



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

Created: April 13, 2010

Revised: May 19, 2015

Revised: February 14, 2016

Revised: April 24, 2018

Table of Contents

1. Communications Policy	4
1.1. Communication Standards	4
1.2. Logo	4
1.3. Communications with Graduate Students	4
1.4. Website	4
1.5. E-mail	5
1.6. Transition Manuals	5
1.7. Confidentiality Policy	6
1.8. Human Resources Information	6
2. Health and Dental Insurance	7
3. Social Groups Policy	7
4. Graduate Students' Association Commons	8
4.1. Vice-President Finance and Operations	8
4.2. Purpose	8
4.3. Rated Capacity	8
4.4. Commons Coordinators	8
4.5. Office Manager	9
4.6. Bookings	9
4.7. Art	10
5. Student Advocacy	10
6. Association Student Handbook	11
7. Bursary Policy	11
8. Affiliations Policy	12
8.1. Canadian Federation of Students	12
8.2. ThinkGRAD	13
9. Academic Council Funding	13
10. Social Group Funding	14
11. Corporate VISA Policy	14
11.1. GSA Credit card	14
11.2. Usage	14
11.3. Payment	15

12. Committees of Council	15
12.1. Membership	15
12.2. Standing Committees of Council	15
12.2.1. Budget and Finance Committee	15
12.2.2. Bursary Selection Committee	15
12.2.3. Elections and Referenda Committee	15
12.2.4. Governance Committee	15
12.2.5. Code of Ethics and Discipline Committee	16
12.2.6. Health and Dental Committee	16
12.2.7. Awards Selection Committee	16
12.2.8. Sustainability Committee	16
12.2.9. Diversity Committee	16
13. Meeting Locations	17
14. Meeting Minutes	17
15. Executive Meetings	18
16. Committee Meetings	18
17. Town Halls	18
Terms of Reference: Budget and Finance Committee	19
Terms of Reference: Bursary Selection Committee	20
Terms of Reference: Elections and Referenda Committee	21
Terms of Reference: Governance Committee	23
Terms of Reference: Code of Ethics and Discipline Committee.....	24
Terms of Reference: Health and Dental Committee.....	25
Terms of Reference: Awards Selection Committee.....	26
Terms of Reference: Sustainability Policy and Committee.....	27
Terms of Reference: Diversity Committee	30

1. Communications Policy

1.1. Communication Standards

1.1.1. The Association will not publish or promote inappropriate or offensive materials, or materials that are threatening, discriminatory, harassing, or obscene.

1.2. Logo

1.2.1. All advertisements about Association events will include the Association logo.

1.2.2. Events sponsored by the Association must include the Association logo.

1.2.3. The Association logo will be available on the Association website.

1.2.4. Any other use of the Association logo requires a majority vote of the Executive.

1.3. Communications with Graduate Students

1.3.1. All Members must be informed of all Association news and events on the Association website, social media, and through PAWS. Important news and events will be publicized through e-mails to Members through the College of Graduate and Postdoctoral Studies. Important news includes, but is not limited to:

1.3.1.1. Elections / By-Elections.

1.3.1.2. Referenda.

1.3.1.3. Bursary deadlines.

1.3.1.4. Orientation.

1.3.1.5. Major workshops / events of importance to GSA Members.

1.3.1.6. Job Postings.

1.3.1.7. 3MT and Graduate Student Research Conference.

1.3.1.8. Special and Annual General Meetings.

1.4. Website

1.4.1. Will include, but is not limited to;

1.4.1.1. News that is pertinent to graduate students.

1.4.1.2. Advocacy.

1.4.1.3. Current initiatives will be described on the website.

1.4.1.4. GSA Commons

1.4.1.4.1. Events and programming at the GSA Commons.

1.4.1.4.2. Information about booking and use of the GSA Commons.

1.4.1.5. Governance information

1.4.1.5.1. Up to date Association governance documents.

1.4.1.5.2. Detailed financial records of the organization including results of professional audits.

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

2. Health and Dental Insurance

- 2.1. The Vice-President External will act as the liaison between the health and dental insurance provider and Council, and will report on information pertaining to the insurance plan.
- 2.2. All Members will have access to health and dental insurance through the Association under terms outlined by the insurance provider.
- 2.3. The Health and Dental Committee shall discuss health and dental changes and make a recommendation to Council.
- 2.4. Council will decide on the health and dental insurance provider and fees by a two thirds (2/3) majority vote.

