



Graduate Students' Association - University of Saskatchewan
Council Meeting Agenda
Tuesday October 20, 2020- WebEx
17:00 – 19:00

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

#	Item	Page	Action
1	Call to Order		
2	Approval of the agenda	1-2	<i>Decision</i>
3	Council Orientation	3-10	<i>Information</i>
4	Approval of the minutes from September 22, 2020	11-14	<i>Decision</i>
5	Information to be received	15-27	<i>Decision</i>
	A. Executive meeting minutes from September 10, 2020		
	B. Executive meeting minutes from September 24, 2020		
6	Executive reports	28-34	<i>Information</i>
	A. Report of the President		
	B. Report of the VP Finance and Operations		
	C. Report of the VP Academic and Student Affairs		
	D. Report of the VP External Affairs		
7	Committees of Council	35-37	<i>Decision</i>
	A. Motion to approve nomination for Budget and Finance Committee		
	B. Motion to approve nomination for Bursary Selection Committee		
	C. Motion to approve nomination for Governance Committee		

D. Motion to approve nomination for Code of Ethics and Discipline Committee

E. Motion to approve nomination for Elections and Referenda Committee

F. Motion to approve nomination for Awards Selection Committee

G. Motion to approve nomination for Sustainability Committee

H. Motion to approve nomination for Diversity Committee

8	Ratification of Social Club for 2020/2021 A. India Students' Association	38-44	<i>Decision</i>
9	Other business/Announcements		<i>Information</i>
10	Adjournment		<i>Decision</i>

Next Meeting: November 10th, 2020.



University of Saskatchewan Graduate Students' Association

GSA Council Manual

*The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation.
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one another.*

1. University of Saskatchewan Graduates' Students' Association

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

1.1. GSA Mission

The mission of the Graduate Students' Association is:

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

1.2. GSA Membership

There are three classes of membership for the Association:

- **Regular members:** Graduate students registered in the College of the College of Graduate and Postdoctoral Studies; who have paid Association fees in full and not a member of another student association recognized by the University Act.
- **Associate members:** Postdoctoral fellows at the University who have paid all Association fees in full.
- **Honorary Lifetime Member:** Symbolic membership with no Regular Membership rights or privileges. The title shall be awarded and revoked by a majority vote at a General Meeting.

1.3. GSA Members rights

The rights and privileges of Regular Members are:

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

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

The rights and privileges of Associate Members are:

- To access any services provided by the Association; and,
- To gain admission to and / or actively participate in any Association sponsored event and / or program, subject to the restrictions of that particular event and / or program.

2. Governing Documents

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

2.1. GSA Constitution

- The GSA Constitution includes the fundamental principles of the GSA and how it is governed. It may **ONLY** be amended at a General Meeting **by a two-thirds (2/3, 67%) vote of Members present.**

2.2. GSA Bylaws

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

2.3. GSA Policies

- The GSA policies define the operations of the Association, such as GSA communication, volunteers and employees' policies etc. Policies may be amended **by a two-thirds (2/3, 67%) majority vote of Council or at a General meeting, by a majority vote of Regular Members present.**

3. GSA Structure

3.1. Executive Committee

- The Executive is a sub-committee of the Association and those in position must be regular Members, registered with the College of Graduate and Postdoctoral Studies at the University, throughout the duration of their term as an Executive.
- The Executive shall be responsible for the day to day activities of the Association, as specified by the Bylaws and Policies of the Association.

- The Executive shall be comprised of:
 - President;
 - Vice-President Finance and Operations;
 - Vice-President Academic and Student Affairs;
 - Vice-President External Affairs;
 - Vice-President Indigenous Engagement.

- The President and Vice-Presidents shall act as the Board of Directors;
- The composition of the Board shall adhere to those outlined in section 92 of the Saskatchewan Non-Profit Corporations Act, 1995. If section 92(4) is not fulfilled, the GSA delegates to Council the authority to take the necessary steps to ensure compliance.
- Council, by recommendation from the Elections and Referenda Committee, may choose to appoint one (1) or two (2) members of Council, as necessary, to the Board, who shall be resident Canadians as defined by the Saskatchewan Non-Profit Corporations Act, 1995.

- The Board shall meet, in person or otherwise, at least once (1) per Fiscal Year, and in accordance with the Saskatchewan Non-Profit Corporations Act, 1995.
- With the exception of the vice-President Indigenous Engagement, the Executive shall be elected in a general election of the Regular Membership to be held before the end of the current fiscal year;
- The Vice-President Indigenous Engagement shall be elected in a general election of Indigenous graduate student Regular members, to be held before the end of the current fiscal year.
- The term for the Executive, and Board, is from May 1 to April 30, inclusive.

3.2. GSA Council

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

- Members of Council are The Executive and Regular Members who are:
 - The designated graduate student representatives of Academic Councils;
 - The designated graduate student representatives of Indigenous Graduate Students.
 - Each Academic Unit shall only have one Academic Council.

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

4. GSA Council Role

4.1. Council members duties

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

- Representing their Academic Council;
- Attending all Council Meetings;
- Participating on Association Standing Committees if desired;
- Ensuring the well-being of the Association; and,
- Being familiar with all governing documents including the Saskatchewan Non-Profit Corporation Act, 1995, Robert's Rules of Order and the Association's Constitution, Bylaws and Policies.

4.2 Voting Councillor Allocation for each Academic council

It will be based on the most recent University census, which can be found within the Information and Communications Technology- Reporting and Data Systems.

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

4.3 Removal of a Councillor

- A Councillor will be suspended if the allocated voting seat for their Academic Council is vacant for two (2) consecutive, or three (3) per academic year, duly called Council meetings, if regrets were not sent. The Councillor shall be suspended for the next one (1) Council meetings, or at the discretion of Council Chair.
- If a Councillor is absent for one (1) duly called Council meeting, the Council Chair shall warn that any further vacancy will result in their suspension.
- Any Councillor may be deemed ineligible to sit on Council by a two-thirds (2/3, 67%) vote of Council, usually on recommendation from the Code of Ethics and Discipline Committee.
- Should a Councillor be removed, the Chair will inform their Academic Council as the Academic Council is responsible for filling any vacancies.

4.4 Council Meetings

Council will meet regularly as follows:

- Once in the spring term (May – June);
- Once in the summer term (July – August);
- Monthly over the fall and winter terms (September – April).
- Regular Council meetings must occur on a business day unless otherwise agreed upon by a two-thirds (2/3, 67%) vote of the members of the meeting.
- The meeting schedules are posted on the Association website

4.5 Council Rule of Orders

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

5 Robert's Rules of Order

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

5.1 Motions

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

Any GSA Council or Alternate member can:

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

Making a motion:

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

Example¹:

*Member rises and addresses the chair:
Mr./Madam Chair.
Chair recognizes member (by title or name).*

*Member makes the motion.
I move that...
Another member seconds the motion.
I second the motion.*

*The chair states the motion and opens debate.
It is moved and seconded that...
Is there any debate? Or Are you ready for the question?*

