



Graduate Students' Association - University of Saskatchewan
Council Meeting Agenda
Tuesday April 7th, 2020 – Email Meeting.

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

#	Item	Page	Action
1.	Call to Order		
2.	Approval of Agenda	1-2	<i>Decision</i>
3.	Approval of the minutes from March 17, 2020	3-8	<i>Decision</i>
4.	Information to be received	9-34	<i>Decision</i>
	A. November 4, 2019, Diversity Committee minutes		
	B. November 8, 2019, Awards Selection Committee minutes		
	C. November 8, 2019, Health and Dental Committee minutes		
	D. December 10, 2019, Sustainability Committee minutes		
	E. January 28, 2020, Sustainability Committee minutes		
	F. January 30, 2020, Budget and Finance Committee minutes		
	G. February 18, 2020, Executive Meeting minutes		
	H. February 25, 2020, Diversity Committee minutes		
	I. March 3, 2020, Sustainability Committee minutes		
	J. March 5, 2020, Bursary Selection Committee minutes		
	K. March 7 & 8, 2020 Awards Selection Committee minutes		
	L. March 9, 2020, Elections and Referenda Committee minutes		
	M. March 12, 2020, Governance Committee minutes		
	N. March 25, 2020, Budget and Finance Committee minutes		

5. **Motion: Operational Budget 2020/2021- (for approval- details attached)** 35-51 *Decision*
 Motion to approve the GSA 2020-2021 fiscal year budget and
 Operation budget notes. (Zahan/Mendoza)
6. **Ratification of Iranian Students Council as a Social Club** 52-63 *Decision*
7. **Executive Reports** 64-68 *Information*
- A. Report of the President
 - B. Report of the VP Finance and Operations
 - C. Report of the VP Student Affairs
 - D. Report of the VP External
8. **Discussion:** Proposal for the University to waive the 2020 Spring/Summer
 Tuition fees for Graduate Students *Information*
9. **Other Business/Announcements** *Information*
10. **Adjournment** *Decision*

Next Meeting: To be determined.



University of Saskatchewan
 Graduate Students' Association
 GSA Council Meeting Minutes
 Tuesday, March 17th 2020. Email Meeting*

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

Attendance: *See appendix A*

***Email Meeting:** *The March 17th, 2020 Council meeting took place over email 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.*

1. Call to Order

The Chair of Council emailed all Councilors a link to the Agenda, as well as a link for voting on agenda items in order to participate over email. Councilors had 24 hours to participate and the call to order commenced as soon as Councilors received the link. Quorum for the meeting was reached. As the meeting was over email, there was no recording secretary for the meeting and the Chair noted all questions, comments and concerns.

2. Guest:

Peter Hedley

Due to the meeting set up, our guest was asked to reschedule his presentation to Council at a later date, which he obliged.

3. Approval of the Agenda

The Chair asked in the circulated link if there were any amendments to the agenda as circulated.

There were no amendments to the agenda.

Motion to approve the agenda (Aiyer/Brockamp)

Carried

4. Approval of the minutes from February 25th, 2020

Motion to approve February 25th minutes. (Aiyer/Brockamp)

Carried

5. Information to be received

- O. July 2, 2019, Bursary Selection Committee minutes
- P. February 4, 2020, Executive meeting minutes
- Q. February 27, 2020, Governance Committee minutes

Motion to receive agenda item 5A-C. (Aiyer/Brockamp)

Carried

6 Executive reports

- **Report of the President**

There were no questions for President Rengifo.

- **Report of the VP External**

There were no questions for VP Ezekwesili.

- **Report of the VP Finance and Operations**

There were no questions for VP Alam.

- **Report of the VP Student Affairs**

There were no questions for VP Fonseca.

8. Other Business/Announcements

A Councilor requested that students should be helped with the filing of their tax report through online means.

9. Adjournment

Motion to adjourn (Aiyer/Brockamp).

Carried

Appendix A

<i>Academic Council</i>	<i>Name of Councillors and (alternates)</i>	<i>Sep.24 2019</i>	<i>Oct.15 2019</i>	<i>Nov.5 2019</i>	<i>Dec.3 2019</i>	<i>Jan.28 2020</i>	<i>Feb.25 2020</i>	<i>Mar.17 2020</i>	<i>Apr.7 2020</i>	<i>Jun. 2020</i>	<i>Aug. 2020</i>
<i>Agricultural and Resources Economics (ARE) Graduate Student Association</i>	Ran San (Valentina Ofori)	N/A	P	P	P	P	P	P			
<i>Animal & Poultry Science Grad Students' Assoc.</i>	Muhammad Imran (Kiana Rieger)	P	A	P	A	A	A	A			
ARCHAIA	Adrienne Ratushniak (Michelle Gowan)	P	P	A	A	P	A	P			
<i>Biology Graduate Student Association</i>	Rebecca Smith (Ruth Greuel) (Carmen Marquez) (Andrea Wishart)	N/A	P	P	P	P	P	P			
<i>Chemistry Course Council</i>	Naheda Sahtout (Doug Fansher)	P	P	P	P	P	P	P			
<i>College of Medicine Graduate Students Society – Anatomy, Physiology & Pharmacology</i>	Kushagra Parolia (Andrew Roebuc)	N/A	N/A	N/A	A	A	R	P			
<i>College of Medicine Graduate Students Society – Biochemistry, Microbiology & Immunology</i>	Sampurna Ghosh (Megha Rohamar)	N/A	N/A	N/A	A	A	A	A			
<i>College of Medicine Graduate Students Society – Community Health & Epidemiology</i>	Harini Aiyer Rachel Zhao	N/A	N/A	N/A	A	P	A	P			
<i>College of Medicine Graduate Students Society – Health Sciences</i>	Michael Zaki (N/A)	N/A	N/A	N/A	A	A	A	A			
<i>Computer Science Graduate Council (CSGC)</i>	Rifat Zahan Muhammad Aminul Islam (Md. Nadim)	N/A	p	p	P	P	P	P			

<i>Academic Council</i>	<i>Name of Councillors and (alternates)</i>	<i>Sep.24 2019</i>	<i>Oct.15 2019</i>	<i>Nov.5 2019</i>	<i>Dec.3 2019</i>	<i>Jan.28 2020</i>	<i>Feb.25 2020</i>	<i>Mar.17 2020</i>	<i>Apr.7 2020</i>	<i>Jun. 2020</i>	<i>Aug. 2020</i>
<i>Engineering Graduate Community Council (EGCC) – Biological</i>	Tumpa Sarker (Peyman Alizadeh)	N/A	N/A	N/A	A	A	A	P			
<i>Engineering Graduate Community Council (EGCC) – Biomedical</i>	Subashree Srinivasan (N/A)	N/A	N/A	N/A	A	A	A	A			
<i>Engineering Graduate Community Council (EGCC) – Chemical</i>	Shahab Minaei (Khaled, Zoroufchi Benis)	N/A	N/A	N/A	P	P	A	P			
<i>Engineering Graduate Community Council (EGCC) – Civil, Geological & Environmental</i>	Ajay Shrinivas Muthukumar (Mohanad Zaghloul)	N/A	N/A	N/A	P	A	A	P			
<i>Engineering Graduate Community Council (EGCC) – Electrical & Computer</i>	Karim Shahbazi (Jose Alvim Berkenbrock)	N/A	N/A	N/A	P	P	A	P			
<i>Engineering Graduate Community Council (EGCC) – Mechanical</i>	Alireza Razmavar (Hadi Ramin)	N/A	N/A	N/A	P	P	P	A			
<i>English Course Council</i>	Lindsay Church (Michelle Kent)	P	P	P	R	R	A	P			
<i>Geography & Planning Grad Council</i>	Selena Schut (Renata Leonhardt)	P	A	P	P	P	P	P			
<i>Graduate Geological Society (GGS)</i>	James Schulte (Brayden McDonald)	P	P	P	R	P	A	A			
<i>Johnson-Shoyama Graduate School of Public Policy Students' Association</i>	Manreet Kaur Nehal (Syed Adnand Khalid)	N/A	N/A	P	R	P	R	P			
<i>Kinesiology Graduate Student Council</i>	Natasha Boyes (Natalie Houser)	P	P	P	P	P	P	P			