3. Social Groups Policy

- 3.1. The purpose of a Social Groups Policy is to provide for the social needs of Members.
- 3.2. The Vice-President Student Affairs will be responsible for overseeing the ratification of Social Groups.
- 3.3. To be ratified, Social groups must;
 - 3.3.1. Have a majority of its total membership be GSA Members.
 - 3.3.2. Have members from more than one Academic Council.
 - 3.3.3. Have completed and submitted an application for ratification including:
 - 3.3.3.1. The official name of the Social Group.
 - 3.3.3.2. The names and NSIDs of the Social Group's executive.
 - 3.3.3.3. The number of Social Group Executives who are GSA Members.
 - 3.3.3.4. The number of Social Group members who are GSA Members.
 - 3.3.4. Have submitted an up-to-date copy of their constitution which includes:
 - 3.3.4.1. An outline of the Social Group's mission, purpose, structure, and regulations.
 - 3.3.4.2. The official name of the Social Group.
 - 3.3.4.3. The policies and procedures for democratic elections of Social Group executives.
 - 3.3.4.4. The financial procedures and policies of the Social Group.
- 3.4. Social Group status will be effective until August 31.
- 3.5. Social Groups must reapply for Social Group status each academic year.
- 3.6. Social Groups will be ratified by a two thirds (2/3) majority vote of Council.

- 3.7.** A Social Group must:
 - 3.7.1.** Exist for the betterment of its members.
 - 3.7.2.** Use any membership fees and money for the objectives outlined in the constitution of the Social Group.
 - 3.7.3.** Elect its executive in a democratic fashion following the procedure in its constitution.
 - 3.7.4.** Hold elections at least once per year.
 - 3.7.5.** Hold public meetings.
 - 3.7.6.** Make its governing documents public to its membership and the Association.
 - 3.7.7.** Not exist for the purpose of discrimination or harassment of any group.
 - 3.7.8.** Not exist for the financial betterment of its members.
 - 3.7.9.** Not be named in a manner that violates any obscenity or copyright legislation.
 - 3.7.10.** Be open to any GSA Member.
- 3.8.** A Social Group not operating in accordance with the Social Groups Policy may have its ratified Social Group status revoked by a majority vote of Council.
- 3.9.** In the event the application for ratification is rejected, the Social Group may launch an appeal to Council by notifying the Vice-President Student Affairs in writing.
- 3.10.** Ratified Social Groups may have the privilege of:
 - 3.10.1.** Booking the Commons.
 - 3.10.2.** Applying to the Association for funding, as per the Bylaws and Policy 10.
 - 3.10.3.** Advertising news and events through the Association with the approval of the Executive.
 - 3.10.4.** Being indemnified by GSA Commons liability insurance for certain events and activities.

4. Graduate Students' Association Commons

- 4.1.** Vice-President Finance and Operations
 - 4.1.1.** Oversees the daily operations of the GSA Commons.
- 4.2.** Purpose
 - 4.2.1.** The GSA Commons will serve the needs of all graduate students and can be used for academic, professional, and social activities.
- 4.3.** Rated Capacity
 - 4.3.1.** The rated capacity of the Commons is 99 persons at any one time, and must be posted in the Commons.
- 4.4.** Commons Coordinators
 - 4.4.1.** Shall be employed in accordance with Association Bylaws, the University of Saskatchewan Policies, and Saskatchewan Labor laws.