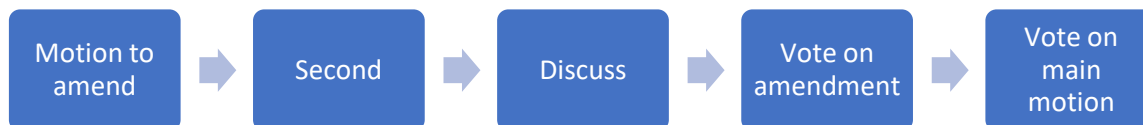
*Chair recognizes members wishing to speak.
After debate concludes. Chair restates the motion and puts the question to a vote.
The question is on the motion to...
Those in favor of the motion. Those opposed. Those abstaining.*

*Chair announces the result of the vote and what action will be taken.
the motion is adopted. We will ...*

Amending a motion:

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

Any amendments need a mover and seconder. Once the amendment is moved and seconded, discussion on amendment should happen and then a vote take place only on the amendment. This vote will **ONLY determine whether the motion is amended or not. It does not determine if the main motion is approved. After all the amendments are voted on, the debate on the main motion is resumed in its amended form.**



There are two types of amendments:

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

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

¹ This example was adopted from www.pta.org

Methods of Amending

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

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

Important terminology:

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

5.2 Council Minutes

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

Note:

Please direct any questions to the Council Chair at: gsa.chair@usask.ca



University of Saskatchewan
 Graduate Students' Association
 Council Meeting
 Tuesday, September 22, 2020. WebEx 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

**WebEx Meeting: The September 22nd, 2020 Council Meeting took place via WebEx 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

All Council Members were emailed the Agenda package, as well as the WebEx meeting link with the meeting number and password to participate online. The Chair of Council officially welcomed the 2020/2021 Members of Councilors to the first meeting and called the meeting to order at 5:13 pm after the quorum for the meeting had been met. Ms. Asiyah Suchak, the new Secretary of Council compiled the meeting minutes.

2. Approval of Agenda

The Chair asked if there were any amendments to the Agenda as circulated.

President Inam put forward an amendment namely:

- Add motion to ratify Multicultural Student Association as item 7B.

Motion to amend the agenda. (Inam/Ramin).

Carried

Motion to approve the agenda as amended. (Inam/Ramin).

Carried

3. Approval of Minutes from August 18, 2020

Motion to approve the August 18, 2020 minutes. (Inam/Ramin).

Carried

4. Information to be received

- a. August 13, 2020 Executive Meeting minutes

Motion to receive agenda item 4A. (Ramin/Gill).

Carried

5. GSA Executives Report

a. President's Report

The President presented her report to Council. There were no questions for President Inam.

b. Vice President Finance and Operations Report

The Vice President Finance and Operations presented his report to Council. There were no questions for VP Ramin.

c. Vice President Academic and Affairs Report

The President presented the VP Academic and Student Affairs report to Council and there was a question with regards to the Three Minute Thesis (3MT) competition that falls under VP Mellidez's portfolio.

Comment from General Member: As the 3MT competition was held on a video platform, the quality of the video could be higher, and the GSA can perhaps consider using Panopto.

President Inam: Thank you for your input. Please email me or the GSA VP Academic and Student Affairs for further discussion.

d. Vice President External Affairs Report

The Vice President External Affairs presented his report to Council. There were no questions for VP Gill.

6. Committee of Council

The Chair shared that three (3) nominations from General Members for the Elections and Referenda Committee had been received and per the Terms of Reference of this Committee, two (2) Academic Councillors or Alternates were needed. The Chair opened the floor for nominations. However there were no nominations from councillors present. Hence there a motion to table this item.

Motion to table. (Gill/Inam).

Carried

7. Ratification of Social clubs for 2020/2021

A. Bangladeshi Students' Association

President Inam mentioned that this was a previously ratified Social club of the GSA and they had submitted all required documents.

Motion to Ratify Bangladeshi Students' Association. (Ramin/Gill).

Carried

B. Multicultural Student Association

Representative: Dain Raina Kim

Motion to rarify Multicultural Students' Association. (Inam/Gill).

Carried

8. Election of GSA Chair and Chief Electoral Officer

The Chair mentioned that a call out for the Chair position had gone out to all graduate students and 1 nomination had been received from Paula Vargas Lopez. The Chair briefed Councillors of the position of the Chair and Chief Electoral Officer and opened the floor up for nominations. Three attempts were made, but there were no further nominations so Paula was invited to address Council on why she would make a good Chair for Council. Paula spoke briefly and was asked to exit the meeting so votes could be cast. 5 Councillors voted, all supporting Paula's nomination, there were no votes in opposition to Paula's nomination. Paula was invited back into the meeting where she was informed of the results and congratulated on becoming the new Chair and Chief Electoral Officer.

Motion to elect GSA Chair and Chief Electoral Officer. (Inam/Ramin).

Q: Other Business/Announcement

The outgoing Chair, Reggie thanked Councillors for the opportunity to have been Chair. As well Reggie thanked Councillors for their participation in the meeting and for their commitment to being involved in the GSA and asked that they continue to support the work of the GSA.

Members of Council also thanked Reggie for her excellent work, service and dedication to the GSA.

7. Adjournment

Motion to adjourn at 6:02 pm. (Gill/Inam).

Carried



University of Saskatchewan - Graduate Students' Association
Executive Meeting Minutes
September 10, 2020, 5:30 PM -8:00 PM

Present: Humaira Inam (President), Hadi Ramin (VP Finance and Operations), Qasim Gill (VP External Affairs), Carmen Marquez (VP Academic and Student Affairs).

Regrets/Absent: None

1. Call to Order / Opening Remarks

The President called the meeting to order at 5:30 PM. The President thanked all the executives for the effort that they have been putting into their roles up until now and for their help in the successful organization and execution of GSA's Fall 2020 orientation. She mentioned that she received good comments from students. She also mentioned that 47 students have already picked up their swag bags after the orientation day by arranging an appointment with the GSA Office Manager or herself, and there is a plan to prepare more swag bags to distribute among students.

2. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated. Seeing none, the President asked for a:

Motion to approve the agenda as circulated was moved by the VP Academic and seconded by the VP External. Vote: Passed.

4 in Favour, Motion Passed.

3. Approval of the August 13, 2020 Executive Meeting Minutes

The President asked to delay the approval of the August 13, 2020 meeting minutes to add an item regarding the fall 2020 orientation.

Motion to delay the approval of the August 13, 2020, executive meeting minutes until the next executive meeting on September 24, 2020 was moved by the President and seconded by the VP Academic. Vote: Passed.

4 in Favour, Motion carried.

4. Items for Action

4.1 Social Clubs Ratification

The President mentioned that the ratification of academic councils and social clubs were currently taking place. The Bangladeshi Students' Association has already sent their ratification package to be ratified and we are waiting to receive more packages from student groups. The VP Academic also mentioned that as per the bylaws we would need to have a void cheque from the social clubs and academic councils, but with the current situation it is not easy for them to obtain one and she proposed if they can use the previous year's void cheque. Several solutions were discussed, and it was decided to advise the student groups to first contact their bank to acquire the void cheque; meanwhile the GSA could check whether last year's void cheque would be acceptable to use considering the circumstances of the pandemic.

Motion to ratify the Bangladeshi Students' Association moved by the President and seconded by VP External. Vote: Passed.

4 in Favour, Motion carried.

