



University of Saskatchewan- Graduate Students' Association
Annual General Meeting
April 14th, 2020
Email Meeting
AGENDA

1. Call to Order

2. Announcements

- a. Quorum
- b. PSAC Representative Address

3. Approval of Agenda

4. Approval of the April 16th, 2019 AGM Minutes

5. GSA Executives Report

- a. Vice President Finance & Operations Report
- b. Vice President Student Affairs Report
- c. Vice President External Report
- d. President's Report
- e. Questions & Answers

6. Motions

6.1 Motion: Approval of the GSA Auditor for the 2020-2021 Financial Year.

WHEREAS Section 8.1.2.2 of the GSA Constitution and Section 149(1) of the Saskatchewan Non-Profits Corporation Act govern the appointment of an auditor.

BE IT RESOLVED THAT Buckberger Baerg and Partners LLP be appointed as auditors for the 2020-2021 Financial Year.

[Alam/Mendoza]

6.2 Motion: Approval of the GSA Financial Statements for the year ended April 30, 2018.

WHEREAS Section 8.1.2.1 of the GSA Constitution govern the presentation of Financial Statements to the Membership.

BE IT RESOLVED THAT the reviewed financial statements of the University of Saskatchewan Graduate Students' Association Inc. be received for the year ended **April 30, 2018**, as presented.

[Alam/Mendoza]

6.3 Motion: Honorary Lifetime Membership

WHEREAS Section 5.1.4 of the GSA Constitution permits the naming of an Honorary Lifetime Member which is purely symbolic. Such a position shall be awarded by a majority vote at a General Meeting.

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

[Fonseca/Alam]

6.4 Motion: Governance Documents

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

BE IT RESOLVED that the Constitution, Bylaws and Policies be so amended as recommended by the GSA Governance Committee, as set forth in the following supporting documents (**Revised Constitution, Revised Bylaws, Revised Policies**) and take effect May 1, 2020.

BE IT FURTHER RESOLVED that the membership consents to correction of the governing documents to ensure gender neutrality throughout.

BE IT FURTHER RESOLVED that the membership consents to the correction of non-substantive corrections, such as numbering, section order and typographical errors, which may arise following these amendments.

[Sahtout/ Mendoza]

7 Introduction of New Executive

8 Other Business

9 Adjournment



**University of Saskatchewan
Graduate Students' Association
Annual General Meeting
Tuesday, April 14, 2020. Email Meeting***

As GSA members gather, 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.

***The April 14th, 2020 Annual General Meeting took place over email format due to the global health pandemic of COVID-19, where the Government of Saskatchewan made directives to practice social distancing in order to curb the spread of the virus.**

Attendance: Alana Weber, Aimee Schryer, Alana G. Demkiw, Ahmad Zalehi, Aisha Sajid, Ajay Muthukumar, Alexander Mueller, Alireza Razmavar, Asanka Godakanda, Arash Mollahosseini, Arash Yahyazadeh, Breanne Murray, Cameron Choquette, Carmen Marquez Mellidez (Incoming VP Academic & Student Affairs), Dylan, Chand, Derek Perrin, Edgar Martinez, Ehsan Moradi, Erin Leeder, Farshad Shafiei, Girish Kamath, Hadi Ramin, (Incoming VP Finance & Operations) Hongxiu Wang, Harini Aiyer, Humaira Inam (Incoming President), Iyanu Kumayon, Indra Prasad Dahal Itoro, Oku George, Jesus Corona-Gomez, Jeveria Rehman, Jason Ho, José Alvim Berkenbrock, Jonayed Nafis Hemel, James Schulte, Julia Koop, Karim Shahbazi, Khaled Zoroufchi Benis, Kingsley Mokube Ekumi, Katherine Ottley, Kimberlee Dube, Kezia Fourie, Kushagra Parolia, Lindsay Church, Linxiang Ji, Linda Vogt, Lynette Epp, Luigui Alban, Laura Larsen, Lindsay Tarnowetzki, Azza Mohammadiazar, Mostofa Kamal, Md Nadim, Mercy Harris, Manreet Kaur Nehal, Muhammad Kaleem Sarwar, Michele Monroy-Valle, Mohie Al Dine Chaaban, Natalie Houser, Natasha Boyes, Nitin Sharma, Naheda Sahtout, Onyebuchi Onumonu, Kanmi-Obembe Olakorede, Peyman Alizadeh, Peggy Anderson, Purbasha Mistry, Qasim Shahzad Gill (Incoming VP External Affairs), Raquel Lunardi Baccetto, Riel Castro-Zunti, Rebecca Smith, Rifat Zahan, Seth Appiah, Shashank Sekhar Kumar, Shahab Minaei, Sam Netzke, Selena Schut, Swapna Padmanabha, Trevor Batters, Travis Gray, Tina Elliott, Thomas Story, Tumpa Sarker, Prashani Dilushika, Gravel Wang.

Executive: Mery Mendoza (President), Mohammad Wajih Alam (VP Finance & Operations), Alejandra Fonseca (VP Student Affairs), Chiamaka Ezekwesili (VP External).

Organization of the meeting:

Mr. Osai Clarke acted as Recording Secretary and compiled the minutes based on responses received through the online form.

1. Call to Order

All Regular Members were emailed a link to the Agenda, as well as a link for voting on agenda items in order to participate over email. Councilors had from 5 PM (Tuesday, April 14, 2020) to 5 PM (Friday, April 17, 2020) to participate. The Call to Order commenced as soon as Regular Members received the link.

2. Announcements

a. Quorum

The quorum for the meeting was reached, as there were 89 Regular Members who participated in the meeting. There was no issue in maintaining quorum as all members could go through the entire agenda over the course of a few days at their convenience.

b. PSAC Representative Address

PSAC did not present a message to be shared.

3. Approval of Agenda

Motion to approve the agenda. (Mellidez/Smith)

Carried

79 in favour. 7 abstentions. 3 opposed

4. Approval of Minutes

Motion to approve April 16th, 2019 AGM minutes. (Mellidez/Smith)

Carried

77 in favour. 10 abstentions. 2 opposed

5. GSA Executives Report

a. Vice President Finance & Operations Report

The report was made available in the agenda package.

b. Vice President Student Affairs Report

The report was made available in the agenda package.

c. Vice President External Report

The report was made available in the agenda package.

d. President's Report

The report was made available in the agenda package.

e. Questions & Answers

There were several comments/questions from Regular Members requesting further information about the following:

- Graduate students and COVID-19
 - What is the University currently doing to reduce the financial barriers to graduate students?
 - How are we addressing tuition, when graduate students are unable to access research facilities, services and resources on campus?
 - How will graduate students be supported knowing that program lengths will be extended?
 - Will there be any refunds to the transit pass?

Due to COVID-19, the GSA is continuously advocating for graduate support. You can find the April 5, 2020 letter which was released here (<https://gsa.usask.ca/documents/statements/2020covid19.pdf>). We have had several meetings with senior leaders to address our students' concerns. Since all of our graduate students are facing the same pandemic, we look for universal solutions. The university is having discussions on how to move forward with respect to each of those concerns, including tuition adjustments for the spring/summer. The GSA will release another letter, to further emphasize the need for tuition relief. We will continue to address these concerns with the University administration.

The GSA Executive and Office Staff are active over email and will continue to serve our members and their needs. We recently added a new service, Empower Me, which is available to ALL graduate students, at no cost.

The transit pass for the winter term will not be refunded for April. The transit service that students paid for has never stopped being accessible to them in the allotted period, and so our current contract has been fully honoured and thus doesn't warrant a refund.

- Communication between the GSA and the Regular Membership could be improved - are there ways in which we can address this?

In the winter of 2019, the GSA finally had the ability to access a listserv of all graduate students, so that the GSA can directly communicate with you. We try to minimize the number of emails sent by the GSA to ensure we are effectively communicating with you, without excessive emailing. The GSA also uses social media, PAWS posts and updates the website as needed.

- Concern was raised about the recent Graduate Student Assistant job posting and it was recommended that clear guidelines should be laid out for students. It seems that the

number of positions available was not enough and there was concern that the graduate students would be spread too thin. How will graduate students be properly informed of their rights?

Thank you for sharing your concerns. We have brought this forward to PSAC Local 40004 to address, and we will work with them to ensure the academic success of our graduate students is not hindered in this period of uncertainty.

6. Motions

6.1. Motion: Approval of the GSA Auditor for the 2020-2021 Financial Year.

WHEREAS Section 8.1.2.2 of the GSA Constitution and Section 149(1) of the Saskatchewan Non-Profits Corporation Act govern the appointment of an auditor.

BE IT RESOLVED THAT Buckberger Baerg and Partners LLP be appointed as auditors for the 2020-2021 Financial Year.

(Alam/Mendoza)

There were several comments requesting further information about the choice of the accounting firm and the rationale for its appointment.

Since 2015/2016, the GSA Executives have worked hard to ensure financial transparency. A lot of this work required proper financial recordkeeping and a bookkeeper and auditor who understood the way the Association conducted work. Buckberger Baerg & Partners LLP has been the auditor for the GSA for several years now, and with perseverance from the GSA Executives and collaboration, they have been able to bring up to date the audits. This was helped when individuals continued as an Executive for several years in a row.

While this company is slightly more expensive than other auditing companies because GSA Executives rotate are very transient, it would be extremely difficult and risky to transition to another auditing firm. As the Budget is created each year, we ensure that the costs of audits are budgeted for, without compromising student support.

Carried

77 in favour. 8 abstentions. 4 opposed

6.2. Motion: Approval of the GSA Financial Statements for the year ended April 30, 2018.

WHEREAS Section 8.1.2.1 of the GSA Constitution governs the presentation of Financial Statements to the Membership.

BE IT RESOLVED THAT the reviewed financial statements of the University of Saskatchewan Graduate Students' Association Inc. be received for the year ended April 30, 2018, as presented.

(Alam/Mendoza)

A question was raised about why the April 30, 2019 audit was not included for approval in the AGM.

The GSA Executives have worked extremely hard over the past few years to bring the audits up to date. The 2019 audit was completed the week of the AGM, and therefore was not ready in time for inclusion into the agenda package. It would not be appropriate to ask the Regular Members to amend the agenda to include the audit, when there would not have been enough time for Regular Members to view the audit in its entirety.

Carried

76 in favour. 12 abstentions. 1 opposed

6.3. Motion: Honorary Lifetime Membership

WHEREAS Section 5.1.4 of the GSA Constitution permits the naming of an Honorary Lifetime Member which is purely symbolic. Such a position shall be awarded by a majority vote at a General Meeting.

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

(Fonseca/Alam)

Carried

72 in favour. 13 abstentions. 4 opposed

6.4. Motion: Governance Documents

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

BE IT RESOLVED that the Constitution, Bylaws and Policies be so amended as recommended by the GSA Governance Committee, as set forth in the following supporting documents (Revised Constitution, Revised Bylaws, Revised Policies) and take effect May 1, 2020.

BE IT FURTHER RESOLVED that the membership consents to the correction of the governing documents to ensure gender neutrality throughout.

BE IT FURTHER RESOLVED that the membership consents to the correction of non substantive corrections, such as numbering, section order and typographical errors, which may arise following these amendments.

(Sahtout/ Mendoza)

Carried

75 in favour. 10 abstentions. 4 opposed

7. Introduction of New Executive

The Elections and Referenda Committee ratified the election results, which saw 630 voters. The following are the incoming GSA Executives:

President- Humaira Inam

VP Finance and Operation- Hadi Ramin

VP Academic and Student Affairs- Carmen Marquez Mellidez

VP External Affairs- Qasim Shahzad Gill

8. Other Business

None.

9. Adjournment

Motion to adjourn (Mellidez/Smith).

Carried

77 in favour. 9 abstentions. 3 opposed



GSA 2020 Executive Election Results

Total number of voters: 630 [Election Quorum: 370]

President

| | |
|---------------------|------------|
| Humaira Inam | 217 |
| Orion Raycraft | 115 |
| Sukanya Pati | 184 |
| Abstain | 114 |

Vice-President Finance and Operations

Do you have confidence in **Hadi Ramin** fulfilling the roles and responsibilities of Vice-President Finance and Operations?

| | |
|------------|------------|
| Yes | 443 |
| No | 35 |
| Abstain | 152 |

Vice-President Academic and Student Affairs

| | |
|--------------------------------|------------|
| Carmen Marquez Mellidez | 330 |
| Khaled Zoroufchi Benis | 184 |
| Abstain | 116 |

VP External Affairs

Do you have confidence in **Qasim Shahzad Gill** fulfilling the roles and responsibilities of Vice-President External Affairs?

| | |
|------------|------------|
| Yes | 406 |
| No | 183 |
| Abstain | 41 |



ANNUAL GENERAL MEETING

GSA ANNUAL REPORT 2019-2020

**Mery Mendoza
2019-2020 President
Graduate Students' Association**

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1. President's message

On behalf of the Graduate Students' Association Executive, it has been a pleasure to represent and serve the graduate student body during the 2019-2020 fiscal year. The Executive, with utmost respect for its members, looked forward to working with all of you to address your many concerns over the year. In this annual report, I provide a brief overview of the overall GSA services and the main work the Executive undertook in terms of advocating for improving the graduate students' experience during the 2019-2020 fiscal year.

Additionally, it is our goal to end the year by letting our graduate student body know how much we appreciated them. While this pandemic has caused us to distance ourselves from you physically, we have never abandoned the responsibilities you have entrusted us with. We will always be here for you, and we will continue to advocate for you and for the resources and tools that will enhance your graduate student experience.

I am very grateful for having an engaged GSA Council and Standing Committee Members. Your participation and enthusiasm each meeting was, and will always be, crucial for the guidance and direction of the GSA. I am also expressing my gratitude and infinite thanks to the Council Chair, Reggie Nyamekye, and the Recording Secretary, Osai Clarke. Your professionalism and leadership in each of the meetings was admirable and outstanding. Thank you for joining the GSA team.

I would like to thank Naheda Sahtout for her impressive engagement with the GSA, acting as an adviser behind the scenes throughout the year. Her support made a positive difference in the overall activities of the GSA. I would like to thank the Office Manager, Candace Suessmilch, and Office Coordinators, Dana Ramsay, Megan Solberg, Mario Gonzalez, Viktoria Hinz, and Olatunji Olabiyi for their dedication and support in the GSA Commons on a daily basis.

Finally, I would like to extend gratitude to my Executive team; Mohammad Wajih Alam (VP Finance and Operations), Alejandra Fonseca (VP Student Affairs) and Chiamaka Ezekwesili (VP External). The commitment they put in each task was astounding. Each of them brought specific strengths to the team, and I am truly privileged to have had the opportunity to work with them.

I wish each and every one of you the very best in your academic and professional pursuits.

Mery Mendoza

2019-2020 President,

Graduate Students' Association, University of Saskatchewan

2019-2020 GSA Executive Committee



Mery Mendoza Rengifo
President
gsa.pres@usask.ca



Mohammad Wajih Alam
Vice-President Finance and Operations
gsa.fin@usask.ca



Alejandra Fonseca
Vice-President Student Affairs
gsa.sa@usask.ca



Chiamaka Ezekwesili
Vice-President External
gsa.external@usask.ca

2019-2020 GSA Office Staff



2019-2020 GSA Office Coordinators

Dana Ramsay

Megan Solberg

Viktoria Hinz

Mario Gonzalez

Olatunji Olabiyi

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

2. Introduction to the Graduate Student's Association (GSA)

2.1 Graduate Students' Association

The Graduate Students' Association (GSA) is a not-for-profit organization that represents over 4300 graduate students at the University of Saskatchewan. The GSA provides professional, academic, and social activities and services, and promotes awareness of issues relevant to graduate students. All graduate students at the University of Saskatchewan are members of the GSA and thus have the right to vote in elections, referenda and at general meetings. The general membership is the highest decision-making body of the GSA.

The mission of the Graduate Students' Association is to:

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

2.2 Membership

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

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

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

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

In the 2019-2020 academic year:

- ✓ There was more than 4300 graduate student members;
- ✓ At least 45 Associate Members paid Association dues in the fall and winter terms to access the Health and Dental Plan or the UPASS.

2.3 Finances

The operating budget is dependent on three main sources of income;

- ✓ Membership fees,
- ✓ Commons rentals and
- ✓ Fundraising efforts.

The GSA also collects, on behalf of the membership, the Health and Dental fee and the UPASS fee (service fees) prior to remitting to Studentcare and Saskatoon Transit, respectively.

The Executives make every effort to fundraise so as to provide further support to the Needs-based bursaries, the Graduate Student Research Conference, the Three Minute Thesis Competition and also for the Annual Awards Gala. Because of the COVID-19 world pandemic, the 2019-2020 Annual gala has been cancelled and the donation from our sponsors were then returned.

| 2019-2020 Operating Budget CAD 258,750.00 | | |
|---|-------------|--------------|
| Membership Fees | Fundraising | Service Fees |
| CAD 227 K | CAD 40 K* | CAD 1.5 M |

*Due to the covid-19, many of our events, including the Annual Gala was cancelled and fundraised monies were returned to our sponsors.

2.4 Membership fees and Services fees

The 2019-2020 membership and services fees:

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

The 2020-2021 membership and services fees:

| | |
|--------------------------|-------------------|
| Full-time Membership fee | CAD 37.06 / term |
| Part-time Membership fee | CAD 18.53 / term |
| Full-time CFS fee | CAD 6.35 / term |
| Part-time CFS fee | CAD 3.18 / term |
| Saskatoon Transit fee | CAD 114.16 / term |
| Health Plan fee | CAD 222.51 / year |
| Dental Plan fee | CAD 236.52 / year |

2.5 Expenses

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

The revenues collected go towards the following expenditures;

- ✓ Graduate student support services;
- ✓ Executive honoraria and staff salaries;

- ✓ Financial, legal and bookkeeping fees;
- ✓ Office supplies and Commons operations;
- ✓ Major events and initiatives;
- ✓ Academic Council and Social Club funding;
- ✓ Executive operations, and;
- ✓ Operating costs.

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

3. 2019-2020 Outcomes

There were perhaps four major themes that the Executive wanted to pursue throughout the 2019-2020 fiscal year:

- ✓ **Student-Supervisory Support; and checklist resource for graduate students**
- ✓ **Request for representation on the University Board of Governors**
- ✓ **Fight against tuition fees**

3.1 Student-Supervisory Support

In keeping with the progress of previous Executive Committees, and knowing that the student-supervisory relationship is fundamental to the success of graduate students, the 2019-2020 Executive focused heavily promoting the use of the Student-Supervisor Agreement across Colleges and Schools. This document was promoted in several meetings, including orientation events. Furthermore, in the monthly meetings with the Associate Dean of CGPS, we open discussions to start the development of the Graduate Handbook. Standard models from other universities were obtained and it can be used as a guide for the developing of the Graduate Handbook from the CGPS perspective. With these tools in place, the new Executive will have the opportunity to expand the first draft of this document.

3.1.1 Resource checklist

A Resource Checklist, found in the appendix 1 and on the GSA website, was created. This is a new document that was developed in order to assist all new graduate students coming to your college/department/school. This document draws attention to specific benefits and resources that each new grad student should be made aware of and due to some of the inherent deadlines and timelines; preferably in their very first week of attendance. The new GSA executive will be distributing this critical information to the colleges and schools as well as in orientation events to new graduate students so they can familiarize themselves and acclimate to the University as well as bring broader awareness to those services and benefits that may be available to them.

3.2 Request for representation on the University Board of Governors

The previous Executive team paved a forward moving path to graduate student participation on the University Board of Governors, one that was built on a strong network of support on and off campus. The 2019-2020 executive, continued to rise this concern in several meetings. Additionally, we sent a letter to the Minister of Advanced Education requesting that necessary actions be taken to amend Clause 42 of the University of Saskatchewan Act, 1995, to allow for better representation of graduate students on the University Of Saskatchewan Board Of Governors. We believe that the requested amendment is important and supports the University's mission and matches the shift in the University toward becoming a research-intensive university.

However, this petition was unsuccessful and was suggested, again, to request this change directly through the University Secretary's Office to the Board. Future executives can continue to advocate for increased representation within the University's governance structure.

3.3 Fight against tuition fees

With the support of many graduate students and faculty, the Executive communicated to the campus leaders, the graduate students' discomfort and rejection of the five year tuition proposal in different meetings, including University council meeting, Dean's council meeting, meeting with the provost team, and several others.

Furthermore, the GSA sent a package to the Board of governors requesting the complete rejection of this proposal until proper consultation is done. Materials provided in support of this letter included a Statement from the Graduate Students' Association, Letters of support from graduate student Councillors, a petition created by the Graduate Students' Association, more than 1300 signatories to the petition including Masters students, PhD candidates, Faculty, Staff, Undergraduate students, Visiting Researchers, Postdoctoral Fellows, Alumni, prospective graduate students and other members of the campus community, over 200 comments from petition signatories rejecting the tuition proposal. We look forward to have a positive response to our petition.

Additionally, because of the COVID-19, the GSA executive is working on advocating for an overall extension of all graduate programs for as long as the university is closed and for the time the pandemic remains, extension of funding support (stipends, scholarships, etc.) for the time the program is extended, tuition and other fee adjustments, etc. The next GSA executive can continue working towards advocating for an accessible and affordable education for all graduate students.

