



Graduate Students' Association - University of
Saskatchewan
Council Meeting Agenda
Tuesday September 21, 2021 - Zoom
17:00 – 19:00

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

#	Item	Page	Action
1	Call to Order		
2	Approval of the agenda	1-2	<i>Decision</i>
3	Approval of the minutes from August 24, 2021	3-10	<i>Decision</i>
4	Information to be received	11-16	<i>Decision</i>
	A. August 19, 2021 Executive meeting minutes		
5	Executive reports	17-20	<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		
	E. Report of the VP Indigenous Engagement		
6	Ratification of Social Clubs for 2021/2022	21-46	<i>Decision</i>
	A. Nepalese Students' Assoc.		
	B. Tox on Tap		
	C. Bangladeshi Students' Assoc.		
	D. Let's Talk Science		
7	Appointment of 2 Representatives to the University of Saskatchewan Student Form		<i>Decision</i>
8	Election of GSA Chair and Chief Electoral Officer		<i>Decision</i>

- | | | |
|-----------|--|--------------------|
| 9 | Election of GSA Vice-Chair and Chief Electoral Officer | <i>Decision</i> |
| 10 | Election/appointment of GSA Recording Secretary | <i>Decision</i> |
| 11 | Other Business/Announcements | <i>Information</i> |
| | A. GSA Health and Dental Plan change of coverage period | |
| | B. Call for volunteer for National Day of Truth and Reconciliation | |
| 12 | Adjournment | <i>Information</i> |

Next Meeting: October 26, 2021.



**University of Saskatchewan
Graduate Students' Association
Council Meeting Minutes
Tuesday, August 24, 2021. Zoom 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 August 24, 2021, Council Meeting took place via Zoom 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 Zoom meeting link with the meeting number and password to participate online. The Chair of the Council officially welcomed the 2020/2021 Members of Councilors to the meeting and called the meeting to order at 5:01 PM after the quorum for the meeting had been met. Ms. Asiyah Suchak, the Secretary of Council compiled the meeting minutes.

2. Approval of Agenda

The Chair asked about any amendments to the agenda as circulated via email. No amendments were put forward.

Motion to approve the agenda. (Proulx-Cullen/Moradi)

Carried

3. Guest: Huskie's Women's Soccer Coach

The Chair welcomed Coach Hamilton. He spoke about Women's Soccer team. He also

introduced himself and explored engagement via soccer. He then tried to gauge the level of GSA engagement in sports and soccer. He did bring up looking at potential engagement and intermingling of graduate students and sports. Ms. Alexis, VP Indigenous Engagement suggested a moment of silence as a method of making a connection with the Indigenous community as a sign of respect for all the burial sites being discovered at the residential schools throughout the country. Ms. Proulx-Cullen suggested engagement of families with the Huskies sports as many graduate students do have families. President Zahan suggested Coach Hamilton for possible events to increase engagement of graduate students with the Huskies sports. There were some discussions surrounding methods of increasing Indigenous, international and domestic graduate student participation. The Coach mentioned to continue to organize events catered for the GSA members and the Huskies women's soccer team and promised to follow-up via email with President Zahan. The Chair asked if the event was free for public as it is free for students. The Coach replied it is not but the price for the public is reasonable, and he gave some approximate prices.

Coach Hamilton provided his email address, and the Chair thanked the Coach for his time.
jeb847@mail.usask.ca

4. Approval of Minutes from June 22, 2021

The Chair asked if there were any suggested changes before the minutes were approved. There were none.

Motion to approve the minutes from June 22, 2021, minutes. (Proulx-Cullen/Moradi).

Carried

5. Information to be received

- a. June 17, 2021, Executive Meeting Minutes
- b. July 15, 2021, Executive Meeting Minutes
- c. July 21, 2021, Bursary Selection Committee Minutes
- d. July 27, 2021, Bursary Selection Committee Minutes

Motion to receive agenda item 5 a,b,c,d (Moradi/Mondal)

Carried

6. GSA Executives Report

a. President's Report

The President presented her report to the council. There was a question for President Zahan. Claudia asked "Does the health and dental plan is approved by Canada's Immigration (IRCC) when travelling by air to Canada? Will other activities for grad students be made if we miss swag bag events due to late study permit responses?" President Zahan responded the student needs to be in Canada for access to the Health and Dental Plans and apologized if she misunderstood the question. Claudia reiterated and President Zahan let her know it would be best to contact studentcare and provided the email address of studentcare to the council. President Zahan also responded that the swag bags are first come first serve. If there are leftovers, students will have the option to book appointment with GSA and pick up swag bags from leftover bags. The Chair thanked both.

b. Vice President Finance and Operation Report

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

c. Vice President Academic and Student Affairs Report

The Vice President Academic and Student Affairs presented his report to the Council. There was a question for VP Akintola from Natasha, "Our College (Kin) is creating a monthly newsletter and we will include GSA events in it. Are there any other events besides the orientation (Sept 1), swag bags pickup (Sept 7), and 3 minutes thesis competition? VP Akintola responded saying so far, it's those three, the other ones are not quiet fully planned yet. President Zahan responded as well letting Natasha know about two possible events in the upcoming year: graduate student research conference, and the annual awards gala. Details will be released in the monthly newsletters as these events are dependent on re-opening plans.

d. Vice President External Affairs Report

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

e. Vice President Indigenous Engagement (Verbal Report)

The Vice President Indigenous Engagement presented her report to Council.
There were no questions for VP Alexis.

