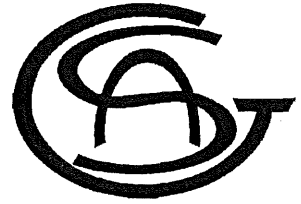


University of Manitoba Graduate Students' Association
Local 96 Canadian Federation of Students



Agenda

GSA Annual General Meeting

4:30 pm, Jan 27th, 2011

GSA Lounge (217 University Center)

1. **Call to order**
2. **Approval of agenda**
3. **Introduction of GSA Executive members**
4. **Approval of minutes from Jan 21st, 2010 GSA AGM**
5. **Executive committee annual report**
6. **Review of the GSA's Budget**
7. **Presentation of the GSA's 2010 Audit**

Motion: BIRT the GSA membership approve the GSA 2010 audit as presented

Motion: BIRT the GSA membership approve BDO Canada LLP as the GSA's auditors for the 2010-2011 term

8. **Amendments to GSA constitution and by-laws**

Motion: BIRT that the GSA membership approve the adoption of the new GSA by-laws to replace the constitution and replacing the old by-laws with revised policy manuals

9. **Other business**
10. **Announcements**
 - a) GSA general elections will begin Feb 7th, 2011
 - b) GSA January 27th social
11. **Adjournment**

Graduate Students' Association
Annual General Meeting
Minutes
Thursday, January 21, 2010
GSA Lounge, 217 University Centre

Present: 52 grad students, see attached list.

The meeting was called to order at 5:26 pm.

1. Executive introductions and Welcome

2. Approval of Agenda

Motion

BIRT the agenda be approved.

Stevens/Chytyk

Carried

3. Approval of minutes from previous AGM (January 22, 2009)

Motion

BIRT the minutes from the January 22, 2009 Annual General Meeting be approved.

Vahedi/Buse

Carried

4. Approval of the UMGSA FY2008-2009 Audit

Motion

BIRT the FY2008-2009 Audit be accepted.

Chytyk/Moustafa

Carried

5. Approval of BDO Dunwoody as Auditors for FY2009-2010.

Motion

BIRT BDO Canada LLP (formerly known as BDO Dunwoody) be named auditors for FY2009-2010.

Buse/Jones

Carried

6. Executive Report

See attached report.

7. Review of the Budget

See attached budget.

8. Constitutional Changes

a) Motions served with Notice concerning the Constitution

Motion C1

Be It Resolved that:

ARTICLE IV — ELECTIONS

1. [.]
- j. Any position vacated on or after October 1st shall be filled for the remainder of the year through appointment.
 - i. The Executive shall make a recommendation to be voted on by council.
- k. Any executive appointments will require a 2/3 majority vote of council.

Be amended to read:

ARTICLE IV — ELECTIONS

1. [.]
- j. Any position vacated on or after October 1st shall be filled for the remainder of the year through appointment.
 - i. The Executive shall make a recommendation to be voted on by Council.
 - ii. Any executive appointment will require a 2/3 vote of the quorate.

Sharma/Vahedi

Carried.

Motion C2

Be It Resolved that:

ARTICLE IV — ELECTIONS

2. The Executive may recommend one member of the outgoing Executive as Executive-at-Large. If appointment in accordance with the here present Article does not take place before April 30, the incoming Executive shall thereafter recommend an experienced Councillor of the Association for the position of Executive-at-Large. As with any executive appointments, a 2/3 majority vote of council is required.

Be amended to read:

ARTICLE IV — ELECTIONS

2. The Executive may recommend one member of the outgoing Executive as Executive-at-Large. If appointment in accordance with the here present Article does not take place before April 30, the incoming Executive shall thereafter recommend an experienced member of the Association for the position of Executive-at-Large. As with any executive appointments, a 2/3 vote of the quorate is required.

Guerrieri/Kelley

Carried.

Motion C3

Be It Resolved that:

ARTICLE IV — ELECTIONS

2. Election of Councillors:

- a. Each Council representative must be a member of the Association.
- b. Each must be elected by a simple majority of the eligible voting members of the Association in his/her department, the result to be submitted to the Office Manager of the Association. In the absence of the Office Manager, the result shall be given to the President.
- c. Vacancies in the Council must be filled by a re-election to be conducted in the department in which the vacancy occurs.

Be amended to read:

ARTICLE IV — ELECTIONS

3. Election of Councillors:

- a. Each departmental representative must be a member of the Association.
- b. Each departmental representative shall be selected at the sole discretion of the members of the Association of that department.
- c. Each departmental representative shall forward her name to the Office Manager.

Moustafa/Redhu
Carried.

Motion C4

Be It Resolved that:

ARTICLE IV — ELECTIONS

3. Assumption of responsibilities and term of office for the Executive and Council:

- a. Executive members shall assume office May 1st.
- b. GSA Senators shall assume responsibility with the respective bodies in accordance to Senate bylaws.
- c. Each Council representative shall assume office at the first regular Council meeting following the departmental election.
- d. The term of office of each Executive and Council member shall be one year.
- e. Every Executive and Council member shall have the right to seek re-election.

Be amended to read:

ARTICLE IV — ELECTIONS

4. Assumption of responsibilities and term of office for the Executive and Council:

- a. Executive members shall assume office May 1st.
- b. GSA Senators shall assume responsibility with the respective bodies in accordance to Senate bylaws.
- c. Each Council representative shall assume office at the first regular Council meeting following the departmental selection.
- d. The term of office of each Executive and Council member shall be one year.

- e. Every Executive and Council member shall have the right to seek re-election.

Buse/Vahedi
Carried.

b) Motions served with Notice concerning the Bylaws

Motion B1

Be It Resolved that:

VI. HONOURARIA FOR EXECUTIVE MEMEBERS

1. The per - annum salary amounts of Association Executive Members shall be as follows:

- President \$8,400.00
 - Vice - President (Internal) \$8,400.00
 - Vice - President (External) \$8,400.00
 - Vice - President (External) \$8,400.00
 - Vice - President (Academic) \$8,400
 - HSGSA \$4,200.00
 - Senators \$1,800.00 each
 - Executive - At - Large \$1,800.00

Be amended to read:

VI. HONOURARIA FOR EXECUTIVE MEMBERS

1. The per - annum salary amounts of Association Executive Members shall be as follows:

- President \$8,400.00
- Vice - President (Internal) \$8,400.00
- Vice - President (External) \$8,400.00
- Vice - President (Academic) \$8,400.00
- Vice - President (Health Sciences) \$8,400.00
- Senators \$1,800.00 each
- Executive - At - Large \$1,800.00

Chytk/Moore
Carried.

c) Motions served without Notice concerning the Constitution

Motion C5

Be It Resolved that:

ARTICLE IV — ELECTIONS

1. [.]:

- a. The Association shall elect in a General Election the President, Vice-President (Academic), Vice-President (Internal), Vice-President (External), Vice-President (Health Sciences Campus), and GSA Senators by a simple majority vote. In the case of a tie, the elections shall be decided by a simple majority vote of the existing Council.

Be amended to read:

ARTICLE IV — ELECTIONS

1. [.]:

- a. The Association shall elect in a General Election the President, Vice-President (Academic), Vice-President (Internal), Vice-President (External), and Vice-President (Health Sciences Campus) by a plurality vote. In the case of a tie with these positions, the elections shall be decided by a plurality vote of the existing Council. The GSA Senators shall be elected by a plurality-at-large vote. In the case of a tie with these positions, the elections shall be decided by either a plurality vote or a plurality-at-large vote (depending on the extent of the tie) of the existing Council.

Explanation:

When referring to the elections of the positions of President, VP Academic, VP Internal, VP External, and VP HSC, there can be multiple candidates in principle. If this is the case, then the winner may or may not have the majority of the votes. For example, consider an election with three candidates. Candidate A gets 40% of the votes while candidates B and C each get 30%. Clearly, candidate A is the winner; however, the victor did not receive the simple majority (>50%) of the votes. "Plurality vote" is a fancy way to say "he or she that obtains the most votes".

When referring to the elections of the positions of GSA Senators, again there can be multiple candidates. The difference with these positions is that there are three winners, unlike the above positions which have single winners. An election where there are multiple winners among multiple candidates is called a "plurality-at-large" vote. For example, if there are six candidates, the three winners are those that finish with the highest vote tallies (i.e. 1st, 2nd, and 3rd).

Incidentally, when there are only two choices, then "plurality vote" and "simple majority vote" take on the same meaning since the winner necessarily has the majority of the votes.

Moore/Labine

Carried.

Motion C6

Be It Resolved that:

ARTICLE VIII – QUORUM

3. The quorum of the Council meetings shall be one half (1/2) of the Council.

Be amended to read:

ARTICLE VIII – QUORUM

3. The quorum of the Council meetings shall be one half (1/2) of all registered members of Council.

Moore/Kelley

Carried.

9. Other Business/Business from the Floor

Discussion and Questions regarding Executive Reports.

10. General Announcements

- a) Elections take place next month.
- b) Science & Humanities Research Fair – Feb 4-5 at Fort Garry Campus, Feb 12 at Bannatyne Campus.

11. Adjournment

Motion to adjourn at 6:38pm.

Bonar/Buse

Carried.