<i>Academic Council</i>	Name of Councillors and (alternates)	Sep.24 2019	Oct.15 2019	Nov.5 2019	Dec.3 2019	Jan.28 2020	Feb.25 2020	Mar.17 2020	Apr.7 2020	Jun. 2020	Aug. 2020
<i>MBARC</i>	Alexander Mueller (Megan MacDonald)	N/A	N/A	P	P	A	A	P			
<i>PEGASUS</i>	Kimberlee Dube (Ethan Runge)	P	P	P	P	P	P	P			
<i>Pharmacy & Nutrition Graduate Students' Council</i>	Janine Rover (Mujtaba Badr)	P	P	P	P	P	P	P			
<i>Physical Therapy Student Society (PTSS)</i>	Julia Koop (Brandey Blahut)	P	P	P	P	P	P	P			
<i>Plant Sciences GSA</i>	Asanka Godakanda (Berenice Romero)	P	P	P	P	P	P	P			
<i>Psychology Graduate Students' Association</i>	Farron Wielinga (Josh Katz) (Brandon Sparks)	P	P	R	P	A	A	A			
<i>SENSA</i>	Mostofa Kamal Purbasha Mistry (Layane Moura) (Anita Bhatt)	P	P	P	P	P	P	P			
<i>SPHSA</i>	Aisha Sajid Humaira Inam (Janessa Tom) (Chunbei Liu)	N/A	N/A	P	P	P	P	P			
<i>Sociology GSA</i>	Connor Morrison (Cerah Dube) (Alana Demkiw)	N/A	P	P	A	P	A	A			
<i>Soil Science Graduate Student Association</i>	Rachel Brockamp (Aimee Schryer)	P	P	P	P	P	P	P			

<i>Academic Council</i>	Name of Councillors and (alternates)	Sep.24 2019	Oct.15 2019	Nov.5 2019	Dec.3 2019	Jan.28 2020	Feb.25 2020	Mar.17 2020	Apr.7 2020	Jun. 2020	Aug. 2020
<i>Toxicology Graduate Students' Association</i>	Mikayla Oldach (Alana Weber)	P	P	R	P	P	P	P			
<i>Western College of Veterinary Medicine (WCVM) GSA</i>	Breanne Murray (Zeyad El Karsh)	P	P	P	P	P	P	P			
<i>Exec. President</i>	Mery Mendoza Rengifo	P	P	P	P	P	P	P			
<i>Exec. VP Finance and Operations</i>	Mohammad Wajih Alam	P	P	P	P	P	R	P			
<i>Exec. VP Student Affairs</i>	Alejandra Fonseca	P	P	P	P	P	P	P			
<i>Exec. VP External</i>	Chiamaka Ezekwesili	P	P	P	P	P	P	P			



**University of Saskatchewan - Graduate Students' Association
Diversity Committee Meeting Minutes
November 4, 2019**

Attendance: Chiamaka Ezekwesili, Zeyad El Karsh, Zaki Hasan, Sukanya Pati, Pearl Masa, Kathy Wang

Items for Action/Discussion:

- General introductions
- Installation of world maps with the GSA logo and the Diversity Committee's name, where any student can put a pin/dot on their country of origin, to be posted on each grad student lounge all over campus
 - Any student can add a short fun fact about their country of origin
 - The purpose of this activity is for the world map will foster a sense of inclusion among grad students
- Preparation of short articles to be posted at the different grad student lounges on campus
 - These articles or fact sheets will be about each diverse minority groups on campus
 - Each article will be one page and will be anything from helpful information for a particular minority group to fun facts about a specific country
 - The articles will be changed either bi-weekly or monthly
- The Diversity committee is preparing for an event to be held in March 2020
 - Event will be a themed potluck, each dish representing a different country
 - There are conversations about having a speaker on the event to present about diversity
 - Music will be provided by volunteers from the different ethnic groups on campus.

Adjournment of Meeting: The meeting was adjourned at 7:00 PM.



University of Saskatchewan - Graduate Students' Association
Awards Committee Meeting Minutes
November 8, 2019

Attendance: Chiamaka Ezekwesili, Nataliia Zakharchuk, Hadi Ramin, Kathy Wang, Mery Mendoza, Muhammad Aminul Islam, Rifat Zahan, Johnson Ngoba Josephine

Items for Action/Discussion:

- Introductions and document review.
- Gala event discussions
- Commitment during the awards review period

Adjournment of Meeting: The in-person meeting was adjourned at 3:15 PM



University of Saskatchewan - Graduate Students' Association
Health and Dental Committee Meeting Minutes
November 8, 2019

Attendance: Chiamaka Ezekwesili, Mohammad Wajih Alam, Zeyad El Karsh, James Schulte

Items for Action/Discussion:

- Introductions and document review.
- The health and dental documents were sent out to the committee for review and they gave recommendations about the health and dental plan benefits that would deem fit for Graduate students.

Adjournment of Meeting: The in-person meeting was adjourned at 4:00 PM, while the rest were email meetings.



University of Saskatchewan - Graduate Students' Association
Sustainability Committee Meeting Minutes
December 10, 2019

Attendance: Chiamaka Ezekwesili, Kimberlee Dube, Mostofa Kamal, Khaled Zoroufchi Benis, Irini Soubry, Jismol Jose, Hadi Ramin, Anupam Das

Items for Action/Discussion:

Discussed on measures to make the campus more sustainable.

- There was introductions and various expectations from committee activities
- How to tackle post-harvest food loss? For instance, measures to reduce food waste from campus culinary services like Marquis hall, Agri cafe etc.
- Reduce the usage of paper - GSA Calendar can be replaced with an app which will be provided with all relevant information.
- Garbage bin should be separated into organic and non-organic bin.
- Measures to reduce the carbon footprint of electricity.

Adjournment of Meeting: The meeting was adjourned at 4:43 PM.



**University of Saskatchewan - Graduate Students' Association
Sustainability Committee Meeting Minutes
January 28, 2020**

Attendance: Chiamaka Ezekwesili, Kimberlee Dube, Mostofa Kamal, Khaled Zoroufchi Benis, Irini Soubry, Jismol Jose, Hadi Ramin, Anupam Das

Items for Action/Discussion:

- Discussions to conduct a documentary night – documentaries or short films which depicts the reality of climate change and its consequences and importance of sustainability will be featured.
- We are also planning to get a guest speaker to talk about climate change realities.
- The event can also be combined with student poster or one-minute video competitions on sustainability.
- Snacks and drinks will be provided.

Event planning

- Program structure
- Program proposal
- Fix a date

Event organization

- Selection of documentary
- Student poster/video competitions
- Time and Venue
- Program supplies
- Food
- Prizes

Event promotion

- Posters
- Social media
- GSA newsletter

Adjournment of Meeting: The meeting was adjourned at 4:50 PM.



**University of Saskatchewan - Graduate Students' Association
Budget and Finance Committee Meeting
January 30, 2020 (4:30 p.m. – 5:00 p.m.)**

Present: Rifat Zahan (Councillor), Kinsuk Sarker (Regular Member), Mery Mendoza (GSA President), Mohammad Wajih Alam (GSA VP Finance and Operations, as the Chair)

Regrets: Nishit Gandhi (Regular Member),

Absent: Muhammad Aminul Islam (Councillor), Swapnil Srivastava (Regular Member)

The VP Finance and Operations called the meeting to order at 4:33 pm and thanked the committee members for being present at the meeting. The meeting started with a round of introductions.

VP Finance and Operations indicated that it was necessary to nominate a Recording Secretary for the Budget and Finance Committee. Wajih explained the role of the Recording Secretary and opened the floor for nominations. Ms. Rifat indicated her interest.

Motion: To approve Rifat Zahan as Recording Secretary of the Budget and Finance Committee.

Moved: GSA VP Finance and Operations

Seconded: GSA President

All in favour. Motion carried.

The Chair introduced the previous 2019-2020 budget and the budget line codes, and the need for having a budget every year. He also mentioned that the goal of this committee is to create a new GSA 2020-2021 budget, which is drafted by the GSA VP finance and operations. An introduction of a non-profit organization and encouragement to review the GSA government documents was made, followed by an invitation to ask questions. Kinsuk Sarker asked if any services will be removed for students. The chair explained about different services available to students which will be kept the same but there is a possibility of addition of services depending on which services we are offering.

The Health and Dental plan may be increasing services but this will be further discussed within the Healthcare committee. Rifat Zahan asked about the need of ISIC card for grad students? She also asked if there is any apparent benefit for students for having this card? The GSA president mentioned that because we are members of the Canadian Federation of Students (CFS), we are automatically eligible to get a free ISIC card, and the benefits are mainly getting discounts in any country in the world that provides discounts to students for shopping/entrances to museums/touristic places/etc. There were also general discussions on UPASS, Health and Dental Plan and GSA Fees. The chair mentioned that the meeting minutes should be sent to VP Finance and Operations within 2 weeks of the meeting. He also mentioned that the next meeting is tentatively scheduled on March 10, 2020 (Tuesday) at 4:30 PM and requested all committee members to mark it on their calendar.