4. University and Senate - Graduate student representation

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

| | |
|---|--|
| Presidents Executive Committee | Mery Mendoza Alejandra Fonseca Mohamad Wajih Alam Chiamaka Ezekwesili |
| University Senate | Mery Mendoza |
| University Council | Alejandra Fonseca |
| Academic Programs Committee | Chiamaka Ezekwesili |
| Teaching, Learning and Academic Resource Committee | Reggie Nyamekye |
| Planning and Priorities Committee | Mery Mendoza |
| Research, Scholarly and Artistic Work Committee | Mohamad Wajih Alam |
| Scholarships and Awards Committee | Mohamad Wajih Alam |

| | |
|---|--|
| Governance Committee | Naheda Sahtout |
| CGPS Faculty Council | Mery Mendoza Alejandra Fonseca Mohamad Wajih Alam Chiamaka Ezekwesili Naheda Sahtout Reggie Nyamekye Britanie Thomas |
| CGPS Graduate and Postdoctoral Council | Mery Mendoza Alejandra Fonseca Mohamad Wajih Alam Chiamaka Ezekwesili Naheda Sahtout Reggie Nyamekye Britanie Thomas |
| CGPS Executive Committee | Mery Mendoza |
| CGPS Awards Committee | Mohamad Wajih Alam |
| CGPS Graduate Programs Committee | Mery Mendoza |
| CGPS Graduate Academic Affairs Committee | Alejandra Fonseca |
| CGPS Equity and International Committee | Chiamaka Ezekwesili |
| CGPS Interdisciplinary Committee | Mohamad Wajih Alam |
| CGPS Earned D. Litt / D. Sc. Committee | Chiamaka Ezekwesili |
| Fee Review Committee | Mohamad Wajih Alam |
| Copyright Advisory Committee | Mohamad Wajih Alam |
| Co-Curricular Records Advisory Committee | Mery Mendoza |
| Recreation and Athletics Advisory Committee | Mery Mendoza |
| Faith Leadership Council | Chiamaka Ezekwesili and Alejandra Fonseca |
| Student Forum Executive | Chiamaka Ezekwesili / Alejandra Fonseca |
| Student Forum | Chiamaka Ezekwesili Alejandra Fonseca Shashank Shekhar Kumar |
| Facilities Planning Working Group – University Library Transformation Project | Alejandra Fonseca |
| Steering Committee – University Library Transformation Project | Alejandra Fonseca |
| Alumni Legacy Project – Steering Committee | Mery Mendoza |
| Financial Appeals Review Committee | Mohamad Wajih Alam Mery Mendoza |
| Parking and Transportation Advisory Committee | Alejandra Fonseca |
| Provost’s Advisory Committee on Gender and Sexual Diversity | Chiamaka Ezekwesili |

| | |
|--|------------------------|
| President's Circle Advisory committee | Mostafa Kamal |
| Information Systems Steering Committee | Mery Mendoza |
| Academic and Student Life Technology Committee | Alejandra Fonseca |
| Bus Rapid Transit (BRT) Nutana Stakeholder Committee | Mohamad Wajih Alam |
| Review Committee for Dean of Western College of Veterinary Medicine | Breanne Murray |
| Search for Associate Dean, Research and Faculty Relation for Edwards School of Business | Alexander Mueller |
| Arts and Science College Planning Advisory Committee | Osai Clarke |
| College of Education Search Committee for an Associate Dean, Research and the Scholarship of Teaching and Learning Committee | Kenisha Blair-Walcott |
| 2020 Teaching Awards nominations for the Provost's Awards and the Sylvia Wallace Award | Mery Mendoza |
| Student sustainability coalition | Mostafa Kamal |
| Search committee Executive Director, School of Environment and sustainability | Mostafa Kamal |
| Review committee Dean, University Library | Kerry Marshall |
| Review committee Dean, College of Kinesiology | Natalie Houser |
| Review committee Dean, College of Law | Ekeolisa Chukwunonso |
| Search committee Dean, College of Nursing | Mary Ellen Jean Walker |
| Search Committee for the Dean CGPS | Naheda Sahtout |
| NRA / DRA Awards Selection Committee | Naheda Sahtout |

5. GSA Council - Graduate student representation

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

Currently, the composition of the active GSA Committees are:

| Committees | Membership |
|-------------------------------------|--|
| Budget and Finance Committee | Mohamad Wajih Alam (Vice-President Finance and Operations) Emerita Mendoza (President) Rifat Zahan (Council member) Muhammad Aminul Islam (Council member) Nishit Gandhi (Regular/general member) Kinsuk Sarker (Regular/general member) |
| Bursary Selection Committee | Mohamad Wajih Alam (Vice-President Finance and Operations) Alejandra Fonseca (Vice-President Student Affairs) Doug Fansher (Council member) Rebecca Smith (Council member) |
| Governance Committee | Mery Mendoza (President) Alejandra Fonseca (Vice-President Student Affairs) Reggie Nyamekye (Council Chair) Naheda Sahtout (Council member) Rifat Zahan (Regular/general member) Phillip A. Radetzki (Regular/general member) Priya Goundar (Regular/general member) |
| Awards Selection Committee | Chiamaka Ezekwesili (Vice-President External) Natalia Zakharchuk (Regular/general member) Hadi Ramin (Regular/general member) Kathy Wang (Regular/general member) |

| | |
|--|--|
| Sustainability Committee | Chiamaka Ezekwesili, Vice-President External Kimberlee Dube (Council member) Mostofa Kamal (Council member) Khaled Zoroufchi Benis (Regular/general member) Irin Soubry (Regular/general member) Jismol Jose (Regular/general member) Hadi Ramin (Regular/general member) Anupam Das (Regular/general member) |
| Diversity Committee | Chiamaka Ezekwesili(Vice-President External) Kathy Wang (Regular/general member) Zaki Hasan (Regular/general member) Sukanya Pati (Regular/general member) Pearl Masa (Regular/general member) |
| Elections and Referenda Committee | Reggie Nyamekye (Council chair) Asanka Godakanda (Council member) Mostofa Kamal (Council member) Aisha Sajid (Council member) Nataliia Zakharchuk (Regular/general member) Ka-Sheena Minott (Regular/general member) Kaidan Xu(Regular/general member) |
| Event Organizing Committee | Alejandra Fonseca (Vice-President Student Affairs) Britanie Thomas (Regular/general member) Swapnil Srivastava (Regular/general member) |

6. Services

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

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

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

7. Main Activities throughout the year

The Executives worked around the following major areas;

- ✓ Creating a welcoming environment for graduate students;
- ✓ Mental health support and promotion for graduate students;
- ✓ Providing professional development and networking opportunities for graduate students; others

In order to improve the graduate student experience, the GSA executive has organized several different events throughout the year. New and returning graduate students were welcomed at the fall (September 5, 2019) and winter (January 16, 2020) orientations, organized under the guidance of the Vice-President Student Affairs. Graduate students were introduced to the services offered by the GSA and the University and were given the opportunity to network. GSA executives

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

Under the guidance of the Vice-President Student Affairs, student concerns were well represented at the College and University level. The Vice-President Student Affairs played a remarkable role in advocating and assisting graduate students on and off campus. Under the guidance and leadership of the Vice-President Student Affairs; several events were organized, including the Graduate Research Conference held February 13-14, 2020, which was organized for graduate students to showcase their communication and presentation skills. Moreover, because of the current global pandemic, the 3MT Competition, held on March 27, 2020 was moved to an online platform. The winner of the 3MT will be communicated within the month.

Under the guidance of the Vice-President Finance and Operations, Needs-based bursaries were administered in all three terms. More than 280 applications were reviewed by the GSA Bursary Selections Committee. A total of 56 bursaries, of CAD 1000 each, were awarded to graduate students. New and creative ways to support our graduate students were considered in this time of uncertainty. With regards to the GSA Tax-Clinic, because of the global pandemic, the Vice-President Finance and Operations created a YouTube video, as a tutorial to assist graduate students in filing their 2019 taxes. All GSA

Mental health and well-being were key areas of focus of the GSA executive and under the guidance of the Vice-President External, efforts were made to ensure several different opportunities were available that outlined our dedication to upholding these principles. On March 4, 2020, the Diversity Committee organized an event promoting environmental and sustainable ways of living. The VP External managed a number of Co-recreational teams throughout the fiscal year. The Guppies participated in Soccer, Futsal and Basketball, among others. These teams saw a number of graduate students become involved in physical activity without the need for competition. Moreover, a series of Health Chats were also hosted in the GSA Commons. These included Zumba classes.

Unfortunately, we were not able to host the Annual Gala and many other events due to the current situation and as the global COVID-19 situation continues to evolve, the GSA is putting measures in place to ensure we continue to serve and support our graduate students. Overall, the GSA executive continue open to discuss concerns, ideas/initiatives that graduate students, faculty member and the campus community may have. We look forward to continue working with all of you for the betterment of our graduate students.

It is our hope that we will continue to work together to develop tools and resources that would shape our graduate programs and ensure that our faculty and our graduate students are well supported for success.

Appendix 1:

INCOMING GRADUATE STUDENT RESOURCE CHECKLIST

This document is intended to bring awareness of resources available to new graduate students, and to assist faculty members recruiting such individuals to the University of Saskatchewan.

Aboriginal Student Centre (ASC): A welcoming place to make friends and access support through personal, social, cultural, and academic programs and services. Staffs support the academic and personal success of Indigenous students.

<https://students.usask.ca/aboriginal/#Culture>

Access and Equity Services (AES): This is guided by Saskatchewan's Human Rights legislation and accommodates individuals requiring accommodations during their program based on disability, religion, family status, and gender identity.

students.usask.ca/health/centres/access-equity-services.php

College of Graduate & Postdoctoral Studies (CGPS): Graduate students should visit the website and be aware of the policies and procedures associated with their program.

cgps.usask.ca/

Graduate Students' Association (GSA): Represents all graduate students at the University of Saskatchewan and provides professional, academic, and social activities and services, and promotes awareness of issues relevant to graduate students.

gsa.usask.ca/

GSA Health & Dental Plan: Graduate students can register in this plan to get extended health and dental coverage.

studentcare.ca/rte/en/UniversityofSaskatchewangraduatestudentsGSA_Home

Gwenna Moss Centre for Teaching and Learning (GMCTL): Provides a variety of programming, workshops, non-credit courses and resources for graduate students who are new to teaching or who already have some experience but want to learn more.

<https://teaching.usask.ca/events/graduate-teaching.php>

Housing and Child Care: Information about on campus and off campus housing and childcare.

students.usask.ca/essentials/housing.php#Offcampussupport

Information Technology Service Catalogue: This describes the core IT services to University of Saskatchewan faculty, staff, and students in support of their academic and administrative activities.

<https://servicecatalogue.usask.ca/it/index.php>

International Student and Study Abroad Centre (ISSAC): Provides arrival, transition, cultural support, information about study abroad, awards and travel safety, and intercultural programming and is a central support unit for all students, faculty and staff.

students.usask.ca/international/index.php

Physical Activity Complex (PAC): Offers a fit center, access to personal training, sport, recreational activities, and more.

rec.usask.ca/

Saskatchewan Health Card: All new Saskatchewan residents (domestic students from another province/territory, international students and returning Canadians) must register themselves and their dependents for a Saskatchewan Health Card to receive health benefits.

skhealthcard.health.gov.sk.ca/

Student Central: Provides students with assistance on finances, registration, academic life, and more.

students.usask.ca/student-central.php

Student Employment and Career Centre (SECC): Offers support to students with regards to all aspects of career and job search.

<https://students.usask.ca/jobs/centres/secc.php#Services>

Student Learning Services: Offers support to students learning and development of academic skills.

<https://library.usask.ca/studentlearning/>

Student Wellness Centre: Offers urgent and non-urgent physical and mental health care to students, their spouses and children through counselling, doctor and nurse appointments, mental health assessment, nutritional counselling, and more.

students.usask.ca/health/centres/wellness-centre.php

Student Supervisor Agreement: Graduate students should print this document and discuss it with their supervisor/professor.

students.usask.ca/documents/graduate/student-supervisor-agreement.pdf

University Library: Offers workshops, grad help, student learning services, and more.

library.usask.ca/



University of Saskatchewan - Graduate Students' Association

Annual Report – VP Finance and Operations

April 14, 2020

Annual Report to the GSA Members

Dear Members,

It is my pleasure to present to you an annual report based on my activities as the Vice President Finance and Operations of the University of Saskatchewan Graduate Students' Association Inc. At first, I would like to thank GSA Office Manager (Candace Suessmilch) and our coordinators (Dana Ramsay, Megan Solberg, Olatunji Olabiyi, Viktoria Hinz and Mario Gonzalez) for their outstanding job throughout the academic year. I also want to thank the GSA councillors, GSA volunteers and GSA members for being active and engaged throughout the year.

GSA Financial Information

The financial folders are updated regularly, and all the financial details are kept in detail as we continue to record everyday activities in our ledgers and books along with receipts and the descriptions of the revenues and expenses. The transactions are assigned to one of the existing budget lines. The finances are also transparent as any GSA member have right to request and review the original receipt, expense form, as well as invoice and the updated ledger. I also encourage the next VP Finance and Operations to continue with this tradition as this ensures transparency and accountability on how the membership dues are being used. I also encourage the GSA members to demand openness and transparency of the work done by the GSA executives.

The GSA Finance and Budget Committee and the board met several times (in-person and email) to draft and review the next year 2020-2021 Fiscal Year Operating Budget which was presented to the Council for revision and approval. As with other years, it was emphasized that fundraising was a requirement for the 3MT® competition, the Graduate Student Research Conference and the Awards Gala.

With the Awards Gala requiring the most funds, it was appreciated that there was a small buffer that would aid in the start-up costs to the event. Since the Awards gala was cancelled this year due to COVID-19, Remai modern has provided GSA with an opportunity to host the event next year with no additional cost (using the same deposit money that we used this year). The upgrade to the office computers in the Commons is divided into a multi-year plan. The budget, as presented, is demonstrative of these values as it increases the amounts assigned to the GSA Needs-based bursaries along with increases in our contribution amounts to both the Travel Award Fund (administered via ISSAC) and the Emergency Crisis Aid Program (administered via Student Central) while still maintaining the necessary support for strong day-to-day operational costs of the Association. The Draft Operating Budget along with descriptive line notes is provided to this report.

GSA Need-based Bursary

The Association recognizes the importance of these bursaries to our members which is also reflected by the number of applications received. This year there were 72 completed applications for the spring/summer terms, 134 completed applications for the fall term, and 76 completed applications for the winter term. The GSA was able to disburse 28 bursaries for a monetary value of \$28,000 and the College of Graduate and Postdoctoral Studies matched that number and disbursed 28 further bursaries (selected via the GSA committee and processes) for a monetary value of \$28,000. This results in a total bursary disbursement in the amount of \$56,000. The GSA provided in total 10 bursaries for the Spring/Summer terms, 23 bursaries for the Fall term, and 23 bursaries for the Winter term. My experiences reviewing the applications (along with my committee members) made me realize that there were far more deserving applicants than the number of bursaries we could award. The funding was constrained. Going forward, the GSA will increase the number of bursaries it disburses (pending approval from council), and the GSA President has been lobbying extremely hard with CGPS to increase the number of bursaries it makes available via this process.

Student Support and Council Funding

GSA Council funding is calculated based on a formula that states: Academic Councils may receive up to \$3.00 per full time student or \$1.50 per part time students according to the following

formula: $c = [x (3 .00) + y (1 .50)][a / b]$ Where c is the funding received by the Academic Council, x is the number of full time students, y is the number of part time students , a is the number of meetings attended by Academic Councillors and b is the possible attendance rate by the number of registered Academic Councillors. I am confident that our record-keeping will allow for prompt payment of Councils in the upcoming academic year and I will be pleased to help the next VP Finance and Operations in this matter as requested as I understand this funding is vital for successful operation of our constituent Councils. In addition to the funding to Councils that was provided based on the previous year the GSA was proud to support the following student events and initiatives: Nepalese Students' Association (NSA), Engineering Graduate Community Council (EGCC), Brazilian Students' Association, Pakistani Student Association, ASHRAE, PTSS, Bangladeshi Students' Association, Indian Students' Association, Social Science Graduate Students' Association, Toxicology, School of Public Health Students' Association, Women in Chemistry. There were many more interesting events that were planned this year which the executives came to know, and GSA was willing to support. However, due to COVID-19, those events were cancelled. The GSA also supported Holiday Hangout this year which was a huge success.

Committee Appointments and Meetings

A major part of the VP Finance and Operations as an elected Executive member is to attend various meetings representing the GSA and ensuring graduate students have a strong voice on every committee that I sit on. Funding and scholarships are obviously a major concern of virtually all graduate students. I am a member of different university scholarship and award committees. In addition to the above Scholarship and Awards Committees, I was honoured to represent the GSA and Graduate Students on various committees and in various forums ensuring graduate students had a strong voice. The VP Finance and Operations is responsible to chair the GSA Bursary Selection Committee and the GSA Budget and Finance Committee. I also served on various other committees, such as: Research, Scholarly and Artistic Work (RSAW), Interdisciplinary Committee, Financial Appeal Review Committee, PPC capital and finance sub-committee, etc. I have also participated in various successful events organized by other executives this year (For eg.: Fall and Winter orientation, Sustainability event, etc.). I attended all the GSA Election orientation/information session to answer any questions of interested candidates. Some other

participation includes: University of Saskatchewan Convocation, GSA executive retreat, council meetings, etc. I also spoke at a rally organized by USSU on behalf of graduate students against tuition hike. A new coordinator was recruited this year. I also assisted several students in their academic issues, particularly relating to funding. I also represented the GSA at the ThinkGrad Conference. I attended with a 100% attendance rate and 100% minutes report submission rate at all the bi-monthly GSA Executive meetings. I was also fortunate to attend the monthly breakfast meetings with the University senior leadership where we endeavoured to raise and advocate on graduate student issues. I attended our monthly GSA Council Meetings and University Council Meetings as well.

Also, of note, the free tax clinic was scheduled to be hosted in the last week of March and first week of April. There were 5 days scheduled for the tax clinic with more days to be decided in future based on the demand. The graduate students along with their spouses and dependents were supposed to attend and get help completing their Canadian Income Tax provided they met certain criteria recommended by the CRA regarding no capital gains and losses. The training was offered by the Canada Volunteer Income Tax Program (part of the CRA) and we utilized the Ufile program that we have free access to as members of the Canadian Federation of Students. However, due to COVID-19, the in-person tax clinic got cancelled this year, we had to look at alternative ways to help graduate students who needed help filing their taxes. After several discussions and feedback from past volunteers, I made a YouTube video and made it available to all graduate students. Moreover, the students had an opportunity to ask questions and the queries were responded in a timely manner. Many students also sent email or gave a phone call. I assisted them in whatever way they felt comfortable while maintaining social distancing during these uncertain times. If there is still any graduate student who require assistance with their Canadian income taxes please do not hesitate to contact me (prior to the filing deadline) and I would be more than happy to help you through the process. I would also like to thank the volunteers who signed up to help fellow graduate students.

GSA Commons, Safety and Security Procedures

This year one new GSA coordinators was hired to guarantee the coverage of shifts for internal and external events taking place at the GSA Commons as well as closing the Commons in working hours. Along with the GSA President and Office Manager we reviewed dozens of

applications, shortlisted several candidates. We contacted shortlisted candidates and then arranged and participated in the job interviews. Thus far the new coordinator has proven himself to be a wonderful addition to our team.

The GSA has kept procedures to improve the financial safety/security of the Association including a strict two-person rule for counting any money and submitting all deposits. This protects us from loss due to human error and increases the physical security of our monetary resources. I take the safety and security of the GSA's financial and physical assets very seriously and I am hopeful that the incoming Executives and VP Finance and Operations will take a similar view and I am sure the membership will demand it of them.

Our GSA Office Manager has been very active in liaising with the University Chief Fire Warden regarding safety procedures for the GSA Commons in the event of a fire or other emergency and is further enhancing policies and procedures related to this. We are proactively working on this. The Office Manager and GSA Coordinators are always pending of suspicious activities that can put in risk the security of the Commons. My congratulations to our Office Manager and staff for ensuring a safe workplace! Worker's Compensation Board, Insurance and ISC Registration and Returns an accurate assessment of The Graduate Students' Association's eligible payroll was provided to the WCB in order to properly protect the Association and its staff.

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

Suggestions Moving Forward

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

- a) **The GSA Commons:*** The Commons is a lovely building and is one of the GSA's greatest assets. Renewed efforts should be taken to help ensure that the Commons as a physical space becomes more of a hub for graduate students on campus. Better advertising and awareness of the GSA Commons that lets grad students know they are welcome and wanted. Although this year, we did advertise about the space and tried to make the members aware about the services and space, more needs to be done. By inviting our members to like the GSA Facebook page and social media, they will get to know more about the events and benefits of the GSA Commons. On occasion provide a bowl of fresh fruits and vegetables for students to snack on and can be arranged through the USSU Food Centre.
- b) **GSA Finances:*** The financial situation of the Association is quite strong and the finances of the Association have been transparent. It is pivotal to member confidence in the GSA that this continue. Despite all the positive outcomes, there is always room to improve things.
- c) **Communications, Media, and Marketing:*** The communications and engagement with our membership is of vital importance to the functioning of the Organization that we communicate in a clear and accessible manner. This applies equally to governance information and the promotion of GSA events and initiatives. A suggestion box at the Commons to go through the concerns of the graduate students. Being active on social media and providing responses in timely manner. Consider including references to the GSA's member in CFS, ThinkGRAD, etc. in some of our communications materials and branding. The GSA should keep an organized media file of all our mentions/coverage in the media.
- d) **Executive Performance Standard, Expectations, and Training:*** The Executive Committee of the GSA is at the core of the daily operations and management of the GSA and receives important honoraria for their work. While the membership is generally sympathetic to the fact that the Executive are also graduate students engaged in research, teaching, life, etc. it is not unreasonable for them to also have very high standards for their Executive. Regrettably, issues surrounding missed meetings, unwise use of discretionary funds, lack of engagement, and poor communications did arise from time to time. Executive training and expectations must be enhanced going forward to better serve the membership.

GSA Fiscal Year 2020-2021 Operating Budget with Budget Notes.