GSA AGM Attendance			
Thursday, January 21, 2010			
	First Name	Last Name	Department
1	Andy	Bonar	English
2	Natalie	Riediger	Community Health Sciences
3	Erika	Cato	Physiology
4	Krista	Chytyk	Physics/Med Physics
5	Curtis	Stevens	Social Work
6	E.K.	Muralidharan	Management
7	Pavithra	Rajan	Kinesiology
8	Aiman	Syed	Education
9	Multhy		Chemistry
10	Peter	Nawrot	Social Work
11	Neil	Moore	Physics & Astronomy
12	Xiang	Feng	Chemistry
13	Maggi	Sliwinski	NRI
14	Hesamaldin	Movassagh	Immunology
15	Mehran	Kazemi Esfeh	Mechanical Engineering
16	Kelly	Wojnarski	Landscape Architecture
17	Trish	Kelley	Environment & Geography
18	Alon	Weinberg	Native Studies
19	Cordula	Buse	Biochemistry
20	Arman	Vahedi	Engineering
21	Meaghan	Labine	Pharmacology
22	Mohamed	Moustafa	Electrical Engineering
23	Tyler	Guerrieri	Plant Science
24	Aaron	Glenn	Soil Science
25	Justin	Jones	Political Science
26	Vanessa	Lozecznik	NRI
27	Liz	Gonsalves	Medical Microbiology
28	Ramhuzaini	Abd Rahman	Mechanical Engineering
29	Mohsen	Akbarzadeh	Mechanical Engineering
30	Mohammed	Rezaeiniya	Mechanical Engineering
31	Pawan	Sharma	Physiology
32	Naresh	Redhu	Immunology
33	Sasha	Kondrashov	Social Work
34	Cheng	Zhang	Civil Engineering
35	Qiuyan	Yuan	Civil Engineering
36	Onae	Iribarren Montecinos	Medical Rehabilitation
37	Judy	Williams	Social Work
38	Mimi	Miruneta	Social Work
39	Fatemeh	Faraz Khorasani	Chemistry
40	Avid	Khamenehfar	Chemistry
41	Mostafa	El Mogy	Engineering
42	Rotimi	Ojo	Soil Science
43	Mohammad	Shahsavarifard	Engineering
44	Amin	Yazdanpanah Goharrizi	Engineering

45	Mali	Fahimian	Engineering
46	Sohar	Mir	Mechanical Engineering
47	Peter	Karari	Peace & Conflict Studies
48	Hamed	Samarghandi	Mechanical Engineering
49	Miad	Makareh Shireh	Mathematics
50	Kluzman	Oleksiy	Mathematics
51	Amir	Tahatabaci	Mathematics
52	Amin	Mahmeadi Rebna	Mathematics

3198 Registered Grad Students = 32 Students for Quorum

**Graduate Students' Association
Executive Committee Report**

Annual General Meeting

January 27th, 2011

GSA Internal Activities:

Autonomy

The Executive have been working over the year to finalize the autonomy agreement between UMSU and the GSA. Once the autonomy agreement is finalized, all the new amendments to the agreement will be legally binding between the two organizations. The agreement is set to be completed by the end of February 2011.

GSA Orientation

In Sept 2010, the GSA held our annual graduate student orientation. The event lasted a week, featuring a variety of information sessions, lots of food, a BBQ and a social. For next year's orientation, the GSA is planning on collaborating with the Faculty of Graduate studies to organize an orientation that is more well rounded and gives students a greater opportunity to interact with the FGS.

GSA Office Renovation Project

In order to provide students with a more appropriate space that they can use for study and relaxation, the GSA is holding a competition for graduate students to redesign the office for just that purpose. Students will provide the GSA with a renovation project proposal, budget and items required for renovation. To further improve the space, the GSA is investing in 2 new computers for graduate students to use, including one Mac.

GSA Lounge Renovation Project

The GSA lounge is a room that is constantly booked for a variety of events ranging from seminars, exercise classes, meetings and socials. In order to better utilize the space, the GSA is looking to renovate the room to improve it for those purposes, giving students an additional space to book at no additional cost. The renovation project will commence once the renovation project has been approved by physical plant, and the contractor chosen.

Leasing of Office Space to Cupe

On Dec 1st, 2010, the GSA Executive decided to lease our old Gradzette office space to CUPE 3909 as an office on campus. To date the relationship has worked out well. Lease agreement will come up again for negotiation Dec 1st 2011.

Audit

The annual audit was performed by BDO Canada LLP and completed in the fall of 2010. The President, VPI and VPE all reviewed the recommendations of the auditor, and have worked to implement those recommendations. The primary concerns raised were those pertaining to

including HSGSA finances into the audit process. The auditor's report will be presented during the 2011 GSA Annual General Meeting.

GSA Credit Card

In order to conduct GSA business, and purchase items required for the office and social activities, the GSA Executive decided to get a credit card. The limit of the card is for \$1000, with the office manager being the signing authority. The finalized GSA business credit card application was submitted to the Assiniboine Credit Union branch on December 06th, 2010 in order to be faxed to the MasterCard credit company (CUETS). Based on the bank prediction, the credit card must be ready by mid January 2011.

Budget

The Executive Committee presented a budget to Council in May for approval, and a revised budget was presented to Council for approval at its November council meeting. The current budget will be presented during the AGM meeting.

GSA Inventory Count

An inventory/property count system has been designed and adapted for the GSA office. Special stickers with serial numbers have been ordered and every property of the GSA will be eventually marked and recorded in related spread sheets. Using this system, every property has a date of purchase, person in charge, type of usage and, existing condition. Also, in case a property is borrowed or lost, the information on the sticker indicates that it belongs to the GSA.

Gradzette

Gradzette's editor Aiman Syed handed in her resignation on August 25th, 2010. The Graduate Students' Association (GSA) in collaboration with the Manitoban, decided to give the graduate student magazine "The Gradzette" a new direction. Starting October 2010, The Gradzette was included as a separate insert into the Manitoban for six issues. The new Gradzette insert is being published in 10000 issues and distributed professionally along with the Manitoban. The new editor for the Gradzette has been hired, and another issue will be available in January 2011.

Speaker Series

We have invited Dr. Richard Heinzl as the Guest Speaker for the 2010/2011 GSA Speaker Series to come on March 1, 2011 to speak at the Bannatyne Campus to all Graduate Students. In 1988, just out of medical school, Richard Heinzl founded Doctors Without Borders Canada, the Nobel Prize-winning humanitarian organization. His lecture is entitled: *Lessons from Abroad: The*

Opportunities of a Borderless World. This particular speaker series will be a joint venture with the Fort Garry Campus and Bannatyne Campus.

Risk Management

The University of Manitoba, along with various stakeholders are ensuring proper safety protocols are being adhered to for legal, and financial reasons. Consequently, the University will make every reasonable effort to protect the health and safety of the university community from any hazards incidental to operations of the University. All departmental representatives will be required to complete UMSAFE and Risk Management Training in the 3rd and 4th quarter of 2010.

Referendum

At the last GSA referendum in 2003, students voted to support our faculty with a \$100 contribution. This year, your student council has voted to increase the contribution amount to \$150 and we voted to carry it for an ongoing term. This contribution will be designated to the Faculty of Graduate Studies as follows:

\$100 - GSA Awards & Bursaries

\$46 - Graduate Studies Student Initiative Fund

\$2.50 - Christmas Hamper

\$1 - Food Bank

\$0.50 - Graduate Studies Student Hardship Fund

The referendum was held on December 21 & 22 of 2010. The votes were counted and the results were finalized for the 2010/2011 Graduate Student Referendum. 154 students voted.

84 NO ballots.

62 YES ballots.

8 Spoiled ballots.

As a result, a new student initiated levy will not be applied.

This referendum does not apply to the increase in tuition, continuation and levy fees that the University of Manitoba may pursue in the future and upcoming year(s).

GSA Website

The website of the Association was revamped to enable better communication to members and the broader community. Maintenance of the website has been transferred to the newly hired part time staff member.

GSA Holiday Hampers

This year 36 students applied for Holiday Hampers. Hampers will be ready for pickup on December 16, 2010, at the Fort Garry Campus and the Bannatyne Campus.

Part-Time Staff Person

The Association received 27 applications for the position of a casual/part-time office assistant. Of those that applied 6 were interviewed. 3 undergraduate students and 3 graduate students.

Ms. Cara Nichols, a graduate student at the University of Manitoba, was hired as the new office assistant to assist in the day to day operations of the Association. She brings with her a wealth of experience, skill and knowledge to the Association.

GSA Internal Committee Activities

Finance Committee

a) Departmental Grants

Department grants make funds available to departmental graduate students' associations whose members are represented on the GSA Council. Qualification for this grant is based on regular attendance at Council and participation in an internal GSA Committee. Completed applications are due on November 1st and April 1st, and two disbursements are given in December and end of April. This year's budget for departmental grants is \$25,000.00. Total amount of \$6,095.00 was given to 27 departments in the December 2010 disbursement.

b) Special Project Grants

Special Project grants make funds available for projects, events or items which could benefit the graduate student population. Past project have included guest speakers, professional development workshops, and graduate publications. Application forms are also available online and at the GSA office. Applications are processed monthly at the finance committee meetings. This year's budget for special project grants was \$2500. Three special project grants have been approved this year as total of \$1195.00

c) Donations

The GSA makes funds available to organizations that do not need to be run by graduate students, but provide some kind of benefit, advantage, or useful information for and not only for graduate students. This year's budget for donations was \$3500. Not a major donation has been paid as of yet.

Bylaws Committee

Since the GSA is registered as a corporation, we have to get the governing documents to follow the regular format of other corporations, using a by-laws and policy manuals. This year the GSA has a mandate to eliminate our constitution and replace it with a set of by-laws and policy manuals. The by-laws will take the place of the constitution and only be amended during

AGMs. The policy manuals will take the place of the by-laws, which can be amended during regular council meetings. To expedite the revision process, the GSA hired an individual to revise all the documents and then present them to the by-laws committee for review prior to sending to council and our membership.

Awards Committee

The 2010 GSA Awards Committee met and came to a decision for the GSA 2010 Award recipients. The GSA Awards were awarded to the following individuals:

Graduate Students' Association Teaching Award

Dr. Stanley B. Straw - Department of Curriculum Teaching and Learning

Graduate Students' Assoc. Award for Full time Master's Program

Hin Yat Tang - Biosystem's Engineering

Charity Zulu - Family Social Sciences

Graduate Students' Assoc. Award for Full time PhD Program

Hai Luo - Social Work

Graduate Students' Assoc. Award for Part time Master's Program

Tracy Lyons - Social Work

There was no recipient for the additional \$5000 Masters part-time award. As per the terms of the GSA Awards, this award was converted into a bursary.

The GSA Awards' Luncheon was held on Wednesday, September 8, 2010 at Marshall McLuhan Hall (University Centre) at the University of Manitoba.

