



## Graduate Students' Association



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### **UMGSA Annual General Meeting 5:00 pm, January 30, 2013 University Senate Chambers (E3 – 262 EITC)**

1. Call to order  
5:32pm

#### **MOTION: BIRT the UMGSA membership ratify the President of the Association to chair the UMGSA Annual General Meeting**

*Chad Cowie/Johanu Botha*

*Carried*

#### Recognition of Guests:

Michelle Kunzler – Auditor from BDO Dunwoody

2. Approval of agenda  
*Jennifer Chen( Vice President Academic)/Sebastien Kernerue (Physics and Astronomy)*  
Move Items 9. 'Review of Budget' and 10. 'Presentation of the UMGSA's 2012 Audit to Items 7 and 8.

*Carried*

3. Territory Recognition  
*E. Rotimi Ojo (President):*

We acknowledge that we are on the Treaty 1 territory, the traditional territory of the Anishinaabe people, and the homeland of the Metis nation. The university and the Forks of the City of Winnipeg sit at the crossroads of the Anishinaabe, Metis, Cree, Dakota, and Oji-Cree Nations.

4. Introduction of UMGSA Executive members  
All executive members introduced themselves.

5. Approval of minutes from February 2, 2012 UMGSA AGM  
*Chad Cowie (Vice President Internal)/Carolyn Weiss (Vice President Health Sciences)*  
*Carried*

6. Approval of the minutes from the October 30, 2012 Special General Meeting  
*Chad Cowie (Vice President Internal)/Carolyn Weiss (Vice President Health Sciences)*  
*Carried*

7. Review of the Budget

**MOTION: BIRT the UMGSA membership approve the revisions to the UMGSA Budget as presented for the 2012-2013 year.**

*Ryan Coulling (Sociology)/Jessica Rebizant (Senator)*

*Carried*

8. Presentation of the UMGSA's 2012 Audit

**MOTION: BIRT the UMGSA membership approve the audit as presented for the period ending March 31, 2012**

*Chad Cowie (Vice President Internal)/ Ahmad Byagow (Electrical and Computer Engineering)*

*Carried*

**MOTION: BIRT the UMGSA membership approve BDO Canada LLP as the Association's auditors for the 2012-2013 term**

*Carolyn Weiss (Vice President Health Sciences)/Chad Cowie (Vice President Internal)*

*Carried*

9. Executive committee annual report

Available electronically.

10. Motions for consideration (see next page)

10.1 Changes to the UMGSA Bylaws

10.1a Addition of an executive position- Vice President (Marketing and Events)

Whereas the planning of socials and other recreational events is not in the job description of any executive

Whereas the job description of all UMGSA and HSGSA executives is very demanding and this tends to limit the planning of social and recreational activities

Whereas graduate students enjoy social events because it is an avenue to network with other graduate students

**Be it resolved that (BIRT) article III, item 3a on the membership of the executive be amended to include Vice-President (Marketing and Events).**

**Be it further resolved that (BIFRT) article III, item 3e on the**

membership of the HSGSA executive be amended to include Vice-President (Marketing and Events).

BIFRT article VI, item 1a of the UMGSa bylaws be amended to add *Events* as one of the standing committees of the UMGSa.

BIFRT article VII, item 1 on the amount of UMGSa honorarium be amended to include Vice-President (Marketing and Events) \$8,400.00.

BIFRT article VII, item 2 on HSGSA honoraria be amended to include Vice-President (Marketing and Events) \$3,600.00.

*Carolyn Weiss (Vice President Health Sciences)/Chad Cowie (Vice President Internal)*  
*Carried*

10.1b Executives Reimbursement

Whereas the executives go for many internal and external meetings in the course of performing their duties

Whereas there are no guidelines as to reimbursing transportation costs incurred as a result of attending those meetings

**BIRT article VII on finances be amended to include item 8 which reads:**

*“Executive members who are travelling between UMGSa and HSGSA, or vice versa, as well as between the Association offices to external meetings and back may claim reimbursement for travel costs, including parking, according to the University of Manitoba standard. Costs will not be reimbursed if the Executive member is traveling from home to the University of Manitoba campus and its affiliate campuses.”*