- 4.4.2. The duties of GSA Commons Coordinators shall include, but are not limited to:
 - 4.4.2.1. Be responsible for administrative details of the GSA Commons.
 - 4.4.2.2. Act as a receptionist during daily operations.
 - 4.4.2.3. Coordinate bookings of the GSA Commons.
- 4.5. Office Manager:
 - 4.5.1. Shall be employed in accordance with Association Bylaws and Policies, as well as the University of Saskatchewan Policies and Saskatchewan Labor laws.
 - 4.5.2. The duties of the GSA Office Manager shall include, but are not limited to:
 - 4.5.2.1. Be responsible for administrative details of the Executive.
 - 4.5.2.2. Act as a receptionist during daily operations.
 - 4.5.2.3. Refer students to the Executive and appropriate University services when required.
 - 4.5.2.4. Understand the duties of the Executives.
 - 4.5.2.5. All other duties, as outlined in the Employment contract.
 - 4.5.2.6. Commit to maintaining sustainability with changing Executives.
- 4.6. Bookings
 - 4.6.1. The Association reserves the right to deny use of the Commons.
 - 4.6.2. Groups or individuals using the GSA Commons will be required to sign a booking agreement in order to use the space and its equipment.
 - 4.6.3. The Executives shall endeavor to make this space available to its Members.
 - 4.6.4. The GSA Commons will be booked for activities in the following order of priority:
 - 4.6.4.1. Association meetings (e.g. Council and General meetings).
 - 4.6.4.2. Association special events (e.g. social events, orientation, Town Halls, etc.).
 - 4.6.4.3. Academic Council public events (e.g. lectures invited and organized by Councilors).
 - 4.6.4.4. Academic Council private events (e.g. social events).
 - 4.6.4.5. Graduate student events.
 - 4.6.4.6. Social Group events; and,
 - 4.6.4.7. Other events.
 - 4.6.5. Ratified Academic Councils and Social Groups may book the GSA Commons at no charge during regular Commons hours. Bookings outside of regular Commons hours will be charged at an hourly rate, as indicated on the website;
 - 4.6.6. Non-ratified groups and non-members may book the GSA Commons at an hourly rate, as indicated on the website.

- 4.6.7. The Executives shall not, unless agreed upon by the Executive, personally volunteer time for groups to host their events.
- 4.6.8. Anyone booking the GSA Commons:
 - 4.6.8.1. Will provide a damage deposit.
 - 4.6.8.2. Must return the Commons in the same physical state it was found. Additional charges will result if the cleanup checklist in the GSA Commons Rental Agreement is not completed and initialed by a GSA Commons Coordinator.
 - 4.6.8.3. May be levied additional charges for special requests.
- 4.6.9. Groups serving alcohol are responsible for:
 - 4.6.9.1. Obtaining a liquor permit.
 - 4.6.9.2. Ensuring that all university and provincial liquor regulations are followed; and,
 - 4.6.9.3. Providing any necessary staff.
- 4.6.10. The Association owns two BBQs that may be:
 - 4.6.10.1. Used by Association ratified Academic Councils and Social Groups at a flat rate with propane costs included; and,
 - 4.6.10.2. Used by non-ratified groups and non-members at an hourly rate and propane will be billed.
 - 4.6.10.3. BBQs are to be left as they were found.
 - 4.6.10.4. Additional charges will apply if the BBQ is found inoperable or dirty.
- 4.7. Art
 - 4.7.1. The Association will display artwork by Members in the Commons.
 - 4.7.2. Diversity and variety in make, medium and subject matter are the priorities when selecting artwork for the GSA Commons.
 - 4.7.3. Art selection and installation will be coordinated by the Office Manager and the Executive.

5. Student Advocacy

- 5.1. Members will be able to approach any Association staff or Executive members with a sensitive question without fear of judgment, harassment or discrimination.
- 5.2. With the exception of imminent danger to the individual or individuals in their surrounding or abuse, student inquiries will remain confidential at the request of the student in accordance with the Confidentiality Policy.
- 5.3. The Association will not assume the role of a counselling service, social services or disciplinarian, but will work with students to overcome academic and non-academic issues that they are facing.

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

6. Association Student Handbook

- 6.1. The Association shall publish a handbook for graduate students containing:
 - 6.1.1. Information about the Association and how to get involved.
 - 6.1.2. A day planner.
 - 6.1.3. A directory of resources available to students through the Association and externally; and,
 - 6.1.4. A list of all Association services.
- 6.2. The Handbook will be compiled by the Office Manager, under the guidance of the Vice-President External and President.
- 6.3. The Handbook shall be made available and distributed at the annual September orientation events.