4.2 Cheque Remittance

The GSA bylaws 5.4.4 restricts expenditure amounts above \$500, on any budget line, except for salaries and Executive honorariums, without a majority vote of the Executive. The VP Finance asked the executive team to authorize the following expenditure from August expenses:

1. Payment to Dipchand LLP in the sum of \$1,000 for the legal expenses for the copyright issues on August 11, 2020.

Motion to approve the above expenditure was moved by the VP Academic and seconded by the VP External. Vote: Passed.

4 in Favour, Motion carried.

5. Items for Information / Discussion

5.1 Health Chat events

The President mentioned that the VP External shared the proposal for Health Chat events, and she hoped that everyone read the proposal. She asked the VP External to talk about the proposed events. The VP external went over the document to further discuss the initiatives.

5.1.1 GSA Live Q&A

This event was proposed by the VP External as a way for graduate students to ask the executives any questions they may have. The President mentioned that this would be more of the VP Academic's portfolio, and the VP Academic could combine this initiative with virtual coffee sessions. The VP Academic said that the GSA could have bi-weekly events to engage graduate students that the GSA executives could also attend. She mentioned that having two similar events might be challenging, so it would be better to combine this event with the coffee sessions. The President also mentioned that the VP External and VP Academic could collaborate on this event and each take turns leading the event every month.

5.1.2. Yoga or Zumba Online

The President asked the VP External to contact the previous VP External regarding the Zumba instructor, as the classes were held at the GSA free of cost. She also mentioned that we might need to recruit someone for the Yoga class. The VP Academic mentioned that we could advertise on Facebook and PAWS to recruit someone. The President stated that the VP External could contact the Student Wellness Centre to see if there is a possibility for collaboration or they might know someone that could lead the Yoga class.

5.1.3. Cultural Event

The VP External mentioned that the President believed that the organization of a cultural event may fit under the VP Academic's portfolio. The President stated that both the VP Academic and VP External could collaborate on organizing this event. The VP Academic also mentioned that this event could be extended to social clubs and they could be invited to present club activities. The President responded by saying that making short videos of cultural dances was a good idea and we can give out prizes based on the most votes for the best dance. The VP External proposed that through the cultural event we could have a food recipe video contest. The videos could be streamed on our social media platforms and the most liked video will be selected as the winner. The President also mentioned that these events need to be planned and advertised as soon as possible so we can have more students involved. She asked the VP Academic and VP External to think more on this event and to come up with solid plan that can be shared at the next meeting as it is unclear as to how this event will be organized.

5.1.4. Graduate Student Mental Health

The VP External talked about possible mental health workshops or seminars that could be conducted with the help of the Student Wellness Centre. The workshops would focus on understanding the CFS mental health toolkit, understanding the mental health stress response, as well as the mental health support on and off campus. The President mentioned that it would be a good idea to invite the primary individual who assisted in preparing the CFS toolkit as suggested by the VP External, but it is important that all executives read and understand the mental health toolkit first. The VP Academic mentioned that the CFS toolkit could be presented to GSA Council members as it is targeted towards student organizations. The President agreed that it would be valuable to present this to GSA Council, so students can better understand the mental health toolkit. The VP External proposed publishing the CFS mental health toolkit on the GSA website. After some discussion, it was decided that all executives would read and understand the CFS mental health toolkit, and the final decision on how we should proceed with the CFS mental health toolkit will be left for the next meeting.

The President asked the VP External to contact the Student Wellness Centre to set up possible speakers or seminars. The VP Academic mentioned that we could also conduct a monthly talk around the services provided by the Student Wellness Centre.

5.1.5. Virtual Talent Show

The VP External shared his idea for a virtual talent show that all graduate students could participate in. The President said that this was a good initiative, but because it seemed to be a bigger project, we may need to organize it for the second term. The President also mentioned that the VP External and the VP Academic need to come up with clear rules and criteria for this event.

5.1.6. Virtual Trivia Night

The VP Academic presented the idea of holding two virtual trivia nights. Both of the trivia nights were proposed to be held on a Friday in October, one would be on horror movies, and the second would be on classic Halloween movies. Additionally, students would be able to win prizes by participating in these events. The executives agreed that this sounded like a wonderful idea, and we should organize the events as such that there would be at least one event per week to engage graduate students. The President asked the VP Finance to look at the budget for the prize amounts that could be awarded. The VP External mentioned that we should update the online GSA calendar with our events as well.

5.1.7. Financial Planning Seminar

The VP External proposed holding a financial management seminar to assist graduate students with financial planning. The President suggested that the VP External contact a

student organization from the Edwards School of Business regarding this particular seminar, or perhaps the Graduate Chair who can point the executive in the right direction. The President asked the VP External to update the executives on his communication with the Edward School of Business at the next meeting.

5.1.8. Resume/CV, Job Preparation Workshop for Graduate Students

The VP External proposed conducting a workshop or seminar that focused on providing students helpful information on resumes/CVs, interviews, and other job relevant skills. The President asked VP External to contact the Career Center for further information on holding workshops related to this. The VP External also talked about a great CV writing workshop presented by Janet Hill, and the President responded by asking the VP External to contact Janet Hill and update the executive at the next meeting.

5.1.9. How to write your first paper/Awareness about plagiarism policies at U of S

All executives agreed that this holding a workshop on the topic of plagiarism, and how to write a paper would be great idea. In this way we could also inform graduates students of the available resources on the campus. The VP External mentioned that there is an individual at CGPS who could be invited to conduct a workshop or seminar on copyright and plagiarism for the GSA. The President informed the VP External that this initiative falls under the VP Academic's portfolio and asked VP Academic to take the lead on this event and contact the proposed individual for the workshop.

The President concluded discussion on the topic of events by asking the VP External and the VP Academic to confirm their all information regarding their events, and report back to the executives at the next meeting.

5.2 Social Events for Fall 2020

The President mentioned that we would be cancelling the fall wine and cheese and the winter wine and cheese event this year due to the pandemic. She also asked the VP Academic to discuss the plans for the holiday party at the next meeting with ISSAC. The VP Academic said that she would like to start the virtual coffee event soon and discussed strategies to engage more students. The VP Academic mentioned that the event would be held biweekly and suggested that prepaid VISA cards be given out as prizes to encourage student participation. The President stated that although that is a good idea, we have a small budget for social events for the year, and we would need to save money for other events that we wish to conduct as well.

The VP Academic then talked about the Halloween social. She mentioned that we could have a trivia night for our Halloween events, as discussed earlier. The VP External mentioned that we could have a contest on face painting, best costumes, etc. The VP Academic also brought

up the idea of curbside pick for trick-or-treat as a possible Halloween event for October.

5.3 Fall 2020 Bursary

The VP Finance proposed to send out the call for fall 2020 bursary applications on October 1, 2020, at 9:00 AM. The applications would remain open until October 31, 2020, at 5:00 PM. With the current budget availability, he asked to raise the bursaries' money to 1000 CDN.

5.4 Random Acts of Green

The President informed the executives that similar to last year the GSA will be promoting Random Acts of Green for their Halloween event that will be happening in October.

5.5 Annual GSA Gala

The President informed the executives that we were unable to obtain a refund for deposit money that was given for the April 2020 gala event. She stated that we could see what transpires with COVID-19 in the next few months in order to determine if we will still be conducting a gala in April 2021. She thought it was unlikely, and if we do not end up holding an in-person gala in April 2021 then we need to inform the next executive team that the deposit has been deferred to April 2022.