*Carolyn Weiss (Vice President Health Sciences)/Jessica Rebizant (Senator)*

**MOTION: BIRT this motion be referred to the Executive Committee for discussion.**

**BIFRT the motion be referred to the Bylaws Committee after being reviewed by the Executive Committee.**

*Tonia Bates (Vice President External)/Daniel Levin (Sociology)*

**AMENDMENT: BIRT this motion be referred to the Internal Development and Review Committee for discussion.**

**BIFRT the motion be referred to the Bylaws Committee after being reviewed by the Executive Committee.**

*Carolyn Weiss (Vice President Health Sciences)/Sem Moreno (Senator)*  
*Carried*

**MOTION: BIRT the suggested amendment to Article VII on finances, stating:** *“Executive members who are travelling between UMGSA and HSGSA, or vice versa, as well as between the Association offices to external meetings and back may claim reimbursement for travel costs, including parking, according to the University of Manitoba standard. Costs will not be reimbursed if the Executive member is traveling from home to the University of Manitoba campus and its affiliate campuses.”*, **be referred to the Internal Development and Review Committee for discussion.**

**BIFRT the motion be referred to the Bylaws Committee after being reviewed by the IDRC.**

*Carried*

10.1c Inclusion of the motions passed October 30, 2012 Special General Meeting

Whereas important decisions were made at the October 30, 2012 UMGSA Special General Meeting (SGM) regarding UMGSA’s relationship with the Canadian Federation of Students

Whereas part of the motions passed mandate an update to the bylaws that reflect decisions made at the SGM

**BIRT a new article IX titled “Relationship with the Canadian Federation of Students” be included in the Bylaws with the following items:**

1. University of Manitoba Graduate Students’ Association is not a member of the Canadian Federation of Students (CFS), the Canadian Federation of Students- Services (CFS-S) or the Canadian Federation of Students- Manitoba (CFS-MB), herein referred to as CFS/-S/-MB and in that regard if and when necessary, it shall dispute all statements, claims, indications and suggestions of membership (full or otherwise) in the CFS/-S/-MB.

2. The UMGSA shall continue to collect and hold fees related to possible membership in CFS/-S/-MB in a contingency fund up to and including the completion of the 2017-2018 academic term or until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the UMGSA or determined by courts, whichever is sooner.

3. Fees that are collected in respect of possible membership in CFS/-S/-MB may be used toward the reasonable costs associated with the process of defending the position of UMGSA regarding membership in the CFS/-S/-MB until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the UMGSA or determined by courts, whichever is sooner

4. At each annual general meeting, the membership shall revisit and determine the use of all remaining fees collected from the UMGSA members and held in a contingency fund until the issue of membership in the CFS/-S/-MB is finally resolved

5. The general membership of the UMGSA and HSGSA shall discuss affiliations with external organizations, including but not limited to Canadian Federation of Students (National, Provincial, and/or Services), Canadian Alliance of Student Associations, at each Special/Annual General Meeting.

*Daniel Levin (Sociology)/Cathy Scofield-Singh*  
*Carried*

## **10.2 Motions for Consideration: Changes to Elections Policy Manual**

Whereas the roles and responsibilities of executive members have evolved over the years,

Whereas the UMGSA is approaching another electoral cycle very soon,

### **BIRT article III, items 2-7 be replaced with the following:**

2. The President shall perform the following duties:

- a. Supervise the day-to-day business of the UMGSA.
- b. Have signing authority for the UMGSA.
- c. Be the official spokesperson for the UMGSA.
- d. Manage staff relations.
- e. Attend all meetings of the UMGSA.
- f. Serve on and chair committees as specified in the "Committee Policy and Procedure Manual."
- g. Sit on all internal committees of the UMGSA.
- h. Serve on the Faculty of Graduate Studies Executive Committee and Council.
- i. Serve on, or provide designates to serve on, committees of the Faculty of

Graduate Studies, both permanent and ad-hoc.

- j. Serve on, or find designates for, University committees.
- k. Coordinate appointments to internal and external committees, seeking ratification from Council as appropriate.
- l. Provide names of all graduate who serve on such committees to the Vice-President (Internal) regarding recognition by the Student Records Office.
- m. Be prepared to perform duties of the Vice-President (Internal), Vice-President (External) and Vice-President (Academic) in case of illness schedule conflict, etc., on an interim basis.
- n. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- o. Present a written report at each UMGSA Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the President was unable to attend, and a record of office hours maintained.
- p. Perform other tasks as assigned by the UMGSA Executive or Council.