7. Bursary Policy

- 7.1. The Bursary fund will provide assistance to those graduate students who are ineligible for other awards, who demonstrate:
 - 7.1.1. Difficulties in acquiring funding.
 - 7.1.2. Community involvement; and,
 - 7.1.3. Good academic standing.
- 7.2. Bursary documents, including applications will be kept confidential.
- 7.3. Allocation of bursary funds shall be determined by the Bursary Selection Committee.
 - 7.3.1. All Regular Members who are graduate students enrolled with the College of Graduate and Postdoctoral Studies are eligible to apply.
 - 7.3.2. Applicants must be registered as a graduate student at the University of Saskatchewan in the term of award.
 - 7.3.3. Students are only eligible to receive this bursary once a year.
 - 7.3.4. Current Executive members are not eligible for Association Bursaries.
 - 7.3.5. Members of the Bursary Selection Committee are not eligible for Association Bursaries.
- 7.4. Bursary Fund Amount and Distribution
 - 7.4.1. The bursary fund shall be no less than \$3000 for each term.
 - 7.4.2. The bursary fund will be distributed evenly between recipients.
 - 7.4.3. The bursary selection committee may choose to re-distribute the allocation of the bursary fund in special circumstances.

- 7.5. Applications will require the submission of:
 - 7.5.1. A one page cover letter written by the applicant, outlining their situation and why they are deserving of the bursary.
 - 7.5.2. A completed bursary application form (available at the Association office and on the Association website).
 - 7.5.3. One letter of recommendation from a faculty member in their department.
- 7.6. Applications will be accepted only in hard copy, and under the discretion of the Vice-President Finance and Operations, for extenuating circumstances may be accepted in electronic copy.
- 7.7. Application deadlines are as follows:
 - 7.7.1. Fall term: Mid-October.
 - 7.7.2. Winter term: Mid-February.
 - 7.7.3. Summer term: Mid-June.
- 7.8. A Bursary Selection Committee will be convened each academic year. There can be only up to two (2) Bursary Selection Committee members from any given department.
- 7.9. The Bursary Selection Committee shall select recipients using a rubric based on the following criteria:
 - 7.9.1. Students who are ineligible for major scholarships.
 - 7.9.2. Students who have exhausted the funding for their program.
 - 7.9.3. Students in need of child care services.
 - 7.9.4. Students who have demonstrated financial need
 - 7.9.5. Students with good community involvement
 - 7.9.6. Students with strong academic performance.
- 7.10. Awarding Bursaries
 - 7.10.1. Bursary recipients will be notified within two (2) weeks of the deadline.
 - 7.10.2. The Association shall announce that bursaries have been awarded, but will not release names of recipients.

8. Affiliations Policy

- 8.1. Canadian Federation of Students
 - 8.1.1. The Association shall budget for and send at least one Executive member, usually the Vice-President External, or delegate, to all CFS national and provincial meetings. This includes the Semi-Annual National General Meeting, the Annual General Meeting, the National Graduate Caucus Stand-Alone, the Racialized and Indigenous Students' Experience Summit and any provincial meetings held by the Saskatchewan component. The Indigenous Liaison, or delegate, will attend the Circle of First Nations, Metis and Inuit Students

Stand-Alone meeting. The decision of whom to send shall happen through a discussion and Executive vote in an Executive meeting. Council approval is required if more than two (2) Executives, or their delegates, are to be sent to any of these meetings.

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

8.2. ThinkGRAD

8.2.1. The Association shall budget for annual membership fees to ThinkGRAD, unless Council decides by two-thirds (2/3) majority vote to remove affiliation.

8.2.2. The Association shall attempt to budget for and send at least one Executive member, usually the Vice-President External, or delegate, to the August meeting and to the April meeting. This shall happen through a discussion and Executive vote in an Executive meeting. Council approval is required if more than two (2) Executives, or their delegates, are to be sent to any of these meetings.