6. Other Business

The President asked if there was other business to discuss and there was none

7. Confidential Session

8. In Camera Session

9. Adjournment of Meeting

The President asked if there was other business to discuss and there were none.

Motion to adjourn the meeting at 8:00 pm was moved by the VP Finance and seconded by the VP Academic. Vote: Passed.

4 in Favour, Motion carried.



**University of Saskatchewan - Graduate Students' Association
Executive Meeting Minutes
September 24, 2020, 5:30 PM -7:30 PM**

Present: Humaira Inam (President), Hadi Ramin (VP Finance and Operations), Qasim Gill (VP External Affairs), Carmen Marquez (VP Academic and Student Affairs).

Regrets/Absent: None

1. Call to Order / Opening Remarks

The President called the meeting to order at 5:40 pm and thanked all the executives for the continued effort that they are putting into their roles until now.

2. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated. Seeing none, the President asked for a:

Motion to approve the amended agenda as circulated was moved by the VP finance and seconded by the VP External. Vote: Passed.

4 in Favour, Motion Passed.

3. Approval of the August 13, 2020 Executive Meeting Minutes

The President asked whether there were any further amendments to the meeting minutes for August 13, 2020, there were none.

Motion to approve the August 13, 2020, Executive Meeting Minutes was moved by the President and seconded by the VP Academic. Vote: Passed.

4 in Favour, Motion carried.

4. Approval of the September 10, 2020, Executive Meeting Minutes

The President asked to delay the approval of the September 10, 2020 meeting minutes so everyone can to take a final look.

Motion to delay the approval of the September 10, 2020, Executive Meeting Minutes until the next meeting was moved by VP Academic and seconded by the VP External. Vote: Passed.

4 in Favour, Motion carried.

5. Items for Information

5.1 Void Cheques for Academic Councils and Social Clubs

The President brought up the issue of void cheques for social clubs and academic councils that was discussed in the last executive meeting and asked the executives to vote on the following motion:

Motion to approve the use of a void cheque from last year (2019) for returning social clubs and academic councils. The motion was moved by the VP Finance and seconded by VP Academic. Vote: Passed.

4 in Favour, Motion carried.

5.2 Funding Requests from Academic Councils and Social Clubs

The President stated that we may receive requests for funding from social clubs and academic councils throughout the year and as such, she requested the executives to vote on the following motion:

Motion to require a proposal for prospective events from academic councils, social clubs, and proof of payment for reimbursement. The motion was moved by VP External and seconded by the President. Vote: Passed.

4 in Favour, Motion carried.

5.3 New Social Club Ratification

The President asked the VP Academic if there were any new social clubs that needed to be ratified. The VP Academic stated that at this time, there is no social club to be ratified. Then, she mentioned that at the next GAS Council meeting, she would remind everyone to send in their ratification packages for approval.

No motion was proposed or carried.

5.4 Fall 2020 Bursary Amount

The VP Finance reported that it would be better to raise the amount for each bursary given out to successful applicants back to \$1,000 starting from the fall term due to the current budget availability. The President agreed.

Motion to approve the amount of \$1000 for each successful bursary applicant for the fall 2020 term bursaries moved by the VP Academic and seconded by the VP external. Vote passed.

4 in Favour, Motion carried.

5.5 Fall 2020 Term Bursary Dates

The President asked the VP Finance to inform the executive what timeline will be for the fall 2020 bursaries. The VP Finance stated that the fall 2020 bursary applications will open on October 1 at 9:00 AM and will remain open until 5:00 PM on October 31, 2020. The President stated that this was ample time for all graduate students to apply for bursaries and asked for the following motion to be voted on:

Motion to approve the fall term 2020 bursary application timeline: October 1, 2020, the start of collecting applications, October 31, 2020 closing the application, and November 16 for student notification of successful bursary applicants, moved by the President and seconded by the VP Academic. Vote Passed.

4 in Favour, Motion carried.

5.6 GSA Fall 2020 Orientation Food Cost

The VP Finance asked the executives to approve expending \$662.82 for the cost of food that was purchased for the swag bags that were given out for GSA fall 2020 orientation this year.

Motion to approve the expenditure of \$662.82 for food that was purchased for GSA's fall 2020 orientation was moved by the VP Finance and seconded by the VP External. Vote: Passed.

4 in Favour, Motion carried.

6. Items for Information/Discussion

6.1 Fall 2020 Events

The President asked the VP Academic to provide an update on the fall 2020 events. The VP

Academic mentioned that the coffee hang out session will be for all graduate students and peers, executive will not be required to join due to their busy and sometimes conflicting schedules, and the coffee session will be held bi-weekly on Thursday from 3:00 pm to 4:00 pm. The VP Academic also mentioned that WebEx is not ideal for student experience, and she may use other online hosting platforms such as Microsoft Teams/Google Meet to host the coffee hangout sessions. The President also mentioned that we should look at the other platforms to hold our social events, such as Zoom. She asked the VP Finance to provide more information regarding Zoom and if we had money in the budget to purchase this service. The VP Finance said he would look into this and provide an update to the executives. The President also stated that ISSAC has teatime events, and possible collaboration would be great to engage more students. She asked the VP Academic to update the executives in the next meeting regarding her communication with ISSAC.

The VP Academic then continued that there will be one trivia session on Friday, October 23 with a horror movie theme. She also said that she would like to give out a \$25-30 VISA card to the winner of the trivia. The VP Finance raised his concern around postage fee for international mailing in the case that we have a student winner who may be residing outside the country at the moment, and asked to avoid international postage if possible due to the limited budget we have for postage and the increased cost of postage from the COVID-19 situation. The President recognized that there was limit due to budget issues, as proposed that we could look for alternative solutions once the winner for the trivia has been selected.

Another event for October proposed by the VP Academic and the VP External was the Halloween costume and face painting contest, which would take place from Monday, October 19 - 25, 2020 where students can upload their pictures, and it will be followed by a voting period from October 26 - 30, 2020. Some options of how pictures would be published and on what platforms was discussed by the executives. The President proposed using Instagram with a hashtag was specific to our event, and with this we would not have to upload any pictures to our social media platforms in the case that we have too many entries. The VP Academic also mentioned that the winner of this face painting/costume contest would on the day of Halloween, October 31, 2020. There will be prizes for the 1st, 2nd, and 3rd winner during this event, tentative for a total of \$100. The President informed the VP Academic that her total budget for social events for the 2020-2021 academic year is \$500 and asked the VP Finance to take a look at the budget and advise the VP Academic on what amount should be given out for each prize.

There VP Academic and President also proposed a curbside Halloween pick up at the GSA Commons on October 31, 2020. The President asked the VP Academic about the contents that would be included in the trick-or-treat bags given out for this curbside pickup even, and options were discussed for the items among the executives. The President asked the VP Academic to look on Amazon for trick-or-treat bags that might be available for a lower cost.