3. The Vice-President (Internal) shall perform the following duties:

- a. Have signing authority for the association.
- b. Serve on and chair committees as specified in the "Committee Policy and Procedure Manual."
- c. Oversee the UMGSA Student Planner development for the following school year.
- d. Ensure the Association's official documents are up-to-date and available.
- e. Act as joint authority and share responsibility with the President for the daily affairs of the Association.
- f. Perform duties of the President in case of illness, schedule conflict, resignation, etc., on an interim basis.
- g. Submit to Student Records the names of graduate students serving as active participants in organizations listed by the Student Records Office of the University of Manitoba.
- h. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (Internal) was unable to attend, and a record of office hours maintained.

- i. Supervise the keeping of all necessary financial records of the UMGSA, including but not limited to bills, cheque books and monthly accounting.
- j. Submit the budget prepared by the Executive to Council for its approval.
- k. Present bi-annual financial reports to Council, to be given at Council meetings held before December 1 and before May 1 of each academic year.
- l. Submit the financial records of the Association for an annual audit upon notice from Council.
- m. Ensure financial records are available to any Council member, upon arrangement.
- n. Coordinate the process of awarding of regular and special UMGSA grants, subject to approval by UMGSA Council.
- o. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- p. Perform other tasks as assigned by the UMGSA Executive or Council.

4. The Vice-President (External) shall perform the following duties:

- a. Serve, or find a designate, as the official representative of the UMGSA in external matters pertaining to the relationship of the UMGSA with other graduate and university student associations.
- b. Serve as the official representative of the UMGSA, on behalf of the President, at meetings, that are delegated with proper discussion and agreement by the Vice-President (External) on the University Campus and its affiliates.
- c. Have signing authority for the UMGSA.
- d. Serve on and chair committees as specified in the "Committee Policy and Procedures Manual."
- e. Liaise with coalition partners and external organizations.
- f. Assist the Vice President (Marketing and Events) with UMGSA outreach events
- g. Act as a representative at external events.
- h. Organize campaigns.
- i. Liaise with the government and the public at large.
- j. Monitor related socio-political/economic issues.
- k. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are

provided whenever the regular hours cannot be fulfilled.

l. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (External) was unable to attend, and a record of office hours maintained.

m. Perform other tasks as assigned by the UMGSA Executive or Council.

5. The Vice-President (Academic) shall perform the following duties:

a. Serve on Senate Committees and as Co-Chair, unless designated otherwise, of the Student Senate Caucus.

b. Serve on and chair committees as specified in the "Committee Policy and Procedures Manual."

c. Coordinate academic events.

d. Advocate for students on academic issues.

e. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.

f. Plan the UMGSA Awards Luncheon, with the assistance of the Vice President (Marketing and Events)

g. Organize academic workshops and the speaker series events held on campus

h. Act as Liaison between the Association and the Faculty of Graduate Studies and serve on the Faculty of Graduate Studies Executive Committee and Council.

i. Assume responsibility on matters of University discipline as they concern the membership of the Association and sit on any Local Disciplinary Committee in the capacity of Student Advocate.

j. Act in an advisory function to the Office of Student Advocacy on behalf of graduate students. Attend educational seminars on advocacy and appeals training conducted by the Office of Student Advocacy.

k. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.

l. Perform other tasks as assigned by the UMGSA Executive or Council.

m. Serve as alternative signing authority if position of President, Vice-President (Internal), or Vice-President (External) is vacant.



