FT
43805	Health Chats Fundraising/Support	**500.00	**500.00	**FT
43806	Social Event Revenues	**FT	**500.00	**FT
44104	Awards Gala Ticket Sales	**FT	**FT	**FT
43000	<b>OTHER REVENUES</b>			

46900	Miscellaneous Revenues	0.00	0.00	0.00
46901	Notary Services	100.00	100.00	500.00
46902	U of S Cold Beverage Agreement	6,000.00	4,000.00	4,000.00
46903	Health and Dental Continuum Revenues	0.00	250.00	250.00
43800	Cash donations / Contributions	-	-	-
	<b>Total</b>	<i>247,800.00</i>	<i>250,650.00</i>	<i>258,750.00</i>

**Expenses**

		<b>2017-2018 Budgeted</b>	<b>2018-2019 Budgeted</b>	<b>2019-2020 Budgeted</b>
51000	<b>GSA STUDENT SUPPORT</b>			
51500	GSA Bursary Expenses	22,000.00	25,000.00	28,000.00
51551	U of S Travel Award Contribution	7,000.00	8,000.00	8,250.00
51552	U of S Crisis Aid Program Contribution	5,000.00	7,000.00	7,250.00
51610	Ratified Student Club/Group Funding	5,000.00	5,500.00	5,500.00
	<b>BANKING, DEBIT, AND CREDIT FEES AND CHARGES</b>			
52200	Banking and Credit Fees and Charges	1,100.00	1,250.00	2,400.00
50000	<b>GSA OFFICE OPERATIONS AND EXPENSES</b>			
52300	Office Stationary and Supplies	1,300.00	350.00	350.00
52301	Office Electronic Equipment, Software, and Batteries	800.00	250.00	250.00
52303	Printer Toner/Cartridges	-	800.00	800.00
52310	Postage, Courier, and Freight	300.00	350.00	350.00
57000	<b>GSA COMMONS OPERATIONS AND EXPENSES</b>			
52320	Commons Supplies		500.00	500.00
52321	Coffee / Tea Bar Supplies and Expenses	1,500.00	1,500.00	1,500.00
52322	Commons Renewal, Repair and Maintenance	1,500.00	1,500.00	1,500.00
52325	Commons Special Upgrades (A/V System) - (a 5 year commitment till 2023/2024)	5,000.00	-	4,000.00
52326	Commons Special Upgrades (Chairs/Tables)	-	2,000.00	-

	<b>GSA ADVERTISING AND COMMUNICATIONS</b>			
52330	Expenses for Digital and Print Ads/Communication	-	350.00	100.00
	<b>INSURANCE</b>			
52400	GSA Liability Insurance	4,500.00	4,600.00	4,600.00
52401	GSA D&O Insurance	2,400.00	1,200.00	1,200.00
	<b>TELEPHONE, FAX, AND INTERNET/ICT COSTS</b>			
52500	Telephone, Facsimile, Telecommunications Costs	2,000.00	2,000.00	2,000.00
52550	IT/ICT Technical Support	250.00	250.00	250.00
52600	<b>PROFESSIONAL FEES AND EXPENSES</b>			
52601	Legal Expenses	25,000.00	6,000.00	5,000.00
52603	Internal Auditing/Consulting		1,000.00	1,000.00
52604	Financial Auditing	14,000.00	14,000.00	10,000.00
52650	Bookkeeping	6,000.00	7,000.00	10,000.00
52700	<b>STAFF SALARIES AND EXECUTIVE HONORARIA</b>			
52701	President Honorarium	7,000.00	7,000.00	7,100.00
52702	VP External Honorarium	6,400.00	6,566.00	6,600.00
52703	VP Operations and Finance	6,400.00	6,566.00	6,600.00
52704	VP Student Affairs Honorarium	6,400.00	6,566.00	6,600.00
52705	Indigenous Liason Honorarium	6,400.00	6,566.00	6,600.00
52707	Chairperson / CEO Honorarium	800.00	1,000.00	1,500.00
52708	Election and Referenda Expenses	1,250.00	1,250.00	500.00
52709	Recording Secretary Honorarium	1,000.00	1,250.00	1,000.00
52710	CPP Employer Contribution	-	-	300.00
52800	Office Staff and Coordinator Salaries	70,000.00	70,000.00	70,000.00