The VP Academic continued, that with the help of the VP external, they are going organize a cultural event virtually, and they suggested holding this event close to Christmas. The VP Academic also added that they will collaborate with the various cultural clubs on campus. All the participants who take part in this culture event will be required to submit a video introducing their respective country, and the foods associated with their special traditions for Christmas. There could be a second video submitted of about 3 minutes with the recoding of a cultural dance. The President provided feedback for this event by stating that it would be better for the cultural event to take place in November and to exclude something specific for Christmas as not everyone celebrates Christmas or has traditions around Christmas. She also said that there is a need for clarification of targeted people for the cultural event. She continued that it is better to have this event open for all students, and not just the cultural social clubs on campus, and have the prizes for the best voted video. There was further discussion on this matter, and the executives agreed that group submission would not be accepted, and only individual submissions would be accepted. There was a discussion on the timeline for this event, and the executive agreed to finalize the timeline by the next executive meeting. The President asked the VP Academic to update the executives on the holiday hang out event at the next meeting as well.

6.2 Health Chat Events

The President asked the VP External to update the executives on the health chat events for the fall 2020 term. The VP External stated that he has a meeting with an individual from the Recreation Centre and there is a bright chance of collaboration with them for yoga. Additionally, there is a tentative mutual plan to conduct the yoga event, in collaboration with the Recreation Centre, every Wednesday from 7:30 pm to 8:30 pm from October 7, 2020 to December 2, 2020. The VP External also contacted Chiamaka, the previous VP External, and was provided with two contact information for Zumba, he contacted these individuals but did not receive any response yet. The VP External asked for input from the executives regarding this initiative. The President said it would be great to collaborate with the Recreation Centre if there would be no cost associated with it, and the VP external asked if everyone was fine with the time and date of the yoga event. All executives agreed and had no issues with the timing or date for the yoga event. The VP External also stated

that the Recreation Centre would like to use the GSA logo for the event advertisement/poster. The President stated that she can provide the VP External with the logo. She also asked VP External to take the lead when these sessions are being conducted as it falls under his portfolio.

The VP External continued talking about health events he had planned for this term, which includes inviting a speaker from CFS to present on the mental health toolkit in the form of a seminar. The President asked for input from other executives regarding the CFS mental health toolkit. The VP Finance stated that he did not find the images within the toolkit to be clear enough in explaining what the mental health toolkit was trying to accomplish. The VP Academic said that the mental health toolkit was not clear to her as well, and the President stated that she did not understand how this toolkit could be implemented at our university when most of the universities mentioned in the toolkit are Ontario based. The executives agreed that there was much confusion around the CFS mental health toolkit. The President proposed having a CFS representative present the mental health toolkit at the next GSA Council meeting so councillors and graduate students would have an opportunity to discuss and provide input. The President said she would talk to the GSA Chair about the possibility of inviting a speaker from the CFS to present at the next GSA Council meeting.

The VP External then continued with his updates and mentioned that he contacted the Student Wellness Centre manager for mental health seminars, and she was willing to organize speakers for biweekly seminars on mental health topics. The President asked VP External to finalize the dates, content of each seminar, and speakers with the Student Wellness Centre. She also mentioned that it would be better to start the mental health seminars after Thanksgiving, so the Student Wellness Centre has ample time to arrange for speakers. She then suggested that Monday would be a good day for this event, and to promote it has "Mental Health Mondays". The VP External is to update the team on finalized information on health events with the Student Wellness Centre at the next executive meeting.

The VP external updated the executives on the resume and cover letter workshops that he proposed last meeting. He said that the Career Center asked him to submit an online request if we wanted to conduct workshops or seminars, and topics we would like to be discussed at these workshops/seminars. The VP External confirmed that Dr. Janet Hill has agreed to conduct a seminar on professional skills, which would be beneficial to students. He mentioned that we would need to give Dr. Hill a few dates for the event as she has a busy schedule as well. He also mentioned that there would be a financial management workshop that he would like to conduct this month, and he has been in discussion with a

professor from the Edwards School of Business regarding this. The President said that it is better to have only 1 or 2 workshops, not a series of workshops, to see how successful these two workshops will be and then decide on moving forward. The President asked the VP External to confirm a date with the two professors so one of them will be conducting their event in October and the second in November. She also emphasized that there should be enough buffer time to promote the event. The President asked the VP External to set up a meeting with herself if further discussion regarding this matter is required.

6.3 GSA commons

The President stated the GSA Commons would remain closed until further notice. She said that if any executive or staff is visiting the Commons, then they should be filling out the COVID-19 symptom form for contact tracing purposes, and ensure that all doors at the GSA are locked before leaving.

7. Other Business

The President asked if there was other business to be discussed. There were none.

8. Confidential Session

9. Adjournment of Meeting

The President asked for the adjournment of the meeting.

Motion to adjourn the meeting at 7:30 pm was moved by the VP Finance and seconded by the VP Academic. Vote: Passed.

4 in Favour, Motion carried.



University of Saskatchewan- Graduate Students' Association

President's Report - GSA Council Meeting, October 2020

Dear Councilors,

It is my privilege to brief Council members on some of the activities and initiatives of the GSA.

1. Graduate Student Representation on the University Board of Governors.

Much like our predecessors, the GSA will continue to work on establishing a seat on the University Board of Governors for graduate student representation. This is important to the GSA because at present there is only undergraduate student representation on the University Board of Governors, which means that no graduate student input can be directly conveyed to Board, unless it goes through the undergraduate representative. This is a difficult long process which the GSA has worked tirelessly on and will continue to advocate for in order to ensure that the graduate student voice is heard and represented at this university body.

2. Student-Supervisor Relationship

We continue to stress the importance of the student-supervisor relationship as well as the mandatory agreement that all incoming graduate students should be completing within the first year of their program. We will continue to promote this document across colleges to students and faculty members to help improve accountability and the relationship between students and supervisors.

3. Student Engagement

The GSA Executives have been working organizing social events for this term to increase graduate student participation and provide a platform where students can network and socialize.

Unfortunately, due to COVID-19, the GSA Commons remains closed and as such many of our events will be taking place online, with some exceptions of curbside pickup.

We will continue our efforts to create a sense community among our student population, provide services, advocacy, and support our graduate students during these unprecedented times.

Thank you,

Humaira Inam

President, Graduate Students' Association



University of Saskatchewan- Graduate Students' Association

Monthly Report from the VP Finance and Operations

Hello GSA members,

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

1) GSA Fall Bursary Update

The GSA Fall Bursary is opened for applications. Similar to the spring/summer bursaries, the fall call is online and through the Survey Monkey. The students have been informed through the GSA social media accounts and through email to submit their applications.

2) Closure of GSA Commons

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

3) Financial update

As part of my responsibilities, I am monitoring the GSA financial revenues and expenditures to make sure that we are following the approved budget.

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:

Meeting

<p><i>PRT/PEC/USSU/GSA Meeting</i></p> <p><i>GSA Executive Meeting</i></p> <p><i>USSU sustainability committee</i></p> <p><i>University council meeting</i></p> <p><i>Research, Scholarly, and Artistic Work Committee</i></p> <p><i>CGPS council meeting</i></p> <p><i>Awards Committee</i></p>
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Please feel free to contact me at gsa.fin@usask.ca should you have any questions or need any further clarification.

Sincerely,

Hadi Ramin

Vice-President Finance and Operations



University of Saskatchewan Graduate Students' Association

RE: VP Academic and Student Affairs Report to Council

Dear Council Members:

Please find below my October report to council.