The GSA Awards committee members included:

Ms. Aiman Syed	Mr. Shahab Shokrzadeh
Mr. Pawan Sharma	Ms. Meaghan Labine
Mr. Raja Chakraborty	Mr. Jake Xu
Ms. Kelly Wojnarski	Ms. Taryn Dickson

Sustainability committee

Following the formation of the sustainability committee and several meetings, the first GSA Sustainability Day was held on October 5th at the University Centre and the GSA lounge. Considering the number of attendees at the talks, level of engagement of the students, and the traffic gathered around the desks at the University Centre, this event was a successful one.

GSA External Activities

Meeting with the Premier and Minister of Post- Secondary Education

This was an important meeting because it allowed for student representatives to speak directly to the Premier about issues that matter to students. Graduate student grants and the need for funding was discussed along with the proposed fee increases for graduate students. The Premier committed to not allow increases that exceed current government policy on the one hand but on the other hand he stated, along with the Minister of Post Secondary Education, that each case will be reviewed on its own individual merit.

The Premier was made aware of the following regarding Graduate Student continuing fees and expressed a concern that these proposed fees are an increase of 58% within the first year. Within 3 years the proposed increased would total 216% in continuing fees alone.

Current continuing fees: \$633/year

Proposed Sept 2010 fees: \$1000 (increased by \$367/year) – 58% increase

Proposed Sept 2011 fees: \$1500 (increased by \$867/year) – 137% increase

Proposed Sept 2012 fees: \$2000 (increased by \$1367/year) – 216 % increase

The proposed increases by the University of Manitoba Faculty of Graduate Studies was withdrawn and the continuing fees remained at their current level.

HSGSA Annual Report

The HSGSA, a part of the GSA, is an organization responsible for the representation and accommodation of students studying the health sciences found at the Health Sciences Centre, St. Boniface Research Centre, National Microbiology Laboratory, National Research Council, and the Fort Garry Campus. Operating through a separate budget, but overseen by a HSC elected, GSA executive, the HSGSA functions to provide students with opportunities to obtain stronger academic connections, enhance student life, and support students through their programs. While independently providing services to Health Science students, the HSGSA executive members provide feedback and participate in the greater operations of the GSA by maintaining positions on various GSA committees, within council and within the GSA executive.

Orientation – September 2010

This year the orientation ran an entire week, each day having a separate event/workshop. The information seminars included an introduction to the HSGSA, GSA, and FGS, a session pertaining to scholarships, a student rights and responsibilities workshop, an introduction to the health plan, and a workshop on “how to complete your degree”. Other events included a campus tour, recreational events, and the final orientation social.

Bus Tickets – Fall and Winter Terms

Through the financial assistance of the Associate Dean of Graduate Studies, Dr. Ed Kroeger, the HSGSA has been providing free bus tickets to students who are required to commute to the Health Sciences Centre from the St. Boniface Campus for classes required for their degree. In the past tickets were distributed to a St. Boniface representative who then distributed to students in need. It was agreed that a better system was to be designed in order to maintain better record keeping ensuring the efficiency and transparency of the program. This fall (2010) the tickets were purchased and distributed out of the HSGSA office, requiring students to register to the program, prior to receiving tickets. Tickets were then provided on a monthly basis to students.

Canadian Student Health Research Days – June 1st-4th 2009/10

The Associate Dean of Medicine at the Bannatyne Campus, Dr. Ed Kroeger, holds a summer research forum, where students from the U of M come to present their research along with students from other institutions during the Manitoba and CIHR funded poster competitions. The HSGSA, through financial support by Dr. Kroeger, help plan and run along with the research days committee to provide participants with city tours, pub nights, and a river boat cruise. The HSGSA also provided three awards (compared to two in the past) of \$200 each to posters judged as exceptional.

Fall Event

On October 2nd the HSGSA funded and organized a student paintball competition at Paintball Paradise, providing bus transport, food, and fee supplementation. Students paid a small fee for this event in order to make it financially feasible.

Halloween Social

The HSGSA organized a novel social, involving a pumpkin carving contest and costume competition. Attendance was documented to be over 70, drinks and finger food was provided.

Christmas Social

Continuing tradition, the HSGSA organized a student Christmas Social, involving free food and drinks, a carolling competition and a ginger bread making competition. Attendance was documented to be over 50 people.

New Travel Awards – Dean of Medicine

HSGSA executive met with the Dean of Medicine (Dr. Postl), who agreed to provide support for students travel awards totalling to \$15,000. Executive later met with Dr. Ed Kroeger who provided input on how these funds could be allocated to awardees. FGS Council (HSC) has approved this initiative, the funds have been dispersed to the Health Sciences Departments on

a basis of student enrolment, and it is up to the respective departmental heads/graduate program coordinators to decide a suitable method to award the funds.

Workshops Series

In addition to providing support in running another rights and responsibilities workshop, the HSGSA helped support talks that included a Time-to-Completion presentation and how to deal with difficult people and situations seminar.

HSGSA Curling League

The HSGSA curling league is once again being run by the HSGSA executive, involving 10 teams, each with roughly 5 players curling their hearts out on Saturday afternoons for a total of 7 sessions including an instructive session. The end of the league is celebrated by a small social with drinks and food provided.

Visiting Speakers Series

The HSGSA is coordinating with the GSA to bring students from both HSC and the main campus a visiting speaker, Dr. Richard Heinzl, the founder of Doctors without Borders Canada program this spring. The Series will be taking place on both campuses, and the HSGSA will be providing financial support to the GSA, both from its operating budget and departmental fundraising, to ensure its success.

State of HSGSA Executive Positions and Recent Resignations

Early in the fall of 2010, the current VP External resigned due to impending academic requirements, leaving a vacant position. A by-election was held in October by the Elections committee to fill the vacancy. During the campaign period several by-law infractions were brought fourth to the Elections committee. It was found that both individuals running for the position had infringed at least one by-law and so it was decided that the votes be nulled and another by-election was to take place. Another by-election was held by the Elections committee in November and a clear winner was recognized. Unfortunately, since the votes were counted after the November Council Meeting, and the December Council Meeting was cancelled by the former HSGSA president, the results have yet to be ratified; though will be in the coming meeting in January. Just recently, also due to impending academic requirements, the current VP internal has submitted her resignation with great regret.

UMGSA BUDGET | 2010/2011

University of Manitoba Graduate Students' Association: May 2010- April 2011 Budget

Updated: January 2011

	May 1, '10 - Jan 26, 11	Budget
Income		
4000 · Revenue		
4005 · Student Organization Fees	0.00	0.00
4010 · Membership Fees	286,748.86	282,000.00
4020 · Rent from CUPE3909	0.00	2,400.00
4031 · GSA Cash Box Revenue	776.80	1,000.00
4050 · Ad Sales - Gradzette	0.00	0.00
4070 · Endowment Fund	92,093.71	85,000.00
4075 · Endowment Fund Transfer	10,000.00	10,000.00
4080 · Capital Fund	50,000.00	20,000.00
4090 · To CFS - National	21,462.33	24,000.00
4100 · To CFS - Provincial	16,295.44	16,000.00
4110 · Gradzette Fees (Manitoban)	16,930.09	17,000.00
4120 · Interest on Bank Accts	9,887.26	8,000.00
4125 · Interest - GIC's	0.00	0.00
4000 · Revenue - Other	0.00	0.00
Total 4000 · Revenue	504,194.49	465,400.00
4150 · Other income	471.00	0.00
4999 · Office Equipmnt Fund Withdrawal	0.00	0.00
Total Income	504,665.49	465,400.00
Expense		
5000 · Honorarium/salary/benefits		
5001 · Human Resources	0.00	0.00
5005 · Executive	31,600.00	48,600.00
5010 · HSGSA	4,950.00	9,000.00
5015 · CRO	0.00	1,000.00
5020 · Council Chairperson	500.00	1,000.00
5025 · Minute Taker	650.00	550.00
5030 · Employee Pay	29,677.87	40,602.23
5040 · Employer Paid CPP	2,165.47	2,760.09
5045 · Employer Paid EI	1,679.95	2,048.97
5050 · Employer Paid RRSP	1,932.55	2,049.75
5055 · Blue Cross Premiums	3,024.83	3,544.76
5060 · Parking or Bus Pass	436.60	567.58
5000 · Honorarium/salary/benefits - Other	0.00	0.00

UMGSA BUDGET | 2010/2011

Total 5000 · Honorarium/salary/benefits	76,617.27	111,723.38
6000 · Expenses	0.00	0.00
6005 · HSGSA - Bannatyne Disbursements	309.95	17,550.00
6010 · Campaigns	493.40	2,000.00
6020 · Capital Expense		
6025 · Major Purchases	768.26	1,000.00
6030 · Leasehold Improvement	0.00	0.00
6035 · Computer Centre	0.00	0.00
6040 · Computer Administration	0.00	0.00
6020 · Capital Expense - Other	0.00	0.00
Total 6020 · Capital Expense	768.26	1,000.00
6100 · CFS Canada	24,462.33	24,462.23
6125 · CFS Manitoba	16,295.44	16,295.44
6200 · Council & Committees		
6205 · Venue Booking & Equipment	0.00	100.00
6210 · Committee Hospitality	57.25	0.00
6215 · Hospitality (Meals at Meetings)	1,302.46	2,000.00
6220 · Parking/Bus for Meetings	717.11	432.42
6200 · Council & Committees - Other	0.00	0.00
Total 6200 · Council & Committees	2,076.82	2,532.42
6300 · Donations	0.00	0.00
6325 · Elections		
6021 · Elections	0.00	0.00
6325 · Elections - Other	0.00	1,000.00
Total 6325 · Elections	0.00	1,000.00
6375 · External meeting Expenses		
6380 · CFS External Meetings	9,821.55	12,300.00
6385 · Other External Meetings	0.00	100.00
6375 · External meeting Expenses - Other	0.00	0.00
Total 6375 · External meeting Expenses	9,821.55	12,400.00
6400 · Fees		
6405 · Bank Service Charges	35.00	70.00
6410 · Annual Incorporation Fee	25.00	25.00
6415 · Subscriptions, Etc	50.00	0.00
6420 · Professional Consulting	0.00	0.00
6425 · Revenue Canada - Penalty Charge	0.00	0.00
6430 · University Charges	0.00	0.00
6435 · Other Fees	210.00	210.00
6400 · Fees - Other	0.00	0.00
Total 6400 · Fees	320.00	305.00