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

9. Academic Council Funding

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

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

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

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

9.4.1. The number of full time and part time students.

9.4.2. The attendance rate of the Academic Council Representatives to regular Council meetings.

9.4.3. Academic Councils may receive up to \$3.00 per full time student or \$1.50 per part time students according to the following formula: $c = [x (3.00) + y (1.50)] [a / b]$ Where c is the funding received by the Academic Council, x is the number of full time students, y is the number of part time students, a is the number of meetings attended by Academic Councilors and b is the maximum attendance rate for the academic year for that Academic Council.

9.5. Academic Councils shall be considered Ratified Social Groups for the purposes of applying for additional funding.

10. Social Group Funding

10.1. Ratified Social Groups may apply for Social Group Funding.

10.2. To qualify for funding, a ratified Social Group must not use the funds for the private use of a few individuals but for use towards serving the membership of the Social Group and the graduate student community in general.

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

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

10.5. Social Groups can receive up to \$500 in funding per academic year.

10.6. Social Group applications for funding shall be evaluated by the following criteria:

10.6.1. The availability of funds.

10.6.2. If the intent of the funding request fits within the mandate of the Social Group.

10.6.3. Whether the funds will contribute to the success of the Social Group's event.

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

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

10.7. The Association will not disburse funds to Social Groups for:

10.7.1. Direct donation to charity; either for the Social Group or for other causes.

10.7.2. The cost of alcohol served at any event.

10.7.3. The day-to-day administrative costs of the Social Group.

10.7.4. Year-end banquets.

10.7.5. Graduation banquets; and,

10.7.6. Travel or travel expenses.

11. Corporate VISA Policy

11.1. GSA Credit card

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

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

11.2. Usage

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

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

11.3. Payment

- 11.3.1.* Receipts of purchases made using the GSA Credit Card must be given to the Vice-President Finance and Operations for every transaction completed on the credit card.
- 11.3.2.* The Vice-President Finance and Operations must keep track of visa transactions, splitting the payment into the appropriate budget lines.

12. Committees of Council

12.1. Membership

- 12.1.1.* Total membership of any of the following committees shall not exceed nine (9) total members.

12.2. Standing Committees of Council

12.2.1. Budget and Finance Committee

12.2.1.1. Vice-President Finance and Operations, as chair

12.2.1.2. President

12.2.1.3. At least two (2) Councilors or Alternate Councilors, appointed by Council

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

12.2.2. Bursary Selection Committee

12.2.2.1. Vice-President Finance and Operations, as chair

12.2.2.2. Vice-President Student Affairs

12.2.2.3. At least two (2) Councilors or Alternate Councilors (who must not be from the same department), appointed by Council

12.2.3. Elections and Referenda Committee

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

12.2.3.2. Three (3) Councilors or Alternate Councilors, appointed by Council

12.2.3.3. Three (3) Regular Members, who are not members of Council or the Executive, appointed by Council

12.2.4. Governance Committee

- 12.2.4.1.* Vice-President External
- 12.2.4.2.* Vice-President Finance and Operations
- 12.2.4.3.* Council Chair, as ex-officio
- 12.2.4.4.* At least two (2) Councilors or Alternate Councilors, appointed by Council
- 12.2.5.* Code of Ethics and Discipline Committee
 - 12.2.5.1.* Council Chair, as chair
 - 12.2.5.2.* At least two (2) Councilors or Alternate Councilors, appointed by Council
 - 12.2.5.3.* At least two (2) Regular Members, who are not members of Council or the Executive, appointed by Council
- 12.2.6.* Health and Dental Committee
 - 12.2.6.1.* Vice-President External, as chair
 - 12.2.6.2.* Vice-President Finance and Operations
 - 12.2.6.3.* Two (2) Councilors, appointed by Council
- 12.2.7.* Awards Selection Committee
 - 12.2.7.1.* Vice-President External, as chair
 - 12.2.7.2.* President
 - 12.2.7.3.* At least two (2) Councilors or Alternate Councilors, appointed by Council
 - 12.2.7.4.* At least two (2) Regular Members, who are not members of Council or the Executive, appointed by Council
- 12.2.8.* Sustainability Committee
 - 12.2.8.1.* Indigenous Liaison
 - 12.2.8.2.* Vice-President External
 - 12.2.8.3.* At least two (2) Councilors or Alternate Councilors, appointed by Council
 - 12.2.8.4.* At least one (1) Regular Member, who is not a member of Council or the Executive, appointed by Council
- 12.2.9.* Diversity Committee
 - 12.2.9.1.* Vice-President External
 - 12.2.9.2.* Indigenous Liaison
 - 12.2.9.3.* At least one (1) Councilor or Alternate Councilor, appointed by Council, who belongs to the groups outlined in the Terms of Reference