VP Finance and Operations asked if there were any other business arising. Since there were none, motion to adjourn the meeting at 5:00 PM.

Moved: President

Seconded: Rifat Zahan

All in favour. Motion carried.



**University of Saskatchewan - Graduate Students' Association
Executive Meeting Minutes
February 18, 2020**

Present: Mery Mendoza (President), Mohammad Wajih Alam (VP Finance and Operations), Alejandra Fonseca (VP Student Affairs).

Regrets: Chiamaka Ezekwesili (VP External)

Absent: None

Guest: None

1. Call to Order / Opening Remarks

The President called the meeting to order at 5:02 pm. The president thanked the executives for continuing with the same enthusiasm that they started their term with.

2. Approval of the Agenda

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

The President added the following items for information:

CFS sponsorship for Annual Gala

Extension of Deadline for Annual Awards Gala nomination

Painting Art

Information on Annual Gala

The VP Finance and Operations added the following items for information:

Extension of Bursary Application Deadline

The VP Student Affairs added the following items for action/information:

Change of dates of 3MT competition

Motion: To approve the agenda as amended.

Moved: VP Student Affairs;

Seconded: VP Finance and Operations.

Vote: All in Favour, Motion carried.

3. Approval of the January 28, 2020 Executive Meeting Minutes

The President asked whether there were any further amendments to the January 28th Executive Meeting Minutes.

Motion: to approve the January 28th, 2020 Executive Minutes

Moved: VP Student Affairs

Seconded: VP Finance and Operations.

Vote: All in Favour, Motion carried.

4. Items for Action

4.1 GSA representative - Sustainability Student Coalition (SSC)

The University of Saskatchewan is moving forward with the new sustainability plan that will be presented during the Board of Governors meeting in December 2020. This plan will have projects that include student's voices in the process, ensuring that students' concerns, wishes, and visions for the future are taken into consideration. Following that, the Sustainability Student Coalition was created to work on the climate and sustainability transformation plan. The President, the VP Finance and Operations and a SENSE representative were present in the first meeting that was held on February 5th, 2020. It is important to have graduate student representation in this type of initiatives and since this is a sustainability initiative, the GSA Executive appointed a graduate student from SENSE as a co-chair of the coalition. The GSA has appointed a SENSE councillor, Mostafa Kamal, to co-chair this coalition.

Motion: to approve graduate student Mostafa Kamal to co-chair the above-mentioned coalition.

Moved: VP Finance and Operations

Seconded: VP Student Affairs

Vote: All in Favour, Motion carried.

4.2 Graduate representative - President's Advisory Circle

The GSA has nominated a graduate student to sit on the President's Advisory Circle. Since the sustainability student coalition is working closely to recommend the sustainability plan to the President's Advisory Circle, the GSA appoints the graduate co-chair of the SSC to sit on this committee. The co-chair of SSC, Mostafa Kamal, was contacted to represent graduate students on this committee to which he agreed to participate.

Motion: to approve the graduate student, Mostafa Kamal, to sit on the above-mentioned committee.

Moved: VP Finance and Operations

Seconded: VP Student Affairs

Vote: All in Favour, Motion carried.

4.3 Graduate representative – Search committee Executive Director, School of Environment and sustainability

The GSA has nominated a graduate student to sit on the *Search committee Executive Director, School of Environment and sustainability*. The graduate student, Mostafa Kamal, was contacted to represent graduate students on this committee to which he agreed to participate.

Motion: to approve graduate student Mostafa Kamal to sit on the above-mentioned committee.

Moved: VP Student Affairs

Seconded: VP Finance and Operations.

Vote: All in Favour, Motion carried.

4.4 Graduate representative – Review committee Dean, University Library

The GSA has nominated a graduate student to sit on the Review committee Dean, University Library. The graduate student, Kerry Marshall, was contacted to represent graduate students on this committee to which she agreed to participate.

Motion: to approve the graduate student, Kerry Marshall, to sit on the above-mentioned committee.

Moved: President

Seconded: VP Student Affairs

Vote: All in Favour, Motion carried.

4.5 Graduate representative – Review committee Dean, College of Kinesiology

The GSA has nominated a graduate student to sit on the Review committee Dean, College of Kinesiology. The graduate student Natalie Houser, was contacted to represent graduate students on this committee to which she agreed to participate.

Motion: to approve the graduate student, Natalie Houser, to sit on the above-mentioned committee.

Moved: VP Student Affairs

Seconded: President

Vote: All in Favour, Motion carried.

4.6 Graduate representative – Review committee Dean, College of Law

The GSA has nominated a graduate student to sit on the Review committee Dean, College of Law. The graduate student, Ekeolisa Chukwunonso, was contacted to represent graduate students on this committee to which she agreed to participate.

Motion: to approve the graduate student, Ekeolisa Chukwunonso, to sit on the above-mentioned committee.

Moved: VP Finance and Operations

Seconded: President

Vote: All in Favour, Motion carried.

4.7 Graduate representative – Search committee Dean, College of Nursing

The GSA has nominated a graduate student to sit on the Search committee Dean, College of Nursing. The graduate student Mary Ellen Walker was contacted to represent graduate students on this committee to which she agreed to participate.

Motion: to approve graduate student Natalie Houser to sit on the above mentioned committee.

Moved: President

Seconded: VP Finance and Operations

Vote: All in Favour, Motion carried.

4.8 Cheque Remittance

Whereas GSA bylaws 5.4.4 restricts expenditure amounts above \$500, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive. BIRT that the following expenditures be authorized:

- Payment to culinary services in the sum of \$1132.58 issued on February 06, 2020 for Graduate Student Research Conference.
- Payment to Chip Bookkeeping services Inc. in the sum of \$511.31 issued on February 14, 2020 for bookkeeping services.

Motion: to approve the expenditures outlined in this section above

Moved: VP Student Affairs

Seconded: President

Vote: All in Favour, Motion carried.

5. Items for Information / Discussion

5.1 Tuition Discussion

The next university council meeting will be hosted on February 20th, 2020 at 2:30PM in Arts 241 where next academic year's tuition will be discussed. The president encouraged all of the executives to attend the meeting.

5.2 Canadian Federation of Students (CFS) sponsorship for Annual Gala

The president mentioned that the GSA has received sponsorship for Annual Gala from CFS in the amount of \$5000.

5.3 Extension of Deadline for Annual Awards Gala nomination

The President mentioned that a decision has been made to extend the deadline for nomination to March 6th, 2020.

5.4 Extension of Bursary Application Deadline

The VP Finance and Operations mentioned that the deadline for bursary application submission has been extended to February 28th, 2020 to encourage a higher number of students to submit their application.

5.5 Change of dates of 3MT competition

The VP Student Affairs mentioned that the dates for the Western Canada 3MT Competition has been released and its scheduled to be held on April 21st, 2020 at the University of Alberta, Edmonton. She further mentioned that since the next Western Canada 3MT Competition will be hosted at the end of April, the 3MT competition at University of Saskatchewan will be changed. The University of Saskatchewan 3MT competition at the GSA Commons will be held on March 27th, 2020 and the deadline to submit the abstracts is March 18th, 2020.

5.6 Painting Art

The President mentioned that 2 years ago, the GSA executives had requested an individual for a work of art for the GSA Commons and \$350 were allocated from the budget for it. The painting was delayed, and the GSA received the painting this month. As such, the cheque has been re-issued in the amount of \$350.

5.7 Information on Annual Gala

The President mentioned that the GSA has been looking for alternative ways to decrease the cost of the Annual Gala. One of the strategies could be to decrease the amount of money spent on photography. Quotes from other photographers will be obtained and with the input of the VP external, a decision based on the total cost will be made this month.

6. Other Business

7. Confidential Session

8. In Camera Session

9. Adjournment of Meeting

The President asked whether there was any other business arising. There were none.

Motion: To adjourn the meeting.

Moved: VP Finance and Operations

Seconded: President

Vote All in Favour, Motion carried.

The meeting was adjourned at 6:50 PM.