GSA revenue 2019-2020, and Proposed revenue 2020-2021

| | ACCRUED REVENUE | 2019-2020 Budgeted | 2020-2021 Proposed |
|-------|---|---------------------------|---------------------------|
| 12225 | UPASS | 0.00 | 0.00 |
| 12226 | Health and Dental | 0.00 | 0.00 |
| 12227 | CFS Membership | 0.00 | 0.00 |
| | | | |
| | FEE-BASED REVENUE | | |
| 41200 | GSA Membership Fees (grad) | 227,000.00 | 230,000.00 |
| 46500 | GSA Membership Fees (non-grad) | 6,000.00 | 4,000.00 |
| 41301 | UPASS Administration Fees | 10,000.00 | 10,000.00 |
| | | | |
| | FUNDRAISING/SALES BASED | | |
| 46100 | GSA Commons Rental | 10,000.00 | 10,000.00 |
| 46200 | GSA/CFS Handbook Advertisement Sales | 1,000.00 | 1,250.00 |
| 43801 | Orientation Fundraising/Support | **FT | **FT |
| 43802 | 3MT and Conference Fundraising/Support | **FT | **FT |
| 43803 | Sustainability/Diversity Fundraising/Support | **FT | **FT |
| 43804 | Awards Gala Fundraising/Support | **FT | **FT |
| 43805 | Health Chats Fundraising/Support | **FT | **FT |
| 43806 | Social Event Revenues | **FT | **FT |
| 44104 | Awards Gala Ticket Sales | **FT | **FT |
| | | | |
| | OTHER REVENUES | | |
| 46900 | Miscellaneous Revenues | 0.00 | 0.00 |
| 46901 | Notary Services | 500.00 | 550.00 |

| | | | |
|-------|--------------------------------------|------------|------------|
| 46902 | U of S Cold Beverage Agreement | 4,000.00 | 4,000.00 |
| 46903 | Health and Dental Continuum Revenues | 250.00 | 250.00 |
| 43800 | Cash Donations/Contributions | **FT | **FT |
| | | | |
| | Total | 258,750.00 | 260,050.00 |

GSA expenses 2019-2020, and Proposed expenses 2020-2021

| | GSA STUDENT SUPPORT | 2019-2020 Budgeted | 2020-2021 Proposed |
|-------|--|---------------------------|---------------------------|
| 51500 | GSA Bursary Expenses | 28,000.00 | 29,000.00 |
| 51551 | U of S Travel Award Contribution | 8,250.00 | 8,500.00 |
| 51552 | U of S Crisis Aid Program Contribution | 7,250.00 | 7,500.00 |
| 51610 | Ratified Student Club/Group Funding | 5,500.00 | 5,500.00 |
| | | | |
| | BANKING, DEBIT, AND CREDIT FEES AND CHARGES | | |
| 52200 | Banking and Credit Fees and Charges | 2,400.00 | 2,400.00 |
| | | | |
| | GSA OFFICE OPERATIONS AND EXPENSES | | |
| 52300 | Office Stationary and Supplies | 350.00 | 500.00 |
| 52301 | Office Electronic Equipment, Software, and Batteries | 250.00 | 250.00 |
| 52303 | Printer Toner/Cartridges | 800.00 | 800.00 |
| 52310 | Postage, Courier, and Freight | 350.00 | 200.00 |
| | | | |
| | GSA COMMONS OPERATIONS AND EXPENSES | | |
| 52320 | Commons Supplies | 500.00 | 600.00 |

| | | | |
|-------|--|-----------|-----------|
| 52321 | Coffee/Tea Bar Supplies and Expenses | 1,500.00 | 1,500.00 |
| 52322 | Commons Renewal, Repair and Maintenance | 1,500.00 | 1,500.00 |
| 52325 | Commons Special Upgrades (A/V System) - (a 5 year commitment till 2023/2024) | 4,000.00 | 3,500.00 |
| | | | |
| | GSA ADVERTISING AND COMMUNICATIONS | | |
| 52330 | Expenses for Digital and Print Ads/Communication | 100.00 | 100.00 |
| | | | |
| | INSURANCE | | |
| 52400 | GSA Liability Insurance | 4,600.00 | 4,600.00 |
| 52401 | GSA D&O Insurance | 1,200.00 | 1,200.00 |
| | | | |
| | TELEPHONE, FAX, AND INTERNET/ICT COSTS | | |
| 52500 | Telephone, Facsimile, Telecommunications Costs | 2,000.00 | 2,000.00 |
| 52550 | IT/ICT Technical Support | 250.00 | 250.00 |
| | | | |
| | PROFESSIONAL FEES AND EXPENSES | | |
| 52601 | Legal Expenses | 5,000.00 | 5,000.00 |
| 52603 | Internal Auditing/Consulting | 1,000.00 | 1,000.00 |
| 52604 | Financial Auditing | 10,000.00 | 10,000.00 |
| 52650 | Bookkeeping | 10,000.00 | 10,000.00 |
| | | | |
| | STAFF SALARIES AND EXECUTIVE FEE | | |
| 52701 | President Fee | 7,100.00 | 7,200.00 |
| 52702 | VP External Fee | 6,600.00 | 6,700.00 |
| 52703 | VP Operations and Finance Fee | 6,600.00 | 6,700.00 |

| | | | |
|-------|--|-----------|-----------|
| 52704 | VP Student Affairs Fee | 6,600.00 | 6,700.00 |
| 52705 | VP Indigenous Engagement Fee | 6,600.00 | 6,700.00 |
| 52707 | Chairperson / CEO Fee | 1,500.00 | 1,800.00 |
| 52708 | Election and Referenda Expenses | 500.00 | 500.00 |
| 52709 | Recording Secretary Fee | 1,000.00 | 1,000.00 |
| 21501 | CPP Employer Contribution | 500.00 | 500.00 |
| 52800 | Office Staff and Coordinator Salaries | 70,000.00 | 70,000.00 |
| | | | |
| | GSA EXECUTIVE OPERATIONS | | |
| 52900 | Executive Meeting and Retreat Expenses | 250.00 | 250.00 |
| 52910 | Executive Meetings with External Delegates/Guests | 350.00 | 350.00 |
| 52333 | Executive Business Cards, Pictures, Plaque Updates and Name Tags | 275.00 | 285.00 |
| 52920 | Executive Travel | 4,500.00 | 4,000.00 |
| 52930 | Executive Training and Professional Development | 500.00 | 500.00 |
| 62701 | President's Discretionary Fund | 500.00 | 500.00 |
| 62702 | VP External Discretionary Fund | 400.00 | 400.00 |
| 62703 | VP Operations and Finance Discretionary Fund | 400.00 | 400.00 |
| 62704 | VP Student Affairs Discretionary Fund | 400.00 | 400.00 |
| 62705 | Indigenous Engagement Discretionary Fund | 400.00 | 400.00 |
| | | | |
| | GSA ACADEMIC COUNCIL OPERATIONS | | |
| 52903 | Academic Council Foods and Beverage | 3,000.00 | 3,000.00 |
| 52904 | GSA Committees Food and Beverage | 1,000.00 | 1,000.00 |
| 52905 | Town Hall Food and Beverage | 500.00 | 500.00 |

| | | | |
|-------|---|------------|------------|
| 51600 | Academic Council Funding | 5,000.00 | 5,000.00 |
| | | | |
| | GSA EVENTS | | |
| 53300 | GSA Awards Gala | 3,000.00 | 3,000.00 |
| 53301 | GSA 3MT and Conference | **FT | **FT |
| 53302 | GSA Fall Orientation | 6,500.00 | 6,500.00 |
| 53303 | GSA Winter Orientation | 800.00 | 800.00 |
| 53304 | GSA Campus Rec./Intramural Sports | 300.00 | 300.00 |
| 53305 | GSA Health Chats | 500.00 | 500.00 |
| 53306 | GSA Social Events | 500.00 | 500.00 |
| 53307 | GSA Sustainability/Diversity Initiative | 800.00 | 800.00 |
| 53308 | GSA Workshops/Initiatives | 1,000.00 | 1,000.00 |
| 53309 | GSA New Initiatives | 1,000.00 | 1,000.00 |
| | | | |
| | GSA OPERATING COSTS | | |
| 51301 | UPASS USSU Administration Fees | 10,000.00 | 10,000.00 |
| 52000 | ThinkGRAD Membership Fees | 800.00 | 800.00 |
| 52810 | WCB Expenses | 200.00 | 200.00 |
| 52811 | ISC and Incorporation Costs | 50.00 | 50.00 |
| 52340 | GSA Handbook Expenses | 4,000.00 | 4,000.00 |
| 55130 | Leasehold Annual Charges | 15.00 | 15.00 |
| 61000 | Miscellaneous Expenses | 0.00 | 0.00 |
| 61001 | Financial and Legal Contingency Fund Contribution | 10,000.00 | 10,000.00 |
| | | | |
| | Total | 258,740.00 | 260,150.00 |

University of Saskatchewan Graduate Students' Association Inc.

2020-2021 Operating Budget Notes

ACCRUED REVENUE

12225 UPASS.

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

12226 Health and Dental.

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

12227 CFS.

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

FEE-BASED REVENUE

41200 GSA Membership Fees (grad).

This budget line represents the totality of membership fees collected from graduate students. This value is based on a 1.5 % increase in graduate student fees collected (keeping in line with typical average increases to the number of students).

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

46500 GSA Membership Fees (non-grad).

This budget line represents the totality of membership fees collected from non -graduate students (usually Postdoctoral Fellows) who join the GSA. 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. Based on historical averages, membership purchases are expected to be approximately 50.

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 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. In addition, 40 PDF's purchase the UPASS per term (numbers are based on historical averages).

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. 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.

43801 Orientation Fundraising/Support.

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

43802 3MT and Conference Fundraising/Support.

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

48303 Sustainability/Diversity Fundraising/Support.

This budget line represents fundraising contributions and donations for any GSA Sustainability or Diversity Initiatives. This is a flow-through budget line. Any and all money raised will be used to supplement funding for any Sustainability / Diversity Initiative. These initiatives are organized by the GSA Sustainability and / or GSA Diversity Committees. 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.

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. This last payment is anticipated for the 2021-2022 fiscal year.

46903 Health and Dental Continuum Revenues.

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

43800 Cash Donations/Contributions

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

GSA STUDENT SUPPORT

51500 GSA Bursary Expenses.

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

51551 U of S Travel Award Contribution.

This budget line refers to the GSA's contribution to the University's Travel Award which is administered by ISSAC. This amount is reserved for and accessible only to GSA members but is administered via ISSAC.

51552 U of S Crisis Aid Program Contribution.

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

51610 Ratified Student Club/Group Funding.

This budget line is used to fund ratified graduate student social groups / academic council events as per the GSA Policies.

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.

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. The GSA has two printers including one that prints in colour. 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).

52321 Coffee/Tea Bar Supplies and Expenses.

This budget line refers to the consumable coffee, hot chocolate and tea plus sugar, creamer, etc. purchased by the GSA.

52322 Commons Renewal, Repair and Maintenance.

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

52325 Commons Special Upgrades (A/V System).

This budget line was created for the upgrades to the GSA A/V system. This budget line will now accommodate upgrades to the system, as they are now reaching ten (10) years of age as well as new office computers. This is for a five (5) year commitment and will be budgeted for the 2019/2020 (\$4,000), 2020/2021 (\$3,500), 2021/2022 (\$3,500), 2022/2023 (\$3,500) and 2023/2024 (\$3,500) fiscal years.

GSA ADVERTISING AND COMMUNICATIONS

52330 Expenses for Digital and Print Ads/Communication.

This is a budget line to cover the costs of electronic advertising for GSA and GSA events.

INSURANCE

52400 GSA Liability Insurance.

This budget line refers to the GSA's Commons Liability Insurance.

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.

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.

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 amount is based on the current monthly rate of the Bookkeeper and also because the Bookkeeper takes on the task of preparing T4's, T4A's and the working papers for the audits.

STAFF SALARIES AND EXECUTIVE FEE

52701 President Fee.

This budget line represents the fee received by the President for their duties. The President shall receive this fee on a monthly basis during their time in this position. There is a suggested approximately 1.5 % increase.

52702 VP External Fee; 52703 VP Operations and Finance Fee; 52704 VP Student Affairs Fee; 52705 Vice-President Indigenous Engagement Fee.

These budget lines represent the fees received by the Executive members (other than the President) for their duties. The Vice-Presidents shall receive this fee on a monthly basis during their time in this position. There is a suggested approximately 1.5 % increase.

52707 Chairperson / CEO Fee.

This budget line refers to the yearly fee received by the GSA's Council Chairperson/CEO. The Chairperson shall receive this fee 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. It is reserved for the costs of Executive Elections and any referenda costs (poster printing, election forum, forum

food, etc...). 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 Fee.

This budget line refers to the fee 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 per meeting. The large number of hours allows for leeway in case of emergency or extra meetings.

21501 CPP Employer Contribution.

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

52800 Office Staff and Coordinator Salaries.

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

GSA EXECUTIVE OPERATIONS

52900 Executive Meeting and Retreat Expenses.

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

52901 Executive Meetings with External Delegates/Guests.

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

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

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

52920 Executive Travel

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

52930 Executive Training and Professional Development.

This new budget line allows for Executive necessary training and professional development courses related to each Executive portfolio. Example includes Mental Health First Aid.

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

GSA ACADEMIC COUNCIL OPERATIONS

52903 Academic Council Foods and Beverage.

This budget line refers to the costs of food and beverage supplied for Council Meetings and General Meetings.

52904 GSA Committees Food and Beverage.

This budget line refers to the costs of food and beverage supplied for Standing Committees.

52905 Town Hall Food and Beverage

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

51600 Academic Council Funding

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

GSA EVENTS

53300 GSA Awards Gala.

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

53301 GSA 3MT and Conference.

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

53302 GSA Fall Orientation.

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

53303 GSA Winter Orientation.

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

53304 GSA Campus Rec./Intramural Sports.

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

53305 GSA Health Chats.

This budget line represents the costs and expenditures related to the GSA Health Chats series of events. All revenue raised from budget line 43805 will be used to supplement any extra costs associated with these events.

53306 GSA Social Events.

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

53307 GSA Sustainability/Diversity Initiative

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

53308 GSA Workshops/Initiatives

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

53309 New Initiatives

In the fall 2019, a Conflict Engagement and Management: Advocacy and Problem-Solving Skills for Student Leaders workshop was held. This was available for the Executives; however, there was space available for interested Councilors. The total cost of the session was covered between the GSA, USSU, Office of the University Secretary and Office of the Vice-Provost Teaching Learning and Student Experience. The Executive deem this to be a valuable experience and wish to continue offering this in coming years.

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 of the GSA handbook.

55130 Leasehold Annual Charges

This line refers to the licensing cost for the GSA to occupy the Emmanuel and St. Chad. Based on actual costs this amount can be kept as 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.

Sincerely,

Mohammad Wajih Alam,

Vice-President Finance and Operations,

Graduate Students' Association,

University of Saskatchewan.

VP Student Affairs Annual Report

May 2019- April 2020



Graduate Students' Association
University of Saskatchewan

April 1st, 2020

1. Introduction

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

2.4.1.1. Shall sit on University Council;

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

2.4.1.3. Organize a program of social events for the enhancement of the graduate student experience;

2.4.1.4. Organize the Three Minute Thesis Competition and the Graduate Student Research Conference;

2.4.1.5. Organize academic workshops of interest to graduate students;

2.4.1.6. Coordinate with the University in its efforts to orient incoming graduate students;

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

2.4.1.8. Advocate for graduate students in all matters relating to their University experience, as applicable.

Thus, this document intent to review briefly all the activities carried out during the year and the events organized by the VP Students Affairs (Alejandra Fonseca) from May 2019 to April 2020.

My time in office was divided equitably between advocacy for all graduate students at the University of Saskatchewan and the planning of events for graduate students. Advocacy for students were divided in mostly two types, individual cases and group cases.

Additionally, advocacy and representation of graduate students was expressed at University Committees and University Council.

Events for all the GSA members were also organized including orientations in winter and fall, social events, workshops, Graduate Research Conference, and the 3MT competition. The main objective of these events had various objectives including introducing new graduate students to the different services that are available to them at university; provide opportunities to students to network and support the mental health of students.

2. Advocacy

This year, I was able to implement knowledge from the conflict resolution workshop into both personal student advocacy cases and group cases related to a student life academically or non-academically such as student-supervisor disagreements and life on residence.

2.1 Personal Cases

Like previous years, it is very unfortunate to witness several students experiencing bad relationships with their supervisors/professors. Most of the cases that I was involved with were in regard to academic misconduct and misunderstandings between students and supervisors. It is encouraged for both students and professors to fill out the student/supervisor agreement at the beginning of the graduate students' programs.

2.2 Student/Supervisor Agreement

It is with joy that I can report that the student/supervisor agreement was approved to be

mandatory at the Graduate Academic Affairs Committee; however, this motion needs to be approved in other committees before being implemented at the university level. I hope that this can be a reality during the next academic year.

3. University Committees

I was the GSA representative in several committees where I had the opportunity to bring forward graduate students' concerns and perspectives. Some of these committees include University Council and the Graduate Academic Affairs Committee.

4. Events

Several events were organized during the year (from September 2019 – April 2020) including orientations, social events, the Graduate Research Conference, workshops and the 3MT competition.

4.1 Fall and Winter Orientations

The Fall Orientation was hosted on September 5th, 2019. It is GSA's biggest event of the year and this year, it attracted around 800 people including graduate students and families. The Fall Orientation serves as a key opportunity to get to know the different services and resources that are available for new and returning graduate students on campus. It also serves as a crucial networking opportunity to meet other students, staff and faculty.

As previous years, this year the orientation included a BBQ event hosted at The Bowl, food was provided for all of those who attended. This year the Orientation was divided into two parts, the first part was conducted in one the classrooms BIOL106, where speakers could have

a good audio system. To promote attendance of graduate students, 4 raffles gift cards were done. During the second part, the BBQ at The Bowl was hosted; time for student groups representatives to deliver a welcoming speech was provided.

The objectives for the GSA Fall Orientation 2019 were as follows:

1. To welcome and provide helpful information to incoming graduate students.
2. To provide incoming students with a meaningful opportunity to meet their peers and faculty members.
3. To introduce incoming graduate students to a wide range of important services and resources that are provided to students by the GSA, the university, and its partners.

The winter orientation took place on January 16th, 2020 at the GSA Commons and it was organized to welcome graduate students that start their programs in January or students that missed the Fall Orientation in 2019. At the orientation, food was provided for all the graduate students, incoming and returning, that attended the event. Faculty was invited to deliver a welcoming and informative speech to all the guests. As the number of graduate students that start their programs in January is smaller, compared to the Fall Orientation. Around 50 people attended the event and it was very successful as many graduate students participated. Food and GSA swag was available for all the participants.

4.2 Graduate Students Research Conference

On February 13th and 14th, 2020, the Graduate Research Conference titled "Behaviour, Society & Technology: A glimpse of current research approaches" was hosted. This event

had the objective of sharing knowledge on different research projects that graduate students were developing. It was a multidisciplinary event to promote the participation of students with different backgrounds. The GRC offers an opportunity to present their academic work and refine their knowledge sharing skills. The conference was divided into four themes: Behaviour, Health, Environment/Technology and Society. For each theme, there was a keynote speaker to open each of the sections. Fourteen students participated in the conference

4.3 3MT Competition

The 3 Minute Thesis (3MT®) competition is an internationally recognized research communication competition developed by the University of Queensland in 2008.

The 3MT® competition challenges graduate students to present research in language that is engaging and accessible to all types of audiences, using a single static slide in under 3 minutes.

The 3MT® is designed to share the outstanding research of our dedicated students and to provide students the opportunity to present the importance of their work. The 3MT represents an invaluable opportunity for students to refine their knowledge sharing skills engaging the academic community. Due to the current pandemic and in accordance to the University guidelines and recommendations; the 3MT was hosted online on March 27th, 2020.

Recordings of each participant's presentation was sent to the judges. Winners will be announced on Wednesday April 15th, 2020.

All 3MT participants were competing for 1st, 2nd, 3rd place prizes at the local level

valued at \$1000, \$500, \$250 The people's choice award was cancelled due to the decision to host the 3MT online without an audience. The winner will secure a spot at the Western Regionals. The date for this competition is to be decided.

Twenty-Three students registered in this year's competition; however, many students chose not to participate once they were registered. The judging panel is composed by: Mr. Bill Lewis (Tomorrow Today Society Inc.), Mr. Eric Olauson (MLA Saskatoon University), Ms. Bev Dubois (City of Saskatoon), Mr. Matt Wolsfeld (Office of Sustainability, University of Saskatchewan) and Mr. Omar Farag (University of Saskatchewan Alumni).

The event was very successful despite the current situation, but we realize that it is necessary to plan beforehand different approaches to host the events in case that it needs to be conducted online.

4.4 Wine and Cheese and Holliday Social Event

The Wine and Cheese Social is the most popular social event of the GSA, which attracts many graduate students on campus. It serves as a key opportunity to provide students a non-academic space to relax and take care of their mental health. This year only one Wine and Cheese Social was hosted due to the second one being cancelled by the emergency situation.

The Wine and Cheese Social was held at the GSA Commons, and alcoholic and non-alcoholic beverages were offered. It is recommended that for future events, volunteers

would be recruited, and a higher amount of alcoholic and non-alcoholic drinks should be purchased.

4.5 Social Events

Other two minor social events were hosted this year. A movie night was hosted on October 31st, 2019 to celebrate Halloween and a Holiday Party to celebrate Christmas was hosted on November 29th, 2019. The Halloween event was a movie night with 2 movies, one of them family friendly and the second one was a terror one. The Holiday Party was centred around building ginger Christmas houses. In both of them light snacks and non-alcoholic were available for all the attendees.



Graduate Students' Association
University of Saskatchewan

GSA Annual Report 2019-2020

Chiamaka Ezekwesili
Vice President External

April 14th, 2020

INTRODUCTION

Since I started my position as the V.P External on May 1st, 2019, I felt as if I was faced with a huge responsibility. Of course, yes it was a massive responsibility, but I was not alone. I had the executives, friends and GSA staff ready and willing to accept my flaws and help me achieve the goals that was set out for the GSA. So many things have been done this period, but I can mention just the few things below with some exciting pictures.

1) Canadian Federation of Students (CFS)

Formed in 1981, the Canadian Federation of Students is a bilingual national union of over one-half million students from more than 64 university and college students' unions across Canada. The Federation provides students with an effective and united voice, provincially and nationally, and creates space and opportunity for students across the country and province to join in creating change and winning victories on and off campus.

I participated as a delegate in the meetings and the lobby week. Through students' unions, members have a say in setting the policies, direction and priorities of our Federation, including how funds are spent. All major decisions are made at provincial and national general meeting annually. The opportunity to network with other student government leaders was an opportunity of a lifetime and I am happy I attended.