7. Other Business/Announcement

8. Adjournment

Motion to Adjourn at 6:03 pm (Proulx-Cullen/Moradi).

Carried

Academic Council	Name of Councillors and (alternates)	Sep.2 2020	Oct.2 2020	Nov. 10 2020	Dec.8 2020	Jan.2 6 2021	Feb.2 3 2021	Mar.1 6 2021	Apr. 6 2021	Jun . 2021	Aug . 2021
Physical and Engineering Physics - PEGASUS	Kimberlee Dube (Nicholas Simonson)	N/A	N/A	N/A	P	P	P	P	A	P	A
Pharmacy & Nutrition Graduate Students' Council	Sukanya Pati (Ayat Zagzoog)	N/A	N/A	P	R	P	P	P	A	P	P
Plant Science	Dylan Sjolie (Matthew Wengler)	N/A	N/A	N/A	N/A	A	P	P	P	A	A
Physical Therapy Student Society (PTSS)	Matthew Reichert Cherise Schlekewy	N/A	N/A	P	P	P	P	P	R	P	A
SENSA	Mostofa Kamal Mariana Campos (Jaclyn Porter) (Rory Wheat)	N/A	P	A	A	P	A	P	P	A	A
SPHSA	Aisha Sajid Maha Khan (Maggie Coupland) (Daniel Medina)	N/A	P	P	P	A	P	P	A	A	A
Sociology GSA	Connor Morrison Maria Cruz (Alana Demkiw)	P	P	A	P	P	A	A	A	A	A
Soil Science Graduate Student Association	Amy Jimmo (Aimée Schryer)	N/A	P	A	P	A	P	P	P	A	A
Toxicology Graduate Students' Association	Alana Weber (Jensen Cherewyk)	A	R	P	P	P	P	P	P	P	P
Western College of Veterinary Medicine (WCVM) GSA	Miranda Zwiefelhofer Michelle Tucker Jennifer Abi Younes	P	P	A	P	P	P	P	A	P	P

Academic Council	Name of Councillors and (alternates)	Sep.2 2020	Oct.2 2020	Nov. 10 2020	Dec.8 2020	Jan.2 6 2021	Feb.2 3 2021	Mar.1 6 2021	Apr. 6 2021	Jun . 2021	Aug . 2021
Exec. President	Rifat Zahan	P	P	P	P	P	P	P	P	P	P
Exec. VP Finance and Operations	Ehsan Moradi	P	P	P	P	N/A	P	P	P	P	P
Exec. VP Academic and Student Affairs	Olusola Akintola	R	P	R	P	P	P	P	R	P	P
Exec. VP External Affairs	Leslie Tetteh	P	P	P	P	P	P	P	P	R	P
Exec. VP Indigenous Engagement	Tina Alexis	N/ A	N/ A	N/A	P	P	R	R	P	R	P



University of Saskatchewan - Graduate Students' Association

Executive Meeting Minutes

August 19, 2021

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.

Present: Rifat Zahan (President), Ehsan Moradi (Vice-President Finance and Operations), Olusola Akintola (Vice-President Academic and Student Affairs), Leslie Tetteh (Vice-President External Affairs), Tina Alexis (Vice-President Indigenous Engagement)

Regrets/Absent: None

Guests: None

1. Call to Order / Opening Remarks

The meeting was called to order at 6:00 PM by President Zahan.

2. Approval of the Agenda

President Zahan asked whether there were any amendments to the agenda as circulated. There was an amendment proposed by the Vice-President Indigenous Engagement to add an item to discuss residential school monuments.

President Zahan requested that item #6.1 (reflection from executives) be moved to in-camera session.

Motion: To approve the agenda with the proposed amendments.

Moved: VP Indigenous Engagement

Seconded: VP Finance and Operations

Vote: All in Favour,

Motion Carried.

3. Approval of the July 15, 2021, Executive Meeting Minutes

The July 15, 2021, Executive Meeting Minutes were circulated by emails. President Zahan asked whether there were any amendments to the last meeting minutes. There was none.

Motion: To approve last meeting minutes.

Moved: VP Indigenous Engagement

Seconded: VP Academic and Student Affairs

Vote: All in Favour,

Motion Carried.

4. Items for Action

4.1. Empower ME

President Zahan explained there were multiple communication with the studentcare about the cancelling the Empower Me service due to high expense but few users. She explained that although the motion of cancelling the service is already approved by the executives, the contract that we have with studentcare does not allow us to terminate the service right away and we may need to keep the service for the fall. The president asked the executive to comment on this matter. She added that only less than 1% of the graduate students used this service so far.

VP Finance explained that he has received comments from international students asking about the mental health service for themselves and their spouses. He said that these questions clarify that students are not aware of the Empower Me service. He mentioned that these kinds of services are expensive, and many students need it during this unpleasant time, so he asked if we could keep the service for the fall and decide to cancel it after fall by looking at the statistics provided by studentcare.

President Zahan explained that compared to regular mental health services from the student wellness center Empower Me gives parallel services to students and their spouses which is not included in the student wellness center services. She stated that we might need to have better promotion for the service although she already asked studentcare to produce video clips and social media posts for promoting this service. The President asked executives if they agree to keep the service for the fall.

Due to the short timing, The GSA Executives have decided to void the email motion to cancel the Empower Me program.

Motion: To void the email to discontinue the 'Empower Me' service provided by studentcare

Moved: VP Academic and Student Affairs

Seconded: VP Indigenous Engagement

Vote: All in Favour,

Motion Carried.