54000	<b>GSA EXECUTIVE OPERATIONS</b>			
52900	Executive Meeting and Retreat Expenses	250.00	250.00	250.00
52910	Executive Meetings with External Delegates/Guests	-	350.00	350.00
52333	Executive Business Cards, Pictures, Plaque Update and Name Tags	250.00	275.00	275.00
52920	Executive Travel	4,000.00	4,500.00	4,500.00
52930	Executive Training and Professional Development	-	500.00	500.00
62701	President's Discretionary Fund	400.00	500.00	500.00
62702	VP External Discretionary Fund	400.00	400.00	400.00
62703	VP Operations and Finance Discretionary Fund	400.00	400.00	400.00
62704	VP Student Affairs Discretionary Fund	400.00	400.00	400.00
62705	Indigenous Liason Discretionary Fund	400.00	400.00	400.00
52020	<b>GSA ACADEMIC COUNCIL OPERATIONS</b>			
52903	Academic Council Food and Beverage	3,000.00	3,000.00	3,000.00
52904	GSA Committees Food and Beverage	1,000.00	1,000.00	1,000.00
52905	Town Hall Food and Beverage	0.00	500.00	500.00
51600	Academic Council Funding	5,000.00	5,000.00	5,000.00
53000	<b>GSA EVENTS</b>			
53300	GSA Awards Gala	**FT	**FT	3,500.00
53301	GSA 3MT and Conference	**FT	**FT	**FT
53302	GSA Fall Orientation	7,000.00	7,000.00	6,500.00
53303	GSA Winter Orientation	800.00	800.00	800.00
53304	GSA Campus Rec./Intramural Sports	600.00	300.00	300.00
53305	GSA Health Chats	500.00	600.00	500.00
53306	GSA Social Events	500.00	500.00	500.00

53307	GSA Sustainability Initiative	-	600.00	500.00
53308	GSA Workshops / Initiatives	500.00	950.00	1,000.00
53309	GSA New Initiatives	435.00	-	-
50300	<b>GSA OPERATING COSTS</b>			
51301	UPASS USSU Administration Fees	11,000.00	10,000.00	10,000.00
52000	ThinkGRAD Membership Fees	-	800.00	800.00
52810	WCB Expenses	250.00	200.00	200.00
52811	ISC and Incorporation Costs	50.00	50.00	50.00
52340	GSA Handbook Expenses	5,000.00	4,000.00	4,000.00
55130	Leasehold Annual Charges	15.00	15.00	15.00
61000	Miscellaneous Expenses	0.00	0.00	0.00
61001	Financial and Legal Contingency Fund Contribution	10,000.00	10,000.00	10,000.00
	<b>Total</b>	<b>262,450.00</b>	<b>250,454.00</b>	<b>257,740.00</b>

**Canadian Federation of Students Fee:**

WHEREAS the GSA is an affiliated member, Local 101, of the Canadian Federation of Students (CFS).

WHEREAS as a voting member of CFS and CFS-Services, the GSA has signed to act as an agent for CFS and CFS-Services, with respect to the collection of CFS and CFS-Services membership fees.

WHEREAS Regular members of the GSA pay a CFS membership fee each semester, which is collected by the GSA and remitted to CFS.

WHEREAS the current 2018 - 2019 Cdn Federation of Students fee is \$6.14 per semester.

WHEREAS according to the CFS and CFS-Services' Bylaws, the membership fees are adjusted each academic year by the rate of change in the Canadian Consumer Price Index (CPI) during the previous calendar year.

WHEREAS based on the increase in CPI from 2017 to 2018 of 2.2682 %, the new federation membership fee is \$6.23 per semester.

WHEREAS fees collected by the University incur a 1 % administration cost.

Upon recommendation by the Board,

BE IT RESOLVED that the new Cdn Federation of Students fee increases for the 2019 - 2020 academic year from \$6.14 per semester to \$6.30 per semester, to accommodate for the change in CPI and a 1 % administration cost.

*Moved by Jesus Corona Gomez and seconded by Somtochukwu Ufondu.*

**GSA Health and Dental Fees:**

WHEREAS the Graduate Health and Dental plan provides benefits that complements those made available through the provincial Saskatchewan Health Services and provides students with access to extended health and dental coverage.

WHEREAS the current 2018 - 2019 Graduate Health Plan is \$222.51.

WHEREAS the current 2018 - 2019 Graduate Dental Plan is \$236.52.

WHEREAS the insurance policies that underlie the Health and Dental Plan are one-year contracts that are renegotiated by Studentcare with Sun Life Insurance every policy year.

WHEREAS the Plan's cost is based on the forward projection of the current year's claims, adjusted for inflation, and includes the insurer expenses, the provider's fees and the Plan's fixed costs.

WHEREAS an overview of the projected Plan cost structure for the upcoming 2019 - 2020 policy year using Studentcare' internal projections, which are based on the Plan's historical claims experience and claims from the first four (4) months of the 2018 - 2019 policy year, does not indicate the need for any fee increases.

Upon recommendation from Studentcare, the Health and Dental Committee and the Board;

BE IT RESOLVED that the GSA Health Plan fee for the 2019 - 2020 policy year remain at \$222.51.