UMGSA BUDGET | 2010/2011

6475 · Gradzette	2,687.05	17,000.00
6500 · Grants		
6503 · Departmental Grants	6,095.00	25,000.00
6505 · Graduate Teaching Award	0.00	100.00
6510 · Special Projects	2,645.00	2,500.00
6515 · Library Grants	0.00	0.00
6520 · Conference Grants	42,657.46	65,000.00
6525 · Committee Awards	0.00	0.00
6530 · Bursaries	0.00	0.00
6535 · Donations	340.00	3,500.00
6540 · Emergency	0.00	0.00
6545 · Childcare (PlayCare DayCare)	0.00	2,000.00
6550 · Holiday Hampers	5,100.00	5,000.00
6555 · Food Bank	0.00	500.00
6500 · Grants - Other	0.00	0.00
Total 6500 · Grants	56,837.46	103,600.00
6575 · HSGSA Disbursement	0.00	0.00
6600 · Promotions		
6605 · GSA Designed Items	0.00	0.00
6610 · CFS Handbook	3,215.63	3,215.63
6615 · Sports	479.26	479.26
6620 · Social Non-Alcoholic	0.00	0.00
6625 · CFS Bulk Purchases	0.00	0.00
6630 · Capital Venture Mgmt Fund	0.00	0.00
6635 · Mentorship Programming	0.00	0.00
6640 · CFS Website Administration	378.00	378.00
6600 · Promotions - Other	0.00	0.00
Total 6600 · Promotions	4,072.89	4,072.89
6725 · Long Term Accounts Payable		
6730 · Expense	0.00	0.00
6725 · Long Term Accounts Payable - Other	0.00	0.00
Total 6725 · Long Term Accounts Payable	0.00	0.00
6750 · Office Supplies & Expenses		
6755 · Stationery and office supplies	2,472.64	2,500.00
6760 · IOS Copier Lease	2,366.28	2,500.00
6765 · IKON Photocopies	948.26	1,500.00
6770 · Insurance	2,651.00	2,651.00
6775 · Office Improvements	268.31	0.00
6780 · U of M - Monthly Ledger	1,048.96	1,500.00
6750 · Office Supplies & Expenses - Other	44.75	0.00
Total 6750 · Office Supplies & Expenses	9,800.20	10,651.00

UMGSA BUDGET | 2010/2011

6795 · Professional Development	0.00	500.00
6800 · Programming		
6805 · Orientation	5,787.24	6,000.00
6810 · Social Events	586.47	2,000.00
6815 · Seminar Series	0.00	1,000.00
6820 · Speakers Series	8,190.00	5,000.00
6825 · GSA Awards Luncheon	2,613.92	2,613.92
6800 · Programming - Other	0.00	0.00
Total 6800 · Programming	17,177.63	16,613.92
6850 · Endowment		
6851 · Endowment Fund	92,093.71	85,000.00
6852 · Capital Fund	50,000.00	20,000.00
6850 · Endowment - Other	0.00	0.00
Total 6850 · Endowment	142,093.71	105,000.00
6925 · Professional Consulting		
6930 · Audit	6,675.20	5,000.00
6935 · Legal	278.29	2,000.00
6940 · Computer & Website Maintenance	241.50	10,000.00
6925 · Professional Consulting - Other	0.00	0.00
Total 6925 · Professional Consulting	7,194.99	17,000.00
6950 · Retained Earnings Fund	0.00	0.00
Total Expense	371,028.95	463,706.28
	<u>133,636.54</u>	<u>1,693.72</u>

Cash Box Float	\$	200.00
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Endowments

Endowment Fund	\$	857,444.68
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Capital Fund	\$	552,517.03
--------------	----	------------

Retained Earnings	\$	200,000.00 (Balance forward for new fiscal year)
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Tel/Tél.: 204 956 7200
Fax/Télec.: 204 926 7201
Toll-free/
Sans frais: 800 268 3337
www.bdo.ca

BDO Canada LLP/s.r.l.
700 - 200 Graham Avenue
Winnipeg MB R3C 4L5 Canada

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August 25, 2010

Ms. Meaghan Labine, President
Graduate Students' Association
The University of Manitoba
Room 221 University Centre
Winnipeg, Manitoba
R3T 2N2

Dear Ms. Labine:

Re: Graduate Students' Association

During the course of our audit of the financial statements of Graduate Students' Association for the year ended March 31, 2010, we identified matters which may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of the Board of Directors through management and is a part of management's overall responsibility for the ongoing activities of the not-for-profit organization. Policies and procedures developed by the not-for-profit organization to safeguard its assets and to provide reasonable assurance that errors and irregularities or illegal acts are promptly identified, must be properly monitored to ensure that all staff are complying with the guidelines provided. Where we determined, from our testing, that there exists a need for improvement in existing systems of internal control or if we detected that the not-for-profit organization's staff are not complying with the critical accounting policies and procedures provided by management, we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriate low level.

The comments and concerns expressed herein did not have a material effect on the not-for-profit organization's financial statements and, as such, our opinion thereon was without reservation. However, in order for the not-for-profit organization to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the not-for-profit organization's employees.

The matters we have identified are discussed below.

Bank Reconciliations

During our current year audit, we noted that stale dated cheques are not being reversed after six months and that audit adjustments to cash are showing up as uncleared items on the bank reconciliation. It is important to ensure that old or large reconciling items are cleared on a regular basis to improve financial reporting.

We recommend that all outstanding cheques dated in 2006 and 2007 be reversed as these cheques can no longer be cashed. We also recommend that all audit adjustments to cash be cleared from the reconciliation.

Lack of Segregation of Duties

During the course of our audit, it was noted that the office manager is responsible for initiating purchases, receiving deliveries, recording purchases, and entering transactions. It was also noted that the office manager is responsible for receiving cheques, preparing the deposit, and making the deposit. In addition, the office manager is responsible for preparing the bank reconciliation and there is no review of the reconciliation.

We recommend that a member of the executive review the monthly bank reconciliations and financial statements and initial these reports to indicate their approval.

This communication is prepared solely for the information of the Association Council and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,

DDO Lancelotti LLP

Chartered Accountants

David L. Anderson, CA
Partner

**GRADUATE STUDENTS'
ASSOCIATION
THE UNIVERSITY OF MANITOBA**

**Financial Statements
For the year ended March 31, 2010**

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA**

**Financial Statements
For the year ended March 31, 2010**

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Tel: 204 956 7200
Fax: 204 926 7201
Toll-free: 800 268 3337
www.bdo.ca

BDO Canada LLP/s.r.l.
700 - 200 Graham Avenue
Winnipeg MB R3C 4L5 Canada

Auditors' Report

To the Members of the GRADUATE STUDENTS' ASSOCIATION

We have audited the statement of financial position of the **GRADUATE STUDENTS' ASSOCIATION** as at March 31, 2010 and the statements of operations and changes in net assets for the year then ended. These financial statements are the responsibility of the Association's council. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by council, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2010 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

BDO Canada LLP

Chartered Accountants

Winnipeg, Manitoba
August 25, 2010

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Statement of Financial Position**

March 31 2010 2009

	-----Restricted-----					
	Endowment	Capital	Capital Sinking	Operating	Total	Total
Assets						
Current Assets						
Cash and short term investments	\$ 538,816	\$ -	\$ -	\$ 865,611	\$ 1,404,427	\$ 1,171,049
Accounts receivable	-	-	-	65,535	65,535	62,941
Prepaid expense	-	-	-	271	271	271
Due from Operating Fund	-	183,163	73,533	(256,696)	-	-
	<u>\$ 538,816</u>	<u>\$ 183,163</u>	<u>\$ 73,533</u>	<u>\$ 674,721</u>	<u>\$ 1,470,233</u>	<u>\$ 1,234,261</u>

Liabilities and Net Assets

Current Liabilities						
Accounts payable and accrued liabilities	\$ -	\$ -	\$ -	\$ 51,657	\$ 51,657	\$ 32,538
Net Assets						
Endowment Fund	538,816	-	-	-	538,816	525,815
Capital Fund	-	183,163	-	-	183,163	189,560
Capital Sinking Fund	-	-	73,533	-	73,533	18,788
Operating Fund	-	-	-	623,064	623,064	467,560
	<u>538,816</u>	<u>183,163</u>	<u>73,533</u>	<u>623,064</u>	<u>1,418,576</u>	<u>1,201,723</u>
	<u>\$ 538,816</u>	<u>\$ 183,163</u>	<u>\$ 73,533</u>	<u>\$ 674,721</u>	<u>\$ 1,470,233</u>	<u>\$ 1,234,261</u>

Approved on behalf of the Council:

President

Vice-President

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Statement of Operations**

For the year ended March 31	2010	2009
Revenue		
Student organization fees	\$ 153,526	\$ 148,559
UMSU fees	137,723	134,877
Awards	97,094	94,613
CFS fees	40,758	39,302
General activities (Page 9)	28,487	11,747
	<u>457,588</u>	<u>429,098</u>
Expenditures		
Conference grants	700	59,155
CFS fees	40,758	38,735
Honouraria	45,450	48,423
Salaries and benefits	45,699	47,202
General activities (Page 9)	169,477	121,051
	<u>302,084</u>	<u>314,566</u>
Excess of revenue over expenditures for the year	\$ 155,504	\$ 114,532

GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Statement of Changes in Net Assets

For the year ended March 31

2010 2009

	Operating Fund	Capital Fund	Capital Sinking Fund	Endowment Fund	Total	Total
Fund balances, beginning of year	\$ 467,560	\$ 189,560	\$ 18,788	\$ 525,815	\$ 1,201,723	\$ 1,015,653
Excess of revenue over expenditures for the year	155,504	-	-	-	155,504	114,532
Transfer from UMSU - other	-	3,259	54,745	-	58,004	56,754
Investment income	-	-	-	13,001	13,001	15,932
Purchases	-	(9,656)	-	-	(9,656)	(1,148)
Fund balances, end of year	\$ 623,064	\$ 183,163	\$ 73,533	\$ 538,816	\$ 1,418,576	\$ 1,201,723

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Notes to Financial Statements**

For the year ended March 31, 2010

1. Summary of Significant Accounting Policies

Basis of Accounting

These financial statements were prepared using the accrual basis of accounting. The accrual basis recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Revenue Recognition

The Association follows the restricted fund method of accounting for contributions. Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred.