4.2 Cheque Remittance

The VP Finance explained that we have a cheque that requires Executive approval. The cheque is for One Brand Partner, a company that provided fall orientation swag bags, swag items for students, and T-shirts for all executives and Office Manager.

Motion: To approve the cheques for the amount of \$3853.45.

Moved: VP Academic and Student Affairs

Seconded: VP Indigenous Engagement

Vote: All in favour,

Motion Carried.

5. Items for Discussion/Information

5.1 Fall Orientation

The President explained that she and VP External Affairs were trying to design a poster for having a volunteer for helping GSA fall orientation. The president asked all executives to be present on September 4th to prepare the swag bags. She further explained that on September 7th GSA will have the in-person curbside pickup for GSA executives to greet the new and returning students, hand them the swag bags and to talk to them about GSA services and answer questions. The President Rifat stated that the virtual orientation will be on September 1 at 10:00 am. She asked all executives to be present at that time and studentcare will also be presenting at the virtual orientation session.

5.2 Executive Meeting Dates for 2022

The President explained that we need to fix the executive meeting dates for 2022 and from fall term we will have biweekly executive meetings, rather than monthly meetings. Based on the input provided by the executives, the below dates were fixed for the winter term:

- January 6th, 2022 at 5:00 PM
- January 20th, 2022 at 5:00 PM
- February 3rd, 2022 at 5:00 PM
- February 17th, 2022 at 5:00 PM
- March 3rd, 2022 at 5:00 PM
- March 17th, 2022 at 5:00 PM
- April 7th, 2022 at 5:00 PM and
- April 21st, 2022 at 5:00 PM

5.3 Residential School Monument

VP Indigenous Engagement mentioned that having a monument will help in educating the university community about the residential schools. The President mentioned that the USSU President, Ms. Jaisee has expressed interest for possible GSA-USSU collaboration for this topic. President Zahan stated that she will connect the GSA VP Indigenous Engagement to the USSU President as they are in full support of collaborating with the GSA.

4.4 Fall and Winter Term Events

The President asked VP External Affairs about career service events. VP Tetteh explained that he is waiting for the Career Services to respond. The President asked VP Tetteh to provide a reminder to career services. The President added that we have to be more active in having events for students. She asked VP Academic and Student Affairs and VP External Affairs to update her about their respective events list.

The Indigenous VP Indigenous Engagement will put a list together and submit by Friday August 20th, 2021 for events aiming for Indigenous education and knowledge.

6. Other Business

One of the executive members proposed changes to by-laws of GSA. The President has reminded the executives that any request for changes to the by-laws must be sent to the President via email.

7. Closed Session**8. In-Camera Session - Reflection from executives****9 Adjournment of Meeting**

Motion: To adjourn the meeting at 7:30 PM

Moved: VP External Affairs

Seconded: VP Indigenous Engagement

Vote: All in favour,

Motion Carried.

The meeting was adjourned at 7:30 PM



University of Saskatchewan Graduate Students' Association

President's Report - GSA Council Meeting, September 2021

Dear Councilors,

I welcome all academic councils, new and returning graduate students for the 2021-2022 academic year. I look forward to advancing Graduate Students' Association's goals in supporting our students within the university community. I would also like to express my sincere thanks to our outgoing academic councils for their continued participation and dedication to the Graduate Students' Association.

In this report, I have provided a brief explanation of my focus during my tenure, which includes:

1. Working towards enhancing resources to support mental health and well-being

The Graduate Students' Association is working towards enhancing support towards mental health. As part of this initiative, the GSA is working closely with Studentcare to continue "Empower Me", which was initiated in 2020 to provide students with mental health support at no additional cost.

2. Student-Supervisor Agreement

The Graduate Students' Association continues its effort to promote the student-supervisor agreement among the university community and encourages both new and continuing students to have a student-supervisor agreement in place at the beginning of their academic journey. As of May 2020, the student-supervisor agreement is mandatory for all new incoming graduate students and must be completed within the first year of their program. The GSA will also be organizing a conflict resolution workshop this year in collaboration with the College of Graduate and Postdoctoral Studies and the University Library to further improve the student-supervisor relationship.

3. Increasing awareness on diversity and inclusion

The Graduate Students' Association is working towards increasing awareness for diversity and inclusion and advocating for establishing benefits and support programs for graduate students.

I look forward to working with members of our graduate student community to support students throughout the academic year.

Rifat Zahan

President, Graduate Students' Association



University of Saskatchewan Graduate Students' Association
VP Finance and Operations report - GSA Council Meeting, August 2021

Dear GSA Councilors,

Please, find below the main area I together with the other GSA executives worked and working on during the Fall term:

1. GSA Fall Orientation

The Graduate Student's Association (GSA) University of Saskatchewan holds virtual Fall orientation and curbside pickup for the fall orientation swag bag.

2. Promoting GSA services and Responding Student concerns

The main job that I have been doing is responding to students' concerns about paying tuition without an installment plan and holds that will affect students' lives. GSA president and I have been communicating with university authorities to convince them that graduate students need an installment plan to continue their studies due to COVID-19 financial effects on families. Putting holds on students' accounts will inject them extra stress to their lives. We are waiting for the senior leaders' official response regarding holds. However, it doesn't seem they have changed their decision regarding the cancelling installment plan.