BE IT FURTHER RESOLVED that the GSA Dental Plan fee for the 2019 - 2020 policy year remain at \$236.52.

*Moved by Somtochukwu Ufondu and seconded by Jesus Corona Gomez.*

**Health Plan Drug Exception Maximum Policy:**

WHEREAS the Health Plan covers eligible prescription drug costs up to 80 %.

WHEREAS the Health Plan provides students with coverage and access to drugs that are approved and covered through the Plan 48 formulary, which is based on the Saskatchewan provincial drug formulary.

WHEREAS the Saskatchewan provincial drug formulary is managed and regularly updated by SaskHealth.

WHEREAS the Plan occasionally covers prescription drugs that are not included / approved as part of the provincial drug formulary. Students who wish to receive coverage for these medications must apply through the Drug Exception Process, which allows for claims to be evaluated and assessed on an individual basis. Often times these drugs are new medications, which can be high in cost and can have a significant impact on the Plan's claims experience, sometimes driving up premiums for our members.

WHEREAS students wishing to apply through the Studentcare Drug Exception Process should first register with the Saskatchewan Special Support Program (SSP), which is an income based program provided by the Saskatchewan government to help individuals and families manage their prescription drug costs.

WHEREAS Studentcare is recommending the implementation of a 'Drug Exception Annual Maximum' to control costs and standardize the Drug Exception Process. This recommendation is based on three (3) major benefits for both the Plan and our members;

- 1) **Clarity:** the Drug Exception Maximum provides students with a clear-cut limit to the amount of eligible prescription drug claims (approved through the Drug Exception Process) that they can make in a policy year. This improves predictability and allows students to better plan and budget for their health and prescription drug needs.
- 2) **Equality:** the Drug Exception Maximum provides students with equal dollar value coverage to the (non-provincial formulary) drugs and does not discriminate based on drug type, the student's profile, or any other factors. The Plan strives to treat every student equally and fairly and this process helps achieve that goal.
- 3) **Cost Control:** the Drug Exception Maximum creates an immediate safe-guard for the Plan, by vetting and reviewing a student's specific case and situation before allowing them to submit claims that will have a significant cost impact to the Plan. This safe-guard provides stability to the Plan and improves the overall efficacy of the Plan's prescription drug guidelines and policies. The existence of a Drug Exception Maximum also encourages students to seek and maximize any available coverage provided by the government and other public bodies to help cover the cost of their prescriptions.

WHEREAS the Drug Exception Maximum would be set by the GSA and each student's claim would be reviewed by senior Studentcare Member Services agents to determine that the drug is eligible and that appropriate steps have been followed.

WHEREAS the Drug Exception Process would be fully explained to students through the Studentcare website.

WHEREAS the number of students who claim drug exceptions greater than \$2,000 were two (2) students in the 2015 - 2016 policy year, one (1) student in the 2016 - 2017 policy year and one (1) student in the 2017 - 2018 policy year, with all those claims being less than \$1,000 over the limit.

WHEREAS the GSA Executives, with recommendation from Council, have the authority to approve any drug exceptions that are over the \$2,000 limit in any given policy year.

Upon recommendation from Studentcare and the Board,

BE IT RESOLVED that the GSA implements a Drug Exception Maximum of \$2,000 beginning in September 2019. This maximum would provide students with access to \$2,000 in paid claims for prescription drugs which are not included in the Plan 48 formulary.

*Moved by Somtochukwu Ufondu and seconded by Edgar Martinez-Soberanes.*

**Graduate Students' Association Membership Fee:**

WHEREAS the GSA membership fees are the main source of revenue for the GSA, representing approximately 90% of the Association revenues.

WHEREAS the current annual GSA membership fee is \$70.64 (\$35.32 per semester).

WHEREAS the GSA membership fee was last increased in the 2017 - 2018 academic year.

WHEREAS the GSA is committed to providing quality services for its members and an enhanced work environment for its Staff and Executive.

WHEREAS the GSA is committed to continue investing in student support programs like the Needs-Based Bursaries, the Travel Awards and the Crisis Aid program.

WHEREAS the GSA plans to renew the office computers, to upgrade the Commons audio system and to put more investment into the student support programs indicated above.

WHEREAS the GSA Constitution delegates the authority of increasing GSA membership fees by no more than 5 % to the GSA Council.

WHEREAS clause 5.3.2 of the GSA Constitution requires Council approval for any change in the GSA membership fee.

By unanimous recommendation of the GSA Budget and Finance Committee and the Board;

BE IT RESOLVED that the Graduate Students' Association fee, for the 2019 - 2020 academic year, increase by 4.9 % from \$35.32 per semester to \$37.06 per semester (\$70.64 per year to \$74.12 per year) so as to accommodate for the planned expenses.

*Moved by Jesus Corona Gomez and seconded by Edgar Martinez-Soberanes.*