2) Health Chats

There are various Mental and Physical health workshops for both the Fall and Winter Term. The GSA guppies play intramural games in the University as part of physical health. Besides the GSA Guppies, this year, we decided to collaborate with the wellness centre to increase the scope of wellness activities to include more graduate students. Some are in collaboration with the GSA and where held at the GSA commons. Registration was usually at their website www.usask.ca/stayhealthy

| | Date | Time |
|---|--|-----------------|
| Sexual Assault movie | September 17 th | 5pm – 7pm |
| Random Acts of Green | September 18 th | 11am – 12pm |
| Failing forward | September 24 th | 12pm – 4pm |
| Mental Health First Aid (2 day training) | October 8 th and October 10 th | 8am – 4pm |
| First Aid/CPR (1 day training) | October 12 th | 8:30am – 4:30pm |
| Self Defence | October 16 th | 12pm – 1pm |
| Consent and Dating in Canada | October 24 th | 2pm-3pm |
| Inquiring minds | November 5 th | 1pm – 4pm |
| First Aid/CPR (1 day training) | November 9 th | 8:30am – 4:30pm |
| Mental health (by Jessie) | November 20 th | 3pm – 6pm |
| Bringing in the bystander | December 17 th | 3pm – 4:30pm |
| Zumba (eventbrite) | Usually on Fridays | 6pm – 7pm |

3) **Adopt a Plot**

The garden patch is a community-driven urban agriculture initiative of the Saskatoon Food Bank & Learning Centre, located in the 900 block of 3rd Avenue North in the heart of Saskatoon. I am excited to report that 525 pounds of fresh produce have been harvested from Adopt-A-Plot rows



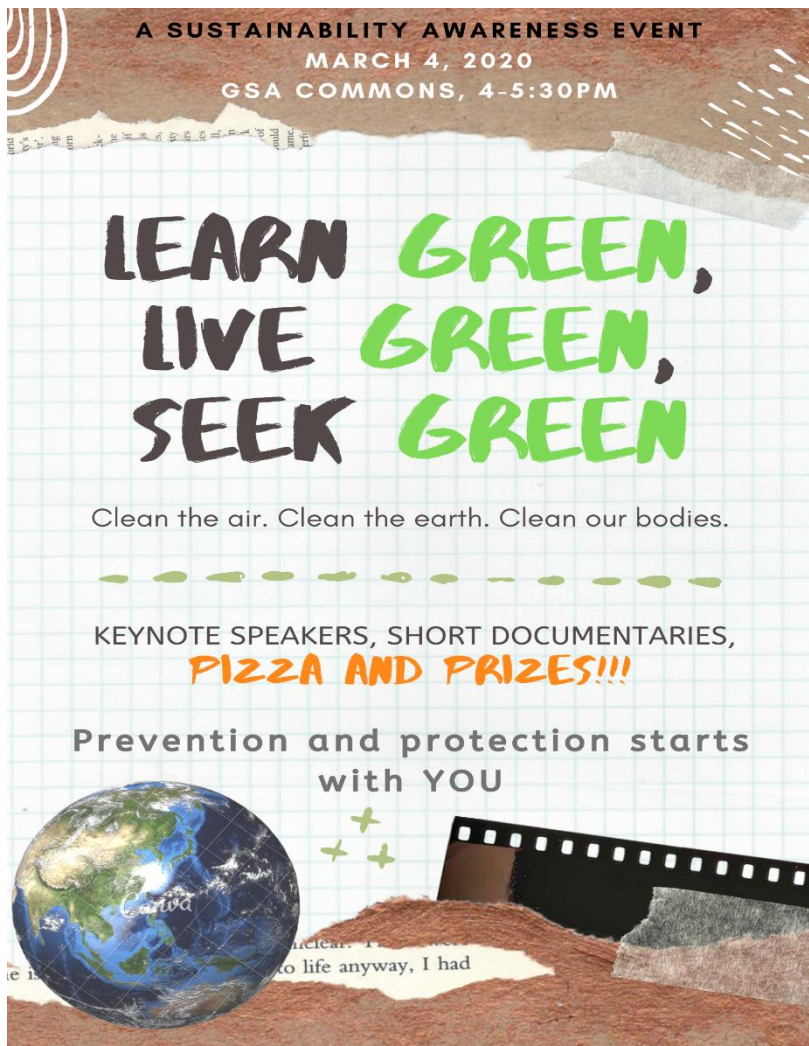
so far this season! That is an amazing number that represents a significant amount of students, families and individuals being helped because of our hard work. We finished harvesting the Adopt-A-Plot rows by the end of September! It was largely weather dependent

During the Adopt a Plot program, seeds, tools, instructions, and support throughout the season will be provided. The fall harvest will go directly into emergency food baskets at the Saskatoon Food Bank & Learning Centre. In addition, gardening skills were gained. We met every Wednesday @5pm and Saturday @11am.





4) Sustainability Committee



In the present era, we all are aware of the environmental problems which emerged recently. Due to increasing human population there is an urgent need to complete the basic needs of every human being, these are food, shelter and clothes. To complete this basic need we are creating more pressures on earth, it may be either directly or indirectly. Also, one of the major causes for most of the problems is lack of proper awareness and increasing community awareness is an easy way to create future sustainable for human. Although majority of sustainability related problems are not country specific, some sustainability practices including recycling the solid wastes within office and houses might differ across countries. This is particularly important for the graduate student

community as many of them just came to Canada and they might not have the proper knowledge of the waste management in their home and workplace and office. We believe this workshop will benefit the graduate students and the community.

The workshop consisted of up to three short documentary which will be streamed after a short presentation on the topic from an expert in that area. Matt Wolsfeld from the Office of Sustainability and Gift Marufu from the Grounds Department presented on sustainability topics. Our goal is for attendees to come away with a great appreciation of the ways in which they can incorporate sustainable practices into their own lives.

GSA sustainability committee is hoping that this workshop will promote sustainability practices in everyday life of all students in general and graduate student specifically. The theme was: Learn green, Live green, Seek green. The workshop was held at the GSA commons on March 4th, 2020

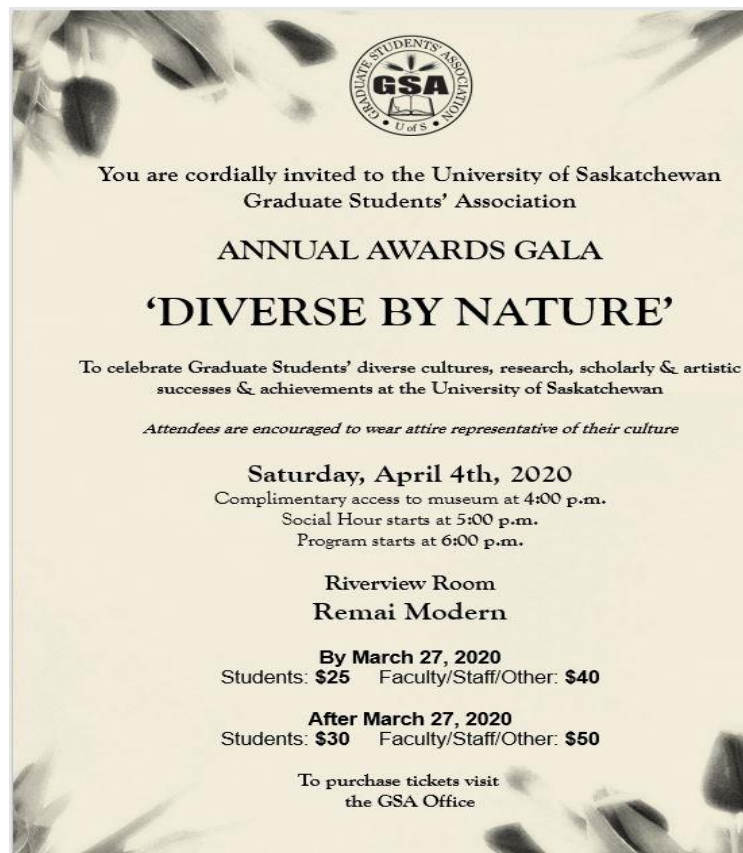
5) **Diversity Committee**

To become an active and relevant part of social responsibilities, we must appreciate and master diversity. It is essential to learn how to cooperate with others whether they be local, national or international. So the diversity committee decided to hold a diversity and inclusion event. Theme is: **Be What the Diverse World Needs**. We will be having discussions on what limits our successes as diverse individuals. Finally, we were to watch a movie titled: **The Boy Who Harnessed the Wind**. This movie shows that our individuality is not a barrier. It also shows how determination can be rewarding and no matter what, knowledge is power.

This committee was to hold their event on March 25th from 4pm till 6:30pm at the GSA commons. However, due to the sudden COVID 19 (Corona Virus disease) pandemic, the event was cancelled.

6) **GSA Annual Awards Gala**

The GSA Awards Gala is instrumental in recognizing and rewarding graduate students for their research, scholarly and artistic pursuits. The awarded graduate students will motivate and serve as valuable role models for the entire graduate student community on campus. The 8th Annual Graduate Student Awards Gala will pay tribute to the successes and achievements made by our graduate students. The **8th Annual Graduate Student Awards Gala**, to be held at the Remai Modern on **Saturday, April 4th, 2020**. Complimentary access to museum at 4pm and doors opening at 5 pm.



However, due to the sudden COVID 19 (Corona Virus disease) pandemic, the GSA Annual Awards Gala was cancelled this year. This was not an easy decision for the Executives to make; however, our utmost priority is the safety and security of our students, campus community and community-at-large. We still recognized the award winners on our social media and through our website. The following were awarded:

1. Professional Excellence: **Allap Judge**
2. Professional Excellence: **Yazmin Ramos**
3. Research Excellence in Interdisciplinary Studies: **Saman Naghie**
4. Excellence in Community Service: **Ajaypal Singh Kahlon**
5. Mark Kroeker Exceptional Leadership Award: **Md Mostofa Kamal**
6. Research Excellence in STEM: **Asghar Dolatkhan**
7. Advising Excellence Award: **Punam Pahwa**
8. Research Excellence in humanities, arts, social sciences, law or education: **Britanie Thomas**



CONCLUSION

It was a roller coaster of emotions during this period, but it was worth it. I want to thank Mery, Wajih, Alejandra, Candace, Naheda, Reggie the GSA chair, Osai the recording secretary, the GSA office coordinators and all my friends for their continuous support during this period. For the incoming executives, you can never do it alone, always seek help, it is never enough.

Thank you everyone and I wish you all success in your future endeavours!!!!!!

Chiamaka Ezekwesili

V.P External

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

FINANCIAL STATEMENTS

APRIL 30, 2018





BUCKBERGER BAERG
— & PARTNERS LLP —
CHARTERED PROFESSIONAL ACCOUNTANTS

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Paul Pastor CPA CA CBV*
Jeff Persic CPA CA CFE*

* services provided through
professional corporation

INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of University of Saskatchewan Graduate Students' Association, Inc., which comprise the statement of financial position as at April 30, 2018, and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

INDEPENDENT AUDITOR'S REPORT (continued)

Basis for Qualified Opinion

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

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of University of Saskatchewan Graduate Students' Association, Inc. as at April 30, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Emphasis of Matter

We draw attention to Note 10 to the financial statements, which explains that certain comparative information presented for April 30, 2017 has been restated. Our opinion is not modified in respect of this matter.

SASKATOON, SASKATCHEWAN

November 12, 2019

Buchberger Baerg & Partners LLP

Chartered Professional Accountants

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF FINANCIAL POSITION

APRIL 30, 2018

| | <u>General fund</u> | <u>Health and dental fund</u> | <u>Capital asset fund</u> | <u>2018</u> | (Restated - Note 10) <u>2017</u> |
|--|---------------------|-----------------------------------|-------------------------------|-------------------|--|
| <u>ASSETS</u> | | | | | |
| Current assets | | | | | |
| Cash | \$ 312,975 | \$ 104,615 | \$ - | \$ 417,590 | \$ 716,043 |
| Accounts receivable | 80,826 | - | - | 80,826 | 74,838 |
| Prepaid health and dental premiums | 294,301 | - | - | 294,301 | 289,159 |
| Interfund receivable | - | 57,912 | - | - | - |
| | <u>688,102</u> | <u>162,527</u> | <u>-</u> | <u>792,717</u> | <u>1,080,040</u> |
| Loans receivable (Note 3) | 8,000 | - | - | 8,000 | 8,000 |
| Capital assets (Note 4) | - | - | 37,918 | 37,918 | 57,562 |
| | <u>\$ 696,102</u> | <u>\$ 162,527</u> | <u>\$ 37,918</u> | <u>\$ 838,635</u> | <u>\$ 1,145,602</u> |
| <u>LIABILITIES</u> | | | | | |
| Current liabilities | | | | | |
| Accounts payable and accrued liabilities | \$ 179,462 | \$ - | \$ - | \$ 179,462 | \$ 559,713 |
| Deferred revenue (Note 5) | 313,480 | - | - | 313,480 | 277,266 |
| Interfund payable | 57,912 | - | - | - | - |
| | <u>550,854</u> | <u>-</u> | <u>-</u> | <u>492,942</u> | <u>836,979</u> |
| <u>FUND BALANCES</u> | | | | | |
| Balance | <u>145,248</u> | <u>162,527</u> | <u>37,918</u> | <u>345,693</u> | <u>308,623</u> |
| | <u>\$ 696,102</u> | <u>\$ 162,527</u> | <u>\$ 37,918</u> | <u>\$ 838,635</u> | <u>\$ 1,145,602</u> |

See accompanying notes

Approved on behalf of the board

Director _____

Director _____

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF OPERATIONS

YEAR ENDED APRIL 30, 2018

| | <u>General fund</u> | <u>Health and dental fund</u> | <u>Capital asset fund</u> | <u>2018</u> | (Restated - Note 10) <u>2017</u> |
|--|-------------------------|-----------------------------------|-------------------------------|-------------------------|--|
| Revenue | | | | | |
| Health and dental plan | \$ 904,492 | \$ - | \$ - | \$ 904,492 | \$ 837,714 |
| Student fees (Note 10) | 218,250 | - | - | 218,250 | 211,398 |
| In-kind contributions (Note 6) | 140,658 | - | - | 140,658 | 136,561 |
| Other revenue | 82,457 | 141 | - | 82,598 | 63,836 |
| UPass administration fee (Note 10) | 7,636 | - | - | 7,636 | 24,664 |
| | <u>1,353,493</u> | <u>141</u> | <u>-</u> | <u>1,353,634</u> | <u>1,274,173</u> |
| Expenses | | | | | |
| Administration fees | 18,158 | - | - | 18,158 | 19,370 |
| Amortization | - | - | 26,168 | 26,168 | 26,060 |
| Bursaries and student fund | 33,220 | - | - | 33,220 | 51,430 |
| Conferences and events | 17,371 | - | - | 17,371 | 16,577 |
| Course council funding | 5,617 | - | - | 5,617 | 3,016 |
| Facilities and maintenance | 737 | - | - | 737 | 445 |
| Fundraising gala | 31,815 | - | - | 31,815 | 29,361 |
| Health and dental premiums | 869,545 | - | - | 869,545 | 826,571 |
| Insurance | 5,028 | - | - | 5,028 | 5,077 |
| Interest and bank charges | 871 | - | - | 871 | 766 |
| License fee, rental and occupancy (Note 6) | 140,885 | - | - | 140,885 | 136,574 |
| Meals and entertainment | 5,429 | - | - | 5,429 | 5,595 |
| Office | 17,423 | - | - | 17,423 | 9,148 |
| Professional fees | 45,826 | - | - | 45,826 | 24,293 |
| Salaries and related benefits | 58,130 | - | - | 58,130 | 70,950 |
| Stipends and honoraria (Note 7) | 33,720 | - | - | 33,720 | 45,599 |
| Telephone and utilities | 1,819 | - | - | 1,819 | 1,968 |
| Travel and accommodation | 4,802 | - | - | 4,802 | 3,918 |
| | <u>1,290,396</u> | <u>-</u> | <u>26,168</u> | <u>1,316,564</u> | <u>1,276,718</u> |
| Excess (deficiency) of revenues over expenditures | \$ <u>63,097</u> | \$ <u>141</u> | \$ <u>(26,168)</u> | \$ <u>37,070</u> | \$ <u>(2,545)</u> |

See accompanying notes

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF CHANGES IN FUND BALANCES

YEAR ENDED APRIL 30, 2018

| | <u>General fund</u> | <u>Health and dental fund</u> | <u>Capital asset fund</u> | <u>2018</u> | (Restated - Note 10) <u>2017</u> |
|---|--------------------------|-----------------------------------|-------------------------------|--------------------------|--|
| Balance, beginning of year | \$ 123,621 | \$ 127,440 | \$ 57,562 | \$ 308,623 | \$ 311,168 |
| Excess (deficiency) of revenues over expenditures | 63,097 | 141 | (26,168) | 37,070 | (2,545) |
| Purchase of capital assets | (6,524) | - | 6,524 | - | - |
| Interfund transfer | (34,946) | 34,946 | - | - | - |
| Balance, end of year | <u>\$ 145,248</u> | <u>\$ 162,527</u> | <u>\$ 37,918</u> | <u>\$ 345,693</u> | <u>\$ 308,623</u> |

See accompanying notes

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

STATEMENT OF CASH FLOWS

YEAR ENDED APRIL 30, 2018

| | <u>2018</u> | (Restated - Note 10) <u>2017</u> |
|--|--------------------------|--|
| Cash flows (used in) from operating activities | | |
| Excess (deficiency) of revenues over expenditures | \$ 37,070 | \$ (2,545) |
| Adjustments for | | |
| Amortization | <u>26,168</u> | <u>26,060</u> |
| | <u>63,238</u> | <u>23,515</u> |
| Change in non-cash working capital items | | |
| Accounts receivable | (5,988) | (2,492) |
| Prepaid health and dental premiums | (5,142) | (33,596) |
| Accounts payable and accrued liabilities | (380,251) | 97,229 |
| Deferred revenue | <u>36,214</u> | <u>2,314</u> |
| | <u>(291,929)</u> | <u>86,970</u> |
| Cash flows used in investing activities | | |
| Loans receivable | - | (8,000) |
| Purchase of capital assets | <u>(6,524)</u> | <u>-</u> |
| | <u>(6,524)</u> | <u>(8,000)</u> |
| Net (decrease) increase in cash during the year | (298,453) | 78,970 |
| Cash, beginning of year | <u>716,043</u> | <u>637,073</u> |
| Cash, end of year | <u>\$ 417,590</u> | <u>\$ 716,043</u> |
| Cash consists of: | | |
| Unrestricted cash | \$ 312,975 | \$ 634,029 |
| Restricted cash | <u>104,615</u> | <u>82,014</u> |
| | <u>\$ 417,590</u> | <u>\$ 716,043</u> |

See accompanying notes

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2018

1. Nature of operations

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

2. Significant accounting policies

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

Fund accounting

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

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

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

Capital assets

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

| | | |
|------------------------|-------------------|----------|
| Computer software | Declining balance | 100% |
| Equipment | Declining balance | 20% |
| Leasehold improvements | Straight-line | 10 years |

Contributed materials, lease, and occupancy costs

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

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2018

2. Significant accounting policies (continued)

Revenue recognition

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

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

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

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

Financial instruments

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

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

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

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

Use of estimates

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

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2018

3. Loan receivable

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

4. Capital assets

| | | | 2018 | (Restated - Note 10) 2017 |
|------------------------|-------------------|-------------------------------------|---------------------------|---------------------------------|
| | <u>Cost</u> | <u>Accumulated amortization</u> | <u>Net book value</u> | <u>Net book value</u> |
| Computer software | \$ 8,578 | \$ 8,578 | \$ - | \$ - |
| Equipment | 57,666 | 43,087 | 14,579 | 10,885 |
| Leasehold improvements | 233,387 | 210,048 | 23,339 | 46,677 |
| | <u>\$ 299,631</u> | <u>\$ 261,713</u> | <u>\$ 37,918</u> | <u>\$ 57,562</u> |

5. Deferred revenue

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

6. License for premises

The Association has been granted a license to occupy space in a building owned by the University of Saskatchewan (known as St. Chad's Chapel Building) for an annual administration fee of \$12. The license period expires April 30, 2019. A new agreement was reached covering 2019 to April 30, 2024.

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

7. Related party transactions

During the year, the Association paid \$31,411 (2017 - \$33,133) of payments to members of the executive committee, which is included in stipends and honoraria expense.

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

UNIVERSITY OF SASKATCHEWAN GRADUATE STUDENTS' ASSOCIATION, INC.

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2018

8. Economic dependence

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

9. Financial instruments

Credit risk

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

Liquidity risk

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

10. Prior period adjustment

During the year, the Association changed its method of accounting for UPass and Canadian Federation of Students ("CFS") revenue and expenses to a net basis, which had previously been accounted for on a gross basis. The Association acts primarily as an agent in these transactions. The Association has no latitude in determining prices, receiving a predetermined fixed revenue based on the number of UPass transactions. It receives no net inflow of economic benefits for collecting the CFS fees. The Association does not have primary responsibility for providing services as the UPass is provided by the City of Saskatoon, Saskatoon Transit and the CFS provides student services directly.

The effects of this accounting error have been applied retrospectively with the restatement of prior period figures. The effects are a decrease to UPass revenue and UPass expense of \$553,074, and a decrease to Student fees revenue and Canadian Federation of Students expense of \$34,606. There was no impact of the change on the deficiency of revenues over expenditures or fund balances at April 30, 2017.



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

Created: April 13, 2010

Revised: April 11, 2013

Revised: May 19, 2015

Revised: March 13, 2017

Revised: April 24, 2018

~~Last~~ Revised: April 16, 2019

Last Revised: April 14, 2020

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1. Name

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

2. Definitions

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

- 2.1.1. Constitution - ~~The~~ the constitution of the Association;
- 2.1.2. Bylaws - ~~The~~ the bylaws of the Association;
- 2.1.3. Policies - ~~The~~ the policies of the Association;
- 2.1.4. Executive - comprised of the President and Vice-Presidents;
- 2.1.5. Board of Directors - as defined by Section 6.4 of this Constitution;
- ~~2.1.4.~~ 2.1.6. Academic Unit - ~~Any~~ any department, division, school, or college that falls under the purview of the College of Graduate and Postdoctoral Studies;
- ~~2.1.5.~~ 2.1.7. Academic Council - ~~Representative~~ representative student organization of an Academic Unit;
- ~~Executive~~ Comprised of the President, and the Vice-Presidents, and the Indigenous Liaison;
- ~~2.1.6.~~ Board of Directors ~~as defined by Section 6.4 of the Constitution~~
- ~~2.1.7.~~ 2.1.8. Council - ~~As~~ as described in ~~Article~~ Section 7 of this Constitution;
- ~~2.1.8.~~ 2.1.9. Councillors - ~~Registered~~ registered member representatives from each eligible-ratified Academic Council;
- ~~2.1.9.~~ 2.1.10. Members or Membership - ~~The~~ the members of the Association, as defined by Section 5 of this constitution;
- ~~2.1.10.~~ 2.1.11. University - ~~The~~ the University of Saskatchewan;
- ~~2.1.11.~~ 2.1.12. Majority vote - as defined in the latest edition of Robert’s Rules of Order;
- ~~2.1.12.~~ 2.1.13. General Meetings - shall refer to both the Annual General Meeting and Special General Meetings;
- ~~2.1.13.~~ 2.1.14. Fiscal year ~~—~~ shall refer to the period between May 1 – April 30, inclusive;
- ~~2.1.14.~~ 2.1.15. Academic year ~~—~~ shall refer to the period between September 1 – August 31, inclusive.