I look forward to working with each one of you and making your voices heard as far as my role allows me to. If you have any questions or comments, please do not hesitate to contact me at gsa.fin@usask.ca

Thank you,

Ehsan Moradi
VP Finance and Operations
Graduate Students' Association

MONTHLY REPORT BY VP (ACADEMIC AND STUDENTS AFFAIRS)
SEPT 2021

Dear Council Members,

Please find below my report for the month of September 2021 to the council.

<i>S/N</i>	<i>Date</i>	<i>Event</i>
1	19-Aug	GSA Executive Meeting
2	31-Aug	PEC/Student Council Meeting
3	03-Sep	Advocacy Meeting with Student
4	07-Sep	Governance Committee Meeting
5	07-Sep	Virtual Orientation
5	07-Sep	TLARC Meeting
6	08-Sep	Academic Misconduct Committee Hearing
7	08-Sep	Academic Program Committee

UPCOMING EVENTS

Conflict Resolution Seminar

A seminar is being planned for graduate students and it is titled ‘Conflict Resolution between Graduate Students and Supervisors’. It is aimed at addressing the very many conflicts between graduate students and their supervisors. We intend to have resources from CGPS, and the library speak at the event. Tentative date is October 7, 2021.

Seminar on Writing Academic Papers and Avoiding Plagiarism

An academic seminar is also being planned in January 2022 on writing academic papers and avoiding plagiarism. Resources will be sought from Faculty staff of USASK, CGPS and Library. Tentative date is 7th January 2021.

Thank you,

Olusola Akintola
Vice-President Academic and Student Affairs
Graduate Students’ Association (GSA)



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

Name of your Social Club	Nepalese Students' Association (NSA)
Number of total members in your Social Club	27
Percentage of graduate students in your Social Club.	20 (GRAD)
Percentage of non-graduate students in your Social Club.	7 (Under GRAD)
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>	<p>1. Binamra Adhikari (President) (NSID: bia532) (GRAD) (Email: binamra.adhikari@usask.ca)</p> <p>2. Shandesh Bhattarai (Secretary) (NSID: jxd685) (GRAD) (Email: bhattarai.shandesh@gmail.com)</p> <p>3. Abinash Subedi (Vice President Finances) (NSID: abs601) (GRAD) (Email: : abs601@usask.ca)</p> <p>4. Nitesh Chhetri (Vice President Sports) (NSID: nic194) (GRAD) (Email: nitesh.chhetri@usask.ca)</p> <p>5. Subash Chapagain (Vice President Student Affairs) (NSID: eba259) (GRAD) (Email: eba259@usask.ca)</p> <p>6. Prakhyat Khati (Vice President Event Management) (NSID: prk580) (GRAD) (Email: prakhyat.khati@usak.ca)</p> <p>7. Ayush Basnet (Vice President Public Relations) (NSID: ayb463) (GRAD) (Email: ayb463@usask.ca)</p>
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



Binamra Adhikari

Date

24th August, 2021

Nepali Students' Association (NSA) constitution

Article I – Name

The name of this organization shall be Nepali Students' Association. Here in after, it is referred to as NSA.

Article II – Mission

To represent Nepali students, to promote Nepali culture at the University of Saskatchewan (U of S) and to assist undergraduate and graduate students at the U of S.

Article III – Purpose

1. To bring together all the Nepali students at the U of S and to provide them with necessary help to make their stay comfortable.
2. To promote relations, better understanding, and co-operation among its members and other U of S students.
3. To serve as a liaison body between the Nepali students at the University of Saskatchewan Students' Union (USSU) administration, the College of Graduate Studies and Research (CGSR), Graduate Students' Association (GSA), International Students and Study Abroad Centre (ISSAC), departments and faculties, and other students' associations/clubs.
4. To suggest students about undergraduate and graduate-program procedures, jobs, awards, accommodations and other opportunities.
5. To promote Nepali culture and heritage at the U of S.
6. To foster friendship, goodwill and understanding between the Nepali students and the Canadian students.
7. To keep close contacts with NSA alumni members.

Article IV – Membership

1. The membership of the association shall be open to all the students of the U of S.
2. The membership requires no fees.

Article V – Executive Positions

The Association shall have the following positions:

1. President, 2. Vice-President, 3. Secretary, 4. Treasurer, 5. Student Affairs Coordinator,
6. Event Coordinator, 7. Public Relations Officer.
 - i. These are elected positions. The members of the association shall elect the positions annually.
 - ii. These seven positions shall constitute the Executive Committee of the association.
 - iii. By majority vote the Executive Committee can invite from amongst NSA, any member(s) as non-voting Executive Committee member(s) according to their need to serve the organization better.
 - iv. The term and job description of the non-voting executive members shall be defined by the majority vote of the Executive Committee.
 - v. Any NSA member who is currently enrolled at the U of S shall be eligible for the Executive Committee of the Association.

Article VI – Duties of the Executives

The **President** shall have the following duties:

1. Chair all the meetings of the general body and the Executive Committee, except during elections.
2. Initiate and decide, with the advice and majority consent of the Executive Committee, all matters concerning the activities of the association including, but, not restricted to constituting ad-hoc committees to assist her/him in the execution of her/his functions.
3. Coordinate, supervise and lead the NSA Executive Committee.
4. Co-sign the NSA Cheques.
5. Retain the ability to delegate responsibilities to other Executive Members within reasonable limits.

The **Vice-President** shall have the following duties:

1. Act as a President in case of absence, incapacity or disability, of the President. Take up the responsibilities as delegated by the President.
2. Keep close contact with alumni members.