**University of Saskatchewan - Graduate Students' Association
Diversity Committee Meeting Minutes
February 25, 2020**

Attendance: Chiamaka Ezekwesili, Zaki Hasan, Sukanya Pati, Pearl Masa, Kathy Wang

Items for Action/Discussion:

- Request for budget for world maps with the GSA logo and the Diversity Committee's name, where any student can put a pin on their country of origin, to be posted on each grad student lounge all over campus
 - Any student can also add a short fun fact about their country of origin
 - World map will foster a sense of inclusion among grad students
 - Cost: Around \$20 for each map X 18 Colleges

- Request for approval of short articles to be posted at the different grad student lounges on campus
 - These articles or fact sheets will be about the diverse minority groups on campus
 - Each article will be one page and will be anything from helpful information for a minority group to fun facts about a specific country
 - The articles will be changed either bi-weekly or monthly

- Request for budget for the committees' event to be held either in February or March
 - Event will be a themed potluck, each dish representing a different country
 - Music will also be provided by volunteers from the different ethnic groups on campus
 - Budget: \$200 for incidental expenses like decoration and additional canned music

Adjournment of Meeting:



**University of Saskatchewan - Graduate Students' Association
Sustainability Committee Meeting Minutes
March 3, 2020**

Attendance: Chiamaka Ezekwesili, Kimberlee Dube, Mostofa Kamal, Khaled Zoroufchi Benis, Irini Soubry, Jismol Jose, Hadi Ramin, Anupam Das

Items for Action/Discussion:

- We have decided to conduct the Documentary event (name to be decided) on 04 March 2020, Wednesday from 4:00 pm – 6:00 pm
- We will have two speakers for the event Matt Wolsfeld (opening remark) and Gift Marufu (closing remarks)
- We will be providing pizza and pop as refreshments
- To encourage the audience, we will conduct a Kahoot session and the questions will be based on the documentaries
- Decided to get some gifts for the speakers as well as for Kahoot winners
- Responsibilities were assigned to each member.

Adjournment of Meeting: The meeting was adjourned at 4:50 PM.



University of Saskatchewan - Graduate Students' Association
Bursary Selection Committee Meeting Minutes
March 5, 2020

Members Present: Mohammad Wajih Alam (VP Finance and Operations), Alejandra Fonseca (VP Student Affairs), Doug Fansher (Council Member), Rebecca Smith (Council Member), Alana Demkiw (Council Member).

The VP Finance and Operations called the meeting to order at 4:03 PM and thanked all the committee members for being present on this important selection process despite their busy schedule. It was mentioned that dinner will be provided for the committee members. All members present signed confidentiality documents to ensure all bursary applicants' privacy rights are protected. It was restated by all present that if anybody knows or has any type of relationship with an applicant, another committee member has to evaluate that application.

The confidentiality letters were circulated and signed by the committee members. 5 piles of applications were set on the tables and each committee member decided where to sit as they arrive to the meeting room to make sure the distribution of applications was even. Each member reviewed and ranked the package of applications according to the accepted criteria, then a second revision for high ranked applications was made by another member. It was decided unanimously that incomplete applications will not be revised and any applications that score well-below a minimum threshold will not have a second evaluation. Following the review and cross-checking of all applications, they were sorted according to score. Committee Members finished going through the applications and ensured they get a second review.

It was mentioned that there were many qualified and deserving applicants and those who didn't receive bursaries is due to the limited number of bursaries available. 23 beneficiaries were

selected from a total of 76 applications. Both successful and unsuccessful bursary applicants will be notified by March 9, 2020. It is recommended for those who were unsuccessful to apply again for the 2020 Spring/Summer Bursary. VP Finance and Operations will circulate the minutes and pending approval will contact the recipients of the bursaries.

The meeting was adjourned at 6:12 PM.



**University of Saskatchewan - Graduate Students' Association
Awards Selection Committee Meeting minutes
March 7th and 8th, 2020**

Attendance: Chiamaka Ezekwesili, Nataliia Zakharchuk, Hadi Ramin, Kathy Wang, Mery Mendoza
Regrets: Muhammad Aminul Islam, Rifat Zahan, Johnson Ngoba Josephine

Items for Action/Discussion:

- Signing confidentiality forms
- The awards committee met on March 7th and 8th to work on the awards and made their final decision. The following were awarded:
 1. Professional Excellence: **Allap Judge**
 2. Professional Excellence: **Yazmin Ramos**
 3. Research Excellence in Interdisciplinary Studies: **Saman Naghieh**
 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

Adjournment of Meeting: The in-person meetings were adjourned at 7:00PM each day



**University of Saskatchewan - Graduate Students' Association
Elections and Referenda Committee Meeting Minutes
Monday March 9, 2020**

Present:

- Council Chair/Chief Electoral Officer (CEO)
- Mostofa Kamal (Council member)
- Asanka Godakanda (Council member)
- Aisha Sajid (Council member)
- Natalia Zakharchuk (Regular/General member)
- Kaidan Xu (Regular/General member)
- Ka-Sheena Minott, (Regular/General member)

Regrets: N/A

1. Welcome

- The Council Chair/CEO called the meeting to order at 5.35 pm. She welcomed everyone including new members of the Elections and Referenda Committee (hereinafter referred to as the Committee) and had a round of introductions. She informed new members that before they can participate as members, it was required of them to read and sign a confidentiality form, which all new members signed for the meeting to proceed.

2. Updates:

- The Council Chair/CEO shared that there are 4626 graduate students (information obtained from the College of Graduate and Postdoctoral Studies (CGPS) currently registered and in order for a valid election to happen, 8% of graduate students had to vote. The Committee calculated and decided that 8% quorum came to 370 voters.
- There were 3 Information sessions held for potential nominees to find out more about the Executive roles and current and past executives participated to share their experience with the nominees.
- The Governance Committee wants the Committee to provide feedback on Bylaw 4 of the GSA Bylaws and the Council Chair/CEO will share the document with Committee members to review.

- The Council Chair/CEO shared that Committee members are to remain neutral and cannot endorse a Candidate, though they can vote in the elections.

3. Opening Nominations

- The Council Chair/CEO informed the Committee that we had received seven nominations in sealed envelopes.
- The Council Chair/CEO passed all 7 sealed envelopes to Committee members to open one at a time.

4. Potential Nominees

- *Each nominee had to have the following:*
 1. *A \$25.00 CAD deposit payable to the GSA (refundable at the discretion of the GSA Elections Committee).*
 2. *A two-page single-sided (maximum) resume/cv.*
 3. *A 250-word statement to appear in the ballots.*
 4. *A copy of the nominee's confirmation of enrolment at the University (Spring and Summer 2020 Terms).*
 5. *At least 10 signatures on the nomination form.*
- The first nominee expressed their interest in the President position. Upon a review of their submitted documents, the nominee had fulfilled the nomination requirements. Nomination was ratified.
- The second nominee expressed their interest in the President position. Upon a review of their submitted documents, the nominee had fulfilled the nomination requirements. Nomination was ratified.
- The third nominee expressed their interest in the President position. Upon a review of their submitted documents, the nominee had fulfilled the nomination requirements. In place of point (4) above, the nominee wrote a letter to explain that their program did not provide classes for registration in the Spring and Summer Terms, this was accepted by the Committee. Nomination was ratified.
- The fourth nominee expressed their interest in the VP Academic and Student Affairs position. Upon a review of their submitted documents, the nominee had fulfilled the nomination requirements. Nomination was ratified.
- The fifth nominee expressed their interest in the VP Finance and Operations position. Upon a review of their submitted documents, the nominee had fulfilled the nomination requirements. Nomination was ratified.

- The sixth nominee expressed their interest in the VP Academic and Student Affairs position. Upon a review of their submitted documents, the nominee had fulfilled the nomination requirements. Nomination was ratified.
- The seventh nominee expressed their interest in the VP External Affairs position. Upon a review of their submitted documents, the nominee had fulfilled the nomination requirements. Nomination was ratified.

5. Procedures Meeting

- The Council Chair/ CEO shared with the Committee that one of the nominees who was currently in Cuba is seeking permission to attend the Procedures meeting via Skype which the Committee granted permission.

6. Other business

- The Council Chair/CEO mentioned that the Committee should encourage graduate students to vote in general.
- The Council Chair/CEO encourage Committee members to attend the All Candidates Forum.
- The Committee also discussed formulating a CV structure for potential nominees for the next year so that the Committee can receive key information, for example, Education, Awards, and Volunteering activities.

7. Adjournment

- The Council Chair/CEO thanked everyone for coming, mentioned that she will continue to communicate via email with any updates and information. Meeting was adjourned at 7.25 pm.



University of Saskatchewan – Graduate Students’ Association
Governance Committee Meeting
March 12, 2020 (5:00 p.m. – 7:00 p.m.)