1) Halloween Events Preparations

Halloween this year will be consisting of three different events: face painting/ costume competition; Halloween trivia; and Halloween trick or treat curbside pick-up. The face painting/ costume competition will be announced, and conditions explained on October 14th. The Trivia night will consist of an online event where different groups will compete for three prizes: \$75 for first place, \$50 for second and \$25 for third. More information to come. Details are being finalized for the curbside pick-up service.

2) 3 Minute Thesis Conference

On March 2021, the GSA will be hosting the 3MT Conference. I will be planning this event with the Event Organizing Committee. Details are being discussed with the host institution and more information will be shared when decisions are made. A call for abstracts and registration will be sent out and prospective judges will be contacted as soon as final details are decided.

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

Date	Meeting
September 17, 2020	University Council Meeting
September 22, 2020	Friends for dinner Event Coordination
September 24, 2020	GSA Executives Meeting
September 28, 2020	Executives monthly meeting with Associate Dean CGPS

September 29, 2020	Executives meeting with Arts and Science Dean's team
September 29, 2020	University of Saskatchewan Faculty Association meeting
October 2, 2020	Graduate Academic Affairs Committee
October 6, 2020	Friends for dinner Event Coordination
October 7, 2020	Executives meeting with CGPS Dean
October 7, 2020	Academic Programs Committee
October 8, 2020	GSA Executives Meeting
October 9, 2020	Academic and Student Life Technology Committee
October 9, 2020	Graduate Academic Affairs Committee



University of Saskatchewan Graduate Students' Association

October 2020

RE: VP External Affairs Report to Council

Dear Council Members,

Please find below my report to Council:

1) **GSA Executive meetings**

I attended the two executive meetings after the last Council meeting where we discussed on various topics and events for the fall and winter terms, which included ratification of social clubs and academic councils, fall bursaries, fall events, and health chat events.

2) **Health Chat Events**

The following health chat events will be offered for the fall 2020 term:

2.1 Yoga Nidra Online (guided meditation)

We have started Yoga Nidra online in the collaboration of the Recreation Centre. This weekly meditation class will be offered every Wednesday starting October 7th and ending on December 2, 2020. The timing of each session is from 7:30 pm to 8:30 pm. The instructor is Amanda Plante. Before finalizing this event, we discussed as it as an executive team and unanimously agreed on it.

2.2 Financial Literacy Seminar

Graduate students have been greatly impacted financially during this event, and as such we decided that offering a financial literacy seminar may be of use to some graduate students. Additionally, students who are new to financial planning or management may also benefit from this seminar. The financial literacy seminar will be held on October 13th in the evening from 4:00pm to 5:00pm and the guest speaker is a Professor Brian Lane from the Edwards school of business.

2.3 Resume & Cover Letter Workshop

One of the goals of the GSA is to promote professional skills for this academic year. Keeping this in mind we wanted to offer a workshop that would be of benefit to graduate students who are currently job hunting or will be job hunting in the near future. Hence, we have organized a workshop on November 17th where Dr. Janet Hill from the Department of Veterinary Microbiology will be speaking on resume/CV building, interviews, cover letters, and other skillsets required for the working world.

2.4 CFS Mental Health Tool Kit

The Canadian Federation of Students has prepared a mental health toolkit for student associations to implement on their respective campuses. The GSA executives unanimously decided that a CFS representative would be invited to a Council meeting in order to provide councillors more information on the mental health toolkit, and so graduate students can provide input on whether this toolkit should be implemented or not.

2.5 Mental Health Seminars

We are currently in discussion with the Student Wellness Centre to conduct mental health seminars in order to bring awareness to mental health issues and topics. We will be reaching out to other mental health organizations for this initiative as well.

3) Canadian Federation of Students

The 39th Annual National General meeting will be held from Tuesday, November 17th to November 19th (tentative). This will be an online meeting and for that, I had to register before October 6th which I have done. For any question and for submitting the motion, I have received the guidelines and we are going to discuss in our next executive meeting if we are submitting any motion.

Another standalone meeting of the National Graduate Caucus (NGC) of the CFS is on November 2nd & 3rd which is a great chance to share, learn, and connect with other locals. I can bring any agenda and discussion in that meeting and will also discuss it with our executives before attending that meeting.

4) Meetings

The following are a list of meetings I have attended since I submitted the last report to Council.

Date	Meetings
September 24 th , 2020	GSA Executive Meeting

September 24 th , 2020	Meeting with Gray Ferguson rec center.
October 6 th , 2020	National Graduate Student Alliance (meeting with UBC External Affairs)
October 6 th , 2020	Interdisciplinary Studies Committee Meeting
October 6 th , 2020	Governance Committee Meeting
October 8 th , 2020	Student Sustainability Coalition Meeting
October 8 th , 2020	GSA Executive Meeting

Committees of Council		
Committee	Membership	Notes
Budget and Finance Committee	<ol style="list-style-type: none"> 1. VP Finance and Operations as Chair 2. President 3. Cameron Choquette - (Regular/general member) 4. Ebenezer Bediako- (Regular/general member) 5. Sareh Nazari - (Regular/general member) 6. Joyce Reimer - (Regular/general member) 7. Stéphane Gérard -(Regular/general member) 	<p>At least two (2) Councilors or Alternate Councilors <i>needed</i>.</p> <p>At least one (1) Regular/general member-<i>fulfilled</i>.</p> <p>Membership cannot be more than 9.</p>
Bursary Selection Committee	<ol style="list-style-type: none"> 1. VP Finance and Operations as Chair 2. VP Academic and Student Affairs 3. Mostofa Kamal – (Council member) 	<p>At least three (2) Councilors or Alternate Councilors (who must not be from the same department) <i>needed</i>.</p> <p>Membership cannot be more than 9 and can only include Council members, and not Regular/general members.</p>
Governance Committee	<ol style="list-style-type: none"> 1. Executive - 2. Executive- 3. Council Chair as <i>ex-officio</i> 4. Afees Ayodeji Ayandira (Regular/general member) 5. Dolapo Oyedeji-(Regular/general member) 6. Lucas King -(Regular/general member) 7. Jovita Dias- (Regular/general member) 	<p>At least (2) Councillors or Alternate Councillors <i>needed</i>.</p> <p>At least one (1) Regular/general member-<i>fulfilled</i>.</p> <p>Membership cannot be more than 9.</p>
Code of Ethics and Discipline Committee	<ol style="list-style-type: none"> 1. Council Chair and Chief Electoral Officer as Chair 2. Britanie Thomas- (Regular/general member) 	<p>At least (2) Councillors or Alternate Councillors <i>needed</i>.</p>