Student organization revenues are recognized as revenue of the Operating Fund when earned as outlined in an agreement with the University of Manitoba Students' Union ("UMSU") and collection is reasonably assured. Reasonable assurance is based upon the Association's previous collections.

Other revenues are recognized as revenue of the Operating Fund when the amount is determinable, collection is reasonably assured and upon acceptance by the other party. Reasonable assurance is based upon the Association's previous collections and claims with its customers.

Fund Accounting

Operating Fund: The Operating Fund reports the revenues and expenses related to the Graduate Students' Association's operations.

Capital Fund: The Capital Fund was established through assessments of student organization fees to help finance capital purchases of the Association.

Capital Sinking Fund: The Capital Sinking Fund was established to fund certain expenses of the Association and is financed through student assessments.

Endowment Fund: The Endowment Fund was established to apply the income earned for the provision of financial aid and assistance to students of the Graduate Students' Association.

GRADUATE STUDENTS' ASSOCIATION THE UNIVERSITY OF MANITOBA Notes to Financial Statements

For the year ended March 31, 2010

1. Summary of Significant Accounting Policies (continued)

Financial Instruments

The Association utilizes various financial instruments. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments and the carrying amounts approximate fair values.

All transactions related to financial instruments are recorded on a settlement date basis.

The Association classifies its financial instruments as follows based on the purpose for which the asset was acquired and follows the disclosed accounting policy for each category.

<u>Assets/Liabilities</u>	<u>Category</u>	<u>Measurement</u>
Cash and short term investments	Held for trading	Fair value
Accounts receivable	Loans and receivables	Amortized cost
Accounts payable and accrued liabilities	Other financial liabilities	Amortized cost

- Held for trading items are carried at fair value, with changes in their fair value recognized in the statement of operations.
- Other financial liabilities are carried at amortized cost, using the effective interest method.
- Loans and receivables are carried at amortized cost, using the effective interest rate method, less any provision for impairment.

Transaction costs are expensed as incurred.

Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires council to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingencies at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from council's best estimates as additional information becomes available in the future.

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Notes to Financial Statements**

For the year ended March 31, 2010

1. Summary of Significant Accounting Policies (continued)

New Accounting Pronouncements

The Accounting Standards Board (AcSB) is currently developing new accounting standards for not-for-profit organizations (NPOs). Until such a time that the AcSB makes a final decision, all NPOs will continue to follow accounting standards currently in effect.

2. Entity Definition

The Graduate Students' Association is a non-profit organization and, as such, is exempt from income taxes under The Income Tax Act. Its purpose is to administer and coordinate activities of Graduate students at the University of Manitoba.

3. Contractual Obligations

The Graduate Students' Association has committed to lease a photocopier with quarterly payments of \$726 until April 30, 2010.

4. Related Party Transactions

During the current year, the Association paid honorariums totaling \$45,450 (2009 - \$48,423). All transactions have been recorded at the exchange amount.

5. Statement of Cash Flows

A separate statement of cash flows has not been prepared since the sources and uses of cash from (to) operating, investing and financing activities are readily apparent from the information included in the financial statements.

6. Capital Management

The Association considers its capital to comprise its endowment fund, capital fund, capital sinking fund and operating fund. There have been no changes to what the Association considers to be its capital since the previous period.

As a not-for-profit entity, the organization's operations are reliant on revenues generated annually. The organization has accumulated unrestricted net assets over its history. A portion of these accumulated funds is retained as working capital that may be required from time to time due to timing delays in receiving its primary funding. The remaining funds are available for the use of the organization at Council's discretion.

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Supplementary Information to Financial Statements**

For the year ended March 31, 2010

	Revenue	Expenditures	Net
General Activities			
Advertising	\$ 25	\$ -	\$ 25
Bank charges and interest	4,735	25	4,710
Bonding insurance	-	8,250	(8,250)
Donations	-	9,200	(9,200)
Dues and subscriptions	-	20	(20)
Elections	-	761	(761)
External meeting	-	11,118	(11,118)
Grad teaching award	-	56,265	(56,265)
Gradzette	18,930	10,045	8,885
Grants and sponsorships	-	11,572	(11,572)
Handbook	-	2,310	(2,310)
Health Science GSA	-	17,000	(17,000)
Merchandise	-	4,203	(4,203)
Miscellaneous	-	9,423	(9,423)
Office supplies	-	2,298	(2,298)
Orientation	-	5,629	(5,629)
Other	4,797	-	4,797
Photocopier	-	3,256	(3,256)
Professional development	-	415	(415)
Professional fees	-	6,488	(6,488)
Social events	-	4,377	(4,377)
Speaker Series	-	1,568	(1,568)
Special projects grants	-	3,480	(3,480)
University charges	-	1,364	(1,364)
Website administration	-	410	(410)
	\$ 28,487	\$ 169,477	\$ (140,990)



Agenda
GSA Annual General Meeting
4:00 pm, April 27th, 2011
GSA Lounge (217 University Centre)

1. **Call to order**
2. **Approval of agenda**
3. **Approval of minutes from Jan 27st, 2011 GSA AGM**
4. **Business arising from the minutes**
5. **GSA Executive update – Presentation**
6. **GSA travel endowment fund**

Motion:

Whereas graduate students voted in the 2007 AGM to contribute \$30 a year of their student organization fees to a travel grant endowment fund.

Whereas since its inception in 2007, the principle travel grant endowment fund has grown to \$867,000, but has not been invested to earn interest and has therefore not been drawn upon.

Whereas the GSA travel grant budget is currently funded from the GSA operating budget, and not the GSA travel grant endowment fund.

BIRT the money originally assessed as an endowment for students at \$30 each year be used in the GSA operating budget in the travel grant budget line going forward in future UMGSA budgets without spending the principle fund value.

BIFRT the interest earned on the travel grant endowment fund be added to the travel grant budget line every year.

BIFRT that any unspent money from the travel grant budget line be deposited into the travel grant endowment fund at the end of each fiscal year.

7. **Presentation of the GSA's revised By-laws.**

Motion: *BIRT the GSA membership approve the UMGSA revised Bylaws as presented*

Motion: BIRT the GSA membership approve the retroactive increase to the GSA Presidents' honorarium as outlined in the revised By-laws for the 2010-2011 term.

8. **UMGSA annual audit**

Motion: BIRT the GSA membership approve the Office of the Auditor General of Manitoba as the GSA's auditors for the 2010-2011 term, pending approval of the 2011 GSA/UMSU Autonomy agreement by the University of Manitoba's Board of Governors.

9. **Other business**

10. **Announcements**

- a) GSA April 28th GSA social

11. **Adjournment**

**Graduate Students' Association
Annual General Meeting Minutes
Wednesday, April 27, 2011, 4:00 pm
GSA Lounge, 217 University Centre**

Present: 54 University of Manitoba graduate students, see attached list.

1. Call to order

The meeting was called to order at 4:04 pm and chaired by Alan McGreevy.

2. Approval of agenda

Motion: BIRT the agenda be approved.

Freeman/Scofield-Singh

All in favour

Carried

3. Approval of minutes from January 27th, 2011 GSA AGM

Motion: BIRT that the minutes be approved as presented

Sliwinski/Freeman

*Motion: BIFRT that the minutes be approved as amended with the following
ammendments: a) #10g should read 'Ipod touch', not 'Ipad'.*

Nawrot/Salter

All in favour

Carried

4. Business arising from the minutes

None.

5. GSA Executive update – Presentation

Labine – Rather than creating an executive summary report, since no one reads them, I have created a list of what the executive have done over the past year, and hope to have an open dialogue as I present this.

Accomplishments are:

- Autonomy agreement – We are in the last few days of getting this signed. This will give the GSA complete autonomy.
- GSA by-laws – Are now before you to get approved.
- Policy manuals – We wrote them and will present them at the upcoming council meeting to be approved.
- All governing documents - Completely overhauled this year.
- Office network installation – Was installed yesterday. We have a new network and computers to allow for greater file sharing, which will help the GSA work more efficiently. There will be more computers available for

- students to use.
- Office & Lounge renovation project – There is a lack of graduate student space on campus. What we are looking at doing is renovating both the GSA office & lounge to give students better spaces to use. It has yet to be approved by council.
 - Handbook improvements – We overhauled the handbook to make it more concise. We will have hard copies in September, and it will be available online.
 - GSA website – With the office network installation we are looking at hosting our own website. We would like to create applications for the website so grad students can better access information.
 - Digitization of document library – We have started to digitize everything so there is an easily accessible history.
 - Office inventory project – We have an inventory going of all items in the GSA office to avoid theft.
 - Hired a new staff person – Cara Nichols, a grad student. We hired her to help get many of the projects done. She's been great in the role and she's done at the end of June.
 - Travel grant values & financial policy – We will be updating our financial policy manual within the upcoming council meeting. Within that we are looking at increasing the amount for travel grants.
 - We re-evaluated the grad student health plan.
 - Some executive completed risk assessment training to better identify individuals at risk and help mediate any adverse situations that come up.
 - Student representation – This year we have had great attendance, up 90%. This is important because the GSA is the official voice for the graduate students.
 - Interactions with FGS – This year we made it a point to engage FGS & be more involved with policies they are creating, particularly the time to completion report and funding issues.
 - We amended our relationship with UMSU.

GSA Activities:

- Fall orientation – We plan on building on this in collaboration with FGS.
- Workshops – we provided a few.
- GSA openhouses – We opened up the GSA office to grad students (coffee & snacks) in order to engage the student body. We had upwards of 100 people come through the office each time.
- Socials – We had 3 this year.
- Speaker Series - Dr. Richard Heinzl from Doctors Without Borders Canada came in March to the Bannatyne campus.
- GSA awards luncheon – Was done to acknowledge graduate students who won awards in the awards competition.