Attendance:

Attendees: Mery Mendoza (President), Alejandra Fonseca (VP Student Affairs), Naheda Sahtout (Councillor), (Council Chair), Rifat Zahan (Councillor), Phillip Radetzki (Regular Member)

Regrets: Priya Goundar (Regular Member)

Absent: Emediong Etukudo (Regular Member), Scarlett Ling (Regular Member)

Update from previous meeting:

- Circulate minutes of the meeting scheduled on February 13, 2020.
 - Update: Completed

Agenda for this meeting:

- Review sections 12, 13 and 14 of the GSA Policy Manual

Proposed amendments to the GSA Policy Manual:

Section of the Policy Manual	Amendments
12. Procedures for Major Meetings	<ul style="list-style-type: none"> • 12.1.1.1 – deadline for items was changed to 7 days in advance of meetings. • 12.1.2 – this was changed to 4 days. • 12.2.1.1 – addition of with assistance from the Office Manager and deletion of PAWS notices. • 12.2.1.2 – deadline for items was changed to 10 days in advance of meetings. • 12.2.2 – this was changed to 5 days. • 12.2.2.3 – addition of with assistance from the Office Manager and deletion of PAWS notices. • Changes to Associations’ were made throughout. • Timing changes were made to ensure that the Chair has adequate time to prepare the agenda packages.
13. Annual Awards Policy	<ul style="list-style-type: none"> • 13.1.1 – the addition of honour before faculty. • 13.2.3 – addition of ‘shall be destroyed beyond retrieval before the end of the Academic Term’. • Excellence in Community Service – changed to Saskatoon and beyond. We ‘encourage’.

	<ul style="list-style-type: none"> • Mark Kroeker – removal of GSA Executive. • Professional Excellence – change of non-thesis to course-based/project-based. • 13.4.3 – changed to 2 weeks after nomination deadline. • 13.4.4 – changed to 2 weeks after nomination deadline. • Change to thesis-based throughout those awards for Research Excellence. • Change to ‘alumni’ throughout. • Addition of ‘staff’ throughout and consistency of eligibility criteria. • Changes to Associations’ were made throughout.
14. Committees of Council	<ul style="list-style-type: none"> • Bursary Selection– change to 3 other members instead of 2. • Elections and Referenda – At least 2 councillors... and at least 2 regular members.... • Code of Ethics and Discipline – at least 1 regular member... • Removal of Health and Dental Committee as Executives have been the point of contact between StudentCare and Council. • Awards Selection – at least 1 regular member... • Sustainability – addition of ‘who are not members of the Executive’... • Removal of the Event Organizing Committee as it was indicated this was inefficient as most members failed to attend meetings.
Throughout	<ul style="list-style-type: none"> • Change to gender neutral. • Correct numbering and grammatical changes.

Conclusion:

- Email all Executives for further input regarding GSA Standing Committee terms of reference.
- Continue further edits to Bylaw 4 in consultation with the CEO and the Elections and Referenda Committee.
- Consult on VP Indigenous Engagement roles and responsibilities.
- Meeting adjourned at 6:40 PM.



**University of Saskatchewan – Graduate Students' Association
Budget and Finance Committee Meeting
March 25, 2020 (email communication)**

The Chair circulated an updated budget and budget notes to the Committee members (Mery Mendoza, Rifat Zahan, Kinsuk Sarker, Nishit Gandhi, Muhammad Aminul Islam, Swapnil Srivastava) and sought any further input or comments. Nishit thanked the chair for sending the documents and asked that the total expenses have gone up to \$260,000 from the actual expenditure of \$224,000 in 2019-20. He was unsure if there has been an increase in the number of graduate students. He also requested to check if the budget can be retained at roughly the same level as the expenditure in the previous year.

The chair thanked Nishit for the questions and mentioned that each year, there is an expected increase in the number of graduate students (1.5%-2%), and as a result, there is an increase in the revenue collected (more membership fees). As we are a not-for-profit, any revenue is to be used for the benefit of our membership. He noted the budgeted increase in revenue in 2020-2021, as a result of the increase in membership fees collected from graduate students, which goes directly to support more bursaries, more travel awards and an increased support to the Emergency fund (expenses).

Thus, the increase in revenue is balanced by an increase in expenses. He also mentioned that the operating statement, which was made available, showed the current revenue and expenses and did not include expenses to the end of the fiscal year. The GSA is still 2 months away from April end and there are expenditures still not accounted for in the Actual column. Nishit also mentioned that there were no legal and internal audit expenses in the previous year, yet expenses have been set aside for them. He was wondering why was that the case. The Chair explained that as an

organization, it is extremely important to budget for legal and internal audit expenses. The GSA is incorporated with the ISC and is responsible for any litigation or audits that the GSA is expected to do. It would be fiscally irresponsible to disregard this in the budget. Nishit further mentioned that there has been a significant increase in staff salary and executive fee when compared to 2019-2020 and wanted to know more about it. The chair explained that the Executive fees increased by a mere 1.4 %, which is less than the inflation rate. The difference between 2019-2020 and 2020-2021 is CAD 100 per year for each Executive position. This increase does not represent the amount of work that Executives normally put into their positions.

Nishit also asked about the executive travel expenses and the rationale behind the indicated amount as the 2019-2020 actuals were very low compared to what is budgeted. VP Finance and Operations mentioned that this year due to COVID-19, multiple events had to be cancelled. The GSA was organizing ThinkGrad this year, the VP External would have gone to a CFS conference, etc. For these reasons, the travel expenditure is less when compared to the budgeted amount. We expect that the everyday operations will revert to normal and the Executives would be able to travel to conferences/events as required in the next fiscal year. The chair further mentioned that the committee has worked towards ensuring that the budget supports our graduate students.

Seeing that there were no other questions, the VP Finance and Operations moved the following motion:

Motion to recommend for approval of the budget and associated budget notes by Council.

Moved by Council Member Rifat Zahan and Seconded by the GSA President.

Motion carried.

The Chair indicated that the budget and budget notes will be circulated to the GSA Board of Directors as well as councilors through the chair prior to the April 7, 2020 Council meeting, the Board will have the opportunity to recommend for approval by Council the budget and budget notes.

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

OTHER REVENUES**46900 Miscellaneous Revenues.**

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

46901 Notary Services.

This budget line represents revenues from GSA notary services to non-members. This service is offered by the Office Manager throughout the year.

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.

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

	ACCRUED REVENUE	2019-2020 Budgeted	2019-2020 Actual	2020-2021 Proposed
12225	UPASS	0.00	-14,051.58	0.00
12226	Health and Dental	0.00	556,926.72	0.00
12227	CFS Membership	0.00	0.00	0.00
	FEE-BASED REVENUE			
41200	GSA Membership Fees (grad)	227,000.00	217,402.04	230,000.00
46500	GSA Membership Fees (non-grad)	6,000.00	4,706.62	4,000.00
41301	UPASS Administration Fees	10,000.00	291.00	10,000.00
	FUNDRAISING/SALES BASED			
46100	GSA Commons Rental	10,000.00	7,729.62	10,000.00
46200	GSA/CFS Handbook Advertisement Sales	1,000.00	1,275.00	1,250.00
43801	Orientation Fundraising/Support	**FT	2,000.00	**FT
43802	3MT and Conference Fundraising/Support	**FT	850.00	**FT
43803	Sustainability/Diversity Fundraising/Support	**FT	0.00	**FT
43804	Awards Gala Fundraising/Support	**FT	0.00	**FT
43805	Health Chats Fundraising/Support	**FT	0.00	**FT
43806	Social Event Revenues	**FT	321.00	**FT
44104	Awards Gala Ticket Sales	**FT	0.00	**FT
	OTHER REVENUES			
46900	Miscellaneous Revenues	0.00	159.46	0.00
46901	Notary Services	500.00	655.00	550.00
46902	U of S Cold Beverage Agreement	4,000.00	5,400.00	4,000.00

46903	Health and Dental Continuum Revenues	250.00	0.00	250.00
43800	Cash Donations/Contributions	**FT	28,000.00	**FT
	Total	258,750.00	268,789.74	260,050.00