3. Purpose

- 3.1. The mission ~~purpose~~ of the Association is to:

- 3.1.1. Be the recognized representative body for its Members to the University administration, its faculty, staff, and the external ~~community~~communities;
 - 3.1.2. Ensure its Members have access to quality resources and services that support their academic success;
 - 3.1.3. Advocate for the unique needs and concerns of its Members; and,
 - 3.1.4. Build a cohesive community among its Members.
- 3.2 The Association shall attempt to provide professional, academic, and social activities and services, as well as promote awareness of issues ~~that are~~ relevant to its Members~~;~~.
- 3.3 The Association recognizes ~~that every~~ student Member has the right to equal treatment with respect to access to academia, ~~student~~ activities, services, ~~and~~ organizations, etc., without discrimination ~~due to race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, creed, sex, sexual orientation, gender, age, marital status, family status, disability, or the receipt of public assistance~~. The Association further recognizes ~~that some~~ Members have been historically and systematically disadvantaged ~~on the above grounds, with resultant under representation in institutions of post-secondary education~~. The Association shall strive to be free of all forms of discrimination in all endeavours~~;~~.
- 3.4 The Association will consult with the University of Saskatchewan Students' Union (USSU), the Union of Graduate and Postdoctoral Workers (Public Service Alliance of Canada Local 40004) and the Society of Postdoctoral Scholars (SPS) on matters of common interest~~;~~.
- 3.5 The Association shall be carried on without purpose of financial gain or profits from its Members. Any profits or other accretions shall be utilized in accordance with the Saskatchewan Non-Profit Corporations Act, 1995.

4. Scope

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

5. Membership and Fees

5.1. Members

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

~~5.1.2~~—An individual is a Regular Member if~~;~~.

5.1.2

- ~~5.1.2.1~~ ~~5.1.2.1~~ They are a graduate student registered in the College of Graduate and Postdoctoral Studies at the University;
- 5.1.2.1
- ~~5.1.2.2~~ ~~5.1.2.2~~ They are not a member of another student association ~~that is~~ recognized by the University Act; and,
- 5.1.2.2
- 5.1.2.3 ~~5.1.2.3~~ ~~They~~ 5.1.2.3 They have paid all Association fees in full.
- 5.1.3 An individual is an Associate Member if:
- 5.1.3.1 They are a postdoctoral fellow at the University, or a registered graduate student in any of the University's Federated or Affiliated Colleges; and,
- 5.1.3.2 They have paid all Association fees in full.
- 5.1.4 Honorary Lifetime Member:
- 5.1.4.1 May also be a Regular or Associate Member;
- 5.1.4.2 The position is purely symbolic with no Regular Membership rights or privileges;
- 5.1.4.3 The title shall be awarded by a majority vote at a General Meeting;
- 5.1.4.4 The title ~~may can~~ be revoked by a majority vote at a General Meeting.
- 5.2 Rights, Privileges, and Obligations:
- 5.1.1 The rights and privileges of Regular Members shall be, subject to the Association governing documents:
- 5.1.1.1 To vote and participate in all Association Elections, By-Elections and Referenda;
- 5.1.1.2 To hold office within the Association;
- 5.1.1.3 To attend meetings of the Association, ~~subject to the Bylaws and Policies of the Association~~;
- 5.1.1.4 To move or second motions at ~~such meetings~~ meetings of the Association, subject to the Bylaws and Policies of the Association;
- 5.1.1.5 To speak for or against motions at meetings of the Association, subject to the Bylaws and Policies of the Association ~~at such meetings~~;
- 5.1.1.6 To vote in General Meetings;
- 5.1.1.7 To access services provided by the Association; and,
- 5.1.1.8 To gain admission to and/or actively participate in any Association sponsored event and/or program, subject to the restrictions of that particular event and/or program.
- 5.1.2 The rights, and privileges of Associate Members shall be:
- 5.1.2.1 To access services provided by the Association; and,
- 5.1.2.2 To gain admission to and/or actively participate in any Association

sponsored event and/or program, subject to the restrictions of that particular event and/or program.

5.2 Fees

- 5.2.1 Regular Members shall be charged an annual fee to fund the operations of the Association. The University shall be empowered to collect fees from Regular Members on behalf of the GSA. The Executive shall be responsible for ensuring that said fees are expended in a manner consistent with the Bylaws and Policies of the Association. ~~;~~
- 5.2.2 Council shall approve any change to the GSA fee for the next fiscal year by a two-thirds (2/3, ~~67%~~) majority. ~~;~~
- 5.2.3 The GSA fee may be increased by no more than five percent (5%) per fiscal year, without a referendum.

6 Executive Committee

- 6.1 The Executive is a sub-committee of the Association and those in position ~~shall~~ must be ~~graduate students~~ Regular Members, and registered with the College of Graduate and Postdoctoral Studies at the University, throughout the duration of their term as an Executive. ~~;~~
- 6.2 The Executive shall be responsible for the day to day activities of the Association, as specified by the Bylaws and Policies of the Association. ~~;~~
- 6.3 The Executive shall be comprised of:
 - 6.3.1 President;
 - 6.3.2 Vice-President Finance and Operations;
 - 6.3.3 Vice-President Academic and Student Affairs;
 - 6.3.4 Vice-President External Affairs;
 - 6.3.5 ~~Indigenous Liaison~~ Vice-President Indigenous Engagement
- 6.4 The President and Vice-Presidents shall act as the Board of Directors. ~~;~~
 - 6.4.1 The composition of the Board shall adhere to those outlined in section 92 of the Saskatchewan Non-Profit Corporations Act, 1995. ~~;~~
 - 6.4.2 If section 92(4) is not fulfilled, the GSA delegates to Council the authority to take the necessary steps to ensure compliance. Council, by recommendation from the Elections and Referenda Committee, may choose to: ~~;~~
 - ~~6.4.2.1 Appoint the Indigenous Liaison and one other member of Council to the Board, both of whom shall be resident Canadians as defined by the Saskatchewan Non-Profit Corporations Act, 1995;~~
 - ~~6.4.2.2~~ 6.4.2.1 ~~If not applicable, appoint~~ Appoint one (1) or two (2)

members of Council, as necessary, to the Board, ~~both of whom~~ shall be resident Canadians as defined by the Saskatchewan Non-Profit Corporations Act, 1995.

6.4.3 The Board shall meet ~~(, in-person or otherwise)~~, at least once (1) per Fiscal Year, and in accordance with the Saskatchewan Non-Profit Corporations Act, 1995.

6.5 With the exception of the ~~Indigenous Liaison~~ Vice-President Indigenous Engagement, the Executive shall be elected in a general election of the Regular Membership, to be held before the end of the current fiscal year.;

~~6.5.6.6~~ The Vice-President Indigenous Engagement shall be elected in a general election of the Indigenous graduate student Regular Members, to be held before the end of the current fiscal year.;

~~6.6.6.7~~ The term for the Executive, and Board, is from May 1 to April 30, inclusive.;

7 Council

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

7.1

~~7.2~~—Council membership;

~~7.3~~—Members of Council include.;

7.2

~~7.3.1~~—The Executive;

7.2.1

~~7.3.2~~—Regular Members who are;

7.2.2

~~7.3.2.1~~—~~T~~The designated graduate student representatives of Academic Councils; and,

7.2.2.1

~~7.3.2.2~~ 7.2.2.2 The designated graduate student representatives of Indigenous graduate students ~~the Indigenous Graduate Students' Council~~.

7.3 Each Academic Unit shall only have one Academic Council.;

~~7.4~~—Election of Council Members

~~7.5~~ 7.4 With the exception of the Executive, Council members shall be elected according to the constitution and bylaws of their respective Academic Council.

8 General Meetings

8.1 Annual General Meeting

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

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

8.1.2.1 Receiving the audited financial statements; and,

8.1.2.2 Appointment of the auditor.

8.2 Special General Meetings

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

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

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

8.3 Quorum

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

8.4 Notice of General Meeting

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

8.5 Agenda for a General Meeting

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

8.5.2 The agenda, with supporting materials, shall be made available to Regular Members ~~one-seven~~ (~~+7~~) ~~week-days~~ in advance of a General Meeting.

8.6 Amendments to Governing Documents

8.6.1 Proposed amendments must be circulated with the agenda~~;~~.

8.6.2 Constitutional Amendments:

8.6.2.1 The Constitution may only be amended at a General Meeting by a two-thirds (2/3, 67%) majority vote of Regular Members present.

8.6.3 Bylaw Amendments:

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

8.6.4 Policy Amendments:

8.6.4.1 Policies may be amended by a two-thirds (2/3, 67%) majority vote of Council, or at a General meeting, by a majority vote of Regular Members present.



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

Created: April 13, 2010

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~~Last~~ Revised: April 16, 2019

Last Revised: April 14, 2020

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1. Council

1.1. Terms of Reference

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

1.2. Councillors

- ~~1.2.1. Each Academic Unit may only have one Academic Council;~~
- ~~1.2.2.1.2.1.~~ A Councillor must be a Regular Member of the Association, and a member of their respective Academic Council.;
- ~~1.2.3.1.2.2.~~ A Councillor cannot be a member of the Association's Staff or Executive.;
- ~~1.2.4.1.2.3.~~ ~~No A~~ Councillor shall not represent ~~both antwo different~~ Academic Councils ~~s and the Indigenous Graduate Students' Council.~~;
- ~~1.2.5.1.2.4.~~ The number of Councillors, with voting rights, for an Academic Council is determined by the Voting Councillor Allocation, as defined in Bylaw 1.5.

1.3. Alternate Councillors

- 1.3.1. An Alternate Councillor must be a Regular Member of the Association, and a member of their respective Academic Council.;
- 1.3.2. An Alternate Councillor cannot be a member of the Association's Staff or Executive.;
- 1.3.3. An Alternate Councillor shall not represent ~~both an Academic Council and the Indigenous Graduate Students' Council~~ two different Academic Councils.;
- 1.3.4. If a Councillor is unable to attend a Council meeting, their Academic Council may send an existing registered Alternate Councillor in their place. In the event that a registered Alternate Councillor is also unavailable, a designated representative of the Academic Council may attend the meeting as long as the Council Chair is notified ahead of time.;
- 1.3.5. The Alternate Councillors, or the designated representative of the Academic Council, shall be ~~vested with given~~ the voting ~~and speaking~~ rights of the Councillor they are replacing.

1.4. Councillor Duties

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

1.5. Voting Councillor Allocation

- 1.5.1. The Voting Councillor Allocation for an Academic Council will be based on the most recent University census, which can be found within the Information and Communications Technology - Reporting and Data Systems;
- 1.5.2. Voting Councillor Allocation for each Academic Council will be:
- 1.5.2.1. One (1) Council member for an Academic Council containing less than ~~one-one~~-hundred (100) Regular Members;
 - 1.5.2.2. Two (2) Council members for an Academic Council containing ~~one~~ one-hundred (100) or more Regular Members.

1.6. Removal of a Councillor

- 1.6.1. A Councillor will be suspended if the allocated voting seat for their Academic Council is vacant for two (2) ~~or more~~ consecutive, or three (3) per academic year, duly called Council meetings, ~~if regrets were not sent, regardless of whether regrets were sent~~. The Councillor shall be suspended for the next one (1) Council meeting, or at the discretion of Council Chair;

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

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

~~1.6.4.~~ 1.6.3. Any Councillor may be deemed ineligible to sit on Council by a two-thirds (2/3, 67%) vote of Council, usually on recommendation from the Code of Ethics and Discipline Committee;

~~1.6.5.~~ 1.6.4. Should a Councillor be removed, the Chair ~~will~~ shall inform their Academic Council as the Academic Council is responsible for filling any vacancies;

~~1.6.6. A Councillor's eligibility is removed when they are no longer a Regular Member.~~

1.7. Council Chair

- 1.7.1. Must be a Regular Member of the Association;
- 1.7.2. Cannot be a member of Council, Executive or the Association Staff;

1.7.3. The Council Chair shall:

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

1.7.3.2. Preside over all Council and General Meetings.;

1.7.3.3. Conduct an orientation for all Councillors, which ~~includes~~include a description of their responsibilities as Councillors and the mechanics of Robert's Rules of Order.;

1.7.3.4. Maintain an updated list of Voting Councillor Allocation. ~~;~~and,

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

1.8. Selection of Council Chair

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

1.8.2. A call for nominations for Council Chair must be sent to Regular Members ~~the Membership~~ at least fifteen (15) days prior to the Council Meeting in which the Chair will be elected.;

1.8.3. Nominations will be presented to Council at the Council meeting in which the Chair will be elected. The President, or their designate, shall act as Council Chair until the Council Chair is elected.;

~~**1.8.4.** The first order of business of that Council meeting shall be to elect a Council Chair. The President, or their designate, shall act as Council Chair until the Council Chair is elected;~~

~~**1.8.5.**~~**1.8.4.** Nominees must be present at the meeting to stand for election.;

~~**1.8.6.**~~**1.8.5.** The Council Chair shall be elected by a majority vote of Council.;

~~**1.8.7.**~~ The Council Chair shall not vote or participate in debate unless there is a tie vote, where the Council Chair shall cast the deciding vote.;

1.8.6.

~~**1.8.8.**~~**1.8.7.** In the absence of the elected Council Chair, a temporary alternate Council Chair shall be nominated and elected from the floor of Council by a majority vote of Council; ~~The President, or their designate, shall act as Council Chair until the~~ temporary Council Chair is elected.;

~~**1.8.9.**~~**1.8.8.** The term for Council Chair will be from when Council Chair is elected until election of a new Council Chair occurs at the September Council meeting.;

~~**1.8.10.**~~**1.8.9.** A Council Chair is eligible to stand for re-election at the September Council meeting if it is their desire to do so, and in accordance with the above Bylaws.

1.9. Council Chair Remuneration

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

1.9.2. The Association shall not pay the Council Chair above their predetermined ~~monthly honoraria~~ fee;

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

1.10. Resignation of Council Chair

1.10.1. The Council Chair may resign from their position at any time during their term by submitting an electronic letter of resignation to Council and the Office Manager. The resignation of Council Chair will take effect immediately following the submission of the letter;

~~Prior to their resignation, the Council Chair shall make every effort to ensure a smooth transition~~

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

~~**1.10.2.1.10.3.**~~ Following their resignation, ~~The~~ the previous Council Chair ~~shall~~ will make themselves available to assist and guide the newly elected Council Chair, and ~~shall~~ will answer questions to ensure the sustainability of ~~the~~ this position.

1.11. Recording Secretary

1.11.1. Must be a Regular Member of the Association. ~~;~~

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

1.11.3. The Recording Secretary shall:

1.11.3.1. Work closely with the Council Chair. ~~;~~

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

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

2. Executive

2.1. Executive Members

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

2.1.2. Are accountable to Council and the Regular Membership.;

2.1.3. ~~The Executive committee~~The Executive Committee shall:

2.1.3.1. Be voting members of Council.;

2.1.3.2. Be familiar with and follow:

2.1.3.2.1. Saskatchewan Non-Profit Corporations Act, 1995.;

2.1.3.2.2. University of Saskatchewan Act, 1995.;

2.1.3.2.3. The Association's Constitution, Bylaws, and Policies.;

2.1.3.2.4. Robert's Rules of Order.;

2.1.3.2.5. Other relevant documents.

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

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

2.1.3.5. Work together in the organisation and execution of all GSA events/initiatives.

~~2.1.3.5.~~2.1.3.6. Be responsible for the actions and guidance of the Association.;

~~2.1.3.6.~~2.1.3.7. Be responsible for all of the duties of vacant Executive positions.;

~~2.1.3.7.~~2.1.3.8. Be responsible for carrying out Association duties in the absence of regularly salaried or contracted individuals.;

~~2.1.3.8.~~2.1.3.9. Consult and work with external partners on issues of common interest.;

~~2.1.3.9.~~2.1.3.10. Establish and maintain relationships with graduate students in each department via Council.;

~~2.1.3.10.~~2.1.3.11. Act professionally and courteously in all activities related to position duties and in dealings with each other.;

~~2.1.3.11.~~2.1.3.12. Sign the Association non-disclosure agreement in the first month of office.;

~~2.1.3.12.~~2.1.3.13. Attend Mental Health First Aid Training in the first six months of their term in office, provided the training is available.;

~~2.1.3.13.~~2.1.3.14. Collectively identify and determine who should sit on committees external to the Association, including University Council committees, College of Graduate and Postdoctoral Studies committees and University governing bodies and their committees. Only an

Executive member shall sit on University Council and Senate.

~~2.1.3.14.~~2.1.3.15. Collectively identify and determine which individual will attend conferences on behalf of the Association.;

~~2.1.3.15.~~2.1.3.16. Ensure continuity of their role by notifying the Executive of any extended absence and arranging for their regular duties to be filled in their absence.;

~~2.1.3.16.~~2.1.3.17. Perform other duties as assigned by Council.

2.2. President

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

2.2.1.1. Ethical and responsible leadership of the Association.;

2.2.1.2. Official spokesperson of the Association.;

2.2.1.3. The execution of Executive and Council decisions.;

2.2.1.4. Chair ~~of~~ Executive committee meetings.;

2.2.1.5. Ensure ~~that~~ the responsibilities of each Executive position are being met.;

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

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

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

~~2.2.1.8.~~2.2.1.9. Shall serve as the graduate student representative on University Senate.

~~2.2.1.9.~~2.2.1.10. Prepare an annual report that will be made available to the Regular Membership. The report shall be presented to the Regular Membership at the AGM, provided this meeting is held in ~~March~~ April. If the AGM is held before ~~March~~ April, this report shall be made ~~accessible~~ available on the website prior to the end of the fiscal year.

2.3. Vice-President Finance and Operations

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

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

2.3.1.2. Oversight of Association Staff and Coordinators.;

2.3.1.3. Ensure the operation of the Association Commons building.;

~~2.3.1.3.2.3.1.4.~~ ~~To o~~Oversee the coordination and communication of Executive Meetings.;

~~2.3.1.4.2.3.1.5.~~ Act as recording secretary for the Executive Committee meetings.;

2.3.1.6. Organize and coordinate the distribution of the GSA Need-Based Bursaries.;

2.3.1.7. Organize and coordinate the Graduate Student Research Conference.;

~~2.3.1.5.1.1.1.1.~~ ~~Responsible for the ratification of all Academic Councils.;~~

~~2.3.1.6.2.3.1.8.~~ ~~To o~~Organize and coordinate the free GSA Tax Clinic.;

2.3.1.9. Serve as the Corporate Treasurer for the Association, oversee the finances of the Association, and keep the Association budget up-to-date.

~~2.3.1.7. 2.3.1.9 To s~~Serve as the Corporate Treasurer for the Association; o

~~2.3.1.8. To organize and coordinate the distribution of the GSA Needs-Based Bursaries;~~

~~2.3.1.9. Ensure the operation of the Association Commons building;~~

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

keeping the Association budget up-to-date;

~~2.3.1.10. To Liaise with the Association auditor and~~ ensure an annual audit of the Association is performed; ~~and.;~~

~~2.3.1.11. To H~~Liaise with the Association bookkeeper to ensure all bookkeeping is conducted.

2.4. Vice-President Academic~~s~~ and Student Affairs

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

2.4.1.1. Shall ~~sit~~serve as the graduate student representative on University Council.;

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

2.4.1.3. Organize a program of social events, including the Fall and Winter Orientations, for the enhancement of the graduate student experience.;

2.4.1.4. Organize and coordinate ~~the the~~ Three Minute Thesis (3MT) Competition ~~and the Graduate Student Research Conference.;~~

2.4.1.5. Organize and coordinate academic workshops of interest to graduate students.;

2.4.1.6. Responsible for the ratification of all Academic Councils and Social ClubsGroups.;

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

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

2.4.1.8. Advocate for graduate students in all matters relating to their University experience, as applicable.

2.5. Vice-President External Affairs

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

2.5.1.1. Be responsible for all of the Associations' ~~communication, including~~ social media ~~communication~~, in consultation with the Executive.;

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

2.5.1.3. Organize ~~and coordinate~~ the Annual GSA Awards Gala in its entirety, ~~and in consultation with the Executive.~~;

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

2.5.1.5. Be responsible for the external affairs of the Association, under the oversight of the President.;

2.5.1.6. Work with lobbying organizations' the Association has an affiliation with, under the oversight of the President.;

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

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

2.5.1.9. Be responsible for ~~communication~~ ~~communicating~~ with provincial, national and international student associations, in consultation with the Executive and under the oversight of the President.;

~~2.5.1.9.~~ 2.5.1.10. Engage with Saskatoon School Divisions to support graduating high school student's transition into post-secondary studies, and look for ways to promote graduate studies as an option for students to consider when moving into and through their studies at the University.

2.6. ~~Indigenous Liaison~~ Vice-President Indigenous Engagement

2.6.1. The duties of the ~~Indigenous Liaison~~ Vice-President Indigenous Engagement shall include, but are not limited to:

2.6.2. Provide inspirational, transformational, and visionary leadership towards the Indigenization of the Association.;

2.6.3. Create experiential and educational opportunities for graduate students to learn about and understand Indigenous cultures and ways of knowing.;

2.6.4. Work alongside the Executive to ensure Indigenous graduate student participation in Association eEvents/initiatives.;

2.6.5. Work alongside the Executive to enhance the availability and accessibility of services and resources for Indigenous graduate students.;

2.6.6. Work alongside the Executive to bring awareness to the community of Indigenous research, scholarly, and artistic pursuits at the University.;

2.6.7. Provide guidance and leadership so that graduate students see opportunities for themselves to participate in working towards and contributing to Indigenization and Reconciliation initiatives.;

2.6.8. Engage in Indigenous engagement activities and initiatives across campus, and in the community, and identify opportunities for graduate student participation.;

2.6.9. In fulfilling the responsibilities of this role, be informed by the Associations' mission and strategic direction, as well as the Truth and Reconciliation Commission of Canada: Principles of Reconciliation and Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples.;

2.6.10. Communicate with Indigenous organizations, at the University, in Saskatoon or across Canada, that support current and future Indigenous graduate students.;

2.6.11. Engage with Indigenous peoples from around the world, in addition to the First Nations, Métis, and Inuit people of Canada.

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

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

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

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

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

2.7. Overruling

2.7.1. A two-thirds (2/3, ~~67%~~) majority vote of all members of the Executive shall have the power to overrule the action or decision of any one Executive. Such a decision may not result in violation of the Constitution, Bylaws, or Policies of the Association.

2.8. Resignation of an Executive Member

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

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

~~2.8.3.~~ By a ~~simple~~ majority ~~resolution~~ vote, Council may appoint an interim Executive to hold office until this By-Election is complete.

~~2.8.3.~~ 2.8.4. A By-Election shall not be necessary if the remaining term of office of the resigned Executive member is four (4) months or less.

2.9. Suspension or Removal of an Executive Member

2.9.1. An Executive Member may be suspended or removed from office, as the case may be, by a two-thirds (2/3, ~~67%~~) majority vote of Council or by a supermajority vote of Regular Members at a General Meeting, normally on a majority recommendation from the Executive or the Code of Ethics and Discipline Committee ~~of Council~~ ;

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

2.9.3. A suspended Executive Member shall forfeit their ~~wage fee~~ for the term of the ~~Suspensions~~ suspension ;

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

~~2.9.5.~~ By a ~~simple~~ majority ~~resolution~~ vote, Council may appoint an interim Executive to hold office until this By-Election is completed.