The **Secretary** shall have the following duties:

1. Maintain minutes of meetings and all correspondences, inform members about general meetings, send copies of executive body minutes to NSA members.
2. Maintain and keep the records of all documents, reports and properties concerning the activities of the NSA.
3. Submit an annual report of the NSA activities to USSU/ISSAC.
4. In case of any personal/confidential issue of an individual member being discussed in the Executive Committee meeting on the request of the concerned member, the decision to share such an issue with members (other than executive committee) shall fully and completely remain at the discretion of the said concerned member. In no case shall the Executive Committee share personal/confidential matter of any individual member without her/his permission to anyone else.

The **Treasurer** shall have the following duties:

1. Collect the dues of the NSA. Keep a record of the NSA's funds.
2. Submit a full financial report to the Annual General Meeting.
3. Co-sign the NSA Cheques.

The **Student Affairs Coordinator** shall have the following duties:

1. Advise students about undergraduate and graduate-program procedures, jobs, awards, accommodations and other opportunities.
2. Advise students on Immigration and other Canadian rules and regulations.

The **Event Coordinator** shall have the following duties:

1. Organize activities to promote interaction and fun activities within the NSA members.
2. Organize events celebrating various Nepali cultural festivities.
3. Promote Nepali culture among the students at the U of S.
4. Coordinate with the ISSAC & promote NSA's participation in the various events

organized by ISSAC.

The **Public Relations Officer** shall have the following duties:

1. Undertake publicity and coverage of the association's activities.
2. Work as spokesperson of NSA.
3. Maintain good public relations with other university organizations.
4. Represent NSA at various platforms.
5. Report to the Executive Committee of NSA.

The **non-voting executive members** shall take up duties as delegated by the Executive Committee.

Article VII – Executive Meeting Procedures

Executive meetings shall follow the following rules:

1. The chair provides an agenda to the Secretary for a next executive meeting. The Secretary schedules the next executive meeting.
2. The quorum for an executive meeting is as follows.
 - i. More than 50% of the executive members must be present.
 - ii. Either the President or Vice-President must be present to chair the meeting.
3. The procedure for an executive meeting is as follows.
 - i. The chair ensures that the agenda is followed in order. Members may request a return to the agenda by calling a point of order. Additional agenda items should be placed, in order, in the 'Any Other Business' section at the end of the agenda.
 - ii. The chair will only recognize motions, and all motions must be seconded.
 - iii. The chair must ensure discussion follow the motion. Amendments may be made to the motion at this time. The person making the motion may also defer it to a subsequent meeting if he or she determines that further work is needed before bringing the motion to a vote.
 - iv. The chair will bring a motion (or amended motion) that is not deferred to a vote.
 - v. Executive Members may vote for or against the motion by a show of hands, or may abstain from the vote.
 - vi. A simple majority (more than 50% of the executive members) will pass or defeat the motion. If there is a tie in the vote, then the chair has the deciding vote that breaks the tie.
4. The secretary publishes the minutes of the executive meeting to all NSA members. In the case of personal/confidential issue of an individual member being discussed at the Executive Committee meeting the Secretary shall strictly follow by-law of the NSA constitution.

Article VIII – Elections

The Elections of the Association shall be held according to the following By-Laws. The Executive Committee shall be elected by members in the election process described as follows:

1. Distribute description of all positions by e-mail to interested members on NSA mailing list.
2. The President will determine the order in which positions are elected.
3. Nominations will be called at the meeting.

4. Nominations will be seconded.
5. Nominations will be accepted or declined by the nominee.
6. Nominee(s) will speak about their qualifications.
7. Voting must be done by a secret ballot.
8. The elections will be conducted by an Election Committee comprising of one Chief Returning Officer (CRO) and one Deputy Returning Officer (DRO), who are members of NSA. The Elections Committee will be appointed by the Executive Committee.
9. The election of the Executive Committee shall be held at least three weeks prior to the end of each academic year. The exact date shall be decided by the Executive Committee.
10. Only NSA members shall be entitled to vote. However, the outstation NSA member can send her/his vote to the CRO/DRO from her/his email ID registered with NSA.
11. In case of any discrepancies in any matter, NSA will follow USSU/ISSAC Election By-Laws.
12. The non-voting positions will be appointed by the President in consultation and with the majority approval of the Executive Committee.
13. Any member can only hold a post for not more than one consecutive term. The member may be elected to another post for as long as s/he remains a member of the NSA.

Article IX – Removal

1. Rules for Removal of Executives:
 - i. A motion to remove an executive member can be made if the members feel the executive is not conducting her/his delegated duty and/or if the executive is not following the spirit of the constitution.
 - ii. A vote of no-confidence against any executive may be called by a written request by five members.
 - iii. Any member of the Executive Committee could be removed if more than 50% of the NSA members vote in favor of the motion for removal.
2. In the event an executive member withdrawing from her/his position or becoming absent for a period, a replacement shall be appointed by the President in consultation and with the majority approval of the Executive Committee for the required period.

Article X– Amendments to the Constitution

Amendments to the Constitution can be made by the Executive Committee, after it has been presented and approved by the NSA members. For the change to be applicable, more than 50% of the general members need to ratify the change in the Constitution.