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

	GSA STUDENT SUPPORT	2019-2020 Budgeted	2019-2020 Actual	2020-2021 Proposed
51500	GSA Bursary Expenses	28,000.00	\$56,000.00	29,000.00
51551	U of S Travel Award Contribution	8,250.00	\$8,250.00	8,500.00
51552	U of S Crisis Aid Program Contribution	7,250.00	\$7,250.00	7,500.00
51610	Ratified Student Club/Group Funding	5,500.00	\$4,055.46	5,500.00
	BANKING, DEBIT, AND CREDIT FEES AND CHARGES			
52200	Banking and Credit Fees and Charges	2,400.00	\$1,232.78	2,400.00
	GSA OFFICE OPERATIONS AND EXPENSES			
52300	Office Stationary and Supplies	350.00	\$497.48	500.00
52301	Office Electronic Equipment, Software, and Batteries	250.00	\$66.75	250.00
52303	Printer Toner/Cartridges	800.00	\$778.15	800.00
52310	Postage, Courier, and Freight	350.00	\$37.43	200.00
	GSA COMMONS OPERATIONS AND EXPENSES			
52320	Commons Supplies	500.00	\$250.46	600.00

52321	<i>Coffee/Tea Bar Supplies and Expenses</i>	1,500.00	\$954.73	1,500.00
52322	<i>Commons Renewal, Repair and Maintenance</i>	1,500.00	\$434.95	1,500.00
52325	<i>Commons Special Upgrades (A/V System) - (a 5 year commitment till 2023/2024)</i>	4,000.00	\$11,135.63	3,500.00
	GSA ADVERTISING AND COMMUNICATIONS			
52330	<i>Expenses for Digital and Print Ads/Communication</i>	100.00	\$0.00	100.00
	INSURANCE			
52400	<i>GSA Liability Insurance</i>	4,600.00	\$4,244.00	4,600.00
52401	<i>GSA D&O Insurance</i>	1,200.00	\$1,100.00	1,200.00
	TELEPHONE, FAX, AND INTERNET/ICT COSTS			
52500	<i>Telephone, Facsimile, Telecommunications Costs</i>	2,000.00	\$1,494.95	2,000.00
52550	<i>IT/ICT Technical Support</i>	250.00	\$0.00	250.00
	PROFESSIONAL FEES AND EXPENSES			
52601	<i>Legal Expenses</i>	5,000.00	\$0.00	5,000.00
52603	<i>Internal Auditing/Consulting</i>	1,000.00	\$0.00	1,000.00
52604	<i>Financial Auditing</i>	10,000.00	\$11,377.50	10,000.00
52650	<i>Bookkeeping</i>	10,000.00	\$7,987.85	10,000.00
	STAFF SALARIES AND EXECUTIVE FEE			
52701	<i>President Fee</i>	7,100.00	\$5,916.67	7,200.00
52702	<i>VP External Fee</i>	6,600.00	\$5,500.00	6,700.00
52703	<i>VP Operations and Finance Fee</i>	6,600.00	\$5,500.00	6,700.00

52704	<i>VP Student Affairs Fee</i>	6,600.00	\$5,500.00	6,700.00
52705	<i>VP Indigenous Engagement Fee</i>	6,600.00	\$0.00	6,700.00
52707	<i>Chairperson / CEO Fee</i>	1,500.00	\$1,250.00	1,800.00
52708	<i>Election and Referenda Expenses</i>	500.00	\$50.00	500.00
52709	<i>Recording Secretary Fee</i>	1,000.00	\$961.72	1,000.00
21501	<i>CPP Employer Contribution</i>	500.00	\$234.66	500.00
52800	<i>Office Staff and Coordinator Salaries</i>	70,000.00	\$49,648.11	70,000.00
	GSA EXECUTIVE OPERATIONS			
52900	<i>Executive Meeting and Retreat Expenses</i>	250.00	\$225.60	250.00
52910	<i>Executive Meetings with External Delegates/Guests</i>	350.00	\$0.00	350.00
52333	<i>Executive Business Cards, Pictures, Plaque Updates and Name Tags</i>	275.00	\$266.18	285.00
52920	<i>Executive Travel</i>	4,500.00	\$1,656.81	4,000.00
52930	<i>Executive Training and Professional Development</i>	500.00	\$184.00	500.00
62701	<i>President's Discretionary Fund</i>	500.00	\$427.17	500.00
62702	<i>VP External Discretionary Fund</i>	400.00	\$235.27	400.00
62703	<i>VP Operations and Finance Discretionary Fund</i>	400.00	\$262.05	400.00
62704	<i>VP Student Affairs Discretionary Fund</i>	400.00	\$155.10	400.00
62705	<i>Indigenous Engagement Discretionary Fund</i>	400.00	\$0.00	400.00
	GSA ACADEMIC COUNCIL OPERATIONS			
52903	<i>Academic Council Foods and Beverage</i>	3,000.00	\$1,926.02	3,000.00

52904	<i>GSA Committees Food and Beverage</i>	1,000.00	\$778.86	1,000.00
52905	<i>Town Hall Food and Beverage</i>	500.00	\$0.00	500.00
51600	<i>Academic Council Funding</i>	5,000.00	\$4,092.31	5,000.00
	GSA EVENTS			
53300	<i>GSA Awards Gala</i>	3,000.00	\$1,315.46	3,000.00
53301	<i>GSA 3MT and Conference</i>	**FT	\$1,870.77	**FT
53302	<i>GSA Fall Orientation</i>	6,500.00	\$6,012.66	6,500.00
53303	<i>GSA Winter Orientation</i>	800.00	\$1,485.44	800.00
53304	<i>GSA Campus Rec./Intramural Sports</i>	300.00	\$250.00	300.00
53305	<i>GSA Health Chats</i>	500.00	\$45.19	500.00
53306	<i>GSA Social Events</i>	500.00	\$432.17	500.00
53307	<i>GSA Sustainability/Diversity Initiative</i>	800.00	\$390.61	800.00
53308	<i>GSA Workshops/Initiatives</i>	1,000.00	\$400.00	1,000.00
53309	<i>GSA New Initiatives</i>	1,000.00	\$1,000.00	1,000.00
	GSA OPERATING COSTS			
51301	<i>UPASS USSU Administration Fees</i>	10,000.00	\$4,808.47	10,000.00
52000	<i>ThinkGRAD Membership Fees</i>	800.00	\$0.00	800.00
52810	<i>WCB Expenses</i>	200.00	\$32.71	200.00
52811	<i>ISC and Incorporation Costs</i>	50.00	\$15.00	50.00
52340	<i>GSA Handbook Expenses</i>	4,000.00	\$4,513.95	4,000.00
55130	<i>Leasehold Annual Charges</i>	15.00	\$12.60	15.00
61000	<i>Miscellaneous Expenses</i>	0.00	\$154.46	0.00
61001	<i>Financial and Legal Contingency Fund Contribution</i>	10,000.00	\$0.00	10,000.00
	Total	258,740.00	224,658.14	260,150.00

Social Club Ratification - Iranian Students Council

It is our honor to be writing this email in order to clarify our main goals in Iranian Students Council (ISC) should be re-ratified, hoping that it could elaborate the reasons why we have re-established this community.

Although the previous association had similar goals as ours, its VP and president were not elected and this had risen lots of concerns and oppositions. In fact, the Iranian students believed that an Iranian community should give equal rights to everyone to be nominated for execution each year. Therefore, after preparing the modified democratic constitution, an election was held on January 24th for choosing the members of executive committee. The current executive committee members are people's choice (based on more than 150 ballots) and they should pass their roles to other voted people every year after each annual election.

Additionally, the fundamental baseline of ISC is to facilitate member's access to their interpersonal and social needs, i.e. participation in national celebrations, rehabilitation events, and any other gatherings with academic or cultural purposes.

However, after the news on the outbreak of COVID-19, the main activity of ISC has strictly shifted toward assuring physical and mental care of the members. We have all ever since been participating in direct cooperation with the newcomers to facilitate self-isolation process. In the meantime, ISC has given the members a platform to share ideas and concerns with regards to stress management. What counts the most is to ensure every member is heard; this is due to the fact that majority of our members are miles and miles away from home. Hence, we are honored to be pampering them with a circle of hope and care so that they feel the sense of belonging to a huge community miles away from their families.

In a nutshell, ISC is based on its member's trust, empathy, collaboration and teamwork. The members will never feel passive since they can participate in all the activities themselves. Our motto "To love, to change, to learn" can concisely demonstrate our basic goal in Iranian Students' Council. We hereby request for your approval on our ratification and will be looking forward to having your response. We also appreciate your time and kind consideration in advance.

- ISC Executive Committee

In light of the closing and re-opening of the Iranian Students Council, careful consideration and interviewing of members of the ISC Executive Committee. This student group has showed their commitment with wellbeing of graduate students; therefore, the GSA VP Student Affairs supports the re-ratification of the Iranian Students Council.