12.2.9.4. At least two (2) Regular Members, who are not a member of Council or the Executive, appointed by Council, who belong to the groups outlined in the Terms of Reference

12.3. A call for nominations for the standing committees of Council shall be made to Regular Members two (2) weeks prior to the second, usually in October, meeting of Council.

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

12.5. The Chair of each committee shall be elected from and by the membership of the committee, unless otherwise stated.

12.6. Committees shall present written progress reports to Council.

12.7. Should Council feel that a committee is neglecting its duties, it may add/remove members to/from that committee or provide further direction to the committee

12.8. A final committee report shall reflect the majority opinion of the committee. A minority report may also be submitted to Council.

12.9. Any accompanying recommendations may be received by a motion of Council.

13. Meeting Locations

13.1. The location for all Council and General Meetings shall be the Commons, unless a larger space is required; and,

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

14. Meeting Minutes

14.1. Draft minutes will be posted on the Association website within one (1) week of a Council, General or Executive committee meeting.

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

14.3. The Council Attendance Record shall be included in the minutes of a Council meeting.

14.4. Minutes shall be kept during all Committee meetings and shall be forwarded to the Chair for inclusion into Council meeting packages.

14.5. At the beginning of each meeting, a primary minute taker and designated alternate minute taker shall be identified and their names shall be recorded in the minutes.

15. Executive Meetings

- 15.1.** The Executive must meet once per month through the months of May to August and twice per month through the months of September to April.
- 15.2.** Each Executive must not miss more than two (2) consecutive Executive meetings or three (3) Executive meetings in total.
- 15.3.** Executive members may attend Executive meetings via electronic means.

16. Committee Meetings

- 16.1.** A member of the committee shall be designated as minute taker by a majority vote of committee members.
- 16.2.** The committee minute taker or chair will be responsible for forwarding committee minutes to the Chair of Council, if applicable.

17. Town Halls

- 17.1.** The purpose of a Town Hall is to communicate information and/or host a questions and answers session. A Town Hall may also be used for the Association to consult with the Membership or host invited guests of the Association.
- 17.2.** Town Hall meetings are open to the public.
- 17.3.** A Town Hall meeting may be called by any Executive member, or by a majority vote of Council,
- 17.4.** A Town Hall has no decision making authority and no minutes are recorded.

Terms of Reference: Budget and Finance Committee

Membership

- Vice-President Finance and Operations, as chair
- President
- At least two (2) Councilors or Alternate Councilors, appointed by Council
- At least one (1) Regular member, who is not a member of Council or the Executive, appointed by Council

Purpose and Rationale:

This Committee shall be convened and be responsible for the drafting of the Operating Budget for the proceeding Financial Year to be approved by the membership subject to the requisite Bylaws and/or Constitutional regulations. This Committee shall also be charged with discussing broad financial policies and goals for the Association and may report them to the Council, the Membership, and/or any other Committees of Council that this Committee sees fit. This Committee shall meet a minimum of bi-monthly with additional meetings scheduled as necessary during budgeting periods.

Terms of Reference: Bursary Selection Committee

Membership

- Vice-President Finance and Operations, as chair
- Vice-President Student Affairs
- At least two (2) Councilors or Alternate Councilors (who must not be from the same Academic Council or Department), appointed by Council

Purpose and Rationale:

This Committee shall be convened to administer the collection, evaluation and disbursement of GSA Bursaries in accordance with Policy 7: Bursary Policy. This Committee shall meet three times per year to rank and evaluate all Bursary applications according to the established rubrics with any approved or necessary modifications to such a ranking system in accordance with the Bursary Policy.