6. The Vice-President (Marketing and Events) shall perform the following duties:
- a. Be a spokesperson for the UMGSA, with correspondence and discussion occurring with the UMGSA President first.
  - b. Implementing the UMGSA Communications Policy.
  - c. Maintain and monitor the UMGSA website.
  - d. Maintain and monitor correspondence and outreach with the Gradzette.
  - e. Handle UMGSA social media accounts.
  - f. Handle UMGSA outreach events, with the assistance of the Vice-President (External).
  - g. Assist the Vice-President (External) on campaign events.
  - h. Assist the Vice-President (Academic) on the Awards Luncheon.
  - i. Handle the planning and organization of the UMGSA Orientation days for September and January of each School academic year.
  - j. Maintain authority of the development and implementation of social, cultural, and sporting events that may be held by the UMGSA – such as intermural sports, socials, visual art events, etc.
  - k. Maintain authority of the UMGSA Club Policy and contact with all verified UMGSA student clubs.
  - l. Assist the Office Manager in reviewing the UMGSA Lounge rentals as well as the UMGSA Lounge Rental Policy.
  - m. Post and keep a minimum of 2 regular office hours per week, between 9:00am and 5:00pm, except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
  - n. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (Marketing and Events) was unable to attend, and a record of office hours maintained.
  - o. Work alongside the HSGSA Vice President (Marketing and Events) when deemed applicable.
  - p. Perform other tasks as assigned by the UMGSA Executive or Council.
  - q. Serve on and chair committees as specified in the “Committee Policy and Procedures Manual.”

7. The Vice-President (Health Sciences) shall perform the following duties:

- a. Serve as liaison and UMGSA advocate for Health Sciences graduate students.
- b. Work with the Vice-President (Academic) and Vice-President (External) to serve as advocate for Health Sciences graduate students to the University administration and other bodies.
- c. Serve on the Faculty of Medicine Sub-council of the Faculty of Graduate Studies.
- d. Act, or appoint a designate to act, as the Association's representative on all Health Sciences committees or boards when so requested by those bodies. Forward names to UMGSA Council for approval as appropriate.
- e. Provide names of all graduate students who serve on Health Sciences committees to the Vice-President (Internal) regarding recognition by the Student Records Office.
- f. Serve on UMGSA committees as specified by the "Committee Policy and Procedures Manual."
- g. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.
- h. Post and keep a minimum of 2 regular office hours per week at the HSGSA Office, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- i. Perform other tasks as assigned by the UMGSA Executive, Council.

7. Each Senator of the Association shall perform the following duties:

- a. Attend all Senate and Student Senate Caucus meetings.
- b. Serve on at least one Senate Committee.
- c. Represent the interests of graduate students and the UMGSA to the Senate and on Senate Committees.
- d. Attend all UMGSA Executive and Council meetings.
- e. Work with other UMGSA Senators to ensure a Senators' Report is written and presented at each UMGSA Council meeting.
- f. Serve on at least two internal committees.
- g. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- h. Failure to attend or to designate a proxy to attend 2 or more Senate

meetings and/or Student Senate Caucus meetings shall constitute gross negligence. Failure to attend 2 or more UMGSA Executive meetings without good reason and sending regrets, or failure to attend 2 or more GSA Council meetings without good reason and sending regrets, shall also constitute gross negligence.

8. The Executive-At-Large shall:

- a. Serve as an advisor to the incoming executive.
- b. Attend all UMGSA Executive meetings.
- c. Act as alternate chair of the council and of general meetings.
- d. Chair and attend any committee meetings required the "Committee Policy and Procedures Manual."

e. Perform other duties as assigned by the UMGSA Executive or Council

*Carolyn Weiss (Vice President Health Sciences)/Crystal Cook (Nursing)*

*Carried*

### 10.3 **Motions for Consideration: UMGSA Clubs**

Whereas the University of Manitoba Students' Union (UMSU) does not recognize groups with less than 60% undergraduates

Whereas many graduate students have formed groups and indicated the desire to be recognized.

**BIRT the UMGSA facilitate the official recognition of clubs, subject to meeting the requirements.**

**BIFRT the UMGSA Clubs Policy and Procedure Manual become an official document of the Association.**

*Chad Cowie (Vice President Internal)/Jennifer Chen (Vice President Academic)*

*Carried*

(The UMGSA Clubs Policy is attached as an appendix).

### 11. Other Business

*Cathy Scofield-Singh:* The GSA office had evening hours a few years ago. The office was open in the summer, however, so the number of students using the service may not have been representative of how many students might use the service when school is in session. Is it possible to reinstitute the evening hours?

*E. Rotimi Ojo:* The Executive will have to review this. Executive members are often in the office in the evening, and may be able to open the office on a trial basis for part of the week. We don't have the budget right now to hire someone for the rest of the year.