FEB 24 2020

**University of Saskatchewan Graduate Students' Association
Social Club Registration form**

Name of your Social Club	Iranian Students Council
Number of members in your Social Club	164
List of your Social Club Executives (their positions and email addresses)	<p>1. Fatemeh Golshanmoghdam (Faly Golshan) (President-fbg161@usask.ca)</p> <p>2. Reza Pourazizi (Vice-president/rep326@mail.usask.ca)</p> <p>3. Mahdiyar Molahasani (Vice-president@usask.ca)</p> <p>4. Saeid Tayebi (Vice-president)</p> <p>5. Amirhossein Vahabzadeh (Vice-president)</p>
Name of the Bank	RBC
Proportion of graduate students in your Social Club.	164
Proportion of non-graduate students in your Social Club.	Click or tap here to enter text.

*****Please attach a void cheque as well as the constitution of your Social Club to this application*****

By signing, I agree that the above information is correct. I also agree that any cheque issued to the Social Club must be deposited within six months of the cheque being issued and that stale-dated cheques will not be replaced.

Social Club President Name and Signature

Date

Fatemeh Golshanmoghdam
Faly Golshan

Feb 24, 2020

Important notes:

Requirements to ratify a Social Club under the GSA:

1. Have a majority of its total membership that are GSA members;
2. Have members from more than one GSA Council;
3. Reapply for social group status each academic year;
4. Exist for the betterment of its members;
5. Not exist for the financial betterment of its members;
6. Not restrict membership on the basis of sex, race, gender identity, sexual orientation, unless approved by the GSA Council;
7. Not exist for the purpose of discrimination or harassment of any group;
8. Use membership fees and money garnered for the objectives outlined in the constitution of social club;
9. Elect its membership in a democratic fashion;
10. Hold public meetings;
11. Make its meeting minutes and governing documents public to its membership and the GSA;
12. The above form and all attachments must be submitted or mailed to the GSA main office:

Attention: GSA VP Student Affairs

1337 College Dr, Saskatoon, SK, S7N 0W6

Monday-Friday 9:00 AM – 7:30 PM



RBC Royal Bank

February 24, 2020

To: Whom it may concern

Re: Void Cheque

Please accept this copy of a void cheque as confirmation of IRANIAN STUDENT COUNCIL's bank account information for the purposes of pre-authorized debit or credit.

IRANIAN STUDENT COUNCIL 307 105 CUMBERLAND AVE S SASKATOON SK S7N1L7 CAN	2020 YYYY	02 MM	24 DD
PAY TO THE ORDER OF _____			\$ _____
			/DOLLARS
ROYAL BANK OF CANADA	VOID		
MEMO _____			
	07488 Transit	- 003 -	1012400 Account Number

Printed from Royal Bank Online Banking.

University of Saskatchewan
Iranian Students' Council (ISC)

Iranian Students' Council (ISC) Constitution

ARTICLE I: Name, Objectives and Non-discrimination Policy

Section 1: Name

The name of the association will be the **Iranian Students' Council at the University of Saskatchewan (ISC)**.

Section 2: Purposes/ objectives of the association

ISC is a non-profitable organization with no specific political or religious affiliations. The club's mandate shall be:

1. To provide a common platform at the University of Saskatchewan (U of S) for all members.
2. To represent Iranian culture and heritage at the U of S and Saskatchewan.
3. To assist Iranian students in achieving financial aid, and other services offered by the U of S.
4. To facilitate the new students with necessary help upon their arrival at the University and assist them in settling in the new place.
5. To organize different social events throughout the year for improving the bonding among the Iranian students and community.

Section 3: structure

1. The council is managed by the executive committee.
2. A mandatory general meeting must be held in August to review the performance of the functional year and the election of new executive committee members.
3. The Functional year begins on October 1st and ends by September 30th.
4. Election committee and advisory committee are formed temporarily by the executive committee if required.

ARTICLE II: Membership Policy

Section 1: General Membership

1. All Iranian with affiliation to the University of Saskatchewan will be eligible to become a general member of the council.
2. All first-year students (graduate and undergraduate) are exempted from the membership fee.
3. 10 CAD fee is required to extend membership annually.
4. Every year, the ISC executive committee shall decide on the club membership and terms.

Privileges:

1. The general members will have the right to elect and be elected as members of the Executive Committee(EC).
2. The executive position of any member of the Executive Committee may be terminated if there exists a valid reason(s) in favor of the termination decided by the General members.
3. Any general member can propose changes in the Constitution with the signatures of 30% of the members. The Executive Committee, with the support of the majority of its members, may also propose changes in the Constitution. Such proposals will be placed in a special/annual General Meeting. To approve any changes in the Constitution, it requires the support of more than 50% of the general members present in the General Meeting.

Section 2: Associate Membership

1. All people who are not eligible for being a general member is eligible to be an associate member.

Privileges:

- An associate member only has the privilege to be selected as a member of the Advisory Committee and Election Committee.

Section 3: Membership Requirements

1. All members must abide by the constitution of the council.
2. A membership fee of 30 CAD will be charged to all the associate members per functional year. The association will also accept donations from all members and any person or group in favor of the association's objectives.
3. A membership fee is 10 CAD for usask students' families (spouse, children, and parents) and 30 CAD for others per functional year (August to July). The first year students are exempt from membership fees.

4. The membership fee for associate members will be decided in general meetings at the end of the functional year. The council will also accept donations from all members and any person or groups in favor of the council's objectives.

Section 4: Validity of the membership:

- The validity of the membership will be acknowledged for one functional year. For the next functional year, each member will have to renew their membership upon paying the membership.

ARTICLE III: Executive Committee (EC)

Section 1: Titles

1. President
2. Vice President – Administration
3. Vice President – Finance
4. Vice President – Culture
5. Vice President – Sports

Section 2: Terms of the Executive committee

1. The members of the Executive Committee shall maintain a co-operative relationship with each other and work for the welfare of the community.
2. Under normal circumstances, any member of the Executive Committee shall hold his/her position for one functional year.
3. Any member of the Executive Committee cannot hold any position in the EC for more than two consecutive years.
4. In case of a vacancy in the office of the President, the Vice President (Administration) shall hold the office of the President until a new President gets elected by the general members in a General Meeting. In the absence of the Vice President-Administration, the office of the President shall be run by one of the following persons in the given order: VP-Finance, VP-Culture, VP- Sports.
5. In case of vacancy in the office of other members. All the general members can be candidate for the vacant position and the general members vote them in a general meeting.

Section 3: Functions and eligibility of the Executive Committee members

A. The President

Eligibility

- Any general member, who has been an ISC member for at least one year before the Election Day, is eligible to be elected for this position.

Responsibilities

1. The president shall be the presiding officer of the Executive Committee.
2. To represent ISC to other associations or organization president will select a member from the executive committee or general members of the association upon the consensus of the Executive Committee.
3. The president shall take care of the responsibilities related to the new students with the help of the executive committee members and the general members of the association.
4. The president shall decide in a meeting with the Executive Committee members and prepare or assign the VP Admin or another member of the EC, preferably to prepare an annual general report on the activities of the association. The report should be available to the general membership at the end of the functional year.
5. The president is the voice of the council and the EC and responsible for the communication to general and associate members, university, city and etc.

B. The Vice President-Administration:

Eligibility

- Any general member of the association is eligible for election to this office.

Responsibilities

1. The VP Administration shall be responsible for all records and the property of the association.
2. The VP Administration shall be responsible for including new members in the association and all correspondences with the general members.
3. The VP Administration shall assist the President in the implementation of policies and activities adopted by the EC.
4. The VP Administration shall call meetings of the Assembly and the EC on the instruction of the President.
5. The VP Administration shall act as the President if the President is absent.

C. The Vice President-Finance**Eligibility**

- Any general member of the association is eligible for election to this office.

Responsibilities

1. The VP Finance shall present financial statements of income and expenditures of the association in the Executive Committee Meetings.
2. The VP Finance shall report all revenues and expenditures of his tenure at the last assembly meeting and arrange a smooth transition of any remaining funds to the next executive committee.
3. The VP Finance shall administer the finances of the association and have the power to receive and disburse the money in the name of the association, within the limit provided by the Executive Committee .

D. The Vice President-Culture**Eligibility**

- Any general member of the association is eligible for election to this office.

Responsibilities

1. The VP Events shall organize indoor/outdoor events and activities.
2. The VP Events shall provide support (e.g., logistics) for organizing any Cultural or social event.

E. The Vice President-Sports**Eligibility**

- Any general member of the association is eligible for election to this office.

Responsibilities

1. The VP sports shall organize indoor/outdoor sports events and activities.
2. The VP Events shall provide support (e.g., logistics) for organizing any Sports.