Terms of Reference: Elections and Referenda Committee

General

The Elections Committee is a committee of the GSA Council which is responsible for overseeing and managing Elections and Referenda as required by the GSA.

These terms of reference are intended to reflect and interpret relevant Bylaws of the GSA pertaining to elections and referenda and is subordinate to the Bylaws as they may be amended from time to time.

Membership

- GSA Council Chair, who shall act as the Chief Electoral Officer (CEO), and chair
- Three (3) Councilors or Alternate Councilors, appointed by Council
- Three (3) Regular members who are not members of Council or the Executive, appointed by Council

Meetings

- Quorum shall be defined as a simple majority of voting members.
- Meetings shall be held at the call of the chair, normally during the winter term of each academic year for elections and as necessary for By-elections and Referenda.

Roles and Responsibilities

- Conduct elections and referenda in accordance with the Articles and Bylaws.
- Conduct elections in accordance with the Election Schedule.
- Conduct referenda in accordance with the Referendum Schedule.
- Be knowledgeable about other procedures and policies necessary for a proper election.
- Interpret and enforce applicable Bylaws.
- Preside over the vote-counting mechanism and election data.
- Remain explicitly and implicitly impartial by not supporting any candidate or registered campaign committee during an election or referendum.
- Develop policies as required; and,
- Perform other tasks as delegated by Council.
- Specific duties as outlined in the Bylaws.

Other

Before attending a meeting of the Elections Committee or taking part in any business thereof, every member of the Elections Committee who is a Member shall make a written declaration that, during his or her membership on the Elections Committee, he or she shall not:

- a. Seek a position or be a representative in an Election or By-election;
- b. Nominate any person for an Election or By-Election; or
- c. Participate in a campaign committee for a referendum.

Terms of Reference: Governance Committee

Terms of Reference: Code of Ethics and Discipline Committee

Membership

- Council Chair, as chair
- At least two (2) Councilors or Alternate Councilors, appointed by Council
- At least two (2) Regular Members, who are not members of Council or the Executive, appointed by Council

Meetings

- Quorum shall be defined as a simple majority of voting members.
- Meetings shall be held at the call of the chair as required throughout the year.

Roles and Responsibilities

The Code of Ethics and Discipline Committee shall be convened to review any complaints received against any Executive member, Council member, or any other individual acting on behalf of the GSA. It shall also serve as an appeal committee for decisions of the Elections Committee, as described in the Association's Bylaws. The Council Chair shall serve as chair of the committee except in cases where a real or perceived conflict of interest exists, in which case an acting chair shall be elected by and from the other members of the committee. In all of its deliberations, recommendations, and actions, the committee shall be bound by the Bylaws and Constitution of the Association.

No member shall disclose any information which comes to their knowledge as a result of their membership on the committee to any other person who is not a member of committee, with the exception of the committee chair in his or her formal recommendations to Council, or as required by law or University policy

Terms of Reference: Health and Dental Committee

Purpose:

The Health and Dental Committee (herein referred to as H&D committee) exists to serve the insurance needs of graduate students by ensuring that there is appropriate coverage, as determined by the Committee, while containing costs to students at an appropriate level. The Board of Directors ensures that the fee charged to students covers both the insurance premiums as well as an administrative component that covers reasonable expenses and risk associated with administering the plan. This ultimately will require Council input and approval.

Membership:

- Vice-President External, as chair
- Vice-President Finance and Operations
- Two (2) Councilors, appointed by council,

Meetings:

- The Committee shall normally meet 3 times per year; additional meetings may be scheduled as necessary during financial review or budgeting periods.
- Committee members will be expected to attend all meetings.
- The H&D committee shall report directly to Council to ensure that all requested coverage is aligned with the fees charged and financial health of the GSA.
- The committee shall consider yearly reports of H&D plan activity, monitor its effectiveness, and recommend any yearly benefit changes to Council.