**MOTION: BIRT the GSA Executive look into the possibility of extending the GSA Office hours from 4:00pm – 8:00pm on a voluntary basis.**

*Cathy Scofield-Singh(Nursing)/Johanu Botha (Senator)*

*Carried*

## 12. Announcements

- a. UMGSA general election process will begin Feb 4, 2013

## 13. Adjournment

**BIRT the UMGSA AGM for the 2012-2013 year be adjourned.**

*Cathy Scofield-Singh (Nursing)/Ryan Coulling (Sociology)*

*Carried*

Meeting adjourned at 7:20pm

	Name	Department
1	Yiji (Jennifer) Chen	Kinesiology
2	Tonia Bates	Vice-President External
3	Jessica Rebizant	Senator
4	Britney Bell	Landscape Architecture
5	Sarah Ann Gauntlett	History
6	Sem Moreno	Immunology
7	Carolyn Weiss	Immunology
8	Chadwick Cowie	Political Studies
9	Hun Wong	Food Science
10	Johanu Botha	Political Studies
11	Trish Kelley	Environment and Geography
12	Sarah Ramsden	History
13	Ahmad Byagow	Electrical and Computer Engineering
14	Sebastien Kerherue	Physics and Astronomy
15	Crystal Cook	Nursing
16	Awudu Lukeman	Agribusiness
17	Lin Li	Agribusiness
18	Jia Lin	Agribusiness
19	Changhee Cho	Agribusiness
20	Ryan Coulling	Sociology
21	Daniel Levin	Sociology

22	Ann Scott	Anthropology
23	R Chab Alharbi	Human Ecology
24	Sumitha Anumu Koshy	Electrical and Computer Engineering
25	Ammu Prakash	Electrical and Computer Engineering
26	Ehsan Tahmasebin	Electrical and Computer Engineering
27	Ali Yazdanpanah Goharr	Electrical and Computer Engineering
28	Mohammad Goulkhah	Electrical and Computer Engineering
29	Mingyi Li	Landscape Architecture
30	Chinenye Alogue	Mechanical and Manufacturing Engineering
31	Kaiweu Xa	Mechanical and Manufacturing Engineering
32	Eid Alkalawi	Computer Science
33	BeiBei Lu	Recreation and Kinesiology
34	Cathy Scofield-Singh	Nursing
35	Crystal Cook	Nursing
36	William Gray	Interior Design
37	Calistus Ekenna	Social Work
	E. Rotimi Ojo	Chair
	Ruth Prokesch	GSA Staff
	Michelle Kunzler	BDO Guest
HSGSA AGM Attendance		
1	Taru Manyanga	CHS
2	Kali Braun	Medical Microbiology
3	Phillippe Sime	Medical Microbiology
4	Aileen Patterson	Medical Microbiology
5	Erika Couto	Physiology
6	Edith-Rose Cairns	CHS
7	Leslie D.A. Copstein	CHS
8	Naghmeh Khoshgoo	Physiology
9	Leigh McClarty	CHS
10	Shelley Peterson	Medical Microbiology
11	Andre McDermid	Medical Microbiology
12	Elsabe du Plessis	CHS
13	Min Ryn	Physiology
14	Aruni Jha	Physiology
15	Yao Nie	CHS
16	Rebecca Dielson	Immunology
17	Melissa Rabb	Medical Microbiology
18	Bryan McIntosh	Physics
19	Oluwaomi Adelen	CHS
20	Dom DiCurzio	Anatomy and Cell Science
21	Emmanuel R. Ojo	Soil Science
22	Angela Calatrylio	Occupational Therapy
23	Ashleigh Schedler	Occupational Therapy

24	Maryane Rahimi	HACS
25	Hesam Mevenssagh	Immunology
26	Shenghua Zhu	Pharmacology and Therapeutics
27	Alison Muller	Physiology
28	Forough Khadem	Immunology
29	Rachael Erdmann	Immunology
30	Stephanie Chu	Pharmacology



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## Graduate Students' Association