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

Name of your Social Club	Tox on Tap (ToT)
Number of total members in your Social Club	6
Percentage of graduate students in your Social Club.	100%
Percentage of non-graduate students in your Social Club.	0%
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>	1.Jensen Cherewyk, jensen.cherewyk@usask.ca , jec990, executive (GRAD) 2.Hannah Mahoney, hannah.mahoney@usask.ca , ham225, executive (GRAD) 3.Maira Peixoto Mendes, maira.mendes@usask.ca , map123, executive, (GRAD) 4.Emily Kennedy, ekk048@usask.ca , ekk048, executive, (GRAD) 5.Hamzat Fajana, hamzat.fajana@usask.ca , hof966, executive, (GRAD) 6.Bright Boamah, bbb621@mail.usask.ca , bbb621, executive, (GRAD)
Name of the Bank	Affinity Credit Union

*****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

Jensen Cherewyk

Jensen Cherewyk

August 12, 2021

Constitution for "Tox on Tap"

Article 1 – Name

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

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

Article 2 – Purpose of the Association

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

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

2.3 To demystify scientific research for the general public.

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

Article 3 - Membership

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

3.2 Membership shall be free.

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

3.4 Associate non-voting members shall be allowed.

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

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

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

Constitution for "Tox on Tap"

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

Article 4 – Executive

4.1 The Executive Committee shall consist of:

- a) Coordinator (s)
- b) Executive (s)

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

Article 5 – Duties of the Executive

5.1 Coordinator

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

5.2 Executive

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

Article 6 – Finances

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

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

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

Article 7 – Meetings

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

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

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

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

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

Article 8 - Election of the Executive

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

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

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

Article 9 – Amendments

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

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

Article 10 – Impeachment

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

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

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

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

Article 11 – Agency

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



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

Name of your Social Club	Bangladeshi Students' Association at the University of Saskatchewan (BSAUS)
Number of total members in your Social Club	258
Percentage of graduate students in your Social Club.	80
Percentage of non-graduate students in your Social Club.	20
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. Md Huzzatul Islam Khan (President, huzzatul.khan@usask.ca, mdk652, GRAD) 2. Mustaq Ahmad, (VP-Administration, mustaq_ahmad@usask.ca, mua800, GRAD) 3. Taymura Zulfikar (VP-Finance, taz283@usask.ca, taz283, UnderGrad) 4. Debasish Chakroborti (VP-Events, joydebaa@gmail.com, dec657, GRAD) 5. Sahrina Jannat Oishwee (VP-Culture, sjoishwee@gmail.com, sao107, GRAD) 6. Mohammed Thamidur Rashid (VP-Sports, rashidthamidur@gmail.com, mor867, Undergrad) 7. Ananya Kowshal (VP-Communication, snk953@usask.ca, snk953, GRAD)
Name of the Bank	Royal Bank of Canada (RBC)

*****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

Md Huzzatul Islam Khan

September 8, 2021

BSA Constitution

ARTICLE I: Name, Objectives and Non-discrimination Policy

Section 1: Name

The name of the association will be **Bangladeshi Students' Association at the University of Saskatchewan (BSAUS)**.

Section 2: Purposes/ objectives of the association:

1. To provide a common platform for all Bangladeshi students at the University of Saskatchewan.
2. To represent Bangladesh, Bangladeshi culture and heritage at the U of S and Saskatchewan.
3. To assist Bangladeshi students to achieve 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 to settle in the new place.
5. To organize different social events throughout the year for improving the bonding among the Bangladeshi students and community.

Section 3: Non-Discrimination Policy:

This association and its members shall not promote any discrimination between individuals and groups based on race, colour, creed, religion, sexual orientation, sex, age or handicap status.

ARTICLE II: Membership Policy

Section 1: General Membership

1. All Bangladeshi, Graduate and Undergraduate students of the U of S will be eligible to become the general member of the association.
2. At all times, BSAUS will have at least 75% (seventy five percent) graduate student members (including full-time and part-time).
3. Please see the first amendment section.

Privileges:

1. The general members will have the right to elect and be elected as the members of the executive committee.
2. Any member of the Executive Committee may be terminated if there exists a valid reason in favor of the termination.

3. If a general member complains against an Executive Committee Member with the signatures of 25% of the members of the Association, the complaint will be forwarded to the Advisory Committee for its assessment.
4. If the majority of the Executive Committee Members complaint against one of the Executive Committee members, the complaint will be forwarded to the Advisory Committee for its assessment.

The Advisory Committee will place the issue along with its assessment in a General Meeting. The termination will be effective if it is approved by at least 2/3 (two third) of the general members in the General Meeting. At least 60% of the general members should be present in that particular General Meeting.

1. Any general member can propose changes in the Constitution with the signatures of 25% 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 at least 2/3 (two-third) of the general members present in the General Meeting.
2. Please see the first amendment section.

Section 2: Associate Membership:

1. All Bangladeshi faculties, staffs, research associates of the U of S will be eligible to become the associate members of the association.

Privileges:

1. An associate member will have 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 association.
2. A membership fee of \$10 (Ten dollars) will be charged to all the members (General and associate) per functional year (August to July). The association will also accept donations from all members and any person or groups in favor of the association's objectives.
3. Please see the first amendment section.

Section 4: Validity of the membership:

The validity of the membership will be acknowledged for one functional year (August to July). For the next functional year each member will have to renew his or her membership upon paying the

membership fee. This renewal of the membership can be done any time during the functional year for the remaining time period of the functional year.