External Activities:

- Fall orientation – We plan on building on this in collaboration with FGS.
- Joint fund proposal - The GSA approached the University and the Province about a new strategy to increase the amount of funding coming to graduate students. We are looking at amassing \$50,000 over a period of 5 years and endowing that money.
- Graduate fund referendum – It failed but we still go ahead with the joint fund proposal.
- Gradzette – This year we did an overhaul. We revised the budget; looked at what grad students really want; content; management; and ways to make it more environmentally friendly. We will be signing a contract with the Manitoban in the next couple of days to manage the Gradzette for us. They will be producing a once a month online issue.
- CFS National and Provincial participation – We have had an interesting relationship with CFS. This year we have increased our participation at meetings by 50%-60%. We have a presentation by the outgoing chair in our upcoming council meeting.
- Time to completion report review – Wrote this after the report came out in September. It addresses all concerns from graduate students regarding the time to completion report.
- Holiday food hampers
- Improved Provincial government relations – We tried to engage the minister of advanced education to put graduate students on the radar.
- UMSU tax service – We have partnered with UMSU so graduate students can get the support they need when filing their taxes.
- Food bank – This is the first year we have contributed.
- GSA council improvements – We have increased council participation. We have a total of 134 different graduate departments on campus and we are up to 50 (15 departments more than last year). Council procedures tightened up for greater accountability.
- Greater continuity between GSA & HSGSA - We've included them in our by-laws and activities.

Ojo presents on GSA Campaigns:

- We have 2 main campaigns this year, and many smaller qualitative ones.
- For example one campaign was to encourage grad students to ask politicians to contribute more money towards education.
- We have been able to get a reduction in international students health insurance fees, and hopefully it will take effect by September, 2011.
- We also have issues with students living on residence. We are looking at getting a modification to the student residency act. We had a meeting with the Minister of Advanced Education. We have a committee that will be working on this over the summer.

- We have also created a committee to look into the lack of housing for grad students.

Labine – That is the end of the presentation. I just wanted to say thank you to all grad students; councilors; and executive who have helped enhance representation this year.

McGreevy – Any questions regarding the presentation?

Student – How can I access documents from the 1970's?

Nawrot – The 1970's information is available through UMSU since at that time the GSA was a part of UMSU.

6. GSA travel endowment fund

Labine – This arose in 2007. Essentially the motion is to free up more money for travel grants; and in the GSA budget for programming, planning and administration.

Nawrot – At the AGM in 2007 we signed the first autonomy agreement with UMSU. Graduate students were paying \$30 into an endowment fund for travel grants. We have been collecting this money and it's now reached approx. \$900,000. We have not used this money for travel grants, it has just been sitting and collecting some interest. Right now we are using our operating budget to pay out travel grants. With this motion we want to use the travel grant money collected in the travel grant budget line.

McGreevy – I recommend you re-word the beginning of the motion to say: BIRT the GSA terminate the collection of the \$30 GSA endowment fund, and BIFRT the GSA institute \$30/year student fee for travel grants.

Nawrot – Based on my conversations with the University endowment people, we are able to call it an endowment fund.

Scofield-Singh – Does the money from interest pay for travel? Does the \$30 stay in the account?

Labine – The sum of the money will not be touched. The interest from the fund and the \$30 (principle) will be going directly into the travel grant budget line.

Motion:

Whereas graduate students voted in the 2007 AGM to contribute \$30 a year of their student organization fees to a travel grant endowment fund.

Whereas since its inception in 2007, the principle travel grant endowment fund has grown to \$867,000, but has not been invested to earn interest and has therefore not been drawn upon.

Whereas the GSA travel grant budget is currently funded from the GSA operating budget, and not the GSA travel grant endowment fund.

BIRT the money originally assessed as an endowment for students at \$30 each year be used in the GSA operating budget in the travel grant budget line going forward in future UMGSA budgets without spending the principle fund value.

BIFRT the interest earned on the travel grant endowment fund be added to the travel grant budget line every year.

BIFRT any unspent money from the travel grant budget line be deposited into the travel grant endowment fund at the end of each fiscal year.

St. Aubin/Gonsalves

All in favour - 34

All opposed – none

All abstentions – 1

Carried

7. Presentation of the GSA's revised By-laws.

Labine – We have 2 presentations: 1 on HSGSA disbursement, and 1 on honorarium allocations. As you will notice there is a motion to increase executive honorariums for next year and there is a change to the HSGSA disbursement amount.

McGreevy – What I ask now is that people put their hand up if they would like to discuss any particular section.

Motion: BIRT for the duration of this meeting, “friendly amendments” that do not significantly change the spirit of a motion can, with the permission of the original mover, be adopted without a motion to amend.

Labine/Scofield-Singh

All in favour

Carried

Salter – The HSGSA asked me to further discuss items: 7.1, 7.2 & 7.7 (HSGSA Honorarium).

Freeman – Article 6 – should be a space between ‘GSA’ and ‘are’ & between

'HSGSA' & 'are'. There are also formatting issues with standing committees and elections. Under finances (#7.1) it should say 'honorarium amount', not 'salary amount'. Article 9 – it currently says: 'bc', take away the 'b'.

Salter – In Article 9d - it shouldn't say 'not motion', it should say 'no motion'.

McGreevy – Under #7.2e – V.P. Academic should not be making \$3 per year, but rather \$3600 per year.

Student – Article 5 – In the title, 'Executive' has an extra 'E'.

Motion: BIRT the GSA membership approve the UMGSA revised Bylaws as presented.
Gonsalves/Freeman

Neil – I would like to put forward the following motion: BIFRT that the appendices containing the HSGSA disbursement calculations be attached to the by-laws.

McGreevy – To bring everyone to where we are. In number 7.7 we are talking about the annual budget change equal to 16% for all student association fees. There is a motion coming forward from the HSGSA to have the formula on how the 16% was arrived at attached to the by-law in the appendices. Is this the right spot for it?

Nawrot – It is important for this information to be in the appendices so that in future years people won't have to ask the question – how did they arrive at 16%?.

Motion – BIFRT that the appendices containing the HSGSA disbursement calculations be attached to the by-laws.
Salter/Buse
All in favour (2/3)
Carried

McGreevy – Further discussion on Article #7 of the by-laws.

Scofield-Singh – Why is there a difference in honorariums between the Vice Presidents from the GSA & HSGSA?

Labine – The V.P's for HSGSA do less and attend fewer meetings than the GSA V.P's because of their smaller graduate student population (approx. 500). The HSGSA V.P's do a little more than the Senators and a little less than the V.P's for the GSA, so it's difficult to quantify their salary.

McGreevy – Is there anything else in section #7 anyone would like to discuss?

Student – I have a question about the increase of the honorarium in general. Is there a system in place to control accountability?

Labine – The IDR committee is going to be more thorough of their examination of the executive. They will start in May and follow the executive throughout the year, providing monthly updates on each executive.

Buse – What happens if someone doesn't live up to the expectation?

Labine – It will go to the IDR committee for review. The honorarium can be withheld based on IDR reports. Alternatively, a vote of no confidence can occur so that person is no longer employed in that position.

Buse – What is being changed with the executive at large position so that the salary is tripling?

Labine – What the executive at large is supposed to do is: sit on all internal committees; chair executive committees; chair council meetings; and do what the executive requires of them to do. There are a lot of meetings to attend and a lot of work to do. You can't pay someone less than the other executive members and ask them to do as much work.

Buse – I would like to see the breakdown of where the 16% comes from.

Nawrot – I took last years budget (\$455,000) and looked at everything HSGSA shares with us. For example: travel grants; conferences; insurance and broke it down based on honorariums. Out of the \$455,000, they share \$402,000 with us. After all the bills are paid we only have about \$53,000 to spend on any events put on for students. Therefore, 11.7% of our budget is allocated for social events. So technically speaking HSGSA's share would be 12% (rounded up). We decided to raise that up by another 4% because they are operating on another campus, and they have their own independent costs, plus they also have a new Vice President of Saint Boniface. The additional 4% brings the total they receive to \$13,428. Based on 500 students, that works out to \$83.93/student (this will go up every year by a penny). The 16% works out to \$6700 per semester & \$13,428 for the year (for HSGSA to operate). If HSGSA runs short on money they can ask for more at council.

Motion: BIRT the GSA membership approve the UMGSA revised Bylaws as presented and amended.

Gonsalves/Freeman

All in favour

Carried

Motion: BIRT the GSA membership approve the retroactive increase to the GSA Presidents' honorarium as outlined in the revised By-laws for the 2010-2011 term.

McGreevy – ruled it out of order based on Bylaws Article VII 6, as it would increase honoraria prior to May 1, and Bylaws Article VIII 5, as the item was added to the agenda on April 20, 2011.

The motion was moved from the floor by **Gonsalves/Freeman**

To avoid conflict with Bylaws Article VII 6, a friendly amendment was made to remove any reference to honorarium.

Motion: BIRT the GSA membership approve a one-time bonus of \$3600 to the 2010-2011 GSA President Meaghan Labine in recognition for her outstanding accomplishment over her term.

Gonsalves suggested that Council could vote to suspend Bylaw Article VIII (#5). McGreevy ruled that this was not permitted.

Gonsalves challenged McGreevy on the ruling.

Motion: Overturn the Chair's ruling that Bylaw Article VIII 5 cannot be suspended by a motion from the floor.

All in favour 28

All opposed 8

All abstaining 3

Carried

Motion: suspend Bylaw Article VIII 5 for the duration of the main motion.

Gonsalves/Agbor

All in favour 23

All opposed 2

All abstaining 12

Carried

Motion: BIRT the GSA membership approve a one-time bonus of \$3600 to the 2010-2011 GSA President Meaghan Labine in recognition for her outstanding accomplishment over her term.

All in favour 29

All opposed 0

All abstaining 6

8. UMGSA annual audit

Motion: BIRT the GSA membership approve the Office of the Auditor General of Manitoba as the GSA's auditors for the 2010-2011 term, pending approval of the 2011 GSA/UMSU Autonomy agreement by the University of Manitoba's Board of Governors.

Nawrot/Hink

Carried

9. Other business

None.