### UMGSA CLUBS POLICY AND PROCEDURE MANUAL

Preamble.....	2
Definitions.....	2
Amendment Procedures.....	2
Relevant Bylaws.....	2
Review of UMGSA/HSGSA Clubs.....	2
Application for Recognition as UMGSA/HSGSA Club.....	2
Requirements for Ratification.....	3
Appeals.....	4
Club Rights.....	4
Club Responsibilities.....	4
Elections.....	4
Finances.....	4
Trade-Mark Use.....	5
Club Insurance and Risk management.....	5
Removal of Club Members.....	5
Club Sanctions and/or De-Ratification.....	5

## **ARTICLE I: PREAMBLE:**

The purpose of this policy is to uphold the interests of club members, students, the UMGSA/HSGSA, and the University community. This document is designed to assist graduate students in the formation, operation, and development of clubs and to make clear the obligations that a club has to the UMGSA/HSGSA.

## **ARTICLE II: DEFINITIONS:**

1. "Club" means a UMGSA/HSGSA recognized club;
2. "Club Member" includes any individual who is a recognized member of a UMGSA ratified club;
3. "Student" includes any graduate student enrolled at the University of Manitoba or its affiliate campuses.
4. "Association" means UMGSA and HSGSA

## **ARTICLE III— AMENDMENT PROCEDURES**

1. This Policy and Procedure Manual may be amended at a meeting of Council with a regular majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available to the membership in print and electronic form within two weeks. Any ratified changes to this document must be made available to all committee members in print and electronic form within one week.

## **ARTICLE IV — RELEVANT BYLAWS**

This Policy Manual applies to Article 5 of the Association's Bylaws.

## **ARTICLE V – REVIEW OF UMGSA/HSGSA CLUBS**

1. All recognized UMGSA/HSGSA clubs will be assessed by the Vice President (Marketing and Events) and the Events Committee
2. The Events Committee, will be required to assess the standing of each UMGSA club at the meeting held previously to the April UMGSA/HSGSA Council Meetings.
3. Items to be reviewed include but are not limited to: what the club has accomplished during the 'fiscal year,' events held, budget, as well as contact information for the incoming Club executive
4. The onus is on the club to provide all necessary information to the appropriate body or individual described above for review.



## **ARTICLE VI – APPLICATION FOR RECOGNITION AS A UMGSA/HSGSA CLUB**

1. The following will be the deadlines for submitting new club applications:
  - i. October 15
  - ii. February 15
  - iii. June 15(If the date falls on a weekend or holiday, the deadline will be the next business day)
2. The Events Committee will evaluate applications for UMGSA/HSGSA Clubs and recommend their approval to the Association executive.
3. UMSU Clubs that have more than 25% of their memberships as Graduate Students will be recognized by the UMGSA/HSGSA
4. Academically organized Clubs will be given priority for recognition

## **ARTICLE VII – REQUIREMENTS FOR RATIFICATION:**

1. A student group/club proposing recognition/ratification by the Association must provide evidence that:
  - i. Its membership is open to graduate students
  - ii. If the club chooses to open its membership to non-UofM students as well, the non-student members are not granted voting rights. Clubs that choose to enlist the help of staff members shall not permit those staff members to have voting rights
  - iii. If it is a recognized UMSU club that is requesting UMGSA/HSGSA recognition they must provide proof that graduate students comprise at least 25% of the total membership
  - iv. A list of 10 graduate students, with signatures and student identification number, must be presented – exceptions, with proof of why 10 signatures were not represented, can be considered by the Events Committee
2. A Proposal for recognition/ratification must be submitted to the Vice-President (Marketing and Events). The proposal must include:
  - i. A one (1) page cover letter stating the desire to be ratified/recognized and signed, with contact information, of at least two (2) representatives for the organization looking to be ratified/recognized
  - ii. A typed, maximum three (3) pages, proposal answering:
    - a. What is the Purpose of the Club?
    - b. What Activities will the Club hold?
    - c. How will the club be financially organized and how will monies be allocated?
    - d. What are some liability issues that the club may face?
  - iii. A typed copy of the proposed constitution for the club that:
    - a. Adheres to the UMGSA Bylaws

- b. State clearly that its views and actions in no way represent the UMGSA/HSGSA, or the University of Manitoba
- c. Clearly includes:
  - i. Name of Club
  - ii. Mandate
  - iii. Membership
  - iv. Membership fees
  - v. Executive Positions
  - vi. Executive Duties/Responsibilities
  - vii. Meetings
  - viii. Election Procedures
  - ix. Refund Policy
  - x. Amendments
  - xi. Impeachment (abiding by UMGSA impeachment process)
  - xii. Signing Officers
  - xiii. An agency clause

#### **ARTICLE VIII – APPEALS:**

- 1. In the event that a club is not ratified/recognized, the club can appeal the decision to the Events Committee.