2.9.5.2.9.6. A By-Election shall not be necessary if the remaining term of office of the removed Executive member is four (4) months or less.

3. Meetings

3.1. Types of Meetings and Definitions

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

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

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

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

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

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

3.2. Rules of Order

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

3.3. Quorum

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

3.4. Meeting Time and Location

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

3.4.2. All meetings shall be held on a business day, unless otherwise agreed upon by a two-thirds (2/3, 67%) vote of the members of the meeting;

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

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

3.5. Minutes of General, Council or Executive Meetings

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

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

3.5.3. The Council Meeting attendance record shall be included in the minutes of the Council meeting.;

3.5.4. The General Meeting attendance record shall be included in the minutes

of the General Meeting;~~and.~~

3.5.5. At the beginning of each of the minutes, the ~~Chair~~ chair and primary minute taker shall be identified and their names recorded in the minutes.

3.6. Regular Council Meetings

3.6.1. Council will meet regularly as follows:

3.6.1.1. Once (1) in the spring term (May – June);

3.6.1.2. Once (1) in the summer term (July – August);~~and.~~

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

3.6.2. Regular Council meetings must occur on a business day;

~~3.6.3.~~ The meeting schedule will be posted on the Association website;

~~3.6.3.~~3.6.4. ~~and a~~ call for Academic Council ratifications will be made at the beginning of September, at least fifteen (15) days prior to the September Council meeting;

~~3.6.4.~~3.6.5. Notification of changes to the meeting schedule will be ~~given~~ circulated by email to all Councillors ~~a minimum of two (2) weeks in advance of Council Meetings;~~ ~~and;~~

~~3.6.5.~~3.6.6. Council Meetings shall be open to the public, except for designated confidential or in-camera sessions.

3.7. Special Council Meetings

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

~~3.7.2.~~ A Special Council Meeting may be called by a majority vote of the Executive;

~~3.7.3.~~3.7.2. ~~A Special Council Meeting shall be called or~~ upon receipt of a petition to the Association Office, with names; and signatures of at least ten (10) voting members of Council, ~~from different Academic Councils;~~ ~~and.~~

~~3.7.4.~~3.7.3. The ~~call for a Special Council Meeting~~ petition must include the time, date, suggested venue, and agenda ~~of the Special Council Meeting.~~

3.8. Annual General Meeting

3.8.1. Annual General Meetings (AGM) will be held as outlined in the Constitution;

3.8.2. AGM²s must occur on a business day;

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

~~3.8.4.~~ Agenda, and any attachments, shall be made available to Regular Members at least ~~one-seven (7+)~~ ~~week~~ days prior to the meeting and shall be posted on the Association website;

~~3.8.4.~~

3.8.5. Approval of the minutes of any previous General Meeting still pending approval shall be part of the agenda;~~and.~~

3.8.6. AGM's shall be open to the public, unless a motion to go to confidential or in-camera is approved by a majority of the Regular Members present.

3.9. Special General Meeting

3.9.1. Special General Meetings (SGM) will be held only under circumstances outlined in the Constitution.;

3.9.2. SGM's must occur on a business day.;

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

3.9.4. Agenda, and any attachments, shall be made available to Regular Members at least ~~one-seven (17) weekdays~~ prior to the meeting and shall be posted on the Association website; ~~and.~~;

3.9.5. SGM's shall be open to the public, unless a motion to go to confidential or in-camera is approved by a majority of the Regular Members present.

3.10. Executive Meetings

3.10.1. The Executive must meet once (1) per month through the months of May to August, December and April, and twice (2) per month through the months of September to November, and January to March.;

3.10.2. ~~Each Executive must not miss more than two (2) consecutive Executive Meetings or three (3) Executive Meetings in total~~ No Executive shall be absent from an Executive meeting, excluding except in extenuating circumstances.;

3.10.3. Executive Members may attend Executive Meetings via electronic means.

3.11. Committees of Council

3.11.1. Total membership of any of the Committees of Council shall not exceed nine (9) ~~total~~ members in total.;

3.11.2. A call for nominations for the Committees of Council shall be made to Regular Members at least two fourteenfifteen (2154) weeksdays prior to the second meeting of Council, usually in October.;

3.11.3. Ad-hoc committees may be established, during the academic year, by Council for a specific period. Their membership and terms of reference shall be determined by a resolution of Council. An ad-hoc committee shall be considered disbanded following the receipt of its final report by Council, unless the committee is voted by Council to become an official Standing Committee of Council.;

3.11.4. The chair of each committee shall be elected from and by the membership of the committee, unless otherwise indicated in the Policies of the Association.;

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

~~3.11.5.~~3.11.6. The committee ~~chair~~ is responsible of communicating the name and nsid of the committee chair -and minute taker to Council Chair.;

~~3.11.6.~~3.11.7. Minutes shall be kept during all meetings and shall be forwarded to the Council Chair for inclusion into Council Meeting agenda packages, ensuring that no confidential or sensitive information is included.;

~~3.11.7.~~3.11.8. It is the responsibility of the committee minute taker or chair to forward committee minutes to the Council Chair.;

~~3.11.8.~~3.11.9. Should a committee determine that one of its members is neglecting their duties, the members of the committee, by majority vote, may remove said member from the committee. This information must be communicated to the Council Chair;

~~3.11.9.~~3.11.10. Should Council determine a committee is neglecting its duties, it may, it may add/remove members to/from the committee or provide further directionguidance to the committee; ~~and.~~

~~3.11.10.~~3.11.11. Any recommendation(s) generated by a committee are to be communicated to Council, via a request to Council Chair ~~during a Council meeting.~~

3.12. Town Halls

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

3.12.2. Town Hall meetings are open to the public.;

3.12.3. ~~A~~ Town Hall meetings may be called by a majority vote of Council; ~~l;~~ and.

3.12.4. ~~A~~ Town Halls ~~has~~have no ~~decision~~ decision-making authority and ~~no minutes~~ are minutes need not be recorded.

4. Elections and Referenda

See other attachment.

5. Finances

5.1. Vice-President Finance and Operations, under the oversight of the Board of Directors, Directors,

5.1.1. ~~Under the oversight of the Board of Directors, w~~Will oversee the finances of the Association.

5.1.2. Will ensure the finances of the Association are in accordance with the Saskatchewan Non-Profit Corporations Act, 1995.

5.1.3. Will ensure ~~that~~ revenue ~~for~~ of the Association will only be used to serve the mandate of the Association;

5.1.4. ~~Ensure~~ Will ensure fees are collected from all Members, as defined by the Constitution.

5.2. Signing Officers

5.2.1. The signing officers of the Association shall be the President, the Vice-President Finance and Operations, and the Office Manager.

5.2.2. At least two (2) signatures are required to approve financial expenditures.

5.2.3. No signing officer may be a signatory on expenditures where they are a recipient of funds.

5.2.4. The Office Manager shall only sign cheques in the extended absence of the President or Vice-President Finance and Operations, and for cheques pertaining to an expenditure in which the President or Vice-President Finance and Operations are the recipients of funds.

5.2.5. In the case where one of ~~these positions~~ the signing officer position is vacant, the Executive must appoint another Executive member, within five (5) business days, as a third co-signer by a majority vote of the Executive.

5.3. Financial Reports

5.3.1. Every month, a financial report (operating statement, budget and ledger), including all expenditures and revenues for ~~that~~ the month, shall be made available to the Executive; and.

~~5.3.1.~~ 5.3.2. Every month, a financial report (operating statement, ~~budget or~~ and ledger), including all expenditures and revenues for ~~that~~ the month, shall be made available to any Regular Member upon request; ~~and.~~

~~5.3.2.~~ 5.3.3. ~~The a~~ Audited and approved financial statements shall be posted to the Association website, and shall be received by the Regular Membership at ~~the~~ the AGM.

5.4. Budget

- 5.4.1. The new budget is to be prepared by the Budget and Finance Committee and presented to Council for approval by the Vice-President Finance and Operations prior to the end of the fiscal year.;
- 5.4.2. The new budget shall be approved by a majority vote of the Board, Executive and Council.;
- 5.4.3. The approved new budget shall be posted to the Association website.;
- 5.4.4. Executive members cannot spend more than five hundred (500) dollars, of any budget line, with the exception of salaries and Executive ~~honorariums~~fees, without a majority vote of the Executive.;
- 5.4.5. The Executive shall not authorize the expenditure of money not approved or accounted for in the budget.;
- 5.4.6. Council can amend the budget by two-thirds (2/3, 67%) majority vote, with recommendation from the Executive and Board.;
- 5.5. Executive ~~Honoraria~~Fee
 - 5.5.1. The President shall receive a yearly ~~honorarium~~fee to be paid monthly in equal amounts by cheque.;
 - 5.5.2. The Vice-Presidents ~~and Indigenous Liaison~~ shall receive the same yearly ~~honorarium~~fee to be paid monthly in equal amounts by cheque.;
 - 5.5.3. The Association shall not pay an Executive above their predetermined ~~honoraria~~fee.;
 - 5.5.4. The ~~honoraria~~fee rate will be specified in the approved budget and cannot be changed during the fiscal year.;
 - 5.5.5. An Executive may lose their ~~honorarium~~fee on the ruling of the Code of Ethics and Discipline Committee.;
 - 5.5.6. Any monetary compensation paid to members of the Executive for Association business, from a source other than the Association ~~honorarium~~fee, must be reported on the Association²s website. Both the source and the amount of the compensation must be posted.;
 - 5.5.7. Any in-kind gift, or form of compensation to an Executive for Association business, valued at more than fifty (50) dollars, must be reported on the Association²s website. Both the source and the amount of the compensation must be posted.

6. Communications

- 6.1. Associations² News ~~and Events~~
 - 6.1.1. All Regular Members must be informed of all Associations² news and events events through the Association website, social media, and through PAWS.

Important news and events will also be publicized through emails to Regular Members. Important news includes, but is not limited to:

- GSA Elections / By-Elections.
- GSA Referenda.
- GSA Academic Council and Social Club Ratification procedure.
- GSA Standing Committee Membership request.
- GSA Job Postings and Council Chair Nominations.
- GSA Bursary / GSA Award deadlines.
- GSA Orientations.
- GSA workshops / initiatives.
- GSA social activities.
- GSA Guppies Intramurals team.
- GSA Services.
- Other events and services of importance to GSA Members.
- 3MT and Graduate Student Research Conference.
- Annual Award Gala.
- GSA Special and Annual General Meetings.
- GSA Town Halls.

6.2. Email Communications

- 6.2.1. All email communications shall adhere to the “PAWS Announcement System Access Agreement” and “PAWS Announcement System Access User Agreement” between the GSA-Association and the University.
- 6.2.2. The Office Manager is the only authorised individual with access to the email listserv. The Office Manager shall not use the listserv, without direction-/ instruction from the ExecutivesPresident or the Council Chair/Chief Electoral Officer.
- 6.2.3. Other than Elections/By-Elections, Referenda, Bursaries, Awards, General Meetings and major GSA Events (Orientation, the Graduate Student Research Conference, the 3MT Competition and the Awards Gala), and other important notices, email communications shall be limited to two (2) times per month if possible.-
- 6.2.4. The email communication content shall be approved by a majority vote of the Executives, ~~either during an Executive meeting or through electronic approval~~. The VP-ExternalPresident is responsible to pass the approved content to the Office Manager for distribution.
- 6.2.5. Communications pertaining to the Elections/By-Elections and Referenda and General Meetings are under the discretion of the Council Chair/Chief Electoral Officer and shall be distributed by the Office Manager upon direction from the Council Chair/Chief Electoral Officer.



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

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1. **Communications Policy**

1.1. Logo

- 1.1.1. All advertisements pertaining to Association events shall include the Association logo, where feasible.
- 1.1.2. Events sponsored by the Association must include the Association logo.
- 1.1.3. The Association logo shall be made available on the Association's website.
- 1.1.4. Any other use of the Association logo requires a majority vote of the Executive.
- 1.1.5. All email accounts, social media handles and pages of the Association shall have the Association logo as the display picture.

1.2. Website

- 1.2.1. Shall include, but is not limited to:
 - 1.2.1.1. Information about current GSA initiatives.
 - 1.2.1.2. Information pertaining to the GSA Commons.
 - 1.2.1.2.1. Events and programming at the GSA Commons.
 - 1.2.1.2.2. Information about booking and use of the GSA Commons.
 - 1.2.1.3. Governance information:
 - 1.2.1.3.1. Up-to-date Association governance documents.
 - 1.2.1.3.2. Results of historical financial Audits.
 - 1.2.1.3.3. The approved budget for the fiscal year.
 - 1.2.1.3.4. Description of Executive positions.
 - 1.2.1.3.5. Listing of Executive meeting minutes.
 - 1.2.1.3.6. Listing of Association meeting (Council and General) schedules and minutes.
 - 1.2.1.3.7. Listing of ratified Academic Councils and Council representatives.
 - 1.2.1.3.8. Listing of GSA-ratified Social Clubs-Groups and main representatives.
 - 1.2.1.3.9. Listing of Association's Standing Committees and Committee members.
 - 1.2.1.4. Resources:
 - 1.2.1.4.1. A listing of resources and services available to students through the Association and externally.
 - 1.2.1.4.2. Forms for all Association's business.
 - 1.2.1.5. Contact information:
 - 1.2.1.5.1. Name and Association Email contact for the current Executive.

1.2.1.5.2. Location of the GSA Commons-.:~

1.2.1.5.3. Association²s contact information-.:~

1.2.1.5.4. Listing of all current Association²s office staff.

1.3. Association Emails

1.3.1. Executive members and Association-current office staff members shall have access to an email address ~~that is~~ associated with their position-.:~

1.3.2. Email correspondence will be subject to the University policies and procedures on appropriate use-.:~

1.3.3. The Executive retains the right to revoke the email privileges of any individual who has access to a GSA email address, who is using their email in contravention of the University policies and procedures on appropriate use-.:~

1.3.4. All Association business shall be handled through Association emails-.:~

1.3.5. Individuals with access to an Association email ~~shall~~ shall not forward Association^s emails to their own non-Association emails-.:~

1.3.6. Emails to the entire student body shall follow Section 6 of the Bylaw~~6s~~-.:~

~~All Association business shall be handled through Association emails~~-.:~

~~1.3.7. An email to the entire student body must be sent through the College of Graduate and Postdoctoral Studies, as per agreed upon terms, and must adhere to the Association governing documents, or as otherwise indicated in the Bylaws~~-.:~

1.4. Transition Manuals

1.4.1. Incoming Executive members shall receive a transition manual from the outgoing Executive-.:~

1.4.2. Each Executive member will maintain and update this transition manual throughout their term-.:~

1.4.3. At a minimum, the transition manual ~~will~~ shall include:

1.4.3.1. A copy document highlighting all sections of the Association²s' Constitution, Bylaws and Policy manuals, highlighting all sections that which directly apply to ~~each individual~~ the position-.:~

1.4.3.2. Detailed description of how to carry out such obligations-.:~

1.4.3.3. Detailed information about the progress of current initiatives and promises made to GSA Committees, GSA Council and the graduate student body-.:~

1.4.3.4. ~~Contact information and r~~ Important resources and contact information available for each the Executive position-.:~

~~1.4.3.5. Contact and scheduling information for external committees that the position has served on~~-.:~

~~1.4.3.6.~~1.4.3.5. A list of recommended improvements for the role.

1.4.4. The outgoing Executive shall make themselves available to aid the incoming Executive for at least the first month of the new term, and during a transition meeting. If an outgoing or an incoming Executive member is not available for at least one transition meeting, or if they do not provide satisfactory transition via their transition manual, the fee of that Executive member shall be waived for their last or first month, respectively.

~~1.4.4.~~1.4.5. All Executive members shall ensure ~~that~~ their incumbent has the tools ~~that~~ they need to fulfill the mandate of the position. The outgoing Executive shall answer any questions ~~that~~ the incoming Executive may have and will notify them of duties ~~that may not be~~ outwardly obvious.;

~~1.4.5.~~ Wherever possible, the incoming Executive shall shadow the outgoing Executive for a few weeks after election.;

~~1.4.6.~~ The outgoing Executive shall make themselves available to aid the incoming Executive for the first month of the new term during a transition meeting. If an outgoing or an incoming Executive member is not available for at least one transition meeting, or if they do not provide satisfactory transition via their transition manual, the honoraria of that Executive member shall be waived for their last or first month, respectively.

1.5. Confidentiality

1.5.1. The Association often deals with topics that are not appropriate for publication. Confidential files will be clearly labeled as such and will be signed and dated by involved parties. ~~Unless otherwise specified, confidential files will be kept for an indefinite period, unless they are deemed by the Executive to be no longer necessary.~~

1.5.2. The Association will uphold the confidentiality of individual students inquiring about academic or employment related grievances.

1.5.3. Files kept on current advocacy cases will be available to the Executive dealing with the case and the student(s) they are advocating for, with the exception of third party information that is promised to remain confidential.

1.5.4. All bursary applications and award applications will remain confidential, ~~and shall be filed till the end of the fiscal year. and will be filed for one (1) year.~~

1.6. Human Resources ~~Information~~

1.6.1. As an employer, the GSA will uphold the confidentiality of its interviewees and employees.;

1.6.2. Interview information, including resumes, interview process, selection criteria and interviewer notes will be kept on file for 6 months.;

- 1.6.3. Performance appraisals will be kept on file for 2 years-;
- 1.6.4. These files will be available to the President and Vice President Finance and Operations, and other Executives only when appropriate.

2. Health and Dental Insurance **Policy**

- 2.1. The Vice-President External Affairs ~~will~~ shall act as the liaison between the health and dental insurance provider, Executive and ~~and~~ Council, and will report on information pertaining to the insurance plan.
- 2.2. All Members will have access to health and dental insurance, through the Association, under terms outlined by the insurance provider.
- 2.3. The ~~Health and Dental Committee~~ Executive shall discuss health and dental changes and make ~~a~~ recommendation(s) to the Board. The Board, via the Vice-President External Affairs shall discuss any changes to the plan to Council. to Council.
- 2.4. The Executive, Board and Council shall decide on the health and dental insurance provider and fees by a two thirds (2/3, 67%) majority vote before the end of each fiscal year.

3. Social Groups **Policy**

- 3.1. The purpose of a Social Groups Policy is to provide for the social needs of Association ~~GSA~~-Members, whilst upholding the purpose of the Association ~~Association~~.
- 3.2. The Vice-President Academics and Student Affairs will be responsible for overseeing the ratification of Social Groups.
- 3.3. To be ratified, Social ~~groups~~ Groups must;
 - 3.3.1. Have ~~a majority~~ more than 50 % of its total membership be GSA Members-;
 - ~~3.3.1.~~ 3.3.2. Have more than 50 % of its executive be GSA Members;
 - ~~3.3.2.~~ 3.3.3. Have members from more than one Academic ~~Council~~ Council;
 - ~~3.3.3.~~ 3.3.4. Have completed and submitted an application for ratification, which identifies including:
 - ~~3.3.3.1.~~ 3.3.4.1. The official name of the Social Group-;
 - ~~3.3.3.2.~~ 3.3.4.2. The names and NSIDs of the Social Group's executive-;
 - ~~3.3.3.3.~~ 3.3.4.3. The Social Group ~~number of Social Group~~ executives who are GSA ~~GSA~~ Members-; and,
 - ~~3.3.3.4.~~ 3.3.4.4. The number percentage of Social Group members who are GSA Members-;
 - ~~3.3.4.~~ 3.3.5. Have submitted an up-to-date copy of their constitution, which includes:
 - ~~3.3.4.1.~~ 3.3.5.1. An outline of the Social Group's mission, purpose, structure, and regulations-;

- ~~3.3.4.2.~~3.3.5.2. The official name of the Social Group~~;~~:
- ~~3.3.4.3.~~3.3.5.3. The policies and procedures for democratic elections of Social Group executives~~;~~ and.
- ~~3.3.4.4.~~3.3.5.4. The financial procedures and policies of the Social Group.
- ~~3.3.5.~~3.3.6. Have submitted a void-checke.
- 3.4. Social Group status will be effective from the time of ratification by Council until August 31.
- 3.5. Social Groups must reapply for Social Group status each academic year.
- 3.6. Social Groups will be ratified by a two thirds (2/3, 67%) majority vote of Council.
- 3.7. A Social Group must:
- 3.7.1. Exist for the betterment of its members~~;~~:
 - 3.7.2. Use any membership fees and money for the objectives outlined in the constitution of the Social Group~~;~~:
 - 3.7.3. Elect its executive in a democratic fashion following the procedure in its constitution~~;~~:
 - 3.7.4. Hold elections at least once per year~~;~~:
 - 3.7.5. Hold public meetings~~;~~:
 - 3.7.6. Make its governing documents public to its membership and the Association~~;~~:
 - ~~3.7.7. Not exist for the purpose of discrimination or harassment of any group.~~
 - ~~3.7.8.~~3.7.7. Not exist for the financial betterment of its member~~ss~~s~~;~~:
 - ~~3.7.8. Not be named in a manner that violates any obscenity or copyright legislation.~~
 - ~~3.7.9. Not exist for the purpose of discrimination or harassment of any group.~~
 - ~~3.7.9. Not be named in a manner that violates any obscenity or copyright legislation.~~
 - 3.7.10. Be inclusive to any GSA Member.
- 3.8. In the event the application for ratification is rejected, the Social Group may launch an appeal to Council by notifying the Vice-President Academics and Student Affairs in writing.
- ~~3.8.~~3.9. A Social Group not operating in accordance with the Social Group~~ss~~ss Policy may have its ~~ratified~~ Social Group status revoked by a majority vote of Council~~;~~:
- ~~3.9. In the event the application for ratification is rejected, the Social Group may launch an appeal to Council by notifying the Vice-President Academics and Student Affairs in writing.~~
- 3.10. Ratified Social Groups may have the privilege of:
- 3.10.1. Booking the GSA Commons, as per the Association booking procedures~~;~~:
 - 3.10.2. Applying to the Association for funding, as per the Bylaws and Policies of the Association~~;~~:

- 3.10.3. Advertising news and events through the Association, with the approval of the Executive-~~;~~~~and~~;
- 3.10.4. Being indemnified by the GSA Commons liability insurance for certain events and activities.