10. Announcements

a) GSA April 28th GSA social

Labine – We are having our last social tomorrow night. There will be free drinks and lots of food. Entertainment by DJ Mama Cutsworth; a caricaturist; and a balloon artist. Since this is my last AGM as President, I just wanted to make mention that it was a pleasure working with you guys.

Student – Is the GSA going to organize a tournament this year?

Nawrot – We doubled the budget in order to host 2 tournaments this year.

11. Adjournment

Motion: BIRT the meeting be adjourned at 5:38pm.

Gonsalves/St.Aubin

Carried.

GSA AGM Attendance Record

Wednesday, April 27, 2011

Please PRINT clearly

	Name	Department	Student Number	Signature
	Ruth Prokesch	GSA		
1	Liz Gonsalves	Medical microbiology	7609407	Provided
2	Neil Salter	Physiology	7628205	Provided
3	Olivier Gagne	Geological sciences	7648199	Provided
4	Jennifer (Yijie) Chen	Kniesiology & Rec. Management	7636581	Provided
5	Peter Nawrot	Social Work	6704268	Provided
6	Matt Hink	Agribusiness & Ag. Economics	6826832	Provided
7	Cordula Buse	Biochemistry & Med. Gen.	7599347	Provided
8	Angela Freeman	Biological Sciences	7668033	Provided
9	Cathy Scofield-Singh	Nursing	7675804	Provided
10	Erin Acland	History	6828475	Provided
11	Meaghan Labine	GSA President	6768384	Provided
12	Farhoud Delijani	Biosystems	6834133	Provided
13	Alan McGreevy	Medical microbiology	7532099	Provided
14	Dan Lockery	Electrical Engineering	6708465	Provided
15	Maggi Sliwinski	Natural Resource Institute	7642647	Provided
16	Emmanuel R. Ojo	VPE	7627112	Provided
17	Hamed Aghakhan	Management	7638163	Provided
18	Jeremy Funk	Management	5171503	Provided
19	Stephanie Armstrong	Anthropology	6796317	Provided
20	Michelle Keller	French, Spanish, Italian	6826096	Provided

GSA AGM Attendance Record

Wednesday, April 27, 2011

Please PRINT clearly

	Name	Department	Student Number	Signature
1	Brenna Haimes-Kusumoto	Linguistics	6750168	Provided
2	Kay Hamidzadeh	Linguistics	7642226	Provided
3	Zoe St.Aubin	Sociology	6721760	Provided
4	Ryan Sharpe	Geological Sciences	6808926	Provided
5	Peter Karari	Peace & Conflict studies	7638145	Provided
6	David Boutilier	Anthropology	7640130	Provided
7	Junzhao	Economics	6822881	Provided
8	Greg Boese	Psychology	6842889	Provided
9	Jonathan Veilleux	Entomology	6835802	Provided
10	Laura Rempel	City Planning	6783616	Provided
11	Daniel Balcha	Mechanical Engineering	7532094	Provided
12	Valery B. Agbor	Biosystems	7623764	Provided
13	Cara Nichols	City Planning	6744127	Provided
14	David Opeyem	Education	7667875	Provided
15	Monica Martinez	Fine Arts	7678265	Provided
16	Tonia Bates	Kinesiology & Recreation	7669498	Provided
17	Md. Eftekhar Hossain	Biosystems Engineering	7624310	Provided
18	Michael Cardillo	Soil Science	6844690	Provided
19	Mohsen Akbarzadeh	Mechanical Engineering	7628912	Provided
20	Enoch A-Iyeh	Electrical Engineering	7660342	Provided

GSA AGM Attendance Record

Wednesday, April 27, 2011

Please PRINT clearly

	Name	Department	Student Number	Signature
1	Mehrdad Espah	Electrical Engineering	7628311	Provided
2	Mehdi Daryabak	Electrical Engineering	7668909	Provided
3	Damon Bazargan	Electrical Engineering	7680745	Provided
4	Lawrence O.	Mechanical Engineering	76280572	Provided
5	Roohollah Abbasi	Biological Science	7679971	Provided
6	Hamidreza Khazanehei	Animal Sciences	7658382	Provided
7	Ali Reza Armiyoon	Mechanical Engineering	7669646	Provided
8	Kamaloddin Darchinimaragheh	ECE	7667903	Provided
9	Jeff Brogges	Sampa	6816876	Provided
10	Jonathan Tsikata	Mechanical Engineering	6848395	Provided
11	Barney Gelors	Microbiology	6813989	Provided
12	Luis Maya	Food Science	7643628	Provided
13	Senthilkumar Thiruppathi	Biosystems Engineering	7529081	Provided
14	Pavithra Rajan	Kinesiology	7620772	Provided
15				
16				
17				
18				
19				
20				

THE BYLAWS OF THE UNIVERSITY OF MANITOBA GRADUATE STUDENTS' ASSOCIATION

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ARTICLE I — DEFINITIONS

1. In this document and all other documents of the Association unless the context otherwise specifies or requires:

- a. 'by-law' means any by-law of the Association in force and effect;
- b. 'Council' means the Council of the Association; unless otherwise specified
- c. 'Member' means a member of the Association, pursuant to Article 3.1 of these by-laws;
- d. 'Executive' means any member of the Association's executive team;
- e. 'University' means the University of Manitoba;
- f. the singular shall be used to include the plural and vice versa, the feminine shall include the masculine and the neuter.

ARTICLE II — NAME, DESCRIPTIONS, AIMS AND OBJECTIVES

1. The Association shall be known as the University of Manitoba Graduate Students' Association (GSA) and shall hereinafter be referred to as the Association.

2. The Association recognizes that its members within the field of health sciences, primarily located at Bannatyne Campus and St. Boniface Research Centre, constitute the body known as the "Health Sciences Graduate Students' Association" (HSGSA). This includes, but is not limited to, graduate students in Dentistry, Medicine, Medical Rehabilitation, Pharmacy, and a subset of students within the department of Physics. The HSGSA operates as a part of the Association, representing and fulfilling the needs of its constituent members. For a full list of departments in the HSGSA please refer to the "Council Policy Manual".

3. The Association shall promote the interests of graduate students as a whole and shall act as a platform for educational, cultural, and social activities.

4. The Association shall represent the interests of graduate students to the University authorities, government and other organizations on and off campus.

5. The Association shall endeavor to work with other student unions and coalition partners to promote the interests of graduate students to the University authorities, government and other organizations on and off campus.

ARTICLE III — MEMBERSHIP

1. Membership of the Association

- a. The following shall be members of the Association:
 - i. All students registered in the Faculty of Graduate Studies.

b. Membership fees shall be set at a General Meeting of the Association or through referendum. Any alterations to membership fees are applicable to the following academic year, unless otherwise specified.

c. Each member enrolled in a department which offers a graduate program shall be entitled to one vote in the election for their departmental representative to Council.

i. Departmental representatives from departments which operate on the Health Science Campus shall sit on both the HSGSA and GSA Councils.

d. Each member enrolled in a department which offers a graduate program shall be entitled to one vote in the election of Executive members of the Association during general and by-elections.

e. Each member of the Association shall be entitled to one vote at General Meetings of the Association.

f. Membership in the Association shall be terminated automatically when a member ceases to qualify for membership (See 3.1.a).

2. Membership of Council

a. Each council member has one vote at the council meeting.

b. Each department which offers a graduate program shall be entitled to send a representative member to Council.

c. The representative must be chosen democratically by the membership of the applicable department, on a regular term determined by the departmental membership.

d. Membership shall be suspended if the councilor has three consecutive absences from Council meetings, without submitting regrets or a proxy. The Executive shall make all reasonable efforts to inform the departmental organization of the suspension, and that the department has the right to appoint a councilor to the position.

e. Membership of Council shall be terminated automatically when a member's term has expired. A member can return to Council if she is again chosen democratically by her department.

3. Membership of Executive

a. Members of the Executive are:

i. President

ii. Vice-President (Academic)

iii. Vice-President (Internal)

iv. Vice-President (External)

v. Senators (the number of Senators shall be determined according to the Bylaws of Senate)

vi. Executive at Large

vii. President of the Health Sciences Graduate Students' Association (HSGSA), serving as the ex-officio Vice-President (Health Sciences).

b. Members of the Executive are chosen by annual General Election. Vacant positions are to be filled according to the elections policy and procedure manual.

c. Any member of the Association who is in good standing may run for any of the Executive positions, except the position of Vice-President (Health Sciences) which can be filled by the membership of the HSGSA only.

d. Members of the HSGSA Executive are chosen by annual General Election by the membership of the HSGSA.

e. Membership of the HSGSA Executive are:

- i. President
- ii. Vice President Internal
- iii. Vice-President External
- iv. Vice-President Academic
- v. Vice-President St. Boniface

f. An executive who graduates in her term is allowed to remain in her position till the end of the term providing she fulfills her duties specified in the elections policy and procedure manual.

g. Membership of the Executive shall be terminated in the following cases:

- i. conviction of an indictable offence
- ii. abuse or misappropriation of finances, resources or private information belonging to the Association
- ii. misrepresentation of the Association in legal or public matters
- iv. expulsion from her program or the University

h Executives may be impeached for the following:

- i. gross negligence
- ii. abuse of a fellow Executive, Council member or other individual which compromises the Executive's ability to perform their role

i Impeachment of an Executive's position should only be undertaken in circumstances when all other means of mediation are exhausted. These means include, but are not limited to:

- i. initial face to face dialogue between conflicting parties; and if it does not work
- ii. introduction of the conflict to GSA council for debate and dialogue on the way forward which may be;
- iii. mediation efforts from executives mandated to do so by the GSA council
- iv. formation of a commission for a fact-finding mission

j An executive may only be impeached by the student body which elected her; five students, who are not members of either campus' Association's Executive, must provide in writing their grievances and clear documentation of the steps taken to resolve the conflict. All information must be supplied to the Internal Review and Development Committee, who will hold all materials in confidence until a decision is reached. IDR may recommend further mediation, or submit materials to Council for consideration. Once the matter is presented to Council, all materials must be made public. Council may then decide to either consider the impeachment, or pursue further means of mediation.