#### **ARTICLE IX – CLUB RIGHTS**

- 1. A club is entitled to access certain UMGSA services, and the right to:
  - a. Be listed as a recognized Association club on the Association website
  - b. Seek a reservation for the UMGSA Lounge
  - c. Have the UMGSA contact the general graduate student body, via the UMGSA newsletter, about a club's 1<sup>st</sup> Annual General Meeting and events
  - d. Apply for 'Donations' from the UMGSA, as outlined in the "Financial Policy and Procedure Manual"

#### **ARTICLE X – CLUB RESPONSIBILITIES**

- 1. Verifying by September 10<sup>th</sup>, each year that there is an up-to-date Constitution filed with the UMGSA Office
- 2. Submitting a final report to the Events Committee by 1 April which includes:
  - a. A summary and evaluation of club activities that have occurred during that year
  - b. A copy of the minutes from the club's Annual General Meeting
  - c. A detailed report on finances including a statement of revenue and expense for the fiscal year
  - d. A list of incoming executives with their names, student numbers, and email address

#### **ARTICLE XI – ELECTIONS**

1. All Association recognized clubs are expected to adhere to the UMGSA “Elections Policy and Procedure Manual”
2. All UMSU recognized clubs, that have also obtained recognition from the Association, must adhere to UMSU election rules first and foremost due to recognition through UMSU
3. A CRO shall be elected to oversee the Club’s election but will not be financially compensated by the Association

#### **ARTICLE XII – FINANCES**

1. It is expected for all clubs to adhere to all legal accounting policies and procedures
2. All clubs are to keep a detailed budget for the club and to be submitted to the Events Committee no later than the end of October.
3. A member may apply to his or her club for a refund if a fee is paid within one month of becoming a member of the club
4. The Association will not subsidize recognized clubs financially (donation requests are encouraged, which is outlined in the “Financial Policy and Procedure Manual”
5. Two (2) signatures will be required for all financial transactions of an Association recognized club

#### **ARTICLE XIII – TRADE-MARK USE:**

1. A club must seek approval from the Association, UMSU, and/or the University of Manitoba in using any logos pertaining to them

#### **Article XIV – CLUB INSURANCE & RISK MANAGEMENT**

1. The UMGSA will not be held accountable for any possible risk that clubs may have if they choose to host events that may require additional insurance, including but not limited to pub crawls, socials, et al
2. Clubs have the responsibility to take all necessary precautions to limit liability while hosting or participating in high-risk events or activities, including UMSAFE for alcohol events
3. The Club members with signing authority are expected to sign a waiver acknowledging that they have read and will abide by the UMGSA Clubs Policy and Procedure Manual as well as the UMGSA’s Code of Conduct

#### **ARTICLE XV – REMOVAL OF CLUB MEMBERS**

1. A club must remove a member of the club if that member is found to have violated the clubs constitution in such a way that removal is warranted
2. Removal of any member of the club, including executive, must follow the outlined impeachment process that is within the club Constitution
3. Appeal can be brought to the Events Committee if there is reason to believe that the impeachment process was not properly followed.

#### **ARTICLE XVI – CLUB SANCTIONS AND/OR DE-RATIFICATION**

1. Clubs can be sanctioned or de-ratified for the following reasons

- a. Breach of any of the responsibilities outlined in this policy
  - b. If the club has been idle for a full fiscal year
- 2. The process for sanctions or de-ratification will include:
  - a. Verbal warning from the Events-Committee will be the first avenue of choice
  - b. Written Warning via the Vice President (Marketing and Events) on behalf of the Events Committee if the problem persists after the verbal warning.
  - c. Sanction or de-ratification if the problem persists after the written warning and will be decided by the events committee.