	<ol style="list-style-type: none"> 3. Simranpreet Bhala -(Regular/general member) 4. Vishal Hirani - (Regular/general member) 5. Kristen Hargis -(Regular/general member) 6. Khaled Zoroufchi -(Regular/general member) 7. Gurinder Dhanju -(Regular/general member) 	<p>At least one (1) Regular/general member-<i>fulfilled</i>.</p> <p>Membership cannot be more than 9.</p>
Elections and Referenda Committee	<ol style="list-style-type: none"> 1. Council Chair and Chief Electoral Officer 2. Aisha Sajid - (Council Member) 3. Ehsan Moradi - (Regular/general member) 4. Nicole Pasloski - (Regular/general member) 5. Zoher Rafid-Hamed - (Regular/general member) 6. Nwabuba Tochukwu Gregory - (Regular/general member) 7. Oleksii Vasylevsky - (Regular/general member) 	<p>At least (1) Councillor or Alternate Councillor <i>needed</i>.</p> <p>At least two (2) Regular/general members – <i>fulfilled</i>.</p> <p>Membership cannot be more than 9.</p>
Awards Selection Committee	<ol style="list-style-type: none"> 1. VP External Affairs as Chair 2. President 3. Mostofa Kamal- (Council member) 4. April Fox - (Regular/general member) 5. Sandhya Chandran - (Regular/general member) 6. Md Najmul Hossain - (Regular/general member) 7. Ka-Sheena Minott - (Regular/general member) 8. Britanie Thomas- (Regular/general member) 	<p>At least (1) Councillor or Alternate Councillor <i>needed</i>.</p> <p>At least one (1) Regular/general member-<i>fulfilled</i>.</p> <p>Membership cannot be more than 9.</p>
Sustainability Committee	<ol style="list-style-type: none"> 1. VP External Affairs 2. VP Indigenous Engagement 3. Mostofa Kamal- (Council Member) 4. Olakorede Kanmi-Obembe - (Regular/general member) 5. Sarah Firby-(Regular/general member) 	<p>At least (1) Councillor or Alternate Councillor <i>needed</i>.</p> <p>At least one (1) Regular/general member-<i>fulfilled</i>.</p>

	6. Yasmine Wafa -(Regular/general member) 7. Alivia Mukherjee -(Regular/general member) 8. Alexander Kwame Gavu -(Regular/general member)	Membership cannot be more than 9.
Diversity Committee	1. VP External Affairs 2. VP Indigenous Engagement 3. Brady Kroeker – (Council member) 4. Rifat Zahan -(Regular/general member) 5. Mandana Bidarvand -(Regular/general member) 6. Mercy Ogbogboyibo -(Regular/general member) 7. Tongjia Yang -(Regular/general member) 8. Natasha Istifo -(Regular/general member) 9. Celeste Osses -(Regular/general member)	At least (1) Councillor or Alternate Councillor – <i>fulfilled</i> . At least two (2) Regular/general member- <i>fulfilled</i> . Membership <i>full</i> - Membership cannot be more than 9.



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

Name of your Social Club	India Students' Association
Number of total members in your Social Club	8
Percentage of graduate students in your Social Club.	75%
Percentage of non-graduate students in your Social Club.	25%
List of your Social Club Executives (their positions – email addresses – NSID) <i>Note: Please identify which of your Executive are graduate students with the word (GRAD).</i>	<ol style="list-style-type: none"> 1. Aravind Ravichandran (<i>GRAD</i>) (President - arr192@mail.usask.ca (ARR192)) 2. Mahesh Rachamalla (<i>GRAD</i>) (Vice president academics – mar935@mailusask.ca (MAR935)) 3. Sukanya Pati (<i>GRAD</i>) (Vice president finance - sukanya.pati@usask.ca (SUP661)) 4. Rohin Reddy Kunduru (<i>GRAD</i>)(Vice president external affairs – Rok033@usask.ca (ROK033)) 5. Suhani Chaudhari (Director of Cultural Events - ssc324@usask.ca (SSC324)) 6. Bhavyen Jaykumar Patel (Director of Sports Events - Bhp084@usask.ca (BHP084)) 7. Parthvi Solanki (Director of Communications - pas084@usask.ca (PAS084)) 8. Kanika Gupta (Director of Promotions - Kag899@usask.ca (KAG899))
Name of the Bank	Royal Bank of Canada

*****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



U of S India Students' Association Constitution

Article 1: The Association

I The name of the organization shall be the U of S India Students' Association, abbreviated from now on as ISA.

Article 2: Mission

The mission of the ISA shall be:

I To promote and act as the ambassador of Indian culture throughout the university and the local community.

II Responsibility to operate as the voice for students of Indian origin and to create an environment that upholds Indian values.

III Mentor South Asian newcomers in adjusting to the Canadian and University lifestyle.

IV Cultivate a positive experience for students from India

V Introduce Indian cultures and act as a welcoming organization to all members of the campus community

Article 3: Membership

I Membership is open to all students, alumni and staff of the University of Saskatchewan regardless of race, religion, color, sex, national origin, disability, age, creed, marital status, public assistance status, or sexual orientation.

II Students currently enrolled (Full time/Part time) at the University of Saskatchewan shall be identified as **regular members**. They are permitted to hold voting privileges and executive positions in the association.

III Alumni and staff at the University of Saskatchewan shall be identified as **associate members**. They shall not be eligible to hold voting privileges and executive positions in the association.

IV To become a member of the ISA, one must sign up through an ISA membership form.

V The organization reserves the right to deny/revoke membership with the consent of 2/3 of the executive committee (defined in Article 4).

VI Members are informed of ISA activities, events through the blog and its Facebook page.

VII Any executive member may be impeached for misconduct (to be defined by the organization). He/she shall be given a seven days' notice and an opportunity to defend him/herself. This impeachment vote shall require a 2/3 majority of the executive committee (defined in Article 4).

Article 4: Office and Duties

I All executive members are elected by and hence accountable to the regular members of the association.

II They must report activities of their position to other members of the executive, particularly the President, at meetings.

III All executive members are responsible for the actions and guidance of ISA.

IV The list of ISA Executives and their respective duties are:

President

- Officially represents the organization
- Oversees all activities of the club
- Organizes executive meetings and prepares the agenda for the meetings

- Primary person to lead all meetings
- Maintains the flow and efficiency of the sessions as well as keeps them on task and encourages other members to speak on issues and subjects.
- Solves disputes among officials and within committees
- Motivates and inspires others on the committee to be active
- In charge of delegation for additional duties or in the case that responsibilities are not being met
- Acts as co-signer on all financial documents and cheques
- Implementation and overseeing of the annual code of conduct (Article 13).

Vice President of Operations and Finance

- Maintaining accurate and up-to-date accounts of club funds
- Responsible for disbursing funds by goals and events
- Management of the bank account
- Manages all records of revenue and expenditures according to standard accounting principle.
- Takes responsibility for keeping all financial and business records.
- Responsible for assisting the president in overseeing financial affairs
- Act as co-signer on all financial documents and cheques

Vice President of External Affairs

- Responsible for planning and organization of social events
- Promotes inter-cultural awareness and develops programs to enhance the student experience
- Responsible for contacting and coordinating performers for events
- Responsible for sponsorships for all the events
- Closely works with VP Finance for aids
- Setting the agenda and sequence of events for the event
- Responsible for confirming the appropriate venue for events and catering
- Oversees work of Directors of sports and cultural events

Vice President of Academics

- Monitors and communicates research activities and other academic affairs at the University of Saskatchewan to the student body through emails and other forums.
- Oversees all student academic affairs and ensures a positive experience to the student body
- Coordinates and manages academic services for the student body
- Guides students at or applying to the University of Saskatchewan as a representative through social media
- Plans academic improvement events for ISA members and U of S students
- Oversees and writes development documents such as fundraising proposals, sponsorship packages, and other material to external audiences
- Oversees work of Director of Promotions (Content Creation) and Director of Communications

Director of Cultural Events

- Promotes and raise awareness about Indian cultures through functions and events through a secular perspective
- Promotes intercultural bonding and exchange
- Assists the Vice President of External Affairs to organize events and activities
- Assists with coordinating all fundraising activities for ISA
- Acts as a liaison between the executives and donors
- Seeks out sponsorship and support programs and ISA events
- Communicates with the student body regarding positive representation within events in a culturally appropriate manner.