4. ~~Graduate Students' Association~~ Commons Policy

4.1. The GSA Commons

~~4.1.1. The GSA Commons will serve the needs of all graduate students and can be used for academic, professional, and social activities.~~

4.1.1. The rated capacity of the Commons is 99 persons at any one time, and must be posted in the Commons.;

4.1.2. The Vice-President Finance and Operations oversees the daily operations of the GSA Commons.

~~4.1.3.1.1. The rated capacity of the Commons is 99 persons at any one time, and must be posted in the Commons.~~

4.2. ~~Commons~~ Coordinators

4.2.1. Shall be employed in accordance with Association Bylaws and Policies, the University Policies, and Saskatchewan Labor laws-~~;~~~~;~~

4.2.2. The duties of ~~GSA Commons~~the Coordinators ~~shall~~ include, but are not limited to:

4.2.2.1. Administrative tasks-~~;~~~~;~~

4.2.2.2. Act as a receptionist during daily operations-~~;~~~~;~~

4.2.2.3. Coordinate bookings of the GSA Commons-~~;~~~~;~~

4.2.2.4. All other duties, as outlined in the Employment contract.

4.3. Office Manager:

4.3.1. Shall be employed in accordance with Association Bylaws and Policies, ~~as well as~~ the University Policies and Saskatchewan Labor laws.

4.3.2. The duties of the GSA Office Manager ~~shall~~ include, but are not limited to:

4.3.2.1. Administrative tasks-~~;~~~~;~~

4.3.2.2. Act as a receptionist during daily operations-~~;~~~~;~~

4.3.2.3. Refer students to the Executive and appropriate University services when required-~~;~~~~;~~

4.3.2.4. Understand the duties of the Executives-~~;~~~~;~~

4.3.2.5. Commit to maintaining sustainability with changing Executives-~~;~~~~;~~

4.3.2.6. All other duties, as outlined in the Employment contract.

4.4. Bookings

4.4.1. The Association reserves the right to deny use of the Commons-~~;~~~~;~~

- 4.4.2. Groups or individuals using the GSA Commons will be required to sign a booking agreement in order to use the space and its equipment.;
- 4.4.3. The Executives shall endeavor to make this space available to its Members.;
- 4.4.4. The GSA Commons will be booked for activities in the following order of priority:
 - 4.4.4.1. Association meetings (e.g. Council, General ~~Meetings~~, Standing Committee ~~Meetings~~);
 - 4.4.4.2. Association special events (e.g. social events, orientation, Town Halls, Graduate Student Research Conference, 3MT® Competition, ~~etc.~~);
 - 4.4.4.3. Academic Council public events (e.g. lectures ~~invited and~~ organized by Councilors);
 - 4.4.4.4. Academic Council private events (e.g. social events);
 - 4.4.4.5. Social Group events; and;
 - ~~4.4.4.5.4.4.6. Graduate student events;~~
 - ~~4.4.4.6.1.1.1. Social Group events; and;~~
 - 4.4.4.7. Other events.
- 4.4.5. Ratified Academic Councils and Social Groups ~~may~~ can book the GSA Commons at no charge during regular ~~Commons~~ hours. Bookings outside of regular ~~Commons~~ hours will be charged at an hourly rate, as indicated on the Association's website.;
- 4.4.6. Non-ratified groups or individuals can ~~may~~ book the GSA Commons at an hourly rate, as indicated on the Association's website.;
- 4.4.7. The Executives shall not ~~, unless agreed upon by the Executive,~~ personally volunteer time for groups or individuals to host their events, unless agreed upon by a majority vote of the Executive.;
- 4.4.8. Anyone booking the GSA Commons:
 - 4.4.8.1. Will provide a damage deposit at least one week in advance of the booking.;
 - 4.4.8.2. Must return the Commons in the same physical state it was found. Additional charges will result if the cleanup checklist of the GSA Commons Rental Agreement is not completed and initialed by a GSA ~~Commons Coordinator~~ Staff or Executive.;
 - 4.4.8.3. May be levied additional charges for special requests.;
- 4.4.9. ~~Groups Bookings~~ serving alcohol are responsible for:
 - 4.4.9.1. Obtaining a liquor permit.;
 - 4.4.9.2. Ensuring that all University and provincial liquor regulations are followed; ~~and;~~

4.4.9.3. Providing any necessary staff.

4.4.10. The Association owns two BBQs that ~~may~~can be:

4.4.10.1. Used on the premises by Association ratified Academic Councils and Social Groups at a flat rate, and propane will be billed; ~~and,~~

4.4.10.2. Used on the premises by non-ratified groups or individuals at an hourly rate, and propane will be billed.

4.4.10.3. BBQs are to be left as they were found.

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

4.5. Art

4.5.1. The Association ~~will~~may display artwork by Members in the Commons.

4.5.2. Diversity ~~and variety in make, medium and subject matter are~~is the ~~priorities~~priority when selecting artwork for the GSA Commons.

4.5.3. Art selection and installation will be coordinated by the Office Manager and the Executive.

5. Student Advocacy Policy

5.1. Members will be able to approach any Association staff or Executive member with a sensitive question without fear of judgment, harassment or discrimination.

5.2. With the exception of imminent danger to the individual or individuals in their ~~surroundings~~surroundings or abuse, student inquiries will remain confidential at the request of the student ~~in accordance with the Confidentiality Policy.~~

5.3. The Association will not assume the role of a counselling service, social services or disciplinarian, but will work with students to overcome academic and non-academic issues that they are facing.

5.4. The Executive and Staff will have knowledge of the resources available to graduate students ~~and to of the Association's in its role as a student advocate~~ and will refer students when necessary.

6. Association Student Handbook Policy

6.1. The Association shall publish a handbook for graduate students containing:

6.1.1. Information about the Association and how to get involved.

6.1.2. A day planner.

6.1.3. A directory of resources and services available to students through the Association and externally.

6.2. The Handbook will be compiled by the Office Manager, under the guidance of the Vice-President External Affairs and President.

- 6.3. The Handbook shall be made available and distributed at the annual September orientation ~~events~~, and throughout the fiscal year as availabilities last.

7. Bursary Policy

- 7.1. The GSA Needs-Based Bursary fund will provide assistance to those graduate students who are ineligible for other awards and who demonstrate:

7.1.1. Difficulties in acquiring funding.

7.1.2. Community involvement, ~~and,~~

7.1.3. Good academic standing.

- 7.2. Bursary documents, including applications, will be kept confidential and shall be destroyed beyond retrieval by the end of the fiscal year.

- 7.3. Allocation of bursaries ~~y funds~~ shall be determined by the Bursary Selection Committee.

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

7.3.2. Applicants must be registered as a graduate student at the University in the term of award.

7.3.3. Applicants must not have been awarded a GSA Need-Based GSA bB bursary in any of the previous three (3) terms.

7.3.4. Current and previous Executive members are not eligible ~~to apply.~~

7.3.5. Current and previous members of the Bursary Selection Committee are not eligible to apply.

- 7.4. Bursary Fund Amount and Distribution:

7.4.1. The allocated budget for the GSA Needs-Based Bursary shall be no less than \$5000 for each term.

7.4.2. The bursary fund will be distributed evenly between recipients; the amount will be determined by the Vice-President Finance and Operations in consultation with the Executive.

~~7.4.3. The Bursary Selection Committee may choose to re-distribute the allocation of the fund in special circumstances.~~

- 7.5. ~~Applications~~ Applicants will be required to submit ~~will require the submission of:~~

7.5.1. A one page cover letter written by the applicant, outlining their situation and why they are deserving of the bursary.

7.5.2. A completed bursary application form, ~~(which shall be made~~ available on the Association's website). ~~).~~

7.5.3. One letter of recommendation from their supervisor or a faculty member in their department.

- 7.6. Applications will be accepted only as a hard copy, and under the discretion of the Vice-President Finance and Operations, for extenuating circumstances may be accepted in electronic form-~~;~~
- 7.7. Application deadlines are as follows:
- 7.7.1. Fall term: Mid-October-~~;~~
 - 7.7.2. Winter term: Mid-February-~~;~~
 - 7.7.3. Spring/Summer term: Mid-June-~~;~~
- 7.8. A Bursary Selection Committee ~~will~~shall be convened each fiscal year-~~;~~
- 7.9. The Bursary Selection Committee shall select recipients using an established rubric ~~that~~ ~~is~~-based on the following criteria:
- 7.9.1. Students who are ineligible for major scholarships~~;~~
 - 7.9.2. Students who have exhausted the funding for their program-~~;~~
 - 7.9.3. Students in need of child care services-~~;~~
 - 7.9.4. Students who have demonstrated financial need-~~;~~
 - 7.9.5. Students with good community involvement-~~;~~
 - 7.9.6. Students with strong academic performance-~~;~~
- 7.10. Awarding Bursaries
- 7.10.1. Bursary recipients will be notified within two (2) weeks of the deadline-~~;~~
 - ~~7.10.1.~~7.10.2. Those applicants who were not successful in receiving a bursary will be notified within two (2) weeks of the deadline, and will be encouraged to apply again.
 - ~~7.10.2.~~7.10.3. The Association shall announce ~~that~~ bursaries have been awarded, but will not release the names of the successful recipients.

8. Affiliations Policy

8.1. Canadian Federation of Students

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

one (21) Executives, or their delegates designate, are individual is to be sent to any one of these meetings. ~~;~~

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

8.2. ThinkGRAD

8.2.1. The Association shall budget for annual membership fees to ThinkGRAD, unless Council decides by two-thirds (2/3, 67 %) majority vote to remove affiliation, upon recommendation from the Executive. ~~;~~

8.2.2. The Association shall attempt to budget for and send at least one Executive member ~~;~~ usually the Vice-President External Affairs, or designate, to the ~~August and April~~ ThinkGRAD meetings. This shall happen through a discussion and Executive vote in an Executive meeting. Council approval is required if more than ~~two one (12) Executives, or their delegates designate, are individual is~~ to be sent to any one of these meetings ~~;~~ . If there are budgetary constraints, the Executive shall attend the meeting via teleconference. ;

8.2.3. The Vice-President External Affairs, and President, shall be the liaison between members of ThinkGRAD and the Association.

9. Academic Council Funding Policy

9.1. The purpose of Academic Council funding shall be to support graduate student projects and activities in the Academic Unit. ~~;~~

9.2. Academic Councils must have a bank account to receive funding. ~~;~~

9.3. Academic Council funding monies unclaimed or not deposited, after 6 months from the date of issue, will be considered forfeited pursuant to the club and ~~and/or~~ Council ratification agreement. Stale dated cheques will not be replaced. ~~;~~

9.4. Academic Council funding will be distributed proportionally based on:

9.4.1. The number of full time students. ~~;~~

9.4.2. The attendance rate of the Academic Council ~~Representatives~~ representatives to Regular Council meetings. ~~;~~

9.4.3. Academic Councils may receive ~~up to~~ \$3.00 per full time student according to the following formula: $c = [x (3.00)] [a / b]$, ~~Where~~ where c is the funding received by the Academic Council, x is the number of full time students, a is the number of meetings attended by Academic Councilors and b is the number of Regular Council meetings for the academic year, up to a maximum of \$500.

9.5. Academic Councils shall be considered ~~Ratified~~ ratified Social Groups for the purposes of applying for additional funding, following the Social Group Funding Policy.

10. Social Group Funding **Policy**

~~10.1.~~ Ratified Social Groups ~~and Academic Councils may can~~ apply for Social Group Funding ~~for a future event their Social Group will be organizing.~~

~~10.2.~~ ~~To qualify for funding, a r~~Ratified Social Groups ~~or Academic Council may not use the funds for the private use of a few individuals, but~~ shall only use the funds for use towards serving the membership of the Social Group ~~or Academic Council~~ and the graduate student community in general.

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

10.3.1. Applicants will be invited to present to the Executives at one of the Executive meetings.

~~10.2.1.~~10.3.2. Applicants will be informed of the decision no later than seven (7) days of the meeting they presented at.

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

10.4.1. In order to receive approved funding, Social Groups are responsible for submitting expense receipts to the Office Manager within fourteen (14) days of their event.

~~10.2.2.~~10.4.2. Social Groups will only be reimbursed up to the total of the expense receipts received, and up to the maximum of approved funding. A cheque will be remitted no later than seven (7) days of receiving the expense receipts.

~~10.3.~~10.5. Social ~~Groups can~~ Groups can receive up to a maximum of \$500 in funding per fiscal year.

~~10.4.~~10.6. Social Group applications for funding shall be evaluated by the Executive with respect to the following criteria:

~~10.4.1.~~10.6.1. The availability of funds.

~~10.4.2.~~10.6.2. If the intent of the funding request fits within the mandate of the Social Group ~~or Academic Council.~~

~~10.4.3.~~10.6.3. Whether the funds will contribute to the success of the Social Group's ~~or Academic Council's~~ event.

~~10.4.4.~~10.6.4. Whether ~~the Social Group, the Academic Council, the Association,~~ and the general graduate student body will benefit from the event; ~~and,~~

~~10.4.5.~~10.6.5. The extent of effort made to secure external funding.

~~10.5.~~10.7. The Association will not disburse funds to Social Groups ~~or Academic Councils~~ for:

~~10.5.1.~~10.7.1. Direct donation to charity.

- ~~10.5.2.10.7.2.~~ The cost of alcohol served at any event~~-.:~~
- ~~10.5.3.10.7.3.~~ The day-to-day administrative costs~~-.:~~
- ~~10.5.4.10.7.4.~~ Year-end banquets~~-.:~~
- ~~10.5.5.10.7.5.~~ Graduation banquets~~-, and,.~~
- ~~10.5.6.10.7.6.~~ Travel or Travel associated expenses.
- ~~10.6.10.8.~~ Events sponsored by the Association must include the Association logo. Events sponsored by the Association must include the Association logo.
- ~~10.6.1.~~ Travel or travel expenses.
- ~~Events sponsored by the Association must include the Association logo.~~

11. Corporate VISA Policy

11.1. GSA Credit card

11.1.1. The Association credit card is to be used for approved GSA purchases only.

~~**11.1.2.** Both the Office Manager and the Vice President Finance and Operations, or if unavailable another member of the Executive team, are required to be together for an approved GSA purchase that is outside the University premises.~~

11.2. Usage

11.2.1. The ~~GSA~~ Office ~~manager~~ Manager and the Vice-President Finance and Operations are the only individuals who can use and have the number and pin number of the GSA credit card~~-.:~~.

11.2.2. The Office Manager shall be the primary user of the credit card for approved GSA purchases, under the approval and supervision of the Vice-President Finance and Operations~~-.:~~

11.2.3. In the event the Office Manager is absent, absence defined by the Office Manager being unavailable for an extended period of time (i.e., 72 hours), or after business hours, the Vice-President Finance and Operations will be able to use the credit card for approved GSA purchases.

~~**11.2.3.11.2.4.** The Office Manager and Vice-President Finance and Operations, and if one of the mentioned is unavailable another member of the Executive, are required to be together for an approved GSA purchase that is outside the GSA Commons premises.~~

11.3. Payment

11.3.1. Receipts of purchases made using the GSA Credit Card must be given to the Office Manager and/or Vice-President Finance and Operations for every transaction completed on the credit card~~-.:~~

- 11.3.2.** The Office Manager and/or Vice-President Finance and Operations must keep track of visa transactions, splitting-allocating the payment into the appropriate budget lines.

12. Procedures for Major Meetings

12.1. Council Meetings

- 12.1.1.** Two (2) to four (4) weeks in advance of meeting:

~~**12.1.1.1.** Chair emails Council members and Executive to request items to add to the agenda agenda items, and to announce meeting date, time and place.~~

~~**12.1.1.1.**~~**12.1.1.2.** Deadline for items and supporting information is generally eight ~~seven~~ (87) days in advance of the meeting date.

~~**12.1.1.3.** Chair advises the Office Manager to book the GSA Commons, or if a special room booking is required.~~

~~**12.1.1.2.** Chair advises the Office Manager if a special room booking is required.~~

~~**12.1.1.3.**~~**12.1.1.4.** Agenda items are due to the Chair in Microsoft Word format. Items for information or decision shall be clearly described with appropriate background, and motions shall be written along with a rationale.

~~**12.1.1.4.** Chair begins to construct the list of items to appear on the agenda (first pages of the agenda packages).~~

- 12.1.2.** At least seven ~~four~~ (47) days, in advance of meeting:

12.1.2.1. Chair constructs the agenda and compiles the supporting information into one document ~~and updates the agenda to include page numbers, etc.~~

12.1.2.2. Chair creates an “open” version of the agenda package which is to include only non-confidential agenda items and supporting information. This PDF is to be sent to the Office Manager for posting to the Associations’ website.

12.1.2.3. Chair emails the completed agenda package, in PDF format, to all Council members, and reminds ~~members~~ Councilors of the meeting details.

12.1.2.4. Chair advises the Office Manager if catering is required.

- 12.1.3.** At the meeting:

12.1.3.1. A Secretary shall record the minutes of the meeting and shall include the attendance.

12.1.4. Within five (5) ~~business~~ days following the meeting:

12.1.4.1. Secretary sends a Microsoft Word copy of the minutes to the Chair for approval. Upon approval, the Chair sends an “open” version PDF of the minutes (with confidential sections removed) to the Office Manager for posting on the Association’s website.

~~12.1.4.1.~~**12.1.4.2.** Draft minutes shall be posted within seven (7) days of the meeting, ~~as outlined in the Bylaws.~~

~~12.1.4.2.~~**12.1.4.3.** The Chair retains a Word file copy of the minutes for approval at the next meeting.

12.2. General Meetings

12.2.1. At least thirty (30) days in advance of meeting:

12.2.1.1. Chair arranges, with assistance from the Office Manager~~normally through PAWS notices~~, an email to all graduate students to announce the meeting date, time, and place, and ~~also~~ to request items for the agenda.

12.2.1.2. Deadline for items and supporting information is at least eight-ten (~~8~~10) days in advance of the meeting date.

~~12.2.1.2.~~**12.2.1.3.** Agenda items are due to the Chair, in Microsoft Word format. Items for information or decision shall be clearly described with appropriate background, and motions shall be written along with a rationale.

~~12.2.1.3.~~**12.2.1.4.** Chair advises the Office Manager to book the GSA Commons, or if a special room booking is required.

~~12.2.1.4.~~**12.2.1.5.** Chair advises the Office Manager to post the meeting information on the Association’s ~~ns’s~~ social media outlets and Association’s website.

12.2.2. At least ~~seven-five~~ (~~5~~7) days, in advance of meeting:

12.2.2.1. Chair constructs the agenda and compiles the supporting information into a meeting package.

12.2.2.2. Chair creates a PDF of the agenda package with supporting materials. This PDF(~~s~~) is to be sent to the Office Manager to post to the Association’s website.

12.2.2.3. Chair emails the completed agenda package, in PDF format, to all Regular Members, with the assistance of the Office Manager ~~via PAWS and through email correspondence~~ (may be included as a link to the website) and reminds Regular Members of the meeting details.

12.2.2.4. Chair advises the Office Manager if catering is required.

12.2.3. At the meeting:

12.2.3.1. A Secretary shall record the minutes of the meeting and shall include the attendance.

12.2.4. Within five (5) ~~business~~ days following the meeting:

12.2.4.1. Secretary sends a Microsoft Word copy of the minutes to the Chair for approval. Upon approval, the Chair sends an “open” version PDF of the minutes (with confidential sections removed) to the Office Manager for posting on the Association’s website.

~~12.2.4.1.~~**12.2.4.2.** Draft minutes shall be posted within seven (7) days of the meeting.

~~12.2.4.2.~~**12.2.4.3.** The Chair retains a Word file copy of the minutes for approval at the next meeting.

13. Annual Awards Policy

13.1. Purpose

13.1.1. The Awards Gala shall be held towards the end of the Fiscal Year and is intended to celebrate graduate students, as well as ~~honour~~honor faculty that have generously supported graduate students in research, scholarly and artistic pursuits.

13.2. Nomination Process

13.2.1. Those awarded at a previous GSA Awards Gala are ineligible to be nominated. A list of previous Award winners shall be maintained on the Association’s website.

13.2.2. Candidates cannot nominate themselves for an award.

13.2.3. Award documents, including applications, shall be kept confidential, and shall be destroyed beyond retrieval before by the end of the academic term~~fiscal year~~.

13.2.4. The nomination period shall be open for a minimum of ~~thirty~~forty (40~~30~~) days, and shall end no later than the first week of March.

13.2.5. Applications shall be accepted ~~only as dictated in hard copy, and under the discretion of the by the~~ Vice-President External Affairs, for extenuating circumstances may be accepted in electronic form.

~~13.2.5.~~**13.2.6.** Applications and shall must include;

~~13.2.5.1.~~**13.2.6.1.** A cover page with the name of the award and contact information (email addresses) for nominee(~~s~~), nominator(s) and all referees.

~~13.2.5.2.~~**13.2.6.2.** A nomination letter (maximum two (2) pages).

~~13.2.5.3.~~**13.2.6.3.** Two (2) reference letters (maximum two (2) pages each).

~~13.2.5.4.~~13.2.6.4. Optional: a maximum of three (3)-pages supporting documents, to provide further evidence of why the candidate is deserving of the award. Supporting documents cannot include further letters of reference. Examples include a CV, a teaching philosophy statement, etc.

13.3. Award Categories and Terms of Reference

13.3.1. Advising Excellence

13.3.1.1. This award shall ~~honour~~honor a graduate student advisor who has shown excellent supervisory and mentoring skills as well as exceptional support for their advisees' ideas, scholarly work, and financial needs. The honoured advisor shall embody the capacity to stimulate graduate students to think critically and creatively, while enhancing their graduate student learning experience.

13.3.1.2. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan or an alumni i a graduate student of the University of Saskatchewan.

13.3.1.3. Eligibility: ~~Any~~ current University of Saskatchewan faculty member that is ~~/was~~ advising a graduate student ~~that is/was enrolled~~ in a graduate program at the University of Saskatchewan, during the fiscal year of the Awards Gala to which they would be honoured at, ~~at the University of Saskatchewan~~.

13.3.2. Excellence in Community Service

13.3.2.1. This award shall honour a graduate student who has made significant impacts and positive contributions to the local community in Saskatchewan-Saskatoon and beyond. This shall be awarded to a student who has shown extensive initiative and significant achievements in serving the community in addition to excelling in his/her~~their~~ academic studies. This shall be awarded to a student who has contributed a minimum of seventy-five (75) hours of volunteer work during the fiscal year of the Awards Gala to which they would be honoured at.

13.3.2.2. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty or staff member at the University of Saskatchewan or ~~an~~ alumn~~a~~alumni of the University of Saskatchewan.

13.3.2.3. We ~~are encouraging~~encourage letters of reference for this category from community organizations in which the nominee has volunteered with.

13.3.2.4. Eligibility: Any graduate student enrolled, during the fiscal year of the Awards Gala, in a graduate program at the University of Saskatchewan.