ARTICLE IV: Advisory Committee (AC)**Section 1: Terms of the Advisory Committee**

1. The Executive Committee will select three associates or general members to serve on the Advisory Committee.

2. The membership of the Advisory Committee will be valid for one functional year.
3. The advisory committee must be announced to all members.

Section 2: Eligibility

1. Any associate member or general member with at least one year of continuous membership of the council will be eligible to be nominated and/or elected as a member of the committee.
2. Any member of the association will be eligible to be a member of the committee.
3. The members of this committee must reside in Saskatoon.

Section 3: Responsibilities

1. The Advisors shall mentor the Executive Committee and the association.
2. The Advisors shall help the members of the association to network with professionals and employers in their respective fields.

ARTICLE V: Election

Section 1: Election committee

1. The Executive Committee shall form an "Election Committee" consisting of three members to supervise the election upon discussion with the advisory committee.
2. The Election Committee shall be formed at the beginning of the last month of the functional year for governing the Executive Committee for the next functional year. The Election Committee must complete its job before the start of the next functional year.

Section 2: Eligibility of the Election Committee member

- The Election Committee members have to be an associate member of the association or eligible to be a member of that committee.

Section 3: Election Procedure

1. The election shall be held in a general meeting and on a date selected by the Executive Committee in the last month of the functional year.
2. The election shall be held in the last month of the functional year.
3. The election shall be conducted by secret ballot.
4. A simple majority shall determine the election to an office.
5. Any General Member can nominate himself/herself or recommend any other member for any of the offices of the Executive Committee.
6. One person cannot contest in more than one position in the election.
7. The nomination(s) shall not be valid if the nominee(s) refuses to run for that office.

8. A member must vote in person at the voting center during the hours set by the election committee.
9. Only general members are allowed to vote in the election

ARTICLE VI: Management and Use of funds

1. The President and VP Finance should maintain an account in the name of ISC. For all monetary transactions, the signatures of one of the two persons mentioned above (the President or VP Finance) will be required.
2. No parts of the funds, assets, or income of the association shall be used for the private benefit of any member or donor of the association and any other person or organization.
3. The Executive Committee should present an annual financial report to the General Members before handing over the Office to the newly elected committee.

ARTICLE VII: Transfer of the Executive Committee

- The office will be handed over to the new elected members of the Executive Committee within the 1st month of the Functional Year (1st of August). The past committee is solely responsible for handing over all necessary documents to the newly elected Executive Committee members; those were inherited and maintained by them.

ARTICLE VIII: Constitutional Amendments

1. A meeting specially arranged for making any amendments to the constitution should be called and circulated among the general members at least two weeks before the meeting.
2. Any amendments to the constitution require the support of more than 50% of the members present in the meeting.

ARTICLE IX: Privacy Act.

- The ISC is committed to protecting the privacy of its members. The personal information collected by ISC will be maintained confidentially and securely and will only be utilized for which they were collected. The ISC Executive will maintain the list of all ISC members and their contact information only to manage the Association's affairs and for communicating with the members

regarding Association issues, events, newsletters, publications, etc. The information will not be provided to any other third party.

ARTICLE X: General Meetings

1. Meetings are managed by VP administration and must be announced at least one week prior to the meeting time.
2. Subjects proposed by members will be added to the agenda if suggested two weeks before the time of the meeting.
3. The agenda of the meetings must be emailed and circulated between the members no less than two weeks before the time of the meeting.
4. Robert's rule of order will be maintained for the meetings.

ARTICLE XI: Special Meetings

1. Special meetings can be requested by the president, majority of EC or one tenth of the members of the council.
2. VP administration must email the members regarding the agenda proposed. No additional subjects can be added to the agenda.
3. Robert's rule of order will be maintained for the meetings.
4. At the beginning of the meeting Members of the council (MC) and two secretaries will be chosen to conduct the meeting based on the agenda.



**University of Saskatchewan-Graduate Students' Association
Monthly Report from the VP Finance and Operations (April 2020)**

Good Evening GSA members,

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

1) GSA Winter Bursary Update

As mentioned in the last council meeting, 23 bursaries were selected for winter term. Like previous terms, both successful and unsuccessful recipients were contacted on March 9, 2020. I thank the bursary committee members for being very active throughout the year which helped in timely selection of bursary recipients in spring/summer, fall and winter terms.

2) Tax Clinic

This year GSA free tax clinic was supposed to be hosted in-person at the GSA commons. Unfortunately, due to COVID-19 pandemic, the in-person tax clinic got cancelled. Alternatively, a YouTube video was made and circulated among the students who registered for the event. I have been actively replying to the emails who have problems filing their taxes. The video can be found at: <https://www.youtube.com/watch?v=JYz8u-CG-Y0>
EGCC (Engineering Graduate Community Council) has also forwarded the link to the engineering students who may have needed help in filing taxes.

3) Closing of GSA Commons

Due to COVID-19, the GSA Commons is closed. Communication with the GSA Main Office is being conducted via Office manager's email address (gsa.admn@usask.ca). We have also been maintaining our social media and we encourage all the students to check our page on a regular basis for any further updates. The Executives remain available and reachable through email at this critical time.

4) Budget

This report is complimented by the GSA FY 20/21 Operational Budget that was reviewed by the Budget and Finance Committee and the Board.

Additionally, I continue to sit on various committees to improve the graduate student's experience on and off campus. Some of the meetings are listed below:

<i>Date</i>	<i>Meeting</i>
<i>March 11, 2020</i>	PPC capital and finance sub-committee
<i>March 19, 2020</i>	Dean's round 2 adjudication meeting
<i>March 24, 2020</i>	GSA Executive Meeting
<i>March 25, 2020</i>	Budget and Finance Committee Meeting
<i>March 26, 2020</i>	Non- devolved adjudication meeting
<i>March 27, 2020</i>	CAGS adjudication meeting

Please feel free to contact me at gsa.fin@usask.ca should you have any questions or need any further clarification.

Sincerely,

Mohammad Wajih Alam

Vice-President Finance and Operations

Graduate Students' Association

Email: gsa.fin@usask.ca | Web: <https://gsa.usask.ca/>

Facebook: UsaskGSA | Twitter: GSA_USask | Instagram: GSA_Usask

Address: 1337 College Dr, Saskatoon, SK S7N 0W6



Graduate Students' Association
University of Saskatchewan

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

April 2020

RE: VP Student Affairs Report to Council

Dear Council Members:

Please find below my April report to council.

1) 3MT Competition

The 3MT competition was hosted on March 27th, 2020. Due to the current events, the 3MT Competition was hosted online. The participants were recorded and videos including each participant's slide and their voice were created. The recordings will be sent to the judges and they will have two weeks to decide the winners. The announcement of the winners will be held on April 15th, 2020 via email.

2) Meetings

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

Date	Meeting
March 12 th , 2020	Governance Committee Meeting
March 17 th , 2020	GSA Council Meeting
March 19 th , 2020	University Council
March 24 th , 2020	GSA Executive Meeting



Graduate Students' Association
University of Saskatchewan

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

April 2020

RE: VP External's Report to Council

Dear Council Members,

Please find below my April report to council:

1) **GSA Guppies**

The GSA Guppies were participating in Futsal every Thursday 5pm at the REC. However, it has been cancelled due to the COVID 19 pandemic.

2) **GSA ANNUAL AWARDS GALA**

The gala preparations were ongoing. It was to be held April 4th and our venue was Remai Modern. However, it has been cancelled due to the COVID 19 pandemic. The recipients have been acknowledged on our social media and website. Their awards are ready and can be collected once the GSA reopens.

3) **Sustainability Committee meeting**

The committee had their event on March 4th, 2020

4) **Diversity Committee**

This committee was to have their event on March 25th from 4pm till 6:30pm at the GSA commons. However, it has been cancelled due to the COVID 19 pandemic.

5) **Meetings**

The following is a list of some meetings/events since May 2019.

S/N	Meetings
1	GSA Executive Retreat
2	Academic Programs Committee Meeting
3	CGPS COUNCIL

4	Provost advisory Committee
5	Student forum
6	DSC Committee Meeting
7	Grad Academic Affairs Committee Meeting
8	Equity and International Committee
9	University Council Meeting
10	Faith Leaders Council
11	U of S convocation
12	72nd Semi-Annual National General Meeting of the Canadian Federation of Students and Canadian Federation of Students at Ottawa
13	Parents on Campus Meeting
14	GSA Academic Council Meeting
15	GSA Executive Meeting
16	Senate meeting