Terms of Reference: Awards Selection Committee

Purpose:

The Awards Selection Committee is a Committee of Council that is responsible for the selection of the Graduate Students' Association Annual Award Winners, under the guidance of the Vice-President External. Individuals selected for these awards will be honoured at the Annual Awards Gala held at the end of each academic year.

Membership:

- Vice-President External, who shall chair the meetings
- President
- at least (2) Councilors or Alternate Councilors, appointed by Council
- at least (2) Regular Members, who are not members of Council or the Executive, appointed by Council

Roles and Responsibilities:

- Determine the criteria and guideline to award selection.
- Assess each nomination package according to the selected criteria.
- By consensus, determine the recipient of each award.
- Serve as volunteers at the Awards Gala.

Terms of Reference: Sustainability Policy and Committee

Vision

The sustainability policy is a set of rules and guidelines that ensure that the Graduate Students' Association is a sustainable association that can lead its community by example.

Scope & Definition

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

Commitments

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

1. Promoting environmental, social and economic sustainability issues related to graduate students.
2. Assuming responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA.
3. Collaborating and building partnerships with other units to address sustainability.
4. Advising Council on matters related to sustainability.

External Commitments

1. GSA will advocate for sustainable practices through its university external representation.
2. The GSA will actively collaborate with other student groups and associations in promoting sustainability.
3. Sustainability practices of external entities (companies, associations, firms) should be taken into consideration by the GSA before engaging with them.

Internal Commitments

1. The GSA commons must have at all times at least one (1) bin for single stream recycling, one (1) bin for returnable bottles, and one (1) bin for garbage.
2. The GSA will buy recycled printing paper and will endeavor to source all other office,
3. event, food etc. supplies from local, fair-trade, and environmentally responsible sources.

4. The GSA will adhere to the EH&S (Environment Health and Safety) guidelines for
5. sustainable events:
 - Ensure food is locally sourced when possible (Hive, City Farm, etc..).
 - Proper waste triaging for paper, plastic and metal, and compost.
 - Minimize plastic use in favor of more recyclable or compostable materials (Water jugs, Concordia dish project, compostable plates, minimal packaging, etc..)
6. The GSA will not use any Styrofoam products for GSA events or initiatives, as Styrofoam cannot be recycled in Saskatoon.

Sustainability Committee

Purpose:

- Promote environmental, social and economic sustainability issues related to graduate students
- Assume responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA
- Collaborate and build partnerships with other units to address sustainability
- Advise Council on matters related to sustainability
- The committee will be responsible for hosting at least one initiative, whether it be the Sustainability Slam or otherwise, during the academic year.

Membership

- Indigenous Liaison;
- Vice-President External;
- At least two (2) Councillors or Alternate Councillors, appointed by council;
- At least one (1) Regular Members, who is not a member of Council or the Executive, appointed by Council

Meetings:

- Meetings will be held once a month, or more frequently as needed
- The committee meets once a month, and quorum is 50% of its members (rounded up).

Roles and Responsibilities:

- The committee provides Council with an action plan for the year in the month of November.
- Every two months (2) the committee presents a status report to Council.

- Vice-President External will be responsible for the above mentioned external commitments.
- Indigenous Liaison will be responsible for the above mentioned internal commitments.

Policy Review

This policy should be reviewed by the committee every year during the winter semester. It should be updated to ensure the adoption of best practices and inclusion of new sustainability related initiatives at the University of Saskatchewan.

Terms of Reference: Diversity Committee

Purpose

The Diversity Committee will be a standing Council committee and will include, and primarily focus on graduate students with disabilities, graduate students of diverse sexual orientations, and/or any minority group fostering inclusion, acceptance, understanding, support, and education.

Membership

- Vice-President External
- Indigenous Liaison
- At least one Council member who belongs to the aforementioned groups
- At least (2) members at large (or from council if applicable) who belong to the aforementioned groups

This committee will act as a body to:

- make recommendations to the Executives to ensure that the GSA is inclusive to all its members so as to provide a better graduate student experience, and create a welcoming environment, and cohesive community for graduate students on campus,
- liaise with Council to ensure that the GSA services/initiatives are inclusive,
- organize diversity events\initiatives in collaboration with the GSA executives and other committees,