13.3.3. Mark Kroeker Exceptional Student Leadership

13.3.3.1. This award honours a graduate student who has shown strong leadership and exceptional initiatives at the University of Saskatchewan, going above and beyond ~~his/her~~their call of duty, whilst carrying out the mission of the GSA. This student shall have shown outstanding involvement and collaboration with graduate students in ~~his/her~~their unit of study, as part of an Academic Council, ~~or~~or the GSA ~~council~~Council, ~~and the GSA executive~~.

13.3.3.2. This award does not involve community service in the local community and places greater emphasis on leadership within the University campus. Candidates should show readiness to take charge, an apt for creating new initiatives, and opportunities for their graduate student peers.

13.3.3.3. Nominations shall be accepted from any graduate student enrolled in a graduate program at the University of Saskatchewan, any current faculty or staff member at the University of Saskatchewan or ~~an~~ alumni of the University of Saskatchewan.

13.3.3.4. Eligibility: Any graduate student, enrolled during the fiscal year of the Awards Gala, in a graduate program at the University of Saskatchewan.

13.3.4. Professional Excellence

13.3.4.1. This award shall honour a non-thesis based graduate student who has made significant academic achievements in ~~his/her~~their field of study and who has made outstanding non-academic contributions to ~~his/her~~their department of studies. The awarded graduate student shall be a favourable member ~~that exemplifies~~exemplifying scholarly achievements and community involvement.

13.3.4.2. Nominations shall be accepted from any ~~graduate student enrolled in a graduate program at the University of Saskatchewan, any current University of Saskatchewan~~ faculty member ~~at the University of Saskatchewan or an alumna of the University of Saskatchewan~~.

- 13.3.4.3.** Eligibility: Any graduate student enrolled, during the fiscal year of the Awards Gala, in ~~a non-thesis~~ a course-based/project-based graduate program at the University of Saskatchewan.
- 13.3.5.** Research Excellence in Humanities, Arts, Social Science, Law or Education
- 13.3.5.1.** This award shall honour a graduate student who has made significant impacts in the field of humanities, arts, social sciences, law or education and who has produced outstanding research results throughout their course of study. The awarded graduate student shall be a favourable member in the research community, shall exemplify scholarly achievements and shall have contributed to positive collaborations amongst researchers and the community.
- 13.3.5.2.** Nominations shall be accepted from any ~~graduate student enrolled in a graduate program at the University of Saskatchewan, any current University of Saskatchewan~~ University of Saskatchewan faculty member ~~at the University of Saskatchewan or an alumna of the University of Saskatchewan.~~
- 13.3.5.3.** Eligibility: Any graduate student enrolled, during the fiscal year of the Awards Gala, in a ~~thesis-thesis~~ thesis-based graduate program at the University of Saskatchewan.
- 13.3.6.** Research Excellence in Indigenous Studies
- 13.3.6.1.** This award shall honour an Indigenous graduate student who has made significant impacts in Indigenous study and research while positively contributing to the Indigenous community. The awarded graduate student shall be held in high regard by the Indigenous and research community, shall exemplify scholarly achievements, and shall have participated in positive collaboration between researchers and the Indigenous community.
- 13.3.6.2.** Nominations shall be accepted from ~~any graduate student enrolled in a graduate program at the University of Saskatchewan, any current University of Saskatchewan~~ University of Saskatchewan faculty member ~~at the University of Saskatchewan or an alumna of the University of Saskatchewan.~~
- 13.3.6.3.** Eligibility: An Indigenous graduate student ~~that was~~ enrolled, during the fiscal year of the Awards Gala, in a ~~thesis-~~ thesis-based graduate program at the University of Saskatchewan.
- 13.3.7.** Research Excellence in Interdisciplinary Studies
- 13.3.7.1.** This award shall honour a graduate student who has made significant impacts in two or more separate, but related, fields of study and who has produced outstanding research results throughout their course of

study. The awarded graduate student shall be a favourable member in the research community, shall exemplify scholarly achievements and shall have contributed to positive collaborations amongst researchers and the community.

13.3.7.2. Nominations shall be accepted from ~~any graduate student enrolled in a graduate program at the University of Saskatchewan~~, any current University of Saskatchewan faculty member ~~at the University of Saskatchewan or an alumna of the University of Saskatchewan~~.

13.3.7.3. Eligibility: Any graduate student enrolled, during the fiscal year of the Awards Gala, in a ~~thesis-thesis~~-based graduate program at the University of Saskatchewan.

13.3.7.4. Please note ~~that~~ the graduate student does not have to be enrolled in Interdisciplinary Studies to be considered for this award.

13.3.8. Research Excellence in Science, Technology, Engineering and Math (STEM)

13.3.8.1. This award shall honour a graduate student who has made significant impacts in the field of science, technology, engineering or math and who has produced outstanding research results throughout their course of study. The awarded graduate student shall be a favourable member in the research community, shall exemplify scholarly achievements and shall have contributed to positive collaborations amongst researchers and the community.

13.3.8.2. Nominations shall be accepted from ~~any graduate student enrolled in a graduate program at the University of Saskatchewan~~, any current University of Saskatchewan faculty member ~~at the University of Saskatchewan or an alumna of the University of Saskatchewan~~.

13.3.8.3. Eligibility: Any graduate student enrolled, during the fiscal year of the Awards Gala, in a ~~thesis-thesis~~-based graduate program at the University of Saskatchewan.

13.4. Awards Selection Committee

13.4.1. An Awards Selection Committee shall be convened each fiscal year.

13.4.2. The Awards Selection Committee shall select recipients using an established rubric based on the following criteria:

13.4.2.1. Eligibility.

13.4.2.2. Academic Performance.

13.4.2.3. Commitment to the award criteria.

13.4.2.4. Excellence in field of study.

13.4.2.5. Evidence of professional development.

13.4.2.6. Evidence of Reciprocity.

13.4.2.7. Evidence outlined in nomination and reference letters.

13.4.3. Award recipients, along with their nominators, shall be notified within ~~three~~ two (32) weeks ~~of~~ after the nomination deadline.

13.4.4. Those who were not a recipient of an award shall be notified as well, along with their nominators, within ~~three-two~~ (32) weeks ~~of~~ after the enomination deadline.

13.4.5. The Vice-President External Affairs shall extend an invitation for each Award Winner, and a guest, to the Awards Gala.

14. Sustainability Policy

14.1. This policy is a set of rules and guidelines to ensure the Association is sustainable and can lead its community by example.

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

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

14.3.1. Promoting environmental, social, economic and well-being sustainability issues related to graduate students.

14.3.2. Assuming responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA.

14.3.3. Collaborating and building partnerships with other units to address sustainability.

14.3.4. Advising Council on matters related to sustainability.

14.4. External Commitments:

14.4.1. The Association will advocate for sustainable practices through its University external representation.

14.4.2. The Association will actively collaborate with other student groups and associations to promote sustainability best practices.

14.4.3. Sustainability practices of external entities (companies, associations, firms) should be taken into consideration by the Association before engaging with them.

14.5. Internal Commitments:

14.5.1. The GSA Commons must have at all times at least one (1) bin for single stream recycling, one (1) bin for returnable bottles, and one (1) bin for garbage.

14.5.2. The Association will buy recycled printing paper and will endeavor to source all other office consumable, where feasible.

14.5.3. Event, food etc. should be reasonably supplied from local, fair-trade, and environmentally responsible sources.

14.5.4. The Association will adhere to the EH&S (Environment Health and Safety) guidelines for sustainable events:

14.5.4.1. Ensure food is locally sourced when possible.

14.5.4.2. Proper waste triaging for paper, plastic and metal, and compost.

14.5.4.3. Minimize plastic use in favor of more recyclable or compostable materials.

14.5.5. The Association will not use any Styrofoam products for any Association events or initiatives, as Styrofoam cannot be recycled in Saskatoon.

~~13.5.14.6.~~ This policy shall be reviewed by the Sustainability Committee every fiscal year. It should be updated to ensure the adoption of best practices and inclusion of new sustainability related initiatives at the University.

14.15. Committees of Council

14.1.15.1. Standing Committees of Council

14.1.1.15.1.1. Budget and Finance Committee

14.1.1.1.15.1.1.1. Vice-President Finance and Operations, as chair.

14.1.1.2.15.1.1.2. President.

14.1.1.3.15.1.1.3. At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.

14.1.1.4.15.1.1.4. At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

14.1.2.15.1.2. Bursary Selection Committee

14.1.2.1.15.1.2.1. Vice-President Finance and Operations, as chair.

14.1.2.2.15.1.2.2. Vice-President Academics and Student Affairs.

14.1.2.3.15.1.2.3. At least ~~two~~ three (32) Councilors or Alternate Councilors (who must not be from the same department), who are not a member of the Executive, appointed by Council.

14.1.3.15.1.3. Elections and Referenda Committee

14.1.3.1.15.1.3.1. Council Chair, who shall act as the Chief Electoral Officer and as chair.

14.1.3.2.15.1.3.2. ~~Three~~ At least two (23) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.

14.1.3.3.15.1.3.3. ~~At least Three~~ two (23) Regular Members, who are not members of Council or the Executive, appointed by Council.

14.1.4.15.1.4. Governance Committee

14.1.4.1.15.1.4.1. Two members of the Executive.

14.1.4.2.15.1.4.2. Council Chair, as *ex-officio*.

14.1.4.3.15.1.4.3. At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.

14.1.4.4.15.1.4.4. At least one (1) Regular Member, who is not a member of ~~the Executive or~~ Council or the Executive, appointed by Council.

14.1.5.15.1.5. Code of Ethics and Discipline Committee

14.1.5.1.15.1.5.1. Council Chair, as chair.

14.1.5.2.15.1.5.2. At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.

14.1.5.3.15.1.5.3. At least ~~two~~ one (21) Regular Members, who ~~are-is~~ not a members of Council or the Executive ~~or Council~~, appointed by Council.

14.1.6. Health and Dental Committee

~~14.1.6.1. Vice President External Affairs, as chair.~~

~~14.1.6.2. Vice President Finance and Operations.~~

~~14.1.6.3. Two (2) Councilors, who are not a member of the Executive, appointed by Council.~~

~~14.1.7.15.1.6.~~ Awards Selection Committee

~~14.1.7.1.15.1.6.1.~~ Vice-President External Affairs, as chair.

~~14.1.7.2.15.1.6.2.~~ President.

~~14.1.7.3.15.1.6.3.~~ At least two (2) Councilors or Alternate Councilors, who ~~is~~ are not a member of the Executive, appointed by Council.

~~14.1.7.4.15.1.6.4.~~ At least ~~two-one~~ (12) Regular Members, who ~~are-is~~ not a members of Council or the Executive, appointed by Council.

~~14.1.8.15.1.7.~~ Sustainability Committee

~~15.1.7.1. Vice-President External Affairs.~~

~~14.1.8.1.15.1.7.2.~~ ~~Indigenous Liaison~~ Vice-President Indigenous Engagement.

~~14.1.8.2.1.1.1.1.~~ ~~Vice President External Affairs.~~

~~14.1.8.3.15.1.7.3.~~ At least two (2) Councilors or Alternate Councilors, who are not members of the Executive, appointed by Council.

~~14.1.8.4.15.1.7.4.~~ At least one (1) Regular Member, who is not a member of Council or the Executive ~~or Council~~, appointed by Council.

~~14.1.9.15.1.8.~~ Diversity Committee

~~14.1.9.1.15.1.8.1.~~ Vice-President External Affairs.

~~14.1.9.2.15.1.8.2.~~ ~~Indigenous Liaison~~ Vice-President Indigenous Engagement.

~~14.1.9.3.15.1.8.3.~~ At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive and who belongs to the groups outlined in the Terms of Reference, appointed by Council, ~~who belongs to the groups outlined in the Terms of Reference.~~

~~14.1.9.4.15.1.8.4.~~ At least two (2) Regular Members, who are not a member of Council or the Executive and who belong to the groups outlined in the Terms of Reference ~~or Council~~, appointed by Council, ~~who belong to the groups outlined in the Terms of Reference.~~

~~14.1.10. Event Organizing Committee~~

~~14.1.10.1. Vice President Academics and Student Affairs, who shall act as chair and oversee the work of the committee.~~

~~14.1.10.2. Three (3) graduate students, either Councilors, Alternate Councilors or Regular Members.~~

Terms of Reference: Budget and Finance Committee

Membership:

- Vice-President Finance and Operations, as chair.
- President.
- At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.
- At least one (1) Regular member, who is not a member of Council or the Executive, appointed by Council.

Purpose~~and Rationale~~:

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

Terms of Reference: Bursary Selection Committee

Membership:

- Vice-President Finance and Operations, as chair.
- Vice-President Academic and Student Affairs.
- At least three (3) Councilors or Alternate Councilors (who must not be from the same department), who are not a member of the Executive, appointed by Council.
- ~~Three (3) Councilors or Alternate Councilors (who must not be from the same department), who are not a member of the Executive, appointed by Council.~~

Purpose ~~and Rationale~~:

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

Terms of Reference: Elections and Referenda Committee

Membership:

- Council Chair, who shall act as the Chief Electoral Officer (CEO), and chair.
- At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.
- At least two (2) Regular Members, who are not members of Council or the Executive, appointed by Council.

General Purpose:

The Elections Committee is a committee of ~~the GSA Council, which is~~ responsible for overseeing and managing Elections and Referenda as required by the GSA. These terms of reference are of this committee are outlined intended to reflect and interpret in the relevant Bylaws section of the GSA pertaining to elections and referenda ~~and is subordinate to the Bylaws as they may be amended from time to time.~~

Membership

- ~~Council Chair, who shall act as the Chief Electoral Officer (CEO), and chair.~~
- ~~Three (3) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.~~
- ~~Three (3) Regular members, who are not members of Council or the Executive, appointed by Council.~~

Meetings

- ~~Quorum shall be defined as a simple majority of voting members.~~
- ~~Meetings shall be held at the call of the chair, normally during the winter term of each fiscal year for elections and as necessary for By elections and Referenda.~~

Roles and Responsibilities

- ~~Conduct elections and referenda in accordance with the Articles and Bylaws.~~
- ~~Conduct elections in accordance with the Election Schedule.~~
- ~~Conduct referenda in accordance with the Referendum Schedule.~~
- ~~Be knowledgeable about other procedures and policies necessary for a proper election.~~
- ~~Interpret and enforce applicable Bylaws.~~
- ~~Preside over the vote counting mechanism and election data.~~
- ~~Remain explicitly and implicitly impartial by not supporting any candidate or registered campaign committee during an election or referendum.~~

- ~~Develop policies as required; and,~~
- ~~Perform other tasks as delegated by Council.~~
- ~~Specific duties as outlined in the Bylaws.~~

~~Other~~

~~Before attending a meeting of the Elections Committee or taking part in any business thereof, every member of the Elections Committee who is a Member shall make a written declaration that, during his or her membership on the Elections Committee, he or she shall not:~~

- a. ~~Seek a position or be a representative in an Election or By election;~~
- b. ~~Nominate any person for an Election or By Election; or~~
- c. ~~Participate in a campaign committee for a referendum.~~

Terms of Reference: Governance Committee

Membership:

- Two members of the Executive.
- Council Chair, as *ex-officio*.
- At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.
- At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council.

Purpose ~~and Rationale~~:

The Governance committee is required to ensure the ~~Graduate Student Association~~ (GSA) Association retains the correct documentation (Policies, Bylaws, and Constitution) to fulfill ~~the mandate of the GSA~~ its mandate. The primary activities of this committee include: (i) revising existing documents; (ii) creating required policies and/or bylaws absent in the existing documents; (iii) authoring recommendations and bringing forth motions ~~to Council~~ for policy Policy, Bylaw or Constitution amendments, accordingly. ~~documents; and (iv) authoring recommendations and bringing forth motions to General Meetings for bylaw documents and constitutional matters.~~

Terms of Reference: Code of Ethics and Discipline Committee

Membership:

- Council Chair, as chair.
- At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.
- At least two (21) Regular Members, who ~~are-is~~ not ~~a~~ members of Council or the Executive ~~or Council~~, appointed by Council.

Meetings:

- ~~Quorum shall be defined as a simple majority of voting members.~~
- Meetings shall be held at the call of the chair as required throughout the year.
-

~~Roles and Responsibilities~~ Purpose:

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

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

~~Terms of Reference: Health and Dental Committee~~

~~Purpose:~~

~~The Health and Dental Committee (herein referred to as H&D committee) exists to serve the insurance needs of graduate students by ensuring that there is appropriate coverage, as determined by the Committee, while containing costs to students at an appropriate level. The Board of Directors ensures that the fee charged to students covers both the insurance premiums as well as an administrative component that covers reasonable expenses and risk associated with administering the plan. This ultimately will require Council input and approval.~~

~~Membership:~~

- ~~• Vice President External Affairs, as chair.~~
- ~~• Vice President Finance and Operations.~~
- ~~• Two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.~~

~~Meetings:~~

- ~~• The Committee shall normally meet 3 times per year; additional meetings may be scheduled as necessary during financial review or budgeting periods.~~
- ~~• Committee members will be expected to attend all meetings.~~
- ~~• The H&D committee shall report directly to Council to ensure that all requested coverage is aligned with the fees charged and financial health of the GSA.~~
- ~~• The committee shall consider yearly reports of H&D plan activity, monitor its effectiveness, and recommend any yearly benefit changes to Council.~~

Terms of Reference: Awards Selection Committee

~~Purpose:~~

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

Membership:

- Vice-President External Affairs, as chair.
- President.
- ~~at~~ At least (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.
- ~~at~~ At least (21) Regular Members, who ~~are-is~~ not a members of Council or the Executive, appointed by Council.

Purpose:

The Awards Selection Committee is responsible for the selection of the Graduate Students' Association Annual Award Winners, under the guidance of the Vice-President External Affairs. Individuals selected for these awards will be honored at the Annual Awards Gala held at the end of each fiscal year. The committee is responsible for, in alignment with the Annual Awards

Policy:

~~Roles and Responsibilities:~~

- ~~Determine~~ Determining the criteria and guideline to award selection.
- Assessing each nomination package according to the ~~selected~~ selection criteria.
- By consensus, ~~determine-determining~~ the recipient of each award.
- ~~Serve~~ Serving as volunteers at the Awards Gala.

Terms of Reference: Sustainability Committee

~~Vision~~

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

~~Scope & Definition~~

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

~~Commitments~~

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

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

~~External Commitments~~

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

~~Internal Commitments~~

- ~~1. The GSA commons must have at all times at least one (1) bin for single stream recycling, one (1) bin for returnable bottles, and one (1) bin for garbage.~~
- ~~2. The GSA will buy recycled printing paper and will endeavor to source all other office consumables.~~
- ~~3. Event, food etc. supplies should be reasonably supplied from local, fair-trade, and environmentally responsible sources.~~

4. ~~The GSA will adhere to the EH&S (Environment Health and Safety) guidelines for sustainable events:~~
 - ~~Ensure food is locally sourced when possible (Hive, City Farm, etc...).~~
 - ~~Proper waste triaging for paper, plastic and metal, and compost.~~
 - ~~Minimize plastic use in favor of more recyclable or compostable materials (Water jugs, Concordia dish project, compostable plates, minimal packaging, etc...)~~
5. ~~The GSA will not use any Styrofoam products for GSA events or initiatives, as Styrofoam cannot be recycled in Saskatoon.~~

Sustainability Committee

Purpose:

- ~~Promote environmental, social, and economic and well-being sustainability issues related to graduate students.~~
- ~~Assume responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA.~~
- ~~Collaborate and build partnerships with other units to address sustainability~~
- ~~Advise Council on matters related to sustainability.~~
- ~~The committee will be responsible for hosting at least one initiative or event, whether it be the Sustainability Slam or otherwise, during the fiscal year.~~

Membership

- Vice-President External Affairs.
- ~~Indigenous Liaison.~~ Vice-President Indigenous Engagement
- ~~Vice-President External Affairs.~~
- At least two (2) Councilors or Alternate Councilors, who are not a member of the Executive, appointed by Council.
- At least one (1) Regular Members, who is not a member of Council or the Executive ~~or Council~~, appointed by Council.

Meetings:

- Meetings will shall be held once a month, or more frequently as needed.
- ~~The committee meets once a month, and quorum is 50% of its members (rounded up).~~

Purpose:

- Promote environmental, social, economic and well-being sustainability issues related to graduate students.

- Assume responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA.
- Collaborate and build partnerships with other units to address sustainability
- Advise Council on matters related to sustainability.
- Host at least one initiative or event, whether it be the Sustainability Slam or otherwise, during the fiscal year.

Roles and Responsibilities:

- ~~The committee provides Council with an action plan for the year in the month of November.~~
- ~~Every two months (2) the committee presents a status report to Council.~~
- ~~Vice President External Affairs will be responsible~~The responsibilities of the ~~for the above mentioned external commitments and internal commitments .shall be divided between the Vice President External Affairs and the Vice President Indigenous Engagement.~~
- ~~Indigenous Liaison will be responsible for the above mentioned internal commitments.~~

Policy Review

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

Terms of Reference: Diversity Committee

Purpose

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

Membership

- Vice-President External Affairs.
- ~~Indigenous Liaison~~ Vice-President Indigenous Engagement.
- At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive and who belongs to the groups outlined in the Terms of Reference, appointed by Council.
- At least two (2) Regular Members, who are not a member of Council or the Executive and who belong to the groups outlined in the Terms of Reference, appointed by Council.
- ~~At least one (1) Councilor or Alternate Councilor, who is not a member of the Executive, appointed by Council, and who belongs to the groups outlined in the Terms of Reference.~~
- ~~At least two (2) Regular Members, who are not a member of Council or the Executive, appointed by Council, and who belong to the groups outlined in the Terms of Reference.~~

Purpose:

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

This committee will act as a body to:

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

~~Terms of Reference: Event Organizing Committee~~

~~Purpose:~~

~~The Event Organizing Committee is a Committee of Council responsible for organizing the Graduate Student Research Conference and the Three Minute Thesis Competition (3MT), as well as other events as needed, and functions under the guidance and supervision of the Vice-President Academics and Student Affairs.~~

~~Membership:~~

- ~~• The Vice-President Academics and Student Affairs, who will act as chair and oversee the work of the committee.~~
- ~~• Three (3) graduate students, either Councilors or Alternate Councilors or Regular Members.~~

~~Responsibilities:~~

- ~~• To work collaboratively in the planning, organization, and execution of the Graduate Student Research Conference and the Three Minute Thesis Competition (3MT).~~
- ~~• To promote and encourage participation and attendance by GSA Members at these events.~~
- ~~• To assist in the organization of other events, under the direction of the Vice-President Academics and Student Affairs, as needed.~~