ARTICLE IV — ELECTIONS

1. Elections, and all members participating in the election process, must follow the guidelines laid out in the “Elections Policy and Procedure Manual.”
 - a. The most recent copy “Elections Policy and Procedure Manual” must be available to all members of the Association at all times.
 - b. Any revisions to the Manual must be made available within one week of the change.
 - c. No revisions may be made during an election period.
2. Referenda must follow the same guidelines as General Elections, with each side of the question acting as a candidate.
 - a. All advertising, spending and campaigning rules in place for the Election or By-Election process apply to all referenda held by the Association.

ARTICLE V — EXECUTIVE AND COUNCIL RESPONSIBILITIES

1. Duties of the Executive
 - a. The GSA Executive shall:
 - i. be responsible to the Council for the day-to-day workings and emergency decisions required for the Association.
 - ii. represent the Association both internally and externally, following Association policy on all matters.
 - iii. report to the Council decisions and activities that effect the general operational policies of the Association.
 - iv. prepare the annual budget for the Association, which must be presented in the May meeting of Council for approval.
 - v. respect the fiscal constraints of the budget as approved by Council.
 - vi. be responsible for an effective year-end transition process.
 - vii. post regular office hours, and provide and clearly post contact information for all members of the Executive.
 - viii. submit an annual report by March 20, for review at the April meeting of Council.
 - a. The HSGSA Executive shall:
 - i. be responsible to the HSGSA Council for the day-to-day workings and emergency decisions required for the HSGSA.
 - ii. represent the Association both internally and externally, following Association policy on all matters.
 - iii. report to the Council decisions and activities that effect the general operational policies of the Association.
 - iv. prepare the annual budget for the Association, which must be presented in the May meeting of Council for approval.
 - v. respect the fiscal constraints of the budget as approved by Council.
 - vi. be responsible for an effective year-end transition process.

- vii. post regular office hours, and provide and clearly post contact information for all members of the Executive.
- viii. submit an annual report by March 20, for review at the April meeting of Council.

c. Specific duties of each of the Executive Members is provided in the "Elections Policy and Procedure Manual" and the "Executive Procedure Manual". In the case of any discrepancy between the documents, the "Elections Policy and Procedure Manual" shall be the authoritative document.

2. Duties and Operations of Council

a. Composition and Role of Council

- i. The Council of the Association shall consist of the Executive and one member from each department of the University wherein qualified members are enrolled, as well as non-voting members as specified in the Council Policy and Procedure Manual.
- ii. Council shall have authority to determine the policy and practices of the Association, as well as to approve or disallow:
 - a. the annual budget of the Association;
 - b. all grants made by the Association;
 - c. all donations made by the Association in excess of \$250.00 for a single recipient;
 - d. the election of members of the Executive Committee;
 - e. awards given by the Association;
 - f. the Chairperson of every standing or ad hoc committee established by the Association;
 - g. appointment of any representative of the Association on any other board, committee or organization, internal or external.

b. Each councilor of the Association shall:

- i. represent the interests of graduate students in her department in Council and committee meetings of the Association.
- ii. report to the graduate students of her department on the proceedings of Council and committees of the Association.
- iii. select a graduate student from her department to act as proxy to represent her constituents at Council when she is unable to attend.
- iv. serve on at least one committee of the Association, or provide an alternate from her department.
- v. report to the Vice-President (Internal) of the Association on her department's activities and expenditures for which the department has received a departmental grant.
- vi. conduct an election for an incoming departmental representative to Council upon completion of her term of office, or find an alternate to do so.
- vii. submit an annual report by March 20 for departmental grants.

c. Meetings

- i. Regular Meetings: will take place once a month at a location designated by the president and agreed upon by Council. Meetings in June, July and December are not required, but may be called at the discretion of the Executive. Due notice of the meeting must be provided two weeks in advance prior to the meeting. Meeting documents must be sent to the council no longer than one week.
- ii. Special Meetings and Notice: a meeting of the Council above the scheduled meetings may be called by any 5 voting council members at any time. Notice and purpose of any meeting shall be served in writing online and in print in a forum available to all members of Council not less than 14 days before the meeting is to take place.
- iii. Motions: All motions to amend the policies and procedures manuals, the practices or the finances of the Association must be provided in writing with all supporting documents no less than 7 days prior to the meeting. Motions not requiring a change of policy or finances, such as the motion to refer to committee, or provide a letter of support for a cause, may come from the floor.
Any Reports to Council, including Executive Reports or applications for donations and grants, must be circulated to Council no less than 7 days prior to the meeting.
- iv. Quorum: A minimum of 50% of the councilors and 50% of the Executive shall form a quorum for the transaction of business. Provided their meeting has been properly called, a quorum may exercise all the powers of the Council. In the absence of a quorum, no business shall be transacted at a meeting of councilors, except the adjournment of the meeting to a new date of which notice shall be given to all members of the Council following the two weeks rule.
- v. Voting: Questions arising at any meeting of the Council or of the Executive Committee shall be decided by a majority of votes. Motions requiring a two-thirds majority are specified in the "Council Policy and Procedure Manual."
- vi. Each represented department and each member of the Executive shall be entitled to one vote at Council meetings.
- vii. Proxies: Each councilor must notify the chair at least 24 hours prior to the meeting if they are not attending or sending a proxy. The chair must receive written notice of any proxy prior to the Council meeting, as either a signed proxy form or a letter of proxy from an email address registered at the GSA office. The deadline for sending a proxy via email is at least 3 hours prior to the scheduled start time and the written proxy form must be received by the chair before the meeting is called to order. Written absentee votes will be accepted in special circumstances detailed in the "Council Policy and Procedure Manual."
- viii. Resolution in lieu of meeting: A resolution in writing signed by all the councilors entitled to vote on that resolution at a meeting of the

Council or of the Executive Committee is as valid as if it had been passed at a properly constituted meeting and is effective from the date specified in the resolution, but that date shall not be prior to the date on which the first councilor signed the resolution. Email votes, mediated by the Chair, are also valid if ratified at the next Council meeting.

ARTICLE VI — COMMITTEES

1. Committees of the Association are categorized as either Standing or Ad-Hoc.
 - a. The Standing Committees of the GSA are:
 - i. Executive
 - ii. Bylaws and policy
 - iii. Finance
 - iv. Internal Development and Review (IDR)
 - v. Awards
 - vi. Office
 - vii. Campaigns
 - viii. Elections
 - b. The Standing Committees of the HSGSA are:
 - i. Executive
 - ii. Bylaws
 - iii. Finance
 - iv. Internal Development and Review (IDR)
 - v. Mentorship Award
 - vi. Research Days
- vii. Elections
2. All standing committees must be filled before Ad-Hoc committees can be formed.
3. All Committees' composition, meeting requirements and goals are outlined in the "Committee Policy and Procedure Manual."

ARTICLE VII — FINANCES

1. The per-annum salary amounts of Association Executive Members shall be as follows:
 - a. President \$12,000.00 (*Upon approval of the AGM*)
 - b. Vice-President (Internal) \$8,400.00
 - c. Vice-President (External) \$8,400.00
 - d. Vice President (Academic) \$8,400.00
 - f. Senators \$3,600.00 each
 - g. Executive-At-Large \$6,000.00
2. HSGSA Honoraria shall be paid through the Association in the following amounts:
 - a. President \$8,400.00

- b. Vice-President (Internal) \$3,600
- c. Vice President (External) \$3,600
- d. Vice President (St. Boniface) \$3,600
- e. Vice President (Academic) \$3,600

3. Amounts shall be paid in 12 equal monthly installments for all GSA and HSGSA Executive members who are paid on a per-annum basis.

4. Payment of honoraria is subject to payment of CPP and EI to the Canada Customs and Revenue Agency (CCRA) in accordance with CCRA regulations. T4 statements will be issued to each Executive member in accordance with CCRA regulations.

5. All honoraria cheques shall be issued by the Fort Garry GSA office.

6. Amounts of Executive honoraria may only be changed by a decision of a 2/3 majority at a General Meeting prior to May 1, and such changes shall not take effect until May 1. If determination in accordance with here-present Bylaw does not take place, the amount of salary paid in the previous year shall be considered the Executive salary.

7. The HSGSA shall receive a disbursement from the Association to be allocated in the annual budget equal to 16% of all Association student fees (The number of HSGSA students(H) registered within the semester multiplied by the student fees collected from HSGSA members (F) multiplied by 16% [(H) x (F) x 0.16]) that are paid by members of the HSGSA for day-to-day operations. The allocation will be distributed in two equal payments annually during the second and fourth quarter of each year. The allocation amount will be reviewed annually by the GSA/HSGSA joint By-laws Committee no later than one month prior to the January GSA and HSGSA AGMs.

ARTICLE VIII — ANNUAL GENERAL MEETING(S)

1. At least one General Meeting shall be held each year between October 1st and January 31st in the city of Winnipeg, Manitoba.

2. The Executive or the Council shall have the right to call additional General meetings at their discretion.

3. A General Meeting shall be convened upon the written request of 25 or more members of the Association.

4. Notice of a General Meeting must be provided in writing online and in a print in a forum available to all members of the Association three weeks in advance, with clearly noted time and location.

5. All documents for the meeting, including the agenda, reports and any proposed motions, must be made available to all members of the Association two weeks prior to the meeting.

6. Quorum at a General Meeting shall be 1% of the membership of the Association. Without quorum, no business can take place and no motions can be passed, other than a motion from the floor to reschedule the meeting.

ARTICLE IX — AMENDMENT OF THIS DOCUMENT

1. The Bylaws of the Association may be amended only at General Meetings of the Association subject to the following;

a. Notice of Motion to amend the Bylaws must be made available in print and electronic to members of the Association two weeks in advance of a vote of amendment.

b. Any By-Law amendments presented by the Association must be passed with a two-thirds (2/3) majority vote by a joint GSA/HSGSA By-Laws Committee

i. The joint committee must meet three times a year to review the state of the By-Laws, and consider necessary revisions.

bc A motion to amend the Bylaws requires a two thirds (2/3) majority vote of the General Meeting to pass.

d. Any motion altering the HSGSA matters must be presented in advance and pass the joint By-Laws Committee; not motion altering the relationship (either financial or political) between the GSA and HSGSA can be raised from the floor.