Director of Sports

- Creates plans for and organizes sports events
- Sets all the rules and instructions for outdoor and indoor games
- Creates an agenda for all the sports events along with VP External Affairs
- Decides for venues, dates, times, and all sport-related events
- Maintains good relations with organizations from other universities
- Plan events with residence and PAC to promote healthy lifestyles
- Plans intramural and intra-club activities with the student body

Directors of Promotions

- Promote club events through social media (Facebook, Instagram, Email)
- Create an aesthetic look for the club, including designing club logo, club cards, displays
- Maintains all work in well-maintained google drive accounts for ISA
- Explore different means of promoting the club on and off campus (such as radio stations, another university/colleges)
- Responsible for updating the website and sending regular promotional emails
- Maintains ISA website, blog, publications and other social networking sites regularly.
- Accountable for creating posters for events- must be proficient in Photoshop or equivalent software.
- Maintains the YouTube Account and plans videos for promotions
- Works closely with VP External Affairs to create posters

Directors of Communications

- Keeps records of meetings and history of the organization
- Reports general membership issues and concerns to the executives
- Assists the president and director of promotions in sending emails
- Takes meeting minutes and makes meeting minutes available for all executives
- Keeps records of membership
- Responds to most concerns that are sent through the ISA Facebook accounts and emails
- Responsible for all media relations and branding strategies of the association
- Take care of volunteer recruitment/on-site training/logging volunteer hours
- Creates polls and manages voting when necessary for events that will be planned in ISA
- Assists the Director of Promotions in sending the monthly emails about the organization

Article 6: Executive Terms of Office

I The term of office for all Executive positions shall commence in May by 1st and end on April 30 of the following year. The exceptions to these terms are listed in the points III through VI.

II The president shall be elected before April 15.

III In case a position is vacant on May 1st, they may begin their term on a date following the election during the school year.

IV A term may end early in the case of an executive choosing to resign from their position (Article 7), or Impeachment (Article 8).

Article 7: Resignation

I Any executive or junior executive may step down from their position with a two-week notice to the President.

II A two-week notice could be replaced with an immediate notice in the case that the executive has no ongoing projects 30 days following the notice.

III In the case that points II and I are not met, the president holds the right to hold off on signing their name for Co-Curricular Record credit if the integrity of the ISA was harmed in the process.

IV Resignation by the president must be presented to the executive committee with the majority (50% + 1) members present.

V In the case of a presidential resignation, a new president must be chosen through an election amongst the executive committee within two weeks.

Article 8: Impeachment

I Impeachment of executives or members may be in effect upon the violation of the ISA code of conduct, ISA constitution, USSU/GSA by-laws, municipal, provincial, or federal laws.

I A written complaint, with an explicit mention of the violation, must be submitted to the President or VP Communication for the member or executive to be considered for impeachment.

II Any member may be removed from his/her position if voted on by two-thirds of the current Executive committee.

III An Executive member may appeal within two weeks in writing at which time a General Meeting must be called within two weeks by the President or Acting President. All members shall be allowed to vote, and a simple majority is required for the removed Executive member to be reinstated.

IV Impeachment of the President must follow the same procedure as any other position.

Article 9: Executive Elections

I The election of a new club Executive must be completed within the first two weeks of August to ensure a smooth transition from the old Executive to the new Executive.

II Before the election, the Executive shall appoint a Chief Election Officer (CEO). The CEO must be a person who is not running in the upcoming election, and the Executive will have the option of setting aside a monetary stipend if required to be better able to find a qualified neutral party.

III The CEO shall not vote in the upcoming election.

IV Voting can take place in person (Secret Ballot) or through email correspondence sent to a designated member, and the results will be communicated promptly.

V The CEO shall be responsible for all duties associated with the upcoming election and shall provide proper notice to all club members of the forthcoming election.

VI No member shall be allowed to run for or hold any single executive position for a period higher than two years.

VII If only one person accepts the nomination for any position, this individual will be considered elected through acclamation.

VIII Executive may call a by-election to fill a vacant position.

Article 10: Transition of the Executive

I During the period from the end of the second week of August until the first day of September, when the new Executive will assume office, it is the responsibility of the departing Executive to orient the newly elected executive officers to their jobs.

II The transition support includes teaching the incoming executive about club and USSU/GSA policies and procedures, transitioning custodianship of club records and materials (including office and mailbox keys, locker combinations and all passwords to all club email accounts), and preparing the new Executive to be effective in their roles for the next year's work.

III It is the responsibility of the departing President and VP Finance to bring all accounts up to date to the end of the fiscal year and to prepare any required financial statements of the club.

- I Also, the outgoing President and VP Finance must arrange with the respective incoming Executive for the transition of the club bank accounts to the incoming President and VP Finance.
- II These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of August.
- III It is the responsibility of the incoming executives to assume custody of all club records and materials and accountability for all financial activities of the club and all club requirements.
- IV The President may invite former executive members to attend executive committee meetings for added perspective. However, guests may not act as voting members in the committee, unless otherwise discussed.

Article 11: Meetings

- I The President may call an Executive meeting at any time, on at least 24 hours notice.
- II There shall be at least one regularly scheduled Executive meeting per month during the academic year (September to April).
- III Meetings must be attended by all executive members unless otherwise stated, or by the Code of Conduct (Article 13).
- IV At least one general meeting must be held and attended by at least 10% of the membership.
- V The agenda of meetings will be set by the president and meeting minutes will be recorded at each meeting by a director of communications.
- VI All meetings must be headed by a President unless the task is delegated on the President's discretion.

Article 12: Finances

- I ISA finances are to be managed by the Vice President of Finance, in consultation with the president, and kept separate from any other group.
- II ISA Executives shall receive no wages from their commitment to ISA. However, reimbursements in the case of expenditure may be provided.
- III Financial reports must be presented monthly at executive meetings and each General Members Meeting.

Article 13: Executive Code of Conduct

- I The President is responsible for the creation of an annual Executive Code of Conduct to ensure consistency within the committee.
- II The Executive Code of Conduct shall act as a secondary governing document to the ISA constitution, applying to only executive and junior executive members of the club.
- III The Executive Code of Conduct must be read and unanimously approved by all members of the executive committee.
- IV Violation of the Executive Code of Conduct is to be considered as an appropriate ground for a complaint regarding impeachment (Article 8).

Article 14: Amendments

- I This constitution shall comprise the operating basis of the Indian Students Association.
- II Any major amendments to the Indian Students Association constitution need to be voted by two-thirds of the executive council at which point the amendments must be ratified by a two-thirds vote of the club membership at a general meeting.
- III A copy of the amended constitution must be submitted to the USSU/GSA within two weeks of ratification.
- IV Each year the newly elected board panel may make amendments to the constitution as they see fit before the start of the next academic year.

Article 15: Dissolution

I The club shall cease to exist upon a vote for dissolution by two-thirds of the executive committee.

II All assets of the club shall be donated to a charity picked by the executive committee before dissolution.

III In the case of dissolution, another student group registered with the USSU/GSA/University of Saskatchewan may use the name India Students' Association (ISA).