Section 5: Lifetime Membership:

1. An associate member will be eligible to become a lifetime member of the BSAUS.

Requirements:

1. A membership fee of \$100 (One Hundred dollars) will be charged to a lifetime member.

ARTICLE III: Executive Committee (EC):

Section 1: Titles

1. President
2. Vice President – Administration
3. Vice President – Finance
4. Vice President – Events
5. Vice President – Culture
6. Vice President – Sports
7. Vice President – Communication

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 student community.
2. Under normal circumstances any member of the Executive Committee shall hold his/her position for one functional year (From August to July).
3. Any member of the Executive Committee cannot hold any position in the EC for more than two consecutive years.
4. In case of vacancy in the office of the President, the Vice President (Administration) shall hold the office of the President until the general members in a General Meeting elect a new President. The Meeting should be held within one month of the vacancy. In 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-Events, VP-Culture, VP-Sports, or VP-Communication.
5. In case of vacancy in the office of other members in the Executive Committee, Executive Committee shall have the authority to fill up the vacancy by selecting members from the present executive committee or from the general members of the Association. In this procedure a majority of the Executive Committee members have to be agreed.

Section 3: Functions and eligibility of the Executive Committee members:

1. The President:

Eligibility:

Any general member, who has been a member of the association for at least six months prior to the Election Day, is eligible for election to this office.

Responsibilities:

1. The President shall be the presiding officer of the Executive Committee.
2. To represent BSAUS to other association 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 preferably the VP Admin or another member of the EC to prepare an annual general report on the activities of the association. The report should be available to the general member at the end of the functional year.

2. 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 in event that the President is absent.

3. 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 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.

4. The Vice President-Events:

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 work together with the VP Cultural and VP Sports; provide support (e.g., logistics) for organizing any Cultural, Sports or social event.

5. The Vice President-Culture:

Eligibility:

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

Responsibilities:

1. The VP Cultural shall be responsible for planning the cultural activities of the association.
2. The VP Cultural shall work together with the VP events in organizing the cultural events.

6. The Vice President-Sports:

Eligibility:

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

Responsibilities:

1. The VP Sports shall be responsible for planning the sports activities of the association.
2. The VP Sports shall work together with the VP events in organizing the sports events.

7. The Vice President- Communication:**Eligibility:**

Any general member of the association who has the technical expertise to develop and maintain a website is eligible for election to this office.

Responsibilities:

1. The VP Communication shall develop (if required), maintain and update the website of the association in consultation with the other members of the Executive Committee.
2. The VP Communication shall keep liaison with the GSA as per their requirement.

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

1. The Executive Committee will select three associate members to serve on the Advisory Committee.
2. The membership of the Advisory Committee will be valid for two functional years.

Section 2: Eligibility:

1. Any associate member of the association will be eligible to be nominated and/or elected as the member of the committee.
2. 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 their job before the start of the next functional year.

Section 2: Eligibility of the Election Committee member:

1. The Election Committee members have to be an associate member of the association.

Section 3: Election Procedure:

1. The election shall be held on a date selected by the Executive Committee in a general meeting.
2. The election shall be held at the last month of the functional year (July).
3. The election shall be conducted by secret ballot.
4. A simple majority shall determine 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) refuse 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. At least 60% of the total number of general members shall have to participate in the election and cast their vote to make a successful election.

ARTICLE VI: Management and Use of funds

1. The President, VP Finance and VP Administration should maintain an account in the name of BSAUS. For all monetary transactions, the signatures of the two of the three persons mentioned above (the President, VP Finance, and/or VP Administration) will be required.
2. No parts of the funds, assets or income of the association shall be used for 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 new elected committee.

ARTICLE VII: Transfer of the Executive Committee

The office will be handed over to the new elected members of the Executive Committee in an annual ceremony within the 1st week of the Functional Year (1st of August). The past committee is solely responsible to hand 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 especially 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 requires the support of at least two third of the members present in the meeting. To be accepted, at least sixty percent of the general members must participate in the voting process.

ARTICLE IX: Privacy Act.

The BSAUS is committed to protecting the privacy of its members. The personal information collected by BSAUS will be maintained in a confidential and secure manner and will only be utilized for which they were collected. The BSAUS Executive will maintain the list of all BSA members' and their contact information only for the purposes of managing 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: Medium of communication

Please see the amendment section

Constitutional Amendments (I)**Date: 31st January' 2014****Article II: Section 1, 2 and 3:**

1. Any Bangladeshi U of S student (Graduate or Undergraduate) will pay membership fee (\$10) only once in their study life. After that, they will be considered as a 'member' of BSAUS until their graduation. After graduation they will be automatically transferred to the 'Alumni' category.
2. Student's spouse will be considered as an 'Associate member'. Later on, all other rules and regulation will be applied on them as per BSAUS constitution such as pay membership fee (\$10) one time.
3. At least 40% of the general members should be present in any particular General Meeting (Annual or special) for taking any decision for the betterment of BSAUS.

Article X:

Medium of communication among BSAUS's members will be both Facebook (Bangladeshi Student Association, University of Saskatchewan Facebook page) page and yahoo mail group.

.....



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

Name of your Social Club	Let's Talk Science
Number of members in your Social Club	170
List of your Social Club Executives (their positions and email addresses)	1. Somtochukwu Ufondu (Special Events and Rural/Remote Coordinator, Its.community@usask.ca) 2. Jude Okolie (Local Events Coordinator, letstalkscience@usask.ca)
Name of the Bank	N/A
Proportion of graduate students in your Social Club.	60%
Proportion of non-graduate students in your Social Club.	40%

*****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

Somtochukwu Ufondu

September 19, 2018

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 Vice-President Student Affairs
1337 College Dr, Saskatoon, SK, S7N 0W6
Monday-Friday 9:00 AM – 7:30 PM

Constitution of Let's Talk Science at the University of Saskatchewan (2018-2019)

I. Name

The official name of this organization shall be Let's Talk Science at University of Saskatchewan (U of S), herein referred to as Let's Talk Science (LTS). Communication with other universities hosting the LTS organization demands by necessity specification of this organization as 'Let's Talk Science at UofS.'

II. Purpose

LTS at U of S is one of 42 university sites across Canada acting as part of a national, charitable science, technology, engineering and mathematics (STEM) outreach education organization. The primary goal of the Let's Talk Science is to work with educators to deliver hands-on and minds-on STEM activities to elementary and high school classrooms, as well as at community events, which are designed to promote STEM literacy among Canadian youth. The increasing prevalence of STEM skills required across careers today demands that higher attention be directed at instilling interest in these disciplines, which LTS strives to accomplish through volunteer initiative. Undergraduate and graduate U of S students from any discipline act as enthusiastic volunteers who provide a unique and engaging learning experience for students in grades K-12 through their position as role models to the next generation of scientists.

The U of S hosts the only participating LTS site in Saskatchewan, and therefore serves as an important program in science outreach education for all youth in the province, including urban, rural, remote and aboriginal (First Nations, Metis, Inuit) students. All activities and events are free of charge to participants, including volunteers, educators, and students.

III. Membership

The LTS shall consist of all presently enrolled graduate and undergraduate students at the University of Saskatchewan. Membership for new volunteers shall be granted upon attending a required Science with Impact® training session. Returning volunteers are not required to attend a second training session. Faculty and alumni shall be considered invited members if they so wish to participate. Membership shall be considered active if a volunteer participates in at least two activities per semester. Volunteers deemed active shall receive a certificate of appreciation. Members shall adhere to proper conduct in accordance with the organization and university policies or they shall be liable to suspension or expulsion from the society. Suspension or expulsion shall be left to the discretion of the acting coordinator(s) after consultation with the National Office. No membership fees will be required.

IV. Selection of Coordinator(s)

1. Applications from prospective site coordinators shall be taken by the incumbent site coordinators and they, in coordination with the National Office, shall conduct interviews to make the final selection of the incoming site coordinators.
2. A site coordinator may resign by tendering his or her resignation letter to the National Office.
3. A site coordinator may be removed from office if he or she is inactive with no prior notice for a period of four weeks, or engages in improper conduct prejudicial to the organization or in violation of university policies. The decision of removal shall be jointly determined by the National Office and the University of Saskatchewan College of Graduate Studies and Research, as suggested by the currently serving coordinator(s).

V. Coordinator Duties

1. The coordinator(s) shall serve as the primary contact between the LTS at U of S site and the LTS National Office in London, Ontario. Communication with the LTS National Office shall be on a regular basis.
2. The site stipend and additional access funding shall be managed by the coordinator(s), as directed by the National Office. Requests for site stipend and access funding shall be sent to the National Office by August for the upcoming year. Expense claims shall be sent to the National Office or filed via the UniFi system of the UofS with regard to the appropriate budget.
3. Internet-based maintenance shall include:
 - a) The LTS at U of S email (letstalkscience@usask.ca) shall be monitored on a daily basis. A response to incoming emails shall be sent within 48 hours of reception.
 - b) The LTS Portal shall be updated on a continuous basis. Examples of such maintenance will involve the approval of volunteer and educator registration, activity logging, monitoring of volunteer activity, and the addition of newly created site-specific activities.
 - c) Other online site maintenance (e.g., Facebook page) shall be at the discretion of the coordinator.

4. Educator contacts shall be maintained throughout the school year. Educators who have participated with the LTS in previous years shall receive a note of greeting before the start of the fall term, as well as a note of appreciation following the end of the public school year. Initial contact with new educators within the province shall be attempted throughout the year.
5. Volunteer management shall be at the discretion of the coordinator(s). Recruitment, training, ongoing contact and appreciation are expected on a continuous basis.
6. A Science with Impact® training workshop shall be offered once a semester, or more often if necessary. A training workshop will follow the outline as given by the National Office and presented by the site coordinator(s). This workshop will serve to assist with hands-on science activity creation, as well as to offer an environment in which to practice the delivery of such activities in order to enhance the appreciation and understanding of science outreach for incoming volunteers to the LTS.
7. Activity Kits may be acquired by the coordinator(s) from the National Office to assist in science activity delivery. Activity Kits shall be returned immediately upon request from the National Office.
8. The current coordinator(s) shall interview candidates to fill the next coordinator position(s) for the following school year. Potential candidates shall be recommended to the National Office for approval to hire.
9. An annual site stipend report shall be written by the coordinator(s) that will review the yearly expenditures and submitted to the National Office prior to the start of the following school year.
10. At least one LTS conference, either the regional or the national conference, shall be attended by the coordinator(s). All expenses will be reimbursed by the National Office.
11. A coordinator stipend may be requested by the coordinator via a Graduate Service Fellowship through the U of S College of Graduate Studies and Research.

VI. Organization Policies

1. All currently enrolled undergraduates and graduates at the UofS may join the LTS, regardless of discipline.
2. Volunteers with Science with Impact® training may participate in any activities or events.
3. Volunteers shall submit expense claims with itemized receipts to the coordinator(s) within three weeks of the expenditure(s) or experience significant delay in the